

PLACENTIA LIBRARY DISTRICT



Board of Trustees

**Meeting
Unusual Date**

October 16, 2002

Library Conference Room

Administration

3. Minutes of the September 18, 2002 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Minutes of the September 30, 2002 Special Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

5. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

6. Board President Report

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

7. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

8. Library Director Report

The Library Director will report on library issues of general interest and on meetings attended on behalf of the District.

9. Friends of Placentia Library Board of Directors Report

10. Placentia Library Foundation Board of Directors Report

11. Placentia History Room Report

CLAIMS (Items 12 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 – 15 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

12. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

13. Claims forwarded by the Library Director and Library Trustees. (Approve)

Claims 4319 and 4324 forwarded by Library Director for a subtotal of \$7,006.85; Claims 4316, 4317, 4318, 4320, 4321, 4322 and 4323 forwarded by the Trustees for a subtotal of \$34,042.99; with a combined total of \$41,049.84 for this report period.

14. Current Claims and Payroll (Approve)

Claims 4325, 4326, 4327 and 4328 for a subtotal for Claims of \$8,262.93; and Payrolls 4329 for \$27,735.00 and 4330 for \$27,735.00 for a subtotal for Payrolls of \$55,470.00; with a combined total of Claims and Payroll of \$63,732.93.

15. FY2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation to authorize transfer of \$50,000 from Fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2002. (Receive & File and Approve Fund Transfer)

FINANCIAL REPORTS (Items 16 - 20)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 – 20 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

16. Financial Reports for September 2002 (Receive & File)
17. Office General Ledger & Check Registers for September 2002 (Receive & File)
18. Acquisitions Report for September 2002 (Receive & File)
19. Collection Agency Report for September 2002 (Receive & File)
20. Gifts Report for September 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 21 – 30)

Presentation: Library Director
Recommendation: Approve by Motion

Items 21 – 30 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

21. Building Maintenance Report for September 2002 (Receive & File)
22. Personnel Report for September 2002 (Receive, File, and Ratify Appointments)
23. Volunteer Report for September 2002 (Receive & File)
24. Circulation Report for September 2002 (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
26. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
27. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
28. Letter from the State Library of California reporting the Placentia Library District's estimated share of the Fiscal Year 2002-2003 Public Library Fund is \$46,376. (Receive & File)
29. Letter from the State Library of California reporting that the Families for Literacy Grant (FFL) for Fiscal Year 2002-2003 is \$12,061. (Receive & File)
30. Workers' Compensation Claim Settled. (Receive & File)

CONTINUING BUSINESS

31. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

NEW BUSINESS

32. California Public Notice reimbursement program and authorization to use Shields Consulting Group, Sacramento, as the contract claim preparation processor.

Presentation: Library Director
Recommendation: Authorize Placentia Library District to file reimbursement claims for the eligible State mandated programs; and

Authorize Library Board President Shkoler to sign the Agreement for Mandated Cost Claiming Services with Shields Consulting Group.

- 33. Approve the Addendum to State of California Purchase Card Program Master Service Agreement and Adopt Resolution to authorize the Library Director to sign the CAL-Card application

Presentation: Library Director
Recommendation: Approve the Addendum to State of California Purchase Card Program Master Service Agreement; and
Motion to read Resolution 03-01 by title only; and
Motion to adopt Resolution 03-01.

STAFF REPORTS (Items 34 - 39)

Items 34 - 39 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

- 34. Program Committee Report for September 2002 (Roberts)
35. Children's Services Report for September 2002 (Smith)
36. Placentia Library Literacy Services Report for September 2002 (Roberts)
37. Placentia Library Web Site Report for September 2002 (Roberts)
38. Publicity Materials Produced in September 2002. (Rakos)
39. Safety Committee Minutes for September 2002 (Matas)

ADJOURNMENT

- 40. Agenda Preparation for the November Regular Meeting, which will be held on Wednesday, November 20, 2002 at 6:30 P.M.
41. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

- 42. Adjourn

*****CERTIFICATION OF POSTING*****

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the October 16, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 10, 2002.

[Handwritten signature of Elizabeth D. Minter]

Placentia Library Board Calendar

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October

- 7 7:00 PM Friends Board Meeting, Shkoler
- 12 9:00 AM Heritage Parade
- 13 1:00 PM Friends Book Sale
- 16 5:30 PM Chamber Mixer at Preferred Businesses of America, 207A S. Lakeview
- 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 1 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 4 7:00 PM Friends Board Meeting, Stark
- 11 Library Closed for Veterans Day
- 17 1:00 PM Friends Book Sale
- 20 6:30 PM Library Board Meeting
- 28 Library Closed for Thanksgiving

December

- 2 7:00 PM Friends Board Meeting, Braun
- 6 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 8 1:00 PM Friends Book Sale
- 18 6:30 PM Library Board Meeting

January

- 6 7:00 PM Friends Board Meeting, Wood
- 17 5:30 PM Chamber Mixer
- 22 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 ALA Midwinter Meeting, Philadelphia, through Jan 29
- 10:41 AM ALA Midwinter, Philadelphia, through January 29

February

- 3 7:00 PM Friends Board Meeting, Dinsmore
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 3 7:00 PM Friends Board Meeting, Shkoler

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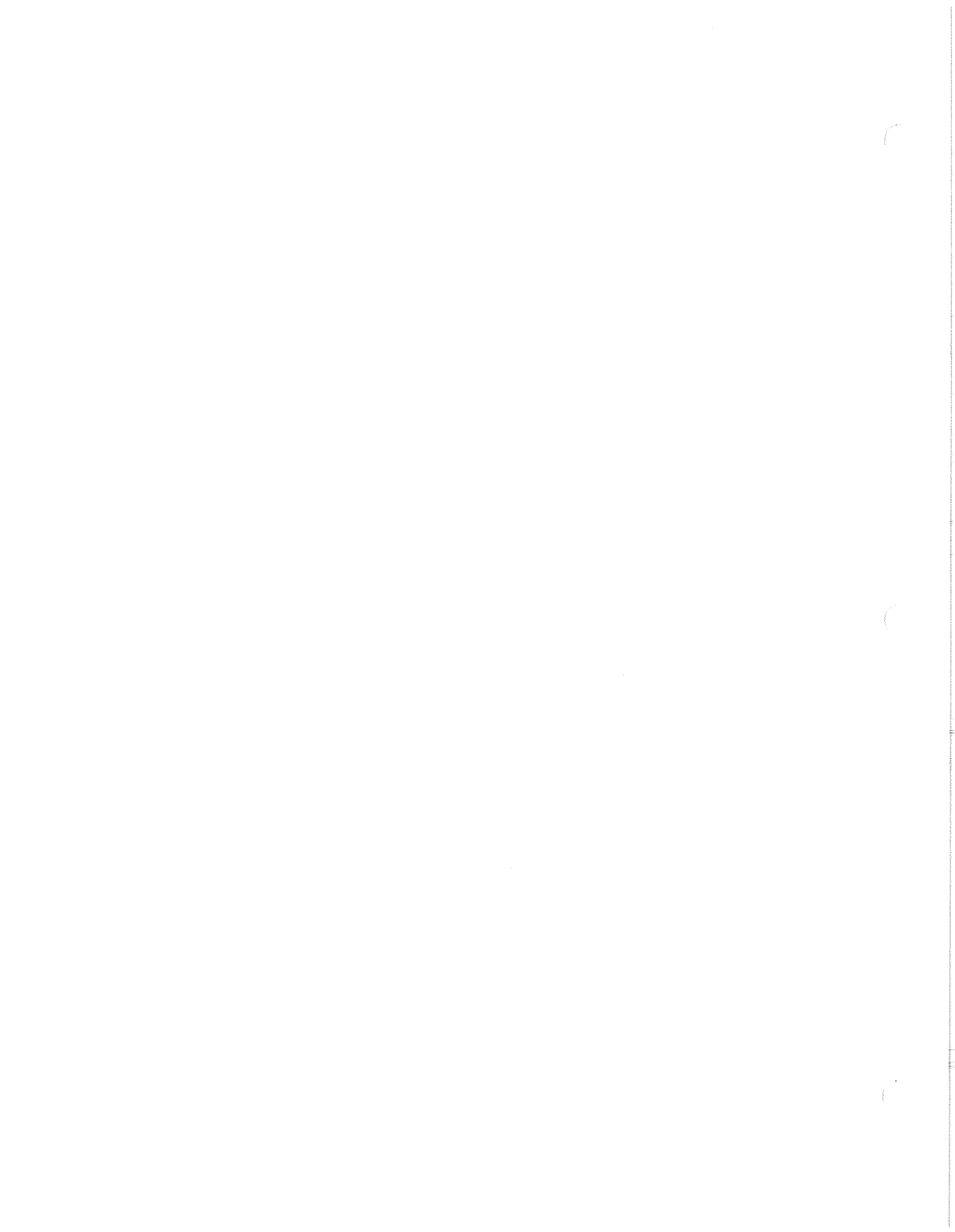
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March

- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 7 7:00 PM Friends Board Meeting, Stark
- 23 6:30 PM Library Board Meeting

- 24 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 5 7:00 PM Friends Board Meeting, Braun
- 21 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

- 25 Library Closed for Monday Holiday

- 26 Library Closed for Memorial Day

June

- 2 7:00 PM Friends Board Meeting, Wood
- 18 6:30 PM Library Board Meeting
- 19 10:40 AM American Library Association, Toronto, through June 25
- 26 2:36 PM ALA Annual Conference, Toronto, through July 3

- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 20 6:30 PM Library Board Meeting

September

- 1 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 7 Library Closed for Monday Holiday
- 24 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Apr 2003						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 18, 2002**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 18, 2002 at 6:38 P.M.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore; Gaeten Wood and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager / Literacy Coordinator Jim Roberts.

ADOPTION OF AGENDA It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Agenda as printed.

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

MINUTES No Corrections were requested for the Minutes of August 28, 2002.

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve the Minutes of the August 28, 2002 Regular Meeting.

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATIONS No members of the public requested to address the Board.

PRESIDENT'S REPORT President Shkoler did not make a report.

TRUSTEE REPORTS Trustee Stark reported that she attended a special District Worker's Compensation Authority (SDWCA) meeting on September 17, 2002. There will be more meetings and updates before the end of the year.

Trustee Dinsmore reported that she attended the Chamber mixer at the Villa DiPalma before the bard meeting. She also attended the Friends of the Placentia Library Board Meeting on September 9, 2002.

Secretary Braun reported that he and Library Director Minter attended a breakfast sponsored by Assembly Woman Lynn Dacher.

**LIBRARY
DIRECTORS
REPORT**

Library Director Minter announced to the board that the guest speaker for the Authors Luncheon on March 1, 2003, would be Lisa See.

Minter also reported that she received a call from the SDWCA claims administration saying that Elisa Herrera-Thomas' Claim was determined by them not to be job related. Discussion followed regarding Worker's Comp.

**FRIENDS OF
PLACENTIA
LIBRARY**

Friends of the Placentia Library membership chair Ted Farkas reported that membership, sales, and donations for the Friends have increased.

CLAIMS

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director and Library Trustees: Claims 4306, 4307, 4308, 4310, and 4311 for a total of \$4,945.86. Claim 4309 forwarded by the Trustees for \$35,900.00; with a combined total \$40,845.86 for this report period.

Current Claims and Payroll: Claims 4312 and 4313 for a total of \$2,828.97; and Payrolls 4314 and 4315 for a subtotal of \$55,470.00; with a combined total of Claims and Payroll of \$58,298.97.

A total for all claims and payroll is \$63,244.83.

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

**FINANCIAL
REPORTS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 13 through 17.

Financial Reports for August 2002

Official General Ledger & Check Registers for August 2002

Acquisitions Report for August 2002

Collection Agency Report for August 2002

Gifts Report for August 2002

AYES: Braun, Dinsmore, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 18 through 28.

Building Maintenance Report for August 2002. (Receive & File)

Personnel Report for August 2002 (Receive, File & Ratify Appointments)

Volunteer Report for August 2002 (Receive & File)

Circulation Report for August 2002 (Receive & File)

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

Status Report on the Two Percent Assessment Appeals Case (Receive & File)

Statement of Intent to Apply and Certification of Eligibility and Funding for the Fiscal Year 2002-2003 California Library Literacy Services Matching Funds Grant as submitted to the State Library of California on September 3, 2002. (Receive and File)

Library of California Board Actions, August 14-15 2002. (Receive and File)

Biennial Review of the Placentia Library District Conflict of

Interest Code and authorize the Library Director to file a report of no amendments. (Receive and file and Authorize Library Director to File Response)

**STATE BUDGET
STATUS**

Library Director Minter reported that there is still no action taken on the State Budget

Library Director Minter reported that it might be October or November before a budget is finalized and published.

**DEBIT CARD
AUTHORIZATION**

Library Director Minter presented a review of the Debit Card system for the library. It was moved by Trustee Dinsmore and seconded by Trustee Stark to approve Agenda Item 30 to;

Eliminate the Debit Card Reimbursement System from the monthly Library Board packet; and

Pay future photocopier and debit card system maintenance costs from the General Fund Equipment Maintenance Account (1300-00); and

Pay future photocopier and debit card system equipment costs from the General Fund Equipment Account (4000-00); and

Deposit future debit card revenue to the General Fund Local Revenue Account (7670-00); and

Reimburse the Literacy Savings account with \$7,700.00 from the General Fund Equipment Purchase Account (4000-00).

AYES: Braun, Dinsmore, Shkoler, Wood
NOES: Stark
ABSTAIN: None
ABSENT: None

**SELECTION OF
CANDIDATE FOR
SDCA**

It was moved by Trustee Wood and seconded by Trustee Stark to hire Trustee Stark as a consultant to the Board at the end of her term for \$1 per year. This will enable Trustee Stark to retain her position at the Special District Compensation Authority.

AYES: Shkoler, Stark, Wood
NOES: Braun, Dinsmore
ABSTAIN: None
ABSENT: None

**CHAMBER OF
COMMERCE
BREAKFAST**

The District seats were allocated as follows: Peggy Dinsmore, Jim Dinsmore, Al Shkoler, Jim Roberts, Gaeten Wood, Geoff Braun, Pat Irot, and Eleanor Rankin

**AUTHORIZE TO
APPLY FOR Cal
CARD**

Library Director Minter presented a review of the Cal Card Program. It was moved by Trustee Stark and seconded by Trustee Wood to authorize the Library Director to apply for a Cal Card for Placentia Library District.

AYES: Braun, Dinsmore, Shkoler, Wood
NOES: Stark
ABSTAIN: None
ABSENT: None

STAFF REPORTS

It was moved by Secretary Braun, seconded Trustee Dinsmore to approve Agenda Items 35-40.

Program Committee Report for August 2002.

Children's Services Report for August 2002.

Placentia Library Literacy Services Report for August 2002.

Publicity Materials produced for August 2002.

Safety Committee Minutes for August 2002.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

OCTOBER MEETING

The October Regular Library Board Meeting will be held on Wednesday, October 16, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 18, 2002 adjourned at 7:43 P.M.

Geoff Braun
Secretary
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
September 30, 2002**

CALL TO ORDER Secretary Braun called the Special Meeting of the Placentia Library District Board of Trustees to order on September 30, 2002 at 6:50 P.M.

ROLL CALL **Members Present:** Secretary Geoff Braun; Trustees Peggy Dinsmore; Gaeten Wood and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: President Al Shkoler

Others Present: Jeffrey Thompson, JD, Declues & Burkett.

ADOPTION OF AGENDA It was moved by Trustee Wood, seconded by Trustee Stark to adopt the Agenda as printed.

AYES:	Braun, Dinsmore, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	Shkoler

ORAL COMMUNICATIONS No members of the public requested to address the Board.

CLOSED SESSION Pursuant to Section 54956.9 of The Brown Act a Closed Session was held at 7:00 P.M. to receive advice from the District's legal counsel regarding potential litigation.

The Closed Session ended at 7:38 P.M.

Library Director Minter reported that there was no report from the Closed Session.

OCTOBER MEETING The October Regular Library Board Meeting will be held on Wednesday, October 16, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT The Special Meeting of the Board of Trustees of the Placentia Library District for September 30, 2002 adjourned at 7:42 P.M.

Geoff Braun
Secretary
Library Board of Trustees



MINUTES October 7, 2002

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Barbara Hemmerling, Eleanor Rankin, Jill Botha, Ginny Sanatar, Marge Horrocks, Frances Stoller, Virginia Walker and Renee Scott. Jim Roberts and Jillian Rakos represented the staff and Al Skholer, the Trustees.

The **minutes** of the September 9 board meeting were approved as read. In the absence of the treasurer there was no financial report. **Financial Secretary**, Ginny Sanatar reported sales from the Book Store in September \$675.85. September Second Sunday Sale netted \$217.75. There were no bills to be paid.

President's Report: 1) Ted Farkas attended the September Trustee's meeting. 2) Ginny Sanatar will attend the October 16 Trustee's meeting. 3) Ellie reported that she followed up by telephone patrons that did not respond to this year's Foundation Donation request. Jillian said they had received good responses from these follow up calls. 4) Ellie is Chairman for the Foundation of the Donor's Reception, Friday, November 8, 6:30-8:30. It will have a Mardi Gras theme. 5) Author's Luncheon Saturday March 1 with Lisa See. 6) Ellie presented the opportunity to nominate a Citizen of the Year. Jill Botha nominated Jim Roberts. Barbara Hemmerling seconded it and the motion carried with great enthusiasm. Ellie will write the nomination papers.

Chair Reports: 1) Public Relations- Ellie praised Pat Irot's good job with publicity. It has helped our Sunday Sales success. 2) Sunday Book Sales-Marge Horrocks announced the following schedule for staffing the sales:

October 13 Marge Horrocks and Jill Botha, November 13 Renee Scott and Frances Stoller, December 8 Ginny Sanatar and Virginia Walker, January 12 Ted Farkas and Pat Irot, February 9 Barbara Hemmerling and Jan Schwartzkopf, March 10 Camille Himes and Ellie Rankin, April Marge Horrocks and Jill Botha. The books that were on the outside tables and unsold at the October Second Sunday sale will be picked up by an organization that will distribute them in Kabul, Afghanistan.

3) Jill Botha reported \$49 from the Silent Auction in September.

Library Director's report: 1) Jim reported that Wells Fargo had donated \$1000 to the Christmas Clearing Bureau's book give away. He asked the Friends to donate \$500 and to ask the Placentia Round Table to match that with \$500. Marge made a motion that the Friends donate \$500 it was seconded by Barbara Hemmerling and the motion carried. Jill Botha will coordinate the Round Table's contribution. 2) Jim reported that Tyese Wortham has been hired as the Family's for Literacy Coordinator. She will work 50% of

the time for this program and 50% for Public Services.

Announcements: State of the City Breakfast is being televised on Channel 3.

Next meeting: Monday November 7, 2002 & PM

Barbara Hemmerling, Recording Secretary

MINUTES
PLACENTIA LIBRARY FOUNDATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 2, 2002

CALL TO ORDER

The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on October 2, 2002 at 7:25 P.M. by President Gaeten Wood.

ROLL CALL

Members Present: President Gaeten Wood; Treasurer Geoff Braun; Directors Jean Lasley, William Dooley, Eleanor Rankin; and Library Director Elizabeth Minter.

Members Absent: Secretary M.A. McHenry, and Directors Michael Ebenhoch, Jim Fenstermaker, and Kathy Paddock.

Others Present: Library Development Director/Volunteer Coordinator Jillian Rakos.

ADOPTION OF AGENDA

It was moved by Treasurer Geoff Braun, seconded by Director Rankin to adopt the Agenda as printed.

AYES: Wood, Braun, Dooley, Lasley, Rankin
NOES: None
ABSTAIN: None
ABSENT: Fenstermaker, McHenry, Ebenhoch, Paddock

MINUTES

It was moved by Director Braun, seconded by Director Rankin to approve the Minutes of the Regular Meeting of the Board of Directors of August 7, 2002 with the condition that a change be made to state that Director Dooley's comment to the condition of the investments as being "great" be changed to say, "great in the environment in which we are operating."

AYES: Wood, Braun, Dooley, Lasley, Rankin
NOES: None
ABSTAIN: None
ABSENT: Fenstermaker, McHenry, Ebenhoch, Paddock

FINANCIAL REPORTS

It was moved by Director Braun, seconded by Director Rankin to receive and file the Financial Report for July and August 2002.

AYES: Wood, Braun, Dooley, Lasley, Rankin
NOES: None
ABSTAIN: None
ABSENT: Fenstermaker, McHenry, Ebenhoch, Paddock

Placentia Library Foundation Board of Directors, Agenda, October 2, 2002, Page 2 .

**PAYMENT OF
BILLS**

It was moved by Director Dooley, seconded by Director Rankin to Ratify Payment and Receive & File Payment of Bills for July, August, and September 2002.

AYES:	Wood, Braun, Lasley, Dooley, Rankin
NOES:	None
ABSTAIN:	None
ABSENT:	Fenstermaker, McHenry, Ebenhoch, Paddock

**COMMITTEE
REPORTS:**

FINANCE

It was moved by Director Dooley, seconded by Director Braun to Receive and File: IRS Form 990-EZ, CA Form 199, and CA Form RRF-1.

INVESTMENT

It was moved by Director Braun, seconded by Director Dooley to ratify fund transfers and investments since August 7, 2002.

PLANNED GIVING

Director Lasley reported that she finished work on her article on planned giving to be inserted into the next issue of the Foundation newsletter, and that she would like to see Planned Giving brochures kept stocked at the circulation desk.

**ANNUAL GIVING
CAMPAIGN**

Director Rankin reported that the follow up calls to the Annual Giving Campaign were finished and that donations were still coming in from these calls.

MAJOR GIFTS

Library Director Minter reported a list of gifts the Library has received including, a \$10,000 grant from Starbucks for literacy, two \$1,000 gifts from Wells Fargo for literacy and children's books for the Christmas Clearing Bureau, (which serves needy families), a \$5,000 grant from the Placentia-Linda Hospital by Michael Hunn, as well as a lead on a \$5,000 grant which the Library may receive from the Supervisor Cynthia Coad's office.

**DONOR
RECEPTION**

The donor reception is set for Friday, November 8, 2002 and will be a Mardi Gras theme with Michael Hunn as the host.

**AGENDA
PREPARATION**

The next Foundation Board of Directors Meeting will be held on Wednesday, January 8, 2003 at 7:00 P.M. (Annual Meeting)

Placentia Library Foundation Board of Directors, Agenda, October 2, 2002, Page 3 .

ADJOURNMENT

The Regular Meeting of the Board of Directors of the Placentia Library Foundation District for October 2, 2002 adjourned at 8:00 P.M.

M.A. McHenry, Secretary

Placentia Library Foundation
Balance Sheet
As of October 1, 2002

	Oct 1, '02
ASSETS	
Current Assets	
Checking/Savings	
Adopt-A-Book (Bank of the West)	13,554.92
Endowment Savings-(Bank West)	3,040.14
General Fund-(Bank of the West)	1,837.03
Total Checking/Savings	18,432.09
Total Current Assets	18,432.09
Other Assets	
Fair Market Value Adjustment	-8,504.46
Pershing Brokerage (BEF)	5,717.48
T.Rowe Price (Shaw Endowment)	13,205.40
Vanguard Asset Allocation (BEF)	37,969.93
Vanguard Wellington (BEF)	26,630.85
Total Other Assets	75,019.20
TOTAL ASSETS	93,451.29
LIABILITIES & EQUITY	
Equity	
Board Designated	
Designated - Direct Mail	8,000.00
Total Board Designated	8,000.00
Opening Bal Equity	-106.88
Permanently Restricted	
Lapsit Program	9,974.10
Total Permanently Restricted	9,974.10
Retained Earnings	-265.85
Temporarily Restricted	
History Room	520.13
Lapsit	2,198.34
Total Temporarily Restricted	2,718.47
Unrestricted Net Assets	78,287.27
Net Income	-5,155.82
Total Equity	93,451.29
TOTAL LIABILITIES & EQUITY	93,451.29

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Placentia History Room Report**
DATE: October 16, 2002

The Placentia History Room Committee will be hosting the November 8, 2002 meeting of the Heritage Coordinating Council at the Library at 10:00 A.M.

Library Trustees and staff are invited to attend the meeting.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 16, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Library Trustees
October 16, 2002

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	September 19, 2002	4319	4,813.26
	October 9, 2002	4324	<u>2,193.59</u>
TOTAL BY LIBRARY DIRECTOR			\$ 7,006.85
TRUSTEES	September 18, 2002	4316	\$ 9,912.40
	September 18, 2002	4317	\$ 5,557.45
	September 18, 2002	4318	\$ 910.99
	September 30, 2002	4320	\$ 1,317.62
	September 30, 2002	4321	\$ 13,853.03
	September 30, 2002	4322	\$ 1,284.83
	September 30, 2002	4323	<u>\$ 1,206.67</u>
TOTAL BY LIBRARY TRUSTEES			\$ 34,042.99
TOTAL			<u><u>41,049.84</u></u>

Prepared by Elizabeth D. Minter

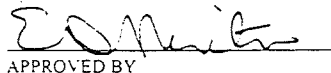
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	10/1/02-11/1/02		0300	00		4,353.45		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-09-1096		1400	00		201.00		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	851170		1800	00		118.73		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	98931		1800	00		140.08		

The claims listed above (totaling \$4,813.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

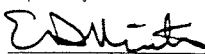
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
(new vendor) IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21280813		1300	00		277.52		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	062770		1400	00		1,100.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	063314		1800	00		27.50		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20020926		1900	00		342.96		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	100702		1900	08		300.00	02	
N26229 Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/1-10/4/02		2700	07		132.10		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	09/10/02		2700	01		13.51		

The claims listed above (totaling \$2,193.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/18/02
REPORT NO 4316

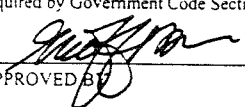
Agenda Item 13
Page 4 of 10

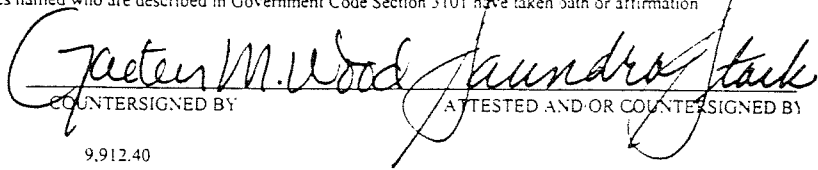
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev	Cat		Doc Number	SC
N19932 Amentas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/1/02-10/31/02		0300	00		627.80		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sep 2, 2002		0700	01		349.07		
	Sep 7, 2002		0700	01		350.22		
	Sep 4, 2002		0700	08		53.00		
						752.29		
N01035 N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55129		1800	00		94.60		
	55140		0700	00		8.18		
			1400	00		2,289.00		
			2800	00		5,200.62		
	Subtotal 55140					7,497.80		
	TOTAL					7,592.40		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	314574		1800	00		278.39		
	314958		1800	00		475.33		
						753.72		
N13154 Ellison Educational Equipment, Inc. 25862 Commercentre Dr. Lake Forest, CA 92630-8804	646649		1800	00		48.49		
N04780D Orange County Register File 56017 Los Angeles, CA 90074-6017	8/31/02		2000	00		137.70		

The claims listed above (totaling \$9,912.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/18/02
REPORT NO 4317

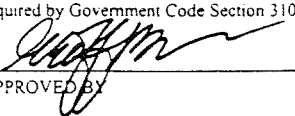
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

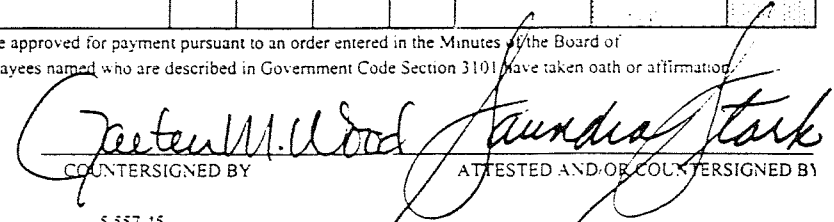
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

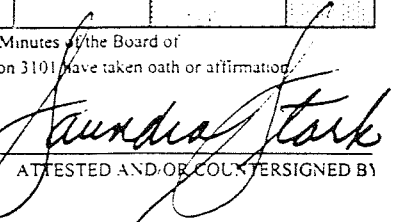
APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objv/ Rev/	Sub Objv/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
(new vendor) Grove's Dictionaries, Inc. P O. Box 1213 Dept. 15066 Newark, NJ 07101-1213	2614988		2400	01		3,646.50		
N22429 The Rosen Publishing Group 29 East 21st Street New York, NY 10010	226273		2400	01		263.40		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	11767371		2400	01		134.59		
N06737C Facts On File General Post Office P.O. Box 26223 New York, NY 10087-6223	34327823		2400	03		1,442.92		
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	4747008M		2400	05		70.04		

The claims listed above (totaling \$5,557.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY


ATTESTED AND/OR COUNTERSIGNED BY

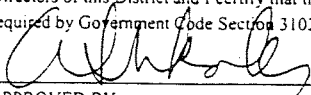
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

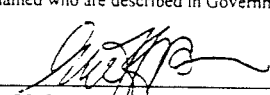
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
 HIS CHECK FROM FUND 707

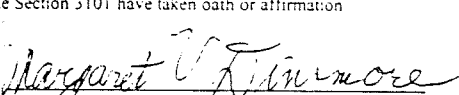
APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
Placentia Library District Literacy Savings Account 411 E. Chapman Ave. Placentia, CA 92870-6198 To reimburse \$6,200 loaned from the Literacy Savings Acct. to County Exempt to cover copier costs on 7/17/1997 and \$1,500 loaned on 10/20/1998 for the same purpose. Inadequate revenue has been generated to repay the loan. The Board wants this to become a General Fund expense and to deposit future copier and debit card revenue to the General Fund.	9/18/02		4000	00		7,700.00		

The claims listed above (totaling \$910.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


 APPROVED BY


 COUNTERSIGNED BY


 ATTESTED AND OR COUNTERSIGNED BY

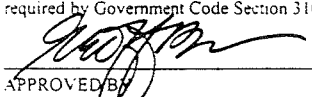
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	October 2002		0300	00		212.59		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	10/1/02-11/1/02		0300	00		113.75		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	98951		1800	00		70.04		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	9/21/02		1800	00		459.03		
			1800	07		137.92		
			1800	08		33.37		
						630.32		
N06667A Upstart W5527 Highway 106 P O. Box 800 Fort Atkinson, WI 53538-0800	091702ch		1800	00		19.98		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	A35367		1800	00		184.09		
N20307 S & S Worldwide, Inc. Accounts Receivable P.O. Box 516 Colchester, CT 06415-0516	4047091		1800	07		86.85		

The claims listed above (totaling \$1,317.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation, required by Government Code Section 3102.


