

PLACENTIA LIBRARY DISTRICT

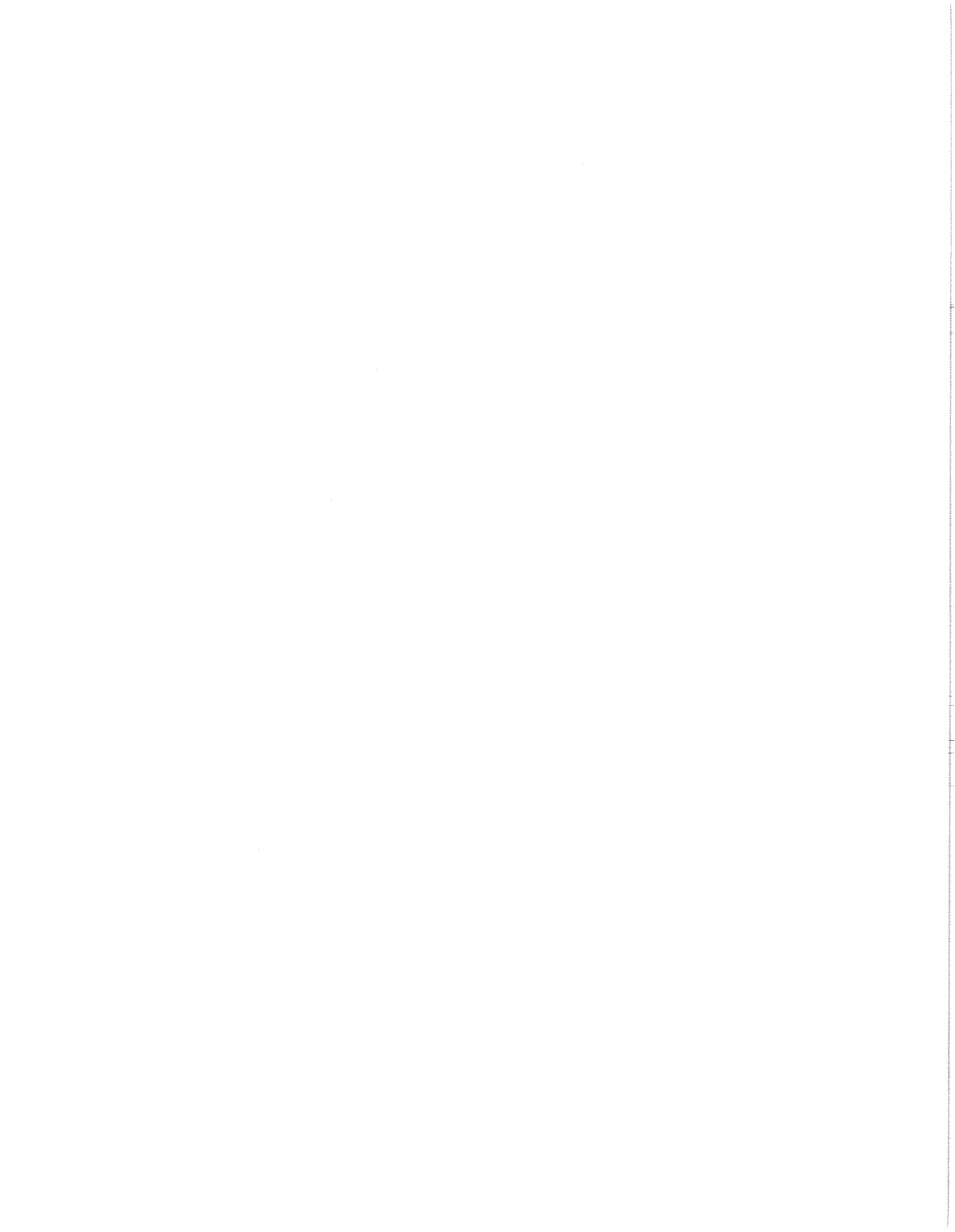


Board of Trustees

Regular Meeting

May 22, 2002

**Library Conference Room
Minter**



3. Minutes of the April 17, 2002 Regular Meeting.

sample/Book

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

*considered by LAPCO
writer + WIZ*

*Go to Wood
and 6:10 pm*

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

*dedication - Open House -
good opportunity for Trust + work.*

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

Drop - at final meet - sandy absence

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

Nothing to 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

- Sandy bookshelves

9. Placentia Library Foundation Board of Directors Report

*- Annual Big Canyon
Deddy Committee*

10. Placentia History Room Committee Report

- Sandy will be there

CLAIMS (Items 11 - 14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 14 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.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4248, 4249, 4250, 4251 and 4252 forwarded by Library Director for a total of \$14,615.92 during this report period.

13. Current Claims and Payroll (Approve)

Claims 4252, 4253, 4254, 4255, 4256 and 4257 for a subtotal for Claims of \$24,155.56; and Payrolls 4258 for \$22,662.00 and 4259 for \$26,961.00 for a subtotal for Payrolls of \$49,623.00; with a combined total of Claims and Payroll of \$73,778.56.

14. FY2001-2002 Cash Flow Analysis through May 22, 2002 and recommendation that transfer of \$75,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) be authorized. (Receive & File and Authorize Transfer)

FINANCIAL REPORTS (Items 15 - 20)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15 – 20 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

15. Financial Reports for April 2002 (Receive & File)
16. Office General Ledger & Check Registers for April 2002 (Receive & File)
17. Acquisitions Report for April 2002 (Receive & File)
18. Collection Agency Report for April 2002 (Receive & File)
19. Debit Card System Reimbursement Report for April 2002 (Receive & File)
20. Gifts Report for April 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 21 – 32)

Presentation: Library Director
Recommendation: Approve by Motion

Items 21 – 32 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.

- Pratt*
6:20 pm
21. Building Maintenance Report for April 2002 (Receive & File)
 22. Personnel Report for April 2002 (Receive, File, and Ratify Appointments)
 23. Volunteer Report for April 2002 (Receive & File)
 24. Circulation Report for April 2002 (Receive & File)
 25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
 26. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
 27. Report on the Civic Center Rededication held on Saturday, May 11, 2002. (Receive & File)
 - See/Off* 28. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
 29. Proposed Budget for the Local Agency Formation Commission (LAFCO) of Orange County for Fiscal Year 2002-2003. Placentia Library District is required to pay a pro-rata share of the budget. (Receive & File)
 30. Procedures for the Expiration of Commissioner' Terms of Office for LAFCO of Orange County. (Receive & File)
 31. Notice of Independent Special District Selection Committee Meeting to fill a vacancy for the regular and alternate special district member seats on LAFCO of Orange County. Trustee Wood is the District's designated representative to the Special District Selection Committee. (Receive & File)
 32. Letter from El Toro Water District requesting Placentia Library District's support of specific candidates for the Special District Selection Committee election of a regular and an alternate special district representative to LAFCO Orange County on May 30, 2002. (Receive & File)

CONTINUING BUSINESS

- ~~33.~~ Legislative Issues and report on participation in Sacramento rally for local government officials on May 15 and 16, 2002.

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

34. Review and Adoption of Library Board Policy for Trustee Notification for regular and special Library Board Meetings. (Continuation from March and April Board Meetings) *as amended*

Presentation: Library Director
Recommendation: Adopt Policy

P. Pratt / Smith

NEW BUSINESS

35. Librarian II Job Description

Presentation: Library Director
Recommendation: Approve Librarian II Job Description

See below / Peggy

Passport fees.

36. Fiscal Year 2002-2003 Budget Preview

Presentation: Library Director
Recommendation: Give direction for budget development

*2.8 90.
Sat hours.
10-5*

*increase
6000
1.5 FTE*

*Capitation
Julie
and wit
arrow*

PLF reduction.

37. Determine Date and Time of Regular Library Board Meetings

Presentation: Library Director
Recommendation: Set date and time of regular Library Board Meetings

*at 6:30
Geoff / Gae.*

38. Adopt Gann Resolution for Fiscal Year 2002-2003 establishing an Appropriations Limit of \$2,511,659.

Presentation: Library Director Minter
Recommendation: Read Resolution 02-3 by Title only; and

Geoff / Sandra,

Adopt Resolution 02-3

Sandra / Gae -

38a. Appointment of Placentia Library District representative to the Santiago Library System Advisory Board.

Presentation: Library Director
Recommendation: Determine whether to appoint a Placentia Library District Representative

*Invite friends +
hold a opt.
Sandra / Peggy*

38b. Travel Authorization for the Library Director to attend the Annual Legislative Seminar on Local Government Finance in Sacramento on May 30, 2002.

Presentation: Library Director
Recommendation: Approve travel to the Annual Legislative Seminar on Local Government Finance for Library Director Elizabeth Minter at a cost not to exceed \$335.00 to be paid from the District General Fund.

Peggy / Geoff.

STAFF REPORTS (Items 39 - 44)

Sandra / Geoff

Items 39 - 44 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.

39. Program Committee Report for April 2002 (Roberts)

40. Children's Services Report for April 2002 (Smith)

- 41. Placentia Library Literacy Services Report for April 2002 (Roberts)
- 42. Placentia Library Web Site Report for April 2002 (Frizell)
- 43. Publicity Materials Produced in April 2002. (Rakos)
- 44. Safety Committee Minutes for April 2002 (Matas)

ADJOURNMENT

- 45. Agenda Preparation for the June Regular Meeting, which will be held on Wednesday, June 19, 2002 at 6:30 P.M. *send gone*
- 46. Review of Action Items. *1 staff dinner -> Proceed to review*

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

- 47. Adjourn

7:22 pm

-> Send agenda to June

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

I, Elisa Herrera-Thomas, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the May 22, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, May 16, 2002.

Elisa Herrera-Thomas

Placentia Library Board Calendar

May 2002 - April 2003

May 2002

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May

- 6 7:00 PM Friends Board Meeting, Braun
- 11 9:00 AM Civic Center Re-Dedication and City Open House
- 19 1:00 PM Friends Book Sale
- 22 6:00 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 26 Library Closed for Monday Holiday
- 27 Library Closed for Memorial Day
- 30 Planned Giving Conference, Costa Mesa, through May 31

Nov 2002

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June

- 3 7:00 PM Friends Board Meeting, Wood
- 9 1:00 PM Friends Book Sale
- 1:00 PM Placentia History Room Open House
- 13 ALA Annual Conference, Atlanta, through June 19
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Dec 2002

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July

- 4 Library Closed for Independence Day
- 14 1:00 PM Friends Book Sale
- 17 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Feb 2003

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August

- 11 1:00 PM Friends Book Sale
- 18 IFLA Conference, Glasgow, through Aug 24
- 21 6:30 PM Library Board Meeting

Mar 2003

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September

- 1 Library Closed for Monday Holiday
- 2 Library Closed for Labor Day
- 8 1:00 PM Friends Book Sale
- 9 7:00 PM Friends Board Meeting, Dinsmore
- 18 6:30 PM Library Board Meeting
- 24 CSDA Annual Conference, San Diego, through Sep 26
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

Apr 2003

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Placentia Library Board Calendar

May 2002 - April 2003

May 2002

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Jun 2002

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Jul 2002

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Aug 2002

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Sep 2002

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October

- 12 9:00 AM Heritage Parade
- 13 1:00 PM Friends Book Sale
- 14 7:00 PM Friends Board Meeting, Shkoler
- 16 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

November

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

December

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

January

- 6 7:00 PM Friends Board Meeting, Wood
- 15 6:30 PM Library Board Meeting
- 17 5:30 PM Chamber Mixer

- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 ALA Midwinter Meeting, Philadelphia, through Jan 29
10:41 AM ALA Midwinter, Philadelphia, through January 29

February

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

March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 10 7:00 PM Friends Board Meeting, Shkoler
- 19 6:30 PM Library Board Meeting

Nov 2002

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Jan 2003

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Feb 2003

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Mar 2003

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Apr 2003

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 17, 2002**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on April 17, 2002 at 7:05 P.M..

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore, Saundra Stark, and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None.

Others Present: Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager and Literacy Coordinator Jim Roberts.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve the Minutes of the March 20, 2002 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported that he attended the Santiago Library System (SLS) Annual Meeting on April 9, 2002.

President Shkoler also reported that he thought the speaker at the Friends Annual Meeting, Gail Tsukiama, held on April 8, 2002 was great.

**TRUSTEE'S
REPORT**

Trustee Dinsmore reported that she had attended a half-day workshop held by the California Association of Library Trustees and Commissions (CALTAC) at the Cerritos Public Library. She reported that speaker Kevin Starr was great and the tour of the new Millennium Library was outstanding.

Trustee Stark reported that she had attended a meeting for Special Districts Workers' Compensation Authority (SDWCA) of California Special Districts Association (CSDA). She announced that membership was slowly and steadily increasing and the latest addition to SDWCA was the Palos Verdes Library District.

**LIBRARY
DIRECTOR
REPORT**

Library Director Minter reported that she was going to be the guest speaker at the Placentia Chamber of Commerce monthly breakfast meeting at the Alta Vista Country Club in the City of Placentia on Thursday, April 25, 2002. She encouraged all Trustees to attend in order to show their support of the Placentia Library District.

Library Director Minter also reported that Reference Librarian Sandra Murray had resigned her position in order to accept a position at the Arcadia Public Library.

CLAIMS

It was moved by Trustee Stark, seconded by Secretary Braun to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4235, 4236, 4237, and 4238 for a total of \$16,764.06.

Current Claims and Payroll: Claims 4239, 4240, 4241, 4242, 4243, and 4244 for \$35,231.55. Payroll Claims 4245 for \$26,961.00, 4246 for \$26,961.00 and 4247 for \$26,961.00 for a subtotal of \$80,883.00. The combined total for all Claims and Payroll claims was in the amount of \$116,114.55.

FY2001-2002 Cash Flow Analysis through April 17, 2002 with recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 13 through 18:

Financial Reports for April 2002

Office General Ledger & Check Registers for April 2002

Acquisitions Report for April 2002

Collection Agency Report for April 2002

Debit Card System Reimbursement Report for April 2002

Gifts Report for April 2002

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 19-25:

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

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

Volunteer Report for April 2002 (Receive & File)

Circulation Report for April 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

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

Status Report for remodeling the Literacy Tutor Room as part of the English Language & Literacy Intensive (ELLI) Grant. (Receive & File)

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

**CIVIC CENTER
REDEDICATION**

The Trustees decided that they would staff the various desks throughout the Library along with some staff during the open house and rededication on May 11, 2002. Trustee Dinsmore commented that she would like to work at the Children's desk assisting patrons.

APPEALS CASE

A review of the Two Percent Assessment Appeals Case found that the Placentia Library District would initially be impacted by the \$130,000 cumulative loss, with an annual initial loss of \$66,000. It is currently assured that the case will have to go to the state supreme court before any final decision could be made.

STAFF REPORTS

It was moved by Secretary Braun, seconded by Trustee Dinsmore to approve Agenda Items 30-35.

Program Committee Report for April 2002.

Children's Services Report for April 2002.

Placentia Library Literacy Services Report for April 2002.

Placentia Library Web Site Report for April 2002.

Publicity Materials produced for April 2002.

Safety Committee Minutes for April 2002.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

MAY MEETING

The April Regular Library Board Meeting will be held on Wednesday, May 22, 2002 at 6:00 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for April 17, 2002 adjourned at 8:50 P.M.

Geoff Braun, Secretary



MINUTES May 6, 2002

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

In the absence of President, Pat Irot, Eleanor Rankin, Vice President called the meeting to order. The following Directors were present: Jan Schwartzkopf, Barbara Hemmerling, Eleanor Rankin, Frances Stoller, Renee Scott, Ted Farkas, Camile Himes, Jill Botha and Marge Horrocks. Elizabeth Minter and Jillian Rakos represented the staff and Jeff Braun the Trustees.

The minutes of the April 1 board meeting were approved as read. The treasurer, Camile Himes, reported a balance on hand of \$13,719.48. Eleanor Rankin, financial secretary, reported she had deposited \$2,041.60 the month of April. Camile asked for \$105.00 to order computer printed checks. Barbara Hemmerling made a motion and Marge Horrocks seconded it to allow this expense. The motion carried. \$20 for State of California Domestic Non-Profit Report was requested by the acting President, Eleanor Rankin. Ted Farkas moved to allow this bill and Jan Schwartzkopf seconded it. The motion carried. Eleanor Rankin asked to be reimbursed \$42.84 for membership mailing postage. Camile Himes moved and Marge Horrocks seconded this motion. The motion carried.

Annual Meeting- The board was in agreement that this was an enjoyable, well-done event. The speaker was well received. There were positive comments about the food and the recognition awards were done in a timely manner. Encouraging the high schools to send students to the afternoon workshop is a priority.

Membership Campaign: Ted Farkas, membership chairman, reported that our campaign is winding down. He will have a full report and membership list at the June meeting.

Second Sunday Book Sale: May 19 (third Sunday) will have Marge Horrocks and Jill Botha in charge. Jill will arrange for a charity to pick-up the remaining books. Jillian will have bookmarks at the circulation desk to advertise the sale. Eleanor read a letter from Pat Irot expressing her appreciation to the staff for their assistance at these monthly sales.

Chamber of Commerce Showcase: Our participation in this was a successful way to bring our organization to the public.

Attendance at Trustee's Meetings: Marge Horrocks-May; Ted Farkas-June.

September Meeting: By consensus, it was decided to meet the second Monday, September 9, 2002, 7 PM.

Director's Report: 1) The volunteers will be getting picture nametags. This will help the staff to recognize them and allow us to put names with faces. 2) Saturday May 11 is the Civic Center dedication, 9:30 AM. The trustees will have the library open. 3) Property tax shifts may drastically affect the finances of our library budget. Al Skoler will represent our library at a rally in Sacramento. 4) The reference position should be filled this week. 5) Cyrise Smith, children's librarian, will be asking for volunteers to advertise the summer reading program at the elementary schools. 6) The Teen Council, under Cyrise's direction will present two programs this summer at the library.

Trustee, Jeff Braun, said they would need our help if the budget crunch does come.

Library Foundation: Eleanor Rankin is our representative to this group. She has been assigned as Chairman of the Donor Reception.

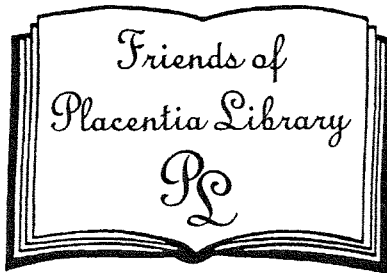
President's Report: 1) Eleanor Rankin read a letter from Pat Irot thanking the Friends Board for their cooperation during her presidency. 2) Pat Irot has submitted a news release about the May 19 book sale. 3) Pat Irot submitted a slate of officers for the coming year. Each person had been contacted prior to this meeting.

President—Eleanor Rankin
Vice-President—Pat Irot
Secretary—Barbara Hemmerling
Treasurer—Camile Himes

It was moved by Ted Farkas to accept this slate. Camile Himes seconded it. The motion passed.

The next Board Meeting June 3, 2002 7 PM

Barbara Hemmerling, Secretary



FRIENDS OF PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925, Ext. 202

Board of Directors

Pat Irot
President
Bob Olson
Vice President
Barbara Hemmerling
Secretary
Marj Dailey
Treasurer
Ted Farkas
Membership Chair
Camille Himes
Marge Horrocks
Renée Scott
Frances Stoller
Kay Suiter
Virginia Walker
Elizabeth D. Minter, MLS
Ex Officio

April 23, 2002

Ms. Elizabeth Minter,
Director
Placentia Library District
Placentia, CA 92870

re: 2nd Sunday Used Book Sales

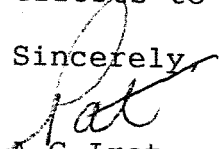
Dear Elizabeth,

Our Second Sunday Used Book Sales have proved to be a successful revenue source over this past year. However, the Friends Board could not succeed without the help and cooperation of the library staff.

Please express our appreciation to all staff members without whose assistance success would not be possible. We are particularly grateful for the work of Jim Roberts and his crew who set-up and dismantle of the tables and books for sale. In addition, we are aided by Jillian preparation of flyers and recruitment of volunteers.

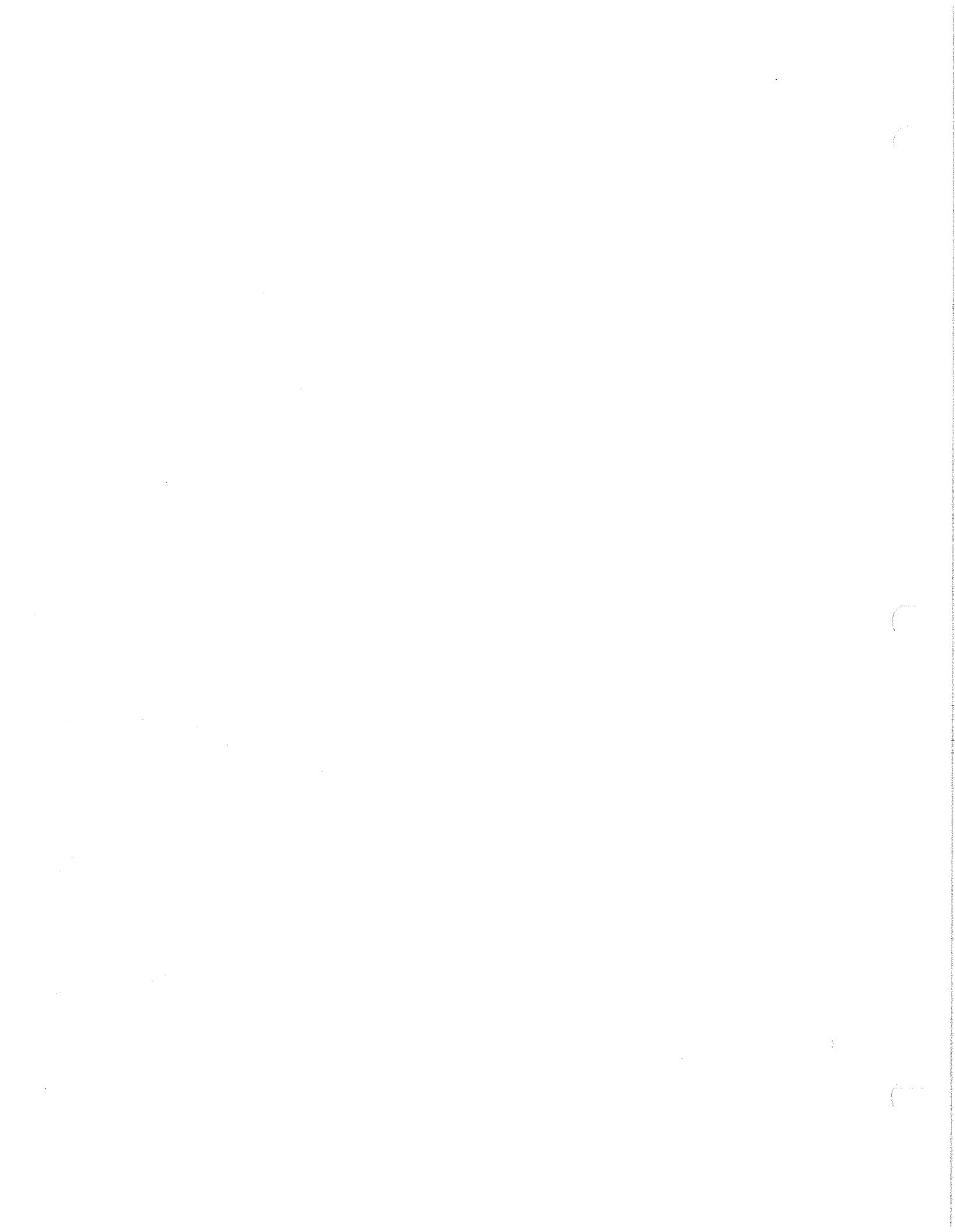
We are most appreciative of the positive working relationship the Friends have with library staff. We fully realize how much they contribute to our efforts to support the library. Thank you, all.

Sincerely


A.C. Irot,
President

Directors Emeriti

Ruth Cain
Nita Godwin
Bev Johnson



HISTORY ROOM PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue
Placentia, CA 92870-6198

(714) 528-1925, Ext. 269
(714) 528-8236 (Fax)
admin@placentialibrary.org
April 30, 2002

TO: LIBRARY BOARD OF TRUSTEES
PLACENTIA HISTORICAL COMMITTEE

FROM: HISTORY ROOM VOLUNTEER STAFF *fat*

RE: REPORT OF ACTIVITIES

1. Grade 3 Local History curriculum materials in text form are in edit stage for final draft. We have taken this on as a volunteer service to the school district. Building on a California state model and modified by Anaheim, the local history of the other four cities encompassed in our school district needed to be covered. Yorba Linda's material was provided by a teacher team, the materials regarding Brea, Fullerton, and Placentia were developed by the History Room volunteer. The project materials will be printed by the school district and distributed to teachers at an August inservice.

There are seven units in this material -

- | | |
|-------------------------|---------------------|
| 1- Natural Features | 2- Native Americans |
| 3- Explorers | 4- Rancho Period |
| 5- Early Settlers | 6- Birth of a City |
| 7- Growth & Development | |

Each unit is tied to a State Standard, includes teacher background material, student activities, enrichment ideas, assessment tools.

2. To accompany the above materials, a CDROM has been developed by a School District staff member with the History Room staff collaboration on content. It has been completed and a copy is in our collection. It will be distributed in August with the text materials.
3. A Community Resources Guide has been developed to be used by those interested in local history. It includes listing of addresses, phone numbers, website addresses, etc. of local libraries, history rooms, historical societies, museums, chambers of commerce, utility companies, city halls etc. Copies have been provided to Reference Desk and

PYLUSD Teacher Resource Center
A Community Resource Supported by the City and Library Historic Preservation Partnership

4. History Room patron activity continues at a satisfactory level. We no longer have volunteer support from library program (WSL Intern); we hope that it can be restored. We three provide the supervision for Monday and Wednesday evenings from 6-9 pm. Of interest most recently was a request by a public relations firm working for the city for photographic materials needed for city's current revitalization of downtown and railroad projects. Requests for information are diverse and challenging and at times we are unable to give direct help but often have a referral for them which can be helpful. We helped a patron needing materials for Old Court House display, another needed materials to write the history of Heritage Days. In addition, grade school and high school students have asked for materials for reports; other people have come in just to look around. Everyone has been most impressed with our facility and grateful for our assistance.
5. We continue the momentous task of organization-files, photos, videos, etc.
6. ACTION is needed. Many books need to be entered into the library system. Other volumes need to be taken off the system (based on professional staff recommendation and our concurrence). We understand how busy library staff is therefore WE REQUEST CONTRACTED LIBRARIAN SERVICE to accomplish this important task. Number of hours to be contracted would be beyond our expertise.
7. While we go on with the organizational tasks, we are anxious for LIBRARY SUPPORT for a CONSULTANT to develop a data base system which will allow patron access to names of our holdings.
8. We continue to participate in the meetings of the Heritage Coordinating Council, a group of Orange County History Room personnel from the various cities - held on alternating months.
- 9.. JUNE 9 will be our Tea. The community is invited. We will send invitations to those who have provided us support, assistance and materials.
10. The History Advisory Committee meets May 9th to review brochure and to revise as needed.
11. On occasion, the History Room is needed for an activity such as Passport Applications during the History Room Patron Hours. Clarification is needed regarding when these two activities need to co-exist and how the dual purpose is accomplished.
12. Of community interest, MUTUAL is a new community publication with Bill Zavala as editor/publisher. Please look for a copy at library. Next edition? May?

