

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

December 18, 2002

**Library Conference Room
Administration**



AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES





December 18, 2002

6:30 P.M.

Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

-  Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
-  Provides qualified staff to assist the public with the use of the collection and the information contained therein.
-  Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call Administrative Assistant
2. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the November 27, 2002 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. 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).

5. 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.

6. 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.

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

9. Placentia History Room Committee Report

CLAIMS (Items 10 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 – 13 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.

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

No Nonstandard Claims were processed during this report period.

11. Claims forwarded by the Library Director. (Approve)

Claims 4352, 4353, 4354, 4355, 4356 and 4357 forwarded by Library Director for a total of \$18,606.70 during this report period.

12. Current Claims and Payroll (Approve)

Claims 4358, 4359, 4360, 4361 and 4362 for a subtotal for Claims of \$54,836.89; and Payrolls 4363 for \$28,648.14, 4364 for \$28,648.14 and 4365 for \$28,648.14 for a subtotal for Payrolls of \$85,944.42; with a combined total of Claims and Payroll of \$140,781.31.

13. FY2001-2002 Cash Flow Analysis through December 18, 2002 and recommendation that no funds be transferred at this time (Receive & File and Approve)

FINANCIAL REPORTS (Items 14 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 14 – 18 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.

14. Financial Reports for November 2002 (Receive & File)
15. Office General Ledger & Check Registers for November 2002 (Receive & File)
16. Acquisitions Report for November 2002 (Receive & File)
17. Collection Agency Report for November 2002 (Receive & File)
18. Gifts Report for November 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 26a)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 26 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.

19. Building Maintenance Report for November 2002 (Receive & File)

20. Personnel Report for November 2002 (Receive, File, and Ratify Appointments)
21. Volunteer Report for November 2002 (Receive & File)
22. Circulation Report for November 2002 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
24. Library of California Board Actions, November 19, 2002 (Receive & File)
25. Legislative Alerts from the California Special Districts Association and the California State Library (Receive & File)
26. Notification to Special District Workers' Compensation Authority (SDWCA) appointing Placentia Library District Consultant Sandra Stark as the District's representative to the SDWCA Board of Directors. (Receive & File)
- 26a. Notification by the Registrar of Voters of Orange County of the Appointment to the Placentia Library District Board of Trustees by the Orange County Board of Supervisors in lieu of election for Betty Escobosa and Al Shkoler for terms of office ending on December 1, 2006. (Receive & File)

CONTINUING BUSINESS

27. 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

28. Election of Board Officers:

Incumbents are indicated in parentheses.

President (*Shkoler*)

Secretary (*Braun*)

Presentation: Library Director

Recommendation: Elect a Library Board President and a Library Board Secretary for 2003

29. Appointment of Library Board Representatives for 2003 by the Board President:

Incumbents are indicated in parentheses.

Two Representatives to the Placentia Library Foundation Board of Directors (*Braun & Wood*)

Representative to the Independent Special Districts of Orange County (*Wood*)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Wood*)

Two Representatives to the Placentia Civic Center Authority Commission (*Shkoler & Wood*)

Presentation: Library Board President

30. Selection of Date and Time for Regular Board Meetings for 2003

Presentation: Library Board President

Recommendation: Set the regular meeting date and time for 2003

31. Travel Authorization for Trustee Betty Escobosa to attend the California Special Districts Association New Board Member and Trustee Training on January 16, 2003 in Palm Springs.

Presentation: Library Director

Recommendation: Approve travel to the California Special Districts Association (CSDA) New Board Member & Trustee Training Workshop in Rancho Mirage by Trustee Betty Escobosa on Thursday, January 16, 2003 at a cost of approximately \$600.00 to be paid by the General Fund.

32. Authorization to combine the Special Districts Workers' Compensation Authority (SDWCA) and the Special District Risk Management Authority (SDRMA) into the new SDRMA.

Presentation: Library Director

Recommendation:

- 32a. Authorization of signatures for District accounts at Bank of the West, Wells Fargo Bank, Citibank and the Orange County Auditor.

Presentation: Library Director

Recommendation: Read Resolution 03-04 by Title only; and

Adopt Resolution 03-04

STAFF REPORTS (Items 33 - 38)

Items 33 – 38 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.

33. Program Committee Report for November 2002 (Roberts)

34. Children's Services Report for November 2002 (Smith)

35. Placentia Library Literacy Services Report for November 2002 (Roberts)

- 36. Placentia Library Web Site Report for November 2002 (Roberts)
- 37. Publicity Materials Produced in November 2002. (Rakos)
- 38. Safety Committee Minutes for November 2002 (Matas)

ADJOURNMENT

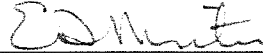
- 39. Agenda Preparation for the December Regular Meeting, which will be held on Wednesday, January 22, 2003 at 6:30 P.M.
- 40. Review of Action Items.

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

- 41. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the December 18, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, December 11, 2002.



Placentia Library Board Calendar

December 2002 - November 2003

Dec 2002						
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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

Jun 2003						
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January

- 6 7:00 PM Friends Board Meeting, Wood
- 16 CSDA New Board Member Workshop, Rancho Mirage
- 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

Jul 2003						
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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

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March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 3 7:00 PM Friends Board Meeting, Shkoler
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

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April

- 7 6:30 PM Friends Annual Meeting Author's Program
7:00 PM Friends Board Meeting, Escobosa
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

Oct 2003						
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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

Nov 2003						
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Placentia Library Board Calendar

December 2002 - November 2003

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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

October

- 6 7:00 PM Friends Board Meeting, Shkoler
- 11 9:00 AM Heritage Parade
- 22 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 3 7:00 PM Friends Board Meeting, Escobosa
- 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 11 Library Closed for Veterans Day
- 19 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

Jun 2003						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 27, 2002**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2002 at 6:35 P.M.

ROLL CALL

Members Present: President Al Shkoler; Trustees Peggy Dinsmore and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: Secretary Geoff Braun, Trustee Gaeten Wood

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts; Technology Manager Julie Shook; and Friends of Placentia Library President Eleanore Rankin.

**ADOPTION OF
AGENDA**

It was moved by Trustee Stark, seconded by Secretary Dinsmore to adopt the Agenda as printed

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

MINUTES

No Corrections were requested for the Minutes of October 16, 2002.

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the Minutes of the October 16, 2002 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler introduced Trustee-Elect Betty Escobosa and welcomed her to the Board. President Shkoler reported that the Foundation Donor Reception was very well done.

Secretary Braun arrived at 6:41 pm.

Trustee Sandra Stark gave her departure comments. President Shkoler thanked Trustee Stark for 13 years on the Placentia Library District Board of Trustees and presented her with a set of New York Public Library Lions Book Ends. Trustee Stark requested that the Placentia Library District purchase material for a Jewish Children's Collection. Trustee Stark will match the money spent on this collection.

TRUSTEE REPORTS

Trustee Stark reported that she will be attending the Special Districts Workers' Compensation and Risk Management Authority Meeting before the next Board Meeting. Trustee Stark requested a letter be written appointing her as a Consultant for the Placentia Library District at these meetings.

Trustee Dinsmore did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter announced she put an advertisement in the Orange County Register for the Administrative Assistant job on Sunday December 1, 2002. The recruitment will end on December 12, 2002.

**FRIENDS OF
PLACENTIA
LIBRARY**

Friends of Placentia Library President, Eleanore Rankin, reported to the Board that the Friends' renewal invitations were mailed in November. It was also reported that the Author's Luncheon will be featuring Author Lisa See. The Friends Annual Meeting will be held in April.

**HISTORY ROOM
REPORT**

Library Director Minter reported that a grant writing consultant will be interviewed on December 9, 2002.

CLAIMS

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve Agenda Items 10 through 13

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director and Library Trustees: Claims 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340, 4341 for a total of \$24,850.03.

Current Claims and Payroll: Claims 4342, 4343, 4344, 4345, 4346, 4347, 4348, and 4349 for a subtotal for Claims of \$30,234.53; and Payrolls 4350 for \$36,866.40 and 4351 for \$28,648.14 for a subtotal for Payrolls of \$65,514.54; with a combined total of Claims and Payroll of \$95,749.07.

FY 2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Items 14 through 18

Financial Reports for October 2002

Official General Ledger & Check Registers for October 2002

Acquisitions Report for October 2002

Collection Agency Report for October 2002

Gifts Report for October 2002

AYES: Braun, Dinsmore, Shkoler, Stark

NOES: None

ABSTAIN: None

ABSENT: Wood

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Stark to receive and file Agenda Items 19 through 29

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

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

Volunteer Report for October 2002 (Receive & File)

Circulation Report for October 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive and 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)

Plan of Service Budget Request for Fiscal Year 2002-2003 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted November 8, 2002 (Receive & File)

Submission of California State Mandated Costs Claim (Receive & File)

Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2002-2003, as submitted on November 19, 2002 (Receive & File)

Notification of Grant Award by the State Library of California for the Public Library Staff Education Program in the amount of \$5,676, and Grant documents and Financial Claim that were sent to the State Library on November 18, 2002. (Receive & File)

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

**LEGISLATIVE
ISSUES**

President Shkoler discussed the importance of the Trustee involvement in the legislative process.

**ELECTION OF
OFFICER FOR
ISDOC**

It was moved by Trustee Stark and seconded by Secretary Braun to Authorize Library Director Minter to prepare and mail the ballot on behalf of the Board of Trustees

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

**DISTRICT'S
INTERNET POLICY
REPLACEMENT OF
STORY ROOM
WALL**

Presentation on recommended changes to the District's Internet Access Policy presented by Technology Manager, Julie Shook.

**STORY HOUR ROOM
WAL
REPLACEMENT**

It was moved by Trustee Stark and seconded by Trustee Dinsmore to authorize the replacement of the folding wall/door to Story Hour Room with Option B from the Proposal by RMC Facilities Services dated September 18, 2002, at a cost of \$4,184.70, with \$3,000, to be paid by the Placentia Library Foundation

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

It was moved by Trustee Dinsmore and seconded by Trustee Stark to authorize the Library Director to request that the Friends of the Placentia Library participate in this project with a grant of \$1,184.70, or, if the Friends do not fund the project, to authorize the payment of the balance from the District General Fund.

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

**PUBLIC RESTROOM
PARTITIONS**

It was moved by Trustee Stark and seconded by Trustee Dinsmore to authorize replacement of Public Restroom partitions as presented in the Proposal by RMC Facilities Services dated November 4, 2002, at the cost of \$3,190.00 to be paid by the General Fund.

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

**RETIREMENT
COMMEMORATION
FOR TRUSTEE
STARK**

It was moved by Trustee Dinsmore and seconded by Secretary Braun to authorize as allocation of \$300 fro the County Exempt Fund to purchase Jewish children's Books in commemoration of Trustee Stark's thirteen years of service to the Library Board of Trustees.

Trustee Stark agreed to match the contribution of \$300 to start a Jewish Children's collection.

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was moved by Trustee Dinsmore and seconded by Trustee Stark that there will be 12 seats for the Board of Trustees at the Placentia Citizen of the Year Breakfast on Friday, December 6, 2002

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

It was moved by Trustee Dinsmore and seconded by Trustee Stark to approve travel to the Special District Risk Management Authority (SDRMA) Annual Meeting in Sacramento by Library Assistant, Katie Matas on Wednesday December 11, 2002, at a cost of approximately, \$300.00 to be paid by the General Fund.

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

STAFF REPORTS

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

Program Committee Report for October 2002.

Children's Services Report for October 2002.

Placentia Library Literacy Services Report for October 2002.

Placentia Library Web Site Report for October 2002.

Placentia Library Publicity Materials produced for October 2002.

Safety Committee Minutes for October 2002.

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

DECEMBER MEETING

The December Regular Library Board Meeting will be held on Wednesday, December 18, 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 November 28, 2002 adjourned at 7:30 P.M.

Geoff Braun
Secretary
Library Board of Trustees



MINUTES December 2, 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, Frances Stoller, Virginia Walker, Camile Himes, Pat Irot, Jan Schwartzkopf and Renee Scott. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Geoff Braun, the Trustees.

The **minutes** of the November board meeting were approved as read. **Treasurer**, Camile Himes reported a balance of \$11,488.51. **Financial Secretary**, no report.

President's Report: 1) Trustee's meeting: Eleanor attended as our representative. She asked Geoff Braun to report on the meeting. Sandra Stark asked that the amount of money that would be spent on a recognition dinner for her, instead be used to purchase a children's story collection about the Jewish Faith. The Trustee's said \$300 would be the amount and Sandra said she would match that figure. Sandra was presented bookends with the Chicago Library Lions on them. Betty Escobosa and Al Skholer will be installed the first Friday of December. 2) Foundation: The Donor Reception was a great success. The speaker was well received. The poor weather may have kept our attendance down. 3) Citizen of the Year breakfast Friday, December 6. 4) Author's Luncheon Saturday March 1, 2003. 5) Annual meeting, April 7, 2003. A discussion of possible authors was held. Pat Irot moved that we invite Pamela Hallan-Gibson, author of a book on O. C., *The Golden Promise: An Illustrated History of Orange County*. Jill Botha seconded and the motion carried with one dissent. By general consent the other three authors were wait-listed in the following order: Sharon Avery, Joe Arnold, Sue Parman.

Chair Reports: 1) Membership: 2300 invitations to join were mailed. 2) Volunteer Development and Public Relations, Pat Irot. Pat is available to train new volunteers. She reported that she has sent notices/announcements about our Sunday Sales, Silent Auction, and will continue to send the appropriate timely news articles. 3) Sunday Book Sale in November made \$114. December 8 Virginia Walker and Ginny Sanatar. If Ginny is not well enough to work, Camile Himes will fill in. January 12—Ted Farkas and Pat Irot. 4) Silent Auction-Jill Botha: October receipts-\$14 and November \$73. She reported that we have two sets of specialized encyclopedias—art and psychiatry—listed for sale on E-Bay. We also have 4 boxes from Peggy Burkage's estate that are available to sell. 5) Jillian was able to sell many of our surplus romance novels. She sold them for \$3.00 a bag and we received \$83.

Library Director's Report: Elizabeth Minter presented two requests for financial assistance from the Friends. 1) Replacement of the wall in the story hour room. The cost

is estimated at \$4200. A \$3000 donation has been received from an individual donor. Pat Irot moved that we allot up to \$1250 to fund this project. Jan Schwartzkopf seconded and the motion was carried. 2) The lighted sign on the north wall facing the parking lot has not been able to be repaired. It tells the library's operating hours. The cost could be as much as \$7000. Barbara Hemmerling moved that we guarantee \$3500 with the balance to be considered at a later time. Jan Schwartzkopf seconded this and the motion carried with one dissent. 3) Gerry Choice, a staff member is terminally ill with stomach cancer. 4) Joan Fitzgerald, volunteer, is ill. 5) The Administrative Assistant applications will close December 12. The new person will begin January 2, 2003. 6) The poinsettias decorating the library are courtesy of the Friends.

Christmas Clearing Bureau: Jim Roberts reported that they have received 1470 books and expect 30 more to bring the total to 1500. Cerise Smith did an excellent job planning the order. Jim's staff and city people will fill the boxes. The books are labeled which will make it easier.

New Business: 1) Pat Irot told of a graduate student at Cal State Fullerton who will be doing a project next semester for which she may ask our financial help. She will strive to make our library's Lap Sit program available to the El Dorado student mothers, during the summer months. We will address this at a later date. 2) A display case in the library needs a new back. Pat Irot suggested Bill Brown be asked to repair this. By general consent the board agreed to this.

Announcements:

Next meeting January 6, 2003 7 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 18, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
December 18, 2002

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	November 29, 2002	4352	10,610.38
	November 29, 2002	4353	1,820.78
	November 29, 2002	4354	535.62
	December 10, 2002	4355	3,122.38
	December 10, 2002	4356	2,440.02
	December 10, 2002	4357	77.52
TOTAL BY LIBRARY DIRECTOR			<u>\$ 18,606.70</u>

Prepared by Elizabeth D. Minter

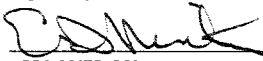
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR \\
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
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	12/01/02-01/01/03		0300	00		236.25		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	12/01/02-01/01/03		0300	00		249.28		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	12/01/02-01/01/03		0300	00		8,632.15		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	12/01/02-01/01/03		0300	00		208.32		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	12/01/02-12/31/02		0300	00		543.30		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	11/16/02		0700	01		112.37		
(new vendor) JEFFCO, INC. Attn: Accounts Receivable 1671 S. Research Loop Tuscon, AZ 85710-6795	376028		1800	00		74.22		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	11/21/02		1800	00		554.49		

The claims listed above (totaling \$10,610.38) 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

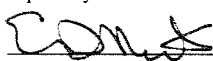
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
(new vendor) Image Supply 1420 47th Avenue Sacramento, CA 95822-5902	16403		1800	00		361.72		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	919649		1800	00		130.21		
(new vendor) Sam's Club PO Box 105994 Atlanta, GA 30348	11/23/02		1900	00		15.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	11/22/02		1900	08		135.20	02	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801	11/22/02		1900	08		94.85	02	
N25796 BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1395947		2400	07		109.75		
(new vendor) Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2566560		2400	07		659.61		
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	0990000336		2400	08		314.44		

The claims listed above (totaling \$1,820.78) 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

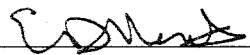
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N15075 Cyrise Smith c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/13/02		2700	01		15.33		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/29/02		2700	01		18.25		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/21/02		2700	09		10.59		
	11/24/02		2700	09		29.57		
						40.16		
N01074 Sempra Energy Utility The Gas Company PO Box C Monterey Park, CA 91756	10/17/02		2800	00		267.36		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	10/17/02-11/20/02		2800	00		194.52		

The claims listed above (totaling \$535.62) 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


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
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	067294		1800	00		27.50		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	56040660 02		1000	00		1,081.81		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2124		1900	00		42.00		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	11/17/02 11/17/02		0700	00 01		114.04 15.82		
						129.86		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	186579		1400	00		380.86		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	11/30/02		1900	00		111.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20021127		1900	00		249.35		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	062772		1400	00		1,100.00		

The claims listed above (totaling \$3,122.38) 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

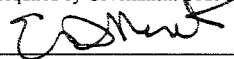
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21339613		1300	00		277.52		
N19776 Donna G. Bass 500 Vanderbilt Dr. Placentia, CA 92870 562-54-2194	11/27/02		1900	00		675.00	02	
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	11/2002		1900	00		450.00	02	
	10/2002		1900	00		562.50		
						1,012.50		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	11/22/02		1900	08		300.00	02	
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	11/26/02		1900	08		91.00	02	
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/2/02		2700	01		39.79		
	12/2/02		2700	01		16.06		
	12/9/02		2700	01		8.07		
						63.92		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/27/02		2700	07		20.08		

The claims listed above (totaling \$2,440.02) 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 12/10/02
REPORT NO 4357

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

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

APPROVED CLAIMS

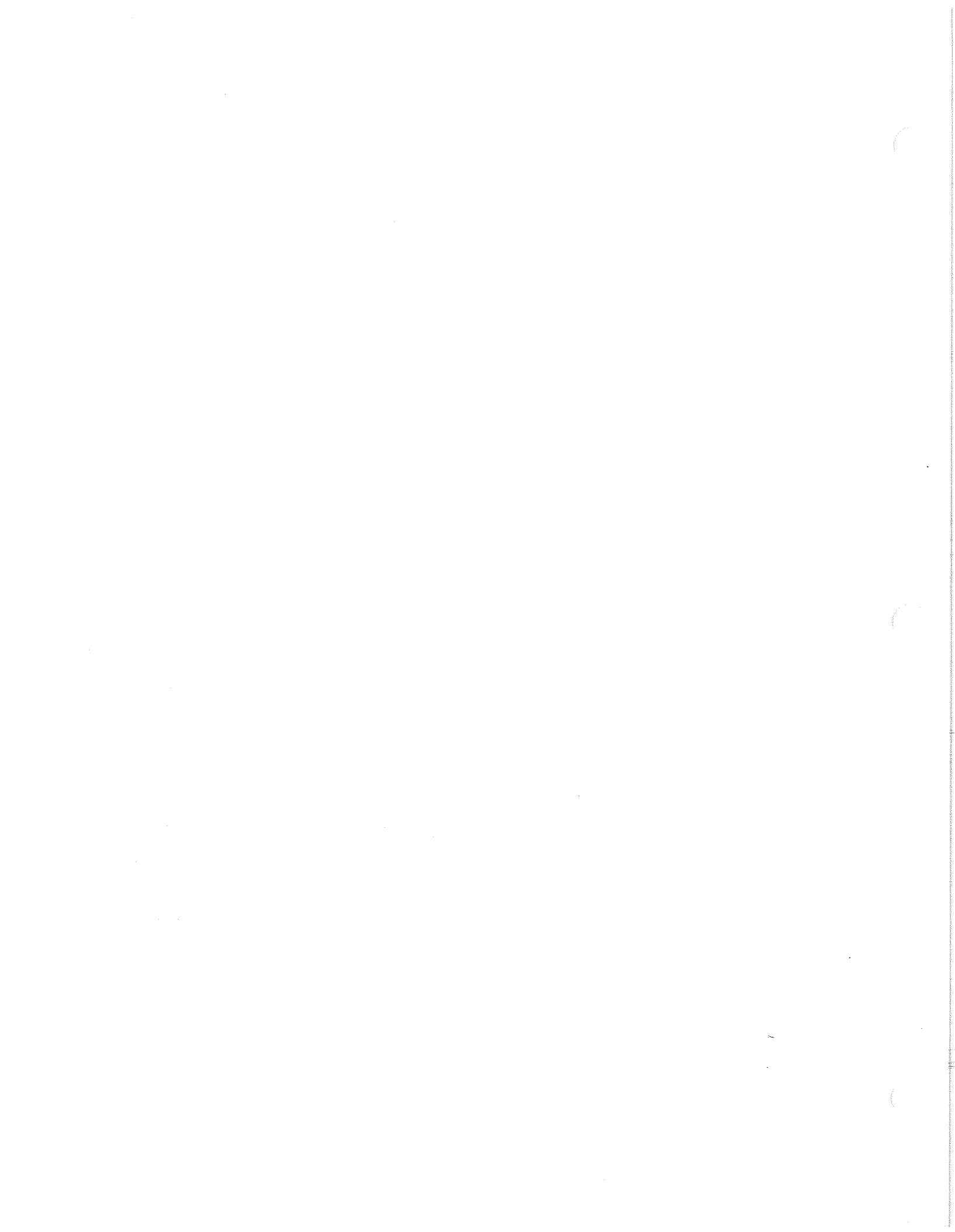
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/10/02		2700	01		17.52		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	11/26/02		1900	08		60.00	02	

The claims listed above (totaling \$77.52) 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
December 18, 2002

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4358	1,081.42
	4359	8,760.26
	4360	927.64
	4361	41,958.14
	4362	2,109.43
TOTAL CURRENT CLAIMS		<u>\$54,836.89</u>
PAYROLL	4363	28,648.14
	4364	28,648.14
	4365	28,648.14
		<u>\$85,944.42</u>
TOTAL		<u>\$140,781.31</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
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	301665		2100	00		148.71		
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5097901P		2400	05		177.57		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	337690		1800	00		158.93		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	81658784		2400	01		22.17		
	81666177		2400	01		147.02		
	81666178		2400	01		52.00		
	81666179		2400	01		103.02		
	81666180		2400	01		16.55		
	81666181		2400	01		31.11		
	81666182		2400	01		36.50		
	81666183		2400	01		15.92		
	81666184		2400	01		13.24		
	81666185		2400	01		29.51		
	81666186		2400	01		45.92		
	81666187		2400	01		49.95		
	81724830		2400	01		16.66		
	81724831		2400	01		16.64		
						596.21		

The claims listed above (totaling \$1,081.42) 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

1,081.42

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
N03842A (Continued) Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	81724832		2400	01		7.73		
	81724833		2400	01		19.02		
	81724834		2400	01		26.02		
	81724835		2400	01		95.60		
	81724836		2400	01		16.63		
	81724837		2400	01		35.94		
						200.94		
					797.15			
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1176822		1800	00		1,456.73		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	11872499		2400	01		1,072.12		
	11981651		2400	01		139.26		
	11993187		2400	01		129.30		
	11994064		2400	01		966.84		
	12004487		2400	01		708.85		
	12016744		2400	01		433.34		
	12018931		2400	03		4,115.00		
					6,492.59			
N06788 PRO Systems PO Box 4282 Laguna Beach, CA 92652	03PLC024		1400	00		230.00		
N06819B American Library Association 50 S. Huron St. Chicago, IL 60611	01/2003		1600	00		145.00		
	01/2003		1600	00		235.00		
						380.00		

The claims listed above (totaling \$8,760.26) 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
N15075 Cyrise Smith	12/9/02		2700	00		66.76		
c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/9/02		2700	00		38.15		
						104.91		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200212-20		1900	00		30.00		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	134218		1900	00		260.28		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	344584		2400	01		149.50		
N22429 The Rosen Publishing Group 29 East 21st Street New York, NY 10010	270882		2400	01		39.90		
	270883		2400	01		343.05		
						382.95		

The claims listed above (totaling \$927.64) 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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N25796 BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1395942		2400	01		24.56		
	1395943		2400	01		23.21		
	1395944		2400	01		29.11		
	1395945		2400	01		46.27		
	1395946		2400	01		32.33		
	1398988		2400	01		53.28		
	1398989		2400	01		3.85		
	1407244		2400	01		27.47		
	1407245		2400	01		14.21		
	1407246		2400	01		21.96		
	1407247		2400	01		47.62		
	1407248		2400	01		38.33		
	1407249		2400	07		36.69		
	1407250		2400	07		4.51		
					403.40			
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/9/02		2700	07		163.85		
N26230 National Retirement Services, Inc. Attn: Penny Wright 3030 Old Ranch Parkway, Suite 400 Seal Beach, CA 90740-2752	07/24/02		0200	00		41,390.89		

The claims listed above (totaling \$41,958.14) 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) Zimmer Electric, Inc. 11581 Range View Rd. Mira Loma, CA 91752	188		1400	00		1,000.00		
(new vendor) County of Orange Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	A0944885		3700	00		1,109.43		

The claims listed above (totaling \$2,109.43) are approved for paymer 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

2,109.43

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/02
REPORT NO 4363

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	12/18/02 Pay period # 14 Dec 28, 2002 Jan 9, 2003		0100	00		28,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, JANUARY 9 2003								

The claims listed above (totaling \$28,648.14) 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

28,648.14

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/02
REPORT NO 4364

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	12/18/02 Pay period # 15 Jan 11, 2003 Jan 23, 2003		0100	00		28,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, JANUARY 23 2003								

The claims listed above (totaling \$28,648.14) 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

28,648.14

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/02
REPORT NO 4365

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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	12/18/02 Pay period # 16 Jan 25, 2003 Feb 6, 2003		0100	00		28,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, FEBRUARY 6, 2003								

The claims listed above (totaling \$28,648.14) 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

28,648.14



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Cash Flow Analysis**
DATE: December 18, 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.

Two secured property tax allocations are scheduled for the month of December.

I am recommending that no funds be transferred at this time.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through December 18, 2002.

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)		113,887.74
08/05/02	4297	General by Library Director		1,270.22	112,617.52
08/06/02	4298	General by Library Director		1,682.01	110,935.51
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		117,516.89
08/13/02		Library Revenue, Jul/Aug	2,502.27		120,019.16
08/14/02		Supplemental 1st Actual	165.65		120,184.81
08/14/02	4299	General by Library Director		665.69	119,519.12
08/20/02	4300	General by Library Director		5,171.55	114,347.57
08/26/02		Interest Jul	766.91	44.15	115,070.33
08/28/02	4301	General		12,601.46	102,468.87
08/28/02	4302	General		9,746.58	92,722.29
08/28/02	4303	General		1,713.87	91,008.42
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	63,273.42
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	35,538.42
08/30/02	4306	General by Library Director		1,513.25	34,025.17
08/30/02	4307	General by Library Director		1,264.53	32,760.64
08/30/02	4308	General by Library Director		423.38	32,337.26
09/03/02		State Library ELLI Grant	76,680.00		109,017.26
09/03/02		Library Passport Revenue, Aug	3,648.69		112,665.95
09/03/02		Library Revenue, Aug	1,358.20		114,024.15
09/04/02	4309	General by Trustees		35,900.00	78,124.15
09/05/02	4310	General by Library Director		1,656.34	76,467.81
09/05/02	4311	General by Library Director		88.36	76,379.45
09/18/02	4312	General		2,190.72	74,188.73
09/18/02	4313	General		638.25	73,550.48
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	45,815.48
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	18,080.48
09/18/02	4316	General by Trustees		9,912.40	8,168.08
09/18/02	4317	General by Trustees		5,557.45	2,610.63

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	-5,089.37
09/19/02		Unsecured 1st	51,178.40	127.95	45,961.08
09/19/02	4319	General by Library Director		4,813.26	41,147.82
09/23/02		State Library ELLI Grant	10,000.00		51,147.82
09/23/02		Library Passport Revenue, Sep	7,743.38		58,891.20
09/23/02		State Library ILL Reimbursement	4,194.49		63,085.69
09/23/02		Library Revenue, Sep	2,040.63		65,126.32
09/23/02		Interest GF Savings	9.82		65,136.14
09/26/02		Interest Aug	445.96	28.90	65,553.20
09/30/02	4320	General by Trustees		1,317.62	64,235.58
09/30/02	4321	General by Trustees		13,853.03	50,382.55
09/30/02	4322	General by Trustees		1,284.83	49,097.72
09/30/02	4323	General by Trustees		1,206.67	47,891.05
10/07/02		Library Passport Revenue, Sep	3,372.00		51,263.05
10/07/02		Library Revenue, Sep	693.35		51,956.40
10/07/02		Interest GF Savings	11.85		51,968.25
10/09/02	4324	General by Library Director		2,193.59	49,774.66
10/16/02		Transfer from Fund 706	50,000.00		99,774.66
10/16/02		Supplemental 2nd Actual	984.36		100,759.02
10/16/02	4325	General		2,475.85	98,283.17
10/16/02	4326	General		3,942.29	94,340.88
10/16/02	4327	General		1,241.00	93,099.88
10/16/02	4328	General		603.79	92,496.09
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	64,761.09
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	37,026.09
10/17/02	4331	General by Trustees		5,569.66	31,456.43
10/17/02	4332	General by Trustees		3,169.93	28,286.50
10/21/02		Library Passport Revenue, Oct	5,282.29		33,568.79
10/21/02		Library Revenue, Oct	1,514.91		35,083.70
10/21/02		Wells Fargo Grant for Spanish Literacy	1,000.00		36,083.70
10/21/02		Interest GF Savings	3.09		36,086.79
10/22/02	4333	General by Library Director		1,235.13	34,851.66
10/30/02	4334	General by Library Director		5,209.22	29,642.44
10/30/02	4335	General by Library Director		611.63	29,030.81
10/30/02	4336	General by Library Director		1,642.63	27,388.18
10/31/02		Interest Sep	533.07	30.06	27,891.19
11/13/02	4337	General by Library Director		4,285.00	25,606.19
11/14/02	4338	General by Library Director		1,960.13	23,646.06
11/14/02	4339	General by Library Director		1,170.90	22,475.16
11/14/02	4340	General by Library Director		1,246.57	21,228.59
11/18/02	4341	General by Library Director		749.23	20,479.36
11/20/02		Library Passport Revenue, Nov	10,503.47		30,982.83
11/20/02		State Library Family Literacy Grant	6,030.00		37,012.83
11/20/02		Library Revenue, Nov	2,849.08		39,861.91
11/20/02		Supplemental 3rd Actual	2,178.84		42,040.75
11/20/02		Interest GF Savings	6.81		42,047.56
11/25/02		Interest Oct	396.43	23.28	42,420.71
11/26/02		Property Taxes Secured #1	117,606.94	294.02	159,733.63
11/27/02	4342	General		10,777.04	148,956.59
12/11/02	4343	General		2,005.99	146,950.60

Placentia Library District
 FY2002-2003 General Fund Cash Flow

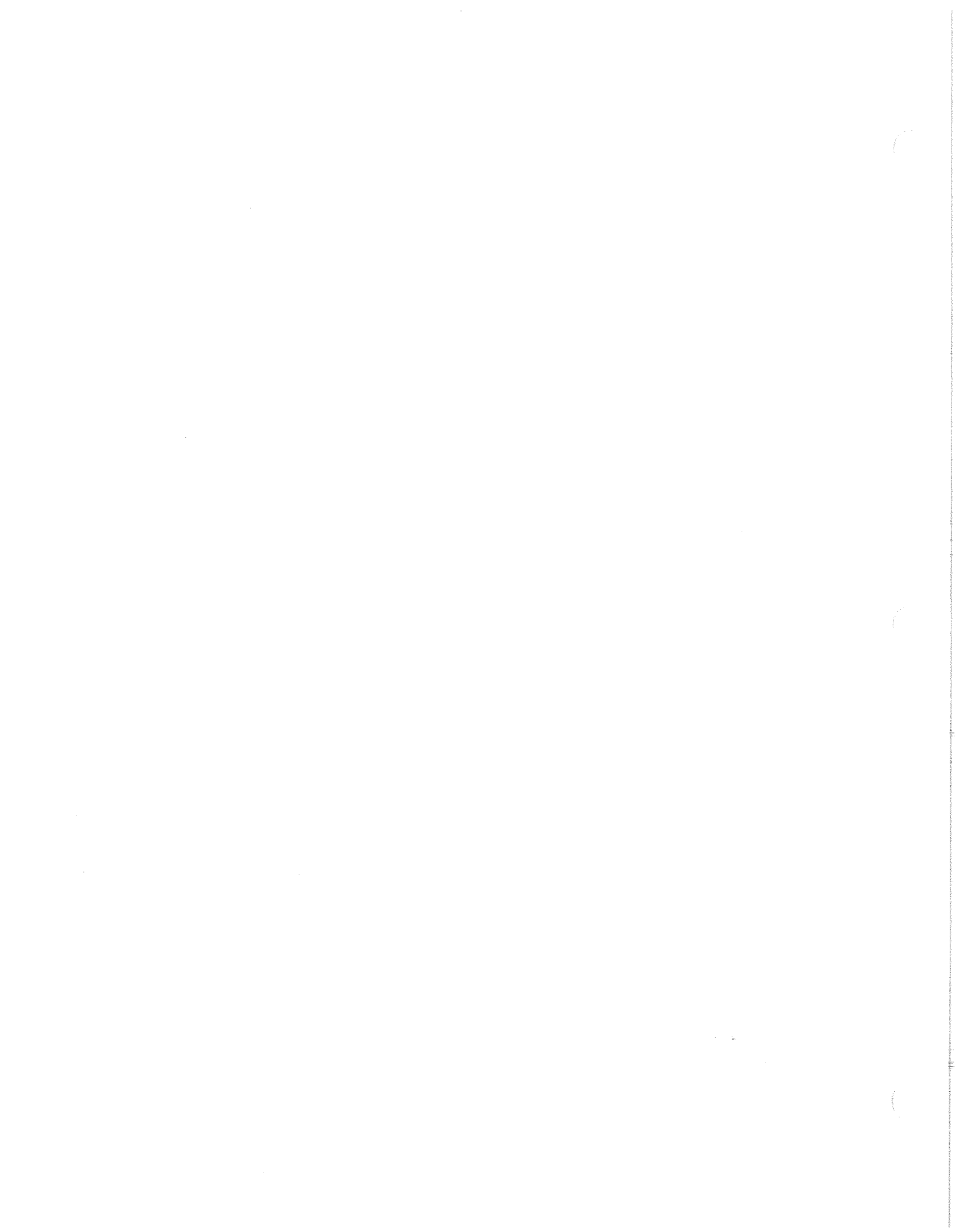
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/27/02	4344	General		4,280.41	142,670.19
11/27/02	4345	General		567.76	142,102.43
11/27/02	4346	General		1,141.17	140,961.26
11/27/02	4347	General		1,260.02	139,701.24
11/27/02	4348	General		8,971.77	130,729.47
11/27/02	4349	General		1,230.37	129,499.10
11/27/02	4350	Payroll to wire December 7, 2002		36,866.40	92,632.70
11/27/02	4351	Payroll to wire December 26, 2002		28,648.14	63,984.56
11/29/02	4352	General by Library Director		10,610.38	53,374.18
11/29/02	4353	General by Library Director		1,820.78	51,553.40
11/29/02	4354	General by Library Director		535.62	51,017.78
12/10/02	4355	General by Library Director		3,122.38	47,895.40
12/10/02	4356	General by Library Director		2,440.02	45,455.38
12/10/02	4357	General by Library Director		77.52	45,377.86
12/18/02	4358	General		1,081.42	44,296.44
12/18/02	4359	General		8,760.26	35,536.18
12/18/02	4360	General		927.64	34,608.54
12/18/02	4361	General		41,958.14	-7,349.60
12/18/02	4362	General		2,109.43	-9,459.03
12/18/02	4363	Payroll to wire January 9, 2003		28,648.14	-38,107.17
12/18/02	4364	Payroll to wire January 23, 2003		28,648.14	-66,755.31
12/18/02	4365	Payroll to wire February 6, 2003		28,648.14	-95,403.45



Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

Agenda Item 13
Attachment B
Page 1 of 1

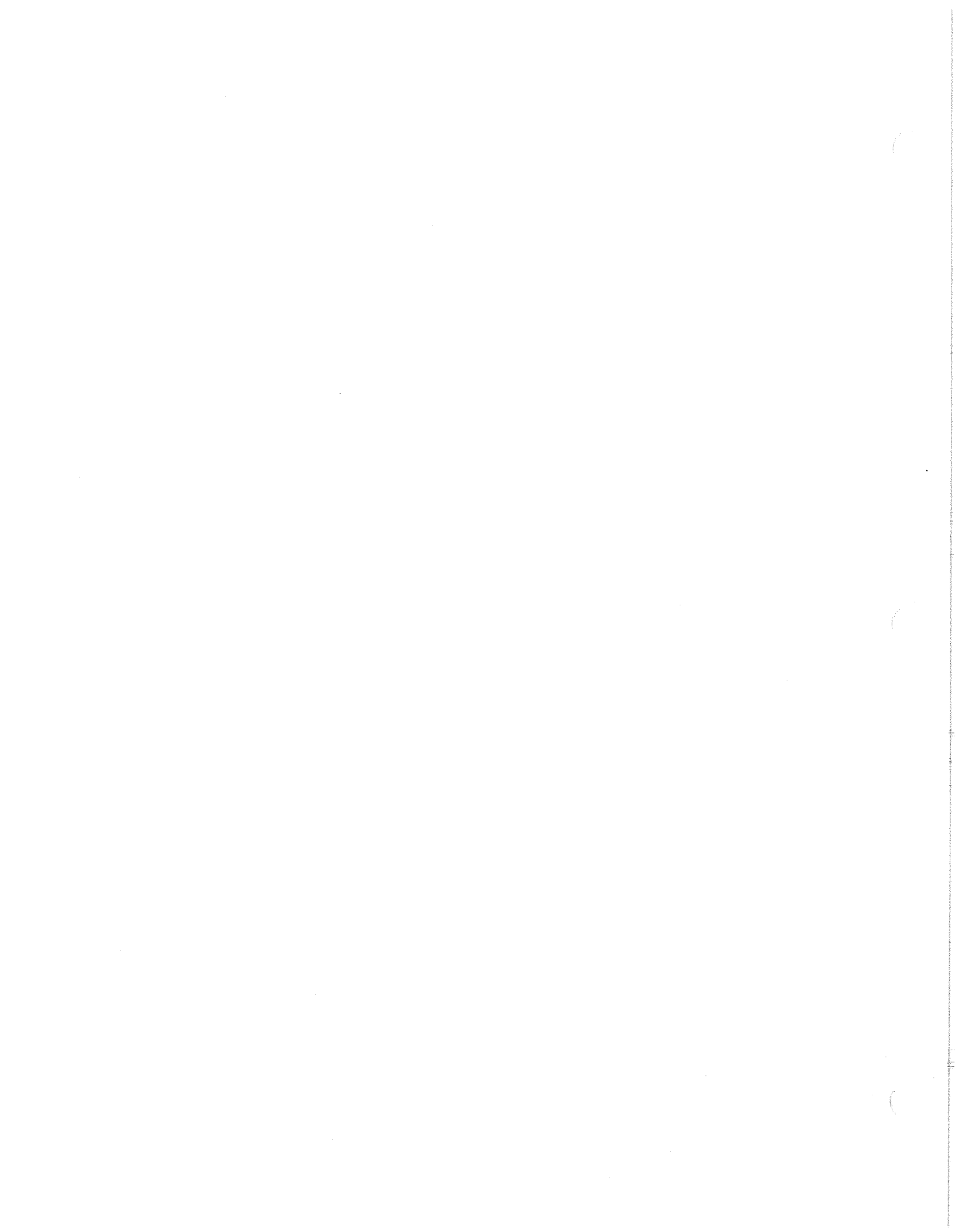
Date	Category	Amount
08/14/02	Prior Year Secured Taxes & Penalties #1 Jul	
08/15/02	Supplemental #1 Jul	
09/11/02	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/02	Supplemental #2 Aug	
09/19/02	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/02	Prior Year Secured Taxes & Penalties #3 Sep	
10/17/02	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)
 December 18, 2002

	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
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	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35	
30-Nov-01	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30	
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	

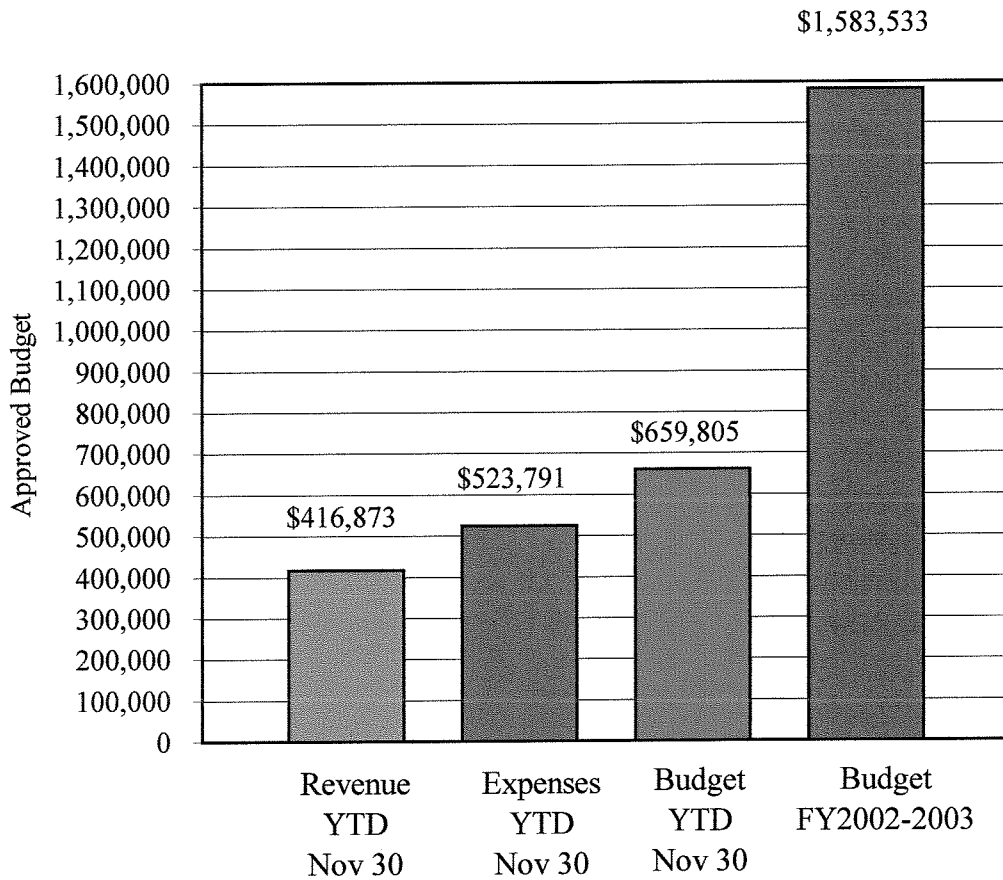
	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
31-Jul-01	112,716.71	9,534.45	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	316,565.87	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)
December 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 NOV 2002	FY2001-2002 NOV 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	117,606.94	101,203.78	117,606.94	101,203.78	11.00%
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	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	117,546.01	115,080.19	117,606.94	101,203.78	10.62%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,180.37	51,992.00	0.00	0.00	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	5,697.30	11,738.55	2,178.84	2,047.72	16.28%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	5,697.30	13,485.37	2,178.84	2,047.72	16.28%
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	204,778.45	193,891.87	119,785.78	103,251.50	16.79%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
December 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 NOV 2002	FY2001-2002 NOV 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	2,184.11	3,322.21	403.24	299.78	9.93%
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	2,184.11	3,322.21	403.24	299.78	9.93%
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	1,139.23	0.00	1,139.23	#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	6,030.00	5,000.00	6,030.00	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	150,904.49	6,139.23	6,030.00	1,139.23	103.22%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	12,902.87	13,677.42	2,849.08	2,537.78	43.01%
7670-01	Local Revenue -- Passport	150,000	45,102.86	22,689.95	10,503.47	6,094.23	30.07%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	59,005.73	36,367.37	13,352.55	8,632.01	32.78%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	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	416,872.78	239,720.68	139,571.57	113,322.52	26.33%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 NOV 2002	FY2001-2002 NOV 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	282,000.00	274,682.00	51,528.00	74,186.00	40.76%
0200	Retirement (Social Security & Pension Contribution)	98,103	21,537.00	20,962.00	3,942.00	5,697.00	21.95%
	Health & Life Insurance/Blue Shield CA	48,584	13,984.80	16,596.27	3,420.33	10,576.94	28.78%
	Long Term Disability/CNA	3,903	1,042.56	1,369.79	0.00	1,157.14	26.71%
	Life Insurance/Fortis & Protective Life	2,194	301.20	317.60	0.00	107.80	13.73%
	Vision Service Plan/VSP	2,886	839.22	1,128.76	188.77	220.68	29.08%
	Dental/Ameritas	6,918	2,208.70	2,849.90	516.00	649.50	31.93%
0300	Total Employee Insurance	64,484	18,376.48	22,262.32	4,125.10	12,712.06	28.50%
0310	Unemployment Insurance	0	394.00	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	325,040.48	317,906.32	59,595.10	92,595.06	37.54%
0700-00	Communications - Telephone	4,000	846.42	1,775.70	154.41	457.87	21.16%
0700-01	Communications - Modem/Fax	6,000	2,988.60	2,404.29	779.04	855.32	49.81%
0700-02	Communications - Internet/Database	2,500	449.97	807.48	0.00	19.95	18.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	862.00	684.81	215.50	215.00	31.93%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	311.61	154.25	158.91	45.96	62.32%
	Total Communications	15,950	5,458.60	5,826.53	1,307.86	1,594.10	34.22%
0900-00	Food - General Fund	100	68.06	0.00	0.00	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	0.00	0.00	16.13%
1000-00	Household Expense	5,000	1,482.41	1,217.83	0.00	0.00	29.65%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

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

December 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 NOV 2002	FY2001-2002 NOV 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	654.93	1,991.00	310.49	170.00	14.55%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,308.06	4,860.00	0.00	0.00	46.16%
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	234.63	0.00	167.70	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	6,197.62	6,851.00	478.19	170.00	35.41%
	HVAC	2,500	5,371.37	474.15	0.00	0.00	214.85%
	Carpet Cleaning	3,500	430.98	0.00	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	10,568.72	7,213.51	0.00	3,516.55	35.23%
	Plumbing	1,800	439.61	167.61	105.75	0.00	24.42%
	Electrical	1,500	442.49	313.19	163.30	101.43	29.50%
	Cleaning Service	13,700	5,500.00	5,350.00	1,100.00	1,100.00	40.15%
	Locksmith	200	1,099.48	131.41	0.00	0.00	549.74%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	171.19	234.96	0.00	0.00	3.42%
1400-00	Total Maintenance of Building & Grounds	58,200	24,023.84	13,884.83	1,369.05	4,717.98	41.28%
1600-00	Memberships - General Fund	3,750	140.00	637.50	0.00	585.00	3.73%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	275.50	0.00	100.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	620.00	913.00	0.00	685.00	14.09%
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)
December 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 NOV 2002	FY2001-2002 NOV 2001	FY2002-2003 % EXP BUD
	Library Supplies	10,000	2,518.13	5,982.06	426.48	240.00	25.18%
	Printing	10,000	2,443.79	3,138.19	53.88	260.22	24.44%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	372.78	1,210.09	0.00	18.57	24.85%
	Paper	1,700	153.09	911.77	0.00	191.25	9.01%
	Drinking Water Service	325	137.50	130.00	27.50	26.00	42.31%
	Other Office Supplies	8,500	3,213.55	5,834.21	512.78	2,317.05	37.81%
1800-00	Total Office Supply Expense - General Fund	32,025	8,838.84	17,206.32	1,020.64	3,053.09	27.60%
1800-07	ELLI Grant Supply Expense	2,611	435.74	513.56	151.23	513.56	
	Printing	1,500	0.00	2,324.77	0.00	2,324.77	
	Publications	0	2,670.07	1,649.71	0.00	1,000.41	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	171.74	3,648.48	105.53	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,000	2,841.81	7,622.96	105.53	3,325.18	56.84%
1800-09	Supply Expense Families for Literacy	500	53.88	419.23	53.88	0.00	
	Total Office Expense	40,136	12,170.27	25,762.07	1,331.28	6,891.83	30.32%
1803-00	Postage Expense - General Fund	5,500	2,259.05	2,445.14	0.00	67.90	41.07%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	6.62	0.00	6.62	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	2,359.05	2,451.76	0.00	74.52	42.13%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 NOV 2002	FY2001-2002 NOV 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	175.00	175.00	35.00	70.00	41.67%
	Pension Contribution & Operating Expenses	7,500	3,729.10	2,271.42	673.75	1,095.04	49.72%
	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	205.71	188.55	42.00	37.71	40.82%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	1,088.76	126.43	23.28	11.10	11.96%
	Advertising (Including WEB Site)	2,000	1,097.52	0.00	0.00	0.00	54.88%
	Medical Exams	750	595.50	867.50	55.50	52.50	79.40%
	Collection Services - Accounts Receivable	2,500	653.44	1,228.06	0.00	421.97	26.14%
	Audit & Accounting Services	5,250	4,385.00	4,650.00	1,310.00	0.00	83.52%
	Payroll Preparation	3,250	1,147.21	1,277.80	250.60	119.30	35.30%
	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	2,447.00	2,504.26	286.00	859.50	13.98%
1900-00	Total Specialized Services - General Fund	87,774	15,524.24	13,289.02	2,676.13	2,667.12	17.69%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	11,701.18	0.00	2,024.94	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	2,033.15	425.00	1,443.15	225.00	21.40%
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	495.02	382.99	294.02	253.01	4.13%
	Total Specialized Services	110,774	18,052.41	25,798.19	4,413.30	5,170.07	16.30%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	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	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	164.87	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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December 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 NOV 2002	FY2001-2002 NOV 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	50,736.64	50,633.58	0.00	0.00	42.00%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	13,291.91	16,693.60	0.00	3,059.28	9.14%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	26,234.42	19,202.97	0.00	998.00	
2400-04	Special Department Expense - Periodicals	0	655.34	588.96	0.00	0.00	
2400-05	Special Department Expense - Audio	0	1,382.02	4,268.04	0.00	393.10	
2400-07	Special Department Expense - ELLI Grant	5,900	312.91	0.00	0.00	0.00	49.47%
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	2,282.24	0.00	0.00	
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	42,865.96	43,325.93	0.00	4,450.38	27.95%
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	1,493.87	1,673.23	459.50	34.00	59.75%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,296.50	2,557.49	197.59	394.03	30.62%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	267.00	287.52	0.00	100.00	53.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	229.83	373.50	41.98	373.50	100.53%
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,005.27	319.34	633.41	34.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	86.33	0.00	78.81	0.00	
	Total Transportation/Travel - Meetings	14,500	5,378.80	6,305.67	1,411.29	935.53	37.10%

PLACENTIA LIBRARY DISTRICT
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	Electricity	63,000	14,500.67	27,887.11	0.00	6,525.77	23.02%
	Gas	5,000	58.74	370.62	17.82	8.52	1.17%
	Water	3,750	1,833.60	1,974.39	348.35	205.18	48.90%
2800-00	Total Utilities	71,750	16,393.01	30,232.12	366.17	6,739.47	22.85%
	TOTAL SUPPLIES & SERVICES	625,726	193,752.33	218,482.05	10,677.14	31,428.88	30.96%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	0.00	2,028.68	0.00	2,028.68	0.00%
4000-00	Equipment - General Fund	20,000	1,810.15	3,381.47	0.00	752.38	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	3,381.47	0.00	752.38	21.60%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	4,998.41	3,381.47	0.00	752.38	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	523,791.22	541,798.52	70,272.24	126,805.00	33.08%

12/09/02

Placentia Library District
Balance Sheet
 As of November 30, 2002

	<u>Nov 30, '02</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	606.38
County Exempt - Savings	1,799.14
General Fund - Checking	7,527.33
General Fund - Savings	2,629.74
Literacy Fund - Savings	7,512.38
Payroll Checking - Wells Fargo	32,144.01
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)	<u>35,000.00</u>
Payroll Savings (Int CDs)	467.26
Total Checking/Savings	<u>87,686.24</u>
Total Current Assets	<u>87,686.24</u>
TOTAL ASSETS	<u><u>87,686.24</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,841.09
Net Income	2,624.90
Total Equity	<u>87,686.24</u>
TOTAL LIABILITIES & EQUITY	<u><u>87,686.24</u></u>

Placentia Library District Profit & Loss by Class November 2002

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Friends Contributions	60.00	0.00	0.00	0.00	60.00
COE Interest	1.21	0.00	0.00	0.00	1.21
COE Life Insur Suplmt(EDM)	59.82	0.00	0.00	0.00	59.82
COE Meeting Room Income	250.00	0.00	0.00	0.00	250.00
COE Miscellaneous Income	1,000.00	0.00	0.00	0.00	1,000.00
COE Passport Chck Reimbursement	3,477.65	0.00	0.00	0.00	3,477.65
GF Cash Register - Childrens	0.00	57.00	0.00	0.00	57.00
GF Cash Register - Copy/Debit	0.00	257.21	0.00	0.00	257.21
GF Cash Register - Fines	0.00	1,108.82	0.00	0.00	1,108.82
GF Cash Register - Lost Items	0.00	59.50	0.00	0.00	59.50
GF Cash Register - Misc.	0.00	66.33	0.00	0.00	66.33
GF Cash Register - Reserves	0.00	97.20	0.00	0.00	97.20
GF Interest	0.00	7.94	0.00	0.00	7.94
GF Miscellaneous Income	0.00	390.40	0.00	0.00	390.40
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Passport Revenue	0.00	7,945.00	0.00	0.00	7,945.00
GF State Library Grants	0.00	6,030.00	0.00	0.00	6,030.00
GF State Library Reimbursements	0.00	3,904.95	0.00	0.00	3,904.95
LIT Interest Inc - Savings	0.00	0.00	4.12	0.00	4.12
PA Deposit from B of A	0.00	0.00	0.00	2,191.77	2,191.77
PA Wire Transfer from County	0.00	0.00	0.00	55,470.00	55,470.00
Total Income	4,848.68	20,124.35	4.12	57,661.77	82,638.92
Expense					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Childn's Summer Rndg Prgm	127.33	0.00	0.00	0.00	127.33
COE Children's Camp Library	457.43	0.00	0.00	0.00	457.43
COE Friend's Director's Fund	580.79	0.00	0.00	0.00	580.79
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	14.12	0.00	0.00	0.00	14.12
COE Passport Expenses	3,583.65	0.00	0.00	0.00	3,583.65
COE Transfer to COE Checking	1,000.00	0.00	0.00	0.00	1,000.00
GF Advertising Expense	0.00	538.12	0.00	0.00	538.12
GF Bank Return Check Item/Fees	0.00	47.65	0.00	0.00	47.65
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	85.21	0.00	0.00	85.21
GF Miscellaneous	0.00	10.00	0.00	0.00	10.00
GF Office Expense	0.00	51.15	0.00	0.00	51.15
GF Printing	0.00	169.09	0.00	0.00	169.09
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	26,969.14	0.00	0.00	26,969.14
GF Travel Staff	0.00	105.00	0.00	0.00	105.00
GF Travel Trustees	0.00	120.00	0.00	0.00	120.00
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	54.44	54.44
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,274.00	1,274.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	578.02	578.02

Placentia Library District
 Profit & Loss by Class
 November 2002

12/09/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
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	15,345.37	15,345.37
PA Prepaid Salaries	0.00	0.00	0.00	16,505.36	16,505.36
PA Salaries	0.00	0.00	0.00	21,383.95	21,383.95
PA Transfer to new account	0.00	0.00	0.00	2,191.77	2,191.77
Total Expense	5,919.32	28,728.36	0.00	58,156.79	92,804.47
Net Income	-1,070.64	-8,604.01	4.12	-495.02	-10,165.55

Placentia Library District
 Profit & Loss by Class
 July through November 2002

12/09/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends Contributions	832.00	0.00	0.00	0.00	832.00
COE Interest	5.21	0.00	0.00	0.00	5.21
COE Life Insur Suplmt(EDM)	259.22	0.00	0.00	0.00	259.22
COE Meeting Room Income	1,190.00	0.00	0.00	0.00	1,190.00
COE Miscellaneous Income	4,360.24	1.00	0.00	0.00	4,361.24
COE Passport Chck Reimbursement	19,573.85	40.00	0.00	0.00	19,613.85
COE Staff Appreciation Reimb	100.00	0.00	0.00	0.00	100.00
COE Test Proctoring Income	29.50	0.00	0.00	0.00	29.50
GF Cash Register - Childrens	0.00	100.83	0.00	0.00	100.83
GF Cash Register - Copy/Debit	0.00	720.26	0.00	0.00	720.26
GF Cash Register - Fines	0.00	7,792.30	0.00	0.00	7,792.30
GF Cash Register - Lost Items	0.00	641.76	0.00	0.00	641.76
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	687.04	0.00	0.00	687.04
GF County Reimbursements	0.00	5,120.28	0.00	0.00	5,120.28
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	49.76	0.00	0.00	49.76
GF Miscellaneous Income	0.00	2,035.30	0.00	0.00	2,035.30
GF Non Government Grant	0.00	11,000.00	0.00	0.00	11,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	47,027.21	0.00	0.00	47,027.21
GF State Library Grants	0.00	136,710.00	0.00	0.00	136,710.00
GF State Library Reimbursements	0.00	8,099.44	0.00	0.00	8,099.44
GF Transfers from County	0.00	11,996.39	0.00	0.00	11,996.39
GF Typewriter Income	0.00	2.40	0.00	0.00	2.40
LIT Interest Inc - Savings	0.00	0.00	25.43	0.00	25.43
PA Deposit from B of A	0.00	0.00	0.00	33,726.77	33,726.77
PA Deposit from CalifED	0.00	0.00	0.00	7,000.00	7,000.00
PA Interest Inc - CD's	0.00	0.00	0.00	250.91	250.91
PA Interest Inc - Savings	0.00	0.00	0.00	10.63	10.63
PA Wire Transfer from County	0.00	0.00	0.00	309,242.22	309,242.22
PA Wire Transfer from Paychex	0.00	0.00	0.00	1,761.16	1,761.16
Total Income	27,748.21	233,155.89	25.43	351,991.69	612,921.22
Expense					
COE Bank fees	195.65	0.00	0.00	0.00	195.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rding Prgm	2,734.00	0.00	0.00	0.00	2,734.00
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	357.30	0.00	0.00	0.00	357.30
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,009.16	0.00	0.00	0.00	1,009.16
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12

**Placentia Library District
Profit & Loss by Class
July through November 2002**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Literacy	0.00	378.57	0.00	0.00	378.57
COE Miscellaneous Expense	15.00	0.00	0.00	0.00	15.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	17,253.25	0.00	0.00	55.00	17,308.25
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	538.12	0.00	0.00	538.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	107.65	0.00	0.00	107.65
GF Bankcard Service Charge	0.00	75.00	0.00	0.00	75.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	802.39	0.00	0.00	802.39
GF Miscellaneous	0.00	5,715.22	0.00	0.00	5,715.22
GF Office Expense	0.00	154.37	0.00	0.00	154.37
GF Postage	0.00	26.17	0.00	0.00	26.17
GF Printing	0.00	233.74	0.00	0.00	233.74
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	216,963.99	0.00	0.00	216,963.99
GF Travel Staff	0.00	1,840.42	0.00	0.00	1,840.42
GF Travel Trustees	0.00	273.00	0.00	0.00	273.00
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	484.42	484.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	9,642.16	9,642.16
PA Employee 125 Co-Pay	0.00	0.00	0.00	2,911.80	2,911.80
PA Employee Life Insurance	0.00	0.00	0.00	219.34	219.34
PA Garnishment	0.00	0.00	0.00	3,920.00	3,920.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	87,121.25	87,121.25
PA Prepaid Salaries	0.00	0.00	0.00	33,528.76	33,528.76
PA Salaries	0.00	0.00	0.00	174,233.16	174,233.16
PA Transfer to new account	0.00	0.00	0.00	40,826.77	40,826.77
Total Expense	28,661.58	228,692.08	0.00	352,942.66	610,296.32
Net Income	-913.37	4,463.81	25.43	-950.97	2,624.90

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

Cleared Transactions

Previous Balance		1,727.66
Cleared Checks and Payments	54 Items	-5,180.93
Cleared Deposits and Other Credits	20 Items	4,577.65
Cleared Balance		1,124.38

Uncleared Transactions

Uncleared Checks and Payments	7 Items	-518.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/2002 (statement closing date)		606.00
New Checks and Payments	9 Items	-825.00
New Deposits and Other Credits	5 Items	1,046.91
Ending Account Balance		828.29

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

<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:						
10/31/2002			Service Charge	County Exempt - Checking	X	-11.00
11/30/2002			Service Charge	County Exempt - Checking	X	-11.00
10/28/2002	4040	Passport Services	Scott Matthew Rasmusse...	County Exempt - Checking	X	-55.00
10/28/2002	4041	Passport Services	Danny Lawrence Bowers...	County Exempt - Checking	X	-55.00
10/29/2002	4042	Passport Services	Kevin Christopher Claus...	County Exempt - Checking	X	-40.00
10/29/2002	4044	Passport Services	James Victor Miller 11/0...	County Exempt - Checking	X	-110.00
10/30/2002	4045	S&S Worldwide	Invoice # 4081154	County Exempt - Checking	X	-89.52
10/30/2002	4046	Rhode Island Novelty	Invoice # 962155	County Exempt - Checking	X	-42.25
10/30/2002	4047	Lake Center Cleaners	Cleaning of Parade Costu...	County Exempt - Checking	X	-15.00
10/30/2002	4048	Omnigrafix Printing	Invoice # 35407 - Envelo...	County Exempt - Checking	X	-291.84
10/30/2002	4050	Passport Services	Presley Ella Rae Popoff, ...	County Exempt - Checking	X	-40.00
11/16/2002	4052	S.T. Donuts	Camp Library	County Exempt - Checking	X	-60.00
11/15/2002	4053	Rudy Gonzales	Camp Library Science Sh...	County Exempt - Checking	X	-275.00
11/15/2002	4054	Smart & Final	Camp Library	County Exempt - Checking	X	-82.43
11/16/2002	4055	First Class Pizza	Camp Library	County Exempt - Checking	X	-40.00
11/02/2002	4056	Passport Services	Josephine Martha Lomeli...	County Exempt - Checking	X	-55.00
11/02/2002	4057	Passport Services	Visshwam Pranav Desai, ...	County Exempt - Checking	X	-80.00
11/02/2002	4058	Passport Services	John Hisashi Shimada, d...	County Exempt - Checking	X	-150.00
11/04/2002	4059	Passport Services	Miguel Lopez 11/22/60	County Exempt - Checking	X	-165.00
11/04/2002	4060	Passport Services	Jaswani Kaur Sougu5/13...	County Exempt - Checking	X	-135.00
11/04/2002	4061	Passport Services	Vincente Mendoza-Garci...	County Exempt - Checking	X	-115.00
11/04/2002	4062	Passport Services	Marla Rae Green 7/17/55	County Exempt - Checking	X	-115.00
11/04/2002	4063	Passport Services	Ronald Craig Green 2/9/52	County Exempt - Checking	X	-115.00
11/05/2002	4064	Passport Services	Yadira Reyes 10/02/84	County Exempt - Checking	X	-55.00
11/06/2002	4065	Passport Services	Stephen Ray Norris 8/15/...	County Exempt - Checking	X	-115.00
11/06/2002	4066	Passport Services	Rafael Pantoja 9/23/82	County Exempt - Checking	X	-55.00
11/07/2002	4067	Passport Services	Jennifer Hai Lyly Phan 2...	County Exempt - Checking	X	-80.00
11/07/2002	4068	Passport Services	Floyd GV McKeehan 3/1...	County Exempt - Checking	X	-55.00
11/07/2002	4069	Passport Services	Norman James Johnson 9...	County Exempt - Checking	X	-55.00
11/09/2002	4070	Passport Services	Craig Alan Foley, dob 2/...	County Exempt - Checking	X	-110.00
11/12/2002	4071	Passport Services	Shasha Vaishali Jhaveri ...	County Exempt - Checking	X	-55.00
11/12/2002	4072	Passport Services	Puneet Bhumipal Jhaveri...	County Exempt - Checking	X	-113.65
11/13/2002	4073	Placentia Chamber of Com...	Friends Tickets to Cham...	County Exempt - Checking	X	-108.00
11/14/2002	4074	Passport Services	Juan Carlos Schlinger 5/...	County Exempt - Checking	X	-40.00
11/14/2002	4075	Passport Services	Cynthia F. Ogata 3/10/53	County Exempt - Checking	X	-135.00
11/14/2002	4076	Passport Services	Neil Etsuo Ogata 9/29/52	County Exempt - Checking	X	-55.00
11/16/2002	4078	Passport Services	Albert Gee Pak, dob 6/14...	County Exempt - Checking	X	-55.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

Date	No.	Payee	Memo	Account	C	Amount
11/16/2002	4079	Passport Services	Maria G. Silva, dob 10/2...	County Exempt - Checking	X	-30.00
11/17/2002	4080	Passport Services	Kenneth Eiji Kinoshita 1...	County Exempt - Checking	X	-55.00
11/18/2002	4081	Placentia Chamber of Com...	Friends Tickets to Cham...	County Exempt - Checking	X	-27.00
11/18/2002	4082	Passport Services	Emmanuel Pardo Itchon ...	County Exempt - Checking	X	-115.00
11/18/2002	4083	Passport Services	Earle Gerard Itchon 2/6/9...	County Exempt - Checking	X	-200.00
11/19/2002	4084	Passport Services	Gary Lee Smith 7/7/53	County Exempt - Checking	X	-55.00
11/19/2002	4085	Passport Services	Ashkan Molen Jahromi 6...	County Exempt - Checking	X	-120.00
11/19/2002	4086	Passport Services	Vincent Michael Yukich ...	County Exempt - Checking	X	-115.00
11/19/2002	4087	Passport Services	Eduardo Brando Zamara ...	County Exempt - Checking	X	-100.00
11/19/2002	4088	Passport Services	Zahra Mehry Mirhashem...	County Exempt - Checking	X	-115.00
11/19/2002	4089	Passport Services	Allen Chen 10/4/74	County Exempt - Checking	X	-115.00
11/20/2002	4090	U.S. Toy Co/Constructive ...	Invoice # 8076500901: S...	County Exempt - Checking	X	-127.33
11/20/2002	4091	Passport Services	Brandon James Kriuohla...	County Exempt - Checking	X	-55.00
11/21/2002	4092	U.S. Postmaster, Anaheim	Postage for Friends Mem...	County Exempt - Checking	X	-381.91
11/21/2002	4093	Passport Services	Dianne Lechuga 12/22/8...	County Exempt - Checking	X	-110.00
11/21/2002	4095	Passport Services	Gariboy, dob 4/18/64	County Exempt - Checking	X	-115.00
11/21/2002	4096	Passport Services	Maria Elena Lechunga &...	County Exempt - Checking	X	-110.00
Total Cleared Checks and Payments				54 Items		-5,180.93

Cleared Deposits and Other Credits:

11/04/2002		Deposit		County Exempt - Checking	X	165.00
11/05/2002		Deposit		County Exempt - Checking	X	145.00
11/05/2002		Deposit		County Exempt - Checking	X	55.00
11/06/2002		Deposit		County Exempt - Checking	X	500.00
11/07/2002		Deposit		County Exempt - Checking	X	55.00
11/08/2002		Deposit		County Exempt - Checking	X	80.00
11/13/2002		Deposit		County Exempt - Checking	X	110.00
11/14/2002		Deposit		County Exempt - Checking	X	40.00
11/18/2002		Deposit		County Exempt - Checking	X	1.00
11/18/2002		Deposit		County Exempt - Checking	X	55.00
11/18/2002		Deposit		County Exempt - Checking	X	443.65
11/18/2002		Deposit		County Exempt - Checking	X	1,000.00
11/19/2002		Deposit		County Exempt - Checking	X	60.00
11/20/2002		Deposit		County Exempt - Checking	X	388.00
11/21/2002		Deposit		County Exempt - Checking	X	350.00
11/21/2002		Deposit		County Exempt - Checking	X	750.00
11/24/2002		Deposit		County Exempt - Checking	X	40.00
11/24/2002		Deposit		County Exempt - Checking	X	115.00
11/25/2002		Deposit		County Exempt - Checking	X	170.00
11/29/2002		Deposit		County Exempt - Checking	X	55.00
Total Cleared Deposits and Other Credits				20 Items		4,577.65

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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Total Cleared Transactions		74 Items		-603.28
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Uncleared Transactions as of 11/30/2002:

Uncleared Checks and Payments:

11/23/2002	4097	Passport Services	Amely Flourish 2/16/88	County Exempt - Checking	-40.00
11/24/2002	4099	Elizabeth D Minter	Reimbursement Berkely ...	County Exempt - Checking	-123.88
11/25/2002	4100	All Star Awards	Stark Plaque	County Exempt - Checking	-14.12
11/25/2002	4101	Passport Services	Mario Aquilera Castaned...	County Exempt - Checking	-95.00
11/26/2002	4102	Passport Services	Lila Sun Nam 04/29/86	County Exempt - Checking	-115.00
11/27/2002	4103	Passport Services	Loi Ngog Tran, dob 2/6/33	County Exempt - Checking	-55.00
11/30/2002	4104		Director's Fund: Pointset...	County Exempt - Checking	-75.00
Total Uncleared Checks and Payments				7 Items	-518.00

Uncleared Deposits and Other Credits:

Total Uncleared Deposits and Other Credits		0 Items		0.00
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Total Uncleared Transactions as of 11/30/2002		7 Items		-518.00
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New Transactions:

New Checks and Payments:

12/02/2002	4105	Passport Services	Natalie Ines Meneses, do...	County Exempt - Checking	-40.00
12/02/2002	4106	Passport Services	Raul Rodriguez 1/4/70	County Exempt - Checking	-55.00
12/02/2002	4107	Passport Services	Adam Agathakis 7/16/79	County Exempt - Checking	-115.00
12/03/2002	4108	Passport Services	Geraldo Halo Dionio, Jr.,...	County Exempt - Checking	-115.00
12/03/2002	4109	Passport Services	Robert Rimpau Churney ...	County Exempt - Checking	-55.00
12/03/2002	4110	Passport Services	Nicole Sara Rodriguez 0...	County Exempt - Checking	-100.00
12/05/2002	4111	Passport Services	Joseph Edward Daigneau...	County Exempt - Checking	-115.00
12/05/2002	4112	Passport Services	Irma Gonzalez 6/2/79	County Exempt - Checking	-115.00
12/07/2002	4113	Passport Services	Jesus Manuel Ramirez, d...	County Exempt - Checking	-115.00
Total New Checks and Payments				9 Items	-825.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

<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:						
12/02/2002			Deposit	County Exempt - Checking		381.91
12/03/2002			Deposit	County Exempt - Checking		300.00
12/03/2002			Deposit	County Exempt - Checking		150.00
12/04/2002			Deposit	County Exempt - Checking		100.00
12/08/2002			Deposit	County Exempt - Checking		115.00
Total New Deposits and Other Credits					5 Items	1,046.91
Total New Transactions					14 Items	221.91

*Correct
12/9/02*

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/2002

Cleared Transactions

Previous Balance		2,468.11
Cleared Checks and Payments	3 Items	-1,020.00
Cleared Deposits and Other Credits	12 Items	311.03
Cleared Balance		1,759.14

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	2 Items	40.00

New Transactions

Account Balance as of 11/30/2002 (statement closing date)		1,799.14
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	2 Items	49.94
Ending Account Balance		1,849.08

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/2002

<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:						
10/31/2002			Service Charge	County Exempt - Savings	X	-10.00
11/30/2002			Service Charge	County Exempt - Savings	X	-10.00
11/18/2002	1500	Placentia Library District - ...	Transfer to COE Checking	County Exempt - Savings	X	-1,000.00
Total Cleared Checks and Payments					3 Items	-1,020.00
Cleared Deposits and Other Credits:						
11/05/2002			Deposit	County Exempt - Savings	X	30.00
11/05/2002			Deposit	County Exempt - Savings	X	19.94
11/07/2002			Deposit	County Exempt - Savings	X	30.00
11/13/2002			Deposit	County Exempt - Savings	X	30.00
11/14/2002			Deposit	County Exempt - Savings	X	30.00
11/18/2002			Deposit	County Exempt - Savings	X	30.00
11/19/2002			Deposit	County Exempt - Savings	X	19.94
11/19/2002			Deposit	County Exempt - Savings	X	19.94
11/19/2002			Deposit	County Exempt - Savings	X	40.00
11/21/2002			Deposit	County Exempt - Savings	X	30.00
11/26/2002			Deposit	County Exempt - Savings	X	30.00
11/30/2002			Interest	County Exempt - Savings	X	1.21
Total Cleared Deposits and Other Credits					12 Items	311.03
Total Cleared Transactions					15 Items	-708.97

Uncleared Transactions as of 11/30/2002:

Uncleared Checks and Payments:

Total Uncleared Checks and Payments 0 Items 0.00

Uncleared Deposits and Other Credits:

10/31/2002			Deposit	County Exempt - Savings		40.00
10/31/2002			Deposit	County Exempt - Savings		
Total Uncleared Deposits and Other Credits					2 Items	40.00

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
Total Uncleared Transactions as of 11/30/2002					2 Items	40.00
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
12/03/2002			Deposit	County Exempt - Savings		19.94
12/05/2002			Deposit	County Exempt - Savings		30.00
Total New Deposits and Other Credits					2 Items	49.94
Total New Transactions					2 Items	49.94

EW
12/9/02

Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/2002

Cleared Transactions

Previous Balance		9,419.47
Cleared Checks and Payments	10 Items	-1,436.02
Cleared Deposits and Other Credits	1 Items	200.00
Cleared Balance		8,183.45

Uncleared Transactions

Uncleared Checks and Payments	4 Items	-656.12
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/2002 (statement closing date)		7,527.3
New Checks and Payments	1 Items	-9.11
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,518.22

Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
11/04/2002		Bank of the West	EFT DBT Service Charge	General Fund - Checking	X	-15.00
10/17/2002	4604	ISDOC	ISDOC 10/31 reservation...	General Fund - Checking	X	-12.00
10/31/2002	4607	Lakeshore Learning Store	Literacy	General Fund - Checking	X	-378.57
11/07/2002	4609	CSDA	Board Security Training	General Fund - Checking	X	-160.00
11/04/2002	4610	Allstar Calendar Company	Advertising 1900-08/Lite...	General Fund - Checking	X	-85.00
11/06/2002	4611	CSDA	Legal Forum / CSDA / ...	General Fund - Checking	X	-60.00
11/13/2002	4612	Placentia Chamber of Com...	Staff and Trustee Tickets...	General Fund - Checking	X	-180.00
11/13/2002	4613	Foto Hall	Printing 1800-00	General Fund - Checking	X	-47.33
11/18/2002	4614	Placentia Chamber of Com...	Staff and Trustee Tickets...	General Fund - Checking	X	-45.00
11/25/2002	4616	The Orange County Register	Ads for Bookkeeper/Ad...	General Fund - Checking	X	-453.12
Total Cleared Checks and Payments					10 Items	-1,436.02
Cleared Deposits and Other Credits:						
11/14/2002			Deposit	General Fund - Checking	X	200.00
Total Cleared Deposits and Other Credits					1 Items	200.00
Total Cleared Transactions					11 Items	-1,236.02
Uncleared Transactions as of 11/30/2002:						
Uncleared Checks and Payments:						
11/24/2002	4615	Elizabeth D Minter	Reimbursements	General Fund - Checking		-51.15
11/26/2002	4617	Human Resources Council	The Personnel Law for S...	General Fund - Checking		-398.00
11/26/2002	4618	Sam's Club	Literacy: Food 0900-08	General Fund - Checking		-85.21
11/27/2002	4620	Al Shkoler	Printing Summer Camp ...	General Fund - Checking		-121.76
Total Uncleared Checks and Payments					4 Items	-656.12
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00

Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
Total Uncleared Transactions as of 11/30/2002					4 Items	-656.12
New Transactions:						
New Checks and Payments:						
12/02/2002	4619	Elizabeth D Minter	Plant trays & S hooks; 1...	General Fund - Checking		-9.11
Total New Checks and Payments					1 Items	-9.11
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					1 Items	-9.11

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 12.1.02

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/09/2002

Cleared Transactions

Previous Balance		10,136.92
Cleared Checks and Payments	6 Items	-19,851.75
Cleared Deposits and Other Credits	26 Items	19,924.35
Cleared Balance		10,209.52

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-7,579.78
Uncleared Deposits and Other Credits	9 Items	3,004.09

New Transactions

Account Balance as of 12/09/2002 (statement closing date)		5,633.83
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,633.83

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/09/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
11/06/2002		Bank of the West	Return Item Fee	General Fund - Savings	X	-4.00
11/06/2002		Bank of the West	Returned check	General Fund - Savings	X	-43.65
11/25/2002		Bank of the West	Bank correction of depos...	General Fund - Savings	X	-10.00
11/29/2002			Balance Adjustment	General Fund - Savings	X	-384.80
10/10/2002	1202	Placentia Library District - ...	Correct Bank's deposit er...	General Fund - Savings	X	-19.94
11/19/2002	1203	Orange County Auditor	Revenue Transfer 10/10/...	General Fund - Savings	X	-19,389.36
Total Cleared Checks and Payments					6 Items	-19,851.75

Cleared Deposits and Other Credits:

11/03/2002			Deposit	General Fund - Savings	X	237.85
11/03/2002			Deposit	General Fund - Savings	X	420.00
11/04/2002			Deposit	General Fund - Savings	X	1,068.55
11/05/2002			Deposit	General Fund - Savings	X	389.20
11/05/2002			Deposit	General Fund - Savings	X	6,030.
11/05/2002			Deposit	General Fund - Savings	X	300.50
11/07/2002			Deposit	General Fund - Savings	X	652.25
11/08/2002			Deposit	General Fund - Savings	X	385.60
11/13/2002			Deposit	General Fund - Savings	X	349.85
11/13/2002			Deposit	General Fund - Savings	X	451.00
11/14/2002			Deposit	General Fund - Savings	X	409.74
11/17/2002			Deposit	General Fund - Savings	X	266.34
11/18/2002			Deposit	General Fund - Savings	X	540.00
11/18/2002			Deposit	General Fund - Savings	X	656.30
11/19/2002			Deposit	General Fund - Savings	X	642.70
11/19/2002			Deposit	General Fund - Savings	X	3.50
11/20/2002			Deposit	General Fund - Savings	X	384.80
11/21/2002			Deposit	General Fund - Savings	X	710.45
11/24/2002			Deposit	General Fund - Savings	X	671.00
11/24/2002			Deposit	General Fund - Savings	X	172.80
11/25/2002			Deposit	General Fund - Savings	X	479.35
11/26/2002			Deposit	General Fund - Savings	X	334.15
11/27/2002			Deposit	General Fund - Savings	X	273.98
11/27/2002			Deposit	General Fund - Savings	X	3,907.05
11/29/2002			Deposit	General Fund - Savings	X	179.
11/30/2002			Interest	General Fund - Savings	X	7.94
Total Cleared Deposits and Other Credits					26 Items	19,924.35

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/09/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
Total Cleared Transactions					32 Items	72.60
 Uncleared Transactions as of 12/09/2002:						
Uncleared Checks and Payments:						
11/27/2002	1204	Orange County Auditor	Revenue Transfer 11/19-...	General Fund - Savings		-7,579.78
Total Uncleared Checks and Payments					1 Items	-7,579.78
 Uncleared Deposits and Other Credits:						
12/02/2002			Deposit	General Fund - Savings		120.00
12/02/2002			Deposit	General Fund - Savings		316.40
12/03/2002			Deposit	General Fund - Savings		396.15
12/04/2002			Deposit	General Fund - Savings		175.15
12/04/2002			Deposit	General Fund - Savings		916.49
12/05/2002			Deposit	General Fund - Savings		121.70
12/08/2002			Deposit	General Fund - Savings		253.05
12/08/2002			Deposit	General Fund - Savings		374.65
12/09/2002			Deposit	General Fund - Savings		330.50
Total Uncleared Deposits and Other Credits					9 Items	3,004.09
 Total Uncleared Transactions as of 12/09/2002					10 Items	-4,575.69
 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

General Fund - Savings account reconciled for the period ending 12/09/2002

<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
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*Correct
12/9/02*

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/30/2002

Cleared Transactions

Previous Balance		7,501.89
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	10.49
 Cleared Balance		 7,512.38

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 11/30/2002 (statement closing date)		7,512.38
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 7,512.38

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/30/2002

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:						
10/31/2002			Interest	Literacy Fund - Savings	X	6.37
11/30/2002			Interest	Literacy Fund - Savings	X	4.12
Total Cleared Deposits and Other Credits					2 Items	10.49
Total Cleared Transactions					2 Items	10.49
Uncleared Transactions as of 11/30/2002:						
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 11/30/2002					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 11/30/2002

<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

*20w
12/9/02*

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

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Payroll Fund Checking -WF
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Cleared Transactions

Previous Balance		4,143.89
Cleared Checks and Payments	36 Items	-56,193.08
Cleared Deposits and Other Credits	4 Items	85,396.77
Cleared Balance		33,347.58

Uncleared Transactions

Uncleared Checks and Payments	6 Items	-1,203.57
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/2002 (statement closing date)		32,144.0
New Checks and Payments	18 Items	-27,823.76
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,320.25

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
10/31/2002		Bank of the West	Wire transfer service cha...	Payroll Checking - Wells F...	X	-10.00
11/06/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...	X	-16,505.36
11/06/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...	X	-7,474.79
11/06/2002		Bank of the West	Stop payment fee authori...	Payroll Checking - Wells F...	X	-20.00
11/14/2002		Bank of the West	Wire transfer service cha...	Payroll Checking - Wells F...	X	-10.00
11/19/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...	X	-17,010.55
11/20/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...	X	-7,870.58
11/27/2002		Bank of the West	Wire transfer service cha...	Payroll Checking - Wells F...	X	-10.00
11/16/2002	2001	Joshua Robbins	Replace lost ckeck 2759, ...	Payroll Checking - Wells F...	X	-182.48
11/25/2002	2003	Rebecca Messenger	Replacement of Bank of ...	Payroll Checking - Wells F...	X	-115.67
10/23/2002	2741	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...	X	-113.03
10/23/2002	2746	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...	X	-250.73
10/23/2002	2754	John Patterson	Payroll	Payroll Checking - Wells F...	X	-53.85
10/23/2002	2772	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...	X	-637.00
11/06/2002	2773	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...	X	-146.92
11/06/2002	2777	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-319.18
11/06/2002	2778	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...	X	-310.87
11/06/2002	2786	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-285.76
11/06/2002	2788	Joshua Robbins	Payroll	Payroll Checking - Wells F...	X	-207.43
11/06/2002	2793	Edward Strysik	Payroll	Payroll Checking - Wells F...	X	-291.18
11/06/2002	2798	Orange County Auditor	Payroll	Payroll Checking - Wells F...	X	-289.01
11/06/2002	2799	Placentia Library District - ...	Payroll	Payroll Checking - Wells F...	X	-19.94
11/06/2002	2800	Katherine L. Roberts	Payroll	Payroll Checking - Wells F...	X	-392.00
11/06/2002	2801	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...	X	-637.00
11/20/2002	2802	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...	X	-135.62
11/20/2002	2807	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-348.51
11/20/2002	2808	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...	X	-276.51
11/20/2002	2812	Anna Y. McHugh	Payroll	Payroll Checking - Wells F...	X	-64.64
11/20/2002	2816	Barbara Phillips	Payroll	Payroll Checking - Wells F...	X	-47.76
11/20/2002	2817	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-345.22
11/20/2002	2819	Joshua Robbins	Payroll	Payroll Checking - Wells F...	X	-185.73
11/20/2002	2824	Edward Strysik	Payroll	Payroll Checking - Wells F...	X	-287.81
11/20/2002	2829	Orange County Auditor	125 Plan Co-Pay	Payroll Checking - Wells F...	X	-289.01
11/20/2002	2830	Placentia Library District - ...	Minter Life Insurance co...	Payroll Checking - Wells F...	X	-19.94
11/20/2002	2831	Kathryn L. Roberts	Garnishment	Payroll Checking - Wells F...	X	-392.00
11/20/2002	2832	Nationwide Retirement Sol...	457 Plan Contribution	Payroll Checking - Wells F...	X	-637.00
Total Cleared Checks and Payments					36 Items	-56,193.08

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
Cleared Deposits and Other Credits:						
10/31/2002			Deposit	Payroll Checking - Wells F...	X	27,735.00
11/14/2002			Deposit	Payroll Checking - Wells F...	X	27,735.00
11/27/2002			Deposit	Payroll Checking - Wells F...	X	2,191.77
11/27/2002			Deposit	Payroll Checking - Wells F...	X	27,735.00
Total Cleared Deposits and Other Credits					4 Items	85,396.77
Total Cleared Transactions					40 Items	29,203.69

Uncleared Transactions as of 11/30/2002:

Uncleared Checks and Payments:						
10/09/2002	2722	Marlane Nebel	Payroll	Payroll Checking - Wells F...		-184.15
10/23/2002	2753	Marlane Nebel	Payroll	Payroll Checking - Wells F...		-197.15
11/06/2002	2776	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-255.63
11/06/2002	2780	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...		-53.85
11/20/2002	2804	Joy Di Loreto	Payroll	Payroll Checking - Wells F...		-264.72
11/20/2002	2806	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-247.91
Total Uncleared Checks and Payments					6 Items	-1,203.57
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 11/30/2002					6 Items	-1,203.57

New Transactions:

New Checks and Payments:						
12/03/2002		Paychex	Payroll	Payroll Checking - Wells F...		-16,792.15
12/04/2002		Direct Deposit of Salaries	Payroll taxes	Payroll Checking - Wells F...		-7,238.24
12/04/2002	2005	Orange County Auditor	Replace check 2862 for ...	Payroll Checking - Wells F...		-754.01

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
12/04/2002	2833	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...		-64.13
12/04/2002	2836	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-217.07
12/04/2002	2837	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...		-319.18
12/04/2002	2838	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...		-99.67
12/04/2002	2840	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...		-80.79
12/04/2002	2843	Anna Y. McHugh	Payroll	Payroll Checking - Wells F...		-290.90
12/04/2002	2846	John Patterson	Payroll	Payroll Checking - Wells F...		-53.85
12/04/2002	2848	Barbara Phillips	Payroll	Payroll Checking - Wells F...		-63.68
12/04/2002	2849	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...		-285.76
12/04/2002	2851	Joshua Robbins	Payroll	Payroll Checking - Wells F...		-159.82
12/04/2002	2854	Evena Shu	Payroll	Payroll Checking - Wells F...		-63.68
12/04/2002	2857	Edward Strysik	Payroll	Payroll Checking - Wells F...		-291.18
12/04/2002	2863	Placentia Library District - ...	Live Insurance Co-Pay f...	Payroll Checking - Wells F...		-19.94
12/04/2002	2864	Kathryn L. Roberts	Garnishment	Payroll Checking - Wells F...		-392.00
12/04/2002	2865	Nationwide Retirement Sol...	457 Plan Contributions	Payroll Checking - Wells F...		-637.00
Total New Checks and Payments					18 Items	-27,823.76
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					18 Items	-27,823.76

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 11/30/2002

Cleared Transactions

Previous Balance		2,206.21
Cleared Checks and Payments	2 Items	-2,206.21
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		0.00

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 11/30/2002 (statement closing date)		0.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		0.00

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 11/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
11/25/2002			Service Charge	Payroll Checking - B of A	X	-14.44
11/27/2002	694	Placentia Library District	Close B of A checking ac...	Payroll Checking - B of A	X	-2,191.77
Total Cleared Checks and Payments					2 Items	-2,206.21
Cleared Deposits and Other Credits:						
Total Cleared Deposits and Other Credits					0 Items	0.00
Total Cleared Transactions					2 Items	-2,206.21
Uncleared Transactions as of 11/30/2002:						
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 11/30/2002					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

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Payroll Fund Checking - B A
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Payroll Checking - B of A account reconciled for the period ending 11/30/2002

<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

*COMPL
12/19/02*

ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 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	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,644.33	103	98	180.85	12	12	1,825.18	115	110	0.00	0	0	1,825.18	115	110
Adult Circulating Non-Fiction	298.12	18	17	80.82	4	4	378.94	22	21	0.00	0	0	378.94	22	21
Adult Reference	1,978.86	20	6	0.00	0	0	1,978.86	20	6	0.00	0	0	1,978.86	20	6
Adult Print Continuations	585.00	60	60	0.00	0	0	585.00	60	60	0.00	0	0	585.00	60	60
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	2,861.98	98	83	80.82	4	4	2,942.80	102	87	0.00	0	0	2,942.80	102	87
TOTAL ADULT PRINT MATERIALS	4,506.31	201	201	261.67	16	16	4,767.98	217	197	0.00	0	0	4,767.98	217	197
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	420.65	8	8	0.00	0	0	420.65	8	8	0.00	0	0	420.65	8	8
Total Adult Audio	420.65	8	8	0.00	0	0	420.65	8	8	0.00	0	0	420.65	8	8
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	420.65	8	8	0.00	0	0	420.65	8	8	0.00	0	0	420.65	8	8
TOTAL ADULT MATERIALS	4,926.96	209	209	261.67	16	16	5,188.63	225	205	0.00	0	0	5,188.63	225	205
Juvenile Fiction	203.53	23	18	279.21	16	15	482.74	39	33	0.00	0	0	482.74	39	33
Juvenile Circulating Non-Fiction	358.26	34	31	0.00	0	0	358.26	34	31	0.00	0	0	358.26	34	31
Juvenile Reference	813.66	7	3	0.00	0	0	813.66	7	3	0.00	0	0	813.66	7	3
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	1,171.92	41	34	0.00	0	0	1,171.92	41	34	0.00	0	0	1,171.92	41	34
TOTAL JUVENILE PRINT MATERIALS	1,375.45	64	52	279.21	16	15	1,654.66	80	67	0.00	0	0	1,654.66	80	67
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	182.53	6	6	182.53	6	6	0.00	0	0	182.53	6	6
Total Juvenile Audio	0.00	0	0	182.53	6	6	182.53	6	6	0.00	0	0	182.53	6	6
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	182.53	6	6	182.53	6	6	0.00	0	0	182.53	6	6
TOTAL JUVENILE MATERIALS	1,375.45	64	52	461.74	22	21	1,837.19	86	73	0.00	0	0	1,837.19	86	73
Total Fiction	1,847.86	126	116	460.06	28	27	2,307.92	154	143	0.00	0	0	2,307.92	154	143
Total Non-Fiction	4,033.90	139	117	80.82	4	4	4,114.72	143	121	0.00	0	0	4,114.72	143	121
Total Audio	420.65	8	8	182.53	6	6	603.18	14	14	0.00	0	0	603.18	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	6,302.41	273	241	723.41	38	37	7,025.82	311	278	0.00	0	0	7,025.82	311	278

OUTSTANDING ORDERS AS OF NOVEMBER 30, 2002

General Fund	Amount	Adopt-A-Book	TOTAL
	\$14,276.43	Amount	Amount
		\$3,333.16	\$17,609.59

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF NOVEMBER 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	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	2,037.93	161	156	2,146.06	106	102	4,183.99	267	258	896.59	39	39	5,080.58	306	297
Adult Circulating Non-Fiction	699.60	40	39	2,350.69	100	86	3,050.29	140	125	2,123.04	102	101	5,173.33	242	226
Adult Reference	3,597.59	39	18	332.95	3	3	3,930.54	42	21	1,017.90	28	23	4,948.44	70	44
Adult Print Continuities	681.00	61	61	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Continuities	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	21,179.69	141	119	2,683.64	103	89	23,863.33	244	208	3,140.94	130	124	27,004.27	374	332
TOTAL ADULT PRINT MATERIALS	23,217.62	302	302	4,829.70	209	191	28,047.32	511	466	4,037.53	169	163	32,084.85	680	629
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	145.00	10	10	145.00	10	10
Adult Audio Books	1,871.85	30	30	0.00	0	0	1,871.85	30	30	0.00	0	0	1,871.85	30	30
Total Adult Audio	1,871.85	30	30	0.00	0	0	1,871.85	30	30	145.00	10	10	2,016.85	40	40
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	1,871.85	30	30	0.00	0	0	1,871.85	30	30	145.00	10	10	2,016.85	40	40
TOTAL ADULT MATERIALS	25,089.47	332	332	4,829.70	209	191	29,919.17	541	496	4,182.53	179	173	34,101.70	720	669
Juvenile Fiction	3,200.19	265	246	5,476.17	387	310	8,676.36	652	556	274.66	28	28	8,951.02	680	584
Juvenile Circulating Non-Fiction	1,974.77	111	108	894.46	60	60	2,869.23	171	168	95.95	11	11	2,965.18	182	179
Juvenile Reference	1,112.05	8	4	0.00	0	0	1,112.05	8	4	0.00	0	0	1,112.05	8	4
Juvenile Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuities	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	3,386.82	120	113	894.46	60	60	4,281.28	180	173	95.95	11	11	4,377.23	191	184
TOTAL JUVENILE PRINT MATERIALS	6,587.01	385	359	6,370.63	447	370	12,957.64	832	729	370.61	39	39	13,328.25	871	768
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	574.95	22	22	5,242.07	125	125	5,817.02	147	147	0.00	0	0	5,817.02	147	147
Total Juvenile Audio	574.95	22	22	5,242.07	125	125	5,817.02	147	147	0.00	0	0	5,817.02	147	147
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	574.95	22	22	5,242.07	125	125	5,817.02	147	147	0.00	0	0	5,817.02	147	147
TOTAL JUVENILE MATERIALS	7,161.96	407	381	11,612.70	572	495	18,774.66	979	876	370.61	39	39	19,145.27	1018	915
Total Fiction	5,238.12	426	402	7,622.23	493	412	12,860.35	919	814	1,171.25	67	67	14,031.60	986	881
Total Non-Fiction	24,566.51	261	232	5,578.10	163	149	28,144.61	424	381	3,236.89	141	135	31,381.50	565	516
Total Audio	2,446.80	52	52	5,242.07	125	125	7,688.87	177	177	145.00	10	10	7,833.87	187	187
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	32,251.43	739	686	16,442.40	781	686	48,693.83	1,520	1,372	4,553.14	218	212	53,246.97	1,738	1,584

*Summary of Current Status of Unique Management Accounts
December 18, 2002*

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	10	425	7	504.74	0
November	16	441	8	696.37	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	55	2277	26	2108.24	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 12/11/2002 6:04 PM TO

SUMMARY STATUS REPORT

PAGE: 107

MS JULIE SHOOK
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1999 TO 11/30/2002

Accounts Submitted	:	710	Dollars Submitted	:	65,133.59	Dollars Received	:	18,674.86
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,104.02
Incorrect Addresses	:	91	Dollars in Skips	:	5,911.84	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	42,391.77
Accounts in Process	:	617	Dollars in Process	:	57,418.13	% of Dollars Activated	:	71.83%
# of Accounts Activated	:	441						
% of Accounts Activated	:	71.47%						

Monday, December 02, 2002

Ms. Elizabeth Minter
Director
Placentia Library District
411 E Chapman Ave
Placentia, CA 92670

Dear Ms. Minter:

This is our periodic Return on Investment letter designed to keep you informed of our results on behalf of the library. This information can always be extrapolated from our monthly reports to the library but I thought you might find it useful to see our results, compared to cost, in a more concise format. Our aim is to keep you fully apprised of the bottom line as it relates to our service without creating additional demands on your time. Providing this information at regular intervals will help you track the library's return on investment.

From November 1998 through October 2002, Unique Management processed 605 Placentia Library District accounts for collection. Of that number, 425 or 70.25% of patrons processed responded by fully or partially settling their accounts.


The financial result for the library has been the recovery of materials, cash, and waives for a total value of \$32,453.53. This does not include materials and cash still to be recovered from patrons submitted during that period who will continue to respond.

When considering the value of our recoveries described above compared to our billings, our service has given the library a return of \$4.33 for each \$1.00 invested. This 4:1 ratio shows a powerful return on the library's investment. Needless to say, we are very pleased to bring these results to your attention.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required.

Please feel free to contact any UMS customer service staff or me should you have any questions. Thank you for the opportunity to serve the Placentia Library District and its patrons.

Sincerely,



Bert A. Lumetta
Customer Service Specialist

cc: Alice Kuo

TO: Placentia Library Foundation Board of Directors
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: December 18, 2002
SUBJECT: **GIFT REPORT**

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

ADOPT A BOOK DONATIONS

Dale & Colleen Bartley	Jo Ann Nelson
Elinor J. Foster	Frances Stoller
Stephen & Linda Kane Ttee	

TOTAL ADOPT A BOOK DONATIONS: \$325.00

BOOK ENDOWMENT FUND

Ruth Cain	Loretta Malys
Mr. & Mrs. Frederic Cantrell	Lawrence & Patricia Mercier
Robert Jones	James & Virginia Walker

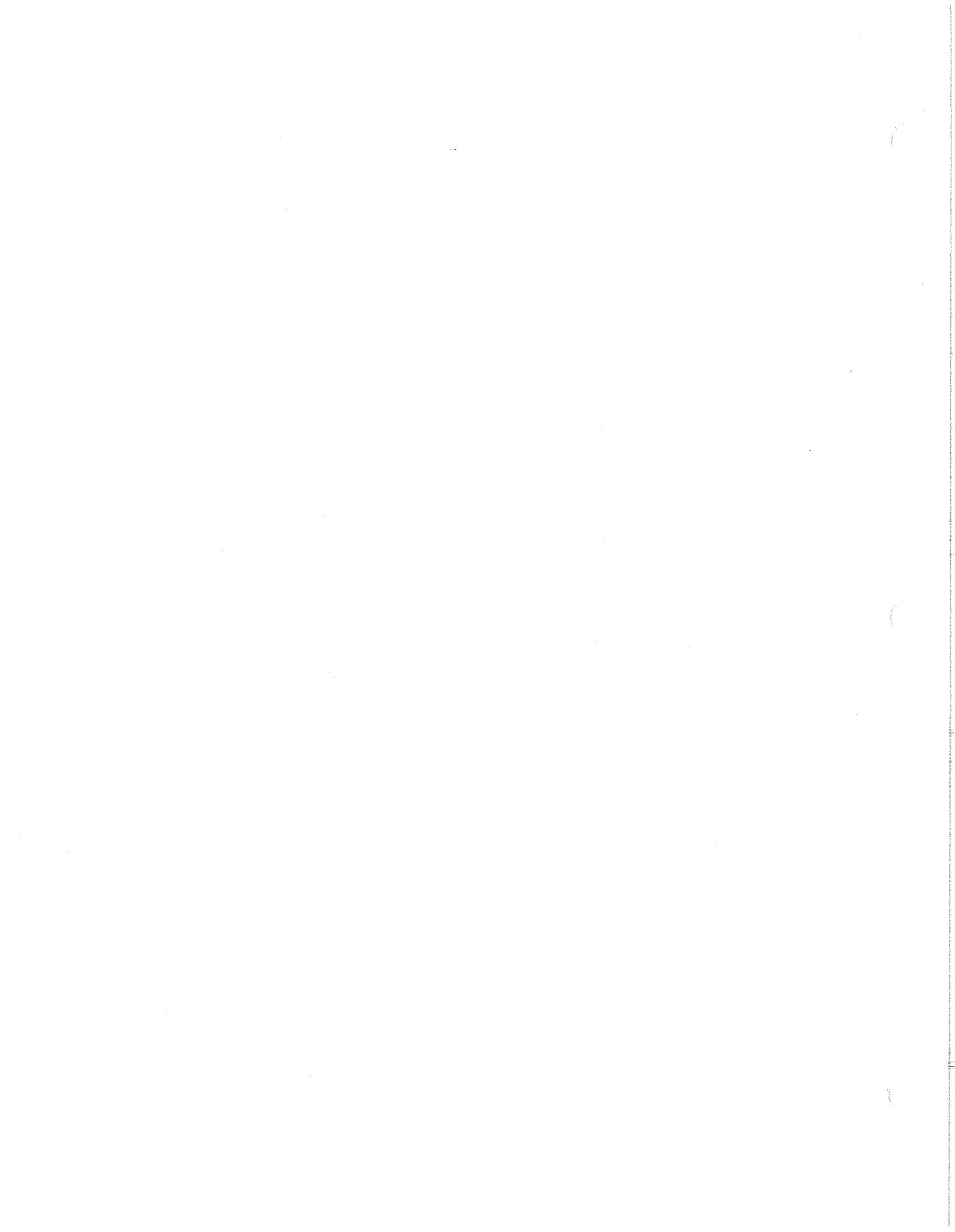
TOTAL BOOK ENDOWMENT FUND \$185.00

GENERAL FUND DONATIONS

Eileen A. Miles

TOTAL GENERAL FUND DONATIONS: \$25.00

TOTAL ALL DONATIONS	\$535.00
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Building Maintenance Report for October 2002
DATE: December 18, 2002

HVAC: Routine maintenance. No service calls in November.

Plumbing: Replaced garbage disposal in sink in staff break room.

Electrical: No service calls in November.

Locksmith: No service calls in November. Still working on back door code computer interface issues with manufacturer

Exterminator: No service calls in November.

General Contractor: No service calls in November.

Fire Extinguishers: Oxygen Service Company provided at no cost to the District a 219 cubic feet helium tank for the Foundation Donor Reception and Camp Library decorations.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EMM*
SUBJECT: **Personnel Report for October 2002**
DATE: December 18, 2002

RESIGNATIONS:

None in November

APPOINTMENTS:

Evena Shu, MLS, Substitute Reference Librarian & Chinese language collection
cataloger, November 17, 2002

OPEN POSITIONS:

Administrative Assistant, application period ends December 12, 2002.

WORKERS' COMPENSATION LEAVE:

None in November

12/20/2019

12/20/2019

12/20/2019

12/20/2019

12/20/2019

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12/20/2019

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

JR

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 November	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	10.00	47.00	Sep-95	682.50
Backes, Theresa	6.00	14.75	6/98	295.00
Bart, Lillian	10.00	48.00	May-01	199.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	7.50	30.00	Apr-01	111.50
Botha, Jill	2.00	14.00	Nov-01	30.00
Clugston, Patricia	10.00	48.00	6/98	376.00
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	17.75	81.75	8/98	663.50
Fioroni, Pete	0.00	5.25	3/97	242.25
Fitzgerald, Joan	3.00	39.25	10/93	2,059.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	8.00	40.00	2/96	432.75
Haagan, John	4.25	27.00	Jan-00	45.50
Hemmerling, Barbara	9.00	44.25	9/95	546.50
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	2.00	17.50	10/95	234.00
Hunsinger, Debbie	0.00	28.75	Jul-02	28.75
Irot, Pat	44.00	192.50	2/96	2,495.50
Jertberg, Pat	17.00	70.00	4/98	765.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lord, Audrey	0.00	73.50	Jul-00	293.75
Mehta, Neela	16.00	65.00	Jun-02	75.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	7.50	45.00	10/95	1,135.25
Olson, Bob	6.00	20.00	9/95	428.00
Pence, Thomas	4.00	21.00	1/99	241.00
Peterson, Ruth	0.00	36.50	Mar-02	188.00
Rankin, Eleanore	32.00	138.50	May-02	178.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	6.00	35.00	Oct-00	168.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	6.00	24.00	Aug-02	24.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	13.00	117.00	4/98	285.00
Shaw, Dixie	1.00	5.50	5/94	202.00
Stoller, Frances	4.00	16.00	May-96	122.00
Walker, Virginia	2.00	2.00	Mar-99	131.50
Wymer, Betty	11.75	43.25	1/96	835.00
TOTAL		259.75		15,394.90

	FY02/03			FY02/03	
	November	YTD		November	YTD
Acosta, Anthony	6	19.5	McCarthy, Shannon	0.00	0.00
Afsar, Asif	0	0	McClung, Elder	0.00	9.25
Banks, Vanessa	0.00	0.00	Messenger, Daniel	0	1
Battaglia, Emelie	0.00	0.00	Meza, Jack	0.00	23.75
Beauchamp, Elder	0.00	13.50	Miladi, Omid	0.00	38.25
Behmaran, Roxana	0.00	11.00	Montes, Eric	0.00	0.00
Boisineau, Emma	3.00	16.50	Montes, Juan	12.50	25.25
Born, Ashley	0.00	15.50	Montiel, Edgar	11.00	11.00
Camacho, Ana Lilia	0.00	14.00	Moore, Tray	0.00	3.50
Clark, Anthony	0.00	14.00	Moru, Vik	0.00	6.00
Chisholm, Kaitlan	2.50	2.50	Murray, Ryan	0.00	0.50
Chiu, Jone Shawn	3.00	14.50	Nolen, Chris	0.00	2.00
Chopra, Reema	0.00	38.00	Otto, Jessica	0.00	24.00
Delgado, Jesse	0.00	25.00	Pecot, Zipporah	0.00	0.00
Dolan, Adam	0.00	5.00	Peechaphand, Thanin	1.00	0.00
Dominici, Nicholas	15.25	21.25	Piol, Nick	0.00	38.50
Dougherty, Brad	6.00	38.00	Powell, Ashley	0.00	3.00
Eng, Jonathon	0.00	12.00	R, Janes	0.00	3.50
Eng, Lawrence	0.00	42.50	Sanchez, Jackie	0.25	2.25
Enomoto, Esther	0.00	0.00	Shah, Sweny	4.00	46.75
Giulietti, Alex	0.00	6.75	Shah, Soham	0.00	3.25
Guo, James	0.00	45.75	Siciliani, Melissa	0.00	3.00
Javier, Dana	5.00	12.00	Sindi, Fred	0.00	27.00
Ju, Christina	0.00	0.00	Seufae, Elder	0.00	4.25
Kim, Joseph	0.00	0.00	Stapleton, Jeremy	10.00	26.00
Guiletti, Alex	7.00	7.00	Sy, Victoria	0.00	10.00
Haag, Elisha	0.00	0.00	Takata, Michael	0.00	13.25
Haag, Jennifer	0.00	12.75	Torres, Daniel	0.00	0.00
Haag, Katie	0.00	0.00	Tran, Michael	0.00	40.00
Haag, Stephanie	0.00	12.25	Tran, Chi	0.00	3.50
Hess, Vinny	5.00	15.50	Trejo, Ricardo	0.00	2.75
Hill, Joseph	0.00	0.00	Truex, Nick	0.00	14.50
Hovendon, Corin	3.00	7.50	Turczynskyi, Stephen	0.00	0.00
Hung, Yung	0.00	3.50	Vaziri, Ali	0.00	17.00
Hurtado, Armando	0.00	3.25	Villarreal, Tania	0.00	1.50
Hurtado, Cynthia	0.00	3.25	Victores, Ryan	7.25	17.75
Keezer, John	0.00	2.00	Vu, Elizabeth	0.00	0.00
Khan, Marina	1.25	10.75	Vu, Thomas	0.00	20.25
Lada, Steven	0.00	50.00	Ward, Alan	0.00	0.00
Laehnemann, David	16.25	22.25	Wills, Gessica	0.00	3.00
Le, Brian	0.00	0.00	Wong, Winston	0.00	20.25
Le, Phillip	0.00	0.00	Wymer, Betty	0.00	6.25
Lee, James	0.00	38.50	Yu, Lihian	0.00	22.25
Lucero, Branden	0.00	5.50			
Mamer, Liz	0.00	4.50			
Maru, Sid	15.25	15.25			

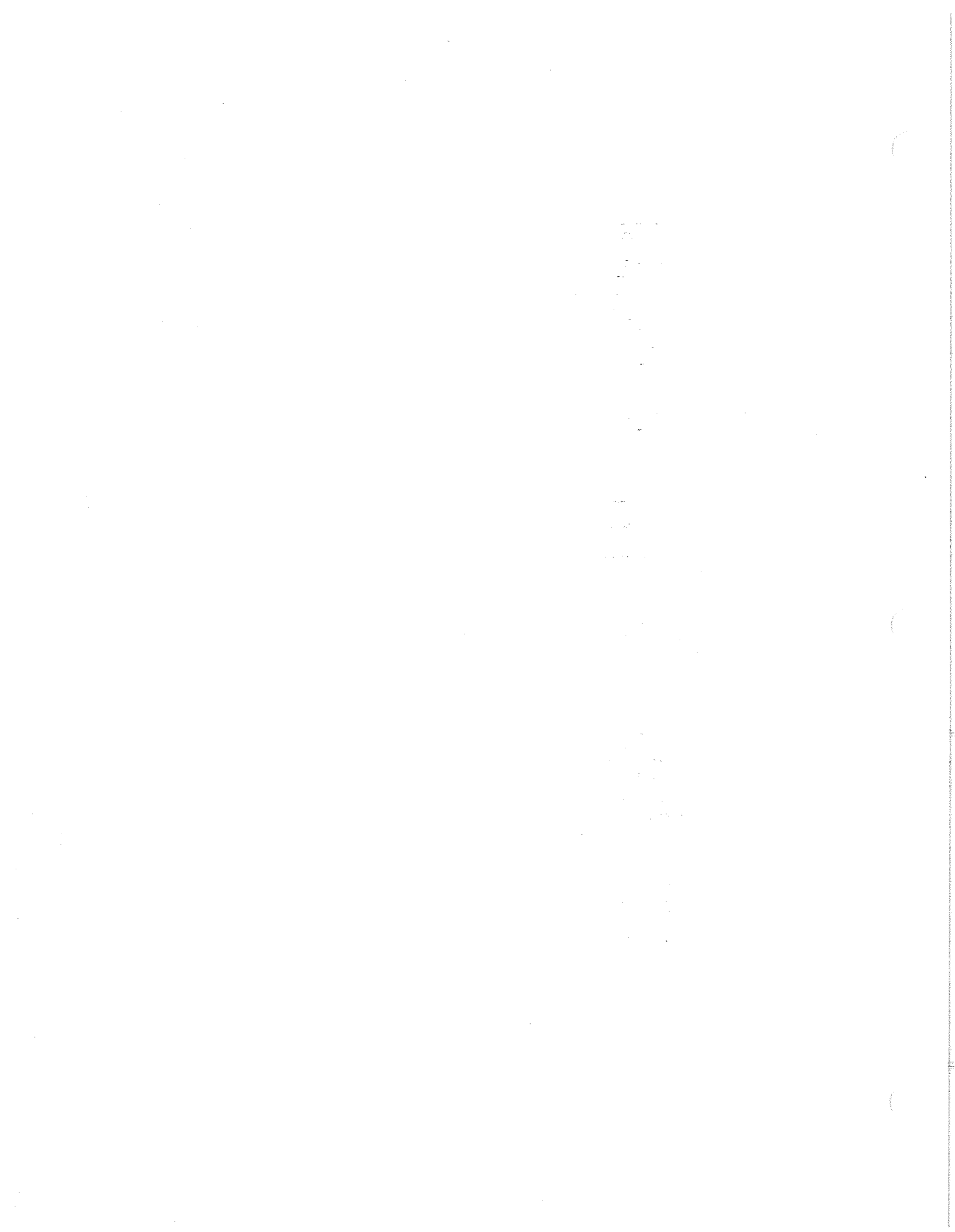
TOTAL	82.50	561.50	TOTAL	46.00	494.25
TOTAL Library Volunteer Hours		388.25			
TOTAL Literacy Volunteer Hours		510.00			
TOTAL VOLUNTEERS HOURS		898.25			

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.