APPROVED BY

 
COUNTERSIGNED BY ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,317.62

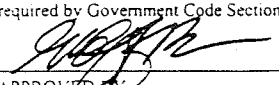
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N04780B Orange County Register P.O. Box 51384 Los Angeles, CA 90051-5684	9/15/02		1900	00		606.72		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	13005		1900	00		217.21		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	210639		2200	00		7,418.32		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	5511648		2400	01		2,862.89		
N25796A BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1352064 1352065 1352066 1352069 1352070 1358725		2400	01		29.86 76.77 10.34 87.34 5.15 14.01 223.47		
(new vendor) The Penworthy Company P.O. Box 511160 Milwaukee, WI 53203-0202	189958 189959		2400	01		1,167.26 1,222.10 2,389.36		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	118031196		2400	01		135.06		

The claims listed above (totaling \$13,853.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY 

COUNTERSIGNED BY Gaetan W. Wood ATTESTED AND/OR COUNTERSIGNED BY Margaret T. Dinmore

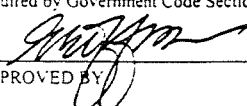
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	10116601		2400	01		45.00		
	10116898					155.82		
						200.82		
N03643 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1524784		2400	05		523.28		
N06819A American Library Association P.O. Box 932501 Atlanta, GA 31193-2501	04635720		2400	07		63.00		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	9/24-9/26/2002		2700	00		90.85		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/16-9/24/02		2700	01		5.84		
	9/3-9/12/02					4.75		
						10.59		
N26229 Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/4-9/11/02		2700	07		13.08		
	9/11-9/30/02					14.60		
						27.68		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	9/23/02		2800	00		368.61		

The claims listed above (totaling \$1,284.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY: 

COUNTERSIGNED BY:  ATTESTED AND/OR COUNTERSIGNED BY: 

Page Total 1,284.83

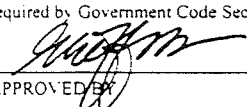
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	10/1/02-11/1/02		0300	00		252.07		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sep 17, 2002 714-528-1906		0700	00		79.37		
	Sep 17, 2002 714-528-8236		0700	01		16.95		
						96.32		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200209-42		0700	02		19.95		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35557		0700	05		215.50		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	86825		1400	00		545.83		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	10/1/02		1900	00		35.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1773		1900	00		42.00		

The claims listed above (totaling \$1,206.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY


ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 16, 2002

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4325	2,475.85
	4326	3,942.29
	4327	1,241.00
	4328	603.79
TOTAL CURRENT CLAIMS		<u>8,262.93</u>
PAYROLL	4329	27,735.00
	4330	27,735.00
		<u>55,470.00</u>
TOTAL		<u><u>63,732.93</u></u>

Prepared by: Elizabeth D. Minter

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-10-1185		1400	00		202.33		
N25624 AFP 1101 King Street, Suite 700 Alexandria, VA 22314-2967	994410 09/16/02		1600	00		140.00		
(new vendor) BNA Books 130 Campus Drive PO Box 7814 Edison, NJ 08818	3459875		1800	00		113.22		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	326396		1800	00		151.32		
N17970 University Products, Inc. P. O. Box 101 517 Main Street Mt. Holyoke, MA 01041	736389-00		1800	00		101.82		
(new vendor) Intuit P.O. Box 513340 Los Angeles, CA 90051-3340	L37431390001 L37947380001		1800	00		130.86 81.34		
	L37905410001		1800	00		779.96		
						992.16		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	09/03/02		1803	00		675.00		
			1803	08		50.00		
			1803	09		50.00		
						775.00		

The claims listed above (totaling \$2,475.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,475.85

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	Z000001ETJ		1800	08		2,170.34		
	Z000001ETH		1800	08		283.94		
	Z000001ETI		1800	08		215.79		
						2,670.07		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	09/30/02		1900	00		166.50		
N26886 Declues & Burkett. LLP P.O. Box 22021 Santa Ana, CA 92702-2021	4911		1900	00		651.00		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	I10123904		2400	01		55.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U577814		2400	01		27.26		
(new vendor) Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	344574		2400	01		150.50		
(new vendor) The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	54277213		2400	01		163.80		
(new vendor) The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	P276587102		2400	01		58.16		

The claims listed above (totaling \$3,942.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

3,942.29

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N25796A BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1352067		2400	01		27.71		
	1358727		2400	01		161.05		
	1360454		2400	01		79.72		
	1360455		2400	01		15.45		
	1360456		2400	01		10.98		
	1366585		2400	01		32.78		
	1366586		2400	01		13.53		
	1366587		2400	01		28.83		
	1366588		2400	01		13.63		
	1366589		2400	01		20.62		
	1366590		2400	01		20.87		
	1366591		2400	01		18.66		
	1366592		2400	01		136.66		
	1369903		2400	01		18.47		
1369904		2400	01		27.08			
					626.04			
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	4991847p		2400	05		307.73		
	5015281p		2400	05		57.32		
(new vendor) Oxford University Press 2001 Evans Road Cary, NC 27513	90189666		2400	07		113.51		
	90189667		2400	07		136.40		

The claims listed above (totaling \$1241.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/16/02
REPORT NO 4328

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	12730		1900	00		116.74		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	9/12/02-10/8/02		1800	07		59.74		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	9/12/02-10/8/02		1800	00		97.89		
			2700	00		329.42		
						427.31		

The claims listed above (totaling \$603.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	Oct 16, 2002 Pay period # 10 Nov 1, 2002 Nov 14, 2002		0100	00		25,764.00		
	FICA		0200	00		1,971.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 14, 2002								

The claims listed above (totaling \$27,735.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

27,735.00

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	Oct 16, 2002 Pay period # 11 Nov 15, 2002 Nov 28, 2002		0100	00		25,764.00		
Account # 2011939659 Route #121000248	FICA		0200	00		1,971.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 28, 2002								

The claims listed above (totaling \$27,735.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____


COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

27,735.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Cash Flow Analysis**
DATE: October 16, 2002

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2002-2003 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2002-2003 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

In order to have a sufficient fund balance to cover claims presented before the property tax allocation on November 27, 2002, I am recommending that \$50,000 be transferred to Fund 707 (General Fund) from Fund 706 (Bond Redemption). This represents a total fund transfer of \$50,000 as compared with \$75,000 in Fiscal Year 2001-2002 and \$85,000 in Fiscal Year 2000-2001.

RECOMMENDATION:

1. Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through October 16, 2002.
2. Authorize transfer of \$50,000 from Fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2003.

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		112,617.52
08/05/02	4297	General by Library Director		1,270.22	111,347.30
08/06/02	4298	General by Library Director		1,682.01	109,665.29
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		116,246.67
08/13/02		Library Revenue, Jul/Aug	2,502.27		118,748.94
08/14/02		Supplemental 1st Actual	165.65		118,248.90
08/14/02	4299	General by Library Director		665.69	117,583.21
08/20/02	4300	General by Library Director		5,171.55	112,411.66
08/26/02		Interest Jul	766.91	44.15	100,577.11
08/28/02	4301	General		12,601.46	87,975.65
08/28/02	4302	General		9,746.58	78,229.07
08/28/02	4303	General		1,713.87	76,515.20
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	48,780.20
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	21,045.20
08/30/02	4306	General by Library Director		1,513.25	19,531.95
08/30/02	4307	General by Library Director		1,264.53	18,267.42
08/30/02	4308	General by Library Director		423.38	17,844.04
09/03/02		State Library ELLI Grant	76,680.00		94,524.04
09/03/02		Library Passport Revenue, Aug	3,648.69		98,172.73
09/03/02		Library Revenue, Aug	1,358.20		63,630.93
09/04/02	4309	General by Trustees		35,900.00	61,974.59
09/05/02	4310	General by Library Director		1,656.34	61,886.23
09/05/02	4311	General by Library Director		88.36	59,695.51
09/18/02	4312	General		2,190.72	59,057.26

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
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07/18/02	4288	General by Library Director		11,636.30	234,520.03
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07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		112,617.52
08/05/02	4297	General by Library Director		1,270.22	111,347.30
08/06/02	4298	General by Library Director		1,682.01	109,665.29
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		116,246.67
08/13/02		Library Revenue, Jul/Aug	2,502.27		118,748.94
08/14/02		Supplemental 1st Actual	165.65		118,248.90
08/14/02	4299	General by Library Director		665.69	117,583.21
08/20/02	4300	General by Library Director		5,171.55	112,411.66
08/26/02		Interest Jul	766.91	44.15	100,577.11
08/28/02	4301	General		12,601.46	87,975.65
08/28/02	4302	General		9,746.58	78,229.07
08/28/02	4303	General		1,713.87	76,515.20
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	48,780.20
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	21,045.20
08/30/02	4306	General by Library Director		1,513.25	19,531.95
08/30/02	4307	General by Library Director		1,264.53	18,267.42
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09/03/02		Library Revenue, Aug	1,358.20		63,630.93
09/04/02	4309	General by Trustees		35,900.00	61,974.59
09/05/02	4310	General by Library Director		1,656.34	61,886.23
09/05/02	4311	General by Library Director		88.36	59,695.51
09/18/02	4312	General		2,190.72	59,057.26
09/18/02	4313	General		638.25	31,322.26
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	3,587.26
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	-6,325.14
09/18/02	4316	General by Trustees		9,912.40	-11,882.59
09/18/02	4317	General by Trustees		5,557.45	-19,582.59

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/18/02	4318	General by Trustees		7,700.00	-19,710.54
09/19/02		Unsecured 1st	51,178.40	127.95	26,654.60
09/19/02	4319	General by Library Director		4,813.26	26,654.60
09/23/02		State Library ELLI Grant	10,000.00		36,654.60
09/23/02		Library Passport Revenue, Sep	7,743.38		44,397.98
09/23/02		State Library ILL Reimbursement	4,194.49		48,592.47
09/23/02		Library Revenue, Sep	2,040.63		50,633.10
09/23/02		Interest GF Savings	9.82		50,614.02
09/26/02		Interest Aug	445.96	28.90	49,742.36
09/30/02	4320	General by Trustees		1,317.62	35,889.33
09/30/02	4321	General by Trustees		13,853.03	34,604.50
09/30/02	4322	General by Trustees		1,284.83	33,397.83
09/30/02	4323	General by Trustees		1,206.67	31,204.24
10/09/02	4324	General by Library Director		2,193.59	28,728.39
10/16/02	4325	General		2,475.85	24,786.10
10/16/02	4326	General		3,942.29	23,545.10
10/16/02	4327	General		1,241.00	22,941.31
10/16/02	4328	General		603.79	-4,793.69
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	-32,528.69
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	-32,528.69

Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

Date	Category	Amount
08/14/02	Prior Year Secured Taxes & Penalties #1 Jul	
08/15/02	Supplemental #1 Jul	
09/11/02	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/02	Supplemental #2 Aug	
09/19/02	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/02	Prior Year Secured Taxes & Penalties #3 Sep	
10/17/02	Supplemental #3 Sep	
11/13/02	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/02	Supplemental #4 Oct	
11/27/02	Current secured #1	7% - 10%
12/09/02	Homeowners Property Tax Relief	15%
12/11/02	Prior Year Secured Taxes & Penalties #5 Nov	
12/12/02	Current secured #2	14% - 18%
12/20/02	Current secured #3	20% - 24%
12/20/02	Supplemental #5 Nov	
01/08/03	Homeowners Property Tax Relief	35%
01/15/03	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/03	Unsecured collections at 12/31/02, #2	5% - 10%
01/22/03	Current secured #4	3% - 6%
01/22/03	Supplemental #6 Dec	
02/06/03	State-Assessed Public Utility, #1	49% - 50%
02/13/03	Prior Year Secured Taxes & Penalties #7 Jan	
02/21/03	Supplemental #7 Jan	
03/12/03	Prior Year Secured Taxes & Penalties #8 Feb	
03/21/03	Current secured #5	5% - 7%
03/21/03	Supplemental #8 Feb	
04/09/03	Unsecured collections at 03/31/03, #3	1% - 3%
04/16/03	Prior Year Secured Taxes & Penalties #9 Mar	
04/17/03	Supplemental #9 Mar	
04/18/03	Current secured #6	25% - 30%
05/08/03	Homeowners Property Tax Relief	35%
05/14/03	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/03	Supplemental #10 Apr	
05/21/03	Current secured #7	3% - 5%
05/22/03	State-Assessed Public Utility, #2	49% - 50%
06/09/03	Homeowners Property Tax Relief	15%
06/11/03	Prior Year Secured Taxes & Penalties #11 May	
06/19/03	Supplemental #11 May	
06/19/03	Unsecured collections at 05/31/03, Final	3% - 6%
06/20/03	Prior Year Unsecured	
07/17/03	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/18/03	Current secured final for FY03	1% - 3%
07/18/03	Supplemental, FY03 #12 Jun	
07/22/03	Delinquent Supplemental, FY03	
07/23/03	Secured Teeter Actual Final Delinquencies, FY01	2% - 4%

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
October 16, 2002

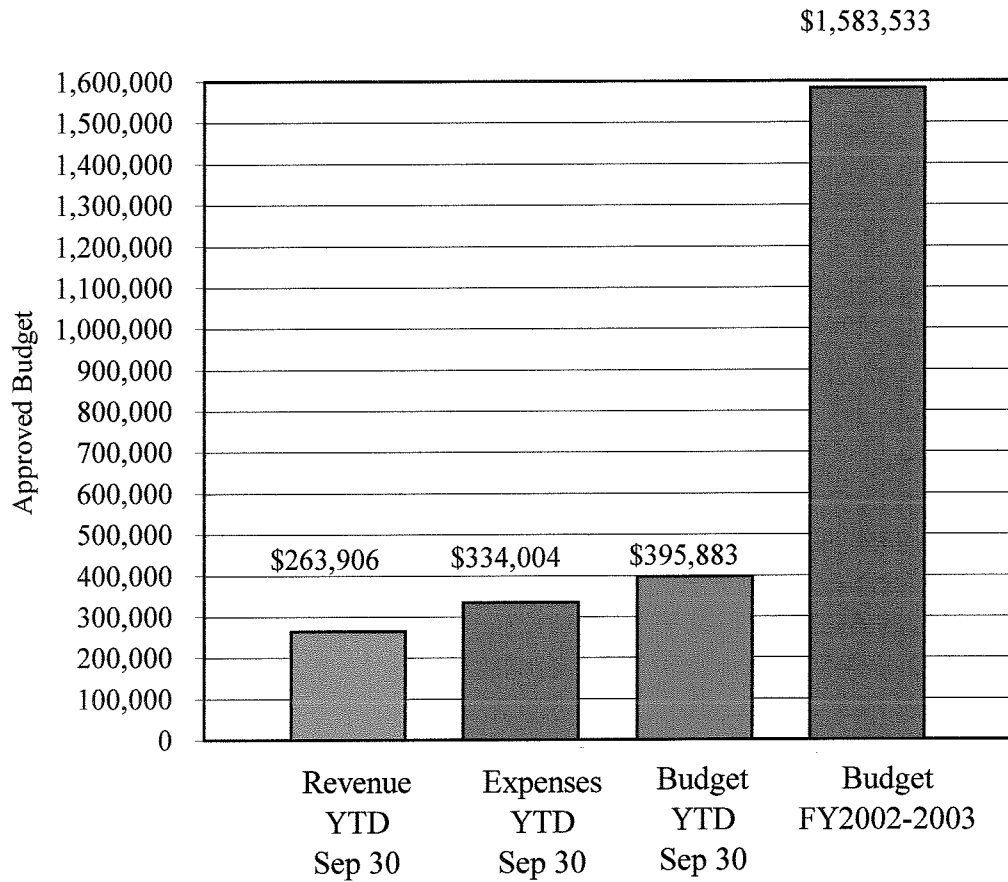
	Fiscal Year 2001-2002						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-01	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-01	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-01	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-01						0.00	0.00
30-Nov-01						0.00	0.00
31-Dec-01						0.00	0.00
31-Jan-02						0.00	0.00
28-Feb-02						0.00	0.00
31-Mar-02						0.00	0.00
30-Apr-02						0.00	0.00
31-May-02						0.00	0.00
30-Jun-02						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 2001-2002						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33
31-Jul-01	112,716.71	9,534.45	154,010.92	289,334.16	9,303.61	574,899.85	285,565.69
31-Aug-01	113,203.85	9,575.66	154,405.14	211,233.74	9,343.81	497,762.20	286,528.46
30-Sep-01	114,099.58	9,651.43	155,626.87	145,233.28	9,417.75	434,028.91	288,795.63
31-Oct-01	114,087.82	9,650.44	115,610.83	39,293.50	9,416.78	288,059.37	248,765.87
30-Nov-01	114,503.99	9,685.64	81,178.47	101,546.64	9,451.13	316,365.87	214,819.23
31-Dec-01	114,881.74	9,717.60	81,700.45	281,012.77	9,482.31	496,794.87	215,782.10
31-Jan-02	115,199.05	9,744.44	82,141.21	361,235.08	9,508.50	577,828.28	216,593.20
28-Feb-02	115,487.65	9,768.85	82,379.63	260,863.52	9,532.33	478,031.98	217,168.46
31-Mar-02	115,747.71	9,790.85	82,565.13	265,659.32	9,553.79	483,316.80	217,657.48
30-Apr-02	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31
31-May-02	116,481.52	9,852.96	83,091.70	500,101.04	9,614.37	719,141.59	219,040.55
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	(60.93)	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	(60.93)	13,876.41	(60.93)	0.00	-0.01%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,180.37	51,992.00	0.00	51,992.00	93.06%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	2,534.10	4,518.89	165.65	3,453.58	7.24%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	2,534.10	6,265.71	165.65	3,453.58	7.24%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	84,008.31	85,468.43	104.72	55,445.58	6.89%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	1,232.86	2,311.35	766.91	1,035.40	5.60%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	1,232.86	2,311.35	766.91	1,035.40	5.60%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	0	4,194.49	0.00	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	144,874.49	0.00	0.00	0.00	99.09%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	7,845.53	7,718.60	2,502.27	4,162.40	26.15%
7670-01	Local Revenue -- Passport	150,000	25,945.10	10,754.47	6,581.38	1,090.05	17.30%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	33,790.63	18,473.07	9,083.65	5,252.45	18.77%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	36,449.18	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	263,906.29	142,702.03	9,955.28	61,733.43	16.67%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	153,180.00	150,372.00	51,528.00	51,148.00	22.14%
0200	Retirement (Social Security & Pension Contribution)	98,103	11,682.00	11,467.00	3,942.00	3,871.00	11.91%
	Health & Life Insurance/Blue Shield CA	48,584	11,142.49	6,860.09	3,759.26	2,426.59	22.93%
	Long Term Disability/CNA	3,903	790.49	212.65	268.19	0.00	20.26%
	Life Insurance/Fortis & Protective Life	2,194	187.45	164.85	101.10	0.00	8.55%
	Vision Service Plan/VSI	2,886	437.86	700.08	204.50	0.00	15.17%
	Dental/Ameritas	6,918	1,692.70	1,657.10	627.80	233.30	24.47%
0300	Total Employee Insurance	64,484	14,250.99	9,594.77	4,960.85	2,659.89	22.10%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	2,733.00	0.00	0.00	0.00	24.19%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	181,845.99	171,433.77	60,430.85	57,678.89	21.00%
0700-00	Communications - Telephone	4,000	587.52	1,175.50	369.18	600.54	14.69%
0700-01	Communications - Modem/Fax	6,000	1,865.79	767.71	374.69	17.31	31.10%
0700-02	Communications - Internet/Database	2,500	390.12	722.58	350.22	0.00	15.60%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	431.00	469.81	0.00	215.00	15.96%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	95.92	57.36	53.00	0.00	19.18%
	Total Communications	15,950	3,370.35	3,192.96	1,147.09	832.85	21.13%
0900-00	Food - General Fund	100	68.06	0.00	25.11	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	28.69	0.00	0.00	0.00	
	Total Food	600	96.75	0.00	25.11	0.00	16.13%
1000-00	Household Expense	5,000	1,482.41	1,062.24	0.00	1,062.24	29.65%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	108.82	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	66.92	880.00	0.00	880.00	1.49%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,175.00	4,860.00	175.00	4,860.00	45.00%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	66.93	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	5,308.85	5,740.00	175.00	5,740.00	30.34%
	HVAC	2,500	5,169.04	201.00	1,875.04	0.00	206.76%
	Carpet Cleaning	3,500	430.98	0.00	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	6,439.52	2,938.94	4,227.05	729.26	21.47%
	Plumbing	1,800	333.86	167.61	0.00	0.00	18.55%
	Electrical	1,500	279.19	118.77	279.19	44.37	18.61%
	Cleaning Service	13,700	3,300.00	3,150.00	1,100.00	1,100.00	24.09%
	Locksmith	200	553.65	0.00	71.81	0.00	276.83%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	5.33	234.96	5.33	234.96	0.11%
1400-00	Total Maintenance of Building & Grounds	58,200	16,511.57	6,811.28	7,558.42	2,108.59	28.37%
1600-00	Memberships - General Fund	3,750	0.00	52.50	0.00	17.50	0.00%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	157.50	0.00	17.50	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	480.00	210.00	0.00	35.00	10.91%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
	Library Supplies	10,000	1,492.09	4,789.97	1,015.07	898.93	14.92%
	Printing	10,000	929.74	2,794.12	327.42	2,388.54	9.30%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	259.56	1,191.52	259.56	0.00	17.30%
	Paper	1,700	153.09	573.78	0.00	86.68	9.01%
	Drinking Water Service	325	82.50	78.00	27.50	26.00	25.38%
	Other Office Supplies	8,500	2,143.85	1,445.11	454.33	464.56	25.22%
1800-00	Total Office Supply Expense - General Fund	32,025	5,060.83	10,872.50	2,083.88	3,864.71	15.80%
1800-07	ELLI Grant Supply Expense	2,611	0.00	0.00	0.00	0.00	
	Printing	1,500	0.00	0.00	0.00	0.00	
	Publications	0	0.00	649.30	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	32.84	615.66	0.00	615.66	
1800-08	Total Adult Literacy Office Supply Expense	5,000	32.84	1,264.96	0.00	615.66	0.66%
1800-09	Supply Expense Families for Literacy	500	0.00	419.23	0.00	0.00	
	Total Office Expense	40,136	5,093.67	12,556.69	2,083.88	4,480.37	12.69%
1803-00	Postage Expense - General Fund	5,500	1,584.05	1,511.67	650.00	714.57	28.80%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	1,584.05	1,511.67	650.00	714.57	28.29%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	105.00	70.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,500	3,055.35	1,176.38	1,935.00	0.00	40.74%
	Anaheim Consortium Automated Library System	31,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	121.71	113.13	42.00	37.71	24.15%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	1,035.42	93.89	0.00	29.29	11.38%
	Advertising (Including WEB Site)	2,000	475.80	0.00	15.00	0.00	23.79%
	Medical Exams	750	373.50	710.00	111.00	105.00	49.80%
	Collection Services - Accounts Receivable	2,500	206.16	626.01	0.00	174.66	8.25%
	Audit & Accounting Services	5,250	275.00	0.00	275.00	0.00	5.24%
	Payroll Preparation	3,250	553.65	723.35	231.25	203.85	17.04%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	1,510.00	1,644.76	1,200.00	0.00	8.63%
1900-00	Total Specialized Services - General Fund	87,774	7,711.59	5,157.52	3,844.25	585.51	8.79%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	7,293.04	0.00	2,752.11	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	290.00	200.00	0.00	0.00	3.05%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	201.00	129.98	156.85	129.98	1.68%
	Total Specialized Services	110,774	8,202.59	12,780.54	4,001.10	3,467.60	7.40%
2000-00	Legal Notices - General Fund	650	137.70	0.00	137.70	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	137.70	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	164.87	0.00	164.87	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	43,318.32	43,266.79	35,900.00	35,900.00	35.86%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	6,399.55	11,068.99	4,727.07	3,834.60	4.40%
2400-02	Special Department Expense - Video	0	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	26,234.42	18,204.97	10,032.92	2,144.63	
2400-04	Special Department Expense - Periodicals	0	655.34	335.80	559.34	77.20	
2400-05	Special Department Expense - Audio	0	493.69	3,692.19	214.94	3,382.76	
2400-07	Special Department Expense - ELLI Grant	5,900	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	2,282.24	0.00	2,282.24	49.47%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	34,772.36	35,584.19	15,534.27	11,721.43	22.67%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	614.10	699.33	334.00	403.00	24.56%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,074.81	873.69	749.07	160.08	27.66%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	267.00	10.00	141.00	10.00	53.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	28.07	0.00	28.07	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	371.86	83.84	51.86	10.00	37.19%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	7.52	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	14,500	3,363.36	1,666.86	1,304.00	583.08	23.20%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	20,718.14	11,162.23	5,321.46	23.02%
	Gas	5,000	40.92	362.10	21.30	0.00	0.82%
	Water	3,750	1,116.64	1,262.83	374.01	0.00	29.78%
	Total Utilities	71,750	15,658.23	22,343.07	11,557.54	5,321.46	21.82%
	TOTAL SUPPLIES & SERVICES	625,726	147,159.48	152,005.83	80,347.80	71,967.19	23.52%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	1,810.15	2,629.09	1,810.15	0.00	9.05%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	4,536.16	2,629.09	1,810.15	0.00	21.60%
4200-00	Structures/Improvements	0	462.25	0.00	462.25	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	4,998.41	2,629.09	2,272.40	0.00	23.80%
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	334,003.88	326,068.69	143,051.05	129,646.08	21.09%

10/09/02

Placentia Library District
Balance Sheet
As of September 30, 2002

	<u>Sep 30, '02</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,925.64
County Exempt - Savings	2,306.49
General Fund - Checking	8,497.77
General Fund - Savings	3,433.49
Literacy Fund - Savings	7,501.89
Payroll Checking - B of A	1,770.81
Payroll Checking - Wells Fargo	5,986.78
Payroll Checking (CDs)	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
Total Payroll Checking (CDs)	35,000.00
Payroll Savings (Fees)	2,396.78
Payroll Savings (Int CDs)	5,164.65
Total Checking/Savings	<u>73,984.30</u>
Total Current Assets	<u>73,984.30</u>
TOTAL ASSETS	<u>73,984.30</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,530.96
Total Capital	70,225.89
Net Income	-11,772.55
Total Equity	<u>73,984.30</u>
TOTAL LIABILITIES & EQUITY	<u>73,984.30</u>

Placentia Library District
 Profit & Loss by Class
 September 2002

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	55.40	0.00	0.00	0.00	55.40
COE Interest	0.51	0.00	0.00	0.00	0.51
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	360.00	0.00	0.00	0.00	360.00
COE Miscellaneous Income	1,680.04	0.00	0.00	0.00	1,680.04
COE Passport Chck Reimbursement	3,094.30	0.00	0.00	0.00	3,094.30
COE Test Proctoring Income	23.60	0.00	0.00	0.00	23.60
GF Cash Register - Childrens	0.00	7.00	0.00	0.00	7.00
GF Cash Register - Copy/Debit	0.00	143.20	0.00	0.00	143.20
GF Cash Register - Fines	0.00	1,686.49	0.00	0.00	1,686.49
GF Cash Register - Lost Items	0.00	58.99	0.00	0.00	58.99
GF Cash Register - Reserves	0.00	298.65	0.00	0.00	298.65
GF Interest	0.00	14.94	0.00	0.00	14.94
GF Non Government Grant	0.00	10,000.00	0.00	0.00	10,000.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	120.00	11,431.73	0.00	0.00	11,551.73
GF State Library Reimbursements	0.00	4,194.49	0.00	0.00	4,194.49
LIT Interest Inc - Savings	0.00	0.00	5.40	0.00	5.40
PA Deposit from B of A	0.00	0.00	0.00	31,535.00	31,535.00
PA Wire Transfer from County	0.00	0.00	0.00	55,470.00	55,470.00
Total Income	5,373.73	27,879.14	5.40	87,005.00	120,263.27
Expense					
COE Bank fees	10.71	0.00	0.00	0.00	10.71
COE Childn's Summer Rdnng Prgrm	700.00	0.00	0.00	0.00	700.00
COE Copier Maintenance Contract	277.52	0.00	0.00	0.00	277.52
COE Library Board Expenses	80.00	0.00	0.00	0.00	80.00
COE Passport Expenses	2,538.65	0.00	0.00	0.00	2,538.65
COE Transfer to COE Checking	1,680.04	0.00	0.00	0.00	1,680.04
COE Transfer to GF Savings	115.00	0.00	0.00	0.00	115.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Office Expense	0.00	44.03	0.00	0.00	44.03
GF Transfers to County	0.00	28,065.52	0.00	0.00	28,065.52
GF Travel Staff	0.00	329.42	0.00	0.00	329.42
GF Travel Trustees	0.00	0.00	0.00	0.00	0.00
GF Uncatgorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	149.32	149.32
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,876.54	1,876.54
PA Employee 125 Co-Pay	0.00	0.00	0.00	594.19	594.19
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Payroll Taxes	0.00	0.00	0.00	14,500.10	14,500.10
PA Prepaid Salaries	0.00	0.00	0.00	1,619.29	1,619.29
PA Salaries	0.00	0.00	0.00	34,262.96	34,262.96
PA Transfer to new account	0.00	0.00	0.00	31,635.00	31,635.00
Total Expense	5,401.92	28,453.97	0.00	85,461.28	119,317.17

**Placentia Library District
Profit & Loss by Class
September 2002**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Net Income	-28.19	-574.83	5.40	1,543.72	946.10

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance		4,834.57
Cleared Checks and Payments	32 Items	-1,936.18
Cleared Deposits and Other Credits	9 Items	1,168.65
Cleared Balance		4,067.04

Uncleared Transactions

Uncleared Checks and Payments	8 Items	-1,055.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/13/2002 (statement closing date)		3,012.04
New Checks and Payments	22 Items	-3,158.69
New Deposits and Other Credits	10 Items	2,172.90
Ending Account Balance		2,026.25