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 22, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elisa Herrera-Thomas

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
May 22, 2002

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	April 22, 2002	4248	1,643.36
	April 24, 2002	4249	7,919.88
	May 1, 2002	4250	2,255.79
	May 15, 2002	4251	2,054.01
	May 15, 2002	4252	742.88
	TOTAL		14,615.92

Prepared by : Elisa Herrera-Thomas

Placentia Library District

111 E. Chapman Ave.

Placentia, CA 92670

*PA
4/25/02*

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
N050301 AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	4-3-02 0519486767001		0700	00		16.75		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	714-223-1698		0700	01		341.40		
	335-253-2062		0700	01		246.64		
	714-524-8408		0700	08		33.36		
						621.40		
N15508 Cosmolink Inernet Services 3030 Saturn Street, Suite 204 Brea, CA 92821	200204-76		0700	02		15.00		
	200204-44		0700	02		19.95		
						34.95		
N23569 Placentia Disposal P.O.Box 79036 Phoenix, AZ 85062-9036	3-2002 0027523		1400	00		187.51		
N05445 Consolidated Reprographics P.O.Box 513865 Los Angeles, CA 90051-3865	4-11-02 700284		1800	00		37.77		
	700908		1800	00		75.60		
						113.37		
N13034A OmniGrafix Printing 1571 S. Sunkist Street, Suite L Anaheim, CA 92806	4-10-02 35117		1800	00		269.38		
N23658 Lauren Andrews 1610 South Pomona Ave. C-9 Fullerton, CA 92832	March 2002		1900	08		400.00		

The claims listed above (totaling \$1,643.36) 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.

[Signature]

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,643.36

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
N06556A C N A Group Benefits 75 Remittance Drive, Suite 1641 Chicago, IL 60675-1641	5/1-6/1/02 0000005182		0300	00		246.05		
N19932 Ameritas Life Insurance, Corp 5900 "O" Street P.O.Box 81889 Lincoln, NE 68501-1889	5/1-5/31/02 010-19000-05435		0900	00		1,247.20		
N20042 Fortis Benefits P.O.Box 806644-1 Kansas City, MO 64180-6644	5/1-6/1/02 4027912-1		0300	00		100.10		
N03645A Blue Shield of California Cash Receiving-File 55331 Los Angeles, CA 90074-5331	5/1-6/1/02 VH1181-0000		0300	00		4,711.45		
N03833 Brodart Automation P.O.Box 3488 Williamsport, PA 17705	9-27-01 A34158		0700	05		215.00		
N09191A Oxygen Service Company 1011 W. Collins Orange, CA 92867	4-15-02 F-2702		1400	00		192.38		
N06573D First American Trust 421 N. Main Street Santa Ana, CA 92702	4-5-02 60-1076-00		1900	00		1,207.70		
						7,919.88		

Handwritten notes:
0300-00
not 0200-00

The claims listed above (totaling \$7,919.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03646 Vision Service Plan P.O.Box 45210 San Francisco, CA 94145-5210	120996030001 5-02		0300	00		233.36		
N05030I AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	4-16-02 0182971115001		0700	00		49.44		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	4-17-02 714-528-1906 714-528-8236		0700	00		97.82		
			0700	01		12.84		
						110.66		
N06686G Office Depot Dept56-6183976509 P.O.Box 9020 Des Moines, IA 50368-9020	5-16-02 6011566183976509		1800	00		454.55		
			1800	07		68.05		
						522.60		
N03997 Home Depot P.O.Box 9903 Macon, GA 31297-9903	4-21-02 79018615611		1800	00		772.47		
N06557 Care Resources, Inc. 9550 Warner Avenue, Suite 228 Fountain Valley, CA 92708	5-1-02		1900	00		35.00		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	4-19-02 312083-9		2800	00		301.08		
N01074 Southern California Gas Company P.O.Box C Monterey Park, CA 91756	4-19-02 05391188009		2800	00		231.18		

The claims listed above (totaling \$2,255.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



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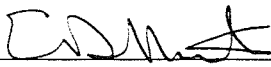
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N050301 AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	5-1-02 0508471510001 0519486767001		0700 0700	00 00		46.96 16.75 63.71		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	7142231698 7145248408		0700 0700	01 08		344.76 94.17 438.93		
N15508 Cosmolink Internet Services 3030 Saturn Street, Suite 204 Brea, CA 92821	200205-53 200205-79		0700 0700	02 02		19.95 15.00 34.95		
N03833 Brodart Automation P.O.Box 3488 Williamsport, PA 17705	A34992		0700	05		215.50		
N03650C Kinko's Inc. Cust. Administrative Services P.O Box 530257 Atlanta, GA 30353-0257	0400200305		1800	00		18.86		
N03738B United States Postal Service CMRS-PB P.O.Box 504766 The Lakes, NV 88905-4766	April Passports Reserve		1803 1803	00 00		345.00 250.00 595.00		
Linda Baesler 150 Anned Drive Placentia, CA 92870	April 2002		1900	00		562.50		
N25348 Ana Maria Garcia 1962 W. La Palma Avenue Anaheim, CA 92801	April 2002		1900	07		124.56		

The claims listed above (totaling \$2,054.01) 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.


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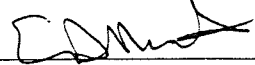
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N22558 Nancy Mory 1136 Moro Circle Placentia, CA 92870	April 02		1900	07		262.88		
	April 02		1900	08		180.00		
						442.88		
Lauren Andrews 1610 South Pomona, C-9 Fullerton, CA 92832	April 02		1900	08		300.00		
						742.88		

The claims listed above (totaling \$742.88) 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

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ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 22, 2002

TYPE	REPORT NUMBER	AMOUNT
Regular	4252	4,606.94
	4253	5,158.98
	4254	2,282.50
	4255	2,749.54
	4256	3,334.95
	4257	6,022.65
Subtotal for Regular		24,155.56
Payroll	4258	22,662.00
	4259	26,961.00
Subtotal for Payroll		49,623.00
TOTAL CURRENT CLAIMS & PAYROLL		73,778.56

Prepared by: Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/25/02
REPORT NO 4252

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
N22262 Disaster Kleenup 201 W. Santa Fe Ave. Placentia, CA 92870	4-10-02 20539		1000	00		1,766.70		
Orange County Fire Authority P.O.Box 1828 Orange, CA 92856-0828	5-13-02 S0071195		1400	00		138.00		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	4-30-02 32221 02-05-502		1400	00		139.00 108.00 247.00		
Haulaway P.O.Box 186 Stanton, CA 90680-0186	4-2002 392404		1400	00		62.45		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	5-11-02 062765		1400	00		1,100.00		
N03648 Special T Water Systems 11934 Washington Blvd. Whittier, CA 90606	5-6/02 059456		1800	00		27.50		
N01905 Data Perfect Images 1269 Pomona Road, #110 Corona, CA 92882	4-10-02 47970		1800	00		140.08		
N21533 Kelly Paper 1405 Sunkist Street Anaheim, CA 92806	368970 214998		1800	00		116.37 48.53 164.90		
N06896 Aspen Publisher's Inc. P.O.Box 64054 Baltimore, MD 21264-4054	4-5-02 50183656		1800	00		960.31		

The claims listed above (totaling \$4,606.94) 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 05/25/02
REPORT NO 4253

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
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	6931796		1800	00		149.99		
			4000	00		1,604.56		
						1,754.55		
N21533 Kelly Paper 1405 Sunkist Street Anaheim, CA 92806	369222		1800	00		80.81		
N13034A Omnigrafix Printing 1571 S. Sunkist Street, Suite L Anaheim, CA 92806	35176		1800	00		110.38		
N06928 Metro Cooperative Library 3675 E. Huntigton Drive, Suite 100 Pasadena, CA 91107	4-19-02 IN000005772		1800	00		552.80		
N22262 Disaster Kleenup 201 W. Santa Fe Avenue Placentia, CA 92870	4-10-02 20540		1800	07		1,681.30		
N19647 Unique Management Services, Inc. 515 Michigan Ave. Jeffersonville, IN 47130	5-1-02 11656		1900	00		175.22		
N06965 Paychex 200 E. Sandpointe, Suite 100 P.O.Box 25159 Santa Ana, CA 92799-5159	4-25-02 20020425		1900	00		481.65		
N03710 Data 2, Inc. P.O.Box 952534 St. Louis, MO 63195-2534	03EW7D		1900	00		322.27		

The claims listed above (totaling \$5,158.98) 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

5,158.98

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
N03656 Pacific Clippings P.O.Box 11789 Santa Ana, CA 92711	4-30-02 1309		1900	00		37.71		
N22429 The Rosen Publishing Group 29 East 21st Street New York, NY 10010	247741 246795 248927		2400	01 01 01		223.30 79.75 111.65 414.70		
Smart Apple Media P.O.Box 206 Mankato, MN 56002	051589		2400	01		251.84		
Ebsco Publishing Novelist P.O.Box 562 Ipswich, MA 01938	4-24-02 99141467		2400	01		500.00		
N09111 Ebsco Publishing P.O.Box 92901 Los Angeles, CA 90009-2901	0225665		2400	04		10.00		
N03832 Books On Tape P.O.Box 7900 Newpor Beach, CA 92658	4731595P 4789986P		2400	05 05		207.16 228.80 435.96		
N03643 Recorded Books, LLC P.O.Box 64900 Baltimore, MD 21264-4900	4-24-02 1467396		2400	05		506.91		
N23459 Thomas T. Beeler P.O.Box 659 Hampton Falls, NH03844-0659	4-19-02 Sales Order#37321		2400	01		125.38		

The claims listed above (totaling \$2,282.50) 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 05/22/02
REPORT NO 4255

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 Ingram Library Services P.O.Box 502779 St. Louis, MO 63150-2779	4-3-02							
	78934119		2400	01		109.60		
	4-9-02							
	78996022		2400	01		17.46		
	78996023		2400	01		16.93		
	4/10/02 79005190		2400	01		70.83		
	79005191		2400	01		49.00		
	79005192		2400	01		14.60		
	4/17/02 79093637		2400	01		17.28		
	79085338		2400	01		17.28		
	79085339		2400	01		86.82		
	79085340		2400	01		83.73		
	79085341		2400	01		49.37		
	79085342		2400	01		14.91		
	4/18/02 79104097		2400	01		17.78		
	79104098		2400	01		19.27		
	4/30/02 79230799		2400	01		42.31		
	79230800		2400	01		17.32		
	79230801		2400	01		36.02		
	79230802		2400	01		146.57		
79230803		2400	01		106.75			
						933.83		
N03833 Brodart Automation 500 Arch Street Williamsport, PA 17705	U176282		2400	01		239.92		
	U176283		2400	01		337.37		
	U176284		2400	01		59.15		
	U176285		2400	01		622.86		
	U176286		2400	01		19.30		
	U176287		2400	01		21.43		
	U273648		2400	01		88.03		
						1,388.06		
N03833 Brodart Automation P.O.Box 3488 Williamsport, PA 17705	274890		1800	00		72.15		
	A34158		0700	05		215.00		
						287.15		
N21086B Grey House Publishing P.O.Box 860 185 Millerton Road Millerton, NY 12546	315895		2400	01		140.50		

The claims listed above (totaling \$2,749.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06771 The H.W. Wilson Company 950 University Avenue Bronx, NY 10452-4297	54604621		2400	01		236.53		
N06579 The Gale Group P.O.Box 95501 Chicago, IL 60694-5501	11469909		2400	01		134.77		
N03845 Marshall Cavendish 99 White Plains Road P.O.Box 2001 Tarrytown, NY 10591-9001	590655		2400	01		477.70		
N25796A Book Wholesalers, Inc. 1847 Mercer Road Lexington, KY 40511	1260915		2400	01		12.21		
	1260914		2400	01		25.63		
	1260916		2400	01		10.98		
	1260917		2400	01		58.63		
	1269141		2400	01		98.34		
	1269142		2400	01		21.92		
						227.71		
N06735B Dun & Bradstreet Business Reference Solutions P.O.Box 75918 Chicago, IL 60675-5918	0168889-02		2400	03		1,087.00		
N06902 New Readers Press 1320 Jamesville Ave. Syracuse, NY 13210	3083824		2400	08		1,089.11		
N25795 Jillian Rakos 360 S. Timken Road Anaheim Hills, CA 92808	3/4-2002		2700	01		82.13		

The claims listed above (totaling \$3,334.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,334.95

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/22/02
REPORT NO 4257

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
N15075 Cyrise Smith 1137 S. Positano Anaheim Hills, CA 92808	4-2002		2700	01		107.31		
N26229 Ann Margaret Webb 903 E. 1st Street #11 Long Beach, CA 90802	4-2002		2700	07		18.98		
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92870	55008		0700	00		6.49		
			2800	00		3,918.49		
			1400	00		1,971.38		
						5,896.36		

The claims listed above (totaling \$6,022.65) 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

6,022.65

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/22/02
REPORT NO 4258

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	May 22, 2002 Pay period #25 May 31, 2002 June 13, 2002		0100	00		20,763.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, MAY 30, 2002								

The claims listed above (totaling \$22,662.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,662.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/22/02
REPORT NO 4259

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	May 22, 2002 Pay period #26 June 14, 2002 June 27, 2002		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, JUNE 27, 2002								

The claims listed above (totaling \$26,961.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

26,961.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Cash Flow Analysis**
DATE: May 22, 2002

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2001-2002 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2001-2002 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

I am recommending that the \$75,000 transferred from 706 (Bond Redemption) to Fund 707 (General Fund) in November 2001 be transferred back to Fund 706 (Bond Redemption).

RECOMMENDATION:

1. Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through May 22, 2002.
2. Authorize transfer of \$75,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to reverse the transfer made in November 2001.

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			323,782.14
06/26/01	4111	Payroll #1 to transfer July 12, 2001		26,705.00	297,077.14
06/26/01	4112	Payroll #2 to transfer July 26, 2001		26,705.00	270,372.14
06/26/01	4113	General by Library Director		5,279.54	265,092.60
07/02/01	4114	General by Library Director		1,134.96	263,957.64
07/02/01	4115	General by Library Director		3,503.60	260,454.04
07/12/01	4116	General by Library Director		2,064.85	258,389.19
07/12/01	4117	General by Library Director		458.66	257,930.53
07/17/01		Reverse Interest Admin Fee Jun 2001		(42.11)	257,972.64
07/18/01	4118	General		24,254.82	233,717.82
07/18/01	4119	General		8,305.80	225,412.02
07/18/01	4120	General		1,128.82	224,283.20
07/18/01	4121	General		1,750.32	222,532.88
07/18/01	4122	General		3,102.98	219,429.90
07/18/01	4123	Payroll to wire August 9, 2001		26,705.00	192,724.90
07/18/01	4124	Payroll to wire August 23, 2001		26,705.00	166,019.90
07/19/01		Secured #8	12,031.41	30.08	178,021.23
07/19/01		Supplemental #1	1,745.23		179,766.46
07/23/01		Delinquent Supplemental	1,302.90		181,069.36
07/23/01	4125	General by Library Director		4,912.46	176,156.90
07/24/01		Teeter Secured Current Delinquent	13,876.41		190,033.31
07/24/01		Library Passport Revenue, Jul	4,314.83		194,348.14
07/24/01		Library Revenue, Jul	1,746.57		196,094.71
07/26/01		Supplemental Prior	1.59		196,096.30
07/27/01		Interest Jun		42.11	196,054.19
07/31/01		Canceled out-of-date checks, Dec.	36,449.18		232,503.37
08/02/01		Library Passport Revenue, Jul	2,683.89		235,187.26
08/02/01		Library Revenue, Jul	848.86		236,036.12
08/06/01	4126	General by Library Director		2,281.92	233,754.20
08/06/01	4127	General by Library Director		2,397.42	231,356.78
08/15/01		Supplemental 1st	1,065.31		232,422.09
08/15/01	4128	General		2,185.13	230,236.96
08/15/01	4129	General		1,861.85	228,375.11
08/15/01	4130	General		2,061.77	226,313.34
08/15/01	4131	General		3,170.61	223,142.73
08/15/01	4132	General		559.13	222,583.60
08/15/01	4133	Payroll to wire September 6, 2001		28,058.00	194,525.60
08/15/01	4134	Payroll to wire September 20, 2001		26,961.00	167,564.60
08/16/01	4135	General by Library Director		6,846.89	160,717.71
08/17/01		Library Passport Revenue, Aug	2,665.70		163,383.41
08/17/01		Library Revenue, Aug	960.77		164,344.18
08/20/01	4136	General by Library Director		8,716.09	155,628.09
08/28/01	4137	General by Library Director		1,433.99	154,194.10
08/28/01	4138	General by Library Director		4,658.72	149,535.38
08/31/01		Interest Jul	1,275.95	34.52	150,776.81
09/04/01	4139	General by Library Director		2,967.03	147,809.78
09/06/01		Library Revenue Aug	4,162.40		151,972.18
09/06/01		Library Passport Revenue Aug	1,090.05		153,062.23
09/06/01	4140	General by Library Director		3,378.51	149,683.72
09/16/01	4141	General		847.71	148,836.01

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/16/01	4142	General		8,637.22	140,198.79
09/16/01	4143	General		7,029.04	133,169.75
09/16/01	4144	General		3,720.34	129,449.41
09/16/01	4145	General		3,203.02	126,246.39
09/16/01	4146	General		3,796.27	122,450.12
09/16/01	4147	General		1,134.31	121,315.81
09/16/01	4148	General		900.39	120,415.42
09/16/01	4149	General		35,900.00	84,515.42
09/16/01	4150	Payroll to wire October 4, 2001		26,961.00	57,554.42
09/16/01	4151	Payroll to wire October 18, 2001		26,961.00	30,593.42
09/18/01	4152	General by Library Director		4,104.85	26,488.57
09/20/01		Unsecured 1st	51,992.00	129.98	78,350.59
09/20/01		Supplemental # 2	3,453.58		81,804.17
09/21/01		Interest Aug 01	1,035.40	29.29	82,810.28
10/01/01	4154	General by Library Director		1,310.44	81,499.84
10/01/01	4155	General by Library Director		1,983.46	79,516.38
10/04/01		State Library -- Family Literacy	5,000.00		84,516.38
10/04/01		Library Passport Revenue Sep	3,887.80		88,404.18
10/04/01		Library Revenue Sep	2,355.94		90,760.12
10/04/01		Reverse Canceled Check (Pension Fund)	(36,449.18)		54,310.94
10/17/01	4156	General		3,816.65	50,494.29
10/17/01	4157	General		3,723.42	46,770.87
10/17/01	4158	General		1,142.31	45,628.56
10/17/01	4159	General		1,661.64	43,966.92
10/17/01	4160	General		9,381.55	34,585.37
10/17/01	4161	General		3,586.00	30,999.37
10/17/01	4162	Payroll to wire November 1, 2001		26,961.00	4,038.37
10/17/01	4163	Payroll to wire November 15, 2001		26,961.00	-22,922.63
10/17/01	4164	Payroll to wire November 29, 2001		26,961.00	-49,883.63
10/17/01	4165	General by Library Director		6,646.39	-56,530.02
10/17/01	4166	General by Library Director		2,148.78	-58,678.80
10/18/01		Supplemental # 3	5,171.94		-53,506.86
10/22/01		Library Passport Revenue Oct	1,953.45		-51,553.41
10/22/01		Library Revenue Sep	1,065.10		-50,488.31
10/31/01		Interest Sep 01	711.08		-49,777.23
11/01/01		Transfer from Fund 706	75,000.00		25,222.77
11/01/01	4167	General by Library Director		5,138.78	20,083.99
11/06/01		Library Passport Revenue Oct	3,694.43		23,778.42
11/06/01		Library Revenue Oct	1,193.39		24,971.81
11/06/01		State Library -- Interlibrary Loan, 5th 2000-2001	1,139.23		26,111.04
11/12/01	4168	General by Library Director		2,269.56	23,841.48
11/12/01	4169	General by Library Director		2,024.94	21,816.54
11/20/01		Supplemental #4	2,047.72		23,864.26
11/21/01	4170	General		96.57	23,767.69
11/21/01	4171	General		2,518.07	21,249.62
11/21/01	4172	General		537.22	20,712.40
11/21/01	4173	General		9,535.71	11,176.69
11/21/01	4174	General		4,317.36	6,859.33
11/21/01	4175	General		2,175.93	4,683.40
11/21/01	4176	General		2,417.26	2,266.14

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/21/01	4177	General		13,394.00	-11,127.86
11/21/01	4178	General		1,219.30	-12,347.16
11/21/01	4179	Payroll to wire December 13, 2001		26,961.00	-39,308.16
11/21/01	4180	Payroll to wire December 27, 2001		26,961.00	-66,269.16
11/26/01		Library Passport Revenue Nov	2,399.80		-63,869.36
11/26/01		Library Revenue Nov	1,344.39		-62,524.97
11/27/01	4181	General by Library Director		8,876.54	-71,401.51
11/29/01		Secured #1	101,203.78	253.01	29,549.26
11/30/01		Interest Oct 01	299.78	11.10	29,837.94
12/05/01	4182	General by Library Director		591.63	29,246.31
12/05/01	4183	General by Library Director		774.97	28,471.34
12/06/01		Library Passport Revenue Nov	1,436.20		29,907.54
12/06/01		Library Revenue Nov	841.00		30,748.54
12/10/01		Homeowners #1	2,415.15		33,163.69
12/13/01		Secured #2	70,964.49	177.41	103,950.77
12/19/01	4184	General		45,566.69	58,384.08
12/19/01	4185	General		14,480.01	43,904.07
12/19/01	4186	General		1,544.20	42,359.87
12/19/01	4187	General		6,062.22	36,297.65
12/19/01	4188	General		676.12	35,621.53
12/19/01	4189	General		6,792.12	28,829.41
12/19/01	4190	General		6,865.82	21,963.59
12/19/01	4191	Payroll to wire January 10, 2002		26,961.00	-4,997.41
12/19/01	4192	Payroll to wire January 24, 2002		26,961.00	-31,958.41
12/20/01		Secured #3	233,791.42	584.48	201,248.53
12/20/01		Supplemental #5	3,107.09		204,355.62
12/21/01		Library Passport Revenue Dec	2,585.25		206,940.87
12/21/01		Library Revenue Dec	944.04		207,884.91
12/31/01		Interest Nov 01	216.76	8.97	208,092.70
01/07/02	4193	General by Library Director		2,677.89	205,414.81
01/07/02	4194	General by Library Director		2,833.39	202,581.42
01/15/02	4195	General		4,485.36	198,096.06
01/15/02	4196	General		8,063.58	190,032.48
01/15/02	4197	General		11,110.00	178,922.48
01/15/02	4198	General		5,571.13	173,351.35
01/15/02	4199	General		3,528.05	169,823.30
01/15/02	4200	General		472.40	169,350.90
01/15/02	4201	Payroll to wire February 7, 2002		26,961.00	142,389.90
01/15/02	4202	Payroll to wire February 21, 2002		26,961.00	115,428.90
01/15/12	4203	General by Library Director		591.77	114,837.13
01/16/02	4204	General by Library Director		3,257.92	111,579.21
01/21/02	4205	General by Library Director		2,000.00	109,579.21
01/23/02	4206	General by Library Director		16,276.04	93,303.17
01/29/02	4207	General by Library Director		1,812.77	91,490.40
01/30/02	4208	General by Library Director		1,009.14	90,481.26
01/31/02	4209	General by Library Director		775.50	89,705.76
02/11/02	4210	General by Library Director		359.59	89,346.17
01/22/02		Secured #4	160,169.98	400.42	249,115.73
01/22/02		Unsecured 2nd	1,882.62	4.71	250,993.64
01/22/02		Supplemental #6	8,453.98		259,447.62

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/30/02		Interest Dec 01	575.40	26.01	259,997.01
01/10/02		Homeowners #2	5,635.37		265,632.38
01/17/02		State Library -- Interlibrary Loan, 1st 2001-2002	3,860.33		269,492.71
01/17/02		State Library -- Project Grant	5,000.00		274,492.71
01/17/02		Library Passport Revenue Jan	3,637.40		278,130.11
01/17/02		Library Revenue Jan	1,492.15		279,622.26
02/05/02		Library Passport Revenue Jan	4,073.15		283,695.41
02/05/02		Library Revenue Jan	1,343.07		285,038.48
02/07/02		Public Utility # 1	13,196.15	32.99	298,201.64
02/20/02		SDAF # 1	4,640.00		302,841.64
02/20/02		Supplemental #7	1,380.22		304,221.86
02/20/02	4211	General		7,418.39	296,803.47
02/20/02	4212	General		7,178.04	289,625.43
02/20/02	4213	General		1,944.96	287,680.47
02/20/02	4214	General		2,307.41	285,373.06
02/20/02	4215	General		20,763.96	264,609.10
02/20/02	4216	General		15,351.37	249,257.73
02/20/02	4217	General		2,094.39	247,163.34
02/20/02	4218	General		1,266.39	245,896.95
02/20/02	4219	General		2,229.87	243,667.08
02/20/02	4220	Payroll to wire March 7, 2002		26,961.00	216,706.08
02/20/02	4221	Payroll to wire March 21, 2002		26,961.00	189,745.08
02/21/02	4222	General by Library Director		8,869.40	180,875.68
02/27/02		Interest Jan 02	745.33	34.89	181,586.12
03/20/01	4236	General by Library Director		8,046.31	173,539.81
03/05/02	4223	General by Library Director		1,606.76	171,933.05
03/05/02	4224	General by Library Director		5,773.07	166,159.98
03/07/02		State Library -- CA Literacy Campaign	19,593.00		185,752.98
03/07/02		Library Passport Revenue Feb	6,269.45		192,022.43
03/07/02		Library Revenue Feb	1,892.86		193,915.29
03/12/02		State Library -- Public Library Fund	77,328.00		271,243.29
03/12/02		State Library -- Family Literacy	5,000.00		276,243.29
03/12/02		State Library -- Interlibrary Loan, 2nd 2001-2002	2,253.69		278,496.98
03/12/02		Library Passport Revenue Mar	1,626.90		280,123.88
03/12/02		Library Revenue Mar	515.23		280,639.11
03/18/02	4235	General by Library Director		1,048.04	279,591.07
03/20/02		Secured #5	63,533.63	158.83	342,965.87
03/20/02		Supplemental #8	3,536.46		346,502.33
03/20/02	4225	General		4,131.93	342,370.40
03/20/02	4226	General		5,748.00	336,622.40
03/20/02	4227	General		40,543.95	296,078.45
03/20/02	4228	General		35,900.00	260,178.45
03/20/02	4229	General		1,721.50	258,456.95
03/20/02	4230	General		2,677.74	255,779.21
03/20/02	4231	General		10,063.62	245,715.59
03/20/02	4232	General		8,336.86	237,378.73
03/20/02	4233	Payroll to wire April 4, 2002		26,961.00	210,417.73
03/20/02	4234	Payroll to wire April 18, 2002		26,961.00	183,456.73
03/25/02	4237	General by Library Director		3,580.85	179,875.88
03/28/02		Interest Feb 02	736.51	35.76	180,576.63