	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	641
August	563.25	834.25	386	662.00	847.00	513
September	248.00	802.75	386	581.00	605.00	518
October	385.00	1029.8	442.5	614.00	550	516
November	369.25	1457.3	388.25	685.50	550.00	510
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	<u>580.75</u>	<u>454</u>		<u>1,050.50</u>	<u>639.00</u>	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 November	FY02/03 YTD	Cumulative		FY02/03 November	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	30.00	190.00	Morales, Gabriela	-	30.00	58.00
Anderson, Susan	6.00	30.00	231.00	Morrissey, Jean-Marie	6.00	30.00	33.00
Bayne, Linda	6.00	30.00	66.00	Moyer, Disa	-	-	170.00
Belsher, Kristin	6.00	30.00	234.00	Murray, Snell	6.00	24.00	24.00
Bereiter, Gretchen	6.00	30.00	252.00	Murray, Edward	6.00	24.00	168.00
Bolkovatz, Alta	6.00	30.00	267.00	Naples, David	-	6.00	6.00
Brackett, Jim	6.00	30.00	39.00	Narcisco, Dennis	12.00	66.00	344.00
Braun, Geoff	6.00	27.00	27.00	Nguyen, Kelly	-	6.00	42.00
Casias, Michelle	-	6.00	24.00	Norwood, Sophie	-	6.00	36.00
Chen, April	6.00	30.00	23.00	Nozot, Helena	-	6.00	60.00
Choi, Jason	-	12.00	48.00	Oropeza, Mikela	6.00	30.00	60.00
Coffee, Nancy	6.00	30.00	289.00	Pandya, Prema	-	6.00	38.00
Colenso, Bill	6.00	24.00	160.00	Patel, Deepa	6.00	30.00	135.00
Croom, Carolyn	-	6.00	290.00	Patterson, John	-	3.00	3.00
Curtis, Daniel	12.00	48.00	102.00	Peito, Ernest	6.00	30.00	68.00
Duffie, Pat	12.00	60.00	410.00	Precht, Jeanette	6.00	27.00	27.00
Fakoufar, Reihaneh	6.00	27.00	27.00	Purcell, Lisa	6.00	30.00	42.00
Favaro, Lee	-	-	202.00	Pydeski, Linda	6.00	30.00	60.00
Fay, Sonia	-	12.00	50.00	Quintana, Michele	6.00	27.00	27.00
Fitsimons-Diaz, Chelsea	6.00	27.00	27.00	Rahmani, Razi	6.00	30.00	42.00
Garry, Kenneth	6.00	30.00	45.00	Record, Ben	6.00	24.00	78.00
Gast, Polly	12.00	60.00	1,589.00	Risso, Edith	-	-	240.00
Gasper, Chris	6.00	30.00	41.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	30.00	60.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	27.00	27.00	Sanchez, Margo	-	-	230.00
Goodman, Dale	30.00	150.00	2,223.00	Schaal, Linda	-	6.00	18.00
Graves, David	6.00	30.00	205.00	Schultheis, William	-	6.00	42.00
Hatch, Bill	6.00	27.00	27.00	Serafica, Christina	-	6.00	30.00
Healey, Kathleen	6.00	30.00	186.00	Shah, Sheadeha	6.00	30.00	30.00
Heer, Kim	6.00	30.00	175.00	Shepherd, Kathy	6.00	30.00	161.00
Hernandez, Rosy	-	-	340.00	Singer, Stephanie	6.00	30.00	60.00
Ho, Irene	-	6.00	36.00	Skimizu, Ken	6.00	30.00	247.00
Homrighausen, Scott	6.00	30.00	60.00	Soto, Nina	6.00	27.00	27.00
Humple, Phyllis	6.00	30.00	90.00	Springston, Madlyn	-	6.00	66.00
Hugar, Jessica	6.00	27.00	27.00	Stalnaker, Linda	-	-	281.00
Hutton, Katherine (Kate)	6.00	30	186.00	Stichter, Julie	-	-	130.00
Jiminez, Daisy	6.00	30.00	51.00	Teeter, Robert	6.00	18.00	18.00
Keller, Christina	-	-	201.00	Tran, Chi	-	6.00	9.00
Kightinger, Dana	6.00	30.00	51.00	Troumby, Pamela	6.00	30.00	54.00
Kelly, Jerry	6.00	30.00	39.00	Truong, Christine	6.00	27.00	27.00
Knank, Sam	6.00	30.00	33.00	Truong, Will	6.00	27.00	27.00
Knudson, Chip	6.00	30.00	45.00	Truong, Richard	-	6.00	52.00
Lada, Stephan	6.00	30.00	60.00	Truong, Steven	-	6.00	52.00
Lasker, Marilyn	6.00	30.00	127.00	Turczyasfyi, Stephan	-	3.00	18.00
Larson, Li	-	6.00	134.00	Van Zee, Karin	-	-	180.00
Leslie, Sandra	6.00	30.00	186.00	Vester, Ricki	6.00	36.00	72.00
Livezey, June	12.00	60.00	104.00	Villarreal, Tanya	6.00	32.00	64.00
Malkowicz, Edward	12.00	66.00	92.00	Vu, Elizabeth	6.00	30.00	60.00
Martinez, Diane	-	6.00	30.00	Vukovick, Kathy	6.00	30.00	108.00
Martiaro, Diane	24.00	120.00	292.00	Walters, Catherine	-	6.00	36.00
Medland, Karen	6.00	30.00	104.00	Wang, Sue	12.00	-3.00	57.00
Meza, Jack	-	-	116.00	Westfall, Carolyn	-	-	180.00
Mohr, Kelsey	6.00	28.00	33.00	Wiegman, Karin	-	-	188.00
				Yang, Yale	-	6.00	18.00
				Yom, Gina	6.00	136.00	136.00
				Zamora, Mary	6.00	30.00	30.00
<hr/> <hr/>				<hr/> <hr/>			
Total	324.00	1,642.00	9,973.00	Total	186.00	1,113.00	4,815.00



Placentia Library District
Circulation Report
December 18, 2002

Agenda Item 22

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 November	FY01-02 November
1st Time Checkouts	61,929	63,253	-2.09%	9,944	11,387
Phone Renewals	7,328	8,412	-12.89%	1,445	1,863
In-Building Renewals	1,475	2,171	-32.06%	332	382
Total Renewals	8,803	10,583	-16.82%	1,777	2,245
TOTAL CHECKOUTS	70,732	73,836	-4.20%	12,455	13,632
On-Time Checkins	53,183	60,171	-11.61%	11,387	10,488
Late Checkins	4,889	11,345	-56.91%	1,296	2,622
TOTAL CHECKINS	58,072	71,516	-18.80%	12,683	13,110
Holdings Placed	2,446	1,378	77.50%	254	238
Holdings Cancelled	274	289	-5.19%	4	37
Holdings Filled	2,020	1,182	70.90%	108	230
Holdings Expired	48	25	92.00%	10	2
Patrons Registered	1,003	1,564	-35.87%	439	269
Titles Added	2,216	4,064	-45.47%	847	836
Volumes Added	3,223	6,249	-48.42%	1,846	1,246
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	26,952	31,079	-13.28%	9,851	5,949
Juvenile Print	35,529	34,492	3.01%	7,169	6,102
Total Print	62,481	65,571	-4.71%	17,020	12,051
Audio	4,066	3,020	34.64%	1,541	586
Visual	4,159	5,190	-19.87%	1,807	958
Equipment	0	0	0.00%	0	0
Total Audio Visual	8,225	8,210	0.18%	3,348	1,544
TOTAL CIRCULATION	70,706	73,781	-4.17%	20,368	13,595
Placentia Circulation	30,132	44,484	-32.26%	10,303	7,977
%Placentia Circulation	42.62%	60.29%	-29.32%	50.58%	58.68%
Anaheim/Yorba Linda Circulation	17,825	12,720	40.13%	2,154	2,538
%Anaheim/Yorba Linda Circulation	25%	17.24%	46.23%	11%	18.67%
TYPES OF ACTIVE BORROWERS					
Adult	26,104	47,226	-44.73%	7,752	8,622
Young Adult	1,364	1,656	-17.63%	344	325
Juvenile	9,188	15,598	-41.10%	3,014	2,922
New Borrower	2,307	6,336	-63.59%	1,133	1,109
Non Resident	4,132	0		1,102	0
Other (staff)	250	0		206	0
TOTAL ACTIVE BORROWERS	43,345	70,816	-38.79%	13,551	13,048
TOTAL REGISTERED BORROWERS	34,821	17,560	98.30%	16,475	16,818
ATTENDANCE	113,371	142,962	-20.70%	44,286	30,779
Adult Reference-In Building	2,802	5,683	-50.70%	804	1,274
Adult Reference-Telephone	409	977	-58.14%	129	315
Children's Reference-In Building	2,832	4,124	-31.33%	447	490
Children's Reference-Telephone	916	167	448.50%	32	45
Total Adult Reference	3,952	6,660	-40.66%	933	1,589
Total Children's Reference	1,803	4,291	-57.98%	479	535
Total in Building Reference	4,383	9,807	-55.31%		1,764
Total Telephone Reference	1,415	1,144	23.69%	1,251	360
TOTAL REFERENCE	5,708	10,951	-47.88%	161	2,124

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority**
DATE: December 18, 2002

The invoice from the City of Placentia was not received in time to be included with the December Board Book.

This report will be included with the January Board Book.



November 22, 2002

To: Members, Library of California Board

From: Diana Paque, Director
Library of California

Subject: Library of California Board Actions November 19, 2002

Purpose of the Library of California Act:

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

Library of California Board Mission and Vision Statements:

Mission Statement: The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.

Vision Statement: The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

The following actions were taken at the Library of California Board meeting in Sacramento on November 19, 2002. Board members present were: Fong, President; Gaines; Harris; Kallenberg; Lowenthal; Purucker; and Steinhauser.

Adoption of Agenda

1. It was moved, seconded (Gaines/Harris) and carried unanimously that the Library of California Board adopts the agenda of the November 19, 2002 meeting as submitted.

Approval of Minutes

2. It was moved, seconded (Harris/Purucker) and carried unanimously that the draft minutes of the August 15, 2002 Library of California Board meeting were approved as submitted.

Board Actions, November 19, 2002

Consent Calendar

3. It was moved, seconded (Harris/Purucker) and carried unanimously that the Library of California Board approves the Consent Calendar included with the agenda of November 19, 2002 as printed.
4. By consent, the Library of California Board approves the four requests for network affiliation for the potential members listed in Table A, with member services to begin immediately. (See Attachment A)

Resolutions

5. It was moved, seconded (Kallenberg/Lowenthal) and carried unanimously that on behalf of the Library of California Board, that Board President Fong create resolutions for presentation to the Board at the February 2003 meeting in recognition of the fine service to the citizens of California by Jim Kirks, Judith Segel and Liz Gibson.

Election of Library of California Board Officers for 2003

6. It was moved, seconded (Harris/Lowenthal) and carried unanimously that the Library of California Board elects John Kallenberg as President, by acclamation, for the year 2003.
7. It was moved, seconded (Lowenthal/Purucker) and carried unanimously that the Library of California Board elects Fred Gaines as Vice-President, by acclamation, for the year 2003.

Budget and Planning

8. It was moved, seconded (Kallenberg/Lowenthal) and carried unanimously that the Library of California Board adopts the revised 2002/03 CLSA Budget as displayed in the chart entitled "Recommended 2002/03 CLSA Baseline Budget by Program with \$100,000 Statewide Data Base Reduction and Balance Across the Board" and that the aforementioned chart be included in the minutes of this meeting and that no other actions with respect to the 2002/03 CLSA Local Assistance Budget be taken at this time. (See Attachment B)
9. It was moved, seconded (Gaines/Harris) and carried unanimously that the Library of California Board directs its Chief Executive Officer to allocate the remaining \$10,000 in Library of California local assistance funds to the seven regional library networks, to be divided equally among them, and that these funds be specified for use for direct services to member libraries and their patrons.

Attached also is the Library of California Board meeting schedule and a calendar of meetings, events, and deadlines for 2002-2003. (See Attachment C)

In

To: eminter@placentiallibrary.org
Subject: CSDA Legislative Update



GOVERNOR CALLS SPECIAL SESSION

EXPERTS PREDICT STATE BUDGET DEFICIT TO HIT \$21 BILLION OVER THE NEXT 19 MONTHS



With predictions that over the next 19 months the state's budget deficit will be even more serious than the \$21 billion shortfall estimated by the Legislative Analyst, Governor Davis announced a Special Session of the Legislature will begin December 9.

A news release from the Governor's Office stated that he convened a meeting of the "Big Five", the Governor, the Legislative leaders from the Senate and the Assembly to discuss the California budget. "The problem is serious enough that it requires immediate action," Governor Davis said. "Solving this budget will require all of us to put aside ideological differences. It will require bi-partisan cooperation."

The special session will be called to enact \$5 billion in reductions, recaptures and other budget changes over the current year and the budget year combined. The Governor also announced that he would use his executive authority to freeze spending, and that he would convene regular sessions of the Big Five to keep channels of communication open.

The word is that "everything" is on the table including education funding; public safety funding; Vehicle License Fee (VLF); taxes/fees; removing ERAF exemption for multi-county districts; and, more property tax revenues from local governments.

The **Leave Our Community Assets Local (LOCAL) Coalition** spearheaded by CSDA, the League of California Cities and the California State Association of Counties (CSAC) has already started to lay out the plans to continue the call to protect local services during this budget crisis. LOCAL was extremely effective in its collaborative activities during the last budget deliberations – speaking with one voice for all local governments – cities, counties and special districts.

CSDA WILL NEED ALL MEMBER DISTRICTS TO SUPPORT AND PARTICIPATE IN LOCAL COALITION EFFORTS AND CSDA ACTIVITIES OVER THE NEXT NINE MONTHS AS WE STRIVE TO PROTECT LOCAL REVENUES THAT PROVIDE VITAL LOCAL SERVICES.

Forward one or two contacts from your district who will act as a liaison between your agency and CSDA throughout the state budget discussions. It is imperative that special districts join with cities and counties on an equal platform to protect all of our ability to advocate for, and protect, local services.

Forward your district contacts to Geoffrey Neill (gneill@csda.net) immediately.

Thank you.

To: eminter@placentiallibrary.org
Subject: LOCAL Action Alert

CSDA Legislative

ACTION ALERT!!

Governor Davis Calls Special Session in December to Deal with State Budget Shortfall

Your Help Is Needed Once Again to Protect Funding for Local Services. Call, Write or Email Your Senators, Assembly Members and Governor Davis Before December 9th!

Governor Davis has called the newly elected legislature into a rare special session beginning December 9th to immediately cover \$5 billion of an estimated \$21 billion to potentially \$30 billion budget deficit over the next 19 months. The Governor intends to propose program cuts and other measures to reduce the state shortfall by \$5 billion before the end of this year.

Local services and funding for local programs remain at risk. The special session presents an opportunity for LOCAL to make an *immediate* impact and strongly advocate for the protection of local services. We need the help of all LOCAL coalition partners to protect critical funding sources and to remind state lawmakers that any cuts or reductions that jeopardize local services will have a real and lasting impact on THEIR constituents.

Thanks to you and hundreds of other organizations and individuals who participated in LOCAL last year, we were able to raise the awareness of the importance of local services and put a REAL face on the impacts of state budget decisions. Your help truly did make a difference. We need to sustain the momentum of LOCAL to ensure continued protection of our local services during the special session and into next year's budget process.

Below are simple action steps you can take right away, to help protect funding for essential local services:

- ✓ Using the attached talking points and fact sheet as a template, call, write or email your State Senator and Assembly member today. Remember, many districts have newly elected representatives so it is imperative we reach these members early and encourage them to protect funding for local services.
- ✓ REMEMBER TO LOCALIZE YOUR MESSAGES TO DEMONSTRATE REAL, LOCAL SERVICES THAT COULD BE AT RISK FROM STATE BUDGET DECISIONS.
- ✓ To find your State Senator and Assembly member by zip code, please visit <http://www.leginfo.ca.gov/yourleg.html>. **Please note that this site is in the process of being updated to list newly elected members. Until it is completely updated, it may give you the name of the previous Senator or Assembly member. You should call the Sacramento office number listed for your Senator and Assembly member to ensure you are addressing the newly elected official if there has been a change.**
- ✓ If your organization represents multiple Senate and Assembly districts, please call, write or email *all* of them
- ✓ Send a copy of your communication (or place an additional phone call) to Governor Gray Davis in his Sacramento Office.

Governor Gray Davis
State Capitol Building
Sacramento, CA 95814
Phone: 916-445-2841
Fax: 916-445-4633

governor@governor.ca.gov

- ✓ Email a copy of your communication to bcastillo@bickerassociates.com for our files.
- ✓ Many of you will be seeing State Legislators over the Holiday Season at community events and gatherings. Take the opportunity whenever and wherever possible to remind legislators that their constituents are counting on them to protect local services during these challenging budget times.
- ✓ Lastly, given the rarity of the special session, the magnitude of the budget deficit, and the accelerated time schedule, we may be calling on LOCAL coalition partners to attend meetings in Sacramento or in district

In

offices during the months of December and January. If you are interested in traveling to Sacramento or in attending a district meeting in your area, please email Brandon Castillo at bcastillo@bickerassociates.com. Thank you, again, for your continued support. We will continue to keep you informed throughout the special session. Please call Brandon Castillo @ 916.443.0872 with any questions or for additional resources.



[2003 LOC.pdf](#)



[2003 LOCAL Priority Talking Points.pdf](#)

LOCAL COALITION 2003 INTERNAL TALKING POINTS

General Talking Points:

- State lawmakers can and should avoid putting vital local services at risk to solve state budget problems. Police and fire protection. Emergency medical response. Trauma and hospital care. Public health services. Programs for seniors. Roads, water systems and public transportation. These are just a few of the vital local services – services California residents rely on every day – provided by cities, counties and special districts in California that should not be jeopardized to balance the state budget.
- Given the magnitude of the State Budget deficit, a combination of spending cuts and revenue enhancements will likely be required to balance the budget. LOCAL and its 300+ organizational members stand ready to work with the State to ensure that cuts to high priority programs are avoided and to support needed revenue enhancements – so long as they protect high-priority local services.
 - LOCAL supports the reinstatement of the VLF to previous levels as an alternative to cutting funding for essential local services. *The VLF is a constitutionally guaranteed mandate of the people to fund essential services like police, fire and health and emergency care.* Reinstating this critical funding source will help protect local services, uphold the will of the people, and help reduce the state budget deficit by at least \$4 billion per year. LOCAL only supports returning the VLF to previous levels if it means preserving this critical funding source for local services.
 - LOCAL also recognizes that various spending cuts will be necessary. LOCAL will work with the state to ensure the unavoidable cuts that are made do not jeopardize essential local services.
- The LOCAL coalition will also continue to offer solutions, based on our local government experiences dealing with limited resources, for balancing the budget.
- It is important that lawmakers realize that local services and local revenues are also down from the slowed economy. As a result, local services are also stretched thin – at a time when population and demands for services are soaring.
- In addition, local governments and local services are already playing a considerable role in the budget solution. The last time the state faced a budget shortfall of this magnitude in the early 1990's, state lawmakers raided locally controlled revenues to fill the gap. Since that time, billions and billions of dollars have been diverted from local governments to fund state obligations. The amount being diverted from local control and local services keeps growing each year and now amounts to approximately \$5 billion a mually.

RESPONSES TO QUESTIONS:

Is it realistic to think the state will balance its second annual \$20+ Billion deficit without reducing local government funding?

The bottom line: LOCAL believes the state can and should balance the budget without jeopardizing essential local services. It's a simple equation: for every dollar in cost the State shifts or reduces from local revenue to solve state budget problems, a dollar will have to be cut from our local services.

Given the magnitude of the budget deficit, LOCAL recognizes that spending cuts will be required and will work with the State to identify and ensure high priority programs (like essential local services) are not sacrificed.

Why does the LOCAL Coalition support an increase in the VLF?

Given the magnitude of this budget deficit and the alternatives, returning the VLF to previous levels is necessary to preserve an important revenue stream that funds our local services. It is important to note that when the VLF rebate was originally authorized, the legislation included language specifically providing that the fee would return to higher levels whenever "insufficient moneys are available" in the General Fund. Certainly, that day has arrived and increasing the VLF is consistent with existing law.

Most important, the VLF is a valuable funding source – authorized by the voters of California – that funds a good portion of essential local services such as police and fire protection, health and emergency services, senior services and many others. LOCAL supports a return of VLF to previous levels so long as those funds remain available to fund these local services. AT the same time, returning VLF to previous levels will reduce the burden on the state budget by more than \$4 billion annually.

What programs and services do you propose the state cut instead of taking from local government?

We realize that a second annual \$20+ billion state budget deficit will require spending cuts, but our local services have been sacrificed enough. LOCAL will work with state lawmakers in an attempt to ensure that cuts are not made to essential local services.

Just as local governments have been forced to do over the past decade as funds have been reduced, the state must prioritize its spending. Over the past ten years, funding for spending on state general funded programs on a per capita basis has increased by approx 21% -- in excess of inflation. During the same time, per capita, inflation adjusted general fund spending by cities, counties and special districts has remained relatively flat... about a 1% increase. Moreover, in

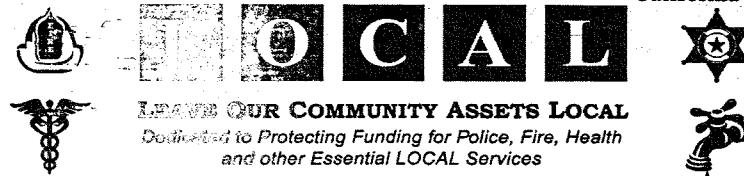
the past decade, tens of billions of dollars of local revenues have been shifted to fund state obligations – now totaling nearly \$5 billion annually.

State lawmakers must recognize that any budget decisions that further reduce local revenues has a direct impact on our local services that constituents depend on every day. ~~Services~~ Services like police, fire, emergency medical and trauma care, health programs, senior services and many more.

What programs will local governments be forced to cut if the state takes or reduces significant amounts of local revenues?

It is difficult to predict how each city, county or special district will be forced to deal with any significant cut to local revenues. But it's really economics 101: for every dollar the state takes or reduces from local revenues, a dollar will have to be cut from local services. One only needs to look at recent news accounts to get an idea of the types of local services that are put at risk by state budget decisions. Many cities, counties and special districts have been forced to make cuts to health and welfare programs, public safety programs and services, library and park services, in the past year alone. Many of these cuts were required, in part, as the result of state budget decisions that impacted local revenues.

Consider that, on average: 65% of city discretionary budgets go to fund police, fire and emergency medical services; more than half of county discretionary budgets go to fund law enforcement, emergency medical and public health programs and services; and nearly 90% of special district budgets go to fund police and fire, flood control, transit and transportation, parks and water projects. It's easy to see how state budget decisions could have a direct and lasting impact on vital local services that we all rely on every day.



www.calocal.org

2003 STATEMENT OF PRINCIPLES

Leave our Community Assets Local (LOCAL) has united around the growing imperative to protect our local services. The *LOCAL Coalition* will again be actively involved in this year's state budget process to ensure that funding for essential local services is not compromised. Following are some key principles that will guide the coalition in 2003:

1. Essential Local Services Should Not Be Sacrificed to Solve State Budget Problems.

Police and fire protection. Emergency medical services. Hospital trauma care. Public health services. Road repair and maintenance. Clean drinking water. Parks. Libraries. Senior Services. These are just a few of the important local services that are provided by local governments in California. Sacrifices will be necessary to help close the State Budget gap, but essential local services should be protected from further cuts or reductions. The coalition believes **the State should balance its budget...**

- ✓ **Without taking or cutting** sources of revenue that fund essential local services.
- ✓ **Without imposing** more of the financial responsibility on cities, counties or special districts for the cost of programs jointly funded by the state and local governments. Cuts in certain joint programs may be necessary, but the State should avoid shifting revenues or the responsibility for providing services from one local government to another.
- ✓ **Without mandating** additional programs or services on local governments without reimbursing them for the costs.

2. Local Governments and Local Revenues Are Already Part of the State Budget Solution.

Already, large portions of taxes paid by local residents are used to fund state-controlled programs. Only a small portion of these revenues is left under local control to fund essential services such as fire, police and health services. And since 1992, the last time the State incurred a major budget deficit, billions of these local tax dollars have been diverted from local governments to the State – now totaling approx. \$5 Billion annually. As a result, local services are stretched thin at a time when population and demands for services are soaring and local revenues are also down from a slowing economy. Our local services cannot and should not withstand further cuts. The LOCAL coalition will continue to be an active partner with the State to seek budget solutions that do not further erode funding from local services.

3. Revenue Enhancements and Spending Cuts Will Be Required – Both Should Place Emphasis on the Protection of Local Services.

Given the magnitude of the State Budget deficit, a combination of spending cuts and revenue enhancements will likely be required to balance the budget. LOCAL and its 300+ members stand ready to work with the State to ensure that cuts to high priority programs are avoided and to support the revenue enhancements needed to protect high-priority programs.

- ✓ **LOCAL will support reasonable revenue enhancements** as an alternative to cutting funding for essential local services. In particular, LOCAL supports returning the Vehicle License Fee (VLF) to previous levels, as was guaranteed in law when the VLF was originally reduced.
- ✓ When **forced to make difficult and unavoidable spending cuts**, LOCAL encourages State Lawmakers to spare high-priority programs. LOCAL encourages the state to work with those that provide and those that depend on local services before making any cuts or reductions that could jeopardize the local services that all California residents rely on.

December 6, 2002

**To: Library of California Board
Public Library Directors
CLSA System Administrators
Library of California Network Administrators**

**FROM: Diana Paque
Bureau Chief, Library Development Services**

SUBJECT: Governor's Mid-Year Spending Reduction Proposal

This afternoon, the Department of Finance issued the Governor's Mid-Year Spending Reduction Proposal to be addressed by the Legislature in their special session beginning next week. All proposed reductions are subject to the approval of the Legislature before becoming effective. The California State Library was listed to take the following cuts:

State Operations: \$1.059 million with no reduction in positions

California Civil Liberties Public Education Grants: a 50% reduction of \$500 thousand

Public Library Foundation (PLF): a \$15.8 million reduction to \$15.7 million.

No reductions are currently proposed for CLSA, Library of California, or California Library Literacy Services.

According to Cameron Robertson, Deputy State Librarian, we were both surprised and disappointed at the magnitude of the reduction to PLF. He explained the reductions to State Operations as follows:

\$1 million – shift of State Library functions and positions from State funds to federal funds

\$13,000 – savings from previous year funds

\$46,000 - reductions in other state operations categories.

Should you want to read the entire document, it is now available on the DOF website at: www.dof.ca.gov/HTML/BUD_DOCS/midyr02.pdf.



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92670-0100

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

December 4, 2002

Geoff Braun

Margaret V. Dinsmore

Al Shkoler

Saundra M. Stark

Gaeten M. Wood

Special District Workers' Compensation Authority
1481 River Park Drive, Suite 110
Sacramento, CA 95815-4501

RE: Appointment of SDWCA Board of Directors Representative for Placentia Library District

At its meeting on September 18, 2002 the Placentia Library District Board of Trustees took the following action:

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 \$1.00 per year. This will enable Trustee Stark to retain her position at the Special District Workers Compensation Authority.

AYES: Shkoler, Stark, Wood

NOES: Braun, Dinsmore

ABSTAIN: None

ABSENT: None

Please contact me if you have any questions about this appointment.

Yours truly,

Elizabeth D. Minter
Library Director

APPOINTMENT OF DISTRICT OFFICERS IN LIEU OF ELECTION

This is to certify that one person, but not more than one, has been nominated for each elective office of Trustee of the PLACENTIA LIBRARY DISTRICT whose terms expire on the first Friday in December, 2002, and that a petition has not been filed pursuant to California Elections Code Section 10515, on the 83rd day prior to the date set for the election requesting that an election be held. The election would have been held on November 5, 2002.

Request is therefore made, pursuant to Section 10515 of the California Elections Code, that the Board of Supervisors of Orange County, at a regular or special meeting held prior to the Monday before the first Friday in December, 2002, appoint to such offices the persons who have been nominated.

The following listed candidates have filed nomination papers for the offices of Director, Full Term – 4 years.

Betty Escobosa
2034 Brittany Place
Placentia, California 92870

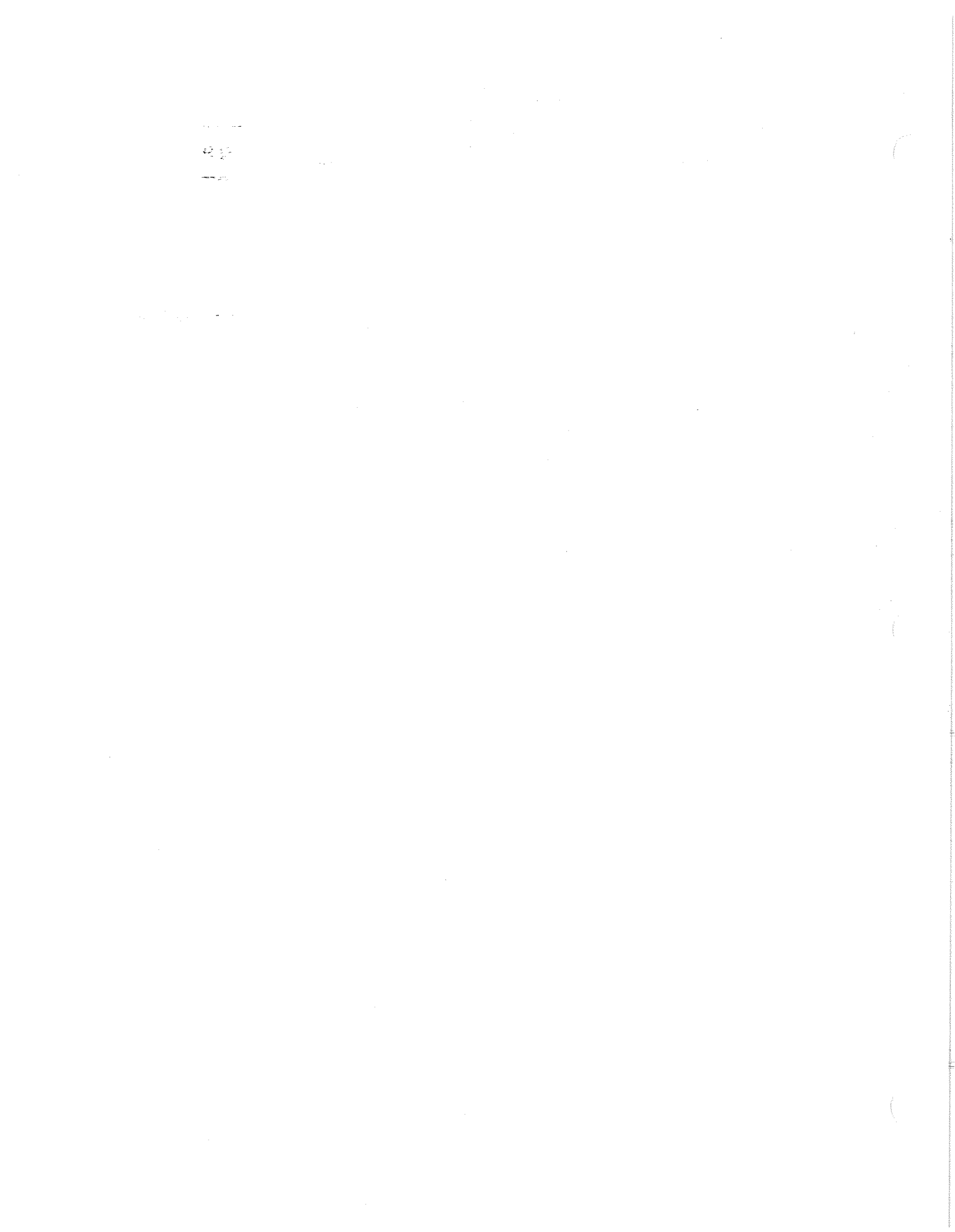
Al Shkoler
1120 Cypress Point Drive
Placentia, California 92870

Dated this 18th day of October, 2002.



A handwritten signature in cursive script, reading "Rosalyn Lever".

ROSALYN LEVER
Registrar of Voters
Orange County



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: December 18, 2002

BACKGROUND

Library Director Minter will report on current information about the impact of the State Budget reductions on the Library's budget.

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: Election of Board Officers
DATE: December 18, 2002

BACKGROUND:

The following positions need to be elected:

President (Incumbent is Shkoler, 4 years)

Secretary (Incumbent is Braun, 2 years)

RECOMMENDATION:

Elect a Library Board President and a Library Board Secretary for 2003.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Appointment of Library Board Representatives for 2003 by the Board President**
DATE: December 18, 2002

BACKGROUND:

The following positions need to be appointed:

Placentia Library Foundation Board of Directors (2 positions – incumbents are Braun and Wood)

Independent Special Districts of Orange County (Incumbent is Wood)

Independent Special District Local Area Formation Commission (LAFCO) Selection Committee (Incumbent is Wood)

Placentia Civic Center Authority (2 positions – incumbents are Shkoler and Wood)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

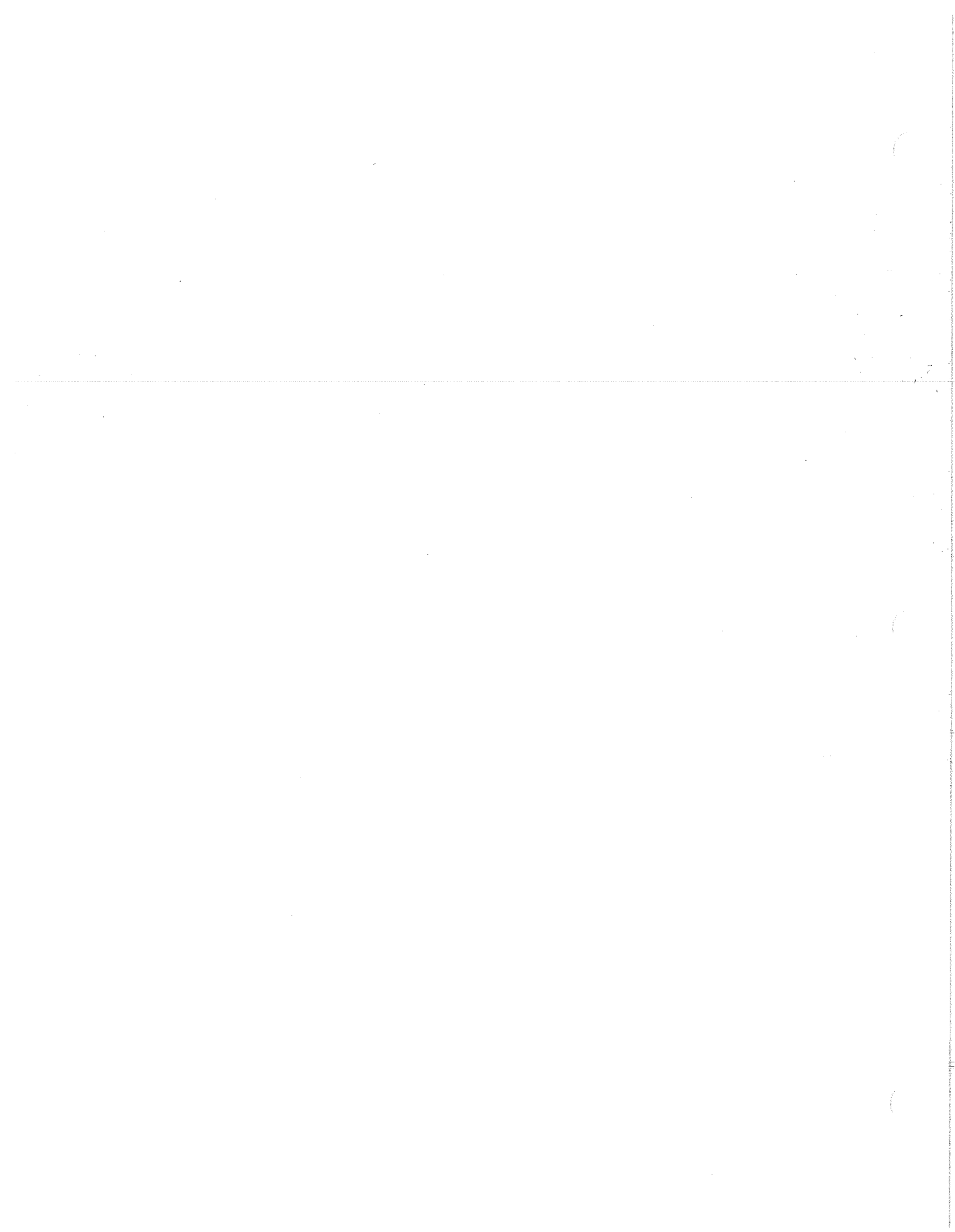
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Selection of Date and Time for Regular Board Meetings for 2003
DATE: December 18, 2002

BACKGROUND:

The current date and time is the third Wednesday at 6:30 P.M.

RECOMMENDATION:

Set the regular meeting date and time for 2003.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Travel/training authorizations for Trustee Escobosa to attend the California Special Districts Association (CSDA) New Board Member & Trustee Training**

DATE: December 18, 2002

BACKGROUND

The California Special Districts Association (CSDA) New Board Member & Trustee Training Workshop will be held in Rancho Mirage on Thursday, January 16, 2003. Conference Registration is \$165 and the hotel is \$154.21. The workshop description is Attachment A.

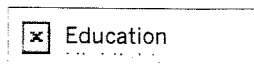
The Travel Estimate is approximately \$600.00.

The Library Director is recommending that Trustee Betty Escobosa attend this workshop.

RECOMMENDATION

Approve travel to the California Special Districts Association (CSDA) New Board Member & Trustee Training Workshop in Rancho Mirage by Trustee Betty Escobosa on Thursday, January 16, 2003 at a cost of approximately \$600.00 to be paid by the General Fund.