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
08/18/2002	3626	Passport Services	Gregory Philip Lumsdain...	County Exempt - Checking	X	-45.00
08/18/2002	3627	Passport Services	Christina Ji Youn Song, ...	County Exempt - Checking	X	-45.00
08/18/2002	3628	Passport Services	Philip Se Chun Song, do...	County Exempt - Checking	X	-45.00
08/18/2002	3630	Passport Services	Laurie Joan Green, dob 6...	County Exempt - Checking	X	-90.00
08/18/2002	3631	Passport Services	Elizabeth Barrow, dob 1...	County Exempt - Checking	X	-45.00
08/18/2002	3632	Passport Services	Yen Yen Ang 7/26/75	County Exempt - Checking	X	-45.00
08/22/2002	3637	Christopher's Flowers	Flowers for Jerry Choice	County Exempt - Checking	X	-51.18
08/22/2002	3638	Passport Services	Kevin Chao 5/11/86	County Exempt - Checking	X	-55.00
08/22/2002	3639	Passport Services	Jon-Paul Broussard 8/8/81	County Exempt - Checking	X	-55.00
08/22/2002	3640	Passport Services	Brian Matthew Marmolejo	County Exempt - Checking	X	-55.00
08/22/2002	3641	Passport Services	Tracie Leigh Thompson ...	County Exempt - Checking	X	-115.00
08/24/2002	3642	Passport Services	Cherene Marie Sanderso...	County Exempt - Checking	X	-55.00
08/24/2002	3643	Passport Services	Jennifer Mei Ping Woo, ...	County Exempt - Checking	X	-55.00
08/24/2002	3644	Passport Services	Randall Siu Keung Yong...	County Exempt - Checking	X	-110.00
08/25/2002	3645	Passport Services	Gloria Marina Velasquez...	County Exempt - Checking	X	-55.00
08/26/2002	3646	Passport Services	Justin Dale Ughoc 12/9/79	County Exempt - Checking	X	-55.00
08/27/2002	3648	Passport Services	Kenny Li Knoll 1/5/73	County Exempt - Checking	X	-55.00
08/28/2002	3649	Passport Services	Todd Nathan Parker 6/28...	County Exempt - Checking	X	-55.00
08/29/2002	3650	Passport Services	Barry Kevin Sim 1/13/56	County Exempt - Checking	X	-55.00
08/30/2002	3651	Placentia Chamber of Com...	10 tickets Pancake Break...	County Exempt - Checking	X	-50.00
09/03/2002	3652	All Star Awards	Plaque: order 77274	County Exempt - Checking	X	-80.00
09/03/2002	3653	Passport Services	Mildred Sue Muzzy	County Exempt - Checking	X	-55.00
09/04/2002	3654	Passport Services	Bruce Edwin Colyer 4/26...	County Exempt - Checking	X	-110.00
09/04/2002	3655	Passport Services	Alexandria Lee Ramsey ...	County Exempt - Checking	X	-55.00
09/04/2002	3656	Passport Services	Michael Robert Doherty ...	County Exempt - Checking	X	-5.00
09/04/2002	3657	Passport Services	Michael Robert Doherty ...	County Exempt - Checking	X	-5.00
09/05/2002	3658	Passport Services	Ulises Manuel Perez, do...	County Exempt - Checking	X	-55.00
09/07/2002	3659	Passport Services	Kristy Akemi Kumagai, ...	County Exempt - Checking	X	-40.00
09/07/2002	3660	Passport Services	Soon Young Yang, dob 1...	County Exempt - Checking	X	-115.00
09/09/2002	3661	Passport Services	Benjamin Wing-Ming Dj...	County Exempt - Checking	X	-55.00
09/09/2002	3662	Passport Services	Karen Minh Leach 2/15/70	County Exempt - Checking	X	-55.00
09/12/2002	3668	Placentia Library General ...	Correct deposit of 8/22/02	County Exempt - Checking	X	-115.00
Total Cleared Checks and Payments					32 Items	-1,936.18

Cleared Deposits and Other Credits:

08/29/2002		Deposit		County Exempt - Checking	X	2.10
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Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
09/05/2002			Deposit	County Exempt - Checking	X	60.00
09/08/2002			Deposit	County Exempt - Checking	X	108.10
09/08/2002			Deposit	County Exempt - Checking	X	40.00
09/09/2002			Deposit	County Exempt - Checking	X	60.30
09/10/2002			Deposit	County Exempt - Checking	X	2.10
09/10/2002			Deposit	County Exempt - Checking	X	850.00
09/11/2002			Deposit	County Exempt - Checking	X	1.05
09/12/2002			Deposit	County Exempt - Checking	X	45.00
Total Cleared Deposits and Other Credits					9 Items	1,168.65
Total Cleared Transactions					41 Items	-767.53

Uncleared Transactions as of 09/13/2002:

Uncleared Checks and Payments:

05/11/2002	3342	Passport Services	Chrsy Choi 6/26/86; Ev...	County Exempt - Checking		-45.00
07/13/2002	3524	Passport Services	Newman, Billy Leon DO...	County Exempt - Checking		-45.00
09/10/2002	3663	Passport Services	Jack Kuo Lee 4/15/77	County Exempt - Checking		-55.00
09/11/2002	3664	Passport Services	Mayra Melgar	County Exempt - Checking		-45.00
09/11/2002	3665	American Library Associat...	School Promotion Book...	County Exempt - Checking		-700.00
09/11/2002	3666	Passport Services	Rachel Morgan Shaw 6/9...	County Exempt - Checking		-55.00
09/11/2002	3667	Passport Services	Quang Thanh Dang dob ...	County Exempt - Checking		-55.00
09/12/2002	3670	Passport Services	Danny Boy Tatro 9/18/48	County Exempt - Checking		-55.00
Total Uncleared Checks and Payments					8 Items	-1,055.00

Uncleared Deposits and Other Credits:

Total Uncleared Deposits and Other Credits					0 Items	0.00
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Total Uncleared Transactions as of 09/13/2002					8 Items	-1,055.00
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New Transactions:

New Checks and Payments:

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
09/18/2002	3669	Placentia Library District - ...	Refund advance of \$1.50...	County Exempt - Checking		-1,680.04
09/14/2002	3671	Passport Services	Jinna Iman Sakkijha, dob...	County Exempt - Checking		-95.00
09/14/2002	3672	Passport Services	Steve Kou, dob 1/27/58	County Exempt - Checking		-55.00
09/18/2002	3673	Passport Services	Michael Steven Samayoa...	County Exempt - Checking		-120.00
09/16/2002	3674	Passport Services	Wiyang Wong dob 8/12/78	County Exempt - Checking		-55.00
09/16/2002	3675	Passport Services	William Arthur Reeves d...	County Exempt - Checking		-55.00
09/16/2002	3676	Passport Services	Michael Dante Santiago ...	County Exempt - Checking		-40.00
09/16/2002	3677	Passport Services	Todd Douglas Schaeffer ...	County Exempt - Checking		-115.00
09/16/2002	3678	Passport Services	Jason Carl Jeffus 7/21/54	County Exempt - Checking		-128.65
09/17/2002	3679	Passport Services	Eric Christopher Love 3/...	County Exempt - Checking		-95.00
09/18/2002	3680	Passport Services	Hai Loc Phan 7/28/53	County Exempt - Checking		-55.00
09/18/2002	3681	Passport Services	Michelle Ju-Hsuan Tang...	County Exempt - Checking		-55.00
09/18/2002	3682	Passport Services	George Alfred Sayes 2/2...	County Exempt - Checking		-55.00
09/18/2002	3683	Passport Services	Donald D. jWinn Jr. 6/16...	County Exempt - Checking		-115.00
09/21/2002	3684	Passport Services	Pamela Kay Leinen, dob ...	County Exempt - Checking		-55.00
09/21/2002	3685	Passport Services	Aaron Ross, dob 9/1/77	County Exempt - Checking		-55.00
09/21/2002	3686	Passport Services	Tara Ann Ulgasan Wee, ...	County Exempt - Checking		-55.00
09/23/2002	3687	Passport Services	Luis Rojas Jimenez, dob ...	County Exempt - Checking		-55.00
09/23/2002	3688	Passport Services	Elias Faig Alraheb, dob 2...	County Exempt - Checking		-55.00
09/24/2002	3689	Passport Services	Eusebio Guerrero-Carrill...	County Exempt - Checking		-55.00
09/24/2002	3690	Passport Services	Eleanor Clare Salyer, do...	County Exempt - Checking		-55.00
09/26/2002	3691	Passport Services	Erica Jasmine Gonzales 6...	County Exempt - Checking		-55.00
Total New Checks and Payments				22 Items		-3,158.69
New Deposits and Other Credits:						
09/16/2002			Deposit	County Exempt - Checking		120.00
09/16/2002			Deposit	County Exempt - Checking		180.00
09/17/2002			Deposit	County Exempt - Checking		3.60
09/18/2002			Deposit	County Exempt - Checking		95.00
09/23/2002			Deposit	County Exempt - Checking		110.00
09/23/2002			Deposit	County Exempt - Checking		55.00
09/23/2002			Deposit	County Exempt - Checking		110.00
09/23/2002			Deposit	County Exempt - Checking		1,354.30
09/25/2002			Deposit	County Exempt - Checking		60.00
09/25/2002			Deposit	County Exempt - Checking		85.00
Total New Deposits and Other Credits				10 Items		2,172.90
Total New Transactions				32 Items		-985.79

ESW
 9/27/02

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		4,067.04
Cleared Checks and Payments	26 Items	-3,964.30
Cleared Deposits and Other Credits	10 Items	2,202.90
Cleared Balance		2,305.64

Uncleared Transactions

Uncleared Checks and Payments	9 Items	-500.00
Uncleared Deposits and Other Credits	1 Items	120.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		1,925.64
New Checks and Payments	11 Items	-560.72
New Deposits and Other Credits	6 Items	460.00
Ending Account Balance		1,824.92

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/30/2002			Service Charge	County Exempt - Checking	X	-5.61
09/10/2002	3663	Passport Services	Jack Kuo Lee 4/15/77	County Exempt - Checking	X	-55.00
09/11/2002	3664	Passport Services	Mayra Melgar	County Exempt - Checking	X	-45.00
09/11/2002	3665	American Library Associat...	School Promotion Book...	County Exempt - Checking	X	-700.00
09/11/2002	3666	Passport Services	Rachel Morgan Shaw 6/9...	County Exempt - Checking	X	-55.00
09/11/2002	3667	Passport Services	Quang Thanh Dang dob ...	County Exempt - Checking	X	-55.00
09/18/2002	3669	Placentia Library District - ...	Refund advance of \$1,50...	County Exempt - Checking	X	-1,680.04
09/12/2002	3670	Passport Services	Danny Boy Tatro 9/18/48	County Exempt - Checking	X	-55.00
09/14/2002	3671	Passport Services	Jinna Iman Sakkijha, dob...	County Exempt - Checking	X	-95.00
09/14/2002	3672	Passport Services	Steve Kou. dob 1/27/58	County Exempt - Checking	X	-55.00
09/18/2002	3673	Passport Services	Michael Steven Samayoa...	County Exempt - Checking	X	-120.00
09/16/2002	3674	Passport Services	Wiyang Wong dob 8/12/78	County Exempt - Checking	X	-55.00
09/16/2002	3675	Passport Services	William Arthur Reeves d...	County Exempt - Checking	X	-55.00
09/16/2002	3676	Passport Services	Michael Dante Santiago ...	County Exempt - Checking	X	-40.00
09/16/2002	3677	Passport Services	Todd Douglas Schaeffer ...	County Exempt - Checking	X	-115.00
09/16/2002	3678	Passport Services	Jason Carl Jeffus 7/21/54	County Exempt - Checking	X	-128.65
09/17/2002	3679	Passport Services	Eric Christopher Love 3/...	County Exempt - Checking	X	-95.00
09/18/2002	3680	Passport Services	Hai Loc Phan 7/28/53	County Exempt - Checking	X	-55.00
09/18/2002	3681	Passport Services	Michelle Ju-Hsuan Tang...	County Exempt - Checking	X	-55.00
09/18/2002	3682	Passport Services	George Alfred Sayes 2/2...	County Exempt - Checking	X	-55.00
09/18/2002	3683	Passport Services	Donald D. jWinn Jr. 8/16...	County Exempt - Checking	X	-115.00
09/21/2002	3684	Passport Services	Pamela Kay Leinen, dob ...	County Exempt - Checking	X	-55.00
09/21/2002	3685	Passport Services	Aaron Ross, dob 9/1/77	County Exempt - Checking	X	-55.00
09/21/2002	3686	Passport Services	Tara Ann Ulgasan Wee, ...	County Exempt - Checking	X	-55.00
09/23/2002	3687	Passport Services	Luis Rojas Jimenez, dob ...	County Exempt - Checking	X	-55.00
09/24/2002	3690	Passport Services	Eleanor Clare Salyer, do...	County Exempt - Checking	X	-55.00
Total Cleared Checks and Payments					26 Items	-3,964.30

Cleared Deposits and Other Credits:

09/16/2002		Deposit		County Exempt - Checking	X	180.00
09/17/2002		Deposit		County Exempt - Checking	X	3.60
09/18/2002		Deposit		County Exempt - Checking	X	95.00
09/23/2002		Deposit		County Exempt - Checking	X	110.00
09/23/2002		Deposit		County Exempt - Checking	X	55.00
09/23/2002		Deposit		County Exempt - Checking	X	110.00
09/23/2002		Deposit		County Exempt - Checking	X	1,354.30

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
09/25/2002			Deposit	County Exempt - Checking	X	60.00
09/25/2002			Deposit	County Exempt - Checking	X	85.00
09/30/2002			Deposit	County Exempt - Checking	X	150.00
Total Cleared Deposits and Other Credits				10 Items		2,202.90
Total Cleared Transactions				36 Items		-1,761.40

Uncleared Transactions as of 09/30/2002:

Uncleared Checks and Payments:

05/11/2002	3342	Passport Services	Chrisy Choi 6/26/86: Ev...	County Exempt - Checking		-45.00
07/13/2002	3524	Passport Services	Newman, Billy Leon DO...	County Exempt - Checking		-45.00
09/23/2002	3688	Passport Services	Elias Faig Alraheb, dob 2...	County Exempt - Checking		-55.00
09/24/2002	3689	Passport Services	Eusebio Guerrero-Carrill...	County Exempt - Checking		-55.00
09/26/2002	3691	Passport Services	Erica Jasmine Gonzales 6...	County Exempt - Checking		-55.00
09/28/2002	3692	Passport Services	Ethan Huai-Der Huang, ...	County Exempt - Checking		-40.00
09/30/2002	4000	Passport Services	Laura Marie Padilla 2/15...	County Exempt - Checking		-55.00
09/30/2002	4001	Passport Services	Bobby Tien-Poung Wan...	County Exempt - Checking		-95.00
09/30/2002	4002	Passport Services	Miguel Orozco 7/11/84	County Exempt - Checking		-55.00
Total Uncleared Checks and Payments				9 Items		-500.00

Uncleared Deposits and Other Credits:

09/16/2002			Deposit	County Exempt - Checking		120.00
Total Uncleared Deposits and Other Credits				1 Items		120.00

Total Uncleared Transactions as of 09/30/2002 **10 Items** **-380.00**

New Transactions:

New Checks and Payments:

10/01/2002	4003	Passport Services	Thahn Kekinh Tran	County Exempt - Checking		-40.00
10/01/2002	4004	Passport Services	Yassaman Zahedi 06/15/55	County Exempt - Checking		-55.00
10/02/2002	4006	Passport Services	Jeremy Martin Camponia...	County Exempt - Checking		-55.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
10/02/2002	4007	Passport Services	Kyle David Turner 11/16...	County Exempt - Checking		-55.00
10/03/2002	4008	Passport Services	Susan Kelli Gonzales, do...	County Exempt - Checking		-55.00
10/07/2002	4009	Elizabeth D Minter	Director's Fund Fall Dec...	County Exempt - Checking		-21.40
10/05/2002	4010	Passport Services	Bryan Andrew Siles, dob...	County Exempt - Checking		-40.00
10/07/2002	4011	Judy's Hallmark	Director's Fund: greeting...	County Exempt - Checking		-19.32
10/07/2002	4012	Passport Services	Stephen Alan Hislop, do...	County Exempt - Checking		-55.00
10/08/2002	4013	Passport Services	Demetrius Lamar Cook. ...	County Exempt - Checking		-55.00
10/08/2002	4014	Passport Services	David Alvin Francois 06/...	County Exempt - Checking		-110.00
Total New Checks and Payments					11 Items	-560.72
New Deposits and Other Credits:						
10/01/2002			Deposit	County Exempt - Checking		165.00
10/01/2002			Deposit	County Exempt - Checking		110.00
10/03/2002			Deposit	County Exempt - Checking		88.20
10/07/2002			Deposit	County Exempt - Checking		40.00
10/08/2002			Deposit	County Exempt - Checking		55.00
10/09/2002			Deposit	County Exempt - Checking		1.80
Total New Deposits and Other Credits					6 Items	460.00
Total New Transactions					17 Items	-100.72

Correct
 10/9/02

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance			704.83
Cleared Checks and Payments	1	Items	-277.52
Cleared Deposits and Other Credits	5	Items	123.98
Cleared Balance			551.29

Uncleared Transactions

Uncleared Checks and Payments	0	Items	0.00
Uncleared Deposits and Other Credits	0	Items	- 0.00

New Transactions

Account Balance as of 09/13/2002 (statement closing date)			551.29
New Checks and Payments	0	Items	0.00
New Deposits and Other Credits	2	Items	1,710.04
Ending Account Balance			2,261.33

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/13/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
Cleared Transactions:						
Cleared Checks and Payments:						
09/05/2002	1124	IKON	Inv. 21248512, copier m...	County Exempt - Savings	X	-277.52
Total Cleared Checks and Payments					1 Items	-277.52
Cleared Deposits and Other Credits:						
09/03/2002			Deposit	County Exempt - Savings	X	30.00
09/11/2002			Deposit	County Exempt - Savings	X	19.94
09/12/2002			Deposit	County Exempt - Savings	X	71.60
09/13/2002			Deposit	County Exempt - Savings	X	2.25
09/13/2002			Interest	County Exempt - Savings	X	0.19
Total Cleared Deposits and Other Credits					5 Items	123.98
Total Cleared Transactions					6 Items	-153.5
Uncleared Transactions as of 09/13/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/13/2002					0 Items	0.00
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

Reconciliation Report

Agenda Item 17
COE Savings - (pt. 1)
Page 15 of 52

County Exempt - Savings account reconciled for the period ending 09/13/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
New Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings		30.00
09/19/2002			Deposit	County Exempt - Savings		1,680.04
Total New Deposits and Other Credits					2 Items	1,710.04
Total New Transactions					2 Items	1,710.04

EW
9/20/02

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		551.29
Cleared Checks and Payments	1 Items	-5.10
Cleared Deposits and Other Credits	4 Items	80.26
Cleared Balance		626.45

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	1 Items	1,680.04

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		2,306.49
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,306.49

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/30/2002			Service Charge	County Exempt - Savings	X	-5.10
Total Cleared Checks and Payments					1 Items	-5.10
Cleared Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings	X	30.00
09/25/2002			Deposit	County Exempt - Savings	X	19.94
09/30/2002			Deposit	County Exempt - Savings	X	30.00
09/30/2002			Interest	County Exempt - Savings	X	0.32
Total Cleared Deposits and Other Credits					4 Items	80.26
Total Cleared Transactions					5 Items	75.16
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings		1,680.04
Total Uncleared Deposits and Other Credits					1 Items	1,680.04
Total Uncleared Transactions as of 09/30/2002					1 Items	1,680.04
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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New Deposits and Other Credits:

Total New Deposits and Other Credits

0 Items

0.00

Total New Transactions

0 Items

0.00

*Edmit
10/9/02*

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/13/2002

Cleared Transactions

		8,260.60
Previous Balance		
Cleared Checks and Payments	4 Items	-541.23
Cleared Deposits and Other Credits	1 Items	1,181.85
		8,901.22
Cleared Balance		

Uncleared Transactions

		-30.00
Uncleared Checks and Payments	1 Items	
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

		8,871.22
Account Balance as of 09/13/2002 (statement closing date)		
New Checks and Payments	2 Items	-373.45
New Deposits and Other Credits	0 Items	0.00
		8,497.77
Ending Account Balance		

Reconciliation Report

Agenda Item 17
GF Checking - (pt.1)
Page 22 of 52

General Fund - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/04/2002		United California Bank	EFT Ucb service charge	General Fund - Checking	X	-15.00
05/21/2002	4486	Julie Shook	reimbursement	General Fund - Checking	X	-17.23
08/21/2002	4517	CSDA	Conference registration f...	General Fund - Checking	X	-334.00
08/30/2002	4519	Placentia Chamber of Com...	Table for State of City m...	General Fund - Checking	X	-175.00
Total Cleared Checks and Payments					4 Items	-541.23
Cleared Deposits and Other Credits:						
08/31/2002			Deposit	General Fund - Checking	X	1,181.85
Total Cleared Deposits and Other Credits					1 Items	1,181.85
Total Cleared Transactions					5 Items	640.62
Uncleared Transactions as of 09/13/2002:						
Uncleared Checks and Payments:						
08/15/2002	4514	Derek Rakos	Drapery Installation: 47...	General Fund - Checking		-30.00
Total Uncleared Checks and Payments					1 Items	-30.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/13/2002					1 Items	-30.00
New Transactions:						
New Checks and Payments:						
09/18/2002	4520	Westin Horton Plaza	Minter, Sep 24 & 25, Co...	General Fund - Checking		-329.42

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/13/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
09/16/2002	4521	M. F. Blouin	Prepay Order # D01931	General Fund - Checking		-44.03
Total New Checks and Payments					2 Items	-373.45
New Deposits and Other Credits:					0 Items	0.00
Total New Deposits and Other Credits						
Total New Transactions					2 Items	-373.45

Edm
 9/20/02

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		8,901.22
Cleared Checks and Payments	2 Items	-373.45
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		8,527.77

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-30.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		8,497.77
New Checks and Payments	2 Items	-53.86
New Deposits and Other Credits	1 Items	638.25
Ending Account Balance		9,082.16

Reconciliation Report

Agenda Item 17
GF Checking – (pt.2)
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General Fund - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/18/2002	4520	Westin Horton Plaza	Minter, Sep 24 & 25, Co...	General Fund - Checking	X	-329.42
09/16/2002	4521	M. F. Blouin	Prepay Order # D01931	General Fund - Checking	X	-44.03
Total Cleared Checks and Payments					2 Items	-373.45
Cleared Deposits and Other Credits:						
Total Cleared Deposits and Other Credits					0 Items	0.00
Total Cleared Transactions					2 Items	-373.45
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
08/15/2002	4514	Derek Rakos	Drapery Installation: 47...	General Fund - Checking		-30.00
Total Uncleared Checks and Payments					1 Items	-30.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/30/2002					1 Items	-30.00
New Transactions:						
New Checks and Payments:						
10/01/2002	4600	M. F. Blouin	Balance due Invoice 184...	General Fund - Checking		-28.06
10/07/2002	4602	Mary Strazdas	Office Supplies	General Fund - Checking		-25.80
Total New Checks and Payments					2 Items	-53.86

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
10/03/2002			Deposit	General Fund - Checking		638.25
Total New Deposits and Other Credits					1 Items	638.25
Total New Transactions					3 Items	584.39

ESM
 10/9/02

Reconciliation Report

Agenda Item 17
GF Savings – (pt.1)
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General Fund - Savings account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance		84,715.21
Cleared Checks and Payments	1 Items	-81,686.89
Cleared Deposits and Other Credits	15 Items	11,692.50
Cleared Balance		14,720.82

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/13/2002 (statement closing date)		14,720.82
New Checks and Payments	1 Items	-23,988.32
New Deposits and Other Credits	8 Items	12,054.50
Ending Account Balance		2,787.00

Reconciliation Report

Agenda Item 17
GF Savings – (pt.1)
Page 30 of 52

General Fund - Savings account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
08/29/2002	1130	Orange County Auditor	ELLI Grant 76,680.00; L...	General Fund - Savings	X	-81,686.89
Total Cleared Checks and Payments					1 Items	-81,686.89
Cleared Deposits and Other Credits:						
08/29/2002			Deposit	General Fund - Savings	X	261.55
08/31/2002			Deposit	General Fund - Savings	X	330.00
09/04/2002			Deposit	General Fund - Savings	X	643.95
09/05/2002			Deposit	General Fund - Savings	X	468.30
09/08/2002			Deposit	General Fund - Savings	X	476.50
09/08/2002			Deposit	General Fund - Savings	X	541.00
09/09/2002			Deposit	General Fund - Savings	X	514.40
09/10/2002			Deposit	General Fund - Savings	X	627.65
09/10/2002			Deposit	General Fund - Savings	X	4,194.49
09/11/2002			Deposit	General Fund - Savings	X	468.30
09/12/2002			Deposit	General Fund - Savings	X	2,294.10
09/12/2002			Deposit	General Fund - Savings	X	300.90
09/12/2002			Deposit	General Fund - Savings	X	115.00
09/13/2002			Deposit	General Fund - Savings	X	444.40
09/13/2002			Interest	General Fund - Savings	X	11.85
Total Cleared Deposits and Other Credits					15 Items	11,692.50
Total Cleared Transactions					16 Items	-69,994.39

Uncleared Transactions as of 09/13/2002:

Uncleared Checks and Payments:

Total Uncleared Checks and Payments 0 Items 0.00

Uncleared Deposits and Other Credits:

Total Uncleared Deposits and Other Credits 0 Items 0.00

Reconciliation Report

Agenda Item 17
GF Savings – (pt.1)
Page 31 of 52

General Fund - Savings account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Total Uncleared Transactions as of 09/13/2002					0 Items	0.00
 New Transactions:						
 New Checks and Payments:						
09/18/2002		Cash (Bank of the West Ca...	Cashier's Check for Tran...	General Fund - Savings		-23,988.32
Total New Checks and Payments					1 Items	-23,988.32
 New Deposits and Other Credits:						
09/14/2002			Deposit	General Fund - Savings		360.00
09/15/2002			Deposit	General Fund - Savings		4.55
09/16/2002			Deposit	General Fund - Savings		833.80
09/17/2002			Deposit	General Fund - Savings		290.00
09/17/2002			Deposit	General Fund - Savings		5.10
09/18/2002			Deposit	General Fund - Savings		10,000.00
09/18/2002			Deposit	General Fund - Savings		291.00
09/19/2002			Deposit	General Fund - Savings		270.05
Total New Deposits and Other Credits					8 Items	12,054.50
 Total New Transactions					9 Items	-11,933.82

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9/20/02

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		14,720.82
Cleared Checks and Payments	1 Items	-23,988.32
Cleared Deposits and Other Credits	16 Items	15,847.79
Cleared Balance		6,580.29

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-4,077.20
Uncleared Deposits and Other Credits	2 Items	930.40

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		3,433.49
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	8 Items	3,615.58
Ending Account Balance		7,049.07

Reconciliation Report

Agenda Item 17
GF Savings – (pt.2)
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General Fund - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/18/2002		Cash (Bank of the West Ca...	Cashier's Check for Tran...	General Fund - Savings	X	-23,988.32
Total Cleared Checks and Payments					1 Items	-23,988.32
Cleared Deposits and Other Credits:						
09/14/2002			Deposit	General Fund - Savings	X	360.00
09/15/2002			Deposit	General Fund - Savings	X	4.55
09/16/2002			Deposit	General Fund - Savings	X	833.80
09/17/2002			Deposit	General Fund - Savings	X	290.00
09/17/2002			Deposit	General Fund - Savings	X	5.10
09/18/2002			Deposit	General Fund - Savings	X	10,000.00
09/18/2002			Deposit	General Fund - Savings	X	291.00
09/19/2002			Deposit	General Fund - Savings	X	270.05
09/23/2002			Deposit	General Fund - Savings	X	168.00
09/23/2002			Deposit	General Fund - Savings	X	576.00
09/23/2002			Deposit	General Fund - Savings	X	712.30
09/23/2002			Deposit	General Fund - Savings	X	741.45
09/25/2002			Deposit	General Fund - Savings	X	424.05
09/25/2002			Deposit	General Fund - Savings	X	463.45
09/30/2002			Deposit	General Fund - Savings	X	704.95
09/30/2002			Interest	General Fund - Savings	X	3.09
Total Cleared Deposits and Other Credits					16 Items	15,847.79
Total Cleared Transactions					17 Items	-8,140.53

Uncleared Transactions as of 09/30/2002:

Uncleared Checks and Payments:

09/30/2002	1200	Orange County Auditor	Revenue Transfer 9/13/0...	General Fund - Savings		-4,077.20
Total Uncleared Checks and Payments					1 Items	-4,077.20

Uncleared Deposits and Other Credits:

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/30/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
09/26/2002			Deposit	General Fund - Savings		300.40
09/28/2002			Deposit	General Fund - Savings		630.00
Total Uncleared Deposits and Other Credits					2 Items	930.40
Total Uncleared Transactions as of 09/30/2002					3 Items	-3,146.80
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
10/01/2002			Deposit	General Fund - Savings		582.70
10/01/2002			Deposit	General Fund - Savings		568.65
10/03/2002			Deposit	General Fund - Savings		323.80
10/07/2002			Deposit	General Fund - Savings		415.30
10/07/2002			Deposit	General Fund - Savings		391.00
10/07/2002			Deposit	General Fund - Savings		562.68
10/08/2002			Deposit	General Fund - Savings		542.13
10/09/2002			Deposit	General Fund - Savings		229.32
Total New Deposits and Other Credits					8 Items	3,615.58
Total New Transactions					8 Items	3,615.58

EWK
 10/9/02

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance		7,496.49
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	2.01
Cleared Balance		7,498.50

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/13/2002 (statement closing date)		7,498.50
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,498.50

Reconciliation Report

Agenda Item 17
Literacy Fund – (pt.1)
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Literacy Fund - Savings account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
					0 Items	0.00
Cleared Deposits and Other Credits:						
09/13/2002			Interest	Literacy Fund - Savings	X	2.01
					1 Items	2.01
Total Cleared Transactions					1 Items	2.01
Uncleared Transactions as of 09/13/2002:						
Uncleared Checks and Payments:						
					0 Items	0.00
Uncleared Deposits and Other Credits:						
					0 Items	0.00
Total Uncleared Transactions as of 09/13/2002					0 Items	0.00
New Transactions:						
New Checks and Payments:						
					0 Items	0.00
New Deposits and Other Credits:						
					0 Items	0.00

Reconciliation Report

Agenda Item 17
Literacy Fund - (pt.1)
Page 39 of 52

Literacy Fund - Savings account reconciled for the period ending 09/13/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
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Total New Transactions

0 Items

0.00

EW
9/21/02

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		7,498.50
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	3.39
Cleared Balance		7,501.89

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		7,501.89
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,501.89

Reconciliation Report

Agenda Item 17
Literacy Fund – (pt.2)
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Literacy Fund - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
Total Cleared Checks and Payments				0	Items	0.00
Cleared Deposits and Other Credits:						
09/30/2002			Interest	Literacy Fund - Savings	X	3.39
Total Cleared Deposits and Other Credits				1	Items	3.39
Total Cleared Transactions				1	Items	3.39
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments				0	Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0	Items	0.00
Total Uncleared Transactions as of 09/30/2002				0	Items	0.00
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments				0	Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits				0	Items	0.00

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
						0.00
Total New Transactions						0 Items

EDM
10/7/02

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		7,410.51
Cleared Checks and Payments	25 Items	-60,511.90
Cleared Deposits and Other Credits	2 Items	55,470.00
Cleared Balance		2,368.61

Uncleared Transactions

Uncleared Checks and Payments	4 Items	-1,586.07
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		782.54
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		782.54