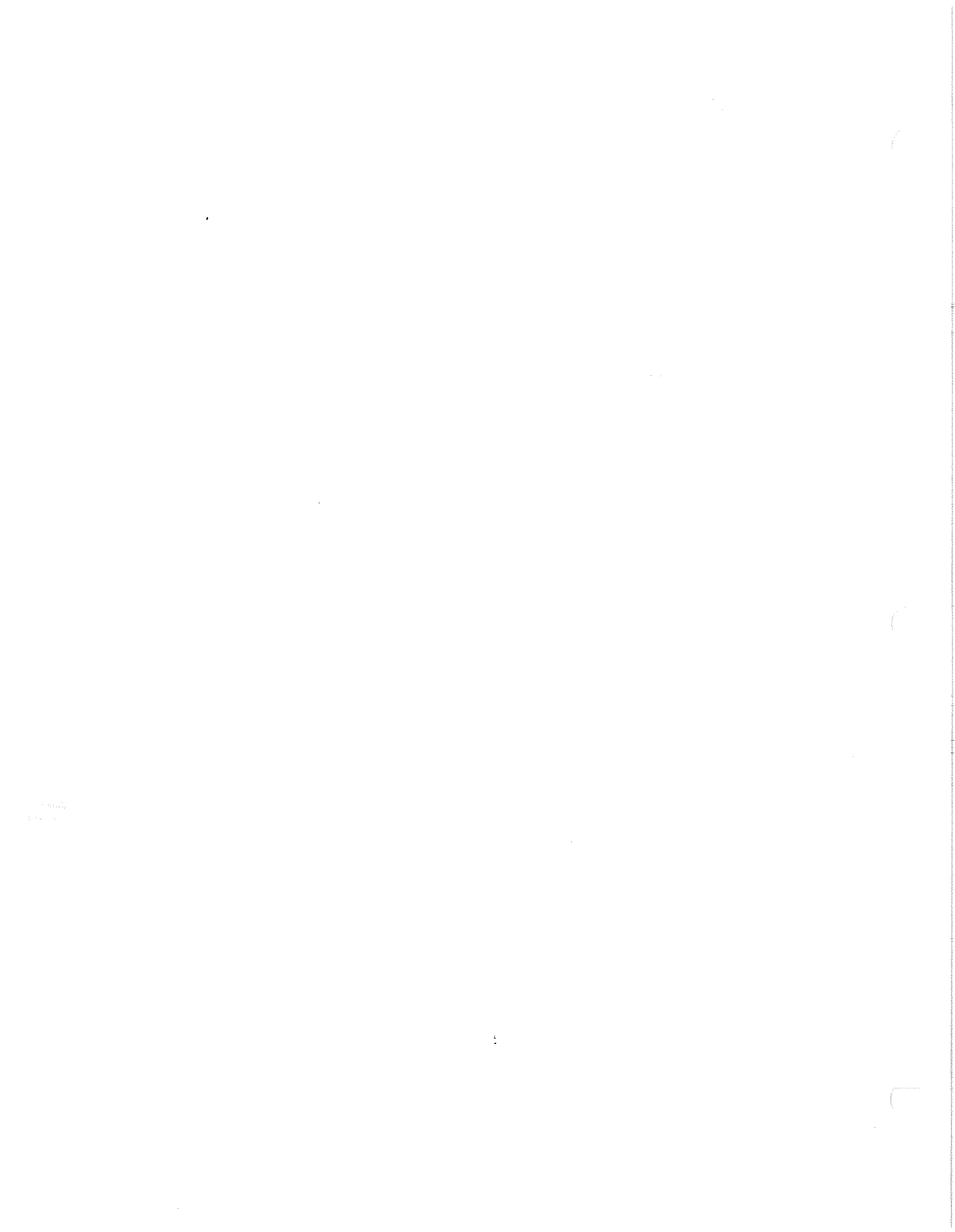
Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/28/02		Canceled out-of-date checks, Mar	74.53		180,651.16
04/03/02	4238	General by Library Director		1,088.86	179,562.30
04/08/02		Library Passport Revenue Mar	7,654.15		187,216.45
04/08/02		Library Revenue Mar	1,813.06		189,029.51
04/10/02		Unsecured 3rd	424.54	1.06	189,452.99
04/17/02	4239	General		3,283.44	186,169.55
04/17/02	4240	General		10,597.81	175,571.74
04/17/02	4241	General		4,669.72	170,902.02
04/17/02	4242	General		6,935.82	163,966.20
04/17/02	4243	General		3,041.72	160,924.48
04/17/02	4244	General		6,703.04	154,221.44
04/17/02	4245	Payroll to wire May 2, 2002		26,961.00	127,260.44
04/17/02	4246	Payroll to wire May 16, 2003		26,961.00	100,299.44
04/17/02	4247	Payroll to wire May 30, 2004		26,961.00	73,338.44
04/18/02		Secured #6	143,443.29	8,459.41	208,322.32
04/18/02		Supplemental #9	3,420.85		211,743.17
04/18/02		ERAF Relief	0.45		211,743.62
04/19/02		Library Passport Revenue Apr	5,958.45		217,702.07
04/19/02		Library Revenue Apr	948.89		218,650.96
04/22/02	4248	General by Library Director		1,643.36	217,007.60
04/24/02		Interest Mar 02	746.91	37.53	217,716.98
04/24/02	4249	General by Library Director		7,919.88	209,797.10
04/30/02		Interest rebate	2.65	(52.76)	209,852.51
05/01/02	4250	General by Library Director		2,255.79	207,596.72
05/15/02	4251	General by Library Director		2,054.01	205,542.71
05/15/02	4252	General by Library Director		742.88	204,799.83
05/22/02	4252a	General		4,606.94	200,192.89
05/22/02	4253	General		5,158.98	195,033.91
05/22/02	4254	General		2,282.50	192,751.41
05/22/02	4255	General		2,749.54	190,001.87
05/22/02	4256	General		3,334.95	186,666.92
05/22/02	4257	General		6,022.65	180,644.27
05/22/02	4258	Payroll to wire May 30, 2002		22,662.00	157,982.27
05/22/02	4259	Payroll to wire Jun 27, 2002		26,961.00	131,021.27
05/22/02		Transfer to Fund 706		75,000.00	56,021.27



Placentia Library District
Property Tax Apportionments
Fiscal Year 2001-2002

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



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 May 22, 2002

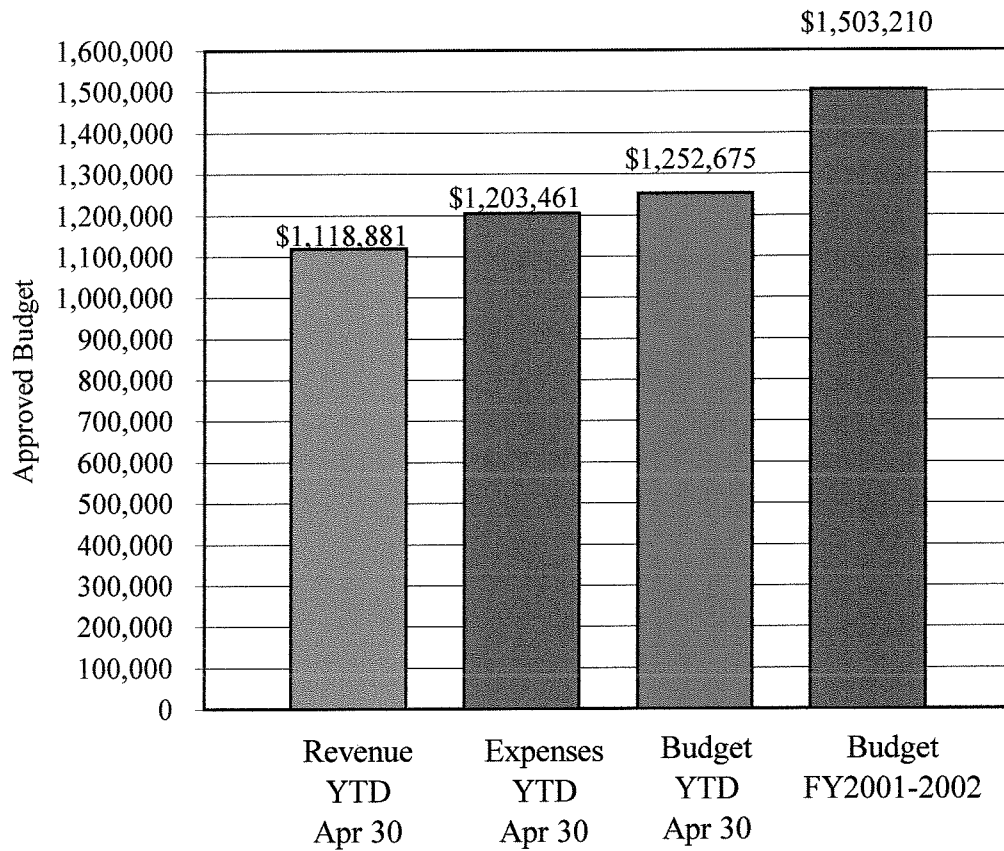
	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
31-Jul-01	112,716.71	9,534.45	154,010.92	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	316,365.87	214,819.23	
31-Dec-01	114,881.74	9,717.60	81,700.45	281,012.77	9,482.31	496,794.87	215,782.10	
31-Jan-02	115,199.05	9,744.44	82,141.21	361,235.08	9,508.50	577,828.28	216,593.20	
28-Feb-02	115,487.65	9,768.85	82,379.63	260,863.52	9,532.33	478,031.98	217,168.46	
31-Mar-02	115,747.71	9,790.85	82,565.13	265,659.32	9,553.79	483,316.80	217,657.48	
30-Apr-02	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31	
31-May-02						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 2000-2001						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99	
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26	
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10	
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33	
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15	
30-Nov-00	87,890.22	9,149.56	56,003.03	110,828.97	8,878.56	272,750.34	161,921.37	
31-Dec-00	88,417.19	9,198.67	56,823.25	259,208.69	8,975.31	422,623.11	163,414.42	
31-Jan-01	89,526.99	9,300.58	57,570.97	491,153.97	9,074.74	656,627.25	165,473.28	
28-Feb-01	162,088.15	9,299.59	57,564.82	379,847.44	9,073.77	617,873.77	238,026.33	
31-Mar-01	162,580.42	9,350.78	57,881.70	347,353.21	9,123.72	586,289.83	238,936.62	
30-Apr-01	110,693.74	9,401.52	58,201.45	444,151.50	9,173.91	631,622.12	187,470.62	
31-May-01	111,139.78	9,446.11	153,477.49	402,753.93	9,217.42	686,034.73	283,280.80	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
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 2001 - 2002

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
May 22, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
6210-00	Prop. Taxes - current secured	993,584	773,106.59	792,057.70	143,443.29	216,201.39	77.81%
6210-01	Public Utility	23,000	13,196.15	12,003.37	0.00	0.00	57.37%
6210-04	Teeter Plan - current delinquent	12,500	13,876.41	12,334.14	0.00	0.00	111.01%
	TOTAL PROP. TAXES - CURRENT SECURED	1,029,084	800,179.15	816,395.21	143,443.29	216,201.39	77.76%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	54,299.16	50,975.74	424.54	0.00	98.73%
6230-00	Prop. Taxes - Prior Secured	12,000	12,031.41	12,028.08	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 - FY 1993-1994 only	0	0.00	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	12,031.41	12,028.08	0.00	0.00	100.26%
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	4,640.00	4,292.00	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	31,637.15	26,116.08	3,420.85	4,725.85	90.39%
6280-01	Final supplemental for prior years	0	1,746.82	1,592.26	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	35,000	33,383.97	27,708.34	3,420.85	4,725.85	95.38%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,302.90	820.72	0.00	0.00	162.86%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	267.82	0.00	0.00	
	TOTAL TAXES	1,141,634	905,836.59	912,487.91	147,288.68	220,927.24	79.35%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
May 22, 2002

OBJ:CT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
6610-00	Interest	22,000	6,345.77	11,752.22	749.56	1,896.07	28.84%
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	6,345.77	11,752.22	749.56	1,896.07	28.84%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	8,050.52	8,122.41	0.00	0.00	49.54%
6970-00	State - ILL & Direct Loan Reimbursement	11,000	7,253.25	8,605.78	0.00	0.00	65.94%
6970-01	State - CA Foundation Funds	88,826	77,328.00	88,826.00	0.00	0.00	87.06%
6970-02	State - CA Literacy Campaign	20,000	19,593.00	18,818.00	0.00	0.00	97.97%
6970-03	State - Family Literacy	30,000	10,000.00	0.00	0.00	0.00	
6970-04	State - Prop 10 Families for Literacy Grant	60,000	0.00	25,000.00	0.00	0.00	
6970-05	State - Project Grants	0	5,000.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.45	25,238.87	0.45	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	209,826	119,174.70	166,488.65	0.45	0.00	56.80%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	23,467.72	20,848.79	2,761.95	2,368.33	82.34%
7670-01	Local Revenue -- Passport	85,000	55,930.90	39,064.15	13,612.60	6,641.50	65.80%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	113,500	79,398.62	59,912.94	16,374.55	9,009.83	69.95%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	74.53	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	1,503,210	1,118,880.73	1,158,764.13	164,413.24	231,833.14	74.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 22, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
0100	Salaries & Wages	651,612	525,302.00	509,986.00	50,124.00	68,310.00	80.62%
0200	Retirement (Social Security & Pension Contribution)	93,517	84,495.14	75,569.18	3,798.00	5,229.00	90.35%
	Health & Life Insurance/Blue Shield CA	39,442	30,784.37	28,348.22	3,870.69	(685.66)	78.05%
	Long Term Disability/CNA	3,584	2,600.04	2,102.31	492.10	229.39	72.55%
	Life Insurance/Fortis & Protective Life	2,600	1,639.45	2,150.90	261.80	84.70	63.06%
	Vision Service Plan/VSP	2,898	2,308.24	2,290.65	233.36	230.74	79.66%
	Dental/Ameritas	7,278	5,346.50	6,296.10	598.60	577.20	73.46%
0300	Total Employee Insurance	55,801	42,678.60	41,188.18	5,456.55	436.37	76.48%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,600	11,209.00	4,785.00	0.00	0.00	169.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	807,530	663,684.74	631,528.36	59,378.55	73,975.37	82.19%
0700-00	Communications - Telephone	2,250	2,904.71	1,721.34	193.65	178.21	129.10%
0700-01	Communications - Modem/Fax	5,500	5,399.97	4,560.63	634.67	583.76	98.18%
0700-02	Communications - Internet/Database	3,500	967.23	2,448.41	34.95	64.77	27.64%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,794.43	2,154.00	430.50	215.00	66.46%
0700-07	Communications - ELLI Grant	0	265.00	0.00	265.00	0.00	
0700-08	Communications - Adult Literacy	800	275.87	320.70	0.00	36.38	34.48%
	Total Communications	14,750	11,607.21	11,205.08	1,558.77	1,078.12	78.69%
0900-00	Food - General Fund	150	1,247.20	98.46	1,247.20	43.91	
0900-07	Food - ELLI Grant	250	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	78.10	0.00	12.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	400	1,247.20	176.56	1,247.20	55.91	311.80%
1000-00	Household Expense	4,500	18,845.09	2,299.51	274.28	1,306.02	418.78%
1100-00	Insurance - Liability	5,280	5,279.54	5,068.57	0.00	0.00	99.99%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 22, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	1,991.00	4,117.02	0.00	60.00	39.82%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,500	7,657.60	6,263.16	0.00	0.00	61.26%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	5,365.95	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	15,014.55	10,380.18	0.00	60.00	85.80%
	HVAC						
	Carpet Cleaning	2,500	1,631.29	1,011.76	0.00	0.00	65.25%
	Groundskeeping, City of Placentia	3,500	2,805.99	0.00	0.00	0.00	80.17%
	Plumbing	30,000	10,783.21	18,990.21	1,163.56	1,814.29	35.94%
	Electrical	1,800	4,085.62	1,798.78	0.00	109.34	226.98%
	Cleaning Service	1,500	658.19	1,102.29	345.00	0.00	43.88%
	Locksmith	13,700	10,850.00	9,650.00	1,100.00	950.00	79.20%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	286.69	185.08	0.00	0.00	143.35%
1400-00	Total Maintenance of Building & Grounds	5,000	4,380.70	25,715.54	1,728.44	219.75	87.61%
		58,200	35,481.69	58,453.66	4,337.00	3,093.38	60.97%
1600-00	Memberships - General Fund	3,750	2,771.00	3,133.00	402.50	0.00	73.89%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	425.50	355.00	100.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,150	3,196.50	3,488.00	502.50	0.00	77.02%
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)
May 22, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
	Library Supplies	10,000	9,148.08	6,865.19	307.66	513.62	91.48%
	Printing	9,500	9,605.90	6,440.14	595.40	747.42	101.11%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	900	2,519.09	661.92	0.00	37.97	279.90%
	Paper	1,700	1,313.05	1,469.48	164.97	119.33	77.24%
	Drinking Water Service	325	234.00	259.00	52.00	26.00	72.00%
	Other Office Supplies	8,500	12,974.96	7,170.45	456.11	286.15	152.65%
1800-00	Total Office Supply Expense - General Fund	30,925	35,795.08	22,866.18	1,576.14	1,730.49	115.75%
1800-07	ELLI Grant Supply Expense	1,000	13,224.86	0.00	12,345.96	0.00	
	Printing	3,418	2,324.77	465.03	0.00	0.00	
	Publications	0	1,729.71	428.92	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	4,200	4,378.44	1,862.56	224.09	38.65	
1800-08	Total Adult Literacy Office Supply Expense	7,618	8,432.92	2,756.51	224.09	38.65	110.70%
1800-09	Supply Expense Families for Literacy	3,000	607.80	0.00	0.00	0.00	
	Total Office Expense	42,543	58,060.66	25,622.69	14,146.19	1,769.14	136.48%
1803-00	Postage Expense - General Fund	4,800	4,444.51	1,900.78	1,022.78	505.85	92.59%
1803-01	Postage Expense - LSCA II Grant	0	535.85	250.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	6.62	0.00	0.00	0.00	6.62%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	4,986.98	2,150.78	1,022.78	505.85	101.78%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 22, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
	Care Resources (Employee Assistance)	420	315.00	350.00	35.00	35.00	75.00%
	Pension Contribution & Operating Expenses	7,500	3,479.12	6,558.01	1,207.70	1,134.48	46.39%
	Anaheim Consortium Automated Library System	30,000	25,218.60	41,395.00	0.00	0.00	84.06%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	475	377.10	377.10	37.71	37.71	79.39%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	6,319.83	217.93	(15.23)	(1.57)	69.45%
	Advertising (Including WEB Site)	2,000	1,199.68	345.80	1,199.68	0.00	59.98%
	Medical Exams	500	1,077.50	262.50	157.50	0.00	215.50%
	Collection Services - Accounts Receivable	2,500	1,742.59	1,665.79	67.63	87.65	69.70%
	Audit & Accounting Services	5,250	5,150.00	5,140.00	0.00	0.00	98.10%
	Payroll Preparation	3,000	2,587.69	2,364.55	239.60	189.20	86.26%
	Election Expenses	0	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)	9,500	29,490.84	8,603.60	2,300.20	1,492.50	310.43%
1900-00	Total Specialized Services - General Fund	70,245	76,957.95	67,280.28	5,229.79	2,974.97	109.56%
1900-01	Specialized Services - Partnerships for Change Grant	0	12,292.81	0.00	0.00	0.00	
1900-07	Specialized Services - ELLJ Grant	13,600	4,347.55	0.00	639.08	0.00	
1900-08	Specialized Services - Adult Literacy	0	2,365.00	6,841.60	580.00	1,265.43	#DIV/0!
1900-09	Specialized Services - Families for Literacy	2,000	183.69	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	10,202.30	11,443.58	8,460.47	7,868.53	85.02%
	Total Specialized Services	97,845	106,349.30	85,565.46	14,909.34	12,108.93	108.69%
2000-00	Legal Notices - General Fund	550	0.00	457.92	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	550	0.00	457.92	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	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)
May 22, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	93,951.90	70,195.48	0.00	9,953.19	77.77%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	48.00	105.65	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	70,304.29	74,736.45	9,405.26	23,891.73	46.87%
2400-02	Special Department Expense - Video	0	242.12	1,193.41	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	19,202.97	23,500.88	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	15,444.87	6,270.79	82.77	0.00	
2400-05	Special Department Expense - Audio	0	5,593.81	2,776.74	338.28	472.90	
2400-07	Special Department Expense - ELLI Grant	0	78.47	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	6,182	2,634.77	4,291.77	0.00	511.81	42.62%
2400-09	Special Department Expense - Families for Literacy	0	75.51	0.00	0.00	0.00	
	Total Special Department Expense	156,182	113,624.81	112,875.69	9,826.31	24,876.44	72.75%
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	1,673.23	556.73	0.00	0.00	66.93%
2700-01	Transportation/Travel - Meetings, Staff Local	4,000	5,148.49	3,299.04	261.18	511.94	128.71%
2700-02	Transportation/Travel - Meetings, Board Out of Town	600	1,021.62	581.56	125.00	0.00	170.27%
2700-03	Transportation/Travel - Meetings, Board Local	500	890.52	466.25	186.00	12.00	178.10%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	197.97	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	250	1,016.21	0.00	62.15	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	988.35	375.93	15.00	0.00	98.84%
2700-09	Transportation/Travel - Meetings - Families for Literacy	2,000	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,850	10,936.39	5,279.51	649.33	523.94	100.80%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 22, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 APR 2002	FY2000-2001 APR 2001	FY2001-2002 % EXP BUD
2800-00	Electricity	50,000	49,309.34	31,941.59	2,901.15	2,390.20	98.62%
	Gas	7,000	2,324.66	4,610.08	452.47	783.61	33.21%
	Water	3,750	3,116.52	2,528.75	292.98	126.99	83.11%
	Total Utilities	60,750	54,750.52	39,080.42	3,646.60	3,300.80	90.12%
	TOTAL SUPPLIES & SERVICES	599,200	533,332.34	432,299.51	52,120.30	58,631.72	89.01%
3700-00	Taxes, Assessments (Sales Tax)	3,750	2,028.68	1,160.00	0.00	0.00	54.10%
4000-00	Equipment - General Fund	30,000	4,414.76	28,660.74	0.00	2,367.43	14.72%
4000-07	Equipment - ELLI Grant	5,142	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	557.59	0.00	0.00	0.00%
4000-09	Equipment - Families for Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	37,142	4,414.76	29,218.33	0.00	2,367.43	11.89%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	37,142	4,414.76	29,218.33	0.00	2,367.43	11.89%
5200	PROVISION FOR CONTINGENCIES	55,588	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,503,210	1,203,460.52	1,094,206.20	111,498.85	134,974.52	80.06%

Placentia Library District
Balance Sheet
As of April 30, 2002

05/14/02

	<u>Apr 30, '02</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,580.85
County Exempt - Savings	2,122.40
General Fund - Checking	702.92
General Fund - Savings	15,990.47
Literacy Fund - Savings	6,478.19
Payroll Checking	3,901.45
Payroll Checking (CDs)	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
Total Payroll Checking (CDs)	35,000.00
Payroll Savings (Fees)	2,386.71
Payroll Savings (Int CDs)	4,907.15
Total Checking/Savings	<u>75,070.14</u>
Total Current Assets	<u>75,070.14</u>
TOTAL ASSETS	<u>75,070.14</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	25,103.67
Total Capital	69,992.04
Net Income	-20,025.57
Total Equity	<u>75,070.14</u>
TOTAL LIABILITIES & EQUITY	<u>75,070.14</u>

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

05/14/02

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income				
COE Cash Register - Copy Cards	384.30	0.00	0.00	384.30
COE Children's T-Shirts	77.50	15.25	0.00	92.75
COE Directors Fund (Friends)	-264.53	0.00	0.00	-264.53
COE Life Insur Suplmt(EDM)	39.88	0.00	-19.94	19.94
COE Live @ Library 2000 Grant	-82.03	0.00	0.00	-82.03
COE Meeting Room Income	140.00	0.00	0.00	140.00
COE Miscellaneous Income	1.23	0.00	0.00	1.23
COE Passport Chck Reimbursement	2,480.00	0.00	0.00	2,480.00
GF Cash Register - Fines	0.00	1,900.18	0.00	1,900.18
GF Cash Register - Lost Items	0.00	153.01	0.00	153.01
GF Cash Register - Reserves	0.00	84.60	0.00	84.60
GF Donations to Literacy	0.00	30.00	0.00	30.00
GF Passport Revenue	0.00	11,638.35	0.00	11,638.35
GF Transfers from County	0.00	-15,636.31	53,922.00	38,285.69
PA Interest Inc - Savings	0.00	0.00	30.09	30.09
Total Income	2,776.35	-1,814.92	53,932.15	54,893.58
Expense				
COE Childn's Summer Rdng Prgm	366.56	0.00	0.00	366.56
COE Copier Lease Payments	0.00	0.00	253.25	253.25
COE Friend's Director's Fund	140.03	0.00	0.00	140.03
COE Friend's Other Activities	3,257.07	0.00	0.00	3,257.07
COE Live at the Library Expense	48.66	0.00	0.00	48.66
COE Passport Expenses	4,187.45	0.00	0.00	4,187.45
COE Teen Council - Expense	0.00	7.35	0.00	7.35
GF Bank Fees	0.00	0.00	54.59	54.59
GF Board Travel	0.00	30.00	0.00	30.00
GF Debit Cards	0.00	0.00	15.00	15.00
GF ELLI Grant	0.00	25.47	0.00	25.47
GF Equipment (400)	0.00	3,972.49	0.00	3,972.49
GF Food	0.00	6.44	0.00	6.44
GF Literacy	0.00	42.95	0.00	42.95
GF Literacy Travel	0.00	10.00	0.00	10.00
GF Memberships	0.00	155.00	0.00	155.00
GF Miscellaneous	0.00	-30.00	0.00	-30.00
GF Office Expense	0.00	174.36	0.00	174.36
GF Postage	0.00	35.77	0.00	35.77
GF Registration/trans/travel	0.00	20.00	0.00	20.00
GF Return Check Item & Fees	0.00	0.00	30.00	30.00
PA Employee Benefits	0.00	0.00	2,470.14	2,470.14
PA Employer Payroll Taxes	0.00	0.00	14,784.06	14,784.06
PA Garnishment	0.00	0.00	784.00	784.00
PA Payroll Processing Fees	0.00	0.00	28,118.05	28,118.05
PA Salaries	0.00	0.00	7,128.60	7,128.60
Total Expense	7,999.77	4,449.83	53,637.69	66,087.29
Net Income	-5,223.42	-6,264.75	294.46	-11,193.71