To: eminter@placentiallibrary.org
From: karen@csda.net
Subject: Education Highlight
Date: Mon, 02 Dec 2002 13:44:19 -0800



Happy Holidays! Can you believe it's December next week – where did this year go! Well, I know where my year went... into planning CSDA's new education seminars and preparing for the roll-out of the CSDA Special District Governance Academy.

The Governance Academy hits its stride beginning in April with the Governance Foundations class. In May we have Setting Direction/Community Leadership. Then we give you the summer off to enjoy with your family. In the fall – at CSDA's Annual Conference - we offer Governance Foundations again and Board's Role in Human Resources. In October we cap the Academy off with Board's Role in Finance. We will then start the cycle over again in 2004.

CSDA is also offering **New Board Member & Trustee Training** for both first-year and first-term board members. In conjunction with this training, we are offering **How to be an Effective Leader**. The dates for this training are January 16th in the Palm Springs area and January 31st in the Sacramento area. Specific information on this important training is in the mail as I type, but if you just can't wait you can find it on CSDA's website at <http://www.csda.net/Govserreg.htm>.

Due to an abundant amount of requests, CSDA is offering the books from both our Board Secretary Training and the Legal Forum. If you are interested in purchasing them, please contact Karen Diliberti through email at Karen@csda.net or by calling at 877.924.CSDA. The price for the books is following.

\$17.50 Board Secretary Manual

\$12.50 Legal Forum Manual

CSDA hopes that you and your family have a safe and happy holiday. Please take care and thank you for your support of CSDA's education programs. We appreciate your input and involvement.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees



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

SUBJECT: **Authorization to combine the Special Districts Workers' Compensation Authority (SDWCA) and the Special District Risk Management Authority (SDRMA) into the new SDRMA**

DATE: December 18, 2002

BACKGROUND

Placentia Library District participates as a member of two self-insurance pools through the California Special Districts Association:

-  The Special District Risk Management Authority (SDRMA) provides the general liability insurance, errors and omissions coverage for elected officials and safety evaluations and consultations.
-  The Special District Workers' Compensation (SDWCA) provides workers' compensation coverage for staff, trustees and volunteers.

Placentia Library District has been a member of the SDWCA Board of Directors for over twenty years. The current representative to the SDWCA Board is Sandra Stark, a paid consultant.

During the past two years the boards of directors of SDRMA and SDWCA have been developing a proposal to merge their operations. They are already served by the same staff and share an executive director.

Attachment A is a letter from the SDRMA and SDWCA Presidents, dated November 27, 2002, explaining the consolidation and approval process.

Attachment B is a flyer entitled "SDRMA/SDWCA Consolidation: The Final Step."

Attachment C is Resolution 03-02 which amends the Joint Powers Authority to dissolve SDWCA.

Attachment D is Resolution 03-03 which amends the Joint Powers Authority of SDRMA to include the former SDWCA activities.

RECOMMENDATIONS

1. Read Resolution 03-02 by Title only.
2. Adopt Resolution 03-02.
3. Read Resolution 03-03 by Title only.
4. Adopt Resolution 03-03.

November 27, 2002

Dear SDRMA/SDWCA Member:

After nearly two years of careful review and planning by our respective boards, and based on the results of the May 2002 Member Survey indicating overwhelming support from over 80% of our members, we are pleased to submit for your approval the consolidation of the Special Districts Workers Compensation Authority (SDWCA) and Special District Risk Management Authority (SDRMA).

Enclosed in this packet are legal documents that your district's Board of Directors must approve and return to us by March 31, 2003, to make this consolidation a reality. The documents requiring approval are different for members belonging to both pools. To minimize any confusion, only the documents your district is responsible for approving and returning are enclosed in this packet.

Approval of the enclosed documents by SDWCA and SDRMA members will execute the specific actions listed below:

- SDRMA's and SDWCA's existing Joint Powers Agreements (JPAs) will be amended to reflect a single new Joint Powers Agreement (JPA).
- The new JPA will serve as the administrative agreement for both pools although the assets and functionality of each program will remain separate.
- A new combined nine-member interim board made up of the current elected SDRMA and SDWCA Board members will be created to govern the operations and assets of each program.
- SDWCA members' approval to dissolve SDWCA and join the new SDRMA JPA.

Also enclosed is an SDRMA/SDWCA Fact Sheet "The Final Step" providing important information regarding how the decision to consolidate the pools evolved and the many benefits consolidation provides our members including: combining administrative resources; reducing overhead costs; eliminating duplicated services; as well as providing increased market power, which translates into more services and pricing options. A case in point is the volatile workers' compensation market we are experiencing due to recent legislative action, economic uncertainty and carriers' rising rates. While no one will escape the inevitable premium hikes – which the *Sacramento Business Journal* reported last month could jump as much as 33% in the next two years – the consolidation provides increased market power and will help provide future rate stability for SDWCA members.

This consolidation is just one example of how CSDA and its affiliate organizations are working together to take a visible leadership role in advancing the cause of special districts. In fact, CSDA is developing new goals to elevate the importance and effectiveness of special districts and to position CSDA as a leading advocate and key resource on all issues that impact independent special districts. The consolidation is consistent with these goals.

We look forward to sharing with you our enthusiasm for this exciting development, as well as the many outstanding programs and services offered by CSDA and its affiliate organizations. Please feel free to call Jim Towns, CEO/Administrator, at 800-537-7790 should you have any questions regarding the consolidation. For your convenience, we have developed a web page that will answer most of your questions at www.sdrma.org. Thank you in advance for your prompt attention to this very important matter. **Your action and response is needed by March 31, 2003.**

As always, we look forward to working together to continue improving services and programs for all Independent Special Districts in California.

Sincerely,



William R. Miller, President
SDWCA Board of Directors



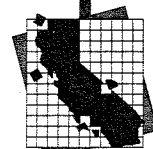
David Aranda, President
SDRMA Board of Directors

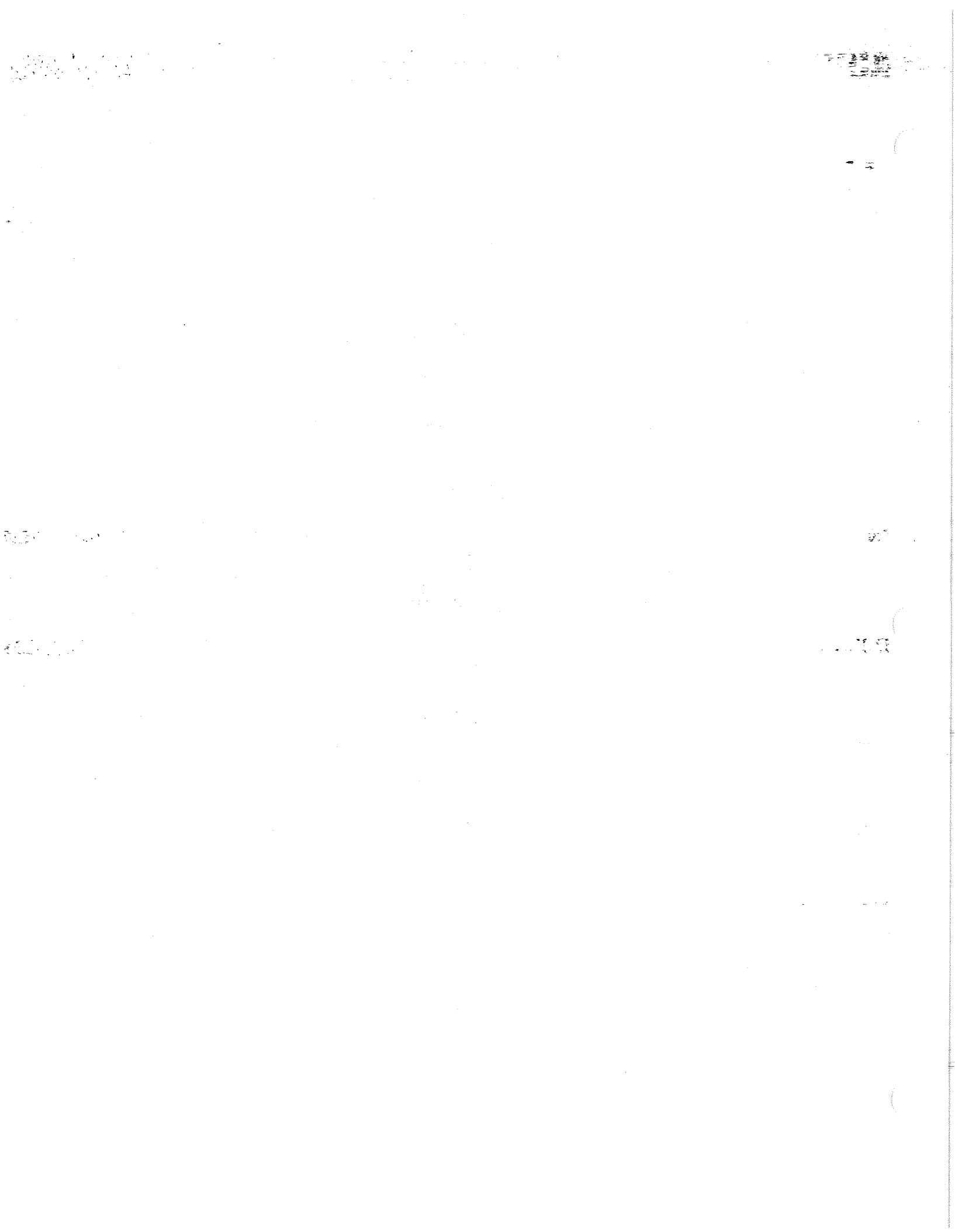
**RISK MANAGEMENT
AUTHORITY**

1481 River Park Dr, Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

Toll-Free Numbers

General: 1.877.924.CSDA
SDRMA/SDWCA Claims &
Coverages: 1.800.537.7790





The Final Step

After nearly two years of study and consideration, the Special District Risk Management Authority (SDRMA) and Special District Workers Compensation Authority (SDWCA) boards of directors each voted unanimously in August 2002 to consolidate the pools to reduce costs and provide better service to our members. We need your help with the final step in this process to make the consolidation a reality.

■ **THE VISION**

By combining SDWCA with SDRMA the boards seek to create a "one stop shop" for all our members' claims and coverage needs. Under this proposal a single Joint Powers Agreement (JPA) – and a combined board of directors – will run both programs. Although SDWCA members will vote to dissolve SDWCA and join SDRMA, the programs and their assets will remain separate with their own operating guidelines and rules of procedure as they do now. Moreover, members will not have to belong to both pools.

■ **YOUR IMMEDIATE ACTION REQUIRED**

We need your board to approve the amended JPA and return to us by March 1, 2003 the legal documents we have sent you. With the approval of 2/3 of the members in each pool we can move forward and complete the consolidation. Details on where you can find more information about the merger proposal and what you are being asked to do can be found at the end of this document under "Need More Information?"

■ **WHY CONSOLIDATION MAKES SENSE**

SDRMA and SDWCA members will benefit most from the consolidation.

- **Cost savings:** Greater buying clout in the marketplace will translate into increased rate stability even in a difficult market like the one we are experiencing now, particularly in the workers comp arena.
- **Greater efficiency:** Although the programs and their assets will remain separate, shared administrative resources and overhead costs will result in a more efficient operation.
- **Improved service:** Combined loss prevention visits and training programs will reduce duplication of efforts and operating costs.
- **Greater SDWCA organizational stability:** Managing claims in-house instead of through a contractor may result in reduced claims losses.

The merger proposal enjoys strong support from the leadership and membership of both pools.

- Both boards unanimously approved the consolidation in August 2002.
- In a survey conducted in May of this year at least 80 percent of members in each pool indicated they support the single pool concept.

The boards have thoroughly reviewed and carefully considered this decision to ensure it is done right.

- This process began in May 2000 when CSDA, SDRMA, SDWCA and CSDA Finance Corporation hired a consultant to study their operations and make recommendations for improvement. One of the most significant recommendations was to consolidate the insurance pools.
- Since that time the boards have worked together to study, debate and craft a consolidation proposal that protects the interests of members in each pool and enhances the service provided to them.

Continued

■ **CHRONOLOGY**

- **June 2000** – consultant hired to analyze potential for efficiencies and service improvements in CSDA, SDRMA, SDWCA and CSDA Finance Corporation.
- **August 2000** – consultant issues final report that contains 21 key initiatives, including consolidation of the insurance pools.
- **April 2001** – SDRMA and SDWCA research and discuss logistics and benefits of merging the pools.
- **May 2001** – To test drive the consolidation idea SDWCA contracts with SDRMA to provide its administrative services.
- **September 2001** – SDWCA and SDRMA hire legal counsel to research the issues and legal questions a merger would create.
- **February 2002** – SDWCA and SDRMA boards tentatively agree to move forward with the proposal pending the results of the membership survey.
- **April 2002** – SDWCA board conducts a review of SDRMA's administrative services and concludes that SDRMA met or exceeded expectations.
- **May 2002** – Research consultant conducts an independent survey of SDWCA and SDRMA members and learns that at least 80 percent in each pool support the single pool concept.
- **August 2002** – SDWCA and SDRMA boards vote unanimously to approve the merger.
- **March 31, 2003** – SDWCA and SDRMA leadership must receive approval of the consolidation from 2/3 of members in each pool by this date to move forward with the consolidation.
- **July 2003** – Scheduled start-up date for merged operation.

■ **NEED MORE INFORMATION?**

You can find all the information you need about the merger proposal, its specifics and its history at www.sdrma.org. You may also contact Jim Towns, SDRMA Administrator/CEO, at 800.537.7790.

**SPECIAL DISTRICT
RISK MANAGEMENT
AUTHORITY**

1481 River Park Drive, Suite 110
Sacramento, CA
95815-4501

Toll Free: 800.537.7790

Phone: 916.641.2773

Fax: 916.641.2776

Email: sdrma@sdrma.org

The Final Step

PLACENTIA LIBRARY DISTRICT

RESOLUTION NO 03-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
APPROVING THE FORM OF
AND AUTHORIZING THE EXECUTION AND DELIVERY OF
A SECOND AMENDED JOINT POWERS AGREEMENT,
AND DIRECTING THE TERMINATION OF THE
SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

WHEREAS, the Placentia Library District of Orange County, a special district duly organized and existing under and by virtue of the laws of the State of California (the "District"), has entered into that certain First Amended Joint Powers Agreement (the "Original Agreement"), relating to the Special District Workers Compensation Authority (the "Authority"); and

WHEREAS, the District and the other members of the Authority (the "Members") now desire to amend Original Agreement to allow consolidation with the Special Districts Risk Management Authority ("SDRMA"); and

WHEREAS, in order to implement the foregoing, the District and the Members propose to execute and enter into a Second Amended Joint Powers Agreement (the "Amended JPA Agreement"); and

WHEREAS, the District and the other Members, following such amendment to the Original Agreement, and in order to further benefit the Members, desire to authorize the assignment and transfer of all claims, liabilities, assets and functions of the Authority to SDRMA, and to thereafter terminate the Authority; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT AS FOLLOWS:

Section 1. Findings. The Board hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the District.

Section 2. Amended JPA Agreement. The Amended JPA Agreement, proposed to be executed and entered into by and between the District and the Members, in the form presented at this meeting and on file with the District Secretary, is hereby approved. The Library Board of

Trustees President ("The Authorized Officer") is hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver to the Authority the Amended JPA Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Termination of Authority. Pursuant to the provisions of the Original JPA, as amended by the Amended JPA Agreement, the District hereby agrees to the termination of the Authority immediately following the assignment and transfer of all claims, liabilities, assets and functions of the Authority to SDRMA.

Section 4. Other Actions. The Authorized Officer of the District is hereby authorized and directed to execute and delivery any and all documents which he or she may deem necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officer are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 18th day of December, 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

PLACENTIA LIBRARY DISTRICT

RESOLUTION NO 03-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
APPROVING THE FORM OF
AND AUTHORIZING THE EXECUTION AND DELIVERY OF
A FIFTH AMENDED AND RESTATED JOINT POWERS AGREEMENT

WHEREAS, the Placentia Library District of Orange County, a special district duly organized and existing under and by virtue of the laws of the State of California (the "District"), has entered into that certain Fourth Amended Joint Powers Agreement (the "Original Agreement"); relating to the Special District Risk Management Authority (the "Authority"); and

WHEREAS, the District and the other members of the Authority (the "Members") now desire to amend and restate the Original Agreement (i) to restate the purpose and powers of the Authority to allow consolidation with the Special Districts Workers Compensation Authority ("SDWCA"), and (ii) to make certain other amendments to the Original Agreement; and

WHEREAS, in order to implement the foregoing, the District and the Members propose to execute and enter into a Fifth Amended and Restated Joint Powers Agreement (the "Amended JPA Agreement"); and

WHEREAS, the District acknowledges receipt of the proposed amendments to the Bylaws of the Authority (the "Amended Bylaws"); and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT AS FOLLOWS:

Section 1. Findings. The Board hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the District.

Section 2. Amended JPA Agreement. The Amended JPA Agreement, proposed to be executed and entered into by and between the District and the Members, in the form presented at this meeting and on file with the District Secretary, is hereby approved. The Library Board of Trustees President ("The Authorized Officer") is hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver to the Authority the Amended JPA

Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Amended Bylaws. The District hereby consents to the approval by the Board of Directors of the Authority of the Amended Bylaws, in substantially the form presented to the District, with such changes as may be approved by the Board of Directors of the Authority.

Section 4. Other Actions. The Authorized Officer of the District is hereby authorized and directed to execute and delivery any and all documents which he or she may deem necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 18th day of December, 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Authorization of signatures for District accounts at Bank of the West, Wells Fargo Bank, Citibank and the Orange County Auditor

DATE: December 18, 2002

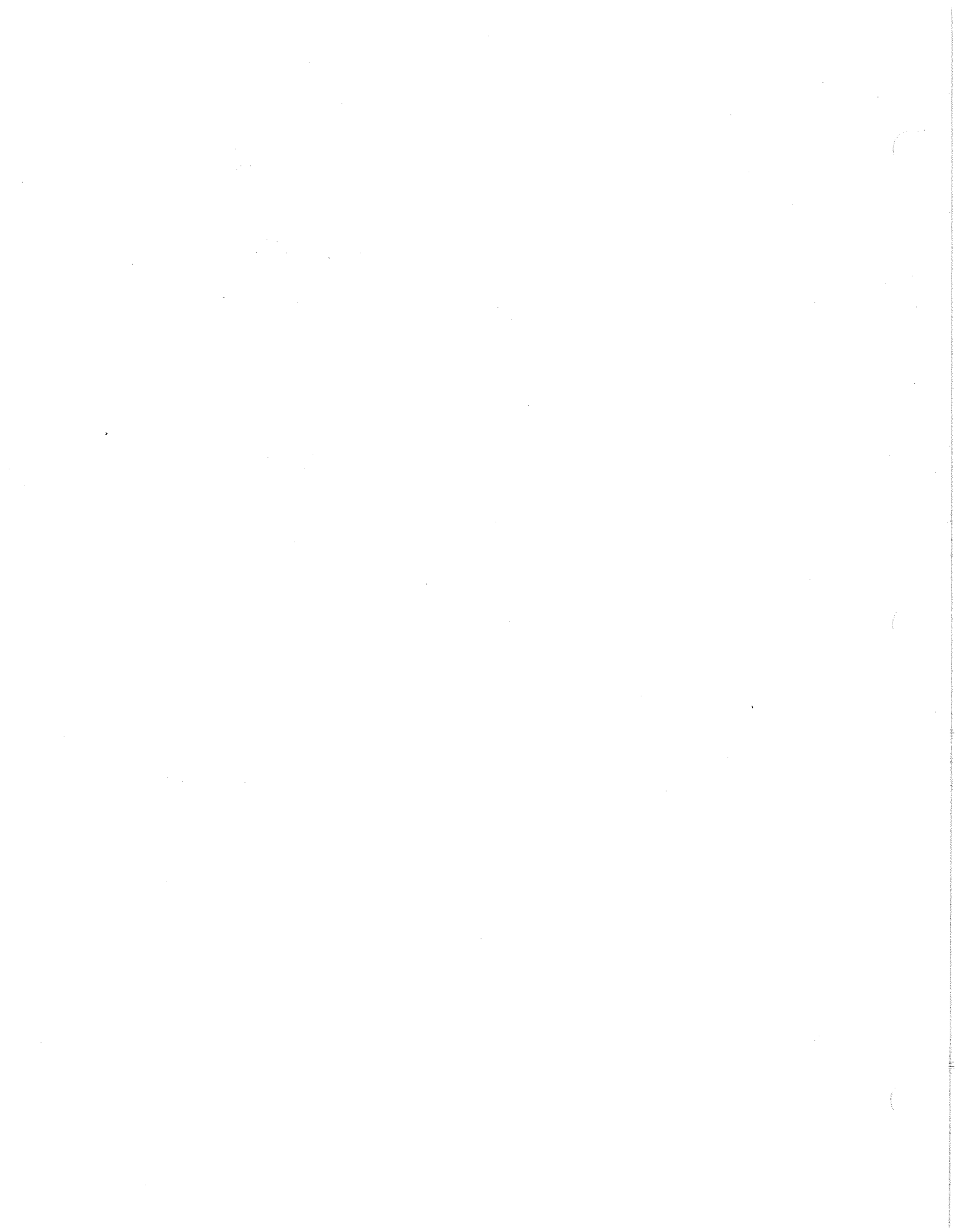
BACKGROUND

Bank and Orange County Auditor signature authorizations need to be updated for all accounts in order to reflect the changes in Board membership.

Resolution 03-04 is Attachment A.

RECOMMENDATION

1. Read Resolution 03-04 by Title only.
2. Adopt Resolution 03-04.



RESOLUTION 03-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO GRANT SIGNATURE AUTHORITY TO LIBRARY TRUSTEES, THE LIBRARY
DIRECTOR AND DESIGNATED STAFF WITH THE ORANGE COUNTY
AUDITOR, BANK OF THE WEST, WELLS FARGO BANK AND CITIBANK

WHEREAS, the Placentia Library District of Orange County is governed by the California Education Code, Section 19658, which states: *"The revenue derived from the [property] tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise or bequest."*; and

WHEREAS, the Placentia Library District of Orange County has established petty cash accounts for its General Fund, County Exempt Fund and Literacy Gift Fund at Bank of the West; and

WHEREAS, the Placentia Library District of Orange County has established a payroll account at Wells Fargo Bank; and

WHEREAS, the Placentia Library District of Orange County has established an emergency payroll account at Citibank; now

THEREFORE BE IT RESOLVED, that the Board of Trustees of Placentia Library District of Orange County authorizes any three of the Library Board of Trustees may sign any authorization for any transaction of District funds on deposit with the Orange County Treasurer; and

BE IT FURTHER RESOLVED, that the Library Director has the authority to designate Staff and/or Trustees to pick-up checks or other materials from the Office of the Orange County Auditor or Orange County Treasurer; and

BE IT FURTHER RESOLVED, that any Trustee or the Library Director may sign any check up to \$500.00, and that any two Trustees, or one Trustee and the Library Director, may sign any check over \$500.00 for accounts 664009305, 664012929, 664016995, 664023272 and 664023298 at Bank of the West; and

BE IT FURTHER RESOLVED, that any Trustee of the Library Director may sign any check up to \$500.00, and that any two Trustees, or one Trustee and the Library Director, may sign any check over \$500.00, and authorize any other transactions, for account 201-1939659 at Wells Fargo Bank; and

BE IT FURTHER RESOLVED, that any two Trustees, or any Trustee and the Library Director, may authorize any transactions for accounts 387-007032-7, 387-007027-7, 387-007026-9, 387-007028-5, 387-007029-3, 387-007030-1 and 387-007031-9 at Citibank.

AYE: TRUSTEES:

NO: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of Placentia Library District of Orange County, hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the eighteenth day of December 2002.

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

Geoff Braun
Secretary
Placentia Library District Board of Trustees

Agenda Item 33

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: December 10, 2002

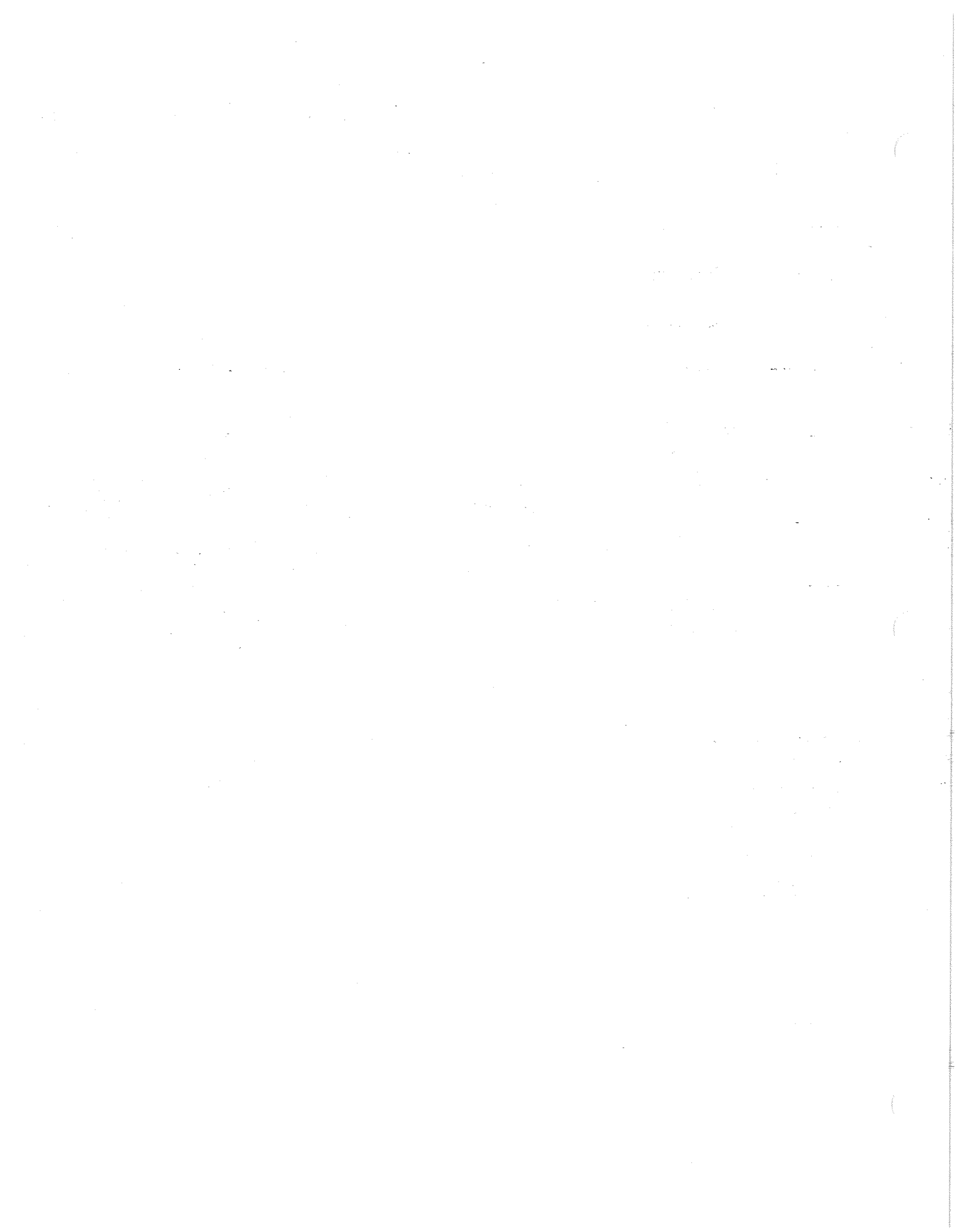
SUBJECT: Program Committee Report for the month of November.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	3	51
<u>TYD Total</u>	3	51
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	4	71
Thurs. AM Story Times	3	85
3-4 year-old music times	4	158
5-6 year-old music times	4	101
Lapsits	3	127
Class tours	28	713
Comm Center Storytimes	0	00
Head Start Storytimes	21	434
Camp Library	1	99
TOTAL FOR NOVEMBER	68	<u>1,788</u>
YTD TOTAL	159	<u>4,912</u>

LITERACY SERVICES **Nov 2002-03 FY 2002-03 YTD**

Total Tutors	147	199
Total Students	193	259
Total Hours	1,324	7,065

For more detailed literacy statistics, see Agenda Item 35, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Cyris Smith, Children's Librarian *CMS*

Date: December 18, 2002

Subject: ~~November~~ **Activities in the Children's Department**

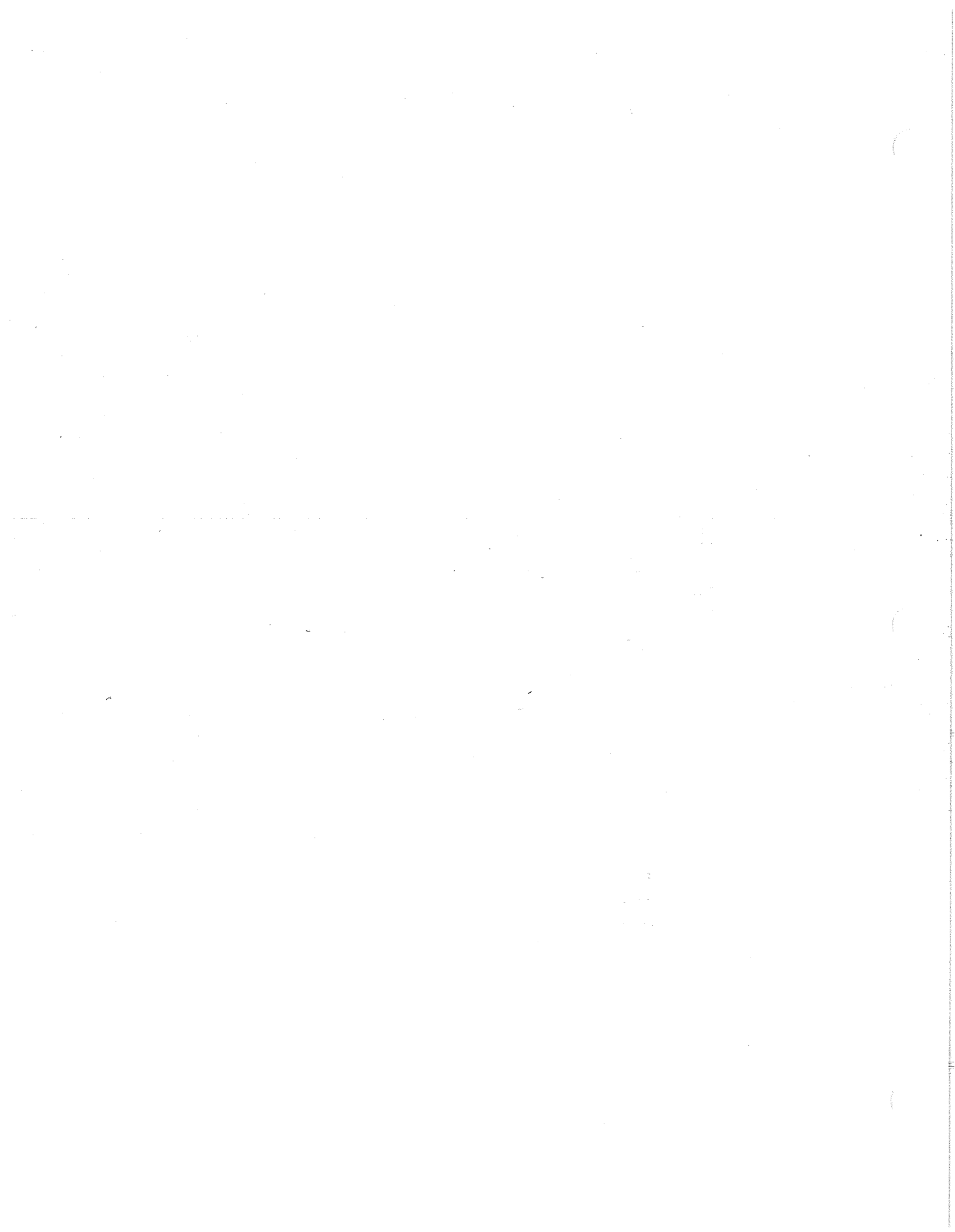
Programming - Fall programming ended in November. There were a total of 18 storytimes, lapsits and musictimes with a combined attendance of 542.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	3	67 children / 60 adults
Storytimes (a.m.) 3 - 6 year olds	3	49 children / 36 adults
Storytimes (p.m.) 3 - 6 year olds	4	49 children / 22 adults
MusicTimes 3 - 4 year olds	4	93 children / 65 adults
MusicTimes 5 - 6 year olds	4	58 children / 43 adults
TOTALS	18	316 children / 226 adults

Offsite Programming- Storytimes at the Head Start classrooms have continued. There were three storytimes performed for each of the seven Head Start classes with a combined attendance of 420.

School Visits- School visits have continued. The entire Ruby Drive Elementary school visited for tours over the course of two Thursdays. There were 26 classes with approximately 670 children total.. Three other classes, with a combined attendance of 64, also visited the library, they received tours, a short storytime, and book bags.

Camp Library - This year Children's Department held the 16th Annual Camp Library. Ninety-nine children and adults attended. This year's featured performer was Rudy's Radical Science. Rudy performed some great science experiments, proving science can be fun. The high-lights were making the stuff found in glow necklaces, and making real ice cream with liquid nitrogen. Once again Camp Library received rave reviews from many attendees.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: December 10, 2002

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

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and three accelerated workshop in October and thirteen tutors were trained, eight adults and five teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for January 5, 2003.

Families for Literacy (FFL) Program Status. We now have twenty-seven family students and ten family tutors in the FFL component. Tyese Wortham, the FFL Coordinator has also began working with the preschoolers at Ruby Drive Elementary school and Head Start.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP is a partnership that the Placentia Library and the Placentia Rotary Club has with the Placentia/Yorba Linda Unified School District. PRREP recruits high school volunteers at El Dorado, El Camino Real and Valencia High Schools to tutor elementary school students. Thus far this year, 56 high school tutors have signed up for PRREP, and 23 have been matched and are tutoring grade school students. Our goal is to have 100 PRREP volunteers by the end of the school year.

Reach Out and Read Partnership Continues. In November, 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. The ELLI Program continues to be extremely successful, and in two months has already exceeded the initial goal of serving 285 kids by June 2003. More than 300 children at five schools (Kraemer Middle School, Ruby Drive, Rio Vista, Topaz and John Tynes) have already been enrolled in the program. A special "THANK YOU" goes out to Ann-Margaret Webb, ELLI Coordinator, whose selfless dedication has made the ELLI Program so tremendously effective.

Starbucks Partnership. The partnership with Starbucks continues. 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.

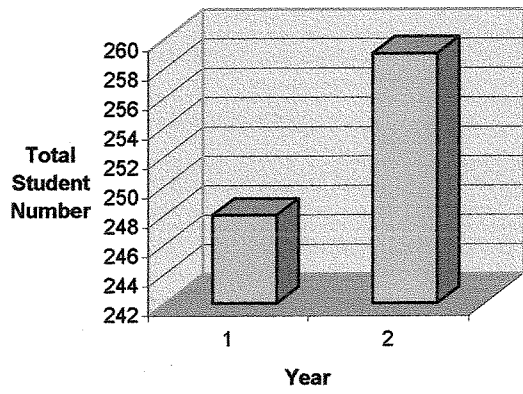
Literacy statistics. See Agenda Item 35, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

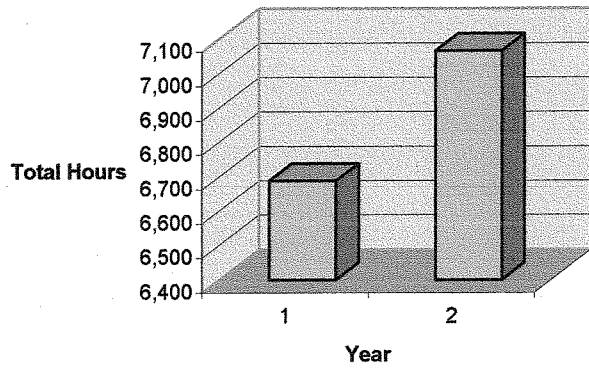
Report of Growth and Progress

	Nov-01	Nov-02	YTD 2001	YTD 2002
Tutors				
Adult	83	96	99	125
Teen	53	51	58	74
Hours Instruction	1,501	1,324	6,688	7,065
Other Volunteer Hours	48	24	188	464
Total Hours	1,549	1,348	6,876	7,529
Training Workshops				
Workshops Held	2	4	12	13
Tutors Trained	7	13	49	84
Students				
With Adult Tutors	122	126	152	160
With Teen Tutors	56	67	65	87
In Groups	12	4	32	8
Total Active Students	190	193	249	255
Families for Literacy				
Family Students	7	27	8	32
Family Tutors	12	10	16	18
Hours of Instruction	32	60	300	264
ELLI Program				
K-6th Grade Students	NA	308	NA	308
Tutors for K-6th Grade	NA	12	NA	12
Hours of Instruction	NA	588	NA	588
Total Tutors	138	147	157	199
Total Students	190	193	248	259
Total Instruction Hours	1,501	1,324	6,688	7,065

Change in Total Students



Increase in Instruction Hours



Agenda Item 36

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: December 10, 2002

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

In November, the Placentia Library District had 8,711 "hits" on the Web Site, an average of 290 a day. The following are our year to date statistics on our "most hit" sites:

Pages Visited	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02
Borrowers	99	156	115	126	161	
Friends	136	195	84	167	101	
Hours	98	78	21	47	8	
Information	98	154	125	149	10	
Foundation	158	136	77	86	69	
History Room	99	86	42	72	68	
Literacy/CLC Logo	157	139	96	117	98	
Passports	385	232	113	230	235	
Total Views Most Hits	1230	1176	673	994	750	0

Total Most Hits YTD 4,823



TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: December 18, 2002
SUBJECT: Publicity materials produced for November 2002 *JK*

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, (Saundra Stark replaced by Betty Escobosa)
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
9. Passport Hours
10. Silent Auction Returns

Newspaper articles published:

1. Tuesday: Literacy Tutor Training, 2 articles
2. Turkey Hike
3. Today: 'Lapsit' stories, 2 articles
4. Wednesday: Storytimes
5. Toy drive for Xmas/Light it up at the Civic Center
6. Sunday: Friends Book Sale
7. Bargains offered at backroom book sale
8. Local Control Urged for Blocking Porn
9. Librarians Emerging From Book Stacks, Increasing Activism

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 Christmas and New Year's Holiday flyers

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Placentia News
Weekly NOV 2 1 2002

TUESDAY 3/32

MOMS Club of Placentia South meets at 10 a.m. at the Placentia-Linda Hospital meeting room, 1301 Rose Drive. For members south of Yorba Linda Boulevard, call (714) 914-7964.