Reconciliation Report

Agenda Item 17
Payroll Checking – B of A
Page 46 of 52

Payroll Checking - B of A account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/10/2002		Paychex	Direct Deposit checks for...	Payroll Checking - B of A	X	-14,630.49
09/11/2002		Paychex	Payroll Taxes for 9/11/02	Payroll Checking - B of A	X	-7,736.99
09/25/2002			Service Charge	Payroll Checking - B of A	X	-139.32
09/03/2002	0689	Frank Frizell	Final Paycheck	Payroll Checking - B of A	X	-1,619.29
09/05/2002	690	Wells Fargo Bank	Transfer to new account	Payroll Checking - B of A	X	-100.00
09/12/2002	0691	Shannon McCartney	5 hours, payroll 5	Payroll Checking - B of A	X	-31.17
09/18/2002	0692	Wells Fargo Bank	Transfer to new payroll c...	Payroll Checking - B of A	X	-3,800.00
09/28/2002	693	Cash	Transfer to Wells Fargo ...	Payroll Checking - B of A	X	-27,735.00
08/28/2002	2621	Irani Bhattacharya		Payroll Checking - B of A	X	-140.03
08/28/2002	2623	Dorothy J. Cummings		Payroll Checking - B of A	X	-381.74
08/28/2002	2634	Barbara Phillips		Payroll Checking - B of A	X	-306.44
09/11/2002	2649	Dorothy J. Cummings	Payroll	Payroll Checking - B of A	X	-494.24
09/11/2002	2652	Esther P. Guzman	Payroll	Payroll Checking - B of A	X	-255.63
09/11/2002	2653	Joyce G. Hampton	Payroll	Payroll Checking - B of A	X	-319.18
09/11/2002	2654	Margarita Hernandez	Payroll	Payroll Checking - B of A	X	-20.56
09/11/2002	2656	Phyllis E. Humple	Payroll	Payroll Checking - B of A	X	-440.50
09/11/2002	2659	Shannon McCartney	Payroll	Payroll Checking - B of A	X	-6.23
09/11/2002	2663	Barbara Phillips	Payroll	Payroll Checking - B of A	X	-158.62
09/11/2002	2666	Joshua Robbins	Payroll	Payroll Checking - B of A	X	-130.67
09/11/2002	2671	Edward Stryzik	Payroll	Payroll Checking - B of A	X	-264.23
09/11/2002	2673	Yesenia Gomez	Payroll	Payroll Checking - B of A	X	-121.18
09/11/2002	2675	Orange County Auditor	Payroll	Payroll Checking - B of A	X	-305.18
09/11/2002	2676	Placentia Library District - ...	Payroll	Payroll Checking - B of A	X	-19.94
09/11/2002	2677	Katherine L. Roberts	Payroll	Payroll Checking - B of A	X	-392.00
09/11/2002	2678	Nationwide Retirement Sol...	Payroll	Payroll Checking - B of A	X	-963.27
Total Cleared Checks and Payments				25 Items		-60,511.90
Cleared Deposits and Other Credits:						
09/05/2002			Deposit	Payroll Checking - B of A	X	27,735.00
09/19/2002			Deposit	Payroll Checking - B of A	X	27,735.00
Total Cleared Deposits and Other Credits				2 Items		55,470.00
Total Cleared Transactions				27 Items		-5,041.90

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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Uncleared Transactions as of 09/30/2002:

Uncleared Checks and Payments:

08/14/2002	2620	Nationwide Retirement Sol...	Void: Replaced by Chec...	Payroll Checking - B of A		-988.27
08/28/2002	2631	Rebecca Messenger		Payroll Checking - B of A		-115.67
08/28/2002	2633	Beatrice V. Quintanar		Payroll Checking - B of A		-352.76
09/11/2002	2655	Elisa Herrera-Thomas	Payroll	Payroll Checking - B of A		-129.37
Total Uncleared Checks and Payments					4 Items	-1,586.07

Uncleared Deposits and Other Credits:

Total Uncleared Deposits and Other Credits					0 Items	0.00
--	--	--	--	--	---------	------

Total Uncleared Transactions as of 09/30/2002

4 Items -1,586.07

New Transactions:

New Checks and Payments:

Total New Checks and Payments					0 Items	0.00
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New Deposits and Other Credits:

Total New Deposits and Other Credits					0 Items	0.00
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Total New Transactions

0 Items 0.00

Ernest
10/7/02

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		100.00
Cleared Checks and Payments	10 Items	-22,878.03
Cleared Deposits and Other Credits	2 Items	31,535.00
Cleared Balance		8,756.97

Uncleared Transactions

Uncleared Checks and Payments	8 Items	-2,770.19
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		5,986.78
New Checks and Payments	1 Items	-8,626.38
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		-2,639.60

Reconciliation Report

Agenda Item 17
Payroll Checking – W F
Page 50 of 52

Payroll Checking - Wells Fargo account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/24/2002		Paychex		Payroll Checking - Wells F...	X	-14,801.99
09/25/2002		Paychex		Payroll Checking - Wells F...	X	-6,763.11
09/27/2002			Service Charge	Payroll Checking - Wells F...	X	-10.00
09/25/2002	2679	Irani Bhattacharya		Payroll Checking - Wells F...	X	-40.12
09/25/2002	2680	Dorothy J. Cummings		Payroll Checking - Wells F...	X	-163.87
09/25/2002	2683	Esther P. Guzman		Payroll Checking - Wells F...	X	-255.63
09/25/2002	2684	Joyce G. Hampton		Payroll Checking - Wells F...	X	-319.18
09/25/2002	2685	Margarita Hernandez		Payroll Checking - Wells F...	X	-213.01
09/25/2002	2701	Edward Stryzik		Payroll Checking - Wells F...	X	-291.18
09/25/2002	2706	Placentia Library District - ...		Payroll Checking - Wells F...	X	-19.94
Total Cleared Checks and Payments				10 Items		-22,878.03
Cleared Deposits and Other Credits:						
09/23/2002		Wells Fargo Bank	Deposit	Payroll Checking - Wells F...	X	27,735.00
09/28/2002			Deposit	Payroll Checking - Wells F...	X	3,800.00
Total Cleared Deposits and Other Credits				2 Items		31,535.00
Total Cleared Transactions				12 Items		8,656.97

Uncleared Transactions as of 09/30/2002:

Uncleared Checks and Payments:						
09/25/2002	2686	Puyllis E. Humple		Payroll Checking - Wells F...		-162.34
09/25/2002	2691	John Patterson		Payroll Checking - Wells F...		-107.72
09/25/2002	2693	Barbara Phillips		Payroll Checking - Wells F...		-221.62
09/25/2002	2694	Beatrice V. Quintanar		Payroll Checking - Wells F...		-501.75
09/25/2002	2696	Joshua Robbins		Payroll Checking - Wells F...		-182.48
09/25/2002	2705	Orange County Auditor		Payroll Checking - Wells F...		-289.01
09/25/2002	2707	Katherine L. Roberts		Payroll Checking - Wells F...		-392.00
09/25/2002	2708	Nationwide Retirement Sol...		Payroll Checking - Wells F...		-913.27
Total Uncleared Checks and Payments				8 Items		-2,770.19

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions as of 09/30/2002						-2,770.19
New Transactions:						
New Checks and Payments:						
10/04/2002	2000	Elisa Herrera-Thomas	Final Paycheck including...	Payroll Checking - Wells F...		-8,626.38
Total New Checks and Payments						-8,626.38
New Deposits and Other Credits:						
Total New Deposits and Other Credits						0.00
Total New Transactions						-8,626.38

ECM
10/5/02

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF SEPTEMBER 2002
Prepared by Julie Skoob, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	38.45	2	2	1,450.41	61	57	1,488.86	63	59	816.69	35	35	2,305.55	98	94
Adult Circulating Non-Fiction	102.81	4	4	2,034.99	85	71	2,137.80	89	75	1,423.99	64	64	3,561.79	153	139
Adult Reference	1,459.35	15	8	332.95	3	3	1,792.30	18	11	1,017.90	28	23	2,810.20	46	34
Adult Print Continuations	96.00	1	1	0.00	0	0	96.00	1	1	0.00	0	0	96.00	1	1
Adult Electronic Continuations	16,201.50	1	1	0.00	0	0	16,201.50	1	1	0.00	0	0	16,201.50	1	1
Total Adult Non-Fiction	17,859.66	21	14	2,367.94	88	74	20,227.60	109	88	2,441.89	92	87	22,669.49	201	175
TOTAL ADULT PRINT MATERIALS	17,898.11	23	23	3,818.35	149	131	21,716.46	172	147	3,258.58	127	122	24,975.04	299	269
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	70.00	5	5	70.00	5	5
Adult Audio Books	1,086.15	15	15	0.00	0	0	1,086.15	15	15	0.00	0	0	1,086.15	15	15
Total Adult Audio	1,086.15	15	15	0.00	0	0	1,086.15	15	15	70.00	5	5	1,156.15	20	20
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,086.15	15	15	0.00	0	0	1,086.15	15	15	70.00	5	5	1,156.15	20	20
TOTAL ADULT MATERIALS	18,984.26	38	38	3,818.35	149	131	22,802.61	187	162	3,328.58	132	127	26,131.19	319	289
Juvenile Fiction	1,991.78	167	153	1,462.39	197	163	3,454.17	364	316	123.76	14	14	3,577.93	378	330
Juvenile Circulating Non-Fiction	1,142.17	61	61	830.65	55	55	1,972.82	116	116	95.95	11	11	2,068.77	127	127
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	1,142.17	61	61	830.65	55	55	1,972.82	116	116	95.95	11	11	2,068.77	127	127
TOTAL JUVENILE PRINT MATERIALS	3,133.95	228	214	2,293.04	252	218	5,426.99	480	432	219.71	25	25	5,646.70	505	457
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	299.11	12	12	4,574.35	99	99	4,873.46	111	111	0.00	0	0	4,873.46	111	111
Total Juvenile Audio	299.11	12	12	4,574.35	99	99	4,873.46	111	111	0.00	0	0	4,873.46	111	111
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	299.11	12	12	4,574.35	99	99	4,873.46	111	111	0.00	0	0	4,873.46	111	111
TOTAL JUVENILE MATERIALS	3,433.06	240	226	6,867.39	351	317	10,300.45	591	543	219.71	25	25	10,520.16	616	568
Total Fiction	2,030.23	169	155	2,912.80	258	220	4,943.03	427	375	940.45	49	49	5,883.48	476	424
Total Non-Fiction	19,001.83	82	75	3,198.59	143	129	22,200.42	225	204	2,537.84	103	98	24,738.26	328	302
Total Audio	1,385.26	27	27	4,574.35	99	99	5,959.61	126	126	70.00	5	5	6,029.61	131	131
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	22,417.32	278	257	10,685.74	500	448	33,103.06	778	705	3,548.29	157	152	36,651.35	935	857

ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 2002
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volume	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	518.30	23	21	518.30	23	21	432.25	18	18	950.55	41	39
Adult Circulating Non-Fiction	21.74	1	1	764.74	34	20	786.48	35	21	564.65	23	23	1,351.13	58	44
Adult Reference	147.00	1	1	332.95	3	3	479.95	4	4	75.00	4	4	554.95	8	8
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	168.74	2	2	1,097.69	37	23	1,266.43	39	25	639.65	27	27	1,906.08	66	52
TOTAL ADULT PRINT MATERIALS	168.74	2	2	1,615.99	60	44	1,784.73	62	46	1,071.90	45	45	2,856.63	107	91
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	662.50	11	11	0.00	0	0	662.50	11	11	0.00	0	0	662.50	11	11
Total Adult Audio	662.50	11	11	0.00	0	0	662.50	11	11	0.00	0	0	662.50	11	11
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	662.50	11	11	0.00	0	0	662.50	11	11	0.00	0	0	662.50	11	11
TOTAL ADULT MATERIALS	831.24	13	13	1,615.99	60	44	2,447.23	73	57	1,071.90	45	45	3,519.13	118	102
Juvenile Fiction	1,858.38	156	142	198.36	40	40	2,056.74	196	182	39.95	3	3	2,096.69	199	185
Juvenile Circulating Non-Fiction	1,142.17	61	61	0.00	0	0	1,142.17	61	61	56.00	8	8	1,198.17	69	69
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	1,142.17	61	61	0.00	0	0	1,142.17	61	61	56.00	8	8	1,198.17	69	69
TOTAL JUVENILE PRINT MATERIALS	3,000.55	217	203	198.36	40	40	3,198.91	257	243	95.95	11	11	3,294.86	268	254
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	98.00	3	3	98.00	3	3	0.00	0	0	98.00	3	3
Total Juvenile Audio	0.00	0	0	98.00	3	3	98.00	3	3	0.00	0	0	98.00	3	3
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	98.00	3	3	98.00	3	3	0.00	0	0	98.00	3	3
TOTAL JUVENILE MATERIALS	3,000.55	217	203	296.36	43	43	3,296.91	260	246	95.95	11	11	3,392.86	271	257
Total Fiction	1,858.38	156	142	716.66	63	61	2,575.04	219	203	472.20	21	21	3,047.24	240	224
Total Non-Fiction	1,310.91	63	63	1,097.69	37	23	2,408.60	100	86	695.65	35	35	3,104.25	135	121
Total Audio	662.50	11	11	98.00	3	3	760.50	14	14	0.00	0	0	760.50	14	14
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	3,831.79	230	216	1,912.35	103	87	5,744.14	333	303	1,167.85	56	56	6,911.99	389	359

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2002

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$5,816.83	\$5,415.98	\$11,232.81

*Summary of Current Status of Unique Management Accounts
October 16, 2002*

Agenda Item 19

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	29	1411	11	628.34	0

Page 1 of 1

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 10/01/2002 2:35 PM TC

SUMMARY STATUS REPORT

PAGE: 127

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 09/30/2002

Accounts Submitted	:	686	Dollars Submitted	:	63,197.55	Dollars Received	:	17,239.49
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,104.02
Incorrect Addresses	:	91	Dollars in Skips	:	5,865.85	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	40,517.74
Accounts in Process	:	593	Dollars in Process	:	55,444.32	% of Dollars Activated	:	73.08%
# of Accounts Activated	:	418						
% of Accounts Activated	:	70.49%						

TO: Placentia Library Foundation Board of Directors

FROM: Elizabeth D. Minter, Library Director *EDM*

DATE: October 1, 2002

SUBJECT: GIFT REPORT

The following gifts were received from September 1, 2002 through September 30, 2002.

ADOPT A BOOK DONATIONS

Bruce and Laura Barrett
The Belkmer Family
Rae & Richard Beverage
Kenneth & Janice Coulson
CTS Appliance Company
Dale K. Goodman
Laurence & Shirley Graaf
Bruce & Marie Groff

Judy Homrighausen
Dr. Kim & Elizabeth Housewright
Stephen & Catherine Janowocz
Richard & Susan Johnson
Roger & Donna Kiste
Victoria M Weselich

TOTAL ADOPT A BOOK DONATIONS: \$567.00

GENERAL FUND DONATIONS

Ruth M. Arnoldt
Elizabeth Clarke
Joan Nemsgern
Edward & Christine Schaefer

Marie Schmidt
Maevne Vincent
Peggy & Gene Vincent

TOTAL GENERAL FUND DONATIONS: \$525.00

BOOK ENDOWMENT FUND

George & Catherine Koehm
L.J. & Judy Kopriva

Merical Vita-Pak

TOTAL BOOK ENDOWMENT FUND \$125.00

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *E.D.M.*

DATE: October 16, 2002

SUBJECT: BUILDING MAINTENANCE REPORT FOR SEPTEMBER 2002

HVAC: One call for inadequate cooling. Routine maintenance was performed.

Plumbing: No service calls in September.

Electrical: No service calls in September. Ozzie is working on a long-term project of inspecting and fixing the fixtures throughout the Library.

Locksmith: Called to repair the panic-bar exit to All America Way. The unit needed to be replaced as well as the alarm battery at that location.

Exterminator: No service calls in September.

General Contractor: A new contractor has agreed to perform the renovation work in the public restrooms and repair the Literacy door that is rubbing the carpet. He will also install the baby changing station and child safety seats for the restrooms. This work should be completed in October.

Prepared by: Elizabeth D. Minter

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EMM*
DATE: October 16, 2002
SUBJECT: Personnel Report for September 2002

RESIGNATIONS:

Frank Frizell, Library Assistant, Public Services, September 3, 2002
Elisa Herrera-Thomas, Administrative Assistant, October 7, 2002

APPOINTMENTS:

Shannon McCartney, Library Page, Circulation, September 4, 2002
Yesenia Gomez, Substitute Library Assistant, Literacy, September 4, 2002
John Patterson, Substitute Library Assistant, Public Services, September 8, 2002
Marlene Nebel, Substitute Library Clerk, Circulation, September 19, 2002
Tyese Watham, Library Assistant, Public Services, October 13, 2002

OPEN POSITIONS:

Administrative Assistant

WORKER'S COMPENSATION LEAVE:

None

TO: Elizabeth Minter, Library Director
 FROM: Jillian Rakos, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of September 2002 *JK*

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 September	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	8.00	27.00	Sep-95	662.50
Backes, Theresa	5.25	8.75	6/98	230.00
Bart, Lillian	10.00	28.00	May-01	179.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	2.50	16.50	Apr-01	98.00
Botha, Jill	2.00	11.00	Nov-01	27.00
Clugston, Patricia	10.75	33.00	6/98	361.00
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	31.75	64.00	8/98	645.75
Fioroni, Pete	0.00	3.50	3/97	240.50
Fitzgerald, Joan	12.00	21.25	10/93	2,041.00
Frazee, Kathy	0.00	2.50	Jul-02	2.50
Godwin, Nita	8.00	24.00	2/96	416.75
Haagan, John	8.00	20.25	Jan-00	38.75
Hemmerling, Barbara	4.00	20.50	9/95	522.75
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	2.00	8.00	10/95	224.50
Hunsinger, Debbie	7.75	22.75	Jul-02	22.75
Irot, Pat	48.00	137.00	2/96	2,440.00
Jertberg, Pat	12.00	35.00	4/98	730.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lord, Audrey	18.00	52.50	Jul-00	272.75
Mehta, Neela	4.00	41.00	Jun-02	51.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	12.50	27.50	10/95	1,117.75
Olson, Bob	2.00	10.00	9/95	418.00
Pence, Thomas	4.00	11.00	1/99	231.50
Peterson, Ruth	2.50	26.50	Mar-02	178.00
Rankin, Eleanore	43.00	70.50	May-02	110.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	8.00	16.00	2/00	178.00
Salem, Rose	8.00	21.00	Oct-00	154.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	0.00	8.00	Aug-02	8.00
Schlichter, Allan	6.00	21.00	10/93	882.50
Schwartzkopf, Jan	15.00	18.00	Mar-01	40.75
Schmidt, Marie	12.00	82.00	4/98	750.00
Shaw, Dixie	0.50	2.50	5/94	199.00
Stoller, Frances	2.00	8.00	May-96	114.00
Walker, Virginia	0.00	0.00	Mar-99	129.50
Wymmer, Betty	9.25	31.50	1/96	823.25
TOTAL	318.75	939.50		15,316.15

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY02/03	
	September	YTD
Acosta, Anthony	3	3
Afsar, Asif	0	0
Banks, Vanessa	0.00	0.00
Battaglia, Emelie	0.00	0.00
Beauchamp, Elder	3.00	12.25
Behmaran, Roxana	0.00	11.00
Boisineau, Emma	5.50	5.50
Born, Ashley	0.00	15.50
Camacho, Ana Lilia	0.00	14.00
Clark, Anthony	11.00	14.00
Chopra, Reema	0.00	38.00
Delgado, Jesse	0.00	25.00
Dolan, Adam	0.00	5.00
Dominici, Nicholas	2.00	2.00
Eng, Jonathon	0.00	12.00
Eng, Lawrence	0.00	42.50
Enomoto, Esther	0.00	0.00
Guo, James	0.00	45.75
Ju, Christina	0.00	0.00
Kim, Joseph	0.00	0.00
Haag, Elisha	0.00	0.00
Haag, Jennifer	0.00	12.75
Haag, Katie	0.00	0.00
Haag, Stephanie	0.00	12.25
Hill, Joseph	0.00	0.00
Hovendon, Corin	2.00	4.50
Lada, Steven	0.00	50.00
Lachnemann, David	2.00	2.00
Le, Brian	0.00	0.00
Le, Phillip	0.00	0.00
Lee, James	0.00	38.50
Lucero, Branden	0.00	5.50
Mamer, Liz	4.50	4.50
Maru, Sid	0.00	0.00

TOTAL	<hr/> <hr/>	<hr/> <hr/>
	30.00	372.50

TOTAL Library Volunteer Hours 386.00
TOTAL Literacy Volunteer Hours 513.00

TOTAL VOLUNTEERS HOURS 899.00

REGULAR VOLUNTEERS are committed to an on-going program each week
 LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	FY02/03	
	September	YTD
McCarthy, Shannon	0.00	
McClung, Elder	0.00	9.25
Messenger, Daniel	1	1
Meza, Jack	0.00	23.75
Miladi, Omid	0.00	38.25
Montes, Eric	0.00	0.00
Montes, Juan	2.75	2.75
Moru, Vik	2.00	2.00
Murray, Ryan	0.00	0.50
Nolen, Chris	0.00	2.00
Otto, Jessica	4.50	24.00
Pecot, Zipporah	0.00	0.00
Peechaphand, Thanin	0.00	0.00
Piol, Nick	0.00	38.50
Powell, Ashley	0.00	3.00
Shah, Sweny	10.00	40.25
Shah, Soham	0.00	3.25
Siciliani, Melissa	0.00	3.00
Sindi, Fred	0.00	27.00
Seufae, Elder	3.00	3.00
Sy, Victoria	0.00	10.00
Takata, Michael	0.00	13.25
Torres, Daniel	0.00	0.00
Tran, Michael	0.00	40.00
Trejo, Ricardo	2.75	2.75
Truex, Nick	0.00	14.50
Turczynski, Stephen	0.00	0.00
Vaziri, Ali	0.00	17.00
Villarreal, Tania	0.00	1.50
Victores, Ryan	4.00	4.00
Vu, Elizabeth	0.00	0.00
Vu, Thomas	4.25	
Ward, Alan	0.00	
Wills, Gessica	3.00	3.00
Wong, Winston	0.00	20.25
Yu, Lilian	0.00	22.25

TOTAL	<hr/> <hr/>	<hr/> <hr/>
	37.25	382.75

Regular/Temp. Volunteers

Literacy Volunteers

	FY00/01	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	563.25	834.25	386	662.00	847.00	513
September	248.00	802.75		581.00	605.00	
October	385.00	1029.8		614.00	550	
November	369.25	1457.3		685.50	550.00	
December	205.25	203.5		564.00	586.00	
January	387.25	356.5		797.00	586.00	
February	376.75	359.75		617.00	600.00	
March	377.25	399		622.50	600.00	
April	457.25	299.75		656.00	600.00	
May	393.00	371.5		1,204.50	588.00	
June	580.75	454		1,050.50	639.00	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 September	FY02/03 YTD	Cumulative		FY02/03 September	FY02/03 YTD	Cumulative
Acantara, Carmelita	6.00	18.00	178.00	Morales, Gabriela	6.00	18.00	45.00
Anderson, Susan	6.00	18.00	219.00	Morrissey, Jean-Marie	6.00	18.00	21.00
Bayne, Linda	6.00	18.00	54.00	Moyer, Disa	-	-	170.00
Belsher, Kristin	6.00	18.00	222.00	Murray, Snell	6.00	12.00	12.00
Bereiter, Gretchen	6.00	18.00	240.00	Murray, Edward	6.00	18.00	156.00
Bolkovatz, Alta	6.00	18.00	255.00	Naples, David	-	6.00	6.00
Brackett, Jim	6.00	18.00	27.00	Narcisco, Dennis	12.00	42.00	320.00
Braun, Geoff	6.00	15.00	15.00	Nguyen, Kelly	-	6.00	42.00
Casias, Michelle	-	6.00	24.00	Norwood, Sophie	-	6.00	36.00
Chen, April	6.00	18.00	111.00	Nozot, Helena	-	6.00	60.00
Choi, Jason	-	12.00	48.00	Oropeza, Mikela	6.00	18.00	48.00
Coffee, Nancy	6.00	18.00	278.00	Pandya, Prema	-	6.00	38.00
Colenso, Bill	6.00	18.00	154.00	Patel, Deepa	6.00	18.00	123.00
Croom, Carolyn	-	6.00	290.00	Patterson, John	-	3.00	3.00
Cudlis, Daniel	12.00	36.00	90.00	Pelto, Ernest	6.00	18.00	36.00
Duffie, Pat	12.00	36.00	386.00	Precht, Jeanette	6.00	15.00	15.00
Fakoufar, Reihaneh	6.00	15.00	15.00	Purcell, Lisa	6.00	18.00	30.00
Favaro, Lee	-	-	202.00	Pydeski, Linda	6.00	18.00	48.00
Fay, Sonia	-	12.00	50.00	Quintana, Michele	6.00	15.00	15.00
Fitsimons-Diaz, Chelsea	6.00	15.00	15.00	Rahmari, Razi	6.00	18.00	30.00
Garry, Kenneth	6.00	18.00	33.00	Record, Ben	6.00	12.00	66.00
Gast, Polly	12.00	36.00	1,565.00	Risso, Edith	-	-	240.00
Gaspar, Chris	6.00	18.00	29.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	18.00	48.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	15.00	15.00	Sanchez, Margo	-	-	230.00
Goodman, Dale	30.00	643.00	2,193.00	Schaal, Linda	-	6.00	18.00
Graves, David	6.00	18.00	193.00	Schultheis, William	-	6.00	42.00
Hatch, Bill	6.00	15.00	15.00	Serafica, Christina	-	6.00	30.00
Healey, Kathleen	6.00	18.00	174.00	Shah, Sheadeha	6.00	18.00	18.00
Heer, Kim	6.00	18.00	163.00	Shepherd, Kathy	6.00	18.00	149.00
Hernandez, Rosy	-	-	340.00	Singer, Stephanie	6.00	18.00	48.00
Ho, Irene	-	6.00	36.00	Skimizu, Ken	6.00	18.00	235.00
Homrighausen, Scott	6.00	18.00	48.00	Soto, Nina	6.00	15.00	15.00
Humple, Phyllis	6.00	18.00	78.00	Springston, Madlyn	-	6.00	66.00
Hugar, Jessica	6.00	15.00	15.00	Stalnaker, Linda	-	-	281.00
Hutton, Katherine (Kate)	6.00	18	174.00	Stichter, Julie	-	-	130.00
Jiminez, Daisy	6.00	18.00	39.00	Teeter, Robert	3.00	6.00	6.00
Keller, Christina	-	-	201.00	Tran, Chi	-	6.00	9.00
Kightlinger, Dana	6.00	18.00	39.00	Troumby, Pamela	6.00	18.00	42.00
Kelly, Jeny	6.00	18.00	27.00	Truong, Christine	6.00	15.00	15.00
Knank, Sam	6.00	18.00	21.00	Truong, Will	6.00	15.00	15.00
Knudson, Chip	6.00	18.00	33.00	Truong, Richard	-	6.00	52.00
Lada, Stephan	6.00	18.00	48.00	Truong, Steven	-	6.00	52.00
Lasker, Marilyn	6.00	18.00	115.00	Turczyasfyi, Stephan	-	3.00	18.00
Larson, Li	-	6.00	134.00	Van Zee, Karin	-	-	180.00
Leslie, Sandra	6.00	18.00	176.00	Vester, Ricki	6.00	24.00	60.00
Livezey, June	12.00	36.00	80.00	Villarreal, Tanya	6.00	20.00	52.00
Malkowicz, Edward	12.00	42.00	68.00	Vu, Elizabeth	6.00	18.00	48.00
Martinez, Diane	-	6.00	30.00	Vukovick, Kathy	6.00	18.00	96.00
Martlaro, Diane	24.00	72.00	244.00	Walters, Catherine	-	6.00	36.00
Medland, Karen	6.00	18.00	92.00	Wang, Sue	12.00	24.00	33.00
Meza, Jack	-	-	116.00	Westfall, Carolyn	-	-	180.00
Mohr, Kelsey	6.00	18.00	21.00	Wiegman, Karin	-	-	188.00
				Yang, Yale	-	6.00	18.00
				Yom, Gina	6.00	124.00	124.00
				Zamora, Mary	6.00	18.00	18.00
Total	324.00	1,567.00	9,476.00	Total	189.00	735.00	4,410.00

Placentia Library District
Circulation Report
October 16, 2002

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 Sep-02	FY01-02 Sep-02
1st Time Checkouts	39,157	36,820	6.35%	11,019	9,999
Phone Renewals	4,157	4,633	-10.27%	1,389	1,420
In-Building Renewals	1,143	1,266	-9.72%	306	305
Total Renewals	43,314	5,899	634.26%	1,695	1,725
TOTAL CHECKOUTS	44,457	42,719	4.07%	14,409	11,724
On-Time Checkins	41,796	36,577	14.27%	11,120	9,384
Late Checkins	3,593	6,488	-44.62%	1,276	2,189
TOTAL CHECKINS	45,389	43,065	5.40%	12,396	11,573
Holdings Placed	2,192	875	150.51%	931	219
Holdings Cancelled	270	187	44.39%	114	60
Holdings Filled	1,912	912	109.65%	814	244
Holdings Expired	38	12	216.67%	14	1
Patrons Registered	564	868	-35.02%	215	318
Titles Added	1,369	2,731	-49.87%	1,158	1,220
Volumes Added	1,377	4,201	-67.22%	1,125	1,647
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	11,783	18,006	-34.56%	5,393	5,128
Juvenile Print	14,784	19,801	-25.34%	5,689	5,180
Total Print	26,567	37,807	-29.73%	11,082	10,308
Audio	1,567	1,791	-12.51%	722	545
Visual	2,352	3,115	-24.49%	918	868
Equipment	0	0	0.00%	0	0
Total Audio Visual	3,919	4,906	-20.12%	1,640	1,413
TOTAL CIRCULATION	30,486	42,713	-28.63%	25,444	11,721
Placentia Circulation	19,829	26,907	-26.31%	12,713	7,025
%Placentia Circulation	65.04%	62.99%	3.26%	49.96%	59.94%
Anaheim/Yorba Linda Circulation	15,671	6,963	125.06%	12,731	2,031
%Anaheim/Yorba Linda Circulation	51%	16.30%	215.36%	50%	19.30%
TYPES OF ACTIVE BORROWERS					
Adult	18,352	28,379	-35.33%	8,459	8,012
Young Adult	1,020	1,013	0.69%	266	291
Juvenile	6,174	9,291	-33.55%	2,495	2,373
New Borrower	1,774	3,470	-48.88%	1,272	921
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	27,320	42,153	-35.19%	12,492	11,597
TOTAL REGISTERED BORROWERS	18,346	17,560	4.48%	18,346	17,560
ATTENDANCE	69,085	81,123	-14.84%	35,041	23,975
Adult Reference-In Building	1,998	3,065	-34.81%	952	930
Adult Reference-Telephone	280	473	-40.80%	122	186
Children's Reference-In Building	2,385	2,890	-17.47%	440	434
Children's Reference-Telephone	884	75	1078.67%	469	22
Total Adult Reference	3,019	3,538	-14.67%	1,074	1,116
Total Children's Reference	1,324	2,965	-55.35%	909	456
Total in Building Reference	4,383	5,955	-26.40%	1,392	1,364
Total Telephone Reference	1,164	548	112.41%	591	208
TOTAL REFERENCE	5,547	6,503	-14.70%	1,983	1,572



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

TO: All California Public Library Directors

FROM: Dr. Kevin Starr
State Librarian of California *Kevin Starr*

DATE: September 11, 2002

SUBJECT: ESTIMATED Allocations from the Public Library Fund (2002-03)

In signing the 2002-03 State budget, the Governor was compelled by fiscal constraints and limited resources in the General Fund this year to authorize funding at a reduced level because of declining State revenues. Regrettably, the allotment is down \$21,438,000 from a total of \$52,970,000 last year to \$31,532,000.