**Placentia Library District
Profit & Loss by Class
July 2001 through April 2002**

05/14/02

	County Exempt Fund	General Fund	Literacy Fund	Unclassified	TOTAL
Income					
COE Camp Library (Friends)	-204.55	0.00	0.00	0.00	-204.55
COE Cash Register - Copy Cards	2,411.72	0.00	0.00	0.00	2,411.72
COE Children's Dept Income	4,000.00	0.00	0.00	0.00	4,000.00
COE Children's T-Shirts	91.00	15.25	0.00	0.00	106.25
COE Copy Machine Income	44.60	0.00	0.00	0.00	44.60
COE Directors Fund (Friends)	356.52	0.00	0.00	-17.67	338.85
COE Friends - Summer Reading	7.00	0.00	0.00	0.00	7.00
COE Life Insur Suplmt(EDM)	338.98	0.00	0.00	-358.92	-19.94
COE Live @ Library 2000 Grant	1,917.97	0.00	0.00	0.00	1,917.97
COE Meeting Room Income	1,669.90	0.00	0.00	0.00	1,669.90
COE Miscellaneous Income	3,551.18	0.00	0.00	25.00	3,576.18
COE Passport Chck Reimbursement	22,503.80	0.00	0.00	-642.05	21,861.75
COE Staff Appreciation Reimb	396.00	0.00	0.00	0.00	396.00
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Account Interest (IEC)	0.00	0.00	0.00	0.00	0.00
GF Bankcard Deposit	0.00	958.17	0.00	5,463.07	6,421.24
GF Cash Register - Audio Visual	0.00	21.40	0.00	0.00	21.40
GF Cash Register - Childrens	0.00	167.50	0.00	0.00	167.50
GF Cash Register - Fines	0.00	15,864.31	0.00	0.00	15,864.31
GF Cash Register - Lost Items	0.00	3,158.64	0.00	0.00	3,158.64
GF Cash Register - Misc.	0.00	419.25	0.00	0.00	419.25
GF Cash Register - Reserves	0.00	888.72	0.00	0.00	888.72
GF Children's	0.00	3,487.50	0.00	0.00	3,487.50
GF County Reimbursements	0.00	6,549.93	0.00	0.00	6,549.93
GF Debit Card Income	12.05	0.00	0.00	0.00	12.05
GF Donations to Literacy	0.00	30.00	0.00	0.00	30.00
GF Gifts Income	0.00	2,000.00	0.00	0.00	2,000.00
GF Miscellaneous Income	0.00	297.59	0.00	390.65	688.24
GF Office Expense Reimbursement	0.00	2,698.44	0.00	0.00	2,698.44
GF Passport Revenue	166.00	59,834.89	0.00	0.00	60,000.89
GF Registration fees refund	0.00	21.88	0.00	0.00	21.88
GF Rotary	0.00	10.50	0.00	0.00	10.50
GF Special Grants	0.00	5,000.00	0.00	0.00	5,000.00
GF State Library Grants	0.00	29,593.00	0.00	0.00	29,593.00
GF State Library Reimbursements	0.00	10,116.25	0.00	0.00	10,116.25
GF State of CA Foundation Funds	0.00	77,328.00	0.00	0.00	77,328.00
GF Transfers from County	0.00	-8,596.17	0.00	393,364.21	384,768.04
GF Typewriter Income	0.00	12.20	0.00	0.00	12.20
LIT Donations to iteracy	0.00	0.00	1,000.00	0.00	1,000.00
PA Interest Inc - CD's	0.00	0.00	0.00	1,271.58	1,271.58
PA Interest Inc - Savings	0.00	0.00	0.00	243.99	243.99
Total Income	37,292.17	209,877.25	1,000.00	399,739.86	647,909.28
Expense					
COE Bank fees	0.00	0.00	0.00	3,532.75	3,532.75
COE Childn's Strytime (Friends)	2,587.50	0.00	0.00	0.00	2,587.50
COE Childn's Summer Rdng Prgrm	2,147.56	0.00	0.00	0.00	2,147.56
COE Children's Other	44.02	0.00	0.00	0.00	44.02
COE Copier Lease Payments	0.00	0.00	0.00	2,025.28	2,025.28
COE Copier Maintenance Contract	482.57	0.00	0.00	0.00	482.57
COE Credit Card Transactions	0.00	1,622.25	0.00	0.00	1,622.25
COE Friend's Director's Fund	372.62	0.00	0.00	0.00	372.62
COE Friend's Other Activities	3,257.07	0.00	0.00	0.00	3,257.07
COE Household Expense	64.50	0.00	0.00	0.00	64.50
COE Library Board Expenses	403.33	0.00	0.00	0.00	403.33
COE Life Insurance payment	612.07	0.00	0.00	0.00	612.07
COE Literacy	180.00	0.00	0.00	0.00	180.00
COE Live at the Library Expense	48.66	0.00	0.00	0.00	48.66
COE Meeting Room Upkeep Expense	40.00	0.00	0.00	0.00	40.00
COE Office Expense	9.95	0.00	0.00	0.00	9.95
COE Passport Expenses	25,112.45	0.00	0.00	367.45	25,479.90
COE Petty Cash Exp to be reimbu	-3,096.75	0.00	0.00	0.00	-3,096.75
COE Staff Appreciation	704.00	0.00	0.00	0.00	704.00
COE Teen Council - Expense	0.00	7.35	0.00	0.00	7.35
GF Bank Fees	0.00	0.00	0.00	780.57	780.57
GF Board Travel	5.00	494.00	0.00	0.00	499.00
GF Children's Expense	0.00	83.85	0.00	0.00	83.85
GF CLC Grant Travel	0.00	532.30	0.00	0.00	532.30
GF credit card transactions	0.00	-948.82	0.00	0.00	-948.82
GF Debit Card Transfers Passpo	0.00	4,519.44	0.00	0.00	4,519.44
GF Debit Cards	0.00	0.00	0.00	35.00	35.00
GF ELLI Grant	0.00	43.21	0.00	0.00	43.21
GF ELLI Grant Travel	0.00	127.44	0.00	365.00	492.44
GF Equipment (400)	0.00	4,724.87	0.00	0.00	4,724.87
GF Food	0.00	35.13	0.00	0.00	35.13
GF Household Expenses	0.00	1,157.46	0.00	0.00	1,157.46
GF Insurance	0.00	1,563.04	0.00	0.00	1,563.04
GF Library Materials (books)	0.00	51.60	0.00	0.00	51.60
GF Literacy	0.00	546.89	0.00	0.00	546.89
GF Literacy Travel	0.00	620.00	0.00	21.88	641.88
GF Maintenance - Bldg	0.00	498.75	0.00	627.50	1,126.25
GF Memberships	0.00	335.00	0.00	0.00	335.00
GF Miscellaneous	0.00	-42.95	0.00	3,588.74	3,545.79
GF Office Expense	0.00	919.65	0.00	0.00	919.65
GF Postage	101.75	623.95	0.00	3.61	729.31
GF Printing	0.00	270.19	78.00	0.00	348.19

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

July 2001 through April 2002

05/14/02

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
GF Prof & Spec Services	0.00	480.00	0.00	0.00	480.00
GF Publishing	0.00	90.02	0.00	0.00	90.02
GF Refreshments	0.00	78.81	0.00	0.00	78.81
GF Registration/trans/travel	0.00	2,943.00	0.00	0.00	2,943.00
GF Return Check Item & Fees	0.00	0.00	0.00	72.45	72.45
GF Special Dept Expense	0.00	95.05	0.00	0.00	95.05
GF Staff Travel	5.00	57.00	0.00	65.60	127.60
GF Transfers to County	0.00	0.00	0.00	6,061.40	6,061.40
GF Trustee Travel	0.00	403.00	0.00	87.52	490.52
PA Employee Benefits	0.00	0.00	0.00	28,093.68	28,093.68
PA Employer Payroll Taxes	0.00	0.00	0.00	169,884.36	169,884.36
PA Garnishment	0.00	0.00	0.00	1,176.00	1,176.00
PA Payroll Processing Fees	0.00	0.00	0.00	266,949.58	266,949.58
PA Salaries	0.00	0.00	0.00	129,105.70	129,105.70
Total Expense	33,081.30	21,931.48	78.00	612,844.07	667,934.85
Net Income	4,210.87	187,945.77	922.00	-213,104.21	-20,025.57

Reconciliation Report

General Fund - Checking account reconciled for the period ending 05/14/2002

Cleared Transactions

Previous Balance		4,800.08
Cleared Checks and Payments	22 Items	-1,513.71
Cleared Deposits and Other Credits	1 Items	768.24
Cleared Balance		4,054.61

Uncleared Transactions

Uncleared Checks and Payments	12 Items	-4,542.74
Uncleared Deposits and Other Credits	8 Items	3,221.93

New Transactions

Account Balance as of 05/14/2002 (statement closing date)		2,733.80
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,733.80

Placentia Library District

Register: General Fund - Checking

From 04/01/2002 through 04/30/2002

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/01/2002			GF Transfers from Cou...	Deposit		X	768.24	5,167.75
04/07/2002	4460	Sam's Club	GF Literacy	Literacy-Tutor ...	42.95	X		5,124.80
04/07/2002	4461	National Committe o...	GF Memberships	Membership du...	155.00	X		4,969.80
04/11/2002	4462	CTS	GF Equipment (400)	Equipment-Mi...	516.12	X		4,453.68
04/15/2002	4463	Postmaster	GF Postage	Postage	19.20	X		4,434.48
04/17/2002	4464	Smart & Final	GF Food	0900 Food	6.44	X		4,428.04
04/17/2002	4465	Jim Roberts	GF Postage	Postage-1803-07	4.40	X		4,423.64
04/17/2002	4466	Elisa Herrera-Thomas	GF Office Expense	Office Supplies	32.40	X		4,391.24
04/17/2002	4467	Elizabeth D Minter	GF Office Expense	Reimbursement	103.30	X		4,287.94
04/21/2002	4468	Al Shkoler	GF Equipment (400)	Reimbursement...	2,726.01			1,561.93
04/24/2002	4469	Fry's Electronics	GF Equipment (400)	Mouse	30.15	X		1,531.78
04/24/2002	4470	Placentia Chamber of...	-split-	Breakfast-Robe...	60.00	X		1,471.78
04/24/2002	4471	US Postmaster Place...	GF Postage	postage	12.17	X		1,459.61
04/24/2002	4472	Ann Margaret Webb	GF ELLI Grant	Reimbursement...	25.47	X		1,434.14
04/24/2002	4473	Cyrise Smith	COE Teen Council - E...	Reimbursement...	7.35	X		1,426.79
04/25/2002			GF Donations to Literacy	Deposit			30.00	1,456.79
04/25/2002	4474	Smart & Final	GF Office Expense	Supplies-Water...	38.66	X		1,418.13
04/30/2002			GF Debit Cards	Service Charge	15.00	X		1,403.17
04/30/2002	4475	Foto Hall	GF Equipment (400)	Equipment 400...	700.21			702.92

Reconciliation Report

General Fund - Savings account reconciled for the period ending 05/14/2002

Cleared Transactions

Previous Balance		18,554.53
Cleared Checks and Payments	3 Items	-16,434.55
Cleared Deposits and Other Credits	40 Items	12,264.19
Cleared Balance		14,384.17

Uncleared Transactions

Uncleared Checks and Payments	3 Items	-6,984.85
Uncleared Deposits and Other Credits	14 Items	4,817.88

New Transactions

Account Balance as of 05/14/2002 (statement closing date)		12,217.20
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		12,217.20

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 05/14/2002

Cleared Transactions

Previous Balance		9,777.71
Cleared Checks and Payments	82 Items	-8,237.73
Cleared Deposits and Other Credits	22 Items	2,153.74
 Cleared Balance		 3,693.72

Uncleared Transactions

Uncleared Checks and Payments	59 Items	-3,645.57
Uncleared Deposits and Other Credits	18 Items	2,179.02

New Transactions

Account Balance as of 05/14/2002 (statement closing date)		2,227.17
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 2,227.17

Placentia Library District

Register: County Exempt - Checking

From 04/01/2002 through 04/30/2002

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2002			COE Passport Chck Re...	Deposit		X	45.00	9,368.82
04/01/2002			COE Passport Chck Re...	Deposit		X	75.00	9,443.82
04/01/2002	3230	Passport Services	COE Passport Expenses	Kylie Ann Moh...	70.00	X		9,373.82
04/01/2002	3231	Passport Services	COE Passport Expenses	Hannah Jolene ...	45.00	X		9,328.82
04/01/2002	3232	Passport Services	COE Passport Expenses	Ronnie E. Alle...	80.00	X		9,248.82
04/02/2002			COE Passport Chck Re...	Deposit		X	45.00	9,293.82
04/02/2002	3233	Passport Services	COE Passport Expenses	Khoulaud Akil ...	45.00	X		9,248.82
04/02/2002	3234	Passport Services	COE Passport Expenses	Sarah Jean Ma...	45.00	X		9,203.82
04/02/2002	3235	Passport Services	COE Passport Expenses	Tanya Laurene ...	45.00	X		9,158.82
04/03/2002			COE Passport Chck Re...	Deposit		X	160.00	9,318.82
04/03/2002	3236	Passport Services	COE Passport Expenses	Andrew Whitn...	90.00	X		9,228.82
04/03/2002	3237	Passport Services	COE Passport Expenses	Yosune Deena ...	25.00	X		9,203.82
04/03/2002	3238	Passport Services	COE Passport Expenses	Charles Mallari...	45.00	X		9,158.82
04/03/2002	3239	Passport Services	COE Passport Expenses	Jay Spencer An...	45.00	X		9,113.82
04/03/2002	3240	Passport Services	COE Passport Expenses	Keith Warren ...	80.00	X		9,033.82
04/04/2002	3241	Passport Services	COE Passport Expenses	Alfred D. Mont...	80.00	X		8,953.82
04/04/2002	3242	Passport Services	COE Passport Expenses	Nancy Ngo 11/...	95.00	X		8,858.82
04/04/2002	3243	Passport Services	COE Passport Expenses	Heather Michel...	45.00	X		8,813.82
04/04/2002	3244	Passport Services	COE Passport Expenses	Juan Contreras ...	45.00	X		8,768.82
04/06/2002	3245	Passport Services	COE Passport Expenses	Jack Ho 9/16/84	5.00	X		8,763.82
04/06/2002	3246	Passport Services	COE Passport Expenses	Sophia Robins...	45.00	X		8,718.82
04/06/2002	3247	Passport Services	COE Passport Expenses	Michelle Larso...	45.00	X		8,673.82
04/06/2002	3248	Passport Services	COE Passport Expenses	Mayphuong Ng...	45.00	X		8,628.82
04/06/2002	3249	Passport Services	COE Passport Expenses	Jessica McGlas...	25.00	X		8,603.82
04/07/2002	3250	Passport Services	COE Passport Expenses	Roberto Avila ...	45.00	X		8,558.82
04/07/2002	3251	Passport Services	COE Passport Expenses	Kevin Jiao 1-5-...	25.00	X		8,533.82
04/07/2002	3252	Passport Services	COE Passport Expenses	Aeri Koo 10-1...	70.00	X		8,463.82
04/08/2002			COE Life Insur Suplmt...	Deposit		X	19.94	8,483.76
04/08/2002			COE Passport Chck Re...	Deposit		X	95.00	8,578.76
04/08/2002			COE Passport Chck Re...	Deposit		X	70.00	8,648.76
04/08/2002			COE Passport Chck Re...	Deposit		X	135.00	8,783.76
04/08/2002			COE Passport Chck Re...	Deposit		X	125.00	8,908.76
04/09/2002	3253	Passport Services	COE Passport Expenses	Jonathan Obert...	92.45	X		8,816.31
04/09/2002	3254	Passport Services	COE Passport Expenses	Brianna Lee Cr...	60.00	X		8,756.31
04/10/2002	3255	Passport Services	COE Passport Expenses	Marisol Salas 1...	45.00	X		8,711.31
04/10/2002	3256	Passport Services	COE Passport Expenses	Edward Oros B...	45.00	X		8,666.31
04/11/2002	3257	All Star Awards	COE Friend's Director'...	Plaque for Mee...	80.00	X		8,586.31
04/11/2002	3258	Passport Services	COE Passport Expenses	Matthew Taylo...	80.00	X		8,506.31
04/11/2002	3259	Passport Services	COE Passport Expenses	Manuel Castan...	80.00	X		8,426.31
04/11/2002	3268	Chase Suites	COE Friend's Other Ac...	Hotel room for ...	195.80	X		8,230.51

Placentia Library District

Register: County Exempt - Checking
 From 04/01/2002 through 04/30/2002
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/11/2002	3269	Sam's Club	COE Friend's Other Ac...	Supplies for Fri...	247.31	X		7,983.20
04/11/2002	3270	Smart & Final	COE Friend's Other Ac...	Supplies for Fri...	89.38	X		7,893.82
04/11/2002	3271	Gail Tsukiyama	COE Friend's Other Ac...	Author's Fee-Fr...	2,500.00	X		5,393.82
04/11/2002	3272	Marie Callendars	COE Friend's Other Ac...	Luncheon for A...	75.00	X		5,318.82
04/11/2002	3273	Travel In Style	COE Friend's Other Ac...	Airline tickets-...				5,318.82
04/13/2002	3260	Passport Services	COE Passport Expenses	Shawn Hai Tra...	70.00	X		5,248.82
04/14/2002	3261	Passport Services	COE Passport Expenses	James Pan 7-4-...	45.00	X		5,203.82
04/14/2002	3262	Yves Bistro	COE Friend's Other Ac...	Dinner for Aut...	149.58	X		5,054.24
04/14/2002	3263	Passport Services	COE Passport Expenses	Lucas James Pa...	45.00	X		5,009.24
04/14/2002	3264	Albertson's	COE Friend's Other Ac...	Friends Annual...				5,009.24
04/15/2002			COE Passport Chck Re...	Deposit		X	60.00	5,069.24
04/15/2002			COE Passport Chck Re...	Deposit		X	125.00	5,194.24
04/15/2002			COE Passport Chck Re...	Deposit		X	240.00	5,434.24
04/15/2002			COE Passport Chck Re...	Deposit		X	70.00	5,504.24
04/15/2002	3265	Passport Services	COE Passport Expenses	Rachida Fazil 6...	45.00	X		5,459.24
04/15/2002	3266	Passport Services	COE Passport Expenses	Troy Theodore ...	80.00	X		5,379.24
04/16/2002	3267	Passport Services	COE Passport Expenses	Christie Alarco...	45.00	X		5,334.24
04/16/2002	3274	Passport Services	COE Passport Expenses	Justen Brent D...	45.00	X		5,289.24
04/17/2002			-split-	Deposit		X	46.23	5,335.47
04/17/2002			COE Passport Chck Re...	Deposit		X	90.00	5,425.47
04/17/2002	3275	Smart & Final	COE Friend's Director'...	Director's Fund...	60.03	X		5,365.44
04/17/2002	3276	Passport Services	COE Passport Expenses	Diana Jae Myu...	60.00	X		5,305.44
04/17/2002	3277	Passport Services	COE Passport Expenses	Charles Harold...	80.00	X		5,225.44
04/17/2002	3278	Passport Services	COE Passport Expenses	Samantha 11-1...	200.00	X		5,025.44
04/17/2002	3279	Ralph's	COE Directors Fund (F...	Director's Fund...	95.98	X		4,929.46
04/17/2002	3289	Ellison Educational ...	COE Childn's Summer ...	Inv# 127385	156.24	X		4,773.22
04/17/2002	3290	Smilemakers	COE Childn's Summer ...	Invoice# 01001...	66.70	X		4,706.52
04/17/2002	3291	Rhode Island Novelty	COE Childn's Summer ...	Invoice# 854699	67.88	X		4,638.64
04/17/2002	3292	U.S. Toy Co/Constru...	COE Childn's Summer ...	Invoice# 80718...	75.74	X		4,562.90
04/17/2002	3293	Omnigrafix Printing	COE Live at the Librar...	Invoice# 35116	48.66	X		4,514.24
04/18/2002	3280	Passport Services	COE Passport Expenses	Reham 8-20-82...	95.00	X		4,419.24
04/18/2002	3281	Passport Services	COE Passport Expenses	Melissa Diane ...	45.00	X		4,374.24
04/18/2002	3282	Passport Services	COE Passport Expenses	William Harold...	45.00	X		4,329.24
04/18/2002	3283	Passport Services	COE Passport Expenses	Ratila Narotta...	45.00	X		4,284.24
04/20/2002	3284	Passport Services	COE Passport Expenses	Julia Dana Pou...	25.00	X		4,259.24
04/21/2002			COE Passport Chck Re...	Deposit		X	200.00	4,459.24
04/21/2002			COE Passport Chck Re...	Deposit		X	45.00	4,504.24
04/21/2002			COE Children's T-Shirts	Deposit		X	15.25	4,519.49
04/21/2002	3294	Elizabeth D Minter	COE Directors Fund (F...	Reimbursement...	118.98	X		4,400.51
04/22/2002			COE Passport Chck Re...	Deposit		X	140.00	4,540.51

Placentia Library District

Register: County Exempt - Checking
From 04/01/2002 through 04/30/2002
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/22/2002	3285	Passport Services	COE Passport Expenses	Andrea Zsofia ...	90.00	X		4,450.51
04/22/2002	3286	Passport Services	COE Passport Expenses	Nima Ryan Gh...	60.00	X		4,390.51
04/22/2002	3287	Passport Services	COE Passport Expenses	Glen Gordon A...	80.00	X		4,310.51
04/22/2002	3288	Passport Services	COE Passport Expenses	John Lawrence ...	80.00	X		4,230.51
04/22/2002	3295	Christopher's Flowers	COE Directors Fund (F...	Acct# 823	49.57			4,180.94
04/23/2002	3296	Passport Services	COE Passport Expenses	Michael Dougl...	45.00	X		4,135.94
04/23/2002	3297	Passport Services	COE Passport Expenses	James Thomas ...	45.00			4,090.94
04/24/2002			COE Passport Chck Re...	Deposit			160.00	4,250.94
04/24/2002	3298	Passport Services	COE Passport Expenses	John Paul Stein...	45.00			4,205.94
04/24/2002	3299	Passport Services	COE Passport Expenses	Bryan Thomas ...	80.00	X		4,125.94
04/24/2002	3300	Passport Services	COE Passport Expenses	Robert Warner ...	80.00	X		4,045.94
04/25/2002			-split-	Deposit			97.44	4,143.38
04/25/2002	3301	Jim Roberts	COE Live @ Library 2...	Live at the Libr...	82.03	X		4,061.35
04/25/2002	3302	Passport Services	COE Passport Expenses	Barbara Ann El...	45.00			4,016.35
04/25/2002	3303	Passport Services	COE Passport Expenses	Jacqueline 6-26...	115.00			3,901.35
04/25/2002	3304	Passport Services	COE Passport Expenses	Jessica 9-15-86...	70.00			3,831.35
04/25/2002	3305	Passport Services	COE Passport Expenses	Chelsea Michel...	80.00			3,751.35
04/27/2002	3306	Passport Services	COE Passport Expenses	Paul Marcelo C...	45.00			3,706.35
04/27/2002	3307	Passport Services	COE Passport Expenses	Sally Ann Alle...	45.00			3,661.35
04/28/2002	3308	Passport Services	COE Passport Expenses	Leonardo Rhad...	25.00			3,636.35
04/29/2002			COE Passport Chck Re...	Deposit		X	240.00	3,876.35
04/29/2002			COE Passport Chck Re...	Deposit			45.00	3,921.35
04/29/2002			COE Passport Chck Re...	Deposit		X	105.00	4,026.35
04/29/2002	3309	Passport Services	COE Passport Expenses	Andrea Jennife...	80.00			3,946.35
04/29/2002	3310	Passport Services	COE Passport Expenses	Juli Ann Oulre...	45.00			3,901.35
04/29/2002	3311	Passport Services	COE Passport Expenses	Gilberto Muno...	45.00			3,856.35
04/29/2002	3312	Passport Services	COE Passport Expenses	James Scott Ri...	80.00			3,776.35
04/29/2002	3313	Passport Services	COE Passport Expenses	Amanda Christ...	80.00			3,696.35
04/30/2002			COE Passport Chck Re...	Deposit			85.00	3,781.35
04/30/2002			COE Passport Chck Re...	Deposit			80.00	3,861.35
04/30/2002			GF Bank Fees	Service Charge	10.50	X		3,850.85
04/30/2002	3314	Passport Services	COE Passport Expenses	Noah Michael ...	25.00			3,825.85
04/30/2002	3315	Passport Services	COE Passport Expenses	Marius Dumitr...	25.00			3,800.85
04/30/2002	3316	Passport Services	COE Passport Expenses	Kevin Kim, do...	25.00			3,775.85
04/30/2002	3317	Passport Services	COE Passport Expenses	Edward Yuji S...	80.00			3,695.85
04/30/2002	3318	Passport Services	COE Passport Expenses	Passport Expen...	45.00			3,650.85
04/30/2002	3319	Passport Services	COE Passport Expenses	Raisa Keya Sha...	25.00			3,625.85
04/30/2002	3320	Passport Services	COE Passport Expenses	Lisa Michele ...	45.00			3,580.85

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 05/14/2002

Cleared Transactions

Previous Balance		1,845.14
Cleared Checks and Payments	2 Items	-263.25
Cleared Deposits and Other Credits	21 Items	475.16
Cleared Balance		2,057.05

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	10 Items	174.60

New Transactions

Account Balance as of 05/14/2002 (statement closing date)		2,231.65
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,231.65

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 05/14/2002

Cleared Transactions

Previous Balance		6,470.08
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	8.11
Cleared Balance		6,478.19

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 05/14/2002 (statement closing date)		6,478.19
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		6,478.19

Reconciliation Report

Payroll Checking account reconciled for the period ending 05/14/2002

Cleared Transactions

Previous Balance		6,835.98
Cleared Checks and Payments	42 Items	-56,458.41
Cleared Deposits and Other Credits	2 Items	53,922.00
Cleared Balance		4,299.57

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-398.12
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 05/14/2002 (statement closing date)		3,901.45
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,901.45

ACQUISITIONS REPORT FOR THE MONTH OF APRIL 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	1,701.46	85	81	0.00	0	0	1,701.46	85	81	199.60	8	8	1,901.06	93	89
Adult Circulating Non-Fiction	3,910.81	172	169	0.00	0	0	3,910.81	172	169	174.96	7	7	4,085.77	179	176
Adult Reference	441.64	9	5	0.00	0	0	441.64	9	5	0.00	0	0	441.64	9	5
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	8,750.00	0	0	0.00	0	0	8,750.00	0	0	0.00	0	0	8,750.00	0	0
Total Adult Non-Fiction	13,102.45	181	174	0.00	0	0	13,102.45	181	174	174.96	7	7	13,277.41	188	181
TOTAL ADULT PRINT MATERIALS	14,803.91	266	255	0.00	0	0	14,803.91	266	255	374.56	15	15	15,178.47	281	270
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	642.78	18	18	0.00	0	0	642.78	18	18	0.00	0	0	642.78	18	18
Total Adult Audio	642.78	18	18	0.00	0	0	642.78	18	18	0.00	0	0	642.78	18	18
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	642.78	18	18	0.00	0	0	642.78	18	18	0.00	0	0	642.78	18	18
TOTAL ADULT MATERIALS	15,446.69	284	273	0.00	0	0	15,446.69	284	273	374.56	15	15	15,821.25	299	288
Juvenile Fiction	1,219.85	41	39	0.00	0	0	1,219.85	41	39	0.00	0	0	1,219.85	41	39
Juvenile Circulating Non-Fiction	2,407.55	163	155	0.00	0	0	2,407.55	163	155	0.00	0	0	2,407.55	163	155
Juvenile Reference	2,157.66	24	15	0.00	0	0	2,157.66	24	15	0.00	0	0	2,157.66	24	15
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	4,565.21	187	170	0.00	0	0	4,565.21	187	170	0.00	0	0	4,565.21	187	170
TOTAL JUVENILE PRINT MATERIALS	5,785.06	228	209	0.00	0	0	5,785.06	228	209	0.00	0	0	5,785.06	228	209
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	234.90	8	8	234.90	9	9	0.00	0	0	234.90	9	9
Total Juvenile Audio	0.00	0	0	234.90	8	8	234.90	9	9	0.00	0	0	234.90	9	9
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	234.90	8	8	234.90	9	9	0.00	0	0	234.90	9	9
TOTAL JUVENILE MATERIALS	5,785.06	228	209	234.90	8	8	6,019.96	237	218	0.00	0	0	6,019.96	237	218
Total Fiction	2,921.31	126	120	0.00	0	0	2,921.31	126	120	199.60	8	8	3,120.91	134	128
Total Non-Fiction	17,667.66	368	344	0.00	0	0	17,667.66	368	344	174.96	7	7	17,842.62	375	351
Total Audio	642.78	18	18	234.90	8	8	877.68	27	27	0.00	0	0	877.68	27	27
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	21,231.75	512	482	234.90	8	8	21,466.65	521	491	374.56	15	15	21,841.21	536	506