YWCA of North Orange County meets at 5:30 p.m. at the YWCA Administrative Office, 215 E. Commonwealth Ave., Suite F, in Fullerton. Call (714) 871-4488.

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

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Wood Carvers meets at 7 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

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

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call (714) 777-5639.

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Rancho Santa Margarita News
Bi-Weekly
NOV 2 2 2002

Turkey Hike 3/22

► Saturday, Nov. 30

Ate too much Thanksgiving turkey? Join the ranger at Riley Wilderness Park for a 2 1/2 mile morning hike round the park from 9 to 11 a.m. Investigate animal tracks or hawks overhead. Sturdy shoes, no sandals. Not recommended for small children. \$2 parking fee. Call: (949) 459-1687.

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Placentia News
Weekly NOV 2 1 2002

Agenda Item 37

Page 2 of 16

BRIEFLY

Toy drive for Xmas

The Christmas Clearing Bureau, coordinated by the Placentia Human Service Department, is seeking toy donations for its annual Christmas Food and Toy Basket program.

Donations can be dropped off at: Placentia Library, 411 E. Chapman Ave.; City Hall, 401 E. Chapman Ave.; Aldrich Coffee, 194 E. Yorba Linda Blvd.; Placentia Police Department, 401 E. Chapman Ave.

Every year, 400 disadvantaged families receive canned food, grocery certificates and toys. Information: (714) 986-2333.

Light it up at the Civic Center

The city's Cultural Arts Commission will present its 18th annual Holiday Celebration and Tree Lighting Ceremony at 6:30 p.m. Dec. 6 at the Placentia Civic Center, 401 E. Chapman Ave.

St. Nick will be on hand to light the tree and chat with children.

There will be refreshments and several performers, including the Sierra Vista Elementary School Choir.

The event is free.
Information: (714) 993-8232.

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TODAY 3/32

'Lapsit' stories for ages 2 and younger will be read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Story times for ages 3 to 6 will be held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Placentia Presbyterian Church serves dinner at 6 p.m. at the church's Soup Kitchen, 849 N. Bradford Ave. Call (714) 528-1438.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

Placentia Community Network meets at noon at City Hall, 401 E. Chapman Ave., Placentia. Call Jim Roberts, (714) 528-1975, Ext. 213.

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Placentia News
Weekly NOV 2 1 2002

WEDNESDAY 3/32

MOMS Club of Placentia North meets at 10 a.m. at the Placentia-Linda Hospital meeting room, 1301 Rose Drive. For members north of Yorba Linda boulevard, call (714) 993-1071. **Exercise classes for seniors** are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Neighborhood Watch Program board meets at 7:15 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8225.

Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Story times for children ages 3 to 6 are held from 6:30 to 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

For more listings, see www.myoc.com/community/placentia. What is happening in your club, organization or civic group? Call (714) 704-3796 or fax information to (714) 704-3714. Listings must include phone numbers.

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Placentia News
Weekly NOV 07 2002

TODAY ³³²

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

North Orange County Newcomers Club for Anaheim Hills, Placentia and Yorba Linda meets at 7 p.m. at the Community Center, 4501 Casa Loma Ave. in Yorba Linda. Call (714) 693-7736.

American Association of University Women of Placentia-Yorba Linda meets at 7:30 p.m. at Villa de Palma, 351 Palm Drive. Call club membership chairwoman Marge Boelman, (714) 528-3089.

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Placentia News
Weekly NOV 07 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.

Falfun dafa, a Chinese exercise and self-improvement program, 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.

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

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Placentia News NOV 14 2002
Weekly

Bargains offered at Backroom book sale

The Friends of Placentia Library will host a backroom book sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Information: (714) 528-1906.

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Placentia News
Weekly NOV 07 2002

³³²
Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Cultural Arts Commission meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

Double Deal Mothers of Multiples of North Orange County meets at 7:30 p.m. at Carl's Jr., 1200 N. Harbor Blvd., Anaheim. Call (714) 528-6488.

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Agenda Item 37
The Register
Daily Page 3 NOV 13 2002

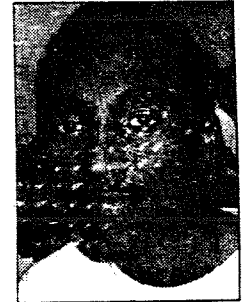
³³² VOICES



John Moran, 50,
of Costa Mesa

"There are too many controls coming out of Washington, D.C. If you told me as a kid, 'Don't do this, don't do that,' I was inclined to go to it. If you leave children free to develop their own values and morals, the country will go in a better direction."

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Brook Kebede, 24,
of Long Beach

"I don't think that there's a problem with kids coming to the library and getting exposed to those sites. If kids want to get to those sites, they'll start at home. I believe it's just such a waste of time to go to such extreme for this issue."

left hand
column of
"Local control
urged for
blocking part"



Carl Nelson, 44,
of Costa Mesa

"If you say something is illegal, you make it attractive. (mass

The Register Daily
Nov. 13, 2002.

Local control urged for blocking porn

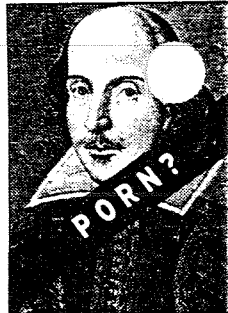
Regulating the superhighway

Critics of a campaign urging the Supreme Court to filter pornography from public library computers say it would block more than sexual material. Internet filters, created in the late 1990s, can be used to shield children from sexually explicit sites. But with a Supreme Court ruling, librarians would be forced to place restrictions on Web surfers of all ages, possibly even screening out Shakespeare's plays.

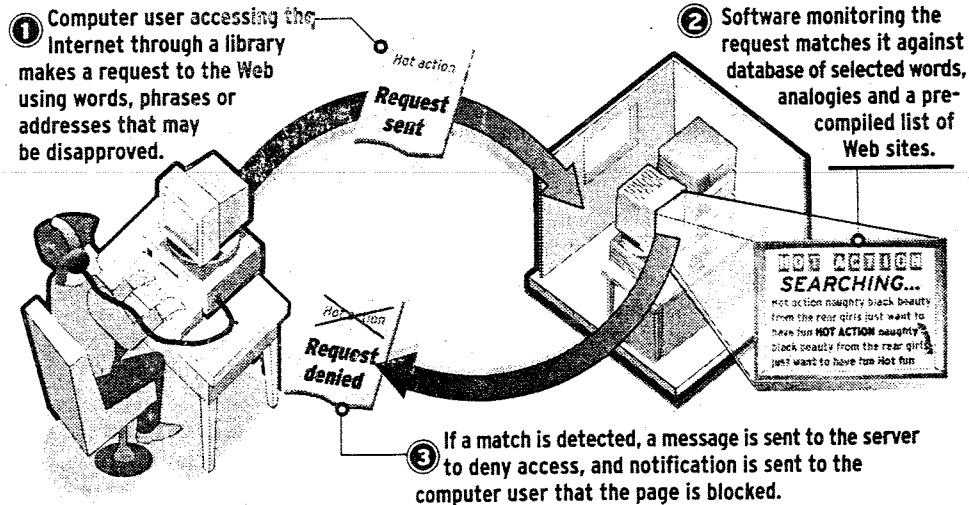
Getting on

95% Public library Internet access
10% Americans with a public library
20% Low-income on libraries

Faulty file



blocked the Declaration of Shakespeare's complete p
"Marijuana: Facts for Teen
by the National Institute c



Sources: The Associated Press, American Library Association, Free Expression Policy Project

Reporting by Chantal Lamers / The Register

O.C. librarians think their system does it better than Washington would.

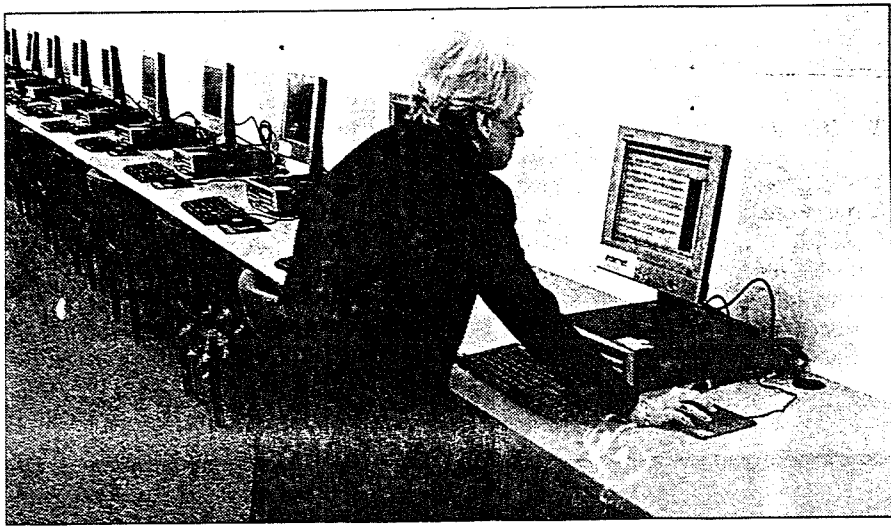
By SARAH TULLY and JEFF COLLINS
THE ORANGE COUNTY REGISTER

Most Orange County libraries would be forced to restrict Internet access for everyone and pay for costly software if the Supreme Court decides the federal government has the right to require all publicly funded computers to have devices that block pornography.

The high court Tuesday decided to take up a case challenging whether the government can restrict Internet surfing at public libraries, which would affect more than 4 million people a year who use public library computers for everything from research and reading e-mail to searching adult sites.

If the court decides in the government's favor, libraries that refuse to use the filters could lose their federal funds.

"The kids could come in here without adults, and the people who work here, they're not going to baby-sit them," Ruby Sanchez, 48, of Santa Ana said as she used a computer Tuesday at the Costa Mesa Technology Branch of the county library. Sanchez has two sons and two grandchildren.



CHECK IT OUT: Marianna Hof, manager of the county's Laguna Beach branch library, checks out one of the new terminals at the Costa Mesa Technology Branch.

MICHAEL GOULDING,
THE REGISTER

"Local control urged for blocking porn"

AI THE LIBRARY

Each Orange County library system sets its own rules for Internet filters. Most have them on youth computers, generally reserved for children younger than 14. Parents may also sign permission slips for minors - usually junior high or high school students - to use unfiltered adult computers. Here is a sample of rules from local libraries:

• **Anaheim Public Library,** five branches: Children's computers have filters; adult computers have unfiltered Internet access.

• **Orange County Public Library,** 30 branches: Children's computers filtered; adult computers unfiltered.

• **Huntington Beach,** four branches: Adults seeking unfiltered computers are sent to a more secluded area of the library and pay an hourly fee.

• **Mission Viejo Library,** one branch: Children's computers filtered; adult computers unfiltered.

• **Newport Beach Public Library,** four branches: Computers in the children's rooms have filtering systems; other computers have none.

• **Orange Public Library,** three branches: All computers have filters, but patrons can request to turn them off.

• **Placentia Library District,** one branch: The library has its own system to filter out what it deems appropriate, rather than a commercial system.

• **Santa Ana Public Library,** three branches: Only youth computers have filters, but high schoolers can get permission to use the Internet without filters.

• **Yorba Linda Public Library,** one branch: Of the 10 adult computers, three have filters.

"If they really care about the kids, they should put (in) filters, especially at libraries."

But local librarians say they have already weighed those concerns, setting up filtered computers for children while giving adults the right to make their own decisions. And they are concerned about officials in Washington making decisions that they say belong in Orange County.

"It's a local decision," said Valerie Maginnis, director of library services for Mission Viejo, where the City Council debated Internet filters three years ago and decided to reserve filtered computers for children.

"It's a local decision ... based on community standards."

SOME LIBRARIES COULD LOSE GOVERNMENT FUNDS

A Pennsylvania appeals court ruled last spring that the Children's Internet Protection Act violates the Constitution's free-speech guarantees because the filtering programs also block nonpornographic sites on subjects such as politics, health and science. The judges recommended less-restrictive controls, such as requiring parental consent before minors are allowed to log on to an un-

filtered computer, or having a parent monitor Web use.

Congress has passed three bills aimed at protecting children from online porn since 1996, but the Supreme Court struck down the first and blocked the second from taking effect. Those dealt with regulations on Web-site operators. Legislators tried a new approach with the 2000 law, arguing that it should be able to regulate government property - computers paid for in part with federal funds.

The Bush administration agreed, arguing that libraries are not required to carry X-rated movies and pornographic magazines and thus shouldn't have to offer such access on their computers.

Some local districts could feel the effect of the justices' decision more than others.

Mission Viejo and Yorba Linda libraries, for instance, receive no federal funding. Other libraries, like Orange County and Santa Ana, get only small amounts. The county library gets about \$35,000 - out of a \$32 million budget.

Anaheim Public Library is applying for a federal program for subsidized Internet access fees, called E-rate. If the Supreme Court requires filters, city officials say they may re-

consider their rules or do without about \$10,000 in savings.

They are also considering the cost of the software needed to comply: Anaheim would have to pay \$10,000 to \$37,000 to put in the filters, plus \$3,000 annually for upkeep.

"We don't see the need for this broad act. But if the Supreme Court finds that it's constitutional, we would have to revisit our policy," said Carol Stone, city librarian.

MOST O.C. LIBRARIES OFFER PARENTAL OPTION

Most Orange County libraries restrict children's Web access while allowing parental permission for minors to use unfiltered computers. Patrons are often asked to sign agreements that they will avoid inappropriate sites, and they can have their access revoked if they don't. Anaheim has revoked Internet access to nine people since its policy began two years ago.

Orange Public Library has filters on all computers, but patrons can request full access. At the Tustin Public Library, the seven adult-only computers without filters are segregated from the two filtered computers for use by

minors, plus a bank of desks blocks them from view by the rest of the library.

As her teen-age daughter tapped away at a filtered machine, parent Karla Henderson, 50, of Tustin said she believes in restrictions on children's computers but opposes a federal mandate: "There shouldn't be filters for adults as long as it's restricted so anyone 18 and under couldn't use it."

Librarians say they worry about limiting legitimate access to information. For example, Anaheim patrons have been blocked for trying to access information about "adult learners" and "Revolutionary War." The software blocks KKK, but not Ku Klux Klan.

But some patrons said they want filters regardless of the restrictions.

"If they're giving them money, they can implement what they want," said Mohammad Chaudhry, 59, of Tustin. "If you want to look at pornography, have your own computer and look at it at home."

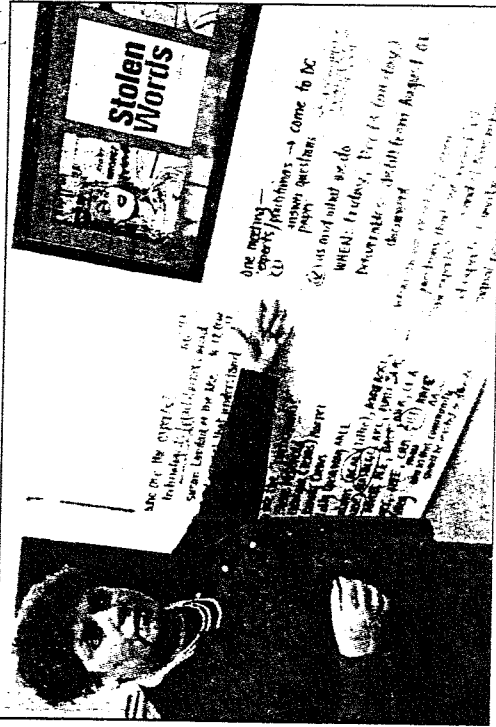
Register news services contributed to this report.

CONTACT US: (714) 704-3793 or
stjully@ocregister.com

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Los Angeles Times
 09 Edition NOV 2 5 2002
 Daily

Librarians Emerging From Book Stacks, Increasing Activism



GAINING CLOUT: Emily Sheketoff was hired by the American Library Assn. to help it get to the negotiating table on more issues.

They've mobilized in Washington and are engaged in far more controversial subjects than their usual issues.

By **EDMUND SANDERS**
Times Staff Writer

WASHINGTON — Former congresswoman and one-time presidential candidate Pat Schroeder is hardly a Washington novice, but she took a political drubbing recently from the unlikelyst of foes: a bunch of librarians.

Schroeder, who now heads the Assn. of American Publishers, had the temerity to publicly

criticize libraries for their stance on copyright laws and for distributing free copies of electronic books and articles that publishers are trying to sell. Schroeder's spokeswoman made matters worse by complaining about the libraries' "radical factions."

Librarians pounced. They roasted Schroeder for "library-bashing." They confronted Schroeder at public appearances, demanding an apology. They wrote to lawmakers en masse to complain.

Eventually, Schroeder raised a white flag and backed away from her comments. The lesson? Don't mess with librarians these days.

They were supposed to quietly fade away with the advent of the Internet, but libraries — and

librarians — are enjoying a higher profile than ever before. They've mobilized in Washington, beefing up their lobbying presence and inserting themselves into far more controversial subjects than their usual bread-and-butter issues, such as literacy.

The 65,000-member American Library Assn., the chief trade group for librarians, has:

- Led opposition to tougher copyright laws, putting it at odds with major entertainment and publishing conglomerates.
- Lobbied against the Bush administration's anti-terrorism Patriot Act because it gave law enforcement easier access to library records.

• Successfully sued the gov-
 | See *Librarians*, Page C71

Librarians Gaining Profile in Washington

Page 7 of 16

[Librarians, from Page C1]

ernment to block an anti-pornography law that required libraries to install Internet filters on library computers or risk losing federal funds.

"We aren't your grandmother's library," said Emily Sheketoff, head of the American Library Assn.'s Washington office. "We're getting into some odd things."

But that higher profile may carry political costs. Librarians have long enjoyed an all-American reputation, and that innocent image is now taking a hit as opponents label them everything from pornographers to pirates.

Some thought it was no coincidence that a bill to double federal funding for libraries stalled in Congress this year.

"If we are going to provide these funds, how will they be used?" asked Rep. Charles W. "Chip" Pickering Jr. (R-Miss.), one of the chief sponsors of the Internet filtering bill that libraries blocked. "Will they be used to promote a radical, extremist social agenda? Libraries are like Mom and apple pie. Why would they want to squander their goodwill and good reputations to get involved in issues like child pornography?"

Sheketoff and other librarians bristle at the notion that they support pornography or don't care about children, but they say criticism isn't surprising given the association's heightened activism.

"We successfully sued the government," said Sheketoff, former deputy assistant secretary of the Occupational Safety and Health Administration during the Clinton administration. "That doesn't make us very popular."

Sheketoff, who cut her political teeth working for Senate Republicans during the Watergate scandal, was hired by the American Library Assn. in 1999. Some within the organization objected to the appointment of Sheketoff, the first non-librarian to head its lobbying office.



LINDA SPILLERS For The Times

*'I still get people asking me where's my bun.
We're training ourselves to be much more aggressive.'*

Emily Sheketoff, American Library Assn.

Los Angeles Times
OC Edition
Daily Nov. 25, 2002
"Librarians Emerging From Book Stacks, Increasing
Activism"
p. C7

Drawing Criticism

Librarians Gaining Profile in Washington

Agenda Item 37
page 8 of 9
will present them performing their traditional services of loaning books, making backup copies and helping patrons with free research.

Still, libraries lack the clout of more seasoned, and better-funded, interest groups.

"Librarians are not exactly up there with pharmaceutical companies," quipped one Capitol Hill staffer.

The American Library Assn.'s decision to sue to overturn the Children's Internet Protection Act, however, has tested the limits of that perception. Conservatives ranging from radio personality Dr. Laura Schlessinger to the Family Research Council attacked the association for the suit. Sheketoff said she received hate mail and death threats.

Though some libraries support the use of filters to bar visitors from browsing pornography Web sites and other potentially offensive material on the Internet, the association maintains that such decisions are better handled at the local level, rather than by a federal mandate.

American Library Assn. President Maurice Freedman asserts that Internet filters, which are based on a list of adult-themed words, infringe on patrons' civil rights because they frequently block sites that have nothing to do with pornography. Among them are those dealing with breast cancer and birth control. The association's lobbyists have noted that even the congressional Web site of House Majority Leader Dick Armey (R-Texas) became snagged in the filter because of his first name.

A federal appeals court sided with the librarians, and this month the Supreme Court agreed to review the case.

Now librarians worry that their lawsuit may have derailed their funding bill, which passed unanimously in committee but was never put to the House floor for a vote. The measure would increase federal library funding from about \$160 million a year to about \$350 million.

Richard Diamond, a spokesman for Armey, insisted that lawmakers simply ran out of time in the last session.

Although he conceded that there were concerns about how much money was being allocated and where funds would go, he said the filtering lawsuit was not a factor.

"It doesn't bother us one bit if they speak out on that," Diamond said. "That's their right."

Copyrights are another issue that librarians are speaking out on, creating new divisions with old allies, such as publishers and media companies.

Libraries spend about \$2 billion a year on books and \$1 billion on electronic databases, the American Library Assn. estimates. But they fear that the growing use of anti-piracy technology and copyright controls

For example, many libraries have switched to electronic databases rather than subscribing to hard-copy magazines and scholarly journals. But they insist that they need to have the right to copy materials as a backup and to share materials with other libraries. Otherwise, if a library can no longer afford to pay for electronic access, it loses not only future issues, but also access to the archives.

Publishers and media companies, on the other hand, worry that in a digital world, libraries will become an electronic back door through which books, movies and music can pass freely. In the past, when a library loaned a book to a patron, there was little concern that it would interfere with sales. But if libraries can loan digital copies of materials, publishers fear that widespread pirating may result and sales could slump.

"Look at what happened with music," said Schroeder, the former congresswoman. "If it gets out for free, how are we going to pay the authors?"

Schroeder said she is hoping to soon find a compromise that will allow libraries to continue serving patrons without threatening the livelihood of publishers.

Since her job last year, Schroeder has been careful not to criticize librarians, and she says she has spent many hours explaining her remarks to them.

"They have a very strong image, and this is a political environment," Schroeder said. "Librarians were very upset. But for the life of me, I still have not figured out what to apologize for."

Sheketoff harbors no hard feelings. "In fact, I thanked her," she said. "It really increased our visibility."

But leaders decided they needed a political professional to get them to the negotiating table on more issues and help overcome the traditional stereotypes about librarians, which often resulted in condescending, pat-on-the-head treatment on Capitol Hill.

"I still get people asking me where's my bun," Sheketoff said. "We're training ourselves to be much more aggressive.... And sometimes that also means being obnoxious and strident." The group has built up its Washington office to 20 members, nearly twice its size in 1995, including one unit devoted to lobbying and another to policy research.

Lobbying expenditures by the American Library Assn. and other library groups now rank among the highest for nonprofits, doubling to about \$750,000 in 2000 from \$360,000 in 1997, according to the Center for Responsive Politics.

That's more than public broadcasters, Boy Scouts of America and Red Cross combined, though less than the \$1 million that the movie industry pays annually to its top lobbyist, Jack Valenti.

A former television producer, Sheketoff hasn't been shy about using the media to "stay in the news cycle" on key issues. She hired a press officer for the Washington office and has started sparring more frequently with conservatives and law enforcement officials on CNN, Fox News and talk radio.

Librarians Emerging from Book Stacks, Increasing Activism - P. C.F.

P.C.F
(Right hand)
column.
Librarians Emerging from Book Stacks, Increasing Activism.

Placentia News
Weekly NOV 21 2002

352 A cauldron of fun

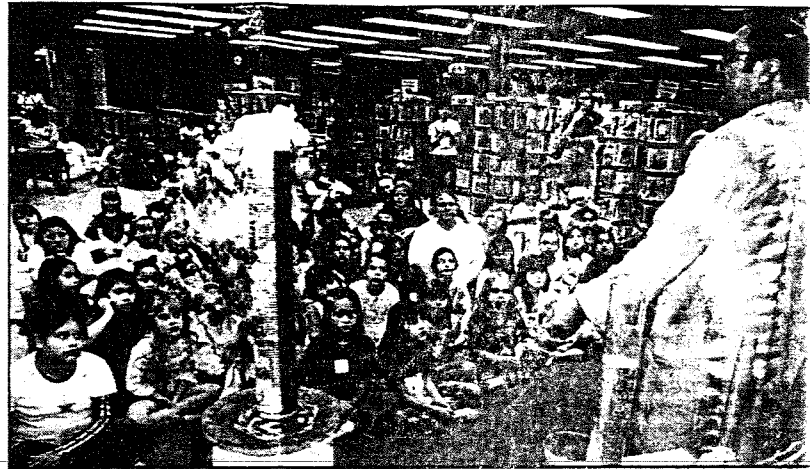
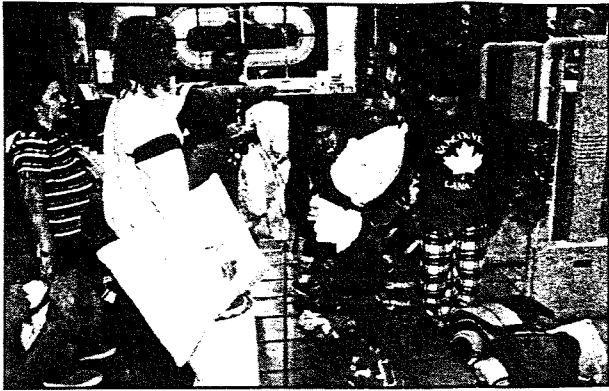


STAN BIRD/Placentia News-Times

The Placentia Library was bubbling with fun as more than 50 children took part – with their parents – in the 16th annual Camp Library on Friday. Here, children watch ice cream being made with liquid nitrogen.

FOR MORE PICTURES AND COMMENTS FROM THE CHILDREN, SEE PAGE 3.

A night at the library



Clockwise, from above: Soraya Simmons and Derek Alamilla, 6, were first in line for the 16th annual Camp Library on Friday at the Placentia Library. Scientist Rudy Gonzales of 'Rudy's Radical Science' got the attention of the children and adults with his carbon dioxide demonstration. Sejal Patel, 9, and Megha Bhatia, 9, make faces as they looked at a close-up photo of a fly during Rudy's show. Bottom right: 4-year-old Justine Bennett stayed up as long as she could before bedding down during the library campout.



Photos
by
Stan Bird



What the kids say:

More than 50 kids brought their sleeping bags and PJs to the Placentia Library, which hosted the 16th annual Camp Library on Friday and Saturday as part of National Children's Book Week.

Kids ages 4 to 12 and their parents enjoyed games, crafts, snacks and a movie. The event included a science exhibit, breakfast on Saturday morning and plenty of reading.

Here are some of the reactions from the campers:

REASON FOR SLEEPING OVER

Rachel Hatter, 8: "Cause it's fun to sleep over with your friends"

people get to do it."

Bethany Quitral, 7: "So you can read as many books as you want."

Dipali Patel, 8: "It is really fun and it gives you more time to read."

Michelle Garces, 8: "They have the best stuff and to get away from my brother."

BOOK READ

Bethany: "Duck, Duck, Goose!"

Dipali: "The Case of the Halloween Ghost"

Michelle: "One Fine Day"

BEST SPOT TO SLEEP

Rachel: "By the book shelves 1 and

and I want to be by them."

Bethany: "By the drinking fountain and the bathrooms because you can go to the bathroom and get a drink."

Michelle: "In the front so you can get out faster for an emergency."

Dipali: "By the playpen, because it has stuff to play with."

Shauna: "Not near too many people because they snore, sing, walk around or talk in their sleep."

FAVORITE PART

Rachel: Arts and crafts

Bethany: "When we got to make an airplane or a book mark."

Dipali: "My favorite part was when

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Placentia News
Weekly NOV 28 2002

Women's club holds annual tree benefit

The annual Festival of Trees holiday benefit will take place at 10:30 a.m. Saturday at the Alta Vista Country Club, 777 E. Alta Vista St. Hosted by the Placentia Round Table Women's Club, the program will feature drawings for 20 3-foot-high, decorated Christmas trees surrounded with gifts.

Last year, more than 30 trees were donated, raising \$14,000 that was divided among the Placentia Library, the Boys & Girls Club of Placentia, the Homeless Intervention and Shelter House and other charities.

Tickets to the luncheon are \$40 and include tree viewing, lunch and a fashion show. Information: Joyce Halvorsen, (714) 528-2224.

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The Register
Daily NOV 28 2002

PLACENTIA 332

Help with books: The Placentia Library is seeking volunteers to help with its used book sales, which are held every

second Sunday of the month. Volunteers will assist with customer service as well as with pricing and sorting donations. All proceeds benefit the library's programs and services. Call Jillian Rakos at (714) 528-1925, Ext. 201.

- Patrick Vuong

(714) 704-3796
pvuong@ocregister.com

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GOVERNMENT 33

\$18 million going to O.C. libraries

³³²The California Public Library Construction and Renovation Board on Monday awarded \$18 million to three Orange County libraries.

With a \$9.1 million grant, Orange will start in 2005 a massive expansion that will close part of Center Street and more than double the size of the main library.

Anaheim will use its \$5.7 million award to expand the Haskett Branch Library from 7,500 square feet to 24,000 square feet.

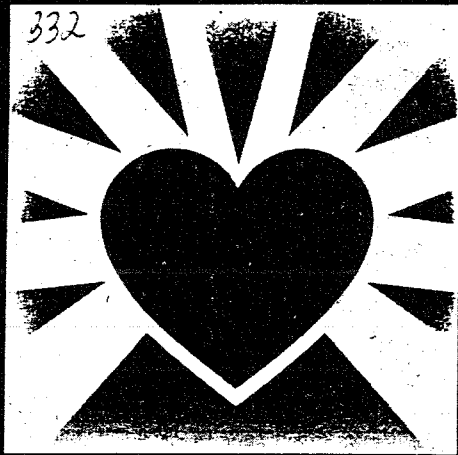
Newport Beach will use its \$3.2 million award to build a new joint-use library at Irvine Avenue and Dover Drive to serve both residents and children from Mariners Elementary School.

The state library board considered 61 applications for the first award cycle of the Library Bond Act of 2000 and gave out \$130 million.

- Jit Fong Chin
(714) 704-3704

17TH ANNUAL CELEBRATION OF NATIONAL PHILANTHROPY DAY

SPIRIT OF PHILANTHROPY



AWARDS LUNCHEON

National Philanthropy Day is celebrated throughout the nation each year to underscore the role philanthropy plays in enriching our lives and our communities and to acknowledge those who promote philanthropy. The NPD Spirit of Philanthropy Awards Luncheon, held on November 21, recognized community members whose philanthropic acts, both great and small, have brought our community together through generous gifts of time, talent and treasure.

2002 OUTSTANDING HONOREES

Outstanding Youth	Adolescent Residents of Phoenix House of Orange County
Outstanding Volunteer Group	Project Independence
Outstanding Volunteer	Evelyn Gibson
Outstanding Founder	Sister Eileen Mc Nerney
Outstanding Corporation or business	The Allergan Foundation
Outstanding Philanthropist	Susan & Henry Samueli

Pacific Chippins
The Register Daily Dec. 5-2002

2002 HONOREES & NOMINATING ORGANIZATIONS

OUTSTANDING CORPORATION OR BUSINESS

Emulex Corporation / Discovery Science Center
J.M. Graham & Associates / Concordia University
Greystone Homes, Inc. / Laura's House
William Hezhalmach Architects, Inc. / Habitat for Humanity of Orange County
houseIT / Pretend City, The Children's Museum of Orange County
The Irvine Company / Families Forward
Laguna Tools / Taller San Jose
Mazda North American Operations / Juvenile Diabetes Research Foundation, Orange Coast College Foundation, Stop-Gap
Mikimoto / Pacific Symphony Orchestra
The Orange County Register / The Susan G. Komen Breast Cancer Foundation
Resources Connection, LLC / Human Options
State Farm / The Orange County Bar Foundation
Waste Management of Orange County / Boys & Girls Club of Santa Ana
Wells Fargo Bank / Orangewood Children's Foundation
Western Digital Corporation / Share Our Selves

OUTSTANDING FOUNDER

In Memory of Robert "Sam" Barnes / The Orange County Bar Foundation
Vivian Clecak / Ferrari Philanthropic
Sue & Jack E. Fleischli / Concordia University
Thomas Key / Pacific Symphony Orchestra
Debbe Magnusen / Project Cuddle
Cheryl Post / Brandy's Friends Counseling Center
Cherylene Rendes / Wonders of Wildlife
Ramona Schneider / Helping Our Mentally Ill Experience Success
William Steiner / Orangewood Children's Foundation
Mark Sullivan, M.D. / Mission Hospital
Barbara Sulzbach / Acacia Adult Day Services

OUTSTANDING PHILANTHROPIST

Sara & Michael A. Abraham / University of LaVerne
Arlene Cheng / Pacific Symphony Orchestra
Carling H. Childs / Southern California College of Optometry

Don Crevier / Boys & Girls Club of Laguna Beach
Daranne & Paul Folino / California State University Fullerton, Chapman University, South Coast Repertory
Michael & Eleanor Gordon / Community Foundation of the Jewish Federation of Orange County
Sharon & Terry Hartshorn / American Red Cross, Human Options, Saint Joseph Ballet, Stop-Gap
Doy Henley / Chapman University
Teri Hoops / Families Forward
Sam Ingardia / Casa Teresa, Inc.
Scherry & Peter LaMarche / Laura's House
Leatherby Family / KOCE-TV
R.J. Lewy / The Leukemia & Lymphoma Society
Roe MacPherson / Boys & Girls Club of Santa Ana
William & Louise Meiklejohn / Saddleback Memorial Foundation
Peter & Mary Muth / St. Joseph Hospital Foundation
Isidore & Penny Myers / Community Foundation of the Jewish Federation of Orange County
Michael & Carolyn Parkinson / The Eli Home, Inc.
Judith (Judi) Partridge / Goodwill Industries of Orange County
Janet & James "Walkie" Ray / Discovery Science Center
Jeff Roos / HomeAid Orange County
Jack & Katy Schoellerman / Human Options
Anton Segerstrom / Second Harvest Food Bank of Orange County
Janice & Ted Smith / MIND Institute, University of California, Irvine
Keith Swayne / Boys & Girls Club of Laguna Beach
Caroline J. Trembath / Concordia University

OUTSTANDING VOLUNTEER

Marianne Abi Aad / American Lung Association of Orange County
Karen Barrera / Placentia Library District
Marie Blash / The Susan G. Komen Breast Cancer Foundation
Laura Blatchford / Blind Children's Learning Center
Keith Bohr / Orangewood Children's Foundation
Mary Botts / American Lung Association of Orange County

Claire H. Burt / Pacific Symphony Orchestra
Marc Carignan / American Lung Association of Orange County
Bruce R. Clark / YMCA of Orange County
Sophie Hall Cripe / Human Options, Stop-Gap
Bobbi Dauderman / THINK Together
Tom Dobyns / Orangewood Children's Foundation
Kris Elftmann / University of California, Irvine
Diana L. Gentry / YWCA Central Orange County
Delbert E. Glanz / Concordia University
Kam Gleason / FISH - Harbor Area, Inc.
Betty Gleason / FISH - Harbor Area, Inc.
Jo Lynn Graham / Families Forward
Robert Grant / Orange County Community Foundation
Peggy Hammer / California State University, Fullerton
Benjamin C. Harris / University of LaVerne
Melissa Hileman / Blind Children's Learning Center
Glen A. Howard / THINK Together
Jeff Iverson / Sisyphus
Barbara Kenady / Ballet Pacifica
Joann Larson / Human Options
Nancy Lawrence / Laguna College of Art & Design
Mr. & Mrs. Chris Layton / St. Joseph Hospital Foundation
Joanie Lee / Laura's House
Kristen McGuinness / Pretend City, The Children's Museum of Orange County
John P. Miller / Public Law Center
Donna Morris / FISH - Harbor Area, Inc.
Terrence Noonan / Mission Hospital
Irene Rendes / Wonders of Wildlife
Lita Robinow / Irvine Public Schools Foundation
Marshall Stryll / Share Our Selves
Marianne Zanzig / Laguna Harbor Area, Inc.
Joan Ziegler / Habitat for Humanity of Orange County

OUTSTANDING VOLUNTEER GROUP

Black & Decker Employee Recreation Committee / Habitat for Humanity of Orange County
The Boeing Company / Camp Ronald McDonald for Good Times
Cal State Fullerton Volunteer & Service Center / Anaheim Family YMCA

Friends of Canyon Acres Society / Canyon Acres Children's Services
Friends of Concordia University-North / Concordia University
Cooking With Visions / Blind Children's Learning Center
44 Women for Children, an auxiliary of Orangewood Children's Foundation / Orangewood Children's Foundation
Junior League of Orange County / Laura's House
Music on the Move Program / Pacific Symphony Orchestra
National Charity League / Families Forward
St. Jude Medical Center Guild / St. Jude Memorial Foundation
St. Juliana Volunteer Group / Second Harvest Food Bank of Orange County
Friends of Yorba Linda Public Library / Yorba Linda Public Library

OUTSTANDING YOUTH

Gaby Anaya / Blind Children's Learning Center
Tai Baird / Santa Margarita Catholic High School
Chris Deaner / Laura's House
Mark Edwards / Huntington Beach Youth Coalition Against Substance Abuse
Stephanie Gow / Orange County on Track
Lynette Hibben / Huntington Beach Youth Coalition Against Substance Abuse
Sarah Hickerson / Concordia University
KidSingers / Paul McNeff Singers
Michael Sean Le / Huntington Beach Youth Coalition Against Substance Abuse
Marissa V. Meyer / Human Options, Jewish Federation of Orange County, Temple Bat Yam, The Wellness Community Orange County
Matthew Newcomb / Human Options
Orangewood Peer Mentors / Orangewood Children's Foundation
Darryl Reames / Santa Margarita Catholic High School
Minnie Salonen / After-school Child Care & Family Enrichment Center, Inc.
Cori Schaller / Mission Viejo High School

**IRIT OF PHILANTHROPY
AWARDS LUNCHEON
NOVEMBER 21, 2002**

Keynote Speaker
Linda Biehl
Co-Founder and Director,
Amy Biehl Foundation (USA) and
Amy Biehl Foundation Trust (South Africa)

Special thanks to Michael N. Graham, creator of the 2002 Orange County National Philanthropy Day award sculpture.