The funding continues to be tied to the implementation of a per capita distribution method to determine Public Library Fund allocations. AB 345-Granlund, Chapter 167 of the Statutes of 1997, is the legislation that changes the Public Library Fund allocations from a formula based on local per capita appropriations to a formula based solely on the population of the library's service area. AB 345 does not impact the local maintenance of effort requirement for eligibility for distribution of funds.

The enclosed table presents the California State Library's preliminary estimates for the distribution of these funds for the 2002-03 fiscal year. The final determination of the allocation will be made following the confirmation of eligibility based on the December 1, 2002, submittal by local public libraries of their respective local appropriations.

If you have any questions, contact Jay Cunningham, PLF Coordinator, Library Development Services, at (916) 653-8112.

Enclosure

PUBLIC LIBRARY FUND
FY 2002/2003 Estimates
(Payment Based on Population)

Library	Population FY 02/03	Meets		Percentage of Total Population	At 100% Funding	
		MOE	Y/N		Total Cost of PLF Program 1 x \$2.289	Proportionally Funded Est. 1 x 0.90050
Menlo Park	31,100	Y		0.0008882	71,188	28,006
Merced Co.	218,900	Y		0.0062514	501,062	197,120
Mill Valley	13,700	Y		0.0003912	31,359	12,337
Mission Viejo	98,300	Y		0.0028073	225,009	88,519
Modoc Co.	9,350	Y		0.000267	21,402	8,420
Mono Co.	13,250	Y		0.0003784	30,329	11,932
Monrovia	37,950	Y		0.0010838	86,868	34,174
Monterey	29,800	Y		0.000851	68,212	26,835
Monterey Co.	211,800	Y		0.0060487	484,810	190,726
Monterey Park (Buggermeyer)	62,600	Y		0.0017878	143,291	56,371
Moreno Valley	146,000	Y		0.0041695	334,194	131,473
Mountain View	71,600	Y		0.0020448	163,892	64,476
Murrieta	51,600	Y		0.0014736	118,112	46,466
Napa City-Co.	121,975	Y		0.0034834	279,201	109,839
National City	58,100	Y		0.0016592	132,991	52,319
Nevada Co.	95,300	Y		0.0027216	218,142	85,818
Newport Beach	72,500	Y		0.0020705	165,953	65,286
Oakland	427,200	Y		0.0122001	977,861	384,694
Oceanside	167,200	Y		0.004775	382,721	150,564
Ontario City	162,300	Y		0.004635	371,505	146,151
Orange	132,900	Y		0.0037954	304,208	119,677
Orange Co.	1,441,400	Y		0.041164	3,299,365	1,297,983
Orland Free	13,450	Y		0.0003841	30,787	12,112
Oxnard	182,000	Y		0.0051976	416,598	163,891
Pacific Grove	15,500	Y		0.0004427	35,480	13,958
Palm Springs	43,700	Y		0.001248	100,029	39,352
Palmdale City	123,700	Y		0.0035327	283,149	111,392
Palo Alto City	60,500	Y		0.0017278	138,485	54,480
Palo Verde Valley L.D.	41,600	Y		0.001188	95,222	37,461
Palos Verdes L.D.	65,900	Y		0.001882	150,845	59,343
Pasadena	138,800	Y		0.0039639	317,713	124,990
Paso Robles	25,800	Y		0.0007368	59,056	23,233
Placentia L.D.	51,500	Y		0.0014708	117,884	46,376
Pleasanton	66,200	Y		0.0018906	151,532	59,613
Plumas/Sierra Co.	24,500	Y		0.0006997	56,081	22,062
Pomona	153,900	Y		0.0043951	352,277	138,587
Porterville	41,000	Y		0.0011709	93,849	36,921

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01	3/13/01	1,926.24	1,076.57	645.72	1,257.50			4,906.03
Feb-01	4/10/01	2,390.20	1,052.92	653.87	107.50			4,204.49
Mar-01	5/9/01	2,597.85	1,052.92	860.29	315.00			4,826.06
Apr-01	6/6/01	3,255.35	1,052.92	515.57	215.00			5,038.84
May-01	7/5/01	3,063.28	1,052.92	621.76	107.50			4,845.46
Jun-01	8/8/01	5,103.35	1,150.57	650.52	535.00			7,439.44
TOTAL		39,172.97	12,910.77	7,617.93	2,967.50	0.00	0.00	62,669.17
AVG		3,264.41	1,075.90	634.83	247.29			5,222.43

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02								0.00
Sep-02								0.00
Oct-02								0.00
Nov-02								0.00
Dec-02								0.00
Jan-03								0.00
Feb-03								0.00
Mar-03								0.00
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		5,200.62	1,638.37	650.63	0.00	0.00	8.18	7,497.80
AVG		5,200.62	1,638.37	650.63	0.00			7,497.80

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00	976.84	174.00	4.48	1,155.32	577.66
Nov-00	1,054.38	234.00	8.97	1,297.35	648.68
Dec-00	1,054.38	234.00	4.48	1,292.86	646.43
Jan-01	976.84	294.00	20.60	1,291.44	645.72
Feb-01	1,054.38	234.00	19.36	1,307.74	653.87
Mar-01	1,435.12	279.00	6.46	1,720.58	860.29
Apr-01	1,000.58	294.00	6.46	1,301.04	650.52
May-01	1,000.58	234.00	8.94	1,243.52	621.76
Jun-01	1,000.58	294.00	6.46	1,301.04	650.52
TOTAL	12,484.20	2,898.00	123.54	15,505.74	7,752.87
AVG	1,040.35	241.50	10.30	1,292.15	646.07

TOTAL DOLLARS SPENT

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01	1,235.76	354.00	4.47	1,594.23	797.12
Oct-01	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00
Mar-02	1,297.62	129.00	0.00	1,426.62	713.31
Apr-02	1,297.62	129.00	0.00	1,426.62	713.31
May-02	1,297.62	129.00	0.00	1,426.62	713.31
Jun-02	1,127.26	174.00	2.48	1,303.74	651.87
TOTAL	8,257.04	1,443.00	22.35	9,722.39	4,861.20
AVG	688.09	120.25	1.86	810.20	405.10

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,127.26	174.00	0.00	1,301.26	650.63
Aug-01				0.00	0.00
Sep-01				0.00	0.00
Oct-01				0.00	0.00
Nov-01				0.00	0.00
Dec-01				0.00	0.00
Jan-02				0.00	0.00
Feb-02				0.00	0.00
Mar-02				0.00	0.00
Apr-02				0.00	0.00
May-02				0.00	0.00
Jun-02				0.00	0.00
TOTAL	1,127.26	174.00	0.00	1,301.26	650.63
AVG	1,127.26	174.00	0.00	1,301.26	650.63

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	1,054.38
Nov-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Dec-00	310.16	249.68	59.18	0.00	435.36	976.84
Jan-01	232.62	249.68	59.18	0.00	435.36	1,054.38
Feb-01	310.16	249.68	59.18	0.00	809.70	1,435.12
Mar-01	282.16	283.40	59.86	0.00	431.84	1,000.58
Apr-01	282.16	226.72	59.86	0.00	431.84	1,000.58
May-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Jun-01	282.16	226.72	59.86	0.00		
TOTAL	3,222.22	2,961.00	712.88	0.00	5,588.10	12,484.20
AVG	268.52	246.75	59.41	0.00	465.68	1,040.35

DOLLARS BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Jun-02	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	2,445.98	1,850.24	433.90	0.00	3,526.92	8,257.04
AVG	203.83	154.19	36.16	0.00	293.91	688.09

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-01						0.00
Sep-01						0.00
Oct-01						0.00
Nov-01						0.00
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	382.24	234.40	63.58	0.00	447.04	1,127.26
AVG	382.24	234.40	63.58	0.00	447.04	1,127.26

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00	6.00	8.00	2.00	0.00	16.00	32.00
Nov-00	8.00	8.00	2.00	0.00	16.00	34.00
Dec-00	8.00	8.00	2.00	0.00	16.00	34.00
Jan-01	6.00	8.00	2.00	0.00	16.00	32.00
Feb-01	8.00	8.00	2.00	0.00	16.00	34.00
Mar-01	8.00	10.00	2.00	0.00	20.00	40.00
Apr-01	8.00	8.00	2.00	0.00	16.00	34.00
May-01	8.00	8.00	2.00	0.00	16.00	34.00
Jun-01	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	86.00	98.00	24.00	0.00	196.00	404.00
AVG	7.17	8.17	2.00	0.00	16.33	33.67

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02	8.00	10.00	2.00	0.00	20.00	40.00
May-02	8.00	10.00	2.00	0.00	20.00	40.00
Jun-02	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	58.00	64.00	14.00	0.00	128.00	264.00
AVG	4.83	5.33	1.17	0.00	10.67	22.00

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01						0.00
Sep-01						0.00
Oct-01						0.00
Nov-01						0.00
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	8.00	8.00	2.00	0.00	16.00	34.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Legislative Update
Date: Fri, 04 Oct 2002 16:33:43 -0700

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE UPDATE
Friday, October 4, 2002**

The Year in Review

Now that the deadline has passed for the Governor to take action on any bills sent to his desk, we have an opportunity to look at the year's legislation as a complete whole.

Over the course of the 2001-2002 legislative session, the Assembly introduced 3,403 bills and the Senate chipped in with 2,310 of its own. In 2002 alone, the Governor signed 1170 bills into law, 687 of which originated in the Assembly and 483 coming from the Senate. The Governor vetoed 166 Assembly bills and 97 Senate bills.

One of special districts' major victories was the ferocious budget battle caused by a mammoth \$24 billion deficit. Special districts came out relatively unscathed, and although the counties took a bit of a hit (to the tune of \$1 billion) and redevelopment agencies lost about \$50 million, local government was not bilked for nearly as much as was feared when budget talks began. This is thanks in large part to the unflinching efforts of the LOCAL Coalition, a joint effort created by CSDA, the California State Association of Counties and the League of California Cities, and subsequently joined by innumerable other organizations.

But is the fight over? Not by any means! Next year looks to be an even fiercer struggle for quickly disappearing funds, and CSDA and the LOCAL Coalition are resolved to continue the good fight. If you would like to be a part of the effort to keep community assets local by participating in media editorial boards, regional planning boards, rallies and the like, please call CSDA toll-free at 877.924.CSDA. You can also be a member of CSDA's Legislative Committee; look for information on how to participate in the upcoming November edition of the CSDA News.

To find more information (such as the text or status) on any of the bills listed below, or bills that your district was following that aren't listed below, visit the 'Members Only' section of the CSDA website (www.csda.net) and click on 'Search for Legislation.'

Here's a brief look at some of the bills that were signed that affect special districts:

- SB 1586 requires special districts to document why they block annexations
- SB 1384 and AB 1948 change the formulas used by independent special districts to pay their shares of LAFCOs' budgets, including limiting any one district to 50% of the districts' share
- SB 1643 amends the Brown Act to allow a legislative body to hold a closed session during an emergency meeting and AB 2645 expands the list of personnel or consultants allowed in closed sessions that relate to security matters
- AB 1945 amends the Brown Act to prohibit disclosing confidential information from a closed session unless the legislative body authorizes the disclosure
- SB 1961 requires the Department of General Services to write standards into the State Administrative Manual telling agencies how to comply with Prop. 218
- SB 1588 revises the state laws governing mosquito abatement districts

The Governor also vetoed several bills that would have affected special districts, such as these:

- AB 1986 would have eliminated the prohibition of local agency elective or appointive officials from obtaining retirement coverage under the California Public Employees' Retirement System (there were several other CalPERS bills as well; please refer to the October issue of the CSDA News for more information)
- AB 1939 would have required the Legislative Analysts' Office (LAO) to study a property tax shift mechanism, intended to provide relief to local governments and to incentivize the construction of affordable housing

The Senate Local Government Committee has just released "Taking Their Pulse: How LAFCOs Implemented AB 2838 (Hertzberg, 2000)," the result of Senator Torlakson's LAFCO survey. Single copies are \$3.23 (including shipping and sales tax). You can order your copy of *Taking Their Pulse* directly from:

Senate Publications
1020 N Street, Room B-53
Sacramento, CA 95814

Make checks payable to "Senate Rules Committee" and request report number 1176-S.

If you or members of your Board or staff would like to begin receiving this notice via email, please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

****This update is brought to you exclusively as a CSDA member benefit.****
CSDA...keeping special districts informed!

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

In

To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
Subject: FW: NEWS FROM THE CAPITOL

-----Original Message-----

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Friday, October 04, 2002 4:15 PM
To: CLA Listserve- CALIX
Subject: NEWS FROM THE CAPITOL

October 4, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

I. GOVERNOR SIGNS/VETOES HUNDREDS OF BILLS IN SEPTEMBER

The Governor had until midnight last Sunday to act on the hundreds of bills sent to him in the final days of the legislative session. As you will recall from our previous memos to you, many of the bills were "gutted and amended" in the final days to reflect new policy areas, and some were quite controversial. Not surprisingly, the Governor worked up until close to the midnight deadline on September 30th, reviewing, signing and vetoing the remaining legislation. In a surprise to some, the Governor even waited until the final day to sign numerous budget-related "trailer bills."

While there were no big surprises relative to library issues in the final days, one bill that had been controversial in many library circles was vetoed: AB 2648-Wyland, pertaining to county law library expenditures.

AB 2648 was sponsored by the County of San Diego and would have permitted the San Diego County Board of Supervisors to review any claims, expenses, or requests for reimbursement received from county law libraries and determine whether or not the costs in question are necessary or reduce or deny those claims. The bill was opposed by the Council of California County Law Librarians, Southern California Association of Law Libraries, and various county law libraries throughout the state. While the bill, as written,

In

pertains to San Diego, many law libraries thought that AB 2648 would establish a bad precedent for other counties.

In the Governor's veto message he states: "Current law already gives county supervisors discretion in funding law library operations and requires law library trustees to use law library fund monies, when available, toward maintenance costs. A law library is an essential component of any court facility, and the local court system would be seriously weakened without county support. This bill creates a poor precedent for counties to follow in providing support for county law libraries."

II. LEGISLATIVE ANALYST RELEASES OVERVIEW OF 2002-03 BUDGET ACT

This week the Legislative Analyst's Office presented a report entitled, "California Spending Plan 2002-03: The Budget Act and Related Legislation."

The report maps this year's Budget process through an interesting chronology, starting with the "November Cuts" proposal in 2001, and progressing through the release of the Governor's January Budget, May Revision, Budget Conference Committee action, and the passage of a final Budget package. The document makes note of cuts sustained this year in various areas, including health and human services (which sustained the harshest cuts), resources, criminal justice, and local government. Referenced in the discussion of cuts sustained by local governments in the Budget is the cut to the Public Library Foundation.

In a chapter entitled, "2002-03 Budget Act - The Challenge and The Solution," the LAO acknowledges, "In enacting the \$99 billion budget, the Legislature was faced with the unprecedented and formidable task of addressing a \$23.6 billion shortfall. The \$23.6 billion budget gap facing the Governor and Legislature in 2002-03 reflected the cumulative impact of an unprecedented decline in General Fund revenues in 2001-02 and 2002-03, along with projected continued growth in General Fund expenditures during the two years." The LAO also explains the various methods by which the legislature was able to bridge the Budget gap: a combination of deep cuts, fund shifts, deferrals, and federal fund assumptions. The LAO warns, however: "Although the above actions addressed the budget problem for 2002-03, they did not eliminate the multibillion dollar underlying imbalance that currently exists between General Fund revenues and expenditures. This

is because most of the adopted budget solutions are either one-time or limited-term in nature. In fact, some of the actions - such as the special fund loans, borrowing, and net operating loss suspension - will result in additional budgetary obligations in later years. Because of the relatively limited amount of ongoing savings incorporated in the 2002-03 budget package, the state will continue to face large multibillion shortfalls in 2003-04 and beyond, absent corrective actions."

III. CONTROVERSIAL PROPOSITION 51 HEARINGS: IMPACT ON GENERAL FUND DOLLARS

Prior to the November elections, the Legislature is required by law to hold hearings on the various propositions that will appear on this year's ballot. The Senate and Assembly committee having traditional jurisdiction over the proposition's subject matter usually convene the hearing. One proposition this year, Proposition 51, has distinguished itself early as the most controversial ballot proposal, and there will be no less than four legislative hearings held by several of the policy committees. Last week, legislators started lining up in opposition to the measure, Senate President pro Tem John Burton sent the proponents a scathing letter, and one committee has even discussed turning over documents to the Attorney General's Office to investigate alleged wrong-doing by the proposition's drafters.

Sponsored by the Planning and Conservation League, Proposition 51, seeks to transfer 30 percent of the state's share of sales taxes paid on the sale and lease of new and used motor vehicles from the state's General Fund to a new Traffic Congestion Relief and Safe School Bus Trust Fund. The Trust Fund would finance a laundry list of approximately 45 environmental and transportation projects. "The Legislative Analyst's Office estimates that approximately \$420 million would be shifted immediately from the state's General Fund to the Trust Fund in 2002-03, \$910 million in 2003-04, and increasing amounts annually thereafter." (Senate Local Government packet

overview). However, it is important to note that the money to fund the projects is not new money, but rather uses existing General Fund dollars.

Because the Proposition would produce a considerable encroachment on existing services and programs funded via the Budget, many local government groups are beginning to come out in opposition to Proposition 51. Last week, our office received a call from the staff of the Senate Local Government Committee, informing us that they were conducting a Prop 51 hearing in Oakland. Since Chairman Tom Torlakson hails from Contra Costa County, he requested that Contra Costa County librarian, Anne Cain, speaking as library director and program administrator, address his committee regarding the current plight of the libraries, status of the Public Library Foundation, and corresponding PLF maintenance of effort issues. As you recall, Senator Torlakson was the author of SB 94, a measure which was held in the Assembly Appropriations Committee, and sought to provide ERAF relief to libraries. Since his election to the legislature, the Senator has been very supportive of trying to find ways to increase library funding.

The day before the Senate Local Government Committee held their hearing in Oakland, a similar hearing took place in Sacramento at the State Capitol.

The Joint hearing of the Assembly and Senate Transportation, Budget, and Local Government Committees produced a series of surprises and fireworks.

During their opening comments, the respective committee chairs made reference to revelations that the sponsors of Proposition 51 had seemingly drafted their initiative using a "pay-to-play" approach. Senator Murray, the Chair of the Senate Transportation Committee produced an article from the Los Angeles Times, wherein the Proposition's sponsor, was quoted as saying, "We picked projects where we thought people might contribute as a result." Said Senator Murray, "If Mr. Peace (Senate Budget Chair) and I did the same thing and promised to fund people's projects for money, we would be in jail." Senator Peace told the representative from the Planning and Conservation League, "Are you familiar with the criminal provisions in law regarding [drafters of law] accepting campaign contributions? I have a legal opinion that says you are subject to legal, criminal, felony

prosecution." What rankled several legislators was the inclusion of projects in the proposition that bear no relationship to either traffic congestion, traffic mitigation, or school buses, such as the improvement of a golf cart path on private property at Leisure World, or the Charter School for the Arts. Assembly Transportation Chair, John Dutra, asked the Transportation specialist for the PCL, how many of the 45 projects listed in the Proposition were actually visited by the PCL and how many benefited from assessments. The Transportation specialist stated that he had visited only "6 to 10 of the sites."

The California Tax Reform Association spoke in opposition to the Proposition, calling it a "fundamental assault on the governmental process."

A representative from the Metropolitan Transportation Commission said that

their group voted to oppose because "it bypasses the current priority process" for transportation projects and "robs Peter to pay Paul."

Perhaps

the strongest opponent to surface has been Senate President pro Tem John Burton, who recently sent a letter to the PCL Board of Directors stating,

"My astonishment and fury continue to escalate at the shortsighted, simplistic, and heartless approach that the Planning and Conservation League

(PCL) is trying to impose upon the State of California's budget.

Proposition 51 will drive this state even further into fiscal crisis.

PCL

does not seem to care as long as those people who are funding the Prop 51

campaign get their projects built. Unconscionable!"

Some legislators are beginning to worry that this "pay-to-play" approach is

becoming a trend. During a hearing on the water bond, Proposition 50 last

week, Senate Agriculture and Water Committee Chair, Senator Jim Costa told

the water bond supporters, "This 'initiative by checkbook' has got to stop.

I don't know how I'm going to vote on the bond this year. It has less to do

with the policy.[the legislature] wasn't invited to the dance."

Susan Negreen, CAE

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{EDM}
SUBJECT: Two Percent Assessment Appeal Case
DATE: October 16, 2002

BACKGROUND:

No new information is available at this time. The Library Director will make a report at the Library Board meeting if additional information becomes available.

Neither the Orange County Board of Supervisors nor the Independent Special Districts of Orange County have recommended any specific action to local jurisdictions.

The initial impact (one-time cost) of the property tax refund for Placentia Library District in Fiscal Year 2001-2002 would be \$129,228.22. For each year the refund is delayed the amount would increase by approximately \$66,000, plus interest.

The ongoing impact (permanent loss) on future revenue would be a loss of \$65,913.61 per year.

RECOMMENDATION:

Receive & File



September 16, 2002

CALIFORNIA
STATE LIBRARY
FOUNDED 1950

Elizabeth Minter, Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670-6198

Dear Ms. Minter:

I am pleased to announce the application of Placentia Library District for a Families For Literacy (FFL) program has been approved in the amount of \$12,061 in California Library Services Act funding. The grant is effective immediately and you are encouraged to begin as soon as possible.

CLSA funds will be sent to you in two checks. The first should arrive within six to eight weeks of receipt of your Claim Form by CSL, and the second in February 2003. Electronic reporting procedures will be mailed to you later. I enclosed the approved FFL Budget page that supports your library's Families for Literacy proposal. Also enclosed is a **master (for duplicating)** of the **Budget Change Request** form and instructions to be used if changes in the approved FFL budget should become necessary.

The **Families For Literacy Parent/Caregiver Survey** is **REQUIRED** for all participants in FFL programs for the 2002/2003 budget cycle. A copy of the survey form and instructions are enclosed.

It is expected that you will track the required family literacy outcomes with the parent/caregiver surveys and complete the required midyear and end of the year FFL reports.

Our Family Literacy Specialist, Cindy Costales, will work with you on this grant. You may contact her at (916) 651-8304, or Thursday-Friday at (909) 674-4917 or by email at ccostales@library.ca.gov.

I look forward to your participation in this exciting and creative approach of preparing parents and caregivers with early literacy skills to help their children succeed in school.

Yours Sincerely,

Dr. Kevin Starr, Chief Executive Officer
Library of California Board

Enclosures

cc: Literacy Coordinator



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Workers' Compensation Claim Settled
DATE: October 16, 2002

BACKGROUND:

The issues arising out of a previously open Workers' Compensation Claim have been settled.

RECOMMENDATION:

Receive & File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**

DATE: October 16, 2002

BACKGROUND

The Public Library Fund allocation will be approximately \$46,376. This is greater than the original estimate. (See Agenda Item 28)

The California Literacy Campaign Matching grant has not yet been announced.

Library Director Minter will report on the Legislative Session at the California Special Districts Association Annual Conference.

Trustees may discuss information from Assemblywoman Daucher's Town Meeting on September 25, 2002.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: **California Public Notice reimbursement program and authorization to use Shields Consulting Group, Sacramento, as the contract claim preparation processor**

DATE: October 16, 2002

BACKGROUND:

California's local governments are eligible to file an annual claim with the State of California for reimbursement of costs for mandated State programs. This includes the provisions of The Brown Act.

Shield's Consulting Group works with independent special districts and other agencies to complete and file the claim forms. They charge 10% of the amount of the claim. Their fee is reimbursable through the claim so the net cost to the agency is very small. Attachment A is a description of the services provided by Shields Consulting Group.

Attachment B is the Agreement for Mandated Cost Claiming Services.

RECOMMENDATION:

Authorize Placentia Library District to file reimbursement claims for the eligible State mandated programs; and

Authorize Library Board President Shkoler to sign the Agreement for Mandated Cost Claiming Services with Shields Consulting Group.



PROPOSAL
FOR FISCAL YEARS
2002/2003, 2003/2004, & 2004/2005

Introduction

Clients of Shields Consulting Group, Inc. (SCG) receive the highest quality mandated cost SB (90) service around. Our number one service goal is to establish a relationship that suits the needs of the Agency, not ours.

After 8+ years of providing mandated cost consulting services to school districts, Steve Shields founded SCG to begin offering these services to local agencies. Steve has gained valuable experience over the years including, countless on site visits with clients, preparation of claims, final review of thousands of claims prior to submission to the State, representing clients during desk and field audits conducted by the State Controller's Office, providing input to the State Controller's Office during the development of claiming instructions, and providing input to the Commission on State Mandates during the test claim process.

Scope of Work

SCG proposes to provide the following services:

- 1) **Prepare and submit all mandated cost claims that the Agency is eligible to file during the contract period.**
- 2) **Train Agency staff on the mandated cost reimbursement programs.**
- 3) **Work with Agency staff to identify all direct and indirect costs which are eligible for reimbursement through the mandated cost program.**
- 4) **Work with the Agency staff to ensure all claims are supported by proper Documentation.**
- 5) **Represent the Agency in mandated cost issues with the State Controller's Office and matters before the Commission on State Mandates.**

Reimbursable Services

All costs incurred by the Agency that are necessary to prepare and submit mandated cost claims are reimbursable under the Mandate Reimbursement Process Claim. What this means to you is that the fees paid to SCG are reimbursable! Should the State Controller's Office not fully reimburse the Agency for our services, we will refund the difference.

Fee Information

The cost for the services provided by SCG is 10% of claims filed. This fee is payable as designated in the contract. For more information contact Steve Shields at 916-454-7310 or steve@shieldscg.com.

AGREEMENT FOR MANDATED COST CLAIMING SERVICES

This Agreement is made and entered into, by and between the Placentia Library District (hereinafter "Agency") and Shields Consulting Group, Inc., (hereinafter "Consultant").

Whereas, Agency has determined that mandated cost consulting services are desirable and;

Whereas, Consultant is an expert in the field of California's mandated cost program;

The parties hereby enter into this agreement for consulting services in consideration of and pursuant to the terms and conditions set forth herein.

Section 1 Services of Consultant

Consultant under this agreement will perform the following services, in consideration of the payment hereinafter set forth:

Prepare and file mandated cost claims for the following programs that the Agency is eligible to file during the contract period:

- A. Absentee Ballots, late 2000/2001 claims, 2001/2002 claims, 2002/2003 claims, 2003/2004 claims, and 2004/2005 estimated claims.
- B. Investment Reports, late 2000/2001 claims, 2001/2002 claims, 2002/2003 claims, 2003/2004 claims, and 2004/2005 estimated claims.
- C. Mandate Reimbursement Process, late 2000/2001 claims, 2001/2002 claims, 2002/2003 claims, 2003/2004 claims, and 2004/2005 estimated claims.
- D. Open Meetings Act/Brown Act Reform, 2001/2002 claims, 2002/2003 claims, 2003/2004 claims, and 2004/2005 estimated claims.
- E. Brown Act Reform, January 1994 thru 2000/2001 claims.
- F. All other claims applicable to the Agency for which Claiming Instructions are issued during the contract period.

Train Agency staff on the mandated cost reimbursement programs,

Work with Agency staff to identify all direct and indirect costs that are eligible for reimbursement through the mandated cost claiming process,

Work with Agency staff to ensure all claims are supported by proper documentation,

Represent Agency in mandated cost claim issues with the State Controller's Office and before the Commission on State Mandates.

Section 2 Period of Service

The service period for this multi-year Agreement is October 8, 2002 through June 30, 2005. This Agreement will automatically expire as of June 30, 2005.

Section 3 Consultant Compensation

Agency agrees to pay Consultant a fee of 10% of claims prepared and submitted by Consultant to the State Controller's Office on Agency's behalf. This fee will be payable as follows: 50%

payable upon submission of claims¹ to the State Controller's Office and the remaining 50% payable upon receipt of funds from State Controller's Office. Agency agrees to make payment to Consultant no later than 30 days after Agency receives Consultant invoice. Consultant will determine when travel to Agency is necessary, subject to mutually convenient dates and times. All travel and lodging expenses incurred by Consultant are included in the fee.

Section 4 Reimbursable Services

Consultant and Agency believe that the services under this Agreement are reimbursable under the Mandate Reimbursement Process Claim and are less than the actual costs that the Agency would necessarily incur if the services were to be performed by Agency staff. Agency and Consultant agree to work together, as necessary, to provide documentation required by the State Controller's Office.

Consultant agrees to refund to Agency any amount of fees paid by Agency to Consultant that the State does not reimburse to the Agency as a reimbursable cost. Consultant will make the refund to Agency no later than 30 days after Consultant accepts the disallowance of the claim and decides not to pursue incorrect claim reduction appeals.

Section 5 Termination of Agreement

Either party may terminate this Agreement, effective upon 30 days' prior written notice. Upon any termination of this Agreement, Consultant will bill Agency and Agency agrees to pay Consultant for the services actually performed by Consultant, on a time and material basis, plus travel and lodging costs. For purposes of determining costs of services actually performed, rates of \$125/hr for management staff and \$75/hr for associate level staff will be used. Agency agrees to make this payment to Consultant within 30 days after Agency receives Consultant invoice.

Section 6 Assistance of Agency

The Agency acknowledges that the services of Consultant within this Agreement are dependent upon the reasonable cooperation and assistance of Agency.

Section 7 Limitation of Consultant's Liability

In no event shall Consultant liability to the Agency, for any reason arising out of this Agreement, exceed the amount of fees actually received by Consultant from the Agency. Consultant shall not be liable for any consequential damages. Consultant shall not be liable for any incidental or consequential damages suffered by or allegedly suffered by any third party.