OUTSTANDING ORDERS AS OF April 30, 2002

General Fund	Amount	Adopt-A-Book	TOTAL
	\$10,121.65	\$185.67	Amount
			\$10,307.32


ACQUISITIONS REPORT FOR THE MONTH OF APRIL 20002
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	1,701.46	85	81	0.00	0	0	1,701.46	85	81	199.60	8	8	1,901.06	93	89
Adult Circulating Non-Fiction	3,910.81	172	169	0.00	0	0	3,910.81	172	169	174.96	7	7	4,085.77	179	176
Adult Reference	441.64	9	5	0.00	0	0	441.64	9	5	0.00	0	0	441.64	9	5
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	8,750.00	0	0	0.00	0	0	8,750.00	0	0	0.00	0	0	8,750.00	0	0
Total Adult Non-Fiction	13,102.45	181	174	0.00	0	0	13,102.45	181	174	174.96	7	7	13,277.41	188	181
TOTAL ADULT PRINT MATERIALS	14,803.91	266	255	0.00	0	0	14,803.91	266	255	374.56	15	15	15,178.47	281	270
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	642.78	18	18	0.00	0	0	642.78	18	18	0.00	0	0	642.78	18	18
Total Adult Audio	642.78	18	18	0.00	0	0	642.78	18	18	0.00	0	0	642.78	18	18
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	642.78	18	18	0.00	0	0	642.78	18	18	0.00	0	0	642.78	18	18
TOTAL ADULT MATERIALS	15,446.69	284	273	0.00	0	0	15,446.69	284	273	374.56	15	15	15,821.25	299	288
Juvenile Fiction	1,219.85	41	39	0.00	0	0	1,219.85	41	39	0.00	0	0	1,219.85	41	39
Juvenile Circulating Non-Fiction	2,407.55	163	155	0.00	0	0	2,407.55	163	155	0.00	0	0	2,407.55	163	155
Juvenile Reference	2,157.66	24	15	0.00	0	0	2,157.66	24	15	0.00	0	0	2,157.66	24	15
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	4,565.21	187	170	0.00	0	0	4,565.21	187	170	0.00	0	0	4,565.21	187	170
TOTAL JUVENILE PRINT MATERIALS	5,785.06	228	209	0.00	0	0	5,785.06	228	209	0.00	0	0	5,785.06	228	209
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	234.90	8	8	234.90	9	9	0.00	0	0	234.90	9	9
Total Juvenile Audio	0.00	0	0	234.90	8	8	234.90	9	9	0.00	0	0	234.90	9	9
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	234.90	8	8	234.90	9	9	0.00	0	0	234.90	9	9
TOTAL JUVENILE MATERIALS	5,785.06	228	209	234.90	8	8	6,019.96	237	218	0.00	0	0	6,019.96	237	218
Total Fiction	2,921.31	126	120	0.00	0	0	2,921.31	126	120	199.60	8	8	3,120.91	134	128
Total Non-Fiction	17,667.66	368	344	0.00	0	0	17,667.66	368	344	174.96	7	7	17,842.62	375	351
Total Audio	642.78	18	18	234.90	8	8	877.68	27	27	0.00	0	0	877.68	27	27
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	21,231.75	512	482	234.90	8	8	21,466.65	521	491	374.56	15	15	21,841.21	536	506

OUTSTANDING ORDERS AS OF APRIL 30, 2002

General Fund Amount	\$10,121.65	Adopt-A-Book Amount	\$185.67	TOTAL Amount	\$10,307.32
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TO: Elizabeth D. Minter, Library Director

FROM: Alice Kuo, Circulation Supervisor 

DATE: May 22, 2002

SUBJECT: Unique Management Services, Inc. Report for Month of March

This report was received from Unique Management on May 9, 2002.
Attachment A is enclosed.

A summary of the current status is as follows:

FY 2001-02	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	15	73	8	466.47	1
August	18	79	4	306.80	2
September	20	94	3	305.45	1
October	7	71	15	1,025.32	2
November	17	62	6	437.79	1
December	7	57	2	143.32	1
January	16	61	3	192.30	1
February	28	59	2	453.20	1
March	6	49	5	409.13	1
April	14	55	3	239.05	0
May	0	0	0	0.00	0
June	0	0	0	0.00	0
TOTAL YTD	148	660	51	3,978.83	11

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 04/30/2002

Accounts Submitted	:	612	Dollars Submitted	:	56,470.10	Dollars Received	:	14,680.53
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	12,104.02
Incorrect Addresses	:	35	Dollars in Skips	:	5,548.74	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	36,748.71
Accounts in Process	:	526	Dollars in Process	:	49,317.28	% of Collars Activated	:	74.51%
# of Accounts Activated	:	376						
% of Accounts Activated	:	71.48%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: May 22, 2002
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT APRIL 2002**

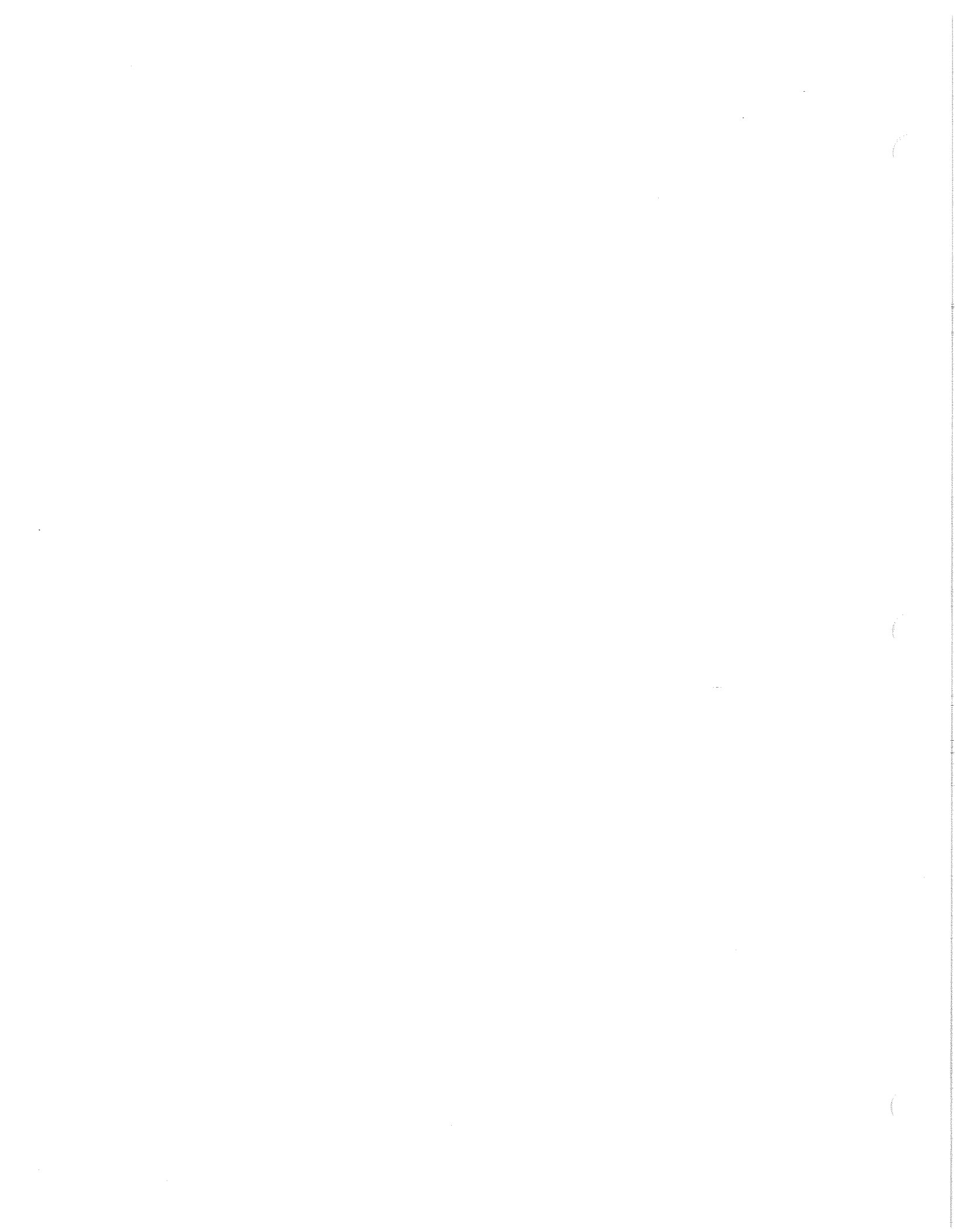
SUMMARY OF PRINTER/COPIER ACCOUNTS APRIL 2002

Beginning Balance 3/31/02			(\$7,375.15)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	384.30		
Total Loans from Literacy Fund	0.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in August		0.00	
Total Copier Maintenance Payment in August		229.50	
Debit Card System Loan Payback		0.00	
	<u>307.70</u>	<u>229.50</u>	
Ending Balance 4/30/02			<u>(\$7,220.35)</u>
April payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 3/31/02	(8,565.48)
Loan Amount as of 4/30/02 (Literacy Fund)	7,700.00
March Payment (Fund 702)	0.00
March Payment (Literacy Fund)	0.00
Balance 4/30/02	<u>\$ 15,694.02</u>

Prepared by: Elisa Herrera-Thomas



TO: Placentia Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: May 22, 2002
SUBJECT: GIFT REPORT

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

ADOPT A BOOK DONATIONS

Crystal Gates
Jo Ann Nelson
Pipe Vine, Inc.
Cherie Singleton

TOTAL AAB DONATIONS \$248.29

BOOK ENDOWMENT DONATIONS

Susan Hillman
Peggy Vincent

TOTAL BEF DONATIONS \$50.00

TOTAL ALL DONATIONS \$298.29

TO: Library Board of Trustees

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

DATE: May 22, 2002

SUBJECT: BUILDING MAINTENANCE REPORT FOR APRIL 17-MAY 22, 2002

1. ROTO ROOTER PLUMBING

Technicians from Roto Rooter came out to Placentia Library on Monday, April 22, 2002 in order to repair a leaking water main on Chapman Avenue. They returned on Sunday, May 12, 2002 in order to install a water heater and new sink faucet in the Literacy area as well as a new sink faucet in the Janitor's closet.

2. PLACENTIA DISPOSAL

Placentia Disposal removed the trash dumpster that was used for the Literacy refurbishment on Thursday, April 25, 2002.

Prepared by: Elisa Herrera-Thomas

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: May 22, 2002
SUBJECT: PERSONNEL REPORT FOR APRIL 1 to MAY 22, 2002

RESIGNATIONS:

Saundra Murray, Reference Librarian, effective April 18, 2002

APPOINTMENTS:

Terri Kan, Reference Substitute Librarian

Mary Strazdas, Librarian II

OPEN POSITIONS:

None at this time.

Prepared by: Elisa Herrera-Thomas

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

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY01/02 April	FY01/02 YTD	Starting	Cumulative
Andrade, Linda	6.00	111.00	Sep-95	619.50
Backes, Theresa	4.00	20.25	6/98	214.25
Bart, Lillian	10.00	133.25	May-01	133.25
Bartholmew, Janet	0.00	10.00	Jan-02	10.00
Boelman, Marge	5.50	61.00	Apr-01	72.50
Botha, Jill	0.00	6.00	Nov-01	4.00
Clugston, Patricia	12.25	116.75	6/98	303.00
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	0.00	24.75	8/98	529.25
Dhanna, Dan	0.00	45.75	Jul-01	33.75
Fioroni, Pete	3.00	7.00	3/97	232.00
Fioroni, Ruth	0.00	4.00	3/97	166.00
Fitzgerald, Joan	12.00	57.00	10/93	1,998.75
Godwin, Nita	9.50	76.00	2/96	378.75
Haagan, John	0.75	20.75	Nov-01	20.75
Hemmerling, Barbara	2.00	67.00	9/95	491.00
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	2.00	56.00	10/95	310.50
Hyams, Rose	0.00	74.00	Feb-00	516.75
Irot, Pat	17.00	368.50	2/96	2,244.00
Jertberg, Pat	6.00	140.00	4/98	677.15
Jertberg, Jerry	0.00	21.00	Jan-02	21.00
Livezey, Jane	0.00	76.00	4/96	578.25
Lord, Audrey	15.00	83.00	Jul-00	171.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	5.00	136.00	10/95	1,072.75
Olson, Bob	4.00	47.00	9/95	400.00
Pence, Thomas	7.00	61.50	1/99	211.50
Peterson, Ruth	0.00	34.75	Mar-02	34.75
Project Independence	2.00	48.10		914.00
Rodriguez, Carmen	4.00	92.00	2/00	150.00
Salem, Rose	5.50	88.50	Oct-00	119.75
Sanatar, Ginny	0.00	2.50	Mar-02	2.50
Schlichter, Allan	10.00	72.00	10/93	843.50
Schwartzkopf, Jan	0.00	19.00	Mar-01	19.00
Schmidt, Marie	3.00	120.50	4/98	609.00
Segovia, Inez	0.00	1.50	Nov-01	1.50
Shaw, Dixie	2.50	19.00	5/94	195.00
Stoller, Frances	0.00	14.00	May-96	100.00
Vaughn, Judy	0.00	1.50	8/99	135.00
Walker, Virginia	0.00	8.50	Mar-99	129.50
Wymmer, Betty	16.25	85.75	1/96	785.50
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	0.00	0.00		6,727.75
TOTAL	164.25	2,431.10		24,075.40

	FY01/02			FY01/02	
	April	YTD		April	YTD
Alvi, Jennifer	0	0.75	Moya, David	0.00	0.00
Afsar, Asif	0	15.5	McCustian, Nicole	0.00	0.00
Banks, Vanessa	0.75	36.25	Munoz, Maria	0.00	45.00
Behmaran, Roxana	0.00	19.50	Muranaka, Amber	0.00	15.00
Bone, Shawnda	0.00	0.00	Nguyen, Andrew	0.00	32.00
Camacho, Ana Lilia	3.00	3.00	Pacheo, Zylina	0.00	2.00
Camacho, Linda	0.00	2.00	Pan, Jen	0.00	9.00
Camacho, Marizala	0.00	2.00	Park, Jong	6.00	9.75
Carmona, Jillian	0.00	41.00	Pecot, Zipporah	0.00	28.75
Castillo, Humberto	11.00	11.00	Peechaphand, Thanin	10.00	14.75
Cathoy, John	0.00	8.00	Quiroz, Aaron	5.50	5.50
Chavez, Alfredo	0.00	2.50	Ramos, Rosa	0.00	0.00
Cheung, Aaron	0.00	6.00	Regala, Daniel	0.00	23.50
Cohen, Darleen	0.00	0.00	Rehman, Khurram	0.00	29.00
Cohma, Milessa	0.00	2.50	Robinson, Shawn	0.00	0.00
Cooper, Chasen	0.00	29.75	Rodriguez, John	0.00	0.00
Corraiz, Mari	0.00	2.00	Rosette, Shandie	0.00	2.50
Couvillian, Jennifer	0.00	4.75	Rorex, Jamie	0.00	0.00
Davis, Ken	0.00	2.50	Saed, Alia	0.00	0.50
Dominguez, Kenny	0.00	40.50	Sanchis, Alita	0.00	5.00
Dougherty, Christina	2.00	2.00	Sewell, Krystal	0.00	1.50
Eng, Jonathon	0.00	24.50	Sewell, Ashley	0.00	1.50
Eng, Lawrence	0.00	37.25	Runyon, Beth	0.00	0.00
Evaldez, McGuyver	0.00	7.75	Shah, Hardik	0.00	0.00
Fernandez, Rocelle	0.00	40.00	Shah, Soham	0.00	7.75
Gandhi, Airshul	0.00	15.00	Simmons, Eric	0.00	0.00
Garcia, Edward	18.50	18.50	Smith, Jason	0.00	40.25
Geli, Elizabeth	0.00	23.00	Soto, Shelly	4.00	14.00
German, Cody	0.00	0.00	Soto, Shirley	0.00	6.00
Golriz, Yasmin	2.50	27.50	Stanford, Amy	0.75	10.25
Gomez, Anthony	2.00	5.00	Stark, Jaine	0.00	0.00
Gonzalez, Omar	0.00	0.00	Temple, Joerg Ryan	0.00	0.00
Guo, James	0.00	0.00	Tizan, Tommy	5.00	5.00
Ju, Christina	0.00	18.75	Tomas, Jeanette	10.50	23.50
Kim, Joseph	1.50	35.75	Timmermans, Krystle	0.00	12.25
Haag, Elisha	0.00	3.75	Tonelli, Alyssa	0.00	11.50
Haag, Jennifer	0.00	16.00	Tran, Carrie	0.00	95.50
Haag, Katie	0.00	4.50	Turczynski, Stephen	0.00	21.50
Hartado, Cindy	0.00	5.25	Vasquez, Joel	0.00	0.00
Hamacher, Holly	0.00	8.75	Vera, Javier	0.00	18.00
Hill, Joseph	10.50	30.50	Vidovich, Casey	0.00	0.00
Ho, Leslie	4.00	26.00	Vidvastorm, Tammy	0.00	15.00
Hung, Yang	0.00	5.25	Vu, Elizabeth	0.00	5.25
Krisinger, Elizabeth	0.00	16.00	Vu, Thomas	4.00	8.00
Krisinger, Emily	0.00	6.00	Wagner, Michelle	0.00	2.25
Kurai, Mark	0.00	15.00	Wallace, Briteni	0.00	0.00
Lada, Steven	0.00	7.50	Ward, Alan	0.75	27.50
Lazcano, Leticia	0.00	2.00	Wills, Gessica	0.00	32.75
Lewis, Tiffany	0.00	37.25	Yick, Lee	0.00	0.50
Le, Brian	6.00	27.00	Yoseph, Karen	0.00	5.00
Le, Phillip	0.00	34.00			
Lee, James	0.00	10.25			
Lin, Cheng	0.00	11.00			
Lopez, Daniel	0.00	13.25			
Luther, Bill	0.00	0.00			
Ma, Jacklyn	15.00	30.25			
Ma, Michael	7.00	31.00			
Manzo, Robert	0.00	11.50			
Margarit, Georgie	0.00	3.50			
Mariscal, Juan Jose	0.00	4.00			
Maru, Sid	0.00	15.00			
Marvin, Andy	0.00	4.75			
Mendoza, Abel	4.50	32.75			
Messenger, Rebecca	0.00	115.00			
Meza, Jack	0.75	31.00			
Miyawaki, Manami	0.00	17.00			
Mirza, Shawn	0.00	27.25			
Mohadro, Steven	0.00	38.50			
Molina, Enio	0.00	23.00			
Montes, Eric	0.00	22.75			

TOTAL	89.00	1,154.75	TOTAL	46.50	587.00
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TOTAL Library Volunteer Hours	299.75
TOTAL Literacy Volunteer Hours	600.00
TOTAL VOLUNTEERS HOURS	899.75

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		
	FY99/00	FY00/01	FY 01/02	FY99/00	FY00/01	FY 01/02
July	601.25	562.00	623.00	222.00	658.00	1026.50
August	885.00	563.25	834.25	202.00	662.00	847.00
September	471.25	248.00	802.75	220.00	581.00	605.00
October	490.00	385.00	1029.8	458.50	614.00	550
November	368.00	369.25	1457.3	425.00	685.50	550.00
December	330.50	205.25	203.5	178.00	564.00	586.00
January	397.00	387.25	356.5	142.00	797.00	586.00
February	598.25	376.75	359.75	530.00	617.00	600.00
March	616.25	377.25	399	595.00	622.50	600.00
April	610.75	457.25	299.75	632.00	656.00	600.00
May	921.50	393.00		805.00	1,204.50	
June	608.25	580.75		709.00	1,050.50	
	6,898.00	4,905.00		5,118.50	9,325.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 01/02 April	FY01/02 YTD	Cumulative		FY01/02 April	FY01/02 YTD	Cumulative
Alcantara, Carmelita	12.00	106.00	148.00	Kumagai, Regina	-	72.00	157.00
Anderson, Susan	3.00	27.00	72.00	Larson, Li	8.00	70.00	120.00
Andreyeva, Anna A.	-	14.00	81.00	Lee, Anyika	8.00	108.00	158.00
Antana, Aiama	8.00	40.00	71.00	Leslie, Sandra	12.00	96.00	146.00
Asumcion, Gloria	6.00	24.00	24.00	Li, Stephanie	-	18.00	75.00
Barrera, Karen	3.00	51.00	138.00	Licari, Lynne	10.00	90.00	132.00
Belsher, Kristin	8.00	64.00	183.00	Martlaro, Diane	14.00	120.00	176.00
Bereiter, Gretchen	10.00	43.00	206.00	McCartney, Shannon	-	12.00	66.00
Blanco, Ramon	-	4.00	54.00	McMahon, Kelly	-	12.00	72.00
Bolkovatz, Alta	9.00	99.00	202.00	Medland, Karen	6.00	54.00	80.00
Bowler, Nathan	6.00	43.00	402.00	Meza, Jack	12.00	84.00	104.00
Brown, Kaley	6.00	30.00	30.00	Mitchell, Cheryl	10.00	96.00	256.00
Bryan, Danny	-	30.00	77.00	Mohan, Kshema	6.00	48.00	104.00
Bryan, Jennifer	-	30.00	77.00	Moore, Kim	6.00	66.00	222.00
Cadambai, Arvin	6.00	30.00	30.00	Moyer, Disa	12.00	108.00	258.00
Cantwell, Kenneth	12.00	97.00	737.00	Murray, Edward	6.00	70.00	138.00
Carlson, Grace	6.00	94.00	94.00	Ngo, Sandy	8.00	80.00	128.00
Casias, Michelle	3.00	15.00	15.00	Paulson, Valerie	8.00	88.00	557.00
Cassidy, Meghan	-	8.00	34.00	Pham, An	6.00	50.00	78.00
Chen, April	6.00	59.00	102.00	Pham, Thuy	6.00	54.00	91.00
Choi, Jason	6.00	24.00	30.00	Pineda, Juanita	6.00	50.00	75.00
Coffee, Nancy	-	4.00	192.00	Risso, Edith	12.00	108.00	228.00
Colenso, Bill	6.00	66.00	129.00	Rodriguez, Carmen	8.00	72.00	158.00
Croom, Carolyn	6.00	63.00	278.00	Roth, Howard	12.00	108.00	168.00
Debbaneh, Maya	12.00	60.00	60.00	Sanchez, Margo	6.00	66.00	224.00
Del Angel, Laura	-	9.00	95.00	Sciaini, Matthew	-	16.00	60.00
Diaz, Ryan	8.00	36.00	36.00	Shah, Krishna	-	24.00	90.00
Duffie, Pat	12.00	120.00	276.00	Shepherd, Kathy	6.00	66.00	137.00
Eckert, Thomas	12.00	112.00	469.00	Skimizu, Ken	8.00	80.00	182.00
Elinsky, Janet	10.00	120.00	300.00	Skinner, Courtney	-	16.00	62.00
Espinoza, Adriana	6.00	135.00	135.00	Smith, Charlene	8.00	72.00	106.00
Fartash, Arian	-	36.00	207.00	Stalnaker, Linda	8.00	80.00	273.00
Favaro, Lee	6.00	86.00	196.00	Stichter, Julie	8.00	72.00	122.00
Fuller, Janice	6.00	44.00	110.00	Tellez, Martha	10.00	140.00	228.00
Gast, Polly	12.00	173.00	986.00	Tooley Marita	-	12.00	110.00
Gonzalez, Lizeth	6.00	54.00	131.00	Van Zee, Karin	-	32.00	180.00
Gonzalez, Veronica	6.00	54.00	114.00	Vert, Joann	-	12.00	60.00
Goodfriend, Louise	12.00	106.00	297.00	Vue, Kia	-	12.00	52.00
Goodman, Dale	30.00	315.00	2,058.00	Westfall, Carolyn	8.00	88.00	172.00
Graves, David	6.00	72.00	1,219.00	Wiegman, Karin	10.00	93.00	178.00
Hargett, Sheila	12.00	128.00	182.00	Zamora, Mary	6.00	66.00	150.00
Hawk, John	-	30.00	134.00				
Heer, Kim	8.00	72.00	143.00				
Hernandez, Rosy	12.00	106.00	318.00				
Hutton, Katherine (Kate)	12.00	108.00	208.00				
Isaia, Monte	6.00	51.00	93.00				
Johnson, Nicole	8.00	72.00	85.00				
Keller, Christina	8.00	88.00	193.00				
Khuu, Michelle	-	12.00	76.00				
Kramer, Bill	14.00	154.00	362.00				
Total	346.00	3,418.00	11,889.00	Total	254.00	2,681.00	6,133.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Circulation Report for April 2002**
DATE: May 22, 2002

The Circulation Report is currently being audited by staff.

It will be distributed at the Library Board Meeting if it is ready or it will be included with the June Library Board Circulation Report.