*We make a living by what we get
but we make a life by what we give.*
— Winston Churchill

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AFP website: www.afpoc.org

JUDGES PANEL

Judge Margaret Anderson, Superior Court of California
Carolyn Baker, Blind Children's Learning Center of Orange County
Cindy Beyl, HamiltonBeyl Philanthropy Consulting
Gail Bongcaras, Saint Joseph Ballet
Phyllis Cahill, Community Leader
Sophie Hall Cripe, Community Leader
Bobbi Dauderman, Community Leader
Anita Ehrenberg, Tuesday's Angel, OC ALS
Kris Elftmann, Noelle Corporate Communications
Jean Forbath, Community Leader
Lisa Fujimoto, Change A Life Foundation
Jennifer Gray, Disneyland Resort
Jolie Harnack, Community Leader
Amanda Heller, Volunteer Center of Greater Orange County
Carol Hill, St. Joseph Health System
Rusty Kennedy, Orange County Human Relations Commission
Ruth Ko, Orange Coast Magazine
Dr. Carlos Letja, California State University, Fullerton
Kathy Braun Lewis, Community Leader
Margarita Miranda, Fluor Corporation
Margaret Pendleton, KassMark
Kim Barone Scherrer, Southern California Edison
Richard Schweickert, Schweickert & Company
Michele Silva, MOMS
Janice Smith, Community Leader
John Stahr, Community Leader
Shannon Wenzel, Habitat for Humanity of Orange County
Lisa Wood, Mission Hospital Foundation

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Jodi Book, Saddleback Memorial Foundation
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Pacific Life
Washington Mutual

FROM PAGE 1

three-fourths of residents speak primarily Spanish at home and two-thirds of the student body is learning English. All students must pass the test to earn a diploma, starting with this year's juniors.

The issue is vital in Santa Ana, which had the lowest passing rate in Orange County. Countywide, Hispanic students are lagging behind others, with about one-third of last year's sophomores passing math and more than half passing the English portion. Santa Ana has the highest percentage - 60 - of residents 25 and older who lack a high school diploma. "We have a very serious concern that they are not getting the message about the high school exit exam," said Lucy Araujo-Cook, the district's spokeswoman, who developed the fotonovela. "It hits people between the eyes."

Other districts have tried various ways to inform parents about the exit exam. Committees in Garden Grove presented information at meetings in English and Spanish. Huntington Beach Union mailed parents letters in Spanish and Vietnamese. Anaheim Union sent information sheets about graduation requirements to parents in five languages, including Spanish, Korean and Vietnamese.

But the fotonovela idea seems to be unique. Santa Ana printed about 15,000 copies only in Spanish to distribute a few weeks ago at a parents conference, at which attendees took turns reading the panels aloud and acting them out. The district plans to put the fotonovelas in intermediate and high schools first.

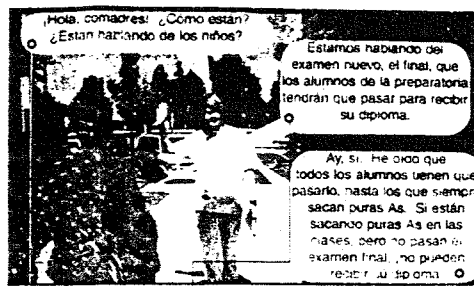
Eventually, the district plans to distribute them to elementary schools and mail them to parents.

Specialists in Hispanic marketing say the fotonovela is an effective way to get messages to the masses.

"It's just easy to understand on a visual level without having to read too much," said Rochelle Newman-Carrasco, chief executive officer of Los Angeles-based Enlace Communications, which focuses on marketing to Hispanics. "I think it can be a creative way of getting that message across. And people will find it accessible and appreciate it."

Santa Ana's fotonovela has images that residents already know: three real-life mothers

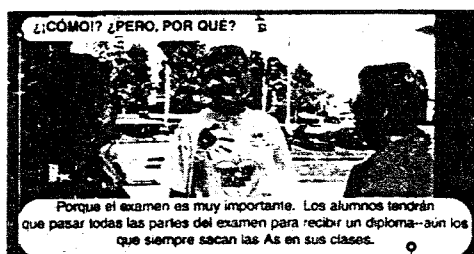
School Exit Examination to Spanish-speaking parents. Below is a sample page.



Hey, girlfriends! How are you? Are you talking about the children?

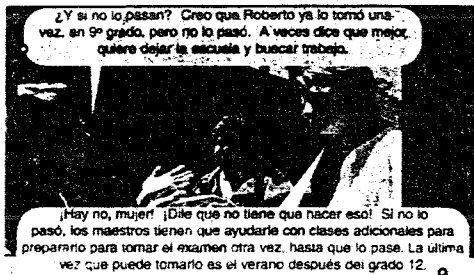
We're talking about the new exam, the final, that the high school students will have to pass to get their diploma.

Oh, yes. I've heard that all the students have to pass it, even if they always get all A's. If they are getting all A's in their classes but they don't pass the final exam, they can't get their diploma!



What?! But why?

Because the exam is very important. The students will have to pass all parts of the exam to get a diploma - even if they always get A's in their classes.



And if they don't pass? I believe Roberto already took it one time in ninth grade, but he didn't pass it. Sometimes he says he might want to leave school and look for a job.

Oh, no, ma'am! Tell him that he doesn't have to do that! If he doesn't pass, the teachers have to help him with extra classes to prepare him to take the exam another time until he passes it. The last time he can take it is the summer after 12th grade.

Source: Santa Ana Unified School District.

The Register

are worried about passing the exam. One says they have several chances to take the test and that students can get extra help to pass it. One mother warns that the children won't graduate if they don't pass, even with good grades. Counselors' contact numbers are at the end of the book.

The characters use common words rather than the bureaucratic language that often plagues government-produced brochures. For example, the mothers greet each other as *comadre*, the word for "godmother" frequently used also for "female friend." An they say *prepa*, a colloquial word for "high school."

exam after seeing her picture. "They paid more attention. It was like, 'Oh, I know her. Whatever she's saying might be credible and I'll read it more thoroughly, (rather) than just picking it up and throwing it away,'" Zaragoza said. "They get materials. If it doesn't catch their eye, then they don't take it that seriously."

But parent Ana Mazariegos, who has a 10th-grade son and two younger children, said she doubts parents will take the time to read it. She believes parents would be more informed by meetings.

"I think they could do it in an easier manner," said Maza-

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The Register
Daily

NOV 29 2002

Exit exam is explained in plain Spanish

332
Fotonovelas show parents importance of test in a format familiar to them.

By SARAH TULLY
THE ORANGE COUNTY REGISTER

It's not quite the risqué romantic story that many of the popular booklets usually contain.

But the Santa Ana Unified School District is using comic-like booklet, similar to those distributed throughout Latin America, to Spanish-speaking parents about something their kids have neglected to mention at home: they now have to pass a test to get a high school diploma.

The booklets are called *fotonovelas* - stories told through panels of photos with captions. In Mexico and other countries, *fotonovelas* often include sensational or other stories, but all are used to inform the public on issues like health care. Newsstands and grocery stores sell *fotonovelas*, which are as easy to carry as a magazine for reading during breaks or on a bus.

Many say the *fotonovelas* seem a natural fit to tell parents about the California High School Exit Examination in a city where

SEE EXAM • PAGE 4

Pacific Clippings
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Focus | IN DEPTH

Excuses, excuses

An Indiana collection agency that works for the 500 libraries nationwide has surveyed librarians for patrons' excuses for not returning overdue books. Some notables:

We left the books on the porch and they got wet, so we put them in the dryer and they were destroyed.

I just had a bed sore removed from my backside and I can't drive the books to the library.

My car, with the books in them, was carjacked. The car was found but impounded by police so I can't get the books until after the trial.

My little sister ate a book. (The overdue book was a World Almanac)

Source: Unique Management Services of Jeffersonville, Ind.

The cost of book keeping

Ignored fines on overdue materials are costing already crimped libraries thousands of dollars.

By RACHANEE SRISAVASDI
THE ORANGE COUNTY REGISTER

The woman, her three children in tow, walked up to the counter of the Placentia Public Library and slapped down five library cards.

"Which one of these cards don't have any fines?" the woman asked, recalls Amnah Darwish, the library's circulation manager. "One had \$9, another had \$10, another had \$15. I found one that didn't have any, and she used that to check out children's books."

Placentia's policy is that patrons with less than \$5 in fines on their library cards can check out additional books. Darwish says many patrons, such as this woman, often use their children's library cards

RELATED STORY ON PAGE 1

rather than pay their dues. Overdue books, videos and DVDs are an ongoing problem for libraries, which pocket losses for the non-returned items and have to shell out more money to replace them.

But librarians say their dilemma is a glimpse into a broader societal issue: How people can easily shrug off a tiny fine - as little as a dime a day - or ignore their polite letters asking to return a borrowed book.

"This is the last place in the United States where there is an honor system," Darwish said. "I don't think the library is here



BRUCE CHAMBERS, THE REGISTER

BOOKS GO MISSING IN ACTION: Amnah Darwish, circulations manager at the Placentia Public Library, feels strongly that patrons should return borrowed books. She says that some patrons' fines are so high that their credit may be harmed.

Library, Orange Public Library and the Buena Park Library District all report their top fines are well over \$1,000.

"We're losing about \$30,000 to \$35,000 a year out of our book budget," says Carolann Tassios, director of the Yorba Linda Public Library. "It comes out to be about 5 percent, but that's money we could be using to acquire more material."

In Huntington Beach, approximately 5,000 people owe the library a total of \$366,000 in fines. Ronald Hayden, director of library services, implemented a program a few years back to take people to small-claims court to retrieve



In the past decade, libraries nationwide have seen a steady rise in unpaid fees and have had to turn to private collection agencies to handle delinquent patrons.

COLLECTION AGENCIES ENTER THE PICTURE

One agency, Indiana-based Unique Management Services, currently handles 2 million accounts for 500 libraries. Kenes Bowling, the agency's director of customer service, said outstanding balances range from \$25 to \$10,000. The average patron referred to the collection agency owes about \$75.

In the past nine years

A look at overdue polic

The largest library system the county is the Orange County Public Library, which has 31 branches in various communities. Libraries in Heim, Yorba Linda and Placentia are part of a tri-city library network in which they share borrowable items. Seven cities have their own libraries. Libraries differ in their policies on overdue items. Most libraries allow an individual who must show a valid ID to obtain a library card, to checkout an item for two to three weeks. If the item is not returned, fines anywhere from 25 cents to a \$2 a day accrue on the card.

Libraries will call patrons to write them letters before sending over outstanding accounts to collection agencies. In general, patrons who owe at \$25 to \$50 are turned over to the agencies. Fines usually include the cost of the item as well as library processing and collection agency fees.

Fines add up for offender

The following is a breakdown of libraries in Orange County and their highest outstanding overdue accounts. The number of individuals with the highest fines are not public records.

- Huntington Beach Public Library
Highest fine: \$2,053
Total fines: \$366,000
- Newport Beach Public Library
Highest fine: \$234
Total fines: \$272,408
- Fullerton Public Library
Highest fine: \$791

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Library Assistant *KM*
DATE: December 18, 2002
SUBJECT: **Safety Committee report for November**

There was no safety committee meeting in November. The next meeting is scheduled for Thursday, December 19, 2002 at 9:30 A.M.

Election of new officers highlights November Library of California meeting

The day began early for Library of California (LoC) board members at the November 19, 2002 meeting in Sacramento. Library of California staff hosted a breakfast celebrating the 25th anniversary of the California Library Services Act (CLSA) becoming law. [For more information, see accompanying article]

During the LoC business meeting, the board voted unanimously to elect John Kallenberg, county librarian for the Fresno County Public Library System, and Fred Gaines, a land use lawyer and president of the City of Calabasas Library Commission, to be the president and vice president of the board for 2003. Their terms will begin Jan. 1, 2003.

At the meeting, Cameron Robertson, Deputy State Librarian of the California State Library, told LoC board members that state agencies face "significant challenges" based on the Legislative Analysts Office's (LAO) most recent report about the California state budget. According to the LAO report, the current 2002/03 fiscal year budget shortfall is \$6.2 billion, and the estimated state budget deficit for fiscal year 2003/2004 will be \$21.2 billion. He said that these estimates will pose fiscal problems for the LoC and for the State Library. Robertson added that the next "real" numbers about the budget situation would be in January 2003 when the Governor releases his fiscal year 2003/2004 budget.

Forty-first District Assemblywoman Fran Pavley shared her thoughts with the LoC board and audience members about libraries and the current budget situation in California. Pavley opined that although cutting funds to library programs would result in short-term savings, the long-term result would be devastating to California, especially for children and young people.

Chuck Cole, who volunteered to provide pro bono consulting advice to help the LoC board, advised the board to "think outside the box" so that the LoC can continue to operate as a program and still provide services to its clientele. Cole recommended that the board pinpoint which LoC services benefit member libraries the most, and that the board focus on these aspects. He also suggested that the LoC board find new sources of revenue and new ways of saving money; and in adopting strategies to develop partnerships with vendors, determine the mission of the LoC and reallocate resources accordingly.

Other highlights of the LoC board meeting included:

1. 2002/03 Budget Issues

After the State Budget was signed in September 2002, the California State Library was notified that the allocation for local assistance in the LoC program was \$1 million, not \$990,000 as listed in the May 2002 revise. The LoC board voted unanimously for this extra \$10,000 to be divided equally among the seven regional library networks.

The Department of Finance requires that scheduled appropriations be rounded off to the nearest \$1,000. The LoC board unanimously approved the CLSA revised budget that rounded up to the nearest \$1,000 all the individual CLSA 2002/2003 baseline budget allocations. This means, for example, that the original revised

CLSA allocation for the California Literacy Campaign will be rounded up to \$3,990,000 instead of the exact amount of \$3,933,933. The exact amounts in the other program categories will be rounded in the same way.

2. Regional Library Network Development

The LoC board unanimously approved the following member and participating libraries in the LoC regional library networks:

Arroyo Seco Library Network Members

Cleveland Chiropractic College
Lanternman Developmental Center
Participating Libraries
Library (Cleveland Chiropractic College)
Staff Library (Lanternman Developmental Center)

Tierra del Sol Library Network Members

Chaffey Joint Union High School District
(Riverside County Office of Education)
Participating Libraries
Alta Loma High School Library
Chaffey Memorial Library (at Chaffey High School)
Colony High School Library
Etiwanda High School Library
Los Osos High School Library
Montclair High School Library
Ontario High School Library
Rancho Cucamonga High School Library

LIBRARY
OF
CALIFORNIA



CALIFORNIA
STATE LIBRARY
FOUNDED 1918

CLSA 25th Anniversary celebrated at special breakfast meeting

The California Library Services Act (CLSA) celebrated its 25th anniversary on November 19th in Sacramento. Library of California board members, past CLSA board members, CLSA system administrators and citizen advisors, and present and former California State Library staff gathered to pay tribute to this remarkable program.

CLSA, signed into law in 1977, authorizes seven funded programs to enable resource sharing among public libraries throughout California. It is administered by a 13-member board appointed by the Governor and State Legislature, with the State Librarian serving as the board's chief executive officer. Since the passage of the Library of California (LoC) Act in 1998, the LoC board continues to administer the CLSA programs and public library literacy services in the state.

After opening remarks and acknowledgements by LoC President Victoria Fong and 2003 president-elect John Kallenberg, featured speaker Marilyn Snider, founding CLSA board member and third board president, cast her mind back to the first meeting of the California Library



Photo by Ira Bray, CSL staff

CLSA & LoC Board members gather together for group photo at CLSA 25th Anniversary breakfast.

*Front Row: Fred Gaines (LoC), Jane Lowenthal (LoC), Mary Purucker (LoC/CLSB), Susan Steinhauser (LoC/CLSB), Victoria Fong (LoC/CLSB).
Back Row: John Kallenberg (LoC/CLSB), Marilyn Snider (CLSB), Mike Spence (CLSB).*

Services Board (CLSB) in April 1978 when board members first learned that they had to submit regulations for CLSA by July of that year! In June when voters passed Proposition 13, the CLSB faced the challenge of fulfilling the mandates of the Act with less funding. Despite these obstacles, the CLSB proved they were committed to making networking and sharing resources happen in public libraries. She said they enacted system services such as materials delivery, regional and statewide

reference, equal access, and turned Transaction Based Reimbursement (TBR) into a "household word."

Cameron Robertson, who helped manage the CLSA program before becoming deputy state librarian, said during his speech that one of the highlights of CLSA occurred when literacy services were added to the Act in the mid 1980s. He also echoed Mr. Kallenberg's earlier remarks that CLSA has provided a terrific service for California residents in costing between \$350 to \$370 million in 25 years for the sharing of almost a half billion library materials, an average cost of less than \$1.50 per shared item.

In recognition of the service and support that CLSA systems extend to California libraries, Library of California Director Dr. Diana Paque presented certificates of appreciation to representatives from the fifteen CLSA systems. This appreciation was timely for Jim Kirks and Judith Segel, CLSA system administrators for North State Cooperative Library System and Black Gold Cooperative Library System respectively, who will retire this month after many years of dedicated service.

from page 2

November LoC meeting highlights

Educational Resource Center
(Riverside County Office of Education)

3. Loan Compensation Program Update

In October 2002 the LoC staff awarded the Handling/Delivery Cost Study for the LoC Loan Compensation Program to Florence Mason and Associates from Texas. The purpose of the study is to determine the handling and delivery costs of interlibrary loans and the handling costs of direct loans among member institutions of the LoC.

4. LoC Reference Program

Since spring of this year LoC staff have been exploring the possibility of merging the 24/7 and Q&A Cafe virtual reference projects into a statewide program. A Library Services and Technology Act (LSTA) grant has been

awarded to bring these two programs together so that virtual reference can be provided to all LoC member libraries. Staff are also participating in discussions about integrating other reference-related LSTA projects and reference services into an overall statewide reference program.

5. Resolutions

The LoC board voted unanimously to give resolutions to retiring librarians Jim Kirks, administrator of the CLSA North State Cooperative Library System, Judith Segel, administrator of the Black Gold Cooperative Library System, and Liz Gibson, interim bureau chief of the Library Development Services bureau of the CSL, in appreciation for their outstanding contributions to California libraries and the library profession.



Library Bond Act board announces 1st cycle grant awards

On December 2, 2002, the California Public Library Construction and Renovation Board met to consider 61 applications for state matching grants for public library construction projects in California. The board reviewed the "Office of Library Construction Findings," as well as individual application summaries for each application, and deliberated for over 3 hours before awarding grants to the following 13 projects:

Project Name	Applicant (Name of City)	State Grant
Alameda Main Library	Alameda	\$ 15,487,952
Bruggemeyer Memorial Library	Monterey Park	\$ 8,845,850
Camarillo Library	Camarillo	\$ 15,621,473
Haskett Branch Library	Anaheim	\$ 5,669,872
Hercules Public Library	Hercules	\$ 6,177,681
Highland Branch Library	Highland	\$ 5,165,070
Mariners Joint Use Library	Newport Beach	\$ 3,180,739
National City Public Library	National City	\$ 11,112,814
Orange (City) Main Library	Orange	\$ 9,127,700
San Mateo Main Library	San Mateo	\$ 20,000,000
Santa Maria Public Library	Santa Maria	\$ 16,390,502
South Oxnard Branch Library	Oxnard	\$ 5,785,761
Victoria Gardens Library	Rancho Cucamonga	\$ 7,752,688
TOTAL:		\$130,318,102

California State Librarian, Dr. Kevin Starr, and the board members congratulate the above local jurisdictions on their successful grant awards. Grant award letters will be sent soon to the grant recipients. The next steps for these projects will be executing a grant agreement with the California State Library and then beginning the architectural plans review process. The Office of Library Construction staff will assist the grant recipients to begin construction of these public library buildings as soon as possible.

The board did not award the total \$150 million of state funds available for the 1st cycle. However, the board voted to schedule an additional meeting to consider awarding the remaining grant funds. The meeting is to be scheduled prior to the Christmas holiday, if possible.

Dr. Diana Paque is new LDS bureau chief at State Library

State Librarian Dr. Kevin Starr has appointed Dr. Diana Paque, Library of California director, to be the new Library Development Services bureau chief at the California State Library. Dr. Paque succeeds interim bureau chief Liz Gibson, who agreed to serve as acting bureau chief following the departure of Mark Parker in September 2002.

"I am delighted to have Dr. Paque on my team," said Dr. Starr in making the appointment. "These next few years will challenge our best and most creative library visionaries. I am confident that Dr. Paque will help us design and deploy library services that will meet the needs of our dynamic ever-changing state." As LDS bureau chief, Dr. Paque will play a major role in shaping the CSL's resource sharing and outreach programs during the challenging first years of the 21st century.

A graduate of Santa Clara University, Dr. Paque received her Master of Library Science and Doctor of Public Administration degrees from the University of Southern California. She served as head librarian for Solano Community College and as assistant director for library affairs for the California State University system. She joined the CSL in 1999 to establish the Library of California (LoC) program. More recently she was also given responsibility for overseeing the California Library Services Act (CLSA) program.

Dr. Paque begins her new duties as LDS bureau chief on December 2. She can be reached at (916) 653-7183 or dpaque@library.ca.gov.



California Quarter project update

The California Quarter project, a joint effort of the office of the Governor of California and the California State Library, has entered the final phase of the statewide search for a design for the 2005 California quarter.

Because of the grass-roots promotion of the project in California's libraries, schools and museums, the government received over 7,000 unique designs from Californians.

In mid-October, the Governor announced the California Quarter Selection Committee whose honorable members will have the historic task of selecting 20 semi-final designs for the Governor. In early 2003, after the semi-final 20 have been on the web for public feedback, the Governor will select 5 final designs to send to the US Mint. The mint will have the final say on what goes on the quarter.

California Quarter Selection Committee:

Committee Member	Affiliation
Stephanie Barron	Senior Curator of Modern and Contemporary Art; and VP of Education & Public Programs
Dr. Jerry Buss	Owner, Los Angeles Lakers
Joyce Mobley Corrigan	Educator
Michael Flores	Secretary of Foreign Affairs, Office of Gov. Gray Davis
Robert Freeman	Designer, California Native American Commemorative Seal
Elaine Galinson	Photographic Arts Community
Dan Garcia	Senior Vice President, Kaiser Permanente; former Sr. V.P. of Warner Brothers
Thomas K. Hsieh	Architect, Former SF supervisor
Jim Hunt	California State Numismatic Association
Dr. Narinder Singh Kapany	Fiber Optics
Maxine Hong Kingston	Author
Dwight Manley	President, United Sports Agency; Managing Partner, California Gold Marketing Group
Penny Marshall	Actor and director
Rick Moss	Chief Curator, African American Museum and Library at Oakland
Barry Munitz	President, Getty Museum
Lynn Schenk	Chief of Staff, Office of Gov. Gray Davis
Robert Setrakian	William Saroyan Foundation
Joan Irvine Smith	President and Owner, Joan Irvine Smith Fine Arts, Inc.
Barry Stuppler	A Governor of the American Numismatic Association
Wayne Thiebaud	Artist

It's a small state after all:

Videoconferencing and webcasts help librarians access meetings and training

By Dan Theobald
i2i Communications

Librarians know that training is essential for professional development, providing critical services to patrons, and keeping up with legal issues that affect libraries and their users. However, librarians in California often wrestle with time pressures, budget constraints, and travel restrictions in their quest for continuing education. Thanks to the Library Services and Technology Act funding, librarians are using advanced communications technologies such as videoconferencing and webcasting to access vital training sessions and administrative meetings.

"Traditionally, we've served our library constituency by holding important meetings and workshops not only in Sacramento, but also in major population centers throughout the state," said State Librarian Dr. Kevin Starr. "But with videoconferencing and webcasting, we can use these sophisticated technologies so that library staff working in geographically remote areas of California can attend important meetings or receive work-related continuing education without undue hardship to themselves or to their library patrons."

More than 40 public libraries throughout California have videoconferencing capability. This allows librarians to engage with distant videoconferencing sites via a large-screen television. All sites can see and hear one another, so the videoconferences are lively and interactive.

Another communication technology that is becoming increasingly popular for continuing education and training is webcasting. With webcasting, librarians can watch programs on their computers and interact with the presenter and other participants via e-mail or text chat. For larger audiences, a computer can be hooked up to a data projector so that the webcast can be shown on a large screen. A second computer is often hooked up elsewhere in the room so that participants can watch the same webcast and send e-mail inquiries to the presenter without interfering with other viewers.

Both technologies allow traditional presentations to be augmented with other visual elements such as PowerPoint presentations, recordings on videotape or DVD, and excursions out to the Internet. These presentations can also be archived so that library staff who were unable to attend the initial broadcast can watch it later. Archiving also makes it easy for librarians or other library staff to review previous webcasts or sections of webcasts.

Webcasts on legal issues

In keeping current on legal issues, communications technology has also benefited librarians statewide. The Infopeople Project, a major provider of information technology and other training for California libraries, is currently offering a series of free webcasts on legal issues and libraries. These one-hour webcasts are scheduled at lunchtime on the third Thursday of every month, so employees don't have to take time off the job. They're also archived for "anytime access" if librarians cannot attend or watch the webcast "live."

Kathy Sheppard, development and special events coordinator for the Glendale Public Library, enjoys the convenience of these webcasts. "Traffic in the Los Angeles area is so congested that being able to have these classes at my finger tips is a lifesaver. I can watch a webcast at lunch or during breaks at work or view it later from home, whatever fits my schedule."

Supporting Family Literacy

Videoconferencing and webcasts have also helped with Family Literacy training. Currently, California has 77 Family Literacy programs in its public libraries that help parents learn to read while exposing their preschool sons and daughters to the joys of reading.

"We've used videoconferencing to expand the audience for regular on-ground training," said Cindy Costales, CSL literacy consultant, "and found it really helps leverage our resources to reach more library literacy coordinators regarding key changes in program administration."

Mary Anne White, assistant literacy coordinator at the Willows Public Library, has found videoconferencing useful, also, saying that a recent videoconference training was great in "helping us develop worksheets that families can use to outline their goals and surveys that we can use for measuring our effectiveness."

Amy Prevedal, Berkeley Public Library's literacy program coordinator and a trainer for a recent Family Literacy videoconference, agreed. "There's nothing like a same-place, face-to-face encounter. But when time, money, and distance preclude same-place, training can still have a human face with videoconferencing or webcasting."

You can learn more about the Infopeople Project by visiting their website at <http://www.infopeople.org>

Please see Webcasts, page 7

Library Directors said...

Public library directors with literacy services in their libraries were surveyed this year to assess the effectiveness of current literacy services. Of the 105 libraries asked to participate in the survey, 64 percent of the public library directors responded. Here's what these library directors said:

- 92% agreed that their adult literacy program is viewed as a regular, on-going library service.
- 78% agreed that literacy volunteers are recognized as part of the regular library volunteer program.
- 95% believe that their literacy program is effective in meeting its goals.
- 79% agreed that literacy is adequately addressed in the library strategic plan and that literacy staff participate in the strategic planning process.
- 62% always include literacy and 31% very often include literacy as a regular library service when giving presentations to the community and/or city and county officials.
- 53% said that more than half of their literacy budget is funded with city, county, or district funds.
- 57% said their literacy coordinator's job title is equivalent to a city/county job classification.
- 28% reported having adult learners on their literacy staff.

from page 1 **Literacy in libraries**

are doing their part to address it. Through literacy services, libraries can once again demonstrate to their communities that not only are they providing a service, but they are also contributing to the greater good of the community. The campaign as we once knew it may be over, but the mission that created it still lives on.

For general information about California Library Literacy Services, visit the CSL website at <http://www.library.ca.gov/html/libserh5.html>. For further information, contact Valerie Reinke at (909) 786-0455 (phone) or at vreinke@library.ca.gov (email).

APPOINTMENT

Rushton Brandis hired as new tech consultant in LDS

Rushton Brandis, library facilities consultant for the California State Library's Office of Library Construction, has been chosen as the new technology consultant in the Library Development Services bureau of the CSL.

In his new job as one of two information technology gurus in LDS, Mr. Brandis' duties will include responsibility for providing technology-related information to libraries and librarians statewide and consulting with libraries about accessing online databases and cooperative database licensing.

Before joining the CSL, Mr. Brandis worked as a library automation consultant for both the Oregon State Library and the Washington State Library. He has also served as a library services consultant for the Online Computer Library Center (OCLC), a nonprofit resource sharing cooperative organization for libraries worldwide, and has been a marketing representative for the Western Library Network (WLN). His technology specialty is in planning and networking.

Mr. Brandis will begin his new job responsibilities in early December. He can be contacted by phone at (916) 653-5471, or you can send an email to rbrandis@library.ca.gov.

from page 6 **Webcasts**

For further information about videoconferencing and webcasting in the Rural Initiative program, contact Dan Theobald at (415) 431-0329, or send an email to dtheobald@i2icom.com. For information about CSL programs using videoconferencing and the webcasting, contact Carla Lehn, literacy consultant, CSL, at (916) 653-7743 (phone) or clehn@library.ca.gov (email).

How to apply for a Library Bond Act Grant

The Rural Initiative of the California State Library is pleased to present an interactive videoconference on "How to Apply for a Library Bond Act Grant."

The videoconference will take place on December 13, from 8:30 am 4:30 pm. The program will provide potential grant applicants with the essential information they need to apply for Library Bond Act Funds.

Videoconference sites include:

Mendocino County Office of Education
East Conference Room
2240 Eastside Road
Ukiah, CA 95482

<http://www.mcoe.k12.ca.us/>

Videoconference RSVP contact:

Erika DeMille - Mendocino County library
707-463-4491
mendolib@pacific.net

Nevada County Library

980 Helling Way

Nevada City, CA

Videoconferencing RSVP Contact:

Mari Wolf
530-470-2533
mari.wolf@co.nevada.ca.us

If your library is interested in participating in a future videoconference, please contact Dan Theobald at dtheobald@i2icom.com, or 415-431-0329, fax: 415-626-9499). If there is sufficient demand, we will add a second session on another date.

Because of the length of the workshop, the training will not be webcast live. However, plans are to offer an archived webcast with an index which will allow viewers to go directly to the section of the workshop that they need to learn about or review.

Workshop Description:

During the videoconference, staff from the Office of Library Construction will walk participants through the Application Form page-by-page, as well as review all other requirements for submitting an application for Library Bond Act grant funds, including all necessary supporting documents. Strategies for increasing project competitiveness also will be discussed.

Topics covered will include:

- General requirements to make an application
- Project identification and planning information
- Site information
- Community library needs assessment
- Library plan of service
- Joint use projects and cooperative agreements
- Library building program
- Conceptual architectural plans and studies
- Project budget and financial considerations

First priority for videoconference participation will be given to rural public libraries with videoconferencing. If you are a rural library but do not have videoconferencing, we may be able to find a local community college or county office of education to host you. If you are selected as a host site library, you will be responsible for handling videoconferencing registration for your own staff as well as for staff of other libraries who wish to attend at your location.

Please contact Dan Theobald (above) if you have any questions regarding the videoconference. Questions regarding workshop content should be directed to Richard Hall, Office of Library Construction, 916-445-9604, rhall@library.ca.gov.

Training Corner

Provider: **Infopeople**

Course: *Desktop Publishing on a Shoestring*

Dates and locations:

Tuesday, January 7, 2003, Cerritos Public Library

Wednesday, January 22, 2003, California State Library

Wednesday, February 5, 2003,

Bakersfield-Beale Memorial Library

Thursday, February 20, 2003, San Bernardino Public Library

Thursday, February 27, 2003, San Francisco Public Library

<http://www.infopeople.org/WS/workshop/Workshop/105>

Provider: **Infopeople**

Course: *When Being Nice Isn't Working:*

Service, Safety, and Security at the Moment of Truth

Dates and locations:

Monday, December 16, 2002, San Jose Public Library

Wednesday, January 8, 2003, Fresno County Public Library

Thursday, January 23, 2003, San Bernardino Public Library

<http://www.infopeople.org/WS/workshop/Workshop/110>

Provider: **Infopeople**

Course: *Library Laws for the Web Environment*
(distance learning course)

<http://infopeople.org/WS/workshop/Workshop/86>

Provider: **Infopeople**

Course: *Teaching Spanish-Speaking Patrons*
How To Use The Internet

Dates and locations:

Wednesday, December 11, Fresno County Public Library

Friday, January 17, San Diego Public Library

Monday, February 10, Ventura County Library-E.P.Foster

Monday, March 3, Cerritos Public Library

<http://www.infopeople.org/WS/workshop/Workshop/100>

Provider: **Infopeople**

Course: *Staffing for Results: Working Smarter*

Dates and locations:

Tuesday, January 21, 2003, Cerritos Public Library

Wednesday, January 22, 2003, San Diego Public Library

Friday, February 28, 2003, San Francisco Public Library

<http://www.infopeople.org/WS/workshop/Workshop/111>

Provider: **Infopeople**

Course: *Survival Spanish for Library Staff*

Dates and locations:

Monday, December 16, 2002, San Francisco Public Library

Tuesday, January 7, 2003, San Jose Public Library

Wednesday, January 22, 2003, Ventura County Library,
EP Foster Branch

Tuesday, February 11, 2003, Cerritos Public Library

<http://www.infopeople.org/WS/workshop/Workshop/112>

Provider: **Infopeople**

Course: *Cataloging Electronic Resources*

Dates and locations:

Friday, January 3, 2003, Cerritos Public Library

Thursday, January 23, 2003, San Francisco Public Library

Thursday, February 6, 2003, Los Angeles Public Library

Tuesday, February 25, 2003,

Rancho Cordova Community Library

<http://www.infopeople.org/WS/workshop/Workshop/106>

Provider: **Infopeople**

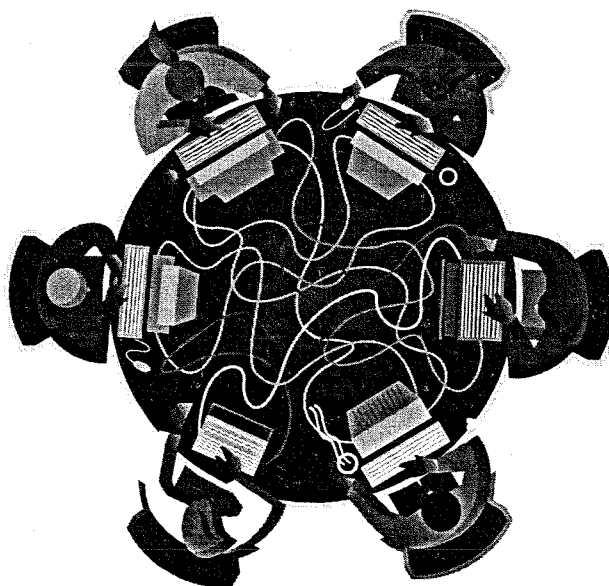
Course: *Ready Reference on the Internet: 2002*

Dates and locations:

Thursday, December 12, San Francisco Public Library

Tuesday, December 17, Ventura County Library-E.P.Foster

<http://www.infopeople.org/WS/workshop/Workshop/96>



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

2003

January

January 24-29, 2003

American Library Association (ALA) Midwinter Meeting, Philadelphia

February

February 18-19, 2003

Library of California board meeting, Sacramento

March

March 6-8, 2003

Public Library Association (PLA) 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

May 28-29, 2003

Library of California board meeting, Sacramento

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

August

August 20-21, 2003

Library of California board meeting, Sacramento

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

November 18-19, 2003

Library of California board meeting, Ontario

CONNECTION

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and the Library of California.

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Articles for inclusion in a
future issue of the
Connection are welcomed.
Please submit articles or
suggestions to the *Connection*
editor, Sarah Dalton.