Section 8 Ownership of Work Product

8.1 All Work Product shall be and remain the property of Consultant. Consultant shall be entitled to obtain and hold in its name all copyrights with respect of the Work Product. Work Product shall include the sum or any portion of all computer programs and any source code or object code, all other computer files and portions thereof, including without limitation all executable files, text files, HTML files, CGI scripts, images and graphics designed or provided by Consultant, and any other computer files designed to be viewed, linked together or downloaded. It shall also include all tangible products and documents, papers and compilations, or any copies or variations or derivatives of the same provided to the Agency pursuant to this Agreement. This

¹ Submission of claims means the date when Agency claims are acknowledged as received by the State Controller's Office.

shall also include but not be limited to any documents, manuals, policies or procedures, however assembled, gathered or maintained, that is retained by Agency following the termination of this Agreement.

- a. **Patent Rights.** To the extent that the Work Product incorporates any methodology for which Consultant applies for a patent, Consultant may apply for that patent without the consent of Agency. Agency shall have no right, whatsoever, to any patent, proceeds or royalties generated by the same.
- b. **Consultant's Trade Name and Trademarks.** Notwithstanding anything else written in this Agreement, Agency shall have no rights in or license to the trade name or trademarks of Consultant.
- c. **License.** Consultant hereby grants Agency a nonexclusive, revocable, worldwide, royalty-free right and license to the Work Product allowing Agency to use the Work Product. Agency understands and acknowledges that the Work Product and the services of Consultant are not "work for hire" as that term is used under the U.S. Copyright Act.

8.2 Reverse Engineering or Copying. Notwithstanding any of the ownership or licensing provisions set forth herein, Agency agrees that it shall not, under any circumstances, reverse engineer, copy or decompile, or allow any third party to reverse engineer, copy or decompile, the Work Product or any component parts so as to circumvent any license or ownership provisions identified or granted herein. This prohibition, as well as those set forth in Sections 8.1(a)-(c), shall survive the termination of this Agreement.

Section 9 Confidentiality

9.1 Treatment of Confidential Information. Agency hereby agrees and acknowledges that, under the terms of this Agreement, it may receive or be exposed to certain information that the Consultant reasonably believes is confidential. Agency, as part of its consideration to Consultant, shall: (a) not use such Confidential Information except in accordance with Agreement; (b) not make any copies of such Confidential Information or any part thereof without the express written consent of the Consultant; (c) not disclose for any purpose any such Confidential Information or any part thereof to any person who is not an employee of Agency; (d) limit dissemination of such Confidential Information to persons who are directly involved in the performance of services rendered for the Agency and who have the need to use such Confidential Information for the purposes of performing such services; and (e) return such Confidential Information and any copies thereof to the other party at the completion of the performance of all services or at such earlier date as the other party may request.

9.2 Definition of Confidential Information. Subject to the additional terms of this Section, Confidential Information shall mean all information, whether or not in written form, that is not generally known, about a party's products and services, customers, marketing, financial and business condition, information gathering and processing techniques and methods, and all accumulated data, listings or similar matter, used or useful in the business of the party including, but not limited to, its information files, business forms, and object and source code. As to all other Confidential Information, (a) if communicated in writing it must be conspicuously marked "CONFIDENTIAL" at the time of disclosure to the other party and (b) if communicated orally, it should be identified as confidential at the time of disclosure and treated as such afterwards by the parties.

9.3 Exclusions from Confidential Information. Confidential Information shall not include information that the receiving party is able to demonstrate: (a) is, as of the time of its disclosure or thereafter becomes, part of the public domain through no fault of the receiving party; (b) was known to the receiving party as of the time of its disclosure; (c) is independently developed by

the receiving party other than as part of the Work Product; (d) is subsequently learned from a third party having a right to disclose it to the recipient; or (e) is required to be disclosed pursuant to court order or government authority, whereupon the receiving party shall provide notice to the other party prior to such disclosure.

Section 10 Modifications

No modification or supplement to any provision of this Agreement shall be valid unless executed in writing by each party, through its duly appointed representative as designated in the party's signature block below.

Section 11 Governing Law

This Agreement shall be governed by and construed in accordance with the substantive laws of the State of California.

Section 12 Binding Arbitration

Any dispute or claim in law or equity arising out of this Agreement or any transaction resulting from this Agreement shall be decided by binding arbitration conducted in Sacramento, California, in accordance with the rules of the American Arbitration Association. No exemplary damages may be awarded. Judgment upon the award may be entered into any court having jurisdiction. Each party shall have the right to discovery under California Code of Civil Procedure section 1283.05. Arbitration shall not be mandatory, however, on actions to protect confidential/proprietary information.

Section 13 Severability

No provision of this Agreement shall be construed so as to require the commission of any act contrary to law. If any provision of this Agreement is held to be invalid or unenforceable, that provision shall be severed from the Agreement, and the remaining provisions of the Agreement shall remain in effect.

Section 14 Notices

All notices under this Agreement must be in writing. Notices shall be deemed effective upon actual receipt. However, a notice mailed by certified United States mail shall be deemed effective on the earlier of actual receipt or 3 days after mailing. Notices shall be directed to the parties at their respective addresses set forth below. A party may change the address by giving notice.

Section 15 Entire Agreement

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter of this Agreement. There are no other agreements, understandings, representations, or warranties, whether written or oral, between the parties other than those set forth in this Agreement.

Section 16 Interpretation

Both parties have had an opportunity to review this Agreement in its entirety and to consult with their respect counsel regarding the same. For purposes of interpretation, the parties agree that the

Agreement will not be construed against one party in favor of the other but at all times shall be construed even handedly to obtain the consent of the parties with respect to the same.

Section 17 Counterparts; Facsimile Signatures

This Agreement may be executed in counterparts. A facsimile signature will be treated as having the same effect as original signature.

IN WITNESS WHEREOF, the parties have affixed their hands on the 16 day of October 2002.

Consultant: Shields Consulting Group, Inc.
Address: 1536 36th Street
Sacramento, CA 95816

Bus: 916-454-7310
Fax: 916-454-7312

By _____
Its President

Authorized Representative for Modifications:
Steve Shields, President

Client: Placentia Library District
Address: 411 E. Chapman Avenue
Placentia, CA 92670

Bus: 714-528-1925, Ext. 202

By Al Shkoler
Its President

Authorized Representative for Modifications:
Elizabeth D. Minter, Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: Approve the Addendum to State of California Purchase Card Program Master Service Agreement and Adopt Resolution to authorize the Library Director to sign the CAL-Card application

DATE: October 16, 2002

BACKGROUND:

At its meeting on September 18, 2002 the Library Board of Trustees authorized the Library Director to apply for a CAL-Card account in her name for the use of Placentia Library District.

The Addendum to State of California Purchase Card Program Master Service Agreement is Attachment A.

Resolution 03-01 authorizing Library Director Minter to sign the Master Service Agreement is Attachment B.

The cover letter describing the District's proposed use of the CAL-Card is Attachment C.

RECOMMENDATION:

1. Approve the Addendum to State of California Purchase Card Program Master Service Agreement.
2. Motion to read Resolution 03-01 by title only.
3. Motion to adopt Resolution 03-01.

ADDENDUM TO STATE OF CALIFORNIA PURCHASE CARD PROGRAM
MASTER SERVICE AGREEMENT (DGS MSA 5-00-CC-02)

This Addendum to the State of California Purchase Card Program Master Service Agreement (DGS MSA 5-00-CC-02), as amended (the "Agreement") between the Department of General Services ("DGS") on behalf of the State of California, and U.S. Bank National Association ND ("U.S. Bank"), is made this 25th day of September, 2002, by the Placentia Library District ("Participant") for the purpose of becoming a "Participating Local Agency" as that term is defined in the Agreement.

RECITALS:

- A. DGS has entered into the Agreement for the purpose of making available for Participants' use a procurement card program as described in the Agreement; and
- B. The Agreement contemplates the inclusion of Participants by a process of voluntary execution of an addendum; and
- C. The Participant has received a copy of the Agreement and after thorough review of the Agreement desires to become Participating Local Agency as that term is defined in the Agreement.

AGREEMENT:

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by reference, the mutual promises and covenants set forth in the Agreement, which is incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Participant, and U.S. Bank agree as follows:

1. The Participant agrees to accept and perform all duties, responsibilities and obligations required of Participating Local Agency as set forth in the Agreement. CAL-Cards shall be issued to Designated Employees of the Participant upon execution of a Primary Contact Reference form (in substantially the form set forth in Rider A attached hereto and incorporated herein) by departments and administrative units of the Participant. The Participant authorizes such departments and administrative units to act on its behalf with respect to CAL-Cards issued to Designated Employees of the respective departments and administrative units. U.S. Bank shall submit invoice(s) to the office(s) designated in the Primary Contact Reference forms provided by departments and administrative units executing Rider A and shall report to the Billing Office Contact at the departments and administrative units executing Rider A.
2. U.S. Bank is authorized to place the seal or logo of the Participant on the CAL-Cards issued to Designated Employees of the Participant for the sole purpose of identifying the card for official use only and if consistent with the final card design. Such seal or logo shall be subject to use limitations as apply to the State seal on page A-4 of the agreement.
3. The Participant shall make monthly payments as provided in the Agreement to U.S. Bank of the full amount of the Total Participant Monthly Balance by causing a check or checks or a warrant or warrants to be issued payable to the order of U.S. Bank on demand or by use of an Automated Clearing House or Electronic Data Interchange to make such payment to U.S. Bank.
4. The Participant shall provide U.S. Bank with a copy of its audited financial statements within 60 days of completion and, upon request of U.S. Bank, such other financial information as may be reasonably requested.
5. Delivery of CAL-Cards to Designated Employees of the Participant shall be within five (5) business days after receiving completed U.S. Bank Account set-up forms, but in no case earlier than five (5) business days after the Initial Implementation Meeting.

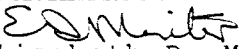
6. The Participant declares that CAL-Cards shall be used for official Participant purchases only, and shall not be used for individual or consumer purchases nor to incur consumer debt. The Participant warrants that it possesses the financial capacity to perform all of its obligations under the Agreement and this Addendum and the Participant will not allow purchases to be made with CAL-Cards or incur any other financial obligation hereunder or under the Agreement prior to determining that existing appropriations available therefore are sufficient in amount to pay for such purchases or such other financial obligations.

7. The notice address for the Participant is:

^{D-}
Elizabeth Minter
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

8. The agreements of the Participant set forth in this Addendum and the Agreement constitute valid, binding and enforceable agreements of the Participant and all extensions of credit made pursuant to this Addendum and the Agreement to the Participant will be valid and enforceable obligations of the Participant in accordance with the terms of the Agreement and this Addendum. The execution of this Addendum and the performance of the obligations hereunder and under the Agreement are within the powers of the Participant, have been authorized by all necessary action and do not constitute a breach of any agreement to which the Participant is a party or is bound.

PLACENTIA LIBRARY DISTRICT

By: 
Elizabeth D. Minter

Approved as to form:

Title: Library Director

Attorney for Placentia Library District

Date: October 16, 2002

U.S. BANK NATIONAL ASSOCIATION ND

By: _____

Title: _____

Date: _____

RESOLUTION 03-01

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO AUTHORIZE LIBRARY DIRECTOR ELIZABETH D. MINTER
TO APPLY FOR A CAL-CARD ON BEHALF OF THE DISTRICT

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664; and

WHEREAS, the Placentia Library District is eligible as an agency of local government to participate in the State of California Purchase Card Program.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the District participate in the CAL-Card Program; and

BE IT FURTHER RESOLVED that Library Director Elizabeth D. Minter is designated to sign the "Addendum to State of California Purchase Card Program Master Service Agreement (DGS MSA 5-00-CC-02) on the District's behalf; and

BE IT FURTHER RESOLVED that the initial card will be issued to Elizabeth D. Minter; and

BE IT FURTHER RESOLVED that additional cards may be requested through a Minute motion by the Library Board of Trustees and certified by the Library Director.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular Meeting hereof held on the sixteenth of October, 2002.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of October, 2002.

Geoff Braun, Secretary
Board of Trustees
Placentia Library District of Orange County



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia,

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

Board of Trustees

Geoff Braun

Margaret V. Dinsmore

Al Shkoler

Saundra M. Stark

Gaeten M. Wood

October 16, 2002

Alicia Blalock, Account Manager

US Bank

Corporate Payment Systems

7840 Center Parkway, #90

Sacramento, CA 92870 95823

Dear Ms. Blalock:

Enclosed is Placentia Library District Board of Trustee Resolution 03-1 that states that the District wishes to participate in the CAL-Card program and authorizes the Library Director to sign the Addendum to the State Master Services Agreement.

I estimate that the eventual maximum number of cards for Placentia Library District will be 6.

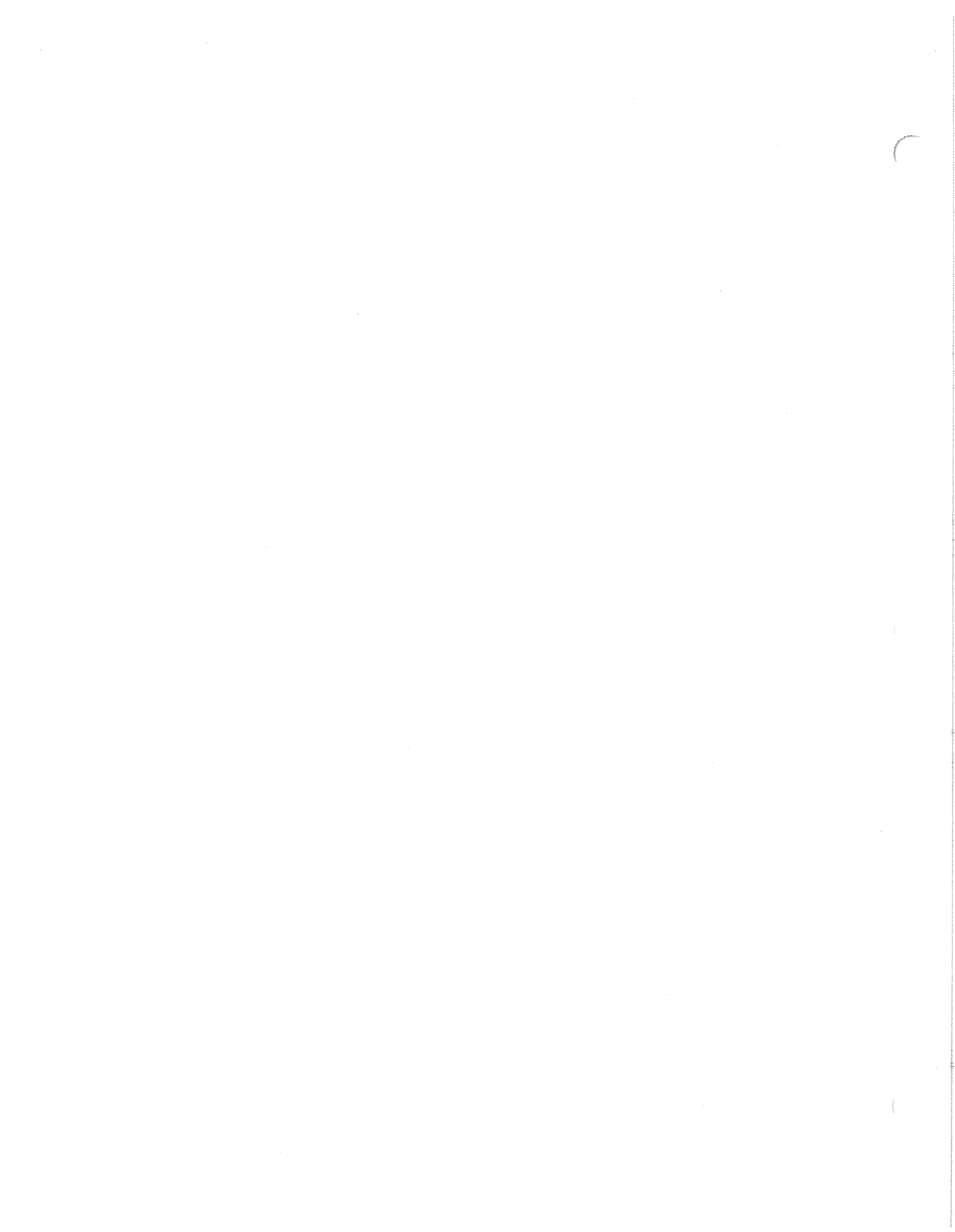
I estimate that the maximum monthly expenditure for Placentia Library District will be \$10,000 for all of the cards combined.

The partner in charge of Placentia Library District's annual audit is M. A. McHenry, CPA, Munson, Cronick & Associates, 2501 East Chapman Avenue, Suite 220, Fullerton, CA 92831. Her telephone number is 714-449-9909.

Please contact me if you have any additional questions.

Sincerely,

Elizabeth D. Minter
Library Director



Agenda Item 34

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: October 9, 2002

SUBJECT: Program Committee Report for the month of September.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
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<i>ADULT SERVICES</i>	0	00
-----------------------	---	----

<u>TYD Total</u>	0	00
-------------------------	---	----

CHILDREN'S SERVICES

Wed. PM Story Times	0	00
Thurs. AM Story Times	0	00
3-4 year-old music times	0	00
5-6 year-old music times	0	00
Lapsits	0	00
Class tours	0	00
Comm Center Storytimes	0	00
Head Start Storytimes	0	00
Parenting Class	0	00

TOTAL FOR SEPTEMBER	00	<u>000</u>
----------------------------	-----------	-------------------


YTD TOTAL	44	<u>1,927</u>
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<i>LITERACY SERVICES</i>	<i>Sep 2002-03</i>	<i>FY 2002-03 YTD</i>
---------------------------------	---------------------------	------------------------------

Total Tutors	156	170
Total Students	178	231
Total Hours	1,403	4,283

For more detailed literacy statistics, see Agenda Item 36, pages 2 of 3 and 3 of 3.

TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian 

DATE: October 16, 2002

SUBJECT: September activities in the Children's Department

Programming- There were no programs in September. All children's library programming will resume in October.


Class/Group Visits- Class visits resumed in September. Four classes with a total of 92 students toured. One Cub Scout troop also visited. All students received book bags and pencils to take home.

Community Outreach- Flyers for students and teachers have gone out to all the Placentia public schools. The students received the "Every child a library card" flyer and teachers received copies of the "Information for Teachers" newsletter. Over 9,000 copies of the flyer were distributed to students.

The Librarian also attended an open house at the Cathy Torrez Learning Center. She talked about programs available at the Library and signed up parents and students for library cards.

Offsite Programming- The Head Start storytimes have begun. Storyteller Lauren Andrews visited Placentia Head Start three times in September. Seven classes with twenty children each take part in these storytimes each visit, a total of 420 children in September.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 9, 2002

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of September.**

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and two accelerated workshops in September and twenty-two tutors were trained, twelve adults and ten teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for October 6, 2002.

Families for Literacy (FFL) Program Status. We now have six active family matches and an additional nine families enrolled in the FFL component for a total of fifteen.

Placentia Rotary Reading Enrichment Program (PRREP) To Start in October. PRREP will be replacing the Rotary Reading Assistance Program (RRAP) that literacy has been involved with the past to years. RRAP targeted high school volunteers in El Dorado, Esperanza, and Valencia High Schools. PRREP will continue to recruit high school volunteers at El Dorado and Valencia High Schools, but we will no longer recruit at Esperanza High School. Instead, we plan to add El Camino Real High School to PRREP this school year.

Reach Out and Read Partnership Continues. In September, Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who go to the Whitten Center in Placentia on Monday mornings and read to children while they are waiting to see the St. Judes pediatric staff.

English Language and Literacy Intensive (ELLI) Program Update. ELLI will start again near the end of September.

Starbucks Partnership. The PLLS received a grant for \$10,000 from Starbucks. The grant, written by Ms. Jennifer Kraus, store manager of the Starbucks on State College Road in Fullerton and Ann-Margaret Webb, ELLI Coordinator will provide books and materials for the PLLS, as well as books to be given to students to keep. Starbucks employees continue to tutor at the Library, and the book drive held at the Starbucks in Fullerton brought in many wonderful new books for the Library and the PLLS.

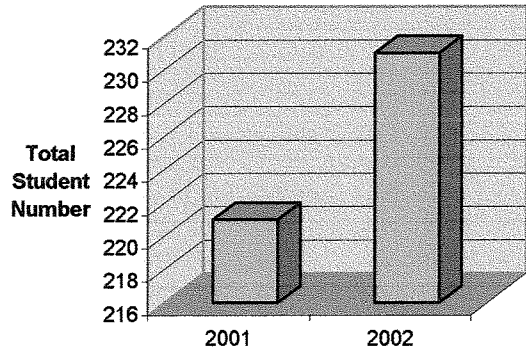
Literacy statistics. See Agenda Item 36, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

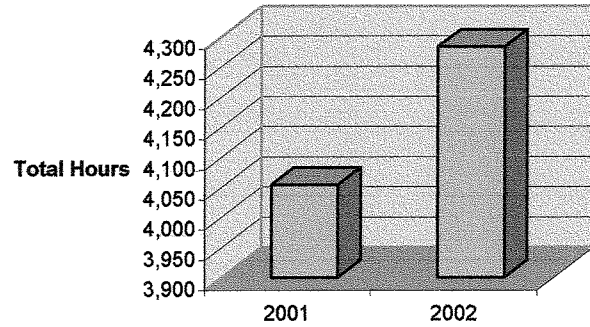
Report of Growth and Progress

	Sep-01	Sep-02	YTD 2001	YTD 2002
Tutors				
Adult	88	101	93	105
Teen	42	55	51	63
Hours Instruction	1,105	1,403	3,950	4,139
Other Volunteer Hours	24	48	104	144
Total Hours	1,129	1,451	4,054	4,283
Training Workshops				
Workshops Held	2	3	8	7
Tutors Trained	8	22	37	49
Students				
With Adult Tutors	94	107	129	154
With Teen Tutors	51	61	71	73
In Groups	16	4	24	4
Total Active Students	161	172	221	231
Families for Literacy				
Family Students	7	6	7	16
Family Tutors	12	6	12	16
Hours of Instruction	68	36	200	136
ELLI Program				
Adult Students	NA	4	NA	22
Tutors for Adult Students	NA	4	NA	4
Hours of Instruction	NA	16	NA	476
K-6th Grade Students	NA	90	NA	90
Tutors for K-6th Grade	NA	4	NA	4
Hours of Instruction	NA	65	NA	65
Total Tutors	127	156	145	170
Total Students	127	178	221	231
Total Instruction Hours	1,105	1,403	4,054	4,283


Change In Total Students



Increase in Instruction Hours



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 


Date: October 9, 2002

SUBJECT: Placentia Library Web Site Development Report for the month of September

In September, the Placentia Library District had 9,797 "hits" on the Web Site, an average of 327 a day. The following are our year to date statistics:

Pages Visited	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02
Borrowers	99	156	115			
Friends	136	195	84			
Hours	98	78	21			
Information	98	154	125			
Foundation	158	136	77			
History Room	99	86	42			
Literacy/CLC Logo	157	139	96			
Passports	385	232	113			
Total Views Most Hits	1230	1176	673	0	0	0

Total Most Hits YTD 3,079

TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator 
DATE: October 16, 2002
SUBJECT: **Publicity materials produced for September 2002**

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates, except 3rd Sunday in Nov.
9. Passport Hours
10. Silent Auction Returns

Newspaper articles published:

1. Obituaries: Barbara Ann Sineri
2. Romance is theme for book lovers
3. Great Books Discussion Group
4. Sunday: Friends Book Sale
5. Literacy Tutor Training
6. Club needs festival tree sponsorships
7. Starbucks pours bucks into tutor program

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Booksale bookmarks
4. Library Closed for Veteran's Day flyers
5. Silent Auction bookmarks

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP 19 2002

Great Books Discussion Group
meets at 7 p.m. at the Placentia
Library, 411 E. Chapman Ave.
Call (714) 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP - 6 2002

SUNDAY 332

North Orange County Tennis
Club plays at 8:30 a.m. at the
Fullerton Tennis Center, 110 E.
Valencia Mesa Drive. Call
Betty at (714) 779-1440.

Falun dafa, a Chinese exer-
cise and self-improvement pro-
gram, is offered from 8:30 to
10:30 a.m. at Tri-City Park,
2301 N. Kramer Blvd. Free.
Call (714) 307-9485 or see
www.falundafa.org.

Teen Mass is held from 5 to
6:15 p.m. in St. Joseph Catholic
Church's Main Sanctuary, 717
N. Bradford Ave. Call (714)
528-0720.

Life Night is held from 6:30 to
8 p.m. in St. Joseph Catholic

Church's Parish Hall, 717 N.
Bradford Ave. Call (714)
528-0720.

Friends of Library book sale is
held from 1 to 4 p.m. in the
backroom of the library, 411 E.
Chapman Ave. Call (714)
528-1925, Ext. 201.

BUCKS

FROM 1

her position are paid entirely
with grant funds and outside
contributions.

Among the programs she su-
pervises is an outreach effort
that finds her and other volun-
teers tutoring struggling stu-
dents at the Ruby Drive, Tynes
and Rio Vista elementary
schools. Roberts said the
\$10,000 Starbucks donation
came about when Jennifer
Kraus, manager at the Star-
bucks on State College Boule-

vard and Chapman Avenue in
Fullerton, chose the Placentia
library as an organization to
partner with.

Kraus' mother, a grant writ-
er, suggested the library as a
recipient because it is the only
one in northern Orange County
that offers free literacy ser-
vices to kids, Roberts said.

"I guess the word is out
there that we do a pretty good
job," he added. "It's just great
to see people reaching out."

Established in 1984, the li-
brary's literacy campaign origi-
nally helped only adults but
quickly expanded after Ro-
berts came to the library al-
most three years ago, he said.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP - 6 2002

TUESDAY 332

Literacy Tutor Training ses-
sions are held at 6 p.m. at the
Placentia Library, 411 E. Chap-
man Ave. Call (714) 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP - 6 2002

Club needs festival tree sponsorships

The Placentia Round Table
Women's Club is seeking spon-
sorship for the annual Festival
of Trees Christmas benefit
scheduled Nov. 30 at the Alta
Vista Country Club.

A sponsor decorates a
3-foot-high tree and donates
gifts valued at \$100 to be
placed on or around it. Last
year, more than 30 trees were
donated, raising \$14,000 that
was divided among the Placen-
tia Library, the Boys & Girls
Club of Placentia, the Home-
less Intervention and Shelter
House and other charities.

Tickets to the luncheon are
\$40 and include tree viewing,
lunch and a fashion show. The
Alta Vista Country Club is at
777 E. Alta Vista Street.

Information: Joyce Halvor-
sen, (714) 528-2224.

Now the program helps peo-
ple of all backgrounds, with the
target groups being struggling,
at-risk students or low-income,
Spanish-speaking families.

"It ranges from people who
are having problems reading to
people who are learning Eng-
lish as a second language," Ro-
berts said.

"Our culture breakout is
amazing, we have people who
are Asian, Hispanic, Middle
Eastern, South American - it's
amazing to see who wants to
come in and learn how to com-
municate."

Roberts said the tutoring
program benefits many high-
schoolers as well.

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Agenda Item 38
Page 2 of 3
Placentia News
Weekly SEP 19 2002

Starbucks pours bucks into tutor program

By Patrick Vuong
Placentia News-Times

Lined with shelves of books,
libraries are warehouses of
knowledge. But they're useless
if you don't know how to read.

The Placentia Library aims
to stamp out illiteracy by pro-
viding several free tutoring
services to more than 400 peo-
ple a year. And thanks to a re-
cent \$10,000 donation from the
Starbucks Foundation, the li-
brary can expand its pro-
grams.

Literacy coordinator James
Roberts said the library staff is
grateful for the grant and will
use it to buy more books and
writing materials, all of which
will be given free to children
and adults who need tutoring.

"I couldn't believe they gave
us the full amount," said assist-
ant literacy coordinator
Ann-Margaret Webb, who
co-wrote the grant proposal.
"We're used to stretching
money, so we'll make that last a
long, long way."

Webb said the programs and

Please see **BUCKS Page 4**

Among the 130 volunteers
involved in the literacy effort
60 are local high school stu-
dents. He anticipates more will
join because El Camino Real
High School students could
count the time they tutor to-
ward earning community ser-
vice hours.

Other library volunteers in-
clude 10 Starbucks employees.
The youngest tutor is 13 year
old and the oldest is 84, Robert
said.

For information on the Placentia Li-
brary's literacy and tutoring pro-
grams or to volunteer, call (714)
524-8408, Ext. 213. The library is a
411 E. Chapman Ave.

pacific clippings

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santa ana, calif. 92711

The Register
Daily SEP 26 2002

Obituaries

BARBARA ANN SINERI

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63, of Placentia, passed away on September 20, 2002 from injuries sustained in an early morning car accident near downtown

Los Angeles.

Barbara was born on December 26, 1938. In Alliance, Ohio. She moved with her family to Fullerton in 1966 and had been a resident of Placentia since 1983. She was employed by the City of Fullerton for several years and was hired in 1985 by the City of Placentia. In September 2000, after 15 years of service, she retired from her position as Personnel Secretary for the City of Placentia. Barbara will be remembered for suggesting and implementing the placement of children's books in the City Hall waiting area. She was very proud to be named Employee of the Year in 1998.

She is survived by her daughter, Kimber Lee Nixon, and son-in-law Paul Nixon, of Bakersfield; her son, Kurt Sineri, and daughter-in-law Lori Sineri, of Fullerton; sister Carolyn Baxter and brother Michael Cantwell, both of Alliance, Ohio. She was preceded in death by her mother, Florence Hartzell.

Barbara loved her family and her many friends. She was a spiritual person and loved and served God. She was humble, loving, patient, and giving, and enjoyed the simple pleasures in life. Reading and conversation with her family and friends were two of her greatest joys.

A memorial service will be held at 10:30am Friday, September 27, at Loma Vista Memorial Park, 701 E. Bastanchury Road, Fullerton CA 92835. In lieu of flowers, the family asks that donations be made to: Placentia Library Foundation, Book Endowment Fund, 411 E. Chapman Ave., Placentia CA 92870.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP - 6 2002

Romance is theme for book lovers

332 The Friends of Placentia Library will host a fund-raising book sale from 1 to 4 p.m. Sunday that will feature a special collection of overstocked romance novels.

The regular 25-cent romance paperbacks will sell for 10 cents.

The sale will be held on the library's loading dock, 411 E. Chapman Ave. Information: (714) 528-1925.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Library Assistant *KM*
DATE: October 16, 2002
SUBJECT: **Safety Committee report for September**

There was no safety committee meeting in September. The next meeting is scheduled for Wednesday, October 23, 2002 at 11:30 A.M.



TEACH Act Passes House Judiciary Committee!

Good news for libraries! The TEACH Act, the bill updating the Copyright Act to provide for distance education in the information age, passed out of the House Judiciary Committee on Wednesday, July 17th. The bill will now go to the full House of Representatives for a vote. Inasmuch as the bill, S.487, passed the Senate last year unanimously and has broad bipartisan support, we expect it to pass without difficulty and then be signed into law by the President.