Placentia Library District
Circulation Report
MAY 22, 2002

	FY01-02 YTD	FY00-01 YTD	% CHANGE FY01 TO FY02	FY01-02 APRIL 02	FY00-01 APRIL 01
1st Time Checkouts	120,946	115,086	5.09%	13,182	12,569
Phone Renewals	16,019	17,735	-9.68%	1,685	2,023
In-Building Renewals	4,328	4,176	3.64%	404	494
Total Renewals	20,347	21,911	-7.14%	2,089	2,517
TOTAL CHECKOUTS	141,293	136,997	3.14%	15,271	15,086
On-Time Checkins	110,771	110,972	-0.18%	14,091	11,929
Late Checkins	22,053	21,930	0.56%	1,147	2,753
TOTAL CHECKINS	132,824	132,902	-0.06%	15,238	14,682
Holds Placed	2,497	2,522	-0.99%	141	240
Holds Cancelled	479	497	-3.62%	14	43
Holds Filled	2,551	2,557	-0.23%	222	236
Holds Expired	32	28	14.29%	12	2
Overdue Items**	7,311	8,568	-14.67%	0	1,225
Overdue Notices**	3,236	3,741	-13.50%	0	533
Billing Notices**	3,434	3,848	-10.76%	0	533
Patrons Registered	2,995	2,742	9.23%	334	377
Titles Added	7,736	11,328	-31.71%	489	743
Volumes Added	11,486	13,402	-14.30%	528	804
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	57,729	55,144	4.69%	6,034	6,187
Juvenile Print	67,614	66,318	1.95%	7,545	7,080
Total Print	125,343	121,462	3.20%	13,579	13,267
Audio	6,123	5,625	8.85%	655	628
Visual	9,827	8,032	22.35%	1,037	471
Equipment	0	0	100.00%	0	0
Total Audio Visual	15,950	13,657	16.79%	1,692	1,099
TOTAL CIRCULATION	141,293	135,119	4.57%	15,271	14,366
Placentia Circulation	75,052	85,636	-12.36%	9,361	9,208
% Placentia Circulation	53.12%	63.38%	-16.19%	61.30%	64.10%
Anaheim/Yorba Linda Circulation	19,676	26,248	-25.04%	2,740	3,038
% Anaheim/Yorba Linda Circulation	13.93%	19.43%	-28.31%	17.94%	21.15%
TYPES OF ACTIVE BORROWERS					
Adult	80,256	89,911	-10.74%	9,933	9,569
Young Adult	3,032	3,928	-22.81%	370	394
Juvenile	27,035	31,325	-13.70%	3,407	3,506
New Borrower	10,508	10,307	1.95%	1,327	1,442
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	120,831	135,471	-10.81%	15,037	14,911
TOTAL REGISTERED BORROWERS	15,222	16,243	-6.29% *	15,222	16,243
ATTENDANCE	250,368	275,051	-8.97%	31,289	31,784
Adult Reference - In Building	10,594	11,952	-11.36%	1,537	1,374
Adult Reference - Telephone	1,910	2,551	-25.13%	213	142
Children's Reference - In Building	6,312	7,197	-12.30%	775	792
Children's Reference - Telephone	249	250	-0.40%	33	25
Total Adult Reference	12,504	14,503	-13.78%	1,750	1,516
Total Children's Reference	6,561	7,447	-11.90%	808	817
Total In Building Reference	16,906	19,149	-11.71%	2,312	2,166
Total Telephone Reference	2,159	2,801	-22.92%	246	167
TOTAL REFERENCE	19,065	21,950	-13.14%	2,558	2,333

* There was a major patron purge in March in preparation for the data migration to the new automation system

**With the new Horizon system this information is not available at this point. We are working on getting this information.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUND	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99	2/3/00	2,340.88	969.36	1,030.18	107.50			4,447.92
Jan-00	3/1/00	1,405.10	0.00	1,026.95	107.50			2,539.55
Feb-00	3/30/00	2,460.49	863.92	717.50	720.00			4,761.91
Mar-00	4/26/00	2,272.78	1,727.84	608.66	107.50			4,716.78
Apr-00	5/24/00	2,534.75	863.92	611.89	107.50			4,118.06
May-00	7/10/00	2,917.34	1,908.21	608.66	107.50			5,541.71
Jun-00	8/7/00	3,871.11	0.00	607.66	107.50			4,586.27
TOTAL		38,553.68	10,425.10	9,471.70	2,109.56	0.00	0.00	60,560.04
AVG		3,212.81	868.76	789.31	175.80			5,046.67

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

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUND	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02								0.00
May-02								0.00
Jun-02								0.00
TOTAL		43,152.61	10,030.69	2,782.71	537.50	0.00	6.49	45,109.77
AVG		4,794.73	1,114.52	309.19	59.72			5,012.20

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00	1,732.42	324.00	6.48	2,062.90	1,031.45
Feb-00	1,194.52	234.00	6.48	1,435.00	717.50
Mar-00	976.84	234.00	6.48	1,217.32	608.66
Apr-00	976.84	234.00	12.94	1,223.78	611.89
May-00	976.84	234.00	6.48	1,217.32	608.66
Jun-00	976.84	234.00	4.48	1,215.32	607.66
TOTAL	15,757.92	3,069.00	125.46	18,952.38	9,476.19
AVG	1,313.16	255.75	10.46	1,579.37	789.68

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01	1,235.76	354.00	4.47	1,594.23	797.12
Oct-01	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00
Mar-02	1,297.62	129.00	0.00	1,426.62	713.31
Apr-02				0.00	0.00
May-02				0.00	0.00
Jun-02				0.00	0.00
TOTAL	4,534.54	1,011.00	19.87	5,565.41	2,782.71
AVG	503.84	112.33	2.21	618.38	309.19

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99	310.16	374.52	59.18	0.00	979.50	1,723.36
Jan-00	310.16	374.52	59.18	0.00	979.56	1,723.42
Feb-00	232.62	249.68	59.18	0.00	653.04	1,194.52
Mar-00	232.62	249.68	59.18	0.00	435.36	976.84
Apr-00	232.62	249.68	59.18	0.00	435.36	976.84
May-00	232.62	249.68	59.18	0.00	435.36	976.84
Jun-00	232.62	249.68	59.18	0.00	435.36	976.84
TOTAL	3,274.62	3,497.94	698.76	0.00	8,277.54	15,748.86
AVG	272.89	291.50	58.23	0.00	689.80	1,312.41

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	1,299.26	1,029.84	243.16	0.00	1,962.28	4,534.54
AVG	144.36	114.43	27.02	0.00	218.03	503.84

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-99	8.00	10.00	2.00	0.00	30.00	50.00
Aug-99	8.00	10.00	2.00	0.00	30.00	50.00
Sep-99	8.00	10.00	2.00	0.00	30.00	50.00
Oct-99	8.00	10.00	2.00	0.00	30.00	50.00
Nov-99	8.00	10.00	2.00	0.00	30.00	50.00
Dec-99	8.00	12.00	2.00	0.00	36.00	58.00
Jan-00	8.00	12.00	2.00	0.00	36.00	58.00
Feb-00	6.00	8.00	2.00	0.00	24.00	40.00
Mar-00	6.00	8.00	2.00	0.00	16.00	32.00
Apr-00	6.00	8.00	2.00	0.00	16.00	32.00
May-00	6.00	8.00	2.00	0.00	16.00	32.00
Jun-00	6.00	8.00	2.00	0.00	16.00	32.00
TOTAL	86.00	114.00	24.00	0.00	310.00	534.00
AVG	7.17	9.50	2.00	0.00	25.83	44.50

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	34.00	36.00	8.00	0.00	72.00	150.00
AVG	3.78	4.00	0.89	0.00	8.00	16.67

To: eminter@placentiallibrary.org
From: msoria@csda.net
Subject: May Budget Revise
Date: Tue, 14 May 2002 15:05:37 -0700



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE UPDATE - May 14, 2002

STATE BUDGET - FIRST GLANCE

At just after 1:15 p.m. Governor Gray Davis released his May Revise for fiscal year 2002-2003. The Governor outlined his plan for dealing with the State's \$23.6 billion revenue shortfall. During his presentation, he indicated he prepared the budget in a manner to protect K-12 education, public safety, health insurance for children, and essential services for seniors.

The Governor's proposal calls for a combination of budget cuts, revenue increases and a combination of refinancing, borrowing and transfers. The Governor indicated that the \$23.6 billion shortfall stems primarily from a dramatic \$19 billion drop in revenue. Some 90 percent of this drop can be attributed to the fall-off in capital gains and stock options. The Revise includes, among other items:

- A two-year suspension of net operating loss provisions (increase revenues by \$1.2 billion in 2002-2003);
- An increase in the tobacco excise tax of \$.50 (increase revenues by \$475 million);
- A reduction in the vehicle license fee offset from 67.5 percent to 25 percent for 2003 calendar year. This proposal is expected to reduce expenditures by \$1.276 billion in 2002-03.

With the budget document just being released, CSDA Legislative Advocate Ralph Heim and staff are looking over the information to calculate the impact on local government.

Currently the following has been highlighted in the budget:

Page 84 - Financial Assistance to Local Governments

Due to the decline in the amount of General Fund resources available, the May Revision eliminates the \$38.2 million to cities and special districts for the reimbursement of booking fees paid to counties and other cities.

The May Revision also proposes to require multicounty special districts and community redevelopment agencies to pay into the Education Revenue Augmentation Fund (ERAF). Multicounty special districts would annually pay approximately \$45 million into ERAF while community redevelopment agencies would pay \$75 million.

This is not a comprehensive evaluation of the document. Additional information on the Governor's May Revise will be released when it is available.

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

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(877) 924-CSDA * www.csdanet.org

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

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

LEGISLATIVE UPDATE – May 10, 2002

MAY REVISION DUE MAY 14

Governor Davis will release the much-anticipated May Revision on May 14 amidst rumors that the size of the projected state budget deficit continues to grow. No one believes the deficit is less than \$20 billion, while some believe it will exceed \$22 billion. Whatever the number, virtually every interest group that has an interest in the state budget will focus on the May Revision's fine print when released on Tuesday.

One legislative staffer close to the development of the May Revision stated, "the May Revision will have something for everyone to hate." Other than the rumor mill that is working overtime around the Capitol, we have no idea what the May Revision will contain relative to special districts, but after our review of the document on Tuesday, we will advise CSDA members of any proposal--good or bad--contained therein.

SENATE BILL 1662--STATE/LOCAL FISCAL RELATIONSHIP

On May 1, Senator Peace amended his Senate Bill 1662 relating to taxation. The new amendment reads: **It is also the intent of the Legislature to develop a more rational allocation of revenues for the state and local agencies, including cities, counties, special districts, and school districts. The intent of this restructuring of state and local revenue allocations is to reduce volatility at the state and local level and to provide incentives for economic development and housing.**

CSDA will follow the progress of SB 1662 with great care.

WASTE DISCHARGE FEE BILL PASSES ASSEMBLY

Assembly Bill 2938 by Assembly Member Simitian, sponsored by the Davis Administration, which would increase specified waste discharge permit fees, passed the Assembly on Monday by a 41 to 31 vote. The measure raises the maximum fee from \$10,000 to \$25,000, but the Legislative Analyst's Office has recommended the maximum fee be increased to \$35,000. This issue will also be discussed during the upcoming state budget discussions.

IMPORTANT NOTICE – LOCAL COALITION

Outreach efforts by the Leave Our Community Assets Local (LOCAL) Coalition continue to advance. LOCAL has united around the growing imperative to protect our local services by protecting local government revenues. The LOCAL Coalition will be actively involved in this year's budget process to ensure that funding for essential services is not compromised. With the state budget projections

continuing to worsen, it is vital that local government representatives engage in all activities that give us an opportunity to put a "face to local services."

If you have not already registered for the Coalition's upcoming Legislative Action Days being held at the Sacramento Sheraton Grand on May 15-16, 2002 - a registration form is attached. There is NO COST to attend this event. The Coalition is hoping to have over 750 local government representatives and supporters in attendance, and it is essential that independent special districts are there in force. In addition, we have included a Coalition support form for your district to consider.

If you want additional information on the Coalition, visit their website at www.calocal.org. A registration form is attached for your convenience.

YOUR INVOLVEMENT IN THESE EFFORTS IS ONE MORE WAY TO SPEAK UP FOR THE CONSTITUENTS YOU SERVE!

****This update is brought to you exclusively as a CSDA member benefit.****

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1215 K Street, Suite 930 * Sacramento, CA 95814

(916) 442-7887 * (916) 442-7889 fax

(877) 924-CSDA * www.csda.net



[LOCAL flyer pg13.pdf](#)

To: eminter@placentia library.org
From: msoria@csda.net
Subject: CSDA Legislative Update
Date: Fri, 03 May 2002 11:26:45 -0700

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

LEGISLATIVE UPDATE – May 3, 2002

BUDGET GROWS WORSE--SO DO RUMORS

As we approach May 14, the anticipated date the Davis Administration will release the May Revision, rumors abound relative to both the size of the state budget deficit and how the Davis Administration expects to address the crisis. While the last "official" estimate remains at \$17.5 billion, most fiscal experts believe the deficit is at \$20 billion and growing.

Rumors around the Capitol hint that "it will be a blood bath and no program will escape significant cuts." These same rumors indicate that local governments will be "hit hard," but details are hard to come by. Repeal of the multi-county special district exemption from ERAF continues to surface, although none of the budget subcommittees to date have voted on the issue. Additionally, some are suggesting that enterprise special districts with property tax revenues "won't be happy with the May Revision."

Finally, most close to the state budget crisis predict that once the May Revision is released, those programs slated for cuts and/or fund transfers, are, for the most part, "a done deal." If you haven't visited or communicated with your legislators recently relative to the impact the additional loss of property tax revenues would mean to your district, now would be a good time to do so.

TWO STEPS FORWARD--ONE GIANT STEP BACKWARDS

Senate Bill 1586 by Senator Haynes was passed by the Senate Local Government Committee on Wednesday. CSDA opposes SB 1586, relating to current law that allows special districts to stop a proposed annexation by submitting a resolution to LAFCO before the LAFCO decides on the proposed annexation. The current law requires LAFCO to halt the annexation proceeding upon the receipt of a district's resolution and, as introduced, SB 1586 proposed to make this mandatory action permissive.

Senator Haynes and the sponsors of SB 1586, the California Building Industry Association, agreed to amendments that strike the permissive language and return the process to mandatory. So far, so good.

While we are appreciative of the author and sponsor's willingness to accept the above-referenced amendment, the bill still **could** allow a LAFCO, in a city detachment proceeding, to require a special district to provide what are deemed to be necessary services without those special district service providers' ability to comment thereto. This provision remains unacceptable and for that reason CSDA and others continue to oppose SB 1586.

BOND MEASURES FACE UNCERTAIN FUTURE

There are currently scores of general obligation and revenue bond measure pending before the Legislature, ranging from water to public safety. CSDA continues to support all of the relevant bond measures, but we sense that the Davis Administration would prefer only the school construction and housing bonds to appear on the November 2002 ballot. We should know in the next few weeks if any of the bond measures will advance toward the November ballot.

IMPORTANT NOTICE – LOCAL COALITION

Outreach efforts by the Leave Our Community Assets Local (LOCAL) Coalition continue to advance. LOCAL has united around the growing imperative to protect our local services by protecting local government revenues. The LOCAL Coalition will be actively involved in this year's budget process to ensure that funding for essential services is not compromised. With the state budget projections continuing to worsen, it is vital that local government representatives engage in all activities that give us an opportunity to put a "face to local services."

If you have not already registered for the Coalition's upcoming Legislative Action Days being held in Sacramento on May 15-16, 2002 - a registration form is attached. There is NO COST to attend this event. The Coalition is hoping to have over 750 local government representatives and supporters in attendance, and it is essential that independent special districts are there in force. In addition, we have included a Coalition support form for your district to consider.

If you want additional information on the Coalition, visit their website at www.calocal.org.

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[LOCAL flyer pg11.pdf](#)



[Support Form -- LOCAL.doc](#)

NEWS FROM THE CAPITOL: Legislative Updates 2002

April 26, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist, Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATE EDUCATION COMMITTEE PASSES SCA 10-SPEIER

On Wednesday, the Senate Education Committee heard SCA 10 by Senator Jackie Speier, which would amend the state constitution to allow the voters to approve a bond for public library facilities with a 55% majority, rather than a two-thirds majority. It would also allow ad valorem tax on real property to exceed the 1% limitation to pay for library facility bonds.

Senator Speier opened by stating that "libraries are as much a part of the educational system as our schools are," and requested that the committee consider extending for libraries, the ability to pursue facilities bonds at the same vote threshold that was afforded school construction bonds in 2000. CLA was joined in testimony by Irene O'Connell, representing the San Bruno City Council. She stated that their community tried to pass a library construction bond and failed, receiving only 57%. She noted that while the vote indicated a "strong majority" was in favor of the bond, she added that requiring a two-thirds vote "damages our opportunity to provide needed educational services." Also present in support were the lobbyists representing the Alameda County Board of Supervisors, the California State Association of Counties, and the California State PTA.

The Howard Jarvis Taxpayers Association lobbyist testified in opposition to the bill, calling SCA 10 the "further watering down of the 100 year protection for homeowners." Senate Education Committee Chair, John Vasconcellos said, "The bill doesn't do that. It only lets them vote. Are you against voting?" The opponents replied, "Certainly not."

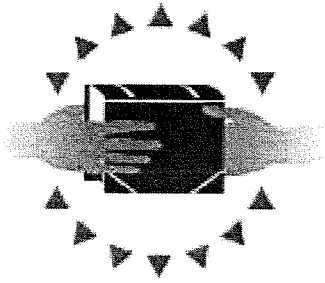
In an interesting twist at the conclusion of the hearing, committee member, Senator Dede Alpert, who also chairs Senate Appropriations, sits on the Library Bond Construction Board, and has personally authored several library bond measures on behalf of CLA, said the following: "I wish this were 50% instead of 55%. That is really what we need. If you have enough votes [in the legislature] to get a straight majority vote, I will encourage that." She noted that she obviously supported the bill in its current form, but would work with the Senator to see if the 50% threshold could be achieved. The bill passed from committee with the following Senators voting "aye": John Vasconcellos, Bruce McPherson, Richard Alarcon, Dede Alpert, Wes Chesbro, Betty Karnette, Jack O'Connell, Jack Scott, Byron Sher, and Ed Vincent. Voting against the bill were Republican Senators Ray Haynes and Pete Knight.

II. PLF FUNDING ISSUE ON HOLD TILL MID MAY AS BUDGET DEFICIT GROWS

The Senate Budget Subcommittee Number 1 on Education Finance has decided to place the issue of the Public Library Foundation (PLF) on its so-called "checklist," so that it can review the issue

in late May, after the Governor's May Revision is released. In testimony before the committee, CLA thanked the Subcommittee members for their willingness in January to protect the \$7.9 million in PLF funding that was subject to the Governor's proposed "November Cuts." We then noted that the Governor's current proposal to cut \$11.2 million from the PLF in Budget year 2002-03, equated to almost 26% and was a disproportionate reduction when compared with other program cuts. Subcommittee Chair, Senator Jack O'Connell noted that the PLF was "a top priority for the members of this subcommittee, and we will see what we can do to scrape up some nickels and dimes along the way for you." The subcommittee then made a motion to defer action until May.

Meanwhile, the Budget estimates are growing more ominous by the day. The deficit is steadily increasing, primarily due to the "dot com" bust, resulting in a steep decline in capital gains and stock options, which produced a huge shortfall in state personal income tax receipts. In February, the Legislative Analyst was predicting a potential shortfall of \$16 billion in the current and upcoming budget year, and recently, the deficit was pegged at \$20 billion. The Governor and a number of legislators are hoping to bridge the budget gap through a combination of budget cuts and short and long-term borrowing. Other legislators feel that the problem cannot be solved without some sort of tax hike.



CLA FACTS

California Library Association
717 20th Street, Suite 200
Sacramento, CA 95814
916-447-8541
info@cla-net.org

RETURN OF PROPERTY TAX REVENUE TO LOCAL GOVERNMENTS

The return and restoration of property tax revenue to local governments is a legislative priority for the California Library Association.

Background

"In 1992 and 1993, in the midst of a major recession, the Legislature balanced California's books, in part, by transferring approximately \$4 billion in property tax revenue from cities, counties, and special districts to schools. Among those shifting funds to an ERAF are 26 county libraries and 11 independent special district libraries. In FY 2000-01, these libraries shifted nearly \$80 million to ERAF. These 37 libraries serve 38% of the state's residents and rely on property tax revenues as their primary funding source. This group of libraries has few revenue raising options. Having lost up to 40% of their property tax revenues to ERAF, many cut operating hours, book budgets, and children's services." (*Assembly Local Government Committee analysis*) At a time when education is a major priority in the state and country, any cuts to libraries, as part of cuts to local services, work against support for education.

Current Legislation

SB 74-SPEIER AND SB 94-TORLAKSON

PROPERTY TAX REVENUE SHIFTS: EXEMPTIONS: COUNTY DEPENDENT AND INDEPENDENT LIBRARY SPECIAL DISTRICTS AND COUNTY GENERAL FUND LIBRARIES

SB 74-SPEIER

This bill would grant a prospective Educational Revenue Augmentation Fund (ERAF) exemption to dependent and independent library special districts beginning in FY 2003-04.

This bill is "double-joined" to SB 74-Torlakson, which means that both bills must be passed by the Legislature and signed by the Governor to take effect.

SB 94-TORLAKSON

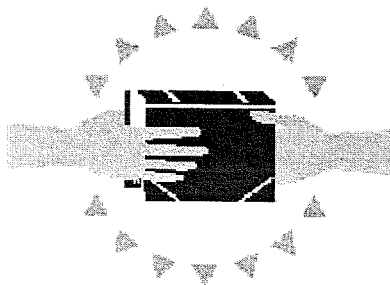
This bill would grant a prospective Educational Augmentation Fund (ERAF) exemption for County Free Libraries, funded primarily through county general funds, beginning in FY 2003-04. Specifically, SB 94 allows a county auditor to transmit up to 3% of the ERAF obligation of a city or city and county to a county general fund library, as defined, if the board of supervisors approves a resolution authorizing that transfer.

Current Status of the Two Bills

SB 74-Speier and SB 94-Torlakson are currently held in the Assembly Appropriations Committee. Late in the 2001 session, the bills were placed on the committee's so-called "suspense file," which is a method of prioritizing bills with costs to the state's General Fund of \$150,000 or more. Last year, an agreement was reached with the Governor's Office to amend the bills, if and when they moved from the Appropriations Committee, to include the following provisions: 1) phase-in the ERAF return to libraries over an eight-year period (allowing for less of a drain on the state's General Fund); 2) to protect against economic uncertainties, such as the deep recession-induced budget cuts of the 1992-93 and 1993-94 budget years, the Governor's office requested the inclusion of a "trigger." The "trigger" would suspend payment to the libraries only in a year wherein the Governor could demonstrate a significant recession (against a built-in formula).

Action Requested

CLA supports several active legislative vehicles, which attempt to return the property tax to local governments and strongly supports the passage of **SB 74** and **SB 94**.



CLA FACTS

California Library Association
717 20th Street, Suite 200
Sacramento, CA 95814
916-447-8541
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PUBLIC LIBRARY FOUNDATION

Budget Item #6120-221-0001

GOAL

Full funding for the Public Library Foundation (PLF) program is a continuing goal of the California Library Association (CLA). In this current fiscal climate, CLA is seeking to preserve the PLF funding level for public libraries as it is in the current fiscal year at \$52,970,000, and avoid additional cuts to the PLF allocation in the 2002-03 state budget.

BACKGROUND

The legislation authorizing the PLF became effective July 1, 1983. Although passed by the legislature, the state's share of PLF has never been fully funded.

As an item in the state budget, the PLF allocation is subject to the extensive budget negotiation process. The resulting fluctuations in the annual allocations are reflected in PLF's funding history. The allocations for the previous four years and the current fiscal year are listed below:

1997/98	\$18,870,000
1998/99	\$38,870,000
1999/2000	\$56,870,000
2000/01	\$56,870,000
2001/02	\$52,970,000

In the early 1990s, PLF funding was impacted by the state's budget difficulties, moving from 55% of the authorized amount to a low of 17%. In recent years, the PLF has received steady support from the legislature, and funding levels have increased. However, the governors have reduced the augmentation levels set by

the legislature, and full funding has not been achieved. In FY 2000/01, the legislature approved full funding in the state budget, but the governor vetoed it.

In Governor Davis' Budget for 2002/03, he proposes to cut PLF by \$11,158,000 from the current budget figure of \$52,970,000. This cut would bring funding down to a level of \$41,812,000.

LEGISLATURE'S POLICY

In passing the measure creating the Public Library Foundation program, the California Legislature found and declared that "it is in the interest of the people and of the State that there be a general diffusion of information and knowledge through the continued operation of free public libraries." The legislature further declared that "the public library is a supplement to the formal system of free public education...and a resource for continuing education and re-education beyond the years of formal education and as such deserves adequate financial support from government at all levels."

ACTION REQUESTED

CLA would like to thank the members of the legislature for their strong support of the Public Library Foundation, particularly the effort to save \$7.9 million, in the current year budget, for the program.

Our Association respectfully requests that you maintain the baseline amount of the PLF at \$52,970,000 during the Budget year 2002-03, and prevent further encroachments on this much-needed public service. On Wednesday, April 17, the Senate Budget Subcommittee on Education Finance Number 1 will be discussing, and making recommendations regarding, the Public Library Foundation funding in this year's Budget. Please speak with members of the subcommittee, Senator Jack O'Connell, Chair, Senator Bob Margett, Senator John Vasconcellos to express your support for the PLF.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on the Civic Center Rededication held on Saturday, May 11, 2002
DATE: May 22, 2002

The Civic Center Rededication was held on Saturday, May 11, 2002 at 9:00 A.M. President Al Shkoler, Secretary Geoff Braun, Trustees Peggy Dinsmore and Gaeten Wood, Library Director Elizabeth Minter, Public Services Manager Jim Roberts, Children's Librarian Cyrise Smith, Development Director Jillian Rakos and Circulation Clerks Beatrice Quintanar and Manny Perez participated in the event and open house.

President Shkoler made a brief statement at the Re-Dedication Ceremony on behalf of the Library Board of Trustees.

An open house for both the Library and City followed the dedication.

The Library's Teen Council sold doughnuts, the Children's Department had sign-ups for the Summer Reading Program and Literacy Services had an information booth.

The Placentia History Room was staffed with volunteers.

The trustees assisted the staff at the public service desks.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: May 22, 2002

BACKGROUND:

The Library Director will make a report at the Library Board meeting if additional information is available.

The Court hearing scheduled for the end of April was postponed to the end of May. No decision has yet been made on the class action proposal nor an appeal.

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

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

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

RECOMMENDATION:

Receive & File

April 15, 2002

CHAIR
PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

VICE CHAIR
ARLENE SCHAFFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

OHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

Elizabeth D. Minter, Library Director
Placentia Library District of Orange County
411 East Chapman Avenue
Placentia, CA 92870-6198

SUBJECT: Proposed Budget for Fiscal Year 2002-2003

Dear Ms. Minter:

On April 10, 2002, LAFCO adopted a proposed budget for fiscal year 2002-2003. Pursuant to Government Code Section 56831, a final budget will be adopted by June 15th and will take effect on July 1, 2002. A copy of the proposed budget is attached for your review. The proposed FY 2002-2003 budget identifies a baseline "standstill" budget based on LAFCO's FY 2001-2002 adopted budget. Contributions from our funding agencies for FY 2002-2003, the County, cities, and independent special districts, have been held consistent with FY 2001-2002 amounts.

If you have written comments that you wish the Commission to consider prior to the adoption of the budget, please submit them to my attention by **May 24, 2002**.

Should you have any questions regarding the proposed FY 2002-2003 LAFCO budget, you may contact me or Bob Aldrich, Assistant Executive Officer, at (714) 834-2556.

Sincerely,



Dana M. Smith
Executive Officer

Attachment

April 10, 2002

CHAIR
PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

TO: Local Agency Formation Commission

VICE CHAIR
ARLENE SCHAFFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

FROM: LAFCO Budget Committee
Chair Peter Herzog
Vice Chair Arlene Schaffer
Commissioner Susan Wilson

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

SUBJECT: Proposed Budget for Fiscal Year 2002-2003

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

Background

In accordance with Government Code Section 56381(a), the Commission is responsible for adopting a proposed budget for all LAFCO operations by May 1 of each year. Following adoption, the proposed budget is distributed for review and comment to: the Board of Supervisors, each city, the city selection committee, each independent special district, and to the independent special district selection committee. The final budget for FY 2002-2003 is required to be adopted by the Commission by no later than June 15, 2002.

CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

On March 13, 2002, the Budget Committee of Commissioners Herzog, Schaffer and Wilson met with staff to provide direct input into the development of a proposed budget for consideration by the full Commission. The Committee outlined three key guiding principles for the FY '02-'03 budget:

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

- The budget should not result in an increase to our funding agencies' (County, cities, special districts) contributions to LAFCO
- A ten percent emergency reserve account should be established as directed by the Commission during the approval of the FY '01-'02 budget
- Any additional fund balance remaining from the FY '01-'02 budget should be used to partially fund the third year of the Small Islands Program

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

The "estimated actuals" for our current year budget (see Exhibit A) indicate an anticipated budget surplus of \$74,535 by June 30, 2002. This budget balance is largely the result of conservative spending practices by LAFCO staff and the prudent use of professional services. Throughout the current budget year, in-house staff was utilized to the greatest extent possible in lieu of consultant assistance. In addition, \$45,000 in office construction/remodeling costs was able to be absorbed in the last year's budget cycle.

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

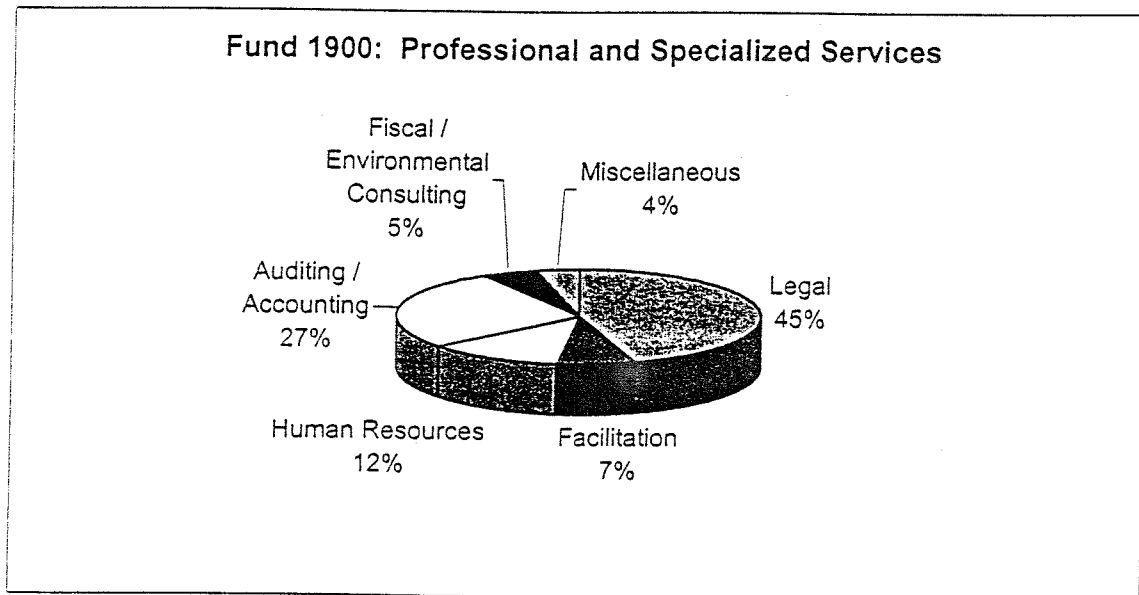
DANA M. SMITH
EXECUTIVE OFFICER

Proposed 2002/03 LAFCO Budget
April 10, 2002
Page 2

Narrative

The proposed budget for FY 2002-2003 is a static budget, with expenditures (less revenues) totaling \$930,920. The County, cities and special districts will equally divide this cost, each paying \$310,306. This is essentially equivalent to the funding agencies' current year contributions to LAFCO for FY 2001-2002 of \$310,200 each. The proposed budget is included as Exhibit A and reflects the unanimous approval of the Budget Committee.

The "Professional/Specialized Services" is the largest fund in the services and supply account totaling \$159,000. It includes bookkeeping and accounting/auditing services, and contracted services for legal counsel, human resources, facilitation and fiscal/environmental analysis. The percentage and distribution of these costs are depicted on the chart below.



Contingency Fund

During last year's review and approval of the LAFCO budget, the Commission directed staff to utilize projected FY 2001-2002 revenues to establish a ten percent (approximately \$100,000) contingency fund. This has been included in the proposed FY 2002-2003 budget and will be used for emergency or extraordinary circumstances only. Per the Commission's direction, the establishment of the contingency fund is a one-time event. This fund will be maintained annually at \$100,000.

*Proposed 2002/03 LAFCO Budget
April 10, 2002
Page 3*

Small Islands Annexation Program

On June 14, 2000, LAFCO approved a three-year work program and resource plan for the annexation of 50 small islands. The Islands Program has been consistently identified by the Commission at the last two Strategic Planning Sessions as one of its highest priorities.

During the first 18 months of the Islands Program, staff has spent considerable effort promoting the Islands Program, educating city staff on the benefits of small island annexations and strengthening outreach efforts to unincorporated residents. Throughout this period, staff has kept Islands expenditures at a minimum. While actual annexations have been slow, staff anticipates the coming year to be extremely active regarding island annexations. For example, staff is currently working closely with the Cities of Costa Mesa, Orange and Laguna Niguel which together contain 20 small islands. Other islands with unique infrastructure and land use considerations will require increased staff time and additional legal and fiscal analysis. This activity will result in an increase in Islands expenditures as reflected in the proposed Islands Budget for FY 2002-2003 (see Exhibit C).

The original Islands work program and resource plan, developed in concert with the County, requires that the initial two years of the Islands Program be funded by the County. The Commission is obligated to fund the third year of the Program. The current status of the Small Islands Annexation Program account is summarized on Exhibit C. The proposed budget (Exhibit C) includes the \$74,000 surplus from the "estimated actuals" in the current budget to supplement the third year funding of the Islands Program.

Conclusion

The proposed LAFCO budget for FY 2002-03 is consistent with the guiding principles outlined by the Budget Committee. The proposed budget is static, maintaining level funding contributions for our funding agencies. Additionally, the proposed budget implements the Commission's direction during last year's budget hearings to establish a 10 percent contingency/emergency fund. Finally, the proposed budget addresses the Commission's obligation to fund the third year of the Islands Program.

Recommendation

The Budget Committee recommends that the Commission:

1. Adopt the Proposed FY 2002/2003 Local Agency Formation Commission budget, and direct the Executive Officer to distribute the budget for review and comment to the Board of Supervisors, each city, the city selection committee, each independent special district and the independent special district selection committee.

Proposed 2002/03 LAFCO Budget
April 10, 2002
Page 4

Exhibits:

- Exhibit A – Proposed FY 2002/03 LAFCO Budget
- Exhibit B – Benefits Projections
- Exhibit C – “Islands” Spreadsheet
- Exhibit D - LAFCO Expenditure Categories

EXHIBIT A
Local Agency Formation Commission
Proposed Budget FY 2002-2003

		01-02 Approved Budget	01-02 Estimated Actuals	02-03 Proposed Budget
Revenues:				
	LAFCO Apportionment	\$931,164	\$931,164	\$930,920
	Other Project Contributions	45,000	10,000	5,000
	Fees & charges	80,000	48,381	38,000
	Miscellaneous Revenue	0	2,300	1,500
	Interest	0	22,632	15,000
	Islands Contribution (KK)	--	64,000	--
	Balance from 01-02	--	--	74,535
	Contingency Fund Balance from 01-02	--	--	100,000
Total Revenues:		\$1,056,164	\$1,078,477	\$1,164,955
Expenditures:				
Fund				
101	Regular Salaries	390,718	418,486	437,650
102	Extra Help	12,800	9,084	12,000
103	Overtime	0	1,782	0
111	Other Pay	30,000	30,000	30,000
200-401	Retirement/Benefits (See Next Page)	65,896	79,137	95,744
Subtotal Salaries & Benefits:		\$499,414	\$538,489	\$575,394
700	Communications	17,000	8,694	8,000
701	Telephone	--	14,886	14,000
1100	Insurance	--	16,266	16,266
1300	Maintenance - Equipment	5,000	5,100	3,860
1400	Maintenance - Building	--	1,377	2,500
1402	Minor Alterations	30,000	36,145	5,000
1600	Membership	1,000	2,425	2,000
1800	Office Expense	80,000	76,291	75,000
	Service Reviews	--	--	40,000
1900	Professional Services	195,350	136,939	159,000
2000	Publications	10,600	3,210	4,000
2100	Rents & Leases	7,000	3,893	4,500
2400	Special Department Expense	50,000	39,272	50,000
2600	Transportation/Travel (General)	17,900	8,053	17,900
2700	Transportation/Travel (Mtgs/Conf.)	17,900	12,902	13,000
Subtotal Services & Supplies:		\$431,750	\$365,453	\$415,026
	Islands 3rd Year Program (See Islands spreadsheet)	--	--	74,535
	Proposed Contingency Fund	--	100,000	100,000
Subtotal Contingency Fund/Islands Program			\$100,000	\$174,535
TOTAL EXPENDITURES:		\$931,164	\$1,003,942	\$1,164,955
Approved 01-02 Excess Revenue for Contingency Fund		\$125,000	--	--
BALANCE		\$0	\$74,535	\$0

To fulfill the Commission's obligation to fund the third year Islands Program, remaining fund balance will be transferred to the Islands Program. (see Islands spreadsheet)

Per Commission direction, all FY 2001-2 revenues are directed into a one-time establishment of a contingency fund set at \$100,000. This fund will be maintained for emergency or extraordinary conditions.

EXHIBIT B
Benefit Projections
FY 2002-2003

<u>Account</u>	<u>Description</u>	<u>Calculation</u>	<u>Current Year</u>
200	Retirement	9.84%	\$ 43,065
204	Exec Deferred Comp	3.00% DS Only	3,968
301	Unemployment Insurance	0.15%	656
305	Salary Continuance Insurance	0.59%	2,582
306	Health Insurance	\$5,556 per emp	34,336
308	Dental Insurance	\$74/mo per emp	444
309	Life Insurance	0.27%	1,182
310	Accid Death	0.04%	175
319	Other Insurance	\$52/mo	624
352	Worker's Compensation	flat rate	2,366
401	Medicare	1.45%	<u>6,346</u>
			<u>\$ 95,744</u>

EXHIBIT C Unincorporated Islands Program

		FY 2000-2002	FY 2002-2003
	Fund Balance	302,500	191,074
	LAFCO FY 2001-2 Operating Budget Funds		74,535
	Total		265,609
SALARIES AND EMPLOYEE BENEFITS			
Fund			
101	REGULAR SALARIES	69,240	99,240
102	EXTRA HELP		
103	OVERTIME		
105	VACATION PAYOFF		
111	OTHER PAY		
200-401	Benefits/retirement subtotal	3,462	3,462
	SUBTOTAL	72,702	102,702
SERVICES AND SUPPLIES			
700	COMMUNICATIONS		5,000
1300	MAINTENANCE - EQUIPMENT		
1402	MINOR ALTERATIONS & IMPROV'S		
1600	MEMBERSHIPS		
1700	MISC. EXPENSE (litigation/contingency)		
1800	OFFICE EXPENSE	1,309	3,500
	County contract services		
1900	PROFESSIONAL/SPECIALIZED SVCS	26,185	12,000
	AV Charges for CA hearings		
2000	PUBLICATIONS AND LEGAL NOTICES		3,000
	Conducting Authority Expenses		
2100	RENTS AND LEASES - EQUIPMENT		
2400	SPECIAL DEPARTMENTAL EXPENSE	11,200	23,000
2600	TRANSPORTATION AND TRAVEL - GEN	30	100
2700	TRANS & TRAVEL -MTGS/CONFER'S		
	SUBTOTAL	38,724	46,600
	TOTAL	111,426	149,302
	BALANCE	191,074	41,772

Transferred from '01-'02 Budget surplus to fund 3rd year of Islands Program.

Funds KK from County funds and 8 months for JW from LAFCO funds.

EXHIBIT D

LAFCO Budget Expenditure Categories

The following outlines the expenditure categories used in the FY 2002-2003 LAFCO Budget:

Salaries, Wages and Employee Benefits (0100 -0404)

These accounts are used to pay for LAFCO employee salaries and benefits, including retirement, unemployment insurance, health and dental insurance, workers compensation and Medicare. This category includes regular and extra help employees.

Communications (0700-0701)

This account is used to pay for the costs associated with the telephone, fax, modem lines and Internet access.

Insurance (1100)

This account is used to pay for required commercial crime and liability insurance coverage.

Maintenance/Equipment (1300)

These costs include the maintenance of the office computers, typewriters, and the assigned cost of GSA communication personnel at LAFCO hearings.

Memberships (1600)

This account is used to pay for Orange County LAFCO's membership in CALAFCO and other organizations.

Office Expense (1800)

This category provides for the purchase of computer and office supplies/equipment and software for on-going office automation requirements.

Professional/Specialized Services (1900)

This category covers the costs for LAFCO legal counsel through the law offices of Best, Best & Krieger (BB&K), project and Commission support services, map review and preparation through the County Surveyor, and Commission compensation for non-County commissioners.

Publications/Legal (2000)

This category covers the cost of legal noticing.

Rents/Leases Equipment (2100)

This account reflects costs associated with rental and maintenance of office equipment such as the fax machine, copier and postage meter.

Rents/Leases Structures (2200)

This category covers the rent/lease costs for LAFCO office space.

Special Department Expense (2400)

This budget category reflects expenses paid to LAFCO consultants.

Transportation & Travel - General (2600)

This account is used to provide funding for the costs associated with Commissioner parking (i.e., parking debit cards), mileage reimbursement for Commissioners and staff, and the Executive Officer's automobile allowance.

Transportation & Travel - Meetings (2700)

This category represents costs associated with Commissioners and staff attending CALAFCO workshops, conferences and meetings.

LAFCO

Orange County

Local Agency Formation Commission

7c

April 10, 2002

CHAIR
PETER HERZOG
 COUNCILMAN
 CITY OF LAKE FOREST

TO: Local Agency Formation Commission

VICE CHAIR
ARLENE SCHAFFER
 DIRECTOR
 COSTA MESA
 SANITARY DISTRICT

FROM: Executive Officer

RANDAL J. BRESSETTE
 COUNCILMAN
 CITY OF LAGUNA HILLS

SUBJECT: Procedures for the Expiration of Commissioners' Terms of Office

CYNTHIA P. COAD
 SUPERVISOR
 FOURTH DISTRICT

Per the attached summary sheet of Commissioners' terms of office, four Commissioners' terms will be expiring in 2002. Pursuant to Government Code §56334, "the expiration date of the term of office of each member shall be the first Monday in May in the year in which the term of the member expires, unless procedures adopted by the commission specify an alternate date to apply uniformly to all members. However, the length of a term of office shall not be extended more than once." This year, terms of office are scheduled to expire on May 6, 2002.

CHARLES V. SMITH
 SUPERVISOR
 FIRST DISTRICT

SUSAN WILSON
 REPRESENTATIVE OF
 GENERAL PUBLIC

HN B. WITHERS
 DIRECTOR
 IRVINE RANCH WATER
 DISTRICT

To meet the May 6, 2002 expiration date, staff has been working with the Orange County Division of the League of Cities and the Independent Special Districts of Orange County (ISDOC) to schedule the required elections. Typically, the League administers and holds the city member elections in conjunction with its General Division meetings. This year, that meeting will be held on May 11, 2002. Similarly, LAFCO staff administers the special district member elections in conjunction with ISDOC's quarterly meeting, which is scheduled for May 30, 2002. In both cases, there would be a lapse in the city and special district members' terms of office from May 6, 2002 until the elections are held.

ALTERNATE
ROBERT BOUER
 MAYOR
 CITY OF LAGUNA WOODS

As highlighted above, Government Code §56334 authorizes LAFCO to adopt procedures specifying an alternate date for the expiration of terms of office. This would represent a one-time, permanent alteration to the expiration date and extension of all terms of office. To resolve recurring scheduling issues and conflicts staff annually faces in coordinating the elections with the League and ISDOC, staff is recommending that the Commission adopt the attached procedures to specify a permanent, alternate expiration date of terms of office. Additionally, rather than having an arbitrary expiration date, staff is recommending that that expiration date coincide with the end of the fiscal year, June 30th of each year. Upon adoption of the attached procedures, the terms of office of each Commissioner whose terms are scheduled to expire on May 6, 2002 would expire on June 30, 2002.

ALTERNATE
RHONDA McCUNE
 REPRESENTATIVE OF
 GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
 SUPERVISOR
 SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
 DIRECTOR
 SANTA MARGARITA
 WATER DISTRICT

DANA M. SMITH
 EXECUTIVE OFFICER

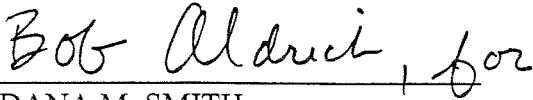
April 10, 2002
Procedures for the Expiration of Commissioners' Terms of Office
Page 2

RECOMMENDATION

Staff recommends that the Commission:

1. Adopt the attached *Procedures for the Expiration of Commissioners' Terms of Office*.

Respectfully,



DANA M. SMITH

Attachments:

1. Summary Sheet – Commissioners' Terms of Office (as of January 2002)
2. Proposed *Procedures for the Expiration of Commissioners' Terms of Office*

LOCAL AGENCY FORMATION COMMISSION
Commissioners' Terms of Office

As of January 2002

Pursuant to Government Code Section 56334, the expiration date of the term of office of each member of the Commission is the first Monday in May in the year in which the term of the member expires.

<i>NAME</i>	<i>DATE APPOINTED</i>	<i>TERM EXPIRES</i>	<i>REMARKS</i>
COUNTY			
Cynthia Coad	2002	2003	<i>Appointed annually</i>
Charles V. Smith	2002	2003	<i>Appointed annually</i>
James Silva, <i>Alternate</i>	2002	2003	<i>Appointed annually</i>
CITY			
Randal J. Bressette	2000	2004	<i>Elected to a four year term</i>
Peter Herzog	1998	2002	<i>Elected to a four year term</i>
Robert Bouer, <i>Alternate</i>	2000	2004	<i>Elected to a four year term</i>
SPECIAL DISTRICTS			
Arlene Schafer	2001	2004	<i>Elected to complete the un-expired term of Douglas Reinhart</i>
John Withers	1998	2002	<i>Elected to a four year term</i>
Charley Wilson, <i>Alternate</i>	1999	2002	<i>Elected to complete the un-expired term of Arlene Schafer</i>
PUBLIC			
Susan Wilson	1998	2002	<i>Elected to a four year term</i>
Rhonda McCune, <i>Alternate</i>	2001	2005	<i>Elected to a four year term</i>

**ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION
PROCEDURES FOR THE EXPIRATION OF COMMISSIONERS' TERMS OF OFFICE
(Government Code §56334)**

BACKGROUND

Pursuant to Government Code §56334, the expiration date of the term of office of each member of the Commission shall be the first Monday in May in the year in which the term expires, unless procedures adopted by the Commission specify an alternate date to apply uniformly to all of its members.

PURPOSE

To specify an alternate logical date for the expiration of Commissioners' terms of office that would coincide with the end of the fiscal year.

PROCEDURES

Effective 2002, the expiration date of the term of office of each member of the Commission shall be June 30th in the year in which the term of the member expires.

LAFCO

Orange County

Local Agency Formation Commission

DATE: April 19, 2001
TO: Independent Special District General Managers
FROM: Dana M. Smith, Executive Officer *dmb for DMS*
SUBJECT: Independent Special District Selection Committee Meeting

CHAIR
PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

VICE CHAIR
ARLENE SCHAFFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

JHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

There is a vacancy for the regular and alternate special district member seats on the Orange County Local Agency Formation Commission. The Independent Special District Selection Committee will meet to fill the position on **May 30, 2002** in conjunction with ISDOC's quarterly meeting.

Nominations are being accepted by the Executive Officer for the positions of **regular special district member** and **alternate special district member**. *Nominations submitted to LAFCO prior to 3:00 PM on Tuesday, May 21, 2002 will be included in the informational packets sent to all districts prior to the election. Nominations submitted to LAFCO after 3:00 PM on Tuesday, May 21, 2002 but prior to 5:00 PM on Tuesday, May 28, 2002 will be presented at the election.*

Please forward the enclosed notice and nomination form to the presiding officer from your district. As stated in the notice, if the presiding officer from your district will be unable to attend the meeting, the board may designate another member to attend. Proof indicating board action for the designation must be provided to the LAFCO Executive Officer prior to balloting.

If you have any questions or concerns, please feel free to contact me (dsmith@orange.lafco.ca.gov) or Ken Lee (klee@orange.lafco.ca.gov) at (714) 834-2556.

DMS:dmb

Enclosures: 2

LAFCO

Orange County

Local Agency Formation Commission

DATE: April 19, 2002

CHAIR
PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

TO: Presiding Officers of Orange County's Independent Special Districts (Special District Selection Committee Members)

VICE CHAIR
ARLENE SCHAFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

FROM: Dana M. Smith, Executive Officer *DM Smith*

SUBJECT: Meeting Scheduled for Selection of Regular and Alternate Special District Members of the Local Agency Formation Commission (LAFCO)

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

A meeting of the **SPECIAL DISTRICT SELECTION COMMITTEE** has been called for:

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

May 30, 2002

at

**MWDOC (Board Hearing Room)
10500 Ellis Avenue, Fountain Valley**

CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

At this meeting, ballots will be distributed for election of a **Regular** Special District Member and an **Alternate** Special District Member to the Local Agency Formation Commission.

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

The Special District Selection Committee is made up of the presiding officer of each independent special district within Orange County. If you, as the presiding officer of your district, are unable to attend this meeting, Government Code §56332(b) provides that your board may designate one of its members to attend and vote in your place. Proof indicating board action for the designation must be provided to the LAFCO Executive Officer prior to balloting.

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

Nominations are being accepted in advance of the election, the form for which is enclosed for your convenience. Please complete the nomination form and return it to the LAFCO office at 12 Civic Center Plaza, Room 235, Santa Ana, CA 92701. ***Nominations submitted to LAFCO prior to 3:00 PM on Tuesday, May 21, 2002 will be included in the informational packets sent to all districts prior to the election. Nominations submitted to LAFCO after 3:00 PM on Tuesday, May 21, 2002 but prior to 5:00 PM on Tuesday, May 28, 2002 will be presented at the meeting.*** In accordance with the Committee's "Adopted Rules of Procedures", nominations from the floor will not be accepted.

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

Please note, you're welcome to nominate the same candidate for both the regular special district member seat and the alternate special district member seat. Additionally, you may attach a resume or statement of qualifications for each nominee.

Special District Election 2002

April 19, 2002

Page 2 of 2

The meeting will be called to order at 12:00 p.m., and candidates will be given an opportunity to address the voting members of the Committee. Balloting will immediately follow. An agenda and candidate resumes and statements will be provided by mail prior to the meeting.

If you have any questions or concerns, please contact me (dsmith@orange.lafco.ca.gov) or Ken Lee (klee@orange.lafco.ca.gov) at (714) 834-2556.

DMS:dmb

NOMINATION FORM

Candidates for the Local Agency Formation Commission (LAFCO)

CANDIDATE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

Check box if resume or statement of qualifications is attached.

CANDIDATE INFORMATION FOR ALTERNATE SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

Check box if resume or statement of qualifications is attached.

**SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING
NOMINATION (*Must be the presiding officer or a designated alternate board member.*)**

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

NOMINATIONS SUBMITTED TO LAFCO PRIOR TO 3:00 PM ON TUESDAY, MAY 21, 2002 WILL BE INCLUDED IN THE INFORMATIONAL PACKETS SENT TO ALL DISTRICTS PRIOR TO THE ELECTION. NOMINATIONS SUBMITTED TO LAFCO AFTER 3:00 PM ON TUESDAY, MAY 21, 2002 BUT PRIOR TO 5:00 PM ON TUESDAY, MAY 28, 2001 WILL BE PRESENTED AT THE MEETING.

Return completed forms to:

Orange County LAFCO
12 Civic Center Plaza, Room 235
Santa Ana, CA 92701



El Toro Water District

April 24, 2002

President and Board of Directors
Of Orange County Special Districts
(See Attached List)

RE: MAY 30 LAFCO SPECIAL DISTRICTS ELECTION

At 11:30 a.m. on Thursday, May 30, the Independent Special Districts of Orange County will conduct the election of one regular and the alternate special district representatives to LAFCO. An ISDOC luncheon program and the election will be held at the MWDOC/OCWD Board room.

Orange County LAFCO special district representatives continue to play a critical and important role following the Legislature's recent re-definition of LAFCO's role and scope of authority. In particular, thoughtful and well-connected leadership must guide Service Area Reviews, which will roadmap the ultimate boundaries of all municipalities, and special district consolidation studies, from LAFCO's special district representatives.

Considering the opportunities and challenges ahead, and the proven leadership of all of our LAFCO special district representatives including Arlene Schafer, we wholly endorse and urge your support and vote for incumbent John Withers, for the regular special district seat, and incumbent Charley Wilson for the alternate special district seat. The special districts team of Arlene, John and Charley will continue to provide accessible and strong representation to all Orange County special districts.