CALIFORNIA
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>



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T H E C A L I F O R N I A S T A T E L I B R A R Y

CONNECTION

L I B R A R Y O F C A L I F O R N I A

ISSUE NUMBER 29
November 2002

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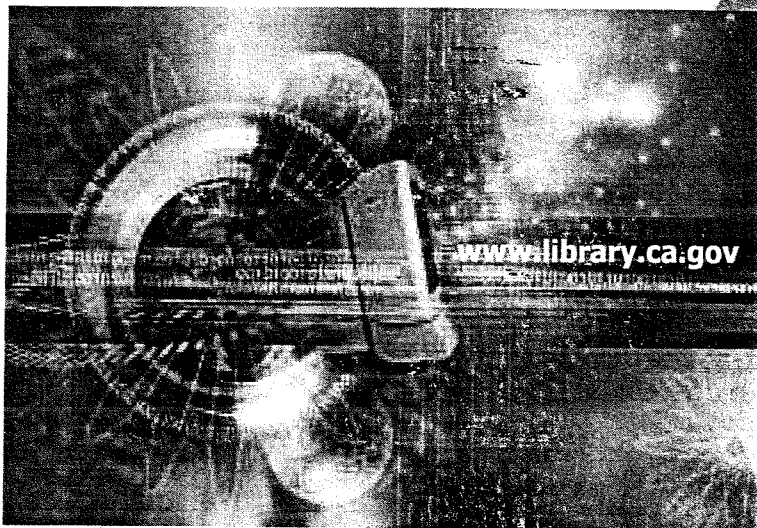
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Introduction to this Special Issue of *Connection*

This special issue of *Connection* illustrates some ways the California State Library (CSL) is evolving into the 21st century's definition of a responsive library - an active organization that customizes its programs and collections to attract patrons. The challenges that the CSL is facing in providing services to the 21st century clientele are faced by all state libraries across the country, as well as by all of California's library community whether public, academic, school or special libraries. *All* libraries must be relevant to today's clients. Despite its 150 plus years of dignified history as an information resource for California government, despite its holdings of California's most precious textual and iconographic treasures, the California State Library, like all libraries, cannot rest on its laurels. This issue is intended to give California's library community an overview of new and innovative services being initiated by the CSL. The overview is provided both so that you are aware of services that may be of direct assistance to you and to describe some programs and service approaches that you may want to consider adapting for use in your own library.

The CSL no longer waits for patrons to make the first move. Instead, the library, through research, formal and informal surveys, and innovative, even daring, brainstorming and teamwork, anticipates the questions of its largest client, California government. The California State Library provides databases, research and tools whose content is shaped *before* the client asks for it, a paradigm shift which saves time and makes the client look good.

Less visible but equally essential, the CSL has improved Internet access, strengthened electronic security, enhanced the integrated



online library system, and increased training opportunities. CSL staff goes to classes in word processing and computer skills, in online database searching and Internet resources, and in specialized programs such as legislative process and database contracting.

The articles in this issue are by CSL librarians and researchers and show how the California State Library is anticipating and addressing clients' needs. Some of the writers work in the State Library Services bureau, some work in the California Research Bureau, some are managers, some are staff - all care deeply about the CSL and how it is preparing itself for this new century.

Connection staff is proud to present this issue as a source of ideas and service concepts for other libraries to consider for their own 21st century library clients.

Helping people find their way in the e-Government maze

By Kristine Ogilvie

Manager for Government Digital Initiatives,
Government Publications Section,
California State Library

Laura just arrived in California from the East Coast and had to enroll her daughter in school, get a state driver's license, and register her car and her dog. In addition, Laura had to find out how to start a business in California and figure out which business taxes she had to pay and to which of the over 200 state agencies she had to pay them.

Thanks, in part, to the California State Library (CSL), there is one place on the Internet where people such as Laura can find fast answers about the state's labyrinthine bureaucracy:

the California Home Page. On the state's portal, or home page, *MyCalifornia* (<http://www.my.ca.gov>), are nine subject modules that CSL librarians have created to help anyone find the government information they need quickly, understandably and at any time.

In late 2000, the Governor's e-Government team (e-Team) asked CSL staff to help develop the new California state government portal, *MyCalifornia*. The e-Team asked for a series of nine subject modules: Education and Training, Business, Health and Safety, Consumers and Families, Labor and Employment, History and Culture of California, Travel and Transportation, Environment and Natural Resources, and Government. CSL staff had to create virtual collections of the best online government information that also anticipated people's questions - no small task.

Creating a Map for the Maze

As the staff began to research and get a feel for the home page's customers, the staff saw immediately that California has an enormously diverse customer base! Visitors to the portal included not only California residents, but people from around the world. The subject modules had to be easy to navigate. Our descriptions to the links had to be in clear, direct language, not in abstract "government-ese."

Culling and assimilating data, the CSL team members scurried like Lewis Carroll's rabbit, worrying they might be late for the very important date: the Governor's State of the State Address, a mere 120 days away.

The team went to it with a goal to make life easier for everyone! To discover the types of information people were looking for, librarians around the state were e-mailed asking what questions related to government they received on a regular basis and what information was hard or impossible to find. To make the modules as useful as possible, staff spent time with subject experts at CSL's California Research Bureau as well as at other state agencies. They went to any length to discover what information should be in the nine modules. One librarian even talked to people waiting in line at Safeway, on the bus, and at a concert to find out what government information people wanted.

The state's director of e-Government recognized the CSL's effort. In a national magazine, the director said "the librarians did the 'heavy lifting' in developing how content would be presented on the site ... [and that] the librarians had been so crucial to the early roll-out of the portal that their services have become integral to the future of e-Government in the Golden State."

While still in its early development, *MyCalifornia* received the 2001 Best of the Web award for state government websites from the Center for Digital Government and *Government Technology* magazine.

More importantly, *MyCalifornia* is used. Its one million hits a day guide people to millions of pages of information in the widely-used ca.gov and state.ca.us domains. In a survey last year, it was the only non-federal website in the top ten most heavily used government sites in the country.

Work in Progress

The nine modules are a continual work in progress. CSL staff continue to improve and update the modules by adding new information, repairing links that no longer work, and reorganizing the information contained in the modules. For example, a section on investor education in the Consumer and Families module was recently added, and Spanish language links to information have been added whenever they are available.

The CSL did not work alone - without the help of librarians around the state, the nine subject modules on *MyCalifornia* would not be the success that they are.

So what happened to "Laura?" She is now happily running her small business in California and continues to visit *MyCalifornia* whenever she needs to find her way through the maze of e-Government.



Quality information to the desktop

By Suzanne Grimshaw

Librarian, State Information & Reference Center
California State Library
and

Aimee Sgourakis

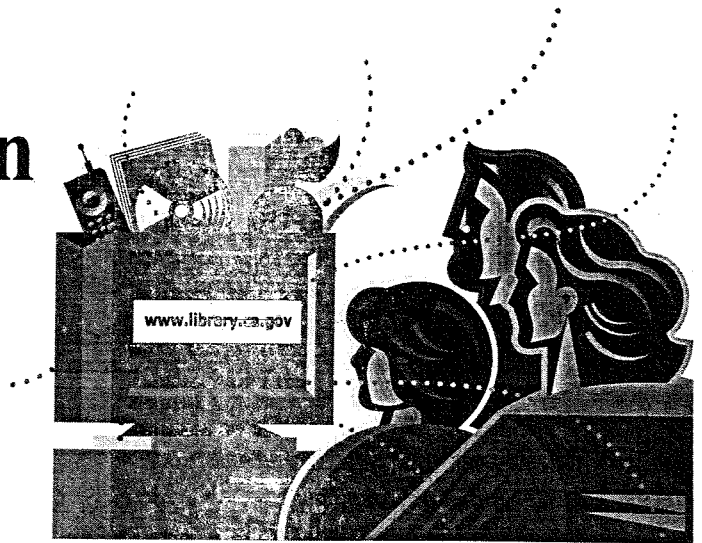
Librarian, Braille & Talking Book Library
California State Library

"Can I locate full text articles about after school programs through your library's web catalog? Our department has a meeting this afternoon and I need a few relevant articles."

"The senator is preparing for a radio talk show this weekend and would like newspaper articles on medical marijuana during the last year which have appeared in California newspapers. How can I get news articles through my PC?"

California government researchers, analysts and legislative advisors - people who must keep up with information in their fields of expertise in order to perform their jobs - need answers to questions such as these on the spot. As the 21st century has sped along, California's leaders have come to expect instant answers from their staff who do the empirical legwork and research for the state. The staff, in turn, has come to rely on the government's comprehensive research center, the California State Library (CSL), when questions and projects filter down from on top.

So, the state's researchers and analysts recently told CSL librarians that they wanted to access information resources without leaving the office - they wanted to be able to look for answers at their desks. In response, an Electronic Resources Team of librarians at the CSL reviewed full text, electronic databases that would appeal to the wide range of state government public policy interests which include education, health, labor and social services. The team recommended purchasing the following electronic databases: EbscoHost, NewsBank, Rand California (Rand Corporation), and Counting California (University of California). The team chose these databases to fulfill the need for: 1) a broad range of scholarly, full text journal articles in many disciplines including business, computer sciences, education, engineering, ethnic studies, health, and social sciences (EbscoHost); 2) electronic coverage with daily updates for over 140 newspapers throughout the United States, including major California newspapers such as the *Los Angeles Times*, the *Orange County Register*, the *Sacramento Bee*, the *San Diego Union Tribune*, the *San Francisco Chronicle* and the *San Jose Mercury News* (NewsBank); and 3) California statistics covering civil and criminal justice, education, environment and energy, health, international policy, labor markets, national security, population and regional studies, science and technology, social welfare and transportation (RAND California and Counting California).



While creating gateways to online databases is now part of the standard responsibilities for most libraries, the CSL's model to "roll-out" the databases to state agency officials and staff is somewhat different. The director or assistant director from the CSL's California Research Bureau contacts a top-level manager - the director or deputy director or secretary of a state agency - to introduce the new database service. CSL librarians work with the agency's information technology staff to arrange easy access for agency staff through Internet Protocol (IP) filtering so that no passwords are necessary and access is promoted through the agency's intranet.

Partnering with agency librarians when possible, Electronic Resources Team members visit the state agency to provide demonstrations and distribute information packets. Rollout of the databases to California state government desktops officially started in January 2002, beginning with the Governor's Office, and the State Senate and Assembly. Presentations to the Department of Finance were a real success. Fifteen percent of their staff came, including the chief information officer, several managers and lead researchers. Next came the Judicial Council. Current targets are the California Resources Agency and Health and Human Services Agency, both with many departments.

Response from state government researchers, analysts and legislative staff to journal and newspaper articles and statistical data delivered directly to their desktop computers has been overwhelming. One agency librarian stated, "We are thrilled to have these terrific research tools at our disposal. It is a great benefit to state employees." A government researcher was surprised when within minutes he was able to print a journal article he needed that day. Since the CSL did not own the journal, it would have taken days to obtain the article through interlibrary loan. Library staff have received many favorable remarks about the newspapers database including, "I enjoy using it;" "It's easier to use than the Internet;" and "I don't have to weed through screens to find the news story I need."

Managers and administrators are calling the CSL to ask if their departments can be given priority in the roll-out. The California State Library is delivering quality information to the desktops of state officials and staff at a time when all of us in state government are forced to make critical decisions with fewer resources.

New models of library services: California's family agencies

By Sabah Eltareb

Senior Librarian, California Research Bureau
California State Library

Listening to what state government officials and staff want is critical in understanding how well existing services work and in identifying additional services that are wanted. Finding ways to develop and support new models of service becomes the challenge. One of the California State Library's (CSL's) new team projects is with the Child Development Policy Advisory Committee (CDPAC) and the California Children & Families Commission (CCFC). The project embodies the CSL's commitment to 21st century-style customer service and innovation.

CDPAC and the CCFC approached the CSL because each of those family-centered agencies had information and library service needs focused on helping California's families - needs that went beyond support that the CSL was able to offer with existing resources. The agencies wanted to make research easier and quicker for employees who needed resources on children and families. Developing independent in-house libraries would not have been as effective as building upon specialized library services to support public policy that the CSL had been building in the last decade.

CSL staff listened carefully to both CDPAC and CCFC and came up with plans that would serve each of the agency's specific information needs. Each agency contracts with the CSL for additional services and collections specific to their needs. In turn, each agency gets a team, not just an individual.

As part of that plan, CSL reference

team members meet regularly with CDPAC's and CCFC's staff when the family agencies are developing projects. To get a feel for the kind of work CDPAC and CCFC do, CSL team



members immerse themselves in children and families' issues and observe how the CDPAC and CCFC specialists solve problems in the family services field. By attending and participating in family services-related meetings, conferences and workshops, and by subscribing to the profession's listservs, publications and memberships, CSL reference team members increase their subject matter expertise.

CSL team members also assist with agency project research needs. They provide background information, reviews and literature searches in commercial databases. They consult with a variety of experts, and monitor the field constantly. To date, team members have, among other accomplishments, helped CCFC staff with their school readiness initiative, quality child care project, child care workers' retention initiative, as well as with principles of diversity and model language, and early brain development research.

The CSL team's work has led to an electronically distributed alerting service that anticipates CDPAC and CCFC's questions. The CSL sends annotated bibliographies of current research, studies, articles, books, and other resources, to CCFC staff weekly and to the CDPAC staff and its advisory body monthly.

Because they work closely with CCFC staff, CSL team members don't waste money in the collection development process: all the materials are useful and understandable because CSL team members know what listservs, journals, and websites work best for the family services professionals. As of this writing, the CSL has obtained over 1400 items for CCFC. Further, the CSL has cataloged and integrated these materials into the CSL online catalog and housed them in CDPAC and CCFC to be more easily accessible for the agencies' staff.

Though the CSL has worked on these projects for the past few years, the current reference team consists of: Althea Lee, library technical assistant in the Catalog Section; Christine Spry, library technical assistant in the State Information & Reference Center; Vera Nicolas, librarian in the State Information & Reference Center; Lisa Foster, research program specialist in the California Research Bureau; and Sabah Eltareb, project lead. Other CSL staff members have assisted as needed. Coming together to work on these projects has been a rewarding endeavor, allowing librarians to test new ways of working and providing library services.



The California Trainers project

By Vera Nicolas

*Librarian, State Information & Reference Center
California State Library
and*

Carolyn Zeitler

*Librarian, California Research Bureau
California State Library*

In the 21st century, the California State Library (CSL) is joining with fellow California agencies to create programs that draw on each agency's strengths. One of the strongest partnerships to evolve has been that between the California State Training Officers, a group of state training professionals, and the CSL. Together, the two agencies are improving the classroom training vital for keeping government employees abreast of 21st century technological and procedural changes in the work-place. By blending the library's information services with the training officers' field expertise, the two agencies are enabling government employees to excel in their fields. And when government employees excel, the state of California does too.

State trainers, the "teachers" for state employees, have a large (and engaged) audience. Through well-attended workshops and seminars on topics such as "leadership" and "workplace violence," the trainers regularly interact with hundreds of motivated people from every state agency.

And because they are the government's key information providers, CSL staff members, like state trainers, also serve hundreds of state employees. But library staff aren't in the field. CSL staff are in a library branch, or, behind the scenes, at the helm of the CSL's search engines and databases. Until a state employee needs to fine-tune an online search or ask a plain old research question, he or she rarely interacts with a member of the CSL team, and rarely experiences how easy it is to do on-the-job research with the State Library.

Or so it was until the CSL started working with the State Trainers and formed the CA-Trainers Project.

Creating the CA-Trainers Project

Creating a partnership between two diverse state agencies requires a lot of work, but Vera Nicholas

and Carolyn Zeitler, lead librarians for the CA-Trainers Project, embraced the challenge. The two librarians read training literature. They monitored the California State Trainer's on-line "discussion group." Nicholas and Zeitler attended the trainers' quarterly meetings. The trainers, in return, were delighted that the library was interested in their information needs, which included such diverse topics as "succession planning," "needs assessment," and "team building."

Once the project was established, Zeitler and Nicholas, by continuing to attend meetings and making themselves known and available, affirmed the library's commitment to the trainers. After six months, Zeitler and Nicholas, were asked to talk about the CA-Trainers Project at the Department Training Officers' quarterly meeting. They solicited input from trainers to help create booklists of materials that are available at the CSL, and they opened their ears to what the trainers really needed to make their jobs more effective.

The Employee Training and Development collection

The Employee Training and Development collection at the California State Library is the information resource for the CA-Trainers Project. CSL librarians collect material in areas of management, leadership, mentoring, coaching, diversity and team building, to name just a few.

The collection is extensive and on target because the trainers communicate their needs to the librarians through the ca-trainer's listserv, and by email, telephone, and in person. Likewise, the trainers know about new collection materials because the librarians inform the trainers using the same communication methods. New items are posted on the trainer's listserv and within minutes of posting, the circulation desk receives calls. To further strengthen the communication vital to the CA-Trainers Project, the CSL has added a special link to its web catalog for the Employee Training and

Please see The Trainers Project, page 9

California Native American public education program

By Roger Dunstan
Assistant Director
California Research Bureau,
California State Library



The California State Library (CSL) is embarking on a program that will help educate all Californians about the history, achievements, and contemporary life of California's American Indians. The CSL initiated this project after Governor Gray Davis signed SB 41. Senator Dede Alpert and Senator Jim Brulte authored the legislation.

The Senators believed the legislation was needed because the nature and circumstances of California's American Indians are not well known to their fellow citizens. Most elementary school students are exposed to an inaccurate picture of California's Indians during the California Missions period, and the remainder of their history, culture, and society are not well known. This ignorance is not surprising given the complexity of the story. The story of California's American Indians is complicated by the great variety of tribes and diversity of their history combined with the catastrophic impact of European-Americans on the tribes.

Some of the unique and interesting aspects about which the CSL hopes to educate Californians are:

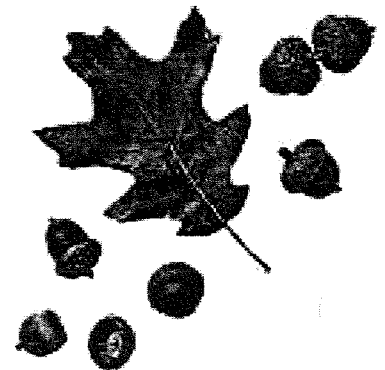
- The sovereign nature of the tribes. Federally recognized tribes are sovereign governments much like the states, and both the state and local governments must interact with them on a government-to-government basis.
- The amazing cultural diversity of California's Indians. California was home to approximately one-third of all American Indians prior to colonization. The state had about 100 language groups and is still home to the largest number of federally recognized tribes.
- There are significant differences in terms of language and culture between California Indians and the American Indians in the rest of the country.
- Despite the persecution and hardships suffered by California Indians since European settlement, Indians today are a vital part of the diverse ethnic fabric in California.

The CSL wants to make available resources to educate all Californians about the distinct nature of the tribes. The aim is to accomplish this through several initiatives. The legislation directs CSL to provide curriculum for grades K-12. Although students are already taught about California Indians, this effort will provide materials and resources that

provide a truer picture of contemporary California Indians and more accurate depiction of the history of California's Indians. Making the material accessible will increase the knowledge, even among California's Indians, who may not have the knowledge of their own tribal customs and history.

The CSL is also launching a website, another directive from SB 41. This website will be an important adjunct to the curriculum, but will also be much more than an on-line resource for K-12 education. Among the information that could be placed on the web page are the following:

- The government-to-government relationship between the tribes and state and local governments. This will be a useful resource for educators and government officials who need to learn more about this special relationship.
- General social, demographic, and economic data about California Indian Nations. The CSL will create an on-line information database for each federally recognized California Indian Nation. This database will bring together social, health, education, demographic, economic, governmental, language, historical, cultural and geographical information about each tribe.
- The culture and history of California's American Indians. A significant portion of the State Library's California Indian Library Collection (CILC) will be digitized. The objective is to provide information that will assist the tribes, the general public and school children to respectfully appreciate these materials and the rich cultures they represent.
- Tribal information. The CSL will work with individual tribes to develop tribe-specific materials. These may include building collections of tribal photographs, art and other materials which bring together the rich tapestry of California Indian cultures as well as detailing the efforts that tribal governments are making today to represent their citizens.
- K-12 education. The web page will support the broader goal of SB 41, that California children in grades K-12 should be better informed about the unique identities and cultural contributions of our California Indian tribes.



Please see American Indian Program, page 7

Fiche to e-Files

By Brent Miller
Supervising Librarian,
Government Publications Section
California State Library

Over the past four decades, the California State Library (CSL) has made a significant investment in the several million microfiche that now comprise over 50% of the library's holdings. This invaluable storehouse of knowledge is fixed in place and, until now, has been difficult for library patrons to read and even more difficult and labor intensive to print. But a recently acquired Mekele microfiche digital scanner, which allows a reader anywhere in the state to have an obscure but important document on his desk minutes after requesting it, has changed all that. It has revolutionized CSL patrons' access to microfiche.

Among the CSL's fiche holdings are complete collections of ERIC, the educational research literature collection, and virtually all U.S. Congressional documents, reports, and hearings. Additional compilations include the National Technical Information Service (NTIS), collected works from the past thirty years, and U.S. Executive branch documents from 1776-1932. Titles from many of these series have previously been identified only through specialized indexes and databases. Now, in the 21st century,

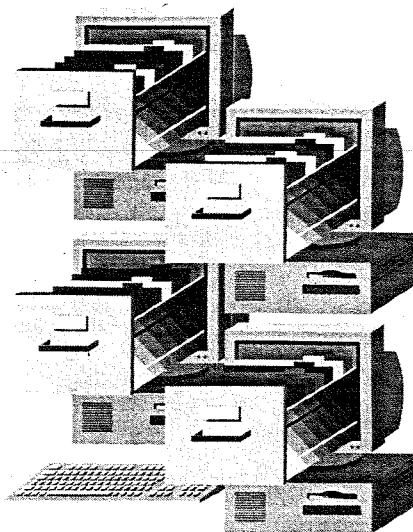
individual bibliographic records are available with the click of a mouse directly through the CSL's online catalog, making the existence of these documents much more widely known.

The Road to Mekele

Before Mekele, when patrons learned a title was available only in microfiche, many patrons left fiched information out of their research: it was too much work to access and to read. Further, libraries that requested a microfiche through interlibrary loan in the past, received a copy reproduced on inexpensive, non-archival fiche sheets. To solve these access problems and patron dissatisfaction with the format, staff in the Government Publications Section (GPS) of the CSL began to research digital options.

GPS staff first previewed a single fiche scanner which performed the job well; however, the process was identical to making a paper copy of a fiche image, requiring the user to insert, focus and frame each image on a microfiche sheet. This was not the replacement staff imagined for modern, portable access to the wealth of information contained in the GPS collection.

Further research uncovered the Mekele 565 Microfiche Scanner. Operated by powerful software, and using uncomplicated yet



comprehensive technology, the Mekele automatically loads and unloads microfiche by reproducing images at the rate of barely one second each! Additional software - ARTS Import 2.5 - can convert a one-thousand image folder into one PDF document instantly.

This is the equipment dreams are made of and the CSL's dreams came true in August of 2001, when its own Mekele scanner became operational. GPS staff filled interlibrary loan requests from users by sending a return email with attached PDF rather than the usual fiche copy arriving by "snail mail" days later. The typical patron's response was a jaw-dropping: "I can hardly believe it. Will all our interlibrary loans be delivered this way?" If they're available in microfiche, yes! The CSL has come full circle. Now most patrons prefer microfiche, the content of which may be delivered to their email inbox before lunch.

from page 6

American Indian Program

- Community Calendar. This is an extensive listing of community events from museum exhibits, radio broadcasts, conferences, fundraisers, and powwows. The Community Calendar is already published in Native News, but the online version will be widely available and more frequently updated.
- Other Resources. The CSL will partner with other organizations and institutions to expand and link to a broad array of California Indian cultural resources.
- The commemorative seal. A bronze cast of the seal of the State of California on the west steps of the State

Capitol has recently been joined by two other seals, one memorializing the history of the Spanish and Mexican eras and the other commemorating California's Indians.

In particular, CSL will be guided by a California Indian Nation Advisory Council that will be appointed by the State Librarian of California. The CSL also intends to consult and collaborate with the State Department of Education, the California Community Colleges Chancellor's Office, University of California, California State University, Native American Heritage Commission, and any other appropriate state agencies.

The California State Library's path to the 21st century

By Gary Kurutz
Director of Special Collections,
California State Library

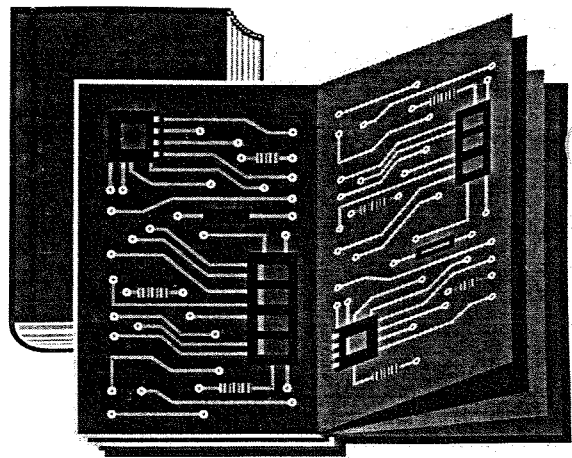
The California State Library (CSL) has been gathering items for over 150 years. And the extraordinary changes that pepper those 150 years have paved the road to the digitized collections and virtual databases which are now the backbone of the CSL.

When the first legislature met in San Jose and established the CSL in 1850, the legislature realized that this new commonwealth was on the extremity of civilization, thousands of miles from the learning centers in the eastern United States. To bridge this knowledge gap, the CSL quickly began to build a collection for the purpose of forming a general research library whose emphasis would be law, government publications, art, science, general works of reference, world history, and of course, California history. Library founders soon realized that they needed to keep track of its collection, and by July of 1850, had already created a catalog of its holdings. The *Sacramento Transcript* reported, "A very handsome nucleus for a State Library has been begun at San Jose."

The collection grew at such a remarkable rate that the library divided into two departments: the Law Department and Miscellaneous Department. In 1855, the library published its first book catalog of its holdings, thus making its resources known to anyone who had an interest. This catalog represents one of the earliest examples of bibliographic resource sharing anywhere in the United States. Proud of its collection, Library Trustees noted: "the library is now an institution that may be visited with profit and pleasure by the historian and scholar."

During the course of the 19th century the library continued to make sound decisions in its effort to serve government and California in general. In 1890, the library started an interlibrary loan program with the University of California and the State Normal schools in San Jose, Chico, and Los Angeles (now the California State University). In 1894, it became a clearinghouse for information on libraries throughout the state with an annual publication on public library statistics. The following year, in 1895, the library became a depository for U.S. government publications, and in 1898, began a dictionary card catalog and no longer relied on published book catalogs.

In 1904, State Librarian James L. Gillis established the Books for the Blind department, Legislative Reference and Statistics Section, and Catalog Department. He also founded



the California History Department for the purpose of documenting the state's colorful past. To further encourage resource sharing, the library established the California Union Catalog, a powerful tool used to facilitate interlibrary loan and statewide reference. In 1906, Gillis started a periodical called *New Notes of California Libraries* that included valuable information for all California libraries. *New Notes* lasted all the way to 1979. Today's online newsletter, *California State Library Connection*, is a direct descendant of this important periodical.

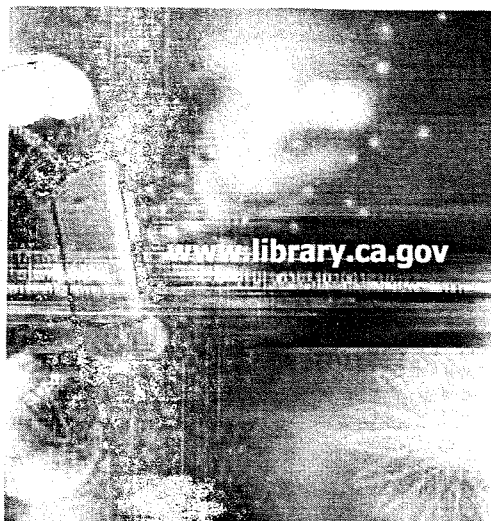
The library's serious commitment to statewide reference on topics concerning California history is illustrated by the acquisition of the extraordinary index created by noted Sacramento area historian Winfield J. Davis. Over the course of 25 plus years, Davis had created an index of more than 60,000 entries on California history derived from newspapers and other documents. Upon his death in 1909, the library acquired the bound volumes with his handwritten index and hired his widow to laboriously type the entries on index cards. Wisely, the library required her to follow standard library subject headings and eliminate duplicate entries. Following hardball negotiations, she was paid a penny a card, and by the time she had finished late in 1910, she had typed over 33,000 cards. The Davis index was integrated into the California Information File creating what is still the most powerful database there is on California history.

The library broadened its horizons when it accepted the gift of Adolph Sutro's famous rare book and manuscript library in 1913. This substantially increased the library's ability to serve the public. Today, the Sutro is known far and wide for offering the largest genealogy and U.S. local history collection west of Salt Lake City. It is the only major collection to loan genealogical materials in California.

Throughout the 20th century, the CSL's collections and services continued to expand and flourish. Service to the blind, becoming a depository for state publications, preservation of California newspapers, indexing, interlibrary loan, acquisition of major historical collections, and excellent reference service to both government and general public set a strong foundation as the library enters the digital age no longer on the extremity of civilization but at the forefront.

Other new projects and developments

- Southern California Photos - California History Room staff have now digitized over 3,000 of the California State Library's collection of rare and unique historical photographs of Los Angeles and Southern California.
- A Permanent Home for the Sutro Library - San Francisco State University and the California State Library are moving ahead on a permanent home for the Sutro Library in the J. Paul Leonard Library / Sutro Library project with selection of an architect.
- Virtual Legal Reference - Witkin State Law Library has joined 10 county public law libraries in offering interactive legal reference for the public over the Internet through the 24/7 Reference project.
- Telephone Access to Newspapers - The Braille and Talking Book Library is sponsoring a free 24/7 access to over 50 newspapers nationally including 7, soon to be 14, California papers for people who qualify for the talking book services.
- Name Authority Cooperative Cataloging - CSL catalogers have just completed a 5-day training course on creating name headings and cross references that will allow the State Library to submit such headings for California government and history to the Library of Congress.
- Award for Current Awareness Service *Studies in the News* - California Research Bureau librarians and support staff received the Outstanding Proactive E-Update Service award for 2002 from the Legislative Research Librarians of the National Conference of State Legislatures.



from page 5 • The Trainers Project

Development collection and, in turn, the Department of Personnel Administration has created a link to the CSL catalog on their website.

The 21st Century Video Challenge

As the project was unfolding, it became clear that the trainers needed training videos that visually illustrate the concepts trainers try to teach: change, diversity, communication, and passion for one's work. At first, Zeitler and Nicholas were hesitant. How could the library afford to develop a new collection that at least for the State Library was so specialized and so expensive? How would they be reserved for future use? Would such expensive items be sent through the mail? These were questions that had no precedent at CSL and would require a change in procedures.

The librarians became convinced that if groups of people watched each video at each viewing, then the cost was justified. CSL library staff was involved in helping create and implement a reservation system. A television and VCR were purchased so that the trainers could preview the videos at the library without having to check them out. Trainers

were asked to submit their favorite titles for purchase. The library now has about fifty training videos, which is possibly the most heavily used collection in the library.

Word spread. Staff in the Governor's Office for Innovation in Government heard about the project and included a glowing account in their Innovation-Gram to state officials and employees:

"The most highly effective and valued people in any organization are those who know where to go for resources. One of the best sources of knowledge in state government is the California State Library, which continues to offer new and helpful products and services to help state innovators succeed. Some of the new training books and videos available for loan from the CSL are the enormously popular 'Fish!', 'Who Moved My Cheese?' and 'Love 'em or Lose 'em: Employee Retention.'..."

The CA-Trainers Project's success proves that agencies working together can be of enormous value not just to individual agencies, but the whole of state government.

Training Corner

Provider: Infopeople
Course: *Desktop Publishing on a Shoestring*
Dates and locations:
 Tuesday, January 7, 2003, Cerritos Public Library
 Wednesday, January 22, 2003, California State Library
 Wednesday, February 5, 2003,
 Bakersfield-Beale Memorial Library
 Thursday, February 20, 2003, San Bernardino Public Library
<http://www.infopeople.org/WS/workshop/Workshop/105>

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: *Library Laws for the Web Environment*
 (distance learning course)
<http://www.infopeople.org/WS/workshop/Workshop/86>

Provider: Infopeople
Course: *Evaluating Internet Resources*
 (distance learning course)
Dates:
 Tuesday, December 3, 2002 -- Tuesday, January 14, 2003
<http://www.infopeople.org/WS/workshop/Workshop/108>

Provider: Infopeople
Course: *Teaching Spanish-Speaking Patrons*
How To Use The Internet
Dates and locations:
 Wednesday, November 20, San Jose Public Library
 Wednesday, December 11, Fresno County Public Library
 Friday, January 17, San Diego Public Library
 Monday, February 10, Ventura County Library-E.P.Foster
 Monday, March 3, Cerritos Public Library
<http://www.infopeople.org/WS/workshop/Workshop/100>

Provider: Infopeople
Course: *Investing and Finance on the Internet*
Date and Location:
 Monday, November 18, California State Library
<http://www.infopeople.org/WS/workshop/Workshop/101>

Provider: Infopeople
Course: *Library Laws for the Web Environment*
 (distance learning course)
<http://www.infopeople.org/WS/workshop/Workshop/86>

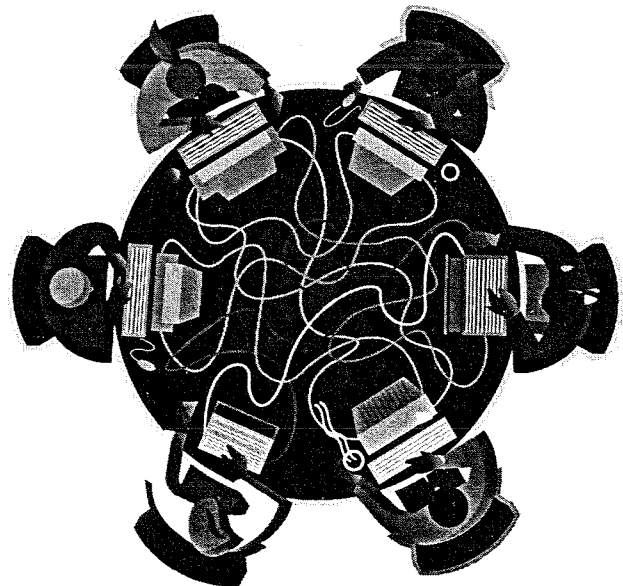
Provider: Infopeople
Course: *Introduction to HTML using Homesite5*
Dates and locations:
 Monday, November 18, San Jose Public Library
<http://www.infopeople.org/WS/workshop/Workshop/103>

Provider: Infopeople
Course: *Investing and Finance on the Internet*
Date and location:
 Friday, December 6, San Francisco Public Library
<http://www.infopeople.org/WS/workshop/Workshop/101>

Provider: Infopeople
Course: *Ready Reference on the Internet: 2002*
 Monday, December 2, 2002, California State Library
<http://www.infopeople.org/WS/workshop/Workshop/96>

Provider: Rural Initiative
Course: *The Reference Interview:*
Asking All the Right Questions"
 (via videoconference)

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



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

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.



CALIFORNIA
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>



*The Placentia Founders Society
Cordially invites you and your guests to a*

*Community Open House Reception
Join us as we end our 100th Anniversary celebration*

*At the Bradford House
136 Palm Circle
Placentia, California
Sunday, January 5, 2003
2:30-4:30 p.m.*

*Decent Tour - Light Refreshments
R.O.P.
961-1481*

Placentia Library District
 Board of Trustees
 Regular Meeting
 12-18-02

meeting convened at 6:35 PM

Agenda Item	Motion/Second	Notes
Roll Call		Dinsmore & Escabosa absent
Adoption of Agenda	Wood	Braun - adopted
Minutes - 11-27-02	Braun	Edler - approved
Minutes 11-27-02		
Oral Communications	None	
Presidents Report	None	
Braun Report	None	
Dinsmore Report	None	
Escabosa Report	None	arrived at 6:40
Wood Report	None	

Minter Report		Testing completed on Thurs., Dec 19 Admin. ast. position to be filled outside for 2 weeks of January
Friends Report		None oral no report. minutes in packet
History Room Report		Meeting w. d. p.m w/ Dr. Drew about proposal to make a grant for digitizing packets discussing other
Claims (10-13)	Wood	Braun motion passed
Financial (14-18)	Wood	Braun motion passed
General Consent (19-26a)	Wood	Braun motion passed



<p>Legislative Issues & Review of status of budget</p>		<p>Elizabeth discussed State Budget shortfall. Discussion ensued. Wood suggested whether the status of library cuts had been written.</p>
<p>New Business: Election of Board Officers</p>		<p>Braun nominated Escobosa for Pres. Wood 2d Wood Nominated Braun for Section Escobosa 2d</p>
<p>Appointment of Library Board Representatives for 2003 by the Board President</p>		<p>Wood & Braun appointed to be on Lib Board Wood appointed to ISD & LAFCA Wood & Escobosa appointed to LGAC</p>
<p>Selection of date and time for regular board meetings for 2003</p>		<p>Moved by Escobosa Braun 2d to meet 3d Tues at 6:30 PM for next meeting cancel</p>



<p>Travel authorization for Betty Escabosa to attend CSDA new board member and trustee training on 1/16/03</p>		<p>Elizabeth Presented. Discussion ensued</p> <p>M: S:</p>
<p>Authorization to combine SDWCA & SDRNA</p>	<p>Wood/ Bran</p>	<p>Water passed</p>
<p>Authorization for signatures for District accounts</p>		<p>Elizabeth led discussion.</p> <p>M: S:</p>
<p>Staff Reports (33-38)</p>	<p>Wood/ Bran Wood Wood Bran</p>	<p>-03-02</p> <p>-03-03</p> <p>Water Carried</p> <p>03-04 Wood/Bran</p>
<p>Adjournment</p>	<p>Carried</p>	<p>→</p>

SS/Goldstone/Bran
Carried
M/Goldstone/Bran
Carried

adjourned at 7:20

Question about Partnerships
Put on agenda for January

President Stokely
Secretary Braun
Treasurer Enobar
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