BACKGROUND ON THE TEACH ACT

Under the current provisions of the Copyright Act of 1976, instructors may perform or display any copyrighted material (audiovisual, literary, and musical works) in a classroom without having to secure permission from the copyright owner. Though the law also provides a limited extension of this classroom exemption to distance education, the distance education exemption was developed in an era of television transmission and does not accommodate online distance education. Moreover, the current distance education exemption is limited to performances of only certain kinds of works (non-dramatic literary and musical works), requires delivery of educational content to a remote location serving as a physical classroom, and requires simultaneous delivery and receipt of a performance or display.

As instructed in the DMCA of 1998, the U.S. Copyright Office conducted a study on the need for revising the copyright law. After a thorough, balanced study, the Office submitted a report to Congress in May 1999, concluding that changes to copyright law were needed to bring the intent of prior law into accord with current technology.

cont. on pg. 3

Libraries Take the Rap: Embracing Youth, Hip-Hop Style

Young adults were the focus of the Specialized Outreach Services Luncheon. Kathy Toon, State Library of Florida, reminded trustees that 23 percent of public library users are teens with 1.3 million high school students in US. Services for young adults should be included in the library planning process. The most successful programs are those with which teenagers have a part in planning with libraries responsive to their needs. Toon said that it is not easy to work with young adults and building a program takes time, staff, money and space.

Participants were encouraged to identify the audience and work with that target market in planning services. Young people need to have a say in what is done. Collaborate with other organizations in the community in developing programs. The library provides needed structure for young adults and gives them a feeling of value.

Attract young adults to the library. Make libraries dynamic and an integral part of their lives. Some libraries have provided homework centers and tutors. Phoenix Public Library has established Teen Central. They used surveys and focus groups, even involving the youth in magazine selection. Young adults are an important part of the total library program.

How are we going to attract youth to the library? They become our future voters and will determine if we have a sustained service in the future. Leslie Berger, Director of the Princeton (NJ) Public Library, reported on focus group findings for library services to young adults. Kids prefer Barnes and Noble. They don't want to give \$1 million to the library. Kids think of the library as

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Dale Ross

Trustees Are Library Guardians: President's Message

As I begin my term as President of ALTA, America's public libraries and the trustees who govern them face a sea of troubles. The events of last fall churned into existence a series of legal and quasi-legal responses aimed at increasing national security and curbing terrorism here and abroad. Unfortunately, some of these measures were hastily wrought and ill-conceived, and threaten the privacy and confidentiality we prize. The USA "Patriot" Act, for example, could destroy the confidentiality of patrons' borrowing records in public libraries across the land, while "freedom to read" continues to be challenged by state and national legislators seeking curbs on Internet access, etc.

Trustees, now as perhaps never before, must be kept informed of the rapidly-changing legislative landscapes and made aware of their increasing responsibilities as guardians of libraries as institutions fundamental to the health of a free and open society.

Toward this end, I intend to focus ALTA's many strengths and the energies of its members. We intend—with support from ALA—to pilot some trustee workshops in selected regions. Under the stewardship of a Regional Vice-President, these outreach efforts will focus on raising the aware-

ness of public library trustees on a variety of issues. Further, we shall re-double our advocacy efforts by partnering with PLA to bring programs that have been well-received at the national level to regional audiences.

At the suggestion of Don Roalkvam, an ALTA Regional VP, we will co-sponsor with ALA's Washington office a program on techniques of legislative advocacy in conjunction with ALA Legislative Day in Washington, D.C., next May. And we will continue our efforts to expand the membership of ALTA with renewed marketing initiatives.

It is an ambitious agenda, but if ALTA is to realize its potential as the most influential division in ALA, it is the sort of agenda we must follow. And we need the help of all our members—trustees and advocates alike.

A final note: This year at Midwinter in Philadelphia we will revive the tradition of President's Reception. It will be held at the Philadelphia Museum of Art and will include a guided tour, a cash bar and buffet dinner. And it will be attractively priced! (*See p. 10.*)

—Dale Ross, ALTA President

New Members

Michael A. Albert, Charleston, WV
Robin Anderson, Columbus, GA
Ruth Anna, Littleton, CO
Sarah Banks-Lang, Columbus, GA
Katie R. Bell, Montgomery, AL
The Breton Group, Grand Rapids, MI
Alice Budge, Columbus, GA
Ben Cheek, Columbus, GA
Joseph Chu, Albertson, NY
Catherine C. Ciha, Monroe, MI
Charles R. Davenport, Knoxville, TN
Anne Dickason, Tualatin, OR

Alice Budge, Columbus, GA
Tonya Douglas, Columbus, GA
Patricia Dunford, Fort Lauderdale, FL
Danette Edwards, East Orange, NJ
Deborah A. Doyle, San Francisco, CA
Karen Dyer, Dublin, CA
Ted Edgar, Columbus, GA
Doug Evans, Columbus, OH
Cindy Garrard, Columbus, GA
Barry Holmes, Thunder Bay, ON
Gerda Haas, St Louis Park, MN
Linda Harper, Columbus, GA

Angie Hart, Columbus, GA
Jane M. Heimer, Rockford, IL
Dennis Hession, Spokane, WA
Ann Henderson, Columbus, GA
Stephen Hyles, Columbus, GA
Peggy Jones, Westminster, MD
Meredith Jarrell, Columbus, GA
Shahid Iqbal, Peshawar City, Pakistan
Alvin E. Johnson, Bellmore, NY
Sandra Johnson, Robbins, IL
Paulett Jordan, Rockford, IL
Dorothy Klein, Fort Lauderdale, FL

Teach Act Passes continued from p. 1

The changes in copyright law recommended by the Office included: eliminating the physical classroom requirement; permitting material to be stored on a server for asynchronous use by students; expanding the categories of works that may be used to include reasonable and limited portions of audiovisual and dramatic works as well as sound recordings; and expanding the rights subject to the exemption to those necessary to ensure that the workings of the Internet do not create unintended liability.

The Copyright Office report also recommended safeguards for protecting digital copyrighted material used in distance education, including: limiting the distribution of material to enrolled students; requiring materials to be used through mediated instruction (analogous to classroom use); requiring the use of technological measures that reasonably prevent downstream redistribution; and limiting performances of many types of works to reasonable and limited portions of those works. The TEACH Act closely tracks the recommendations of the Copyright Office. This is a good bill and it is time to pass it.

HIGHLIGHTS OF THE TEACH ACT

Section 110 of U. S. Copyright Law sets out an exemption that allows copyrighted works to be

used in certain circumstances for educational purposes without having to seek permission from the copyright holder. S. 487, the "TEACH" Act, would amend Sections 110(2) and 112 to expand and update the types of transmissions and categories of works.

- S. 487 provides critical changes to copyright law that will enable educational institutions to develop the full potential of online distance education, expand educational opportunity and enrich educational content for traditional and nontraditional students
- S. 487 expands the categories and conditions for use of copyrighted material in distance education in ways that also protect the interests of copyright owners
- The "TEACH" Act has strong bi-partisan support in both houses and the support of educational groups, libraries and many content providers.

Keep up to date! Follow the progress of the TEACH Act and other key library legislative issues by subscribing to ALAWON, the ALA Washington Office electronic newswire. To subscribe to ALAWON, visit: www.ala.org/washoff/alawon.

—Bernadette Murphy

Libraries Take the Rap continued from page 1

a destination with social aspects. They want to be able to eat in the library. (Kids were sneaking in food.) Berger suggested these actions for libraries to attract young adults—

- Look at your collection with fresh eyes. Does it look like a bookstore with new covers? Young adults do not like rebound materials?
- Eliminate barriers. Fines pose a barrier for teens.
- Have staff training because some library staff members are fearful of interacting with teens.
- Have DVDs and CDs.
- Purchase popular materials. Library collections need to have graphic novels (comic books) and paperbacks.
- Extend hours during final exams with chips, sodas, and tutors.
- Talk with teens. They have great ideas. Give yourself permission to do wild and crazy things.
- Establish a teen advisory group.
- Be partners with teen service organizations.
- After-school tutoring is an important service.
- Work with schools in the area.
- Think outside the box on ways to attract new youth to the library.

ALTA at a Glance

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President:

Dale Ross

Executive Director and Newsletter

Coordinator:

Kerry Ward

Design/Production:

ALA Production
Services

ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

DIGITAL DIVIDE STILL NEEDS A BRIDGE

A report issued in early July by the Leadership Conference on Civil Rights Education Fund and the Benton Foundation challenges recent Bush administration statements that the digital divide has been bridged. The report, *Bringing a Nation Online: The Importance of Federal Leadership*, (www.civilrights.org/publications/bringinganationonline/nation1.html) concludes that "significant divides still exist between high- and low-income households, among different racial groups, between northern and southern states, and rural and urban households. For people in these communities, the enormous social, civic, educational, and economic opportunities offered by rapid advances in information technology remain out of reach."

Using state-by-state analyses to show how federal grants encourage cooperative state and local technological projects, the report profiles two important programs that enhance economic opportunity: The Technology Opportunities Program administered by the Department of Commerce; and the Community Technology Centers network, administered by the Department of Education. Both are scheduled for elimination in the Bush administration's 2003 budget.

The report also concludes that reliance on Internet access at public libraries is more common among those with lower incomes than those with higher incomes. It says that survey data "makes clear that schools and libraries are helping to equalize the disparities that would otherwise exist in computer and Internet use among various household income categories and racial groups," and that the "increase in access at schools and libraries is largely attributable to federal programs like the e-rate, the

Technology Innovation Challenge Fund, and state and local investments."

—American Libraries Online July 15, 2002

"DOES MONEY BUY YOU LOVE?" is an educational video for new and veteran trustees on the fiduciary responsibilities of board membership, no matter what size library. This was presented at a 2001 ALTA conference program and is now available for your library. The video is available for \$19.50 plus \$3.50 postage and handling. Send payment along with mailing information, a contact and phone number. Mail to Dave Williams, Cleveland Public Library, 325 Superior Avenue, Cleveland, OH 44114. Please allow two to three weeks for delivery.

DR. VIRGINIA YOUNG, past ALTA President and trustee of the Daniel Boone (MO) Regional Library for over 50 years, was recently honored. March 1st was named "Virginia Young Day" in Columbia. "I was so surprised," she said. "I just can't wipe the smile off of my face." She also received a resolution from Gov. Bob Holden. The Library Board plans to name the board room in the new library after her. An advocate for libraries locally, nationally, or internationally, Young suggested that the then American Association of Library Trustees change its name to the more pronounceable and meaningful acronym, ALTA, signifying altitude or reaching for the heights.

Young compares the computer revolution in libraries to another advance in technology, the Gutenberg press. "Gutenberg's invention made it possible for libraries to have copies of books as never before. Similarly, computers and telecommunication are doing something to libraries today. We must be careful not to over-exaggerate

the changes and the risks that lie ahead because we also have responsibilities to be open to opportunity and challenge." What a great role model for all trustees!

TRIBUTE TO PAST PRESIDENTS

Two ALTA Past Presidents died this spring. Norm Kelinson was president in 1989-90. He was president of the Board of the Bettendorf (IA) Public Library for 37 years. He served several years on the National Commission on Libraries and Information Science. He remained active in ALTA after his presidency, planning many wonderful Midwinter Fundraisers.

Alice Ihrig was ALTA president in 1970-71. She was the first trustee to serve as president of the Illinois Library Association and was a distinguished member of the ALA Executive Board. She had served on the Board of the Oak Lawn (IL) Public Library.

TRUSTEES, FRIENDS BREAK KANSAS ATTENDANCE RECORDS

Learning, fun and fellowship spelled success for 260+ attendees at the 2002 Trustees-Friends Day. For the third year, the Kansas Library Trustee Association (KLTA) and Friends of Kansas Libraries (FoKL) co-sponsored topics folks wanted:

- "The well-informed trustee = More effective meetings" discussed board member recruitment, selection and orientation plus working with your city/county to maximize revenues.
- "Policies and legal issues that can trip up your board," co-sponsored with the Public Library Section, included trustee responsibilities, funding options and CIPA (Children's Internet Protective Act).
- Dr. Marty Hale and Dean Robert Grover of Emporia State University School of Library Information

Management led small-group discussions during the highly-rated "60 minutes of problem-solving with and for trustees."

- "Disaster! Is your library prepared?" dealt with community disaster plans, vandalism and how the Haysville Public Library recovered from its 1998 tornado.
- The joint FoKL-KLTA session, "What are Friends for? We mean FoKL Friends!" featured roles of Friends and trustees. Its case history dealt with fund-raising by Marysville, population 3,500, for a new building.

AWARDS, RELAXATION

Trustees-Friends Day, part of the annual library conference, included awards to five trustees. Winners are limited to libraries serving 3,000 or fewer population. Three won "Regional trustee of the year" awards; their library received a \$150 check. Two were "First-time attenders" at the annual conference, receiving a \$150 grant. A press release and photo of each winner goes to their home library for local use.

To cap off a busy day, 112 registered for the joint FoKL-KLTA banquet, featuring Kansas humorist and author Max Yoho. Held at Wichita's brand-new Exploration Place straddling the Arkansas River, banquet guests relaxed while strolling the science museum's galleries.

KLTA, a section of the Kansas Library Association, is four-years-old. It has 840+ members. Activities include extensive legislative advocacy in Topeka, regional workshops, a quarterly newsletter, developing a Web site and helping new trustees. KLTA is Kansas' only group "by and for trustees."

—Ellen G. Miller

2002 ANNUAL CONFERENCE JUNE 13-17, 2002 IN ATLANTA, GA MAJOR ACTIONS OF THE ALTA BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

- Approved the fiscal year 2003 budget.
- Approved the report from the ALA Advocacy Retreat and supports the concept of institutionalizing advocacy within ALA.
- Based on recommendation of the Action Development Committee, eliminated the ALTA/ALSC/RUSA National Planning Task Force, eliminated the Budget Committee, Resolutions Committee, eliminated the Corporate Funding/Financial Development Committee, eliminated the Website Task Force, eliminated the White House Conference Subcommittee, merged the Marketing and Membership Committees into the Membership Committee, and created an Advocacy Committee.
- Approved the report of the Nominating Committee.
- Approved the co-sponsorship of a PLA trustee preconference at the 2003 ALA Annual Conference.
- Eliminated the Board position of Council Administrator/Action, added the Legislation Committee to Council III/Communications, and added the Action Development Committee to Council V/Operations.
- Approved the report of the Conference Program and Evaluation Committee.

NEW SAN DIEGO LIBRARY PLAN PROPOSED

San Diego Mayor Dick Murphy and City Councilman Jim Madaffer unveiled a 10-year plan July 10 to construct a new downtown library and build, expand, or renovate 21 branches. The plan will likely call for

issuing bonds to cover up to two-thirds of the cost, with the rest coming from grants, developer fees, gifts, and grants. Construction of a \$149.5-million main library would begin in 2004.

LIBRARY STAFF HABLA ESPAÑOL

Teton County (WY) Library employees are finding new ways to reach out to the community's growing Latino population through their latest staff training, an eight-week Spanish communication program called "Spanish that Works in the Library." Staff learned basic tools to assist Spanish-speaking patrons in many library transactions including checking out materials, getting a library card, and signing up to the Internet. More than half of the full-time staff completed the program. The course teaches library vocabulary and phrases, and utilizes role playing in specific library situations. To keep their skills sharp, staff members now participate in monthly conversation sessions.

—MPLA Newsletter, April 2002 p. 9

FLORIDA COUNTY CONSIDERS BUYING MONITORING SOFTWARE

Commissioners in Lee County, Florida, decided July 1 against installing filtering software on library computers. However, they asked library officials to consider software that would monitor patrons' Internet use and alert staff when someone visits a site classified as pornographic.

—American Libraries Online July 8, 2002



Mark Your Calendar

Important ALTA Dates in 2001

- September 21-28, 2002
Banned Books Week
www.ala.org/bbooks
- October 13-19, 2002
Teen Read Week
"Get Graphic@Your Library"
www.ala.org/teenread/
- November 13-19, 2002
National Children's Book Week
"Book Time"
www.cbcbooks.org/html/book_week.html
- January, 24-29, 2003
ALA Midwinter Meeting
Philadelphia, PA
www.ala.org/events/midwinter2003/
- February, 2003
Job Shadow Day
Recruit librarians.
www.ala.org/acrl/jobshadow-day.html
- April 6-12, 2003
National Library Week
www.ala.org/events/promo-events/index.html
- June 19-25, 2003
ALA Annual Conference
Toronto, ON
www.ala.org/events/annual2003/
Get your passport
Joint conference with the
Canadian Library Association.

Library for Sale: The Price Is Right

The Education of Trustees Committee program in Atlanta was the latest of an important ongoing series seeking to bring encouragement by example and practical details to library trustees and advocates of major accomplishments in specific libraries across the country. The program highlighted significant projects that were made through partnerships between trustees and advocates with their libraries.

"Library for Sale: The Price is Right" opened to an overflow crowd. Andrew Venable, Director of the Cleveland (OH) Public Library, related that the CPL perceives itself as truly "The People's University" and calls its mission "...to be the best urban public library system in the country..." Venable presented a forceful and moving description of significant change and successful outreach and collaboration for the growth of his library. He took us dramatically through the steps and degrees of change and collaboration that was necessary to overcome political and financial obstacles to his library's plans for expansion. He and the board recognized that the success of their plans required them to change and open their internal process to greater community participation.

Local community meetings for the first time provided opportunities for real input and empowerment to successfully rally the community around the library. His story represented a tour de force of public relations, marketing, and effective recognition and use of political realities to support their good plans.

Dr. Lucille Thomas is the Vice-President of the Board of Trustees of the Brooklyn (NY) Public Library, a former professor and an established advocate for libraries. The BPL is a large urban library system with 60 libraries that serves 2.5 million residents in a community with one of the highest ethnic and linguistic diversities in the country. Thomas explained the details of the conception, borough-wide marketing, funding, and

implementation of reading programs. She clearly detailed the patient and multi-year planning, marketing, and collaboration efforts of her library and board, which culminated in the success of their programs.

The Library is planning a joint collaborative project with a museum to build a new \$80 million performance, museum, and library center for music in Brooklyn. It stands as an unrivaled vision and an inspiration for future directions of library development and collaboration.

Lillian Edelmann, President of the New Hampshire Library Trustee Association (NHLTA) and ALTA Board member, reported on the legislative initiative that successfully obtained much needed amendments to long established but unsupportive state library laws. She spoke to the strengths of organization and the power of vision to accomplish large-scale goals with small-scale resources. She spoke most pointedly on establishing connections via networking and outreach. The NHLTA organization is the envy of every other state in the country. Of 1,100 trustees statewide, 1000 are members of the state association. A grassroots campaign built the organization around the needed reforms in state library laws that served as financial and legal impediments to library development.

Edelmann took us through the stages of outreach and struggle that she guided her association through to achieve the membership, consensus, and empowerment that was necessary to advance library development in her state. At each stage, we were encouraged to keep our view wide and our actions focused. Everyone was impressed and seemed revived to rethink strategies in order to achieve their objectives.

—Francis Picart, Regional Vice President, NY, NJ, & PA

Kansas Gets \$5.9 Million for Telecommunications

Do you think bulldogs never let go? Those canines can't hold a candle to the Kansas library community. Literally hundreds of trustees, Friends and library staff kept contacting the Legislature this Spring. Their goal? Funding the first-ever statewide telecommunications backbone and databases, called KAN-ED.

The telecommunications backbone would help equalize access in this highly rural state. Out of 364 public libraries, only a dozen serve more than 30,000 population. And most of the population is in the Wichita and Kansas City metro areas. As one librarian in Western Kansas kept saying, "With KAN-ED, distance won't count."

Last year, the KAN-ED Act was signed into law in April, 2001 ... but with no funding! The act called for KAN-ED to provide by July 2004:

- A statewide communication backbone interconnecting local providers for improved service
- Subsidized broadband Internet access for libraries, school and hospitals
- Access to additional research databases.
- Interactive television networks for distance learning.

Finding dollars. In 2002, getting money from the legislature was the top priority. Legislators had to learn that library users, Friends, trustees and library staff really cared. Kansas' projected \$700 million state revenue deficit was a huge hurdle.

The large, four-year-old Kansas Library Trustee Association (KLTA) helped bring a grassroots message to electeds. Action started at Legislative Day on February 21, 2002. Dozens of trustees wearing their KLTA "600+ library trustees care" buttons visited their elected officials. Along with Friends and librarians, they urged that KAN-ED be funded.

KAN-ED money passed the first hurdle in March, 2002 when the Senate overwhelmingly supported it 38-2. Funding was through the Universal Service Fund (telephone bills). Substitute SB614 then went to the House Utilities Committee, where it languished.

Breaking the log jam. The legislature took a break in late April. That's when library supporters made their move. KLTA members were asked to contact their House Utilities Committee members—and they did!

A conservative count shows that 200+ emails, phone calls, faxes and letters made the point that KAN-ED would bring dollars into local libraries while equalizing information access. Upon returning to Topeka in early May, the Committee met. KLTA and other library representatives looked on as committee members strongly voted to approve. 15-5.

Final approval. Then SSB 614 moved to the House floor. Speeches were made. But it was approved 64-58. This was a huge victory for all Kansans in an extremely difficult year. \$5.9 million has been approved for the KAN-ED network covering January 1—June 30, 2003.

Grassroots trustees and Friends spent precious time advocating for KAN-ED funding. What's our reward? Going into local schools and libraries as of July, 2004 and seeing students of all ages use carefully selected databases via high-speed broadband access to the Internet. Every Kansan will benefit.

—Ellen G. Miller, President, Kansas Library Trustee Association

Video Targets Trustees

In April, 2002, the brand-new video, "Recruitment and Orientation of Library Trustees," had its world premiere in Kansas. Starring SLIM Dean Robert Grover, its five-minute segments are perfect for board meetings and discussion. Segments include:

- What are public libraries?
- What is a library trustee?
- How do we recruit new trustees?
- What's included in an orientation plan?

Grover knows about assembling and maintaining strong library boards. His relaxed style will work for any board. KLTA co-sponsored this important new video. For further information about getting your \$25 copy, contact Ellen Ellis at 620-341-5235 or email ellis_ellen@emporia.edu

Some Conference Highlights



ALTA Immediate Past President Gail Dysleski and ALA Past President John Berry at the Jimmy Carter Library and Museum.



ALTA officers were sworn in at the closing session: Councilor Wayne Coco, Immediate Past President Gail Dysleski, President Dale Ross, First Vice President/President-Elect Shirley Bruursema, and Second Vice President Marguerite Ritchey.



coming from Sharon: Glenna Kramer received the ALA Trustee Citation at the June Conference in Atlanta.



Beverly Conner received the ALTA Literacy Award at the SOS Luncheon from then-ALTA President Gail Dysleski.



Rosemary Moran, Young Adult Services Coordinator and Kelly Jennings, Children's Services Coordinator at the Tulsa (OK) City-County Library System, discuss materials selection for children and young adults at the ALTA Closing Session.

"Interesting Times:" Recruitment of Library Personnel Will Be a Challenge in the Future

There is an old adage, "May you live in interesting times." Recruitment will be one of those processes you may not want to experience in future interesting times. Whether it will be the director looking for a librarian with a graduate degree, or the board recruiting for a new director, the future will be challenging.

If you don't read recent library journals received at your library, you are probably unaware that the profession is preparing trustees, librarians, and ultimately the public, for the wave of retirements that will occur during the next five to 10 years.

As the education, nursing, and automotive professions—as examples—are getting news coverage for their impending difficulties in hiring due to retirements, the library profession is moving into an era with the same challenge.

Even if there could be one individual graduating from an American Library Association accredited library program for every retiree, the domino principle does not mean that you will see successful recruitment. Some graduates will focus on academic libraries, some graduates will go into allied professions and not enter the library market at all, and some will not have the experience or potential that fits with your goals and philosophy.

What does this mean to you as a trustee? It means that the recruitment marketplace in the future will

be very competitive and attracting professional staff and managers into your country will require new strategies in your communities.

Experience continues to show us the rural states have a difficult time looking attractive to librarians for many factors: salary and benefits; employment opportunities for spouses; housing costs; and cultural opportunities for the family.

What can you do now to set the groundwork for these future events? Several important actions on your part include becoming an observer of the library employment marketplace in the library journals and on the Web.

1. See what the professionals are being expected to do, and what compensation is coming with those responsibilities
2. Discuss with your director the benefits of supporting the staff in working towards a degree through distance education and implement a plan to make it happen.
3. Continually work to provide compensation and benefits that reflect the current value of a professional. These actions won't guarantee that your future recruitment will be smooth, but they will keep you on the competitive playing field.

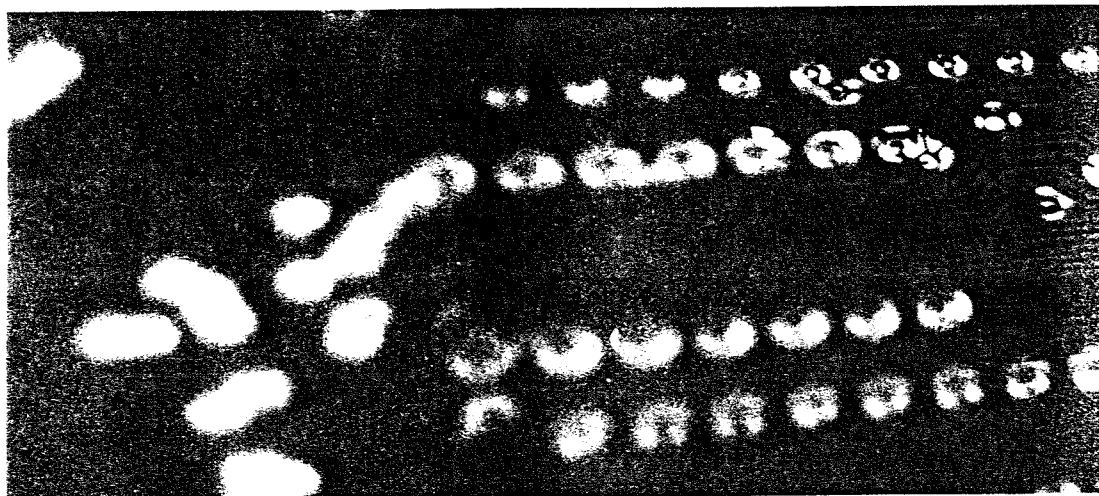
—Jerry Krois, Deputy State Librarian,
Wyoming State Library



Have You Read

Libraries and Community Technology by Catherine Ronan (*Public Libraries* Nov./Dec. 2001: 327–329) encourages building community technology centers (CTCs) and community information networks (CINs). CTCs are community-based organizations providing free or very low-cost access to computers and computer technology. Usually located in underserved communities, CTCs provide equitable access to technology, job-oriented training, homework help, youth activities and Internet access. Many libraries provide this access and training, but are not participating in the CTC movement. Librarians can gain information from the successful CTCs' experiences. Grants are available from the government and private funding for this service.

CINs provide online communities around shared interests and affiliations. These networks can build community awareness, encourage involvement, and develop economic opportunities in disadvantaged areas. Libraries are often a driving force in a CIN creation, taking a leadership role in community building. The Association for Community Networking provides support and advice for creating a community network (www.afcn.net).



New Members continued

from p. 2

Edward L. Kimmel, Joppa, MD
Thomas R. Kohler, Orlando, FL
Sheryl Lamoureux, Deerfield, IL
Betsy Larson, Lake Bluff, IL
Marie Liang, Paducah, KY
Adelaide McGurk, Columbus, GA
Elizabeth Ogie, Columbus, GA
Bob Pikrone, Elburn, IL
Arnold Parks, Jefferson City, MO
Brinkley Pound, Columbus, GA
Cathie Reed, New Market 12, MD
David Rothschild, Columbus, GA
Carole Rutland, Columbus, GA
Lynn Slaker, Columbus, GA
Murray Solomon, Columbus, GA
Frances Sponer, Las Vegas, NV
Peggy Theus, Columbus, GA
Thomas Wade Jr., Columbus, GA
Helene Watson, Columbus, GA
Gwendolyn Welch, Birmingham, AL
Gloria Weston, Columbus, GA
Patricia J. Williams, Fort Smith, AR
Laura Waterman Wittstock, Minne-
apolis, MN
Jacqueline F. Woods, New Albany, OH

ALTA President's Reception at Philadelphia Museum of Art

Friday January 24, 2003

6 P.M.: Highlights tour

7 P.M.: Dinner ("Artist table" buffet)

Don't miss this tour and dinner at the Philadelphia Museum of Art, one of the largest and most important art museums in the United States. Originally built for the Centennial Exposition of 1876, it currently houses over 300,000 works of art encompassing some of the greatest achievements of human creativity, and offers a wealth of exhibitions and education programs for a public of all ages. Attendees will

enjoy not only the building itself, which is considered one of the crowning achievements of the "city beautiful" movement in architecture in the early part of the 20th century, but also a guided tour of the Museum's permanent collection which includes both the fine and decorative arts, an Oriental Wing with seven galleries devoted to the arts of Persia, China, and India, and an extensive Rodin collection. Tickets are \$40.00, and advance registration is required. Seating is limited so be sure to include this event on your registration form. For more information call ALTA at 1-800-545-2433, ext. 2161.

SURVEY

We provide information, training, and programs for library trustees and advocates. We would like to know how we can serve you better. Please take a few minutes to fill out our online survey at www.ala.org/ALTA. Thank you!

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SPENDING ON STAFF DEVELOPMENT

Public libraries spend an average of 1.26 percent of total payroll on staff development and training, according to data collected for the ALA Survey of Librarian Salaries, 2001. Large public libraries, serving more than 100,000 patrons, spent the least (mean=.98 percent) of payroll on staff development and training. American businesses spent an average of 1.8 percent of payroll on training in 1999, according to the American Society for Training and Development. Libraries serving between 25,000 and 99,000 spent from .03 percent to 8.57 percent of total payroll on training, while libraries serving 100,000 or more spent between .07 and 7.43 percent.

—Lynch, Mary Jo. "Answers to Some Basic Questions about Library Human Resources." *Library Personnel News* (Winter/Spring 2002): 2

LIBRARIES ARE FEELING FINANCIAL PRESSURES AROUND THE COUNTRY

- A volatile stock market has eroded the Lodi (CA) Public Library's trust fund by nearly \$100,000, and is indirectly threatening acquisitions budgets. The board ignored advice earlier this year to diversify its trust fund's portfolio—which is heavily invested in utility and energy companies—and the fund has dropped nearly \$100,000 since March. Board members said the stocks given to the library in 1978 at a value of \$50,000 had paid well so far. The board generally uses interest and dividends for one-time equipment purchases, but it hasn't set an official objective for the fund. *American Libraries Online*, July 29, 2002
- The five branches of the Public Libraries of Cincinnati and Hamilton County scheduled to shut September 1 have been granted a temporary reprieve to allow public hearings on the closures. Declining state income tax rev-

enues are forcing the board to slash \$4.3 million from its 2002 budget. Officials have said the closures will save the library \$1.5 million, with an additional \$700,000 saved by cutting supplies and contracted services and maintaining an ongoing hiring freeze. *American Libraries Online*, July 29, 2002

- District of Columbia Public Library announced July 24 that it was rescinding a plan to reduce its hours through September 30 after Mayor Anthony A. Williams restored more than half of a threatened cut to its budget. The board had planned to cut weekday library hours citywide and close all branches other than the central Martin Luther King Jr. Memorial Library on Saturdays through September. *American Libraries Online*, July 29, 2002
- Chicago Public Library officials gave 30 days' notice to an unspecified number of unionized library workers July 1 that they must either accept a lower-paid position or be laid off effective August 1. Setting off a domino effect, the process began when Librarians V were informed that they must, in effect, bump Librarians IV, who were told that, if they had sufficient seniority, they too would be entitled to bump downward. Mayor Richard Daley has ordered personnel costs to be cut for every city department, which is intended to save Chicago some \$9 million citywide of an anticipated \$115-million shortfall. The library is being asked to cut just over \$1 million. *American Libraries Online*, July 8, 2002
- Librarians in Colorado are scrambling in anticipation of the state-funded support and cooperative programming that will be scrapped July 1 when the library community loses \$4.6 million in library aid that Gov. Bill Owens has

eliminated by line-item veto. The cuts were part of some \$228 million that Owens slashed from the FY 2003 budget May 31, targeting programs for at-risk youth, education, health care, the arts, and subsidized housing.

—*American Libraries Online* June 17, 2002

BUILDING STRONGER BOARDS

Two studies supported by the Nonprofit Sector Research Fund (www.nonprofitresearch.org), Washington, D.C., provide interesting and practical insights for boards that want to increase their effectiveness and achieve greater diversity.

- **ENHANCING EFFECTIVENESS:** According to "Board Practices, Board Effectiveness and Organizational Effectiveness in Local Nonprofit Organizations," boards enhance their effectiveness when they use a board development or nominating committee, engage in self-evaluation, develop written expectations of board members' giving and fundraising responsibilities, ensure that all board members have an office or committee assignment, and use a process to evaluate the chief staff executive.
- **BUILDING DIVERSITY:** "A Case Study of the Western Region Affiliates of Planned Parenthood Federation of America" concludes that building board diversity requires constant attention. Key practices that support this goal include establishing a nominating committee committed to building diversity, making diversity a priority for the organization, avoiding tokenism (e.g., the expectation that one person of color can represent the entire community), and engaging in cultural diversity training and activities.

—*Association Management*, 53.1 (Jan 2001): 22.

Nominations Sought for 2003 ALTA Awards

The American Library Trustee Association (ALTA) invites your nomination and applications for its 2003 awards. The deadline for all nominations and applications is March 1, 2003. Applications may be obtained online at www.ala.org/alta/ or by calling 800-545-2433, ext. 2161.

- The **ALA Trustee Citation** is presented to two public library trustees each year in recognition of distinguished service to library development.
- The **ALTA/Gale Outstanding Trustee Conference Grant** provides a \$750

grant for trustee, currently in service on a library board, to attend the ALA Annual Conference. This is presented to trustees who have demonstrated qualitative interests and efforts in supportive service of a local public library and have never attended an ALA Annual Conference.

- The **ALTA Literacy Award** is given to a volunteer library trustee or other individual who has made a significant contribution to addressing illiteracy in the U.S., particularly as it relates to the role of the public library.

- The **ALTA Major Benefactors Honor Award** is presented to individuals, families or corporate bodies who have made a major benefaction to a public library in the form of money, real or personal property, negotiable paper or other tangible contributions. The award, announced at the ALA Annual Conference and presented locally, consists of two specially prepared citations for the recipient and the beneficiary library.

Winter

deadline:

October 25, 2002

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The Voice is published quarterly by the Association for Library Trustees and Advocates and is available with membership in ALA/ALTA. Address membership correspondence to Kerry Ward, ALTA, 50 E. Huron St., Chicago, IL 60611. Send newsletter information to Sharon Saulmon, 12228 S. High Meadow Court, Oklahoma City, OK 73170.



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CONNECTION

LIBRARY OF CALIFORNIA

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Steps for Literacy

By Sarah Dalton
Connection Editor

In the spirit of the American Dream, Ron Rinehart recreated himself about 20 years ago when he told a community college counselor that he could not read. With that first step, Rinehart embarked on the road to a life rich in critical thought, literacy's greatest gift.

On September 23, Rinehart, as part of his project *Steps for Literacy*, began walking from the California State Library in Sacramento to the Fresno County Public Library. Through a series of walks, Rinehart is showing the California public how a determined individual can reach a goal, such as learning to read, by putting one foot in front of the other. The 2002 walk is just a test-run: in 2004 Rinehart will walk from the Fresno County Public Library to the New York Public Library.

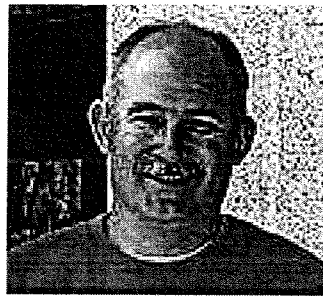
Fresno County Public Library Director and Library of California board member, John Kallenberg, among other library leaders, believes that Rinehart's *Steps* underscores the principles of the California Library Literacy Services (CLLS) program. Before Rinehart started out, Kallenberg said "Rinehart is testing his physical endurance in the same way he [Rinehart] tested his knowledge of language ... I'm confident that he'll be successful here. He's bringing a heightened awareness of the role of literacy in the workplace, community and family." As a result, Kallenberg helped coordinate Rinehart's contacts with local libraries.

Carla Lehn, literacy consultant at the California State Library, reports that 110 library jurisdictions provide literacy services through the CLLS, for which the California State Library is the administrative arm and which the Library of California oversees. "Rinehart's story is one that librarians in the field hear every day," says Lehn.

"Everyone who has worked in literacy service knows that Rinehart is far from alone." The professionals agree that Rinehart's story, his humility and determination, will inspire others to seek help for their illiteracy at local libraries.

Before he learned to read, Rinehart memorized (Dept. of Motor Vehicles tests, job applications and speeches) to get by. In the years since, Rinehart has earned a Bachelor of Arts degree and has come to see that the moment he sought help with his reading was the turning point in his life. Last January, while reading *Around the World in 80 Days* with his children, Rinehart, at a bedtime ritual so many take for granted, decided he needed "to

do something overwhelming." And so *Steps for Literacy* came to be.



"Before I could read, my primary source of information was the television or family members. I had no true convictions. Now that I can read, I can form my own convictions, not just repeat what someone else has told me. I am free."

- Ron Rinehart

Ron Rinehart stretches on the steps of the California State Library before walking to the Fresno Library.



Nothing About Me Without Me: Planning for Library Services for people with disabilities

By Barbara Will
Library Programs Consultant
Library Development Services Bureau
California State Library

California State Librarian Dr. Kevin Starr has initiated a multi-year, multi-million dollar project to assist public libraries in improving their services to people with disabilities. "Libraries are for all people, all the time," he said. "More than one in every five Americans has a disability that limits his or her ability to benefit from traditional library services and resources, and we want non-traditional to become the tradition."

Funded by a federal Library Services and Technology Act (LSTA) grant, the 31 public libraries participating in this project will work with their local communities to identify priorities for improving library services to people with disabilities in their communities along with developing the service plans to implement them.

A team from each public library will participate in three intensive training sessions and a "homework assignment" designed to further involve the local community in serving the needs of people with disabilities. The first training session will focus first on learning about the full range of potential disabilities from visual difficulties to physical limitations to learning difficulties, etc. Local teams will then convene a community forum to identify the prevailing disabilities in their local communities and the organizations or institutions currently providing services to these people. After choosing an initial disability focus, each library team will add an appropriate community partner to its team, either a person with that disability or a person who works with people having the identified disability.

The second training session for the library teams will be held in conjunction with the annual "Technology and Persons with Disabilities" conference in Los Angeles, sponsored by California State University, Northridge. Besides the experience of touring the massive exhibit halls, the public library teams will prepare the outline of their intended service programs. Teams will work with their communities to complete their plans, including budget cost estimates, when they return home.

At the final training session, teams will fine-tune their service programs and develop individual outcomes measures evaluation plans. Each library will receive a grant of \$20,000-\$50,000 to implement its program beginning in July 2003.

Based on the experiences of the first two years of effort, this project design will be revised as needed. At that time, the State Librarian plans to expand it to include other public libraries as well as other types of libraries in future years. Libraries recommended for funding in this project year are:

Alhambra Public Library
Benicia Public Library
Butte County Library
Commerce Public Library
Del Norte County Public Library
Fresno County Public Library
Glendale Public Library
Hemet Public Library
Humboldt County Library
Lake County Library
Long Beach Public Library
Los Angeles Public Library
Marin County Free Library
Mono County Free Library
Nevada County Library
Pasadena Public Library
Plumas County Library
Sacramento Public Library



San Bernardino County Library
San Bernardino Public Library
San Diego Public Library
Santa Cruz City-County Library
System
Sonoma County Library
South San Francisco Public Library
Stockton-San Joaquin County
Public Library
Sutter County Library
Torrance Public Library
Ventura County Library
Watsonville Public Library

The "Planning for Library Services for People with Disabilities" project is supported by the U.S. Institute of Museum and Library Services under the provisions of LSTA, administered in California by the State Librarian.

For further information about this project, contact Barbara Will, library programs consultant, CSL, by phone at (916) 653-7071, or send an email to bwill@library.ca.gov.

Barbara Will and Carole Talan, CSL literacy consultant, wrote another article on the initiation of this project, which appeared in the June 2002 issue of *Connection*.



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New database of public library facilities in California!

By **Richard Hall**
Library Bond Act Manager
Office of Library Construction

With the assistance of the Office of Library Construction, the Libris Design project has recently launched a new database of recently constructed public library facilities in the State of California. The database can be viewed at: <http://www.librisdesign.org/cgi-bin/plfca/search.cgi?Command=showall>.

In addition to extensive data regarding each project such as square footage, cost, volume capacity, population served, reader seats, technology stations, design team members, special features etc, the database also contains an image gallery which allows users to view pictures of both the exterior and interior of the building. This database will be of interest to library trustees, friends of the public library groups, and state and local governmental officials as well as librarians seeking information about public library buildings. Visitors will be able to take a "virtual tour" of recent public library facilities all over the state without having to leave their home or office.

The database can be searched and sorted by the city where the library is located, the date the facility was completed, the square footage as well as the construction and project costs. For example, if someone wanted to view all of the public libraries recently built around 10,000 square feet, the database would be sorted by square footage and the user could simply click on the projects that were approximately 10,000 square feet and be able to see the data available for each project.

Currently, there are about a dozen public library facilities in the database. Buildings are being added daily as project information is sent to the database administrator, Linda Demmers. Obviously, the more projects in the database, the more useful it will be to California's public library planners. Parties interested in having their recently constructed public library facility added to the database may provide their project data by filling out an easy one page on-line form accessible from the bottom of the database page on the Libris Design website.

Ten California libraries poised to receive LSTA grants for OM projects

By Rhea Rubin
Consultant
Oakland, California

Ten California public libraries have received approval from California State Librarian Dr. Kevin Starr to receive federal Library Services and Technology Act (LSTA) grant funds for their library projects, which include implementing Outcomes Measurement (OM) in their evaluations. This means that these ten libraries must assess at least one impact that their individual library projects will have on their library users. The ten participating libraries recommended for funding are:

Library or Library System Name

Alameda County Library
Beaumont Library District
Butte County Library
Del Norte County Library District
Glendale Public Library
Monterey Park Public Library
(Bruggemeyer Memorial)
Newport Beach Public Library
Peninsula Library System (Infopeople)
San Diego County Public Law Library
Tuolumne County Library

Here is a sample of the exciting library services some of these projects plan to provide:

Alameda County Library. *Reciprocal Outreach Service*

This project will hire and train participants in the Hayward, Newark, Union City, and Fremont literacy programs to do outreach to potential adult learners. The idea is to encourage people to enroll in literacy programs in any of the Southern Alameda County libraries, rather than just in their hometown. Adult learners will be able to bypass waiting lists and select a program that is easiest for them to attend. The expected program outcome is that adult learners will enroll and participate in literacy services beyond their own city.

Tuolumne County Library.

Mobile Library and Literacy Lab

This will be the first modern mobile library service in the Mother Lode. A specially equipped vehicle will bring library and literacy services, including Internet access and library programs, to isolated residents every week. The project has identified two outcomes: 1) Rural residents will feel a stronger sense of belonging to the community, and 2) Parents and caregivers will read more to their children.

Del Norte County Library District. *Outreach Project*

An increased sense of community is an expected outcome of this project, which will establish basic library services in the isolated and rural communities of Smith River and Klamath so that residents do not need to travel to Crescent

City to use a library. Using donated space and trained volunteers, the community libraries will focus on serving Hispanic and Native American residents of Smith River, and on providing after-school programs in Klamath.

The Beaumont Library District. *Teen Connect*

Seniors and teens will pair up to mentor each other in this project. Seniors will learn and practice computer skills while teens receive homework assistance and practice computer skills. One of the expected program outcomes is that seniors and teens will develop intergenerational relationships that will result in more comfortable intergenerational dialogue and a change in attitude toward each other.

Glendale Public Library. *Senior Internet Training Videos*

Senior participants in this project will use videotaped instruction to reinforce computer concepts and skills learned in classes taught at the library. The expected outcomes are that seniors will increase their computer and Internet skills, will use library and home computers more often, and will access the Internet and library resources to attain self-identified goals.

The San Diego County Public Law Library.

Community Outreach and Education Project

Self-represented litigants (i.e. non-lawyer members of the public) will be trained in legal literacy in this project so that they can better prepare for court. This project will also offer training classes for public librarians on legal materials and when to refer patrons to the law library (SDCPLL), enhanced legal reference and research services at the SDCPLL, and outreach to other agencies and organizations about the services of the SDCPLL. One outcome of the project is that self-represented litigants who attend classes will improve their legal literacy skills.

All ten of these projects are very exciting, especially in the willingness of these libraries to test OM. What these libraries learn from using OM will benefit all California libraries as OM becomes a basic approach for evaluating most library programs.

The "Outcomes Measures Evaluation" project is supported by the U.S. Institute of Museum and Library Services under the provisions of LSTA, administered in California by the State Librarian.

Other articles about the California State Library's implementation of OM have appeared in the April 2002 and July 2002 issues of *Connection*.

For further information about OM, contact Tom Andersen, assistant bureau chief, Library Development Services bureau, CSL, at (916) 653-7391 (phone), or tandersen@library.ca.gov (email).

LSTA grant-writing workshop is 'virtual' success in rural libraries

By Carla Lehn
Literacy Consultant
Library Development Services Bureau
California State Library

For library staff working in rural and smaller libraries in California, navigating through the federal grant funding process has been likened to squeezing money out of a rock. During the planning process for the Rural Initiative, a statewide initiative sponsored by California State Librarian Dr. Kevin Starr to develop library programs and services for rural libraries, rural librarians voiced their frustration in not being able to effectively compete with their larger library brethren for federal grant funds because of their inability to hire grant writers or develop innovative library projects that could be deemed of statewide significance.

To help rural libraries in their quest for Library Services and Technology Act (LSTA) grant money, the California State Library's Rural Initiative launched "How to Be Successful in the LSTA Grants Process" to selected videoconferencing sites in rural areas of the state and via webcasting technology. The purpose of the two workshops, broadcast on Sept. 13 and Sept. 23, was to clarify the role of LSTA funding in California's libraries; to de-mystify the process involved in applying for LSTA grants; and to provide strategies for success through showcasing rural libraries that have successfully received LSTA funding.

Videoconference sites included the Ventura County Library, Nevada County Library, Mono County Office of Education, Mendocino Office of Education, Brawley Public Library, and Fresno City College. Participants at each site ranged from two to 17, plus webcasters from throughout the state who tuned in via the Internet.

In preparing for the workshops, CSL staff confirmed what many rural librarians have known for quite some time -- that, while many LSTA dollars have flowed to rural libraries through "targeted" grants such as the Youth Services Materials, Partnerships for Change, and Public Library Staff Education programs, few small or rural libraries have actually applied for and received individual LSTA grants. Two exceptions, however, have been the Blanchard-Santa Paula Library District and Lake County Library. Dan Robles, district librarian for the Blanchard-Santa Paula Library District, shared his success in obtaining an LSTA grant with workshop participants.

"Begin planning as far in advance as possible," he advised,



"to have enough time to consider all of its possibilities and ramifications, in light of 'small library' restrictions in staffing and time." He also told participants to ask for the ideal amount of money as long as the resources exist to see the project through.

Videoconference and webcast technology were chosen as the preferred method of delivery for the sessions to address another critical need identified through the Rural Initiative planning process: that long distances, rough terrain, or weather often prevent rural librarians from traveling to in-person workshops. Staffing patterns at rural libraries, also, often preclude participation because a staff person

cannot take one to two days off from work to travel to a half-day workshop. Another issue concerns those library staff who are "flying solo" at their libraries. For them, attending a workshop means closing the library during their absence.

"I think it's an excellent format. [It] allows for accessibility without driving great distances," said one participant.

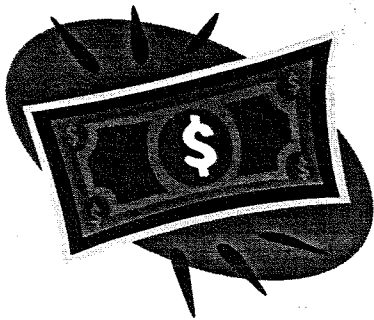
Participants in the workshops appreciated the helpful information from the workshops, especially in learning that applying for LSTA grants was not as difficult as they originally assumed. The videoconferencing "experience," in years past a problem because of technological issues, also proved to be a boon for these two workshops.

"I never did a videoconference before. I found this surprisingly personal and present," said another participant.

The "How to Be Successful in the LSTA Grants Process" will be archived in the near future on the California State Library website at www.library.ca.gov/html/grants.html. It is part of CSL's "Rural Initiative," which is supported by the U.S. Institute of Museum and Library Services under the provisions of LSTA, administered in California by the State Librarian.

Connection has published other articles about the "Rural Initiative" in the 2000 (July & Sept.) and 2001 (Feb., March, June, and July) issues.

For further information about this project or the Rural Initiative, contact Carla Lehn, (916) 653-7743 (phone), clehn@library.ca.gov (email). Questions about LSTA can be addressed to Jay Cunningham, LSTA program coordinator, CSL, at (916) 653-8112 (phone), jcunningham@library.ca.gov (email); or to Tom Andersen, assistant bureau chief, Library Development Services bureau, CSL, at (916) 653-7391 (phone), tandersen@library.ca.gov (email).



First series of 2002/2003 LSTA grants awarded to libraries

By Christopher Berger
Library Development Services
California State Library

From broadcasting Spanish educational programs using videoconferencing technology to Seniors roaring down the Information Highway; from California Native Americans listening to taped interviews of elder members of their tribe to getting answers to your questions online anytime, anyplace, anywhere. These are just a few examples of the library projects that California State Librarian Dr. Kevin Starr has approved to receive Library Services and Technology Act (LSTA) awards. LSTA, a competitive federal grant program for libraries, will underwrite a total of 46 projects submitted by libraries and library systems throughout California for the 2002/2003 fiscal year at a total requested amount of nearly \$8 million.

The U.S. Institute of Museum and Library Services (IMLS) is the federal agency responsible for overseeing LSTA, but state library agencies administer it at the state level. LSTA provides local assistance grants for resource sharing, multitype library networking, and targeted services to the underserved, disadvantaged, geographically isolated, or illiterate residents of this state. College and university, special (corporate, institutional, medical, legal, and others), school, and public libraries are all eligible for funding.

The amount of LSTA money requested for funding each

project runs the gamut from around \$8,000 to over \$1 million. The types of programs LSTA will fund include preservation and access to unique multicultural special collections, reference service, digitization of local history collections, lifelong learning programs using videoconferencing technology to broadcast educational programs in Spanish, and many others.

On July 31 of this year the California State Library sent its plan for using LSTA grant funds in the next five years to IMLS. This plan will cover the fiscal years 2002/2003 to 2006/2007. Library staff and patrons throughout California contributed valuable time and ideas to the creation of this document.

Information on each of the projects receiving LSTA grant awards will be available in the near future on the California State Library website (www.library.ca.gov/html/grants.html). You will be able to click on any of the links listed under the heading "LSTA ProjectAbstracts 2002-2003."

Connection recently ran a series of articles about LSTA in the March through August 2002 issues.

For further information about the LSTA program, contact Jay Cunningham, LSTA coordinator, CSL, at (916) 653-8112 (phone) or jcunningham@library.ca.gov (email); or contact Tom Andersen, Library Development Services assistant bureau chief, at (916) 653-7391 (phone) or tandersen@library.ca.gov (email).

California Library Association 2002 Conference coming to Sacramento in November

The California Library Association's (CLA) theme for its 2002 annual conference in Sacramento November 15 - 18 is *Building Our Strengths*. According to Anne Turner, the 2002 CLA president and the director of Santa Cruz Public Libraries, "California's library professionals will, in Sacramento, garner strategies and tools for on-the-job success."

Attendees at the CLA annual conference will learn how to better serve the public and increase their library's patronage but that's just the beginning. Members of California's library community will learn how to stay in the financial black; how to smoothly, and cost effectively, use new technologies and databases; and above all, how to take professional chances, to "experiment with new ideas while looking out for themselves

[ourselves],"Turner says.

Turner reports that "hundreds of vendors will be showing their wares." She says that the CLA conference is "an excellent chance for everyone to see what's new and what's good from publishers, in automation, security systems, and more."

Susan Negreen, the executive director, expects about 2000 people to attend the 2002 conference (up from 1800 in 2001). Negreen says that "tracks" will allow a library professional to quickly identify sessions that are useful to him or her based on his or her day-to-day job responsibilities.

For quick registration, and detailed information about, the 2002 CLA annual conference, please visit www.cla-net.org

Training Corner

Provider: **Infopeople**

Course: *Library Construction 101*

Date and location:

Monday, October 28, San Francisco Public Library
<http://infopeople.org/WS/workshop/Workshop/76>

Provider: **Infopeople**

Course: *To Turn the Computer Off, Press 'Start':
Making Sense of Windows*

Date and location:

Thursday, October 10, 2002, California State Library
<http://infopeople.org/WS/workshop/Workshop/66>

Provider: **Infopeople**

Course: *There's More to Web Research than Google!*

Dates and locations:

Friday, November 8, 2002, Cerritos Public Library
Tuesday, November 12, 2002, San Francisco Public Library
<http://www.infopeople.org/WS/workshop/Workshop/102>

Provider: **Infopeople**

Course: *Business Resources on the Internet*

Date and location:

Friday, October 18, Los Angeles Public Library
<http://infopeople.org/WS/workshop/Workshop/98>

Provider: **Infopeople**

Course: *Library Laws for the Web Environment
(distance learning course)*

<http://infopeople.org/WS/workshop/Workshop/86>

Provider: **Infopeople**

Course: *Surfing the Curriculum: K-12 Internet Resources*

Dates and locations:

Tuesday, October 8, Cerritos Public Library
Thursday, October 17, Sacramento County Office of Education
Wednesday, October 30, Los Angeles Public Library
<http://infopeople.org/WS/workshop/Workshop/88>

Provider: **Infopeople**

Course: *Teaching Spanish-Speaking Patrons
How To Use The Internet*

Dates and locations:

Friday, October 25, Los Angeles Public Library
Wednesday, November 20, San Jose Public Library
Wednesday, December 11, Fresno County Public Library
<http://infopeople.org/WS/workshop/Workshop/59>

Provider: **Infopeople**

Course: *Investing and Finance on the Internet*

Dates and locations:

Monday, October 21, San Francisco Public Library
Monday, November 4, Cerritos Public Library
Monday, November 18, California State Library
<http://www.infopeople.org/WS/workshop/Workshop/101>

Provider: **Infopeople**

Course: *Introduction to HTML using Homesite5*

Dates and locations:

Wednesday, October 16, San Francisco Public Library
Tuesday, November 5, Cerritos Public Library
Monday, November 18, San Jose Public Library
<http://www.infopeople.org/WS/workshop/Workshop/103>

Provider: **Infopeople**

Course: *Using Libris Design to Create Your
Library Building Program*

Dates and location:

Tuesday and Wednesday, October 29 and 30
California State Library
<http://infopeople.org/WS/workshop/Workshop/43>

Provider: **Infopeople**

Course: *Computer and Internet Troubleshooting 101*

Date and location:

Wednesday, October 9, 2002, San Francisco Public Library
<http://infopeople.org/WS/workshop/Workshop/51>

Provider: **Rural Initiative**

Course: *The Reference Interview:
Asking All the Right Questions*

Date and videoconference locations:

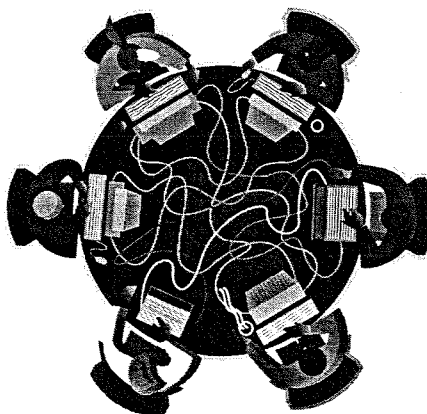
Friday, November 22
Butte County Library, Chico
Siskiyou County Library
Colusa County Library
Plumas County Library
Camarena Memorial Library, Calexico
Contact: Dan Theobald, Principal Consultant
i2i Communications
415-431-0329, dtheobald@i2icom.com

Provider: **Infopeople**

Course: *Desktop Publishing on a Shoestring*

Dates and locations:

Thursday, October 31, San Francisco Public Library
Wednesday, December 4, San Diego Public Library
Wednesday, December 18, San Jose Public Library
<http://infopeople.org/WS/workshop/Workshop/105>



If you would like your library-related training event included in *Connection*, please send event information to Sarah Dalton, *Connection* editor at sdalton@library.ca.gov

October

October 13-19, 2002
Teen Read Week

November

November 13-16, 2002
California School Library Association (CSLA), Annual Conference, Sacramento

November 15-18, 2002
California Library Association (CLA), Annual Conference, Sacramento

November 19, 2002
Library of California board meeting, Sacramento

2003

January

January 24-29, 2003
American Library Association (ALA) Midwinter Meeting, Philadelphia

March

March 6-8, 2003
Public Library Association Spring Symposium, Chicago

April

April 6-12, 2003
National Library Week

April 10-13, 2003
Association of College & Research Libraries (ACRL),
11th National Conference, Charlotte, North Carolina

May

May 2-7, 2003
Medical Library Association (MLA) Annual Conference, San Diego

June

June 7-12, 2003
Special Libraries Association (SLA) Annual Conference, New York City

June 19-25, 2003
American Library Association (ALA) Annual Conference, Toronto, Canada

July

July 12-16, 2003
American Association of Law Libraries (AALL), Annual Conference, Seattle

October

October 22-26, 2003
American Association of School Librarians (AASL)
National Conference, Kansas City, Missouri

November

November 15-17, 2003
California Library Association (CLA) Annual Conference, Ontario

CONNECTION

is the website newsletter of the
California State Library
and the Library of California.

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Library of California Board
Victoria Fong
President

Articles for inclusion in a
future issue of the
Connection are welcomed.
Please submit articles or
suggestions to the *Connection*
editor, Sarah Dalton.



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STATE LIBRARY
FOUNDED 1850

California State Library
914 Capitol Mall
P.O. Box 942837
Sacramento, CA 94237-0001

Library of California Board
<http://www.library.ca.gov/loc/board/index.html>

California Public Library Construction
and Renovation Board
<http://www.olc.library.ca.gov/board.asp>

Placentia Library District
 Board of Trustees
 Regular Meeting
 10-16-02
 Unusual Date

Jim cone is
 5 min.

cone 1 min

Trustee stark not here

Agenda Item	Motion/Second	Notes
Roll Call	6:30	
Adoption of Agenda	D/B	
Minutes - 9-18-02	W/B	No corrections
Minutes 9-30-02	W/D	Shkoler = abstain
Oral Communications		None
Presidents Report		went to Friends board meet. Ellie was good meeting saw Betty Escobedo - looking forward to it - she is waiting out to be here Sandra in town for her party Part of tm 11-02
Braun Report		None
Dinsmore Report		went to Heritage Day Parade in 76 2015 Reg. H.P.
Stark Report		Granddaughter in parade 2 more workers comp meeting in next month Foundation party Nov 8, not 1st as on calendar
Wood Report		None

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Minter Report		week ago Sunday - Family's for Littray & Effluence Librarian - Tyese Wornham. From RAW hike A-M. Already working hard Bilingual.
Friends Report		NOV = membership campaign month Sat = Mar 1 2003 - Author's Bunk Alta Vista = Lisa see story = non-fiction about her life Reviewed ^{Church American} 3500 translated for
Foundation Report	<p>Nov. 5 Home Mardi Gras will not affect History room meeting that morning.</p>	<p>1,000 = well Fargo for Xmas Party June → Sept Book store 4300 Sunday \$700 Jim Roberts = Citizenship of Year</p>
History Room Report		900 report on web page Sunday
Claims (12-15)	S/D	
Financial (16-20)	D/B	State wanted explanation Pg. 20 + 10 item 16 we are where we should be
General Consent (21-25) 30	D/W	Settlement Item #30 ZAG approved

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<p>Legislative Issues & Review of status of budget</p>		<p>Winter: Fund out PL Allocation: \$ 46,000. 125 - Lyn Dousher meeting no one went - don't know if said anything about libraries. No Agenda # 28 - After item # 24</p>
<p>New Business: California Public Notice Reimbursement</p>	<p>w/ the all words B</p>	<p>Shields Consulting Contract \$7,000 to claim from State Times Sys to get money - we pay him 10% for which is reimbursable ∴ shouldn't have any relation Done by the agendas, items - get enough time per agenda items Fund out in Sacramento Get money by end FY 02-03</p>
<p>Resolution 03-1 to authorize library director to sign Cal CARD</p>	<p>w/ S Addendum D/W read res D/W Adopt</p>	<p>Board → Board <u>Aye! Aye</u></p>
<p>Accept the Settlement</p>		
<p>Staff Reports (34- 39)</p>	<p>B/W</p>	

1. The first part of the document
 discusses the general principles
 of the system. It covers the
 basic concepts and the overall
 structure of the project.

2. The second part of the document
 describes the implementation details.
 It includes the design of the
 components and the integration
 of the different parts of the
 system.

3. The third part of the document
 discusses the testing and
 validation of the system.

4. The fourth part of the document
 discusses the future work and
 the conclusions of the project.

Stark came week of 20th

Agenda Prep.		Sandra's party when plomed to the establish budget
Adjournment		can't change board date not on Agenda so will talk later

meeting ~~ESTIA~~
should go orange paper

At 3rd St
Maria Wallace - J
Spector