Sincerely,

Brian Brady
President of the Board of Directors
Irvine Ranch Water District

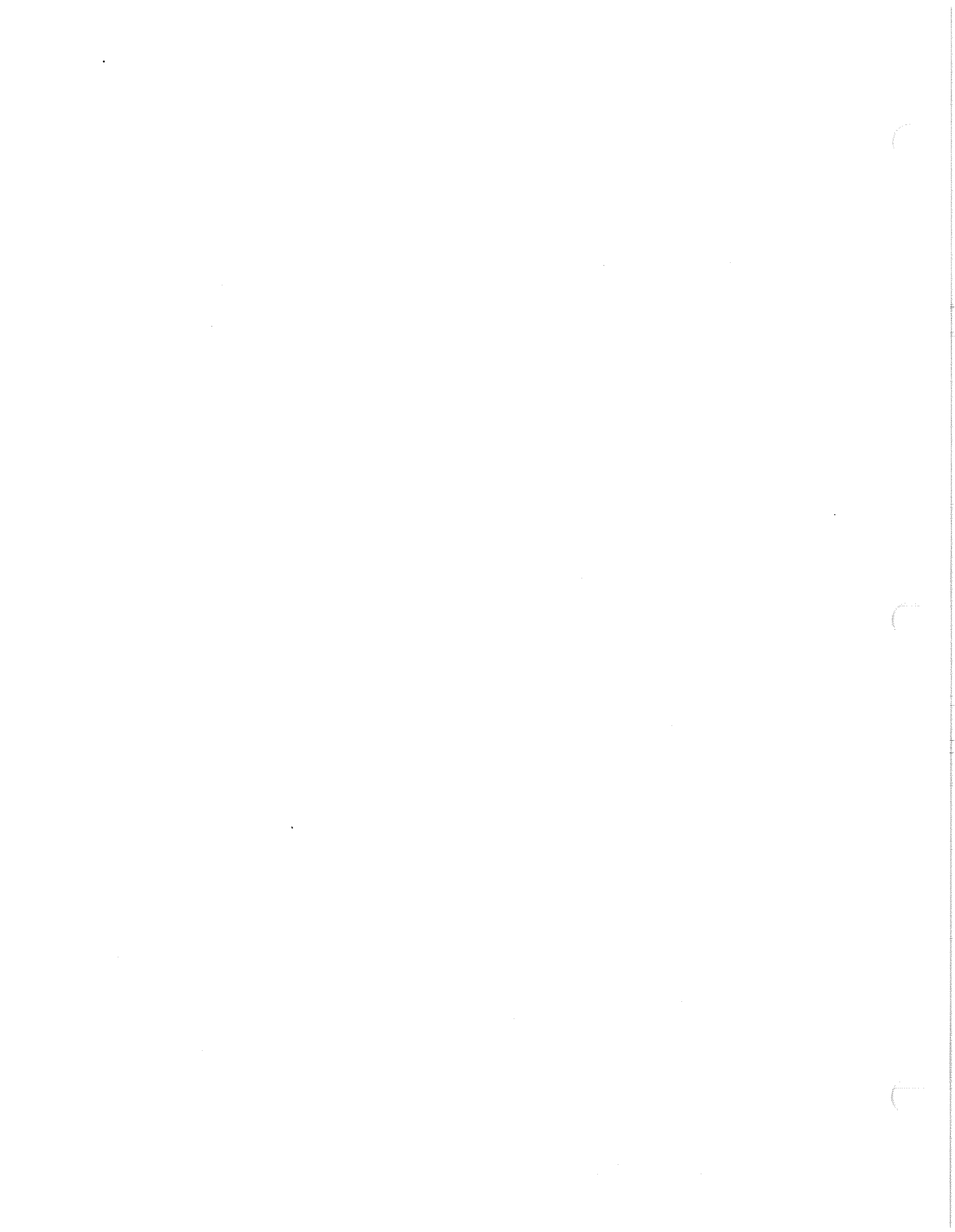
Larry Lizotte
President of the Board of Directors
Moulton Niguel Water District

Jim Mizell
President of the Board of Directors
Santa Margarita Water District

Robert Moore
President of the Board of Directors
South Coast Water District

Ted Martin
President of the Board of Directors
El Toro Water District

Jim Haselton
President of the Board of Directors
Trabuco Canyon Water District



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Legislative Issues and report on participation in Sacramento rally for local government officials on May 15 and 16, 2002**

DATE: May 22, 2002

BACKGROUND

President Shkoler will report on his meetings and activities at the rally for elected local government officials in Sacramento on May 15 and 16, 2002.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Review of The Brown Act Meeting Notice Requirements and Adoption of a Placentia Library District Library Board Meeting Notification Policy**

DATE: May 22, 2002

BACKGROUND:

At its Meeting on February 20, 2002 the Library Board of Trustees requested a review of the meeting notification provisions of The Brown Act and that a Meeting Notification Policy for District Trustees be developed. At the March 20, 2002 Meeting the Board continued this item to the April 17, 2002 Meeting because Trustee Stark was not present to participate in the discussion. The item was continued to the May 22, 2002 Meeting to incorporate changes discussed at the April 17, 2002 Meeting.

Attachment A is the proposed Placentia Library District Library Board Meeting Notification Policy with the revisions requested at the April 17, 2002 Meeting underlined.

RECOMMENDATION:

Adopt the Meeting Notification Policy for Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

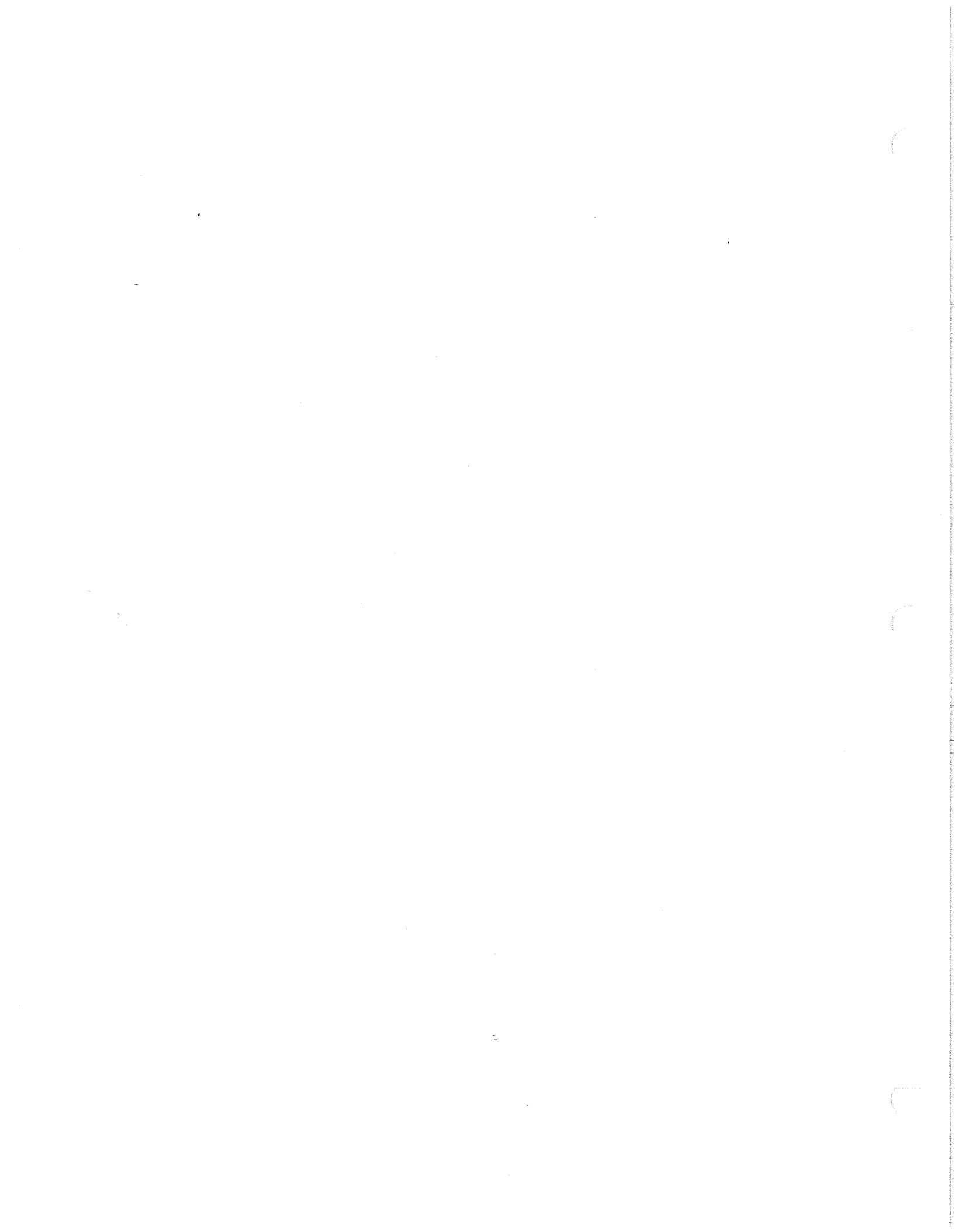
Placentia Library District Library Board Meeting Notification Policy Proposed April 17, 2002 Proposed Revised May 22, 2002

Notification for regularly scheduled meetings of the Library Board of Trustees shall be given by the delivery, by staff, of the Agenda, to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. A regularly scheduled meeting is one that falls on the date and time established by the Library Board of Trustees at its December meeting, or at a non-regular date and/or time that has been set by Board action at a regular Library Board meeting.

Requests to change the date and/or time of a regular meeting that occur after the previous Library Board Meeting, shall be made to either the Library Board President or the Library Director. At the instruction of the Library Board President or the Library Director the Library Administrative Assistant will survey each of the Trustees by telephone or e-mail to check for availability for the proposed date and/or time. The survey results will be forwarded to the Library Board President, ^{sent} who will make the final determination about the meeting date and/or time. ^{Consent on the following criteria:} ~~In the absence of the Library Board President the Library Board Secretary will make this determination.~~ It is the expectation of the Board that there be unanimous consent to any change in date and/or time of a Board meeting. Exceptions to this expectation may be made by the Library Board President or Secretary only for extenuating circumstances.

The Administrative Assistant will notify each Trustee by telephone or e-mail about the final determination for the meeting date and/or time. The Agenda will be delivered by staff to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. The Agenda notebook for each meeting that was not pre-approved by Library Board action for an unusual date and/or time will use a red cover page and the meeting announcement on the Agenda will note the "Unusual Date and/or Time".

Except for emergency situations requests to change a Meeting date and/or time to an earlier date and/or time will not be honored if the Meeting date and time have been posted for the public. Posting generally occurs five to six calendar days before the Meeting. Once a Meeting has been posted it may be changed only to a later time and/or date. If an earlier time and/or date is needed a Special Meeting will need to be authorized by the Library Board President and posted and noticed to the media.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Librarian II Job Description**
DATE: May 22, 2002

BACKGROUND:

The proposed Librarian II/Head of Adult Services job description (Attachment A) replaces the one adopted in 1987.

RECOMMENDATIONS:

Approve the Librarian II/Head of Adult Services job description revision proposed April 17, 2002.

PLACENTIA LIBRARY DISTRICT
CLASS DESCRIPTION

REVISION PROPOSED APRIL 17, 2002

LIBRARIAN II / HEAD OF ADULT SERVICES

DEFINITION

A supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises the reference and adult services functions including readers advisory, instructing the public in the use of library materials and equipment, selecting adult print and audio/visual materials and managing the adult services sections of the District's web site. Supervises and trains reference desk personnel and volunteers. Develops and presents adult programs and exhibits.

TYPICAL TASKS

Does specialized reference work using print and electronic formats; handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials; advises the Technical Services Manager on catalog problems and recommends changes; reviews and makes recommendations on purchases, repair or discard of books and other library materials; responsible for coordinating the selection and de-selection of adult books and library materials; trains and supervises librarians, library assistants, volunteers and other staff assigned to reference desk and adult services responsibilities; represents the District's reference and adult services department at Santiago Library System and the Library of California; and coordinates adult programs and exhibits.

EMPLOYMENT STANDARDS

Education

Masters Degree in Library and Information Science from a school accredited by the American Library Association.

Experience

Five years professional experience in a library of recognized standards, preferably including public service desk and adult services components.

Knowledge and abilities

Knowledge of: modern public library organization, procedures and policies; general literature, current events and standard works and information resources in various fields; personnel, safety management and supervisory skills; skill in performance of reference work using both print and electronic resources and interactive searching.

Ability to: apply the knowledge identified above; analyze difficult problems and recommend solutions; take independent action; prepare and present reports; classify and catalog materials; establish and maintain effective relations with the public and co-workers; and efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

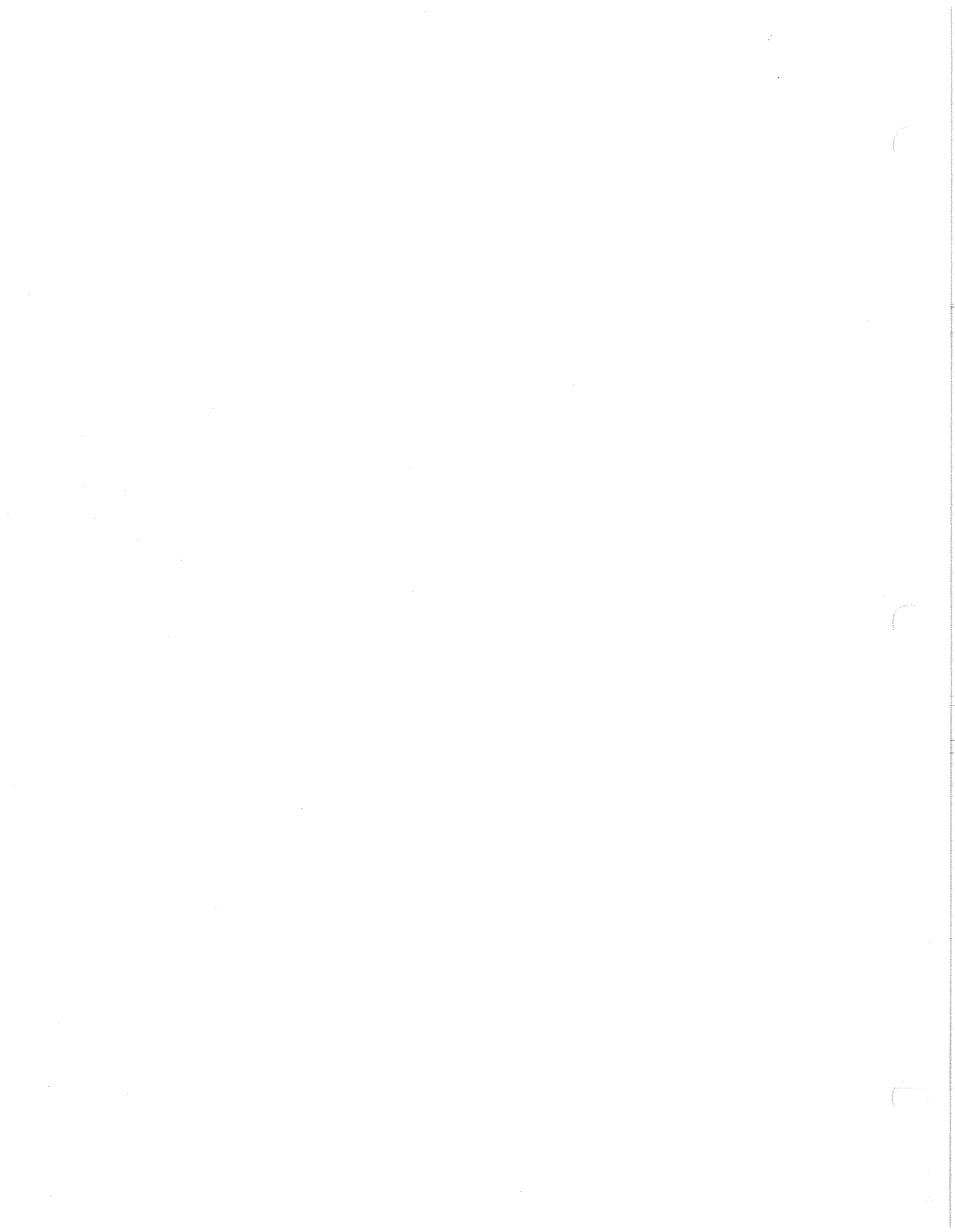
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Fiscal Year 2002-2003 Budget Preview
DATE: May 22, 2002

BACKGROUND

The Fiscal Year 2002-2003 Budget Preview will be presented at the Library Board meeting.

RECOMMENDATION

Give direction for budget development.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Determine Date and Time of Regular Library Board Meetings**
DATE: May 22, 2002

BACKGROUND:

At its meeting on April 17, 2002 the Library Board of Trustees requested a review of its regular meeting date and time.

The Library Director suggested that the date be set as the first Wednesday following the 17th of each month. In this case Library Board meetings would occur between the 18th and 24th of any given month. The reason for this recommendation is that the financial reports from the Orange County Auditor are frequently not received in time to process for Board meetings occurring earlier than the 18th of a month.

RECOMMENDATIONS:

Set date and time of regular Library Board Meetings.

at 6:30 p.m.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *2002*
SUBJECT: Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2002-2003
DATE: May 22, 2002

BACKGROUND:

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

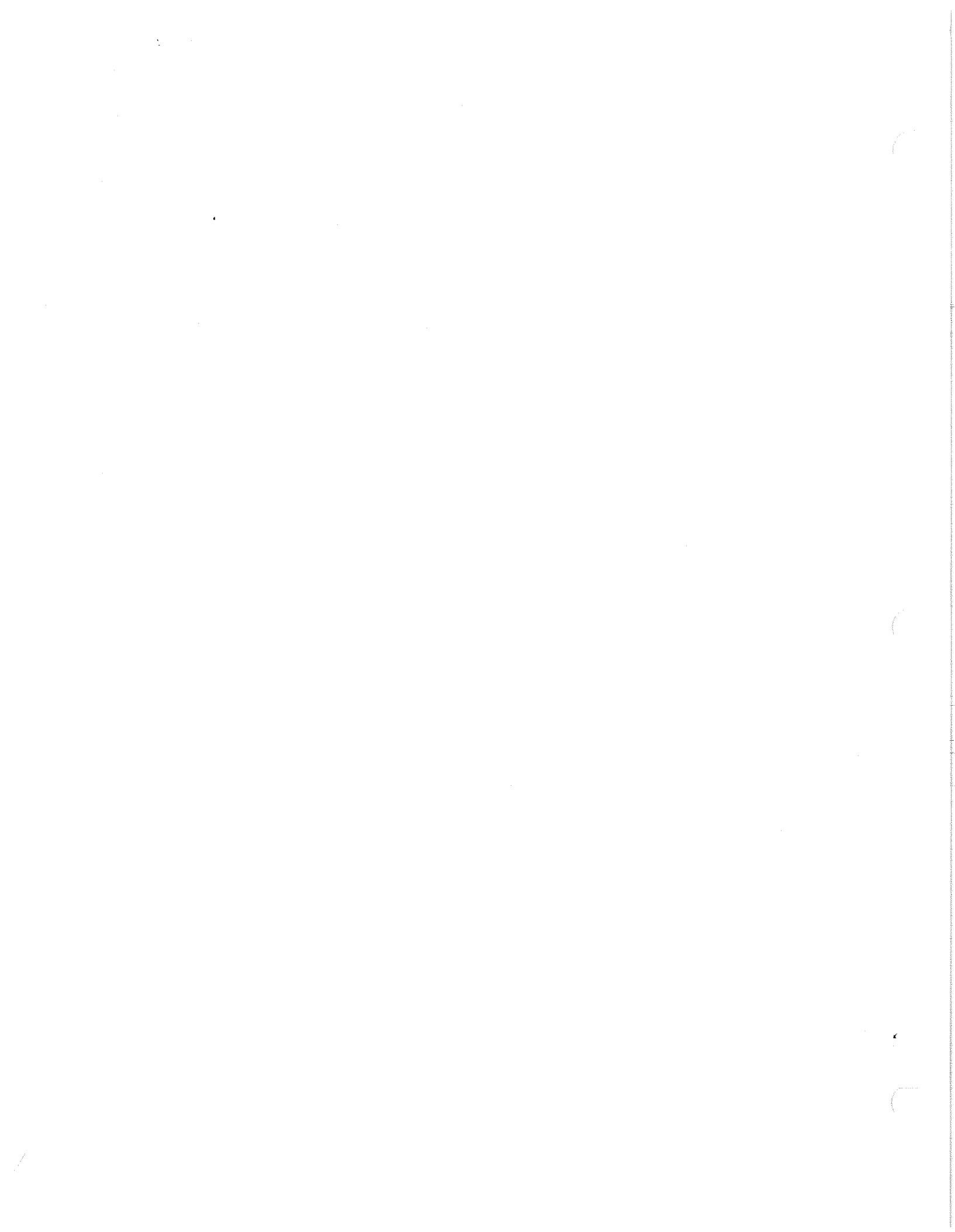
Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2002-2003.

Attachment C is Resolution 02-3 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2002-2003 in the amount of \$2,554,650.

RECOMMENDATIONS:

1. Read Resolution 02-3 by Title only.
2. Adopt Resolution 02-3 by Roll Call Vote.



Placentia Library District
 Gann Limitation Worksheet
 May 22, 2002

	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
"Price Factor" expressed as a ratio (provided by CA, Dept. Finance)		1.0467	1.0415	1.0453	1.0491	1.0782	0.9873
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)		1.0096	1.0279	1.0374	1.0173	1.0154	1.0302
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"		1.05674832	1.07055785	1.08439422	1.06724943	1.09480428	1.01711646
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 1,752,223	\$ 1,851,659	\$ 1,982,308	\$ 2,149,603	\$ 2,294,163	\$ 2,511,659	\$ 2,554,650

"Price Factor" expressed as a ratio (provided by CA, Dept. Finance)

"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)

Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"

Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation



GRAY DAVIS, GOVERNOR

STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 1, 2002

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction uses their percentage change in population factor for January 1, 2002, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2002-03. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2002-03 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the appropriations limit.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code 11005.6, mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 3, 2002.**

Address questions about the price and population data to the Demographic Research Unit at (916) 323-4086.

Sincerely,

B. TIMOTHY GAGE
Director

Enclosure

May 1, 2002

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2002-2003 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2002-2003	-1.27

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2002-2003 appropriations limit.

2002-2003:

Per Capita Change = -1.27 percent
Population Change = 1.83 percent

Per Capita converted to a ratio: $\frac{-1.27+100}{100} = 0.9873$

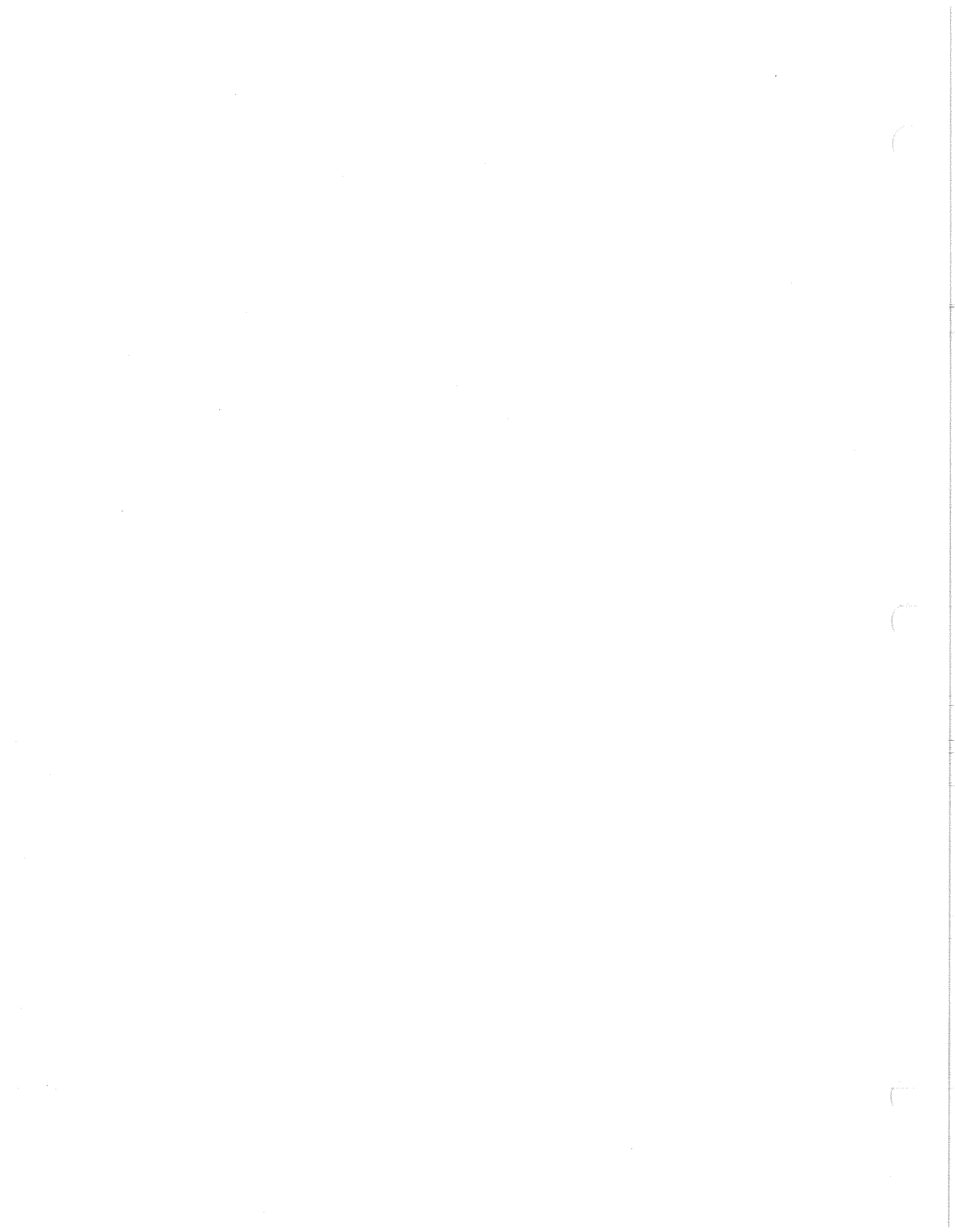
Population converted to a ratio: $\frac{1.83+100}{100} = 1.0183$

Calculation of factor for FY 2002-2003: $0.9873 \times 1.0183 = 1.0054$

Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2001 to January 1, 2002 and Total Population January 1, 2002

County City	Percent Change 2001-2002	Population Minus Exclusions --		Total Population
		1-1-01	1-1-02	1-1-2002
ORANGE				
ANAHEIM	1.35	330,199	334,666	334,666
BREA	3.08	35,755	36,857	36,857
BUENA PARK	1.25	78,768	79,753	79,753
COSTA MESA	1.34	108,448	109,903	110,720
CYPRESS	1.49	46,569	47,263	47,263
DANA POINT	1.65	35,406	35,990	35,990
FOUNTAIN VALLEY	1.13	55,261	55,886	55,886
FULLERTON	1.59	127,297	129,317	129,317
GARDEN GROVE	1.25	166,566	168,642	168,642
HUNTINGTON BEACH	1.59	191,544	194,584	194,584
IRVINE	6.25	148,234	157,499	157,499
LAGUNA BEACH	1.59	23,933	24,313	24,313
LAGUNA HILLS	1.13	33,433	33,811	33,811
LAGUNA NIGUEL	1.56	62,568	63,541	63,541
LAGUNA WOODS	1.13	16,590	16,777	16,777
LA HABRA	1.66	59,711	60,702	60,702
LAKE FOREST	1.12	75,750	76,596	76,596
LA PALMA	2.32	15,485	15,845	15,845
LOS ALAMITOS	1.09	11,592	11,718	11,718
MISSION VIEJO	2.95	95,449	98,268	98,268
NEWPORT BEACH	1.72	71,294	72,522	72,522
ORANGE	1.62	130,825	132,947	132,947
PLACENTIA	3.02	46,902	48,319	48,319
RANCHO SANTA MARGARITA	1.46	47,779	48,478	48,478
SAN CLEMENTE	5.84	51,891	54,919	54,919
SAN JUAN CAPISTRANO	1.82	34,088	34,708	34,708
SANTA ANA	1.16	339,750	343,707	343,707
SEAL BEACH	1.52	23,599	23,957	24,675
STANTON	1.34	37,581	38,085	38,085
TUSTIN	1.43	68,102	69,078	69,078
VILLA PARK	1.73	6,059	6,164	6,164
WESTMINSTER	1.12	88,687	89,683	89,683
YORBA LINDA	2.39	59,388	60,806	60,806
UNINCORPORATED	5.57	154,075	162,654	162,708
COUNTY TOTAL	2.06	2,878,578	2,937,958	2,939,547

(*) Exclusions include residents in state mental institutions, federal military installations, and state and federal correctional institutions.



RESOLUTION 02-3

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 2002-2003

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2002-2003.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$2,554,650 for Fiscal Year 2002-2003.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange county hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty second of May, 2002.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty second Day of May, 2002.

Geoff Braun, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Appointment of Placentia Library District representative to the Santiago Library System Advisory Board**

DATE: May 22, 2002

BACKGROUND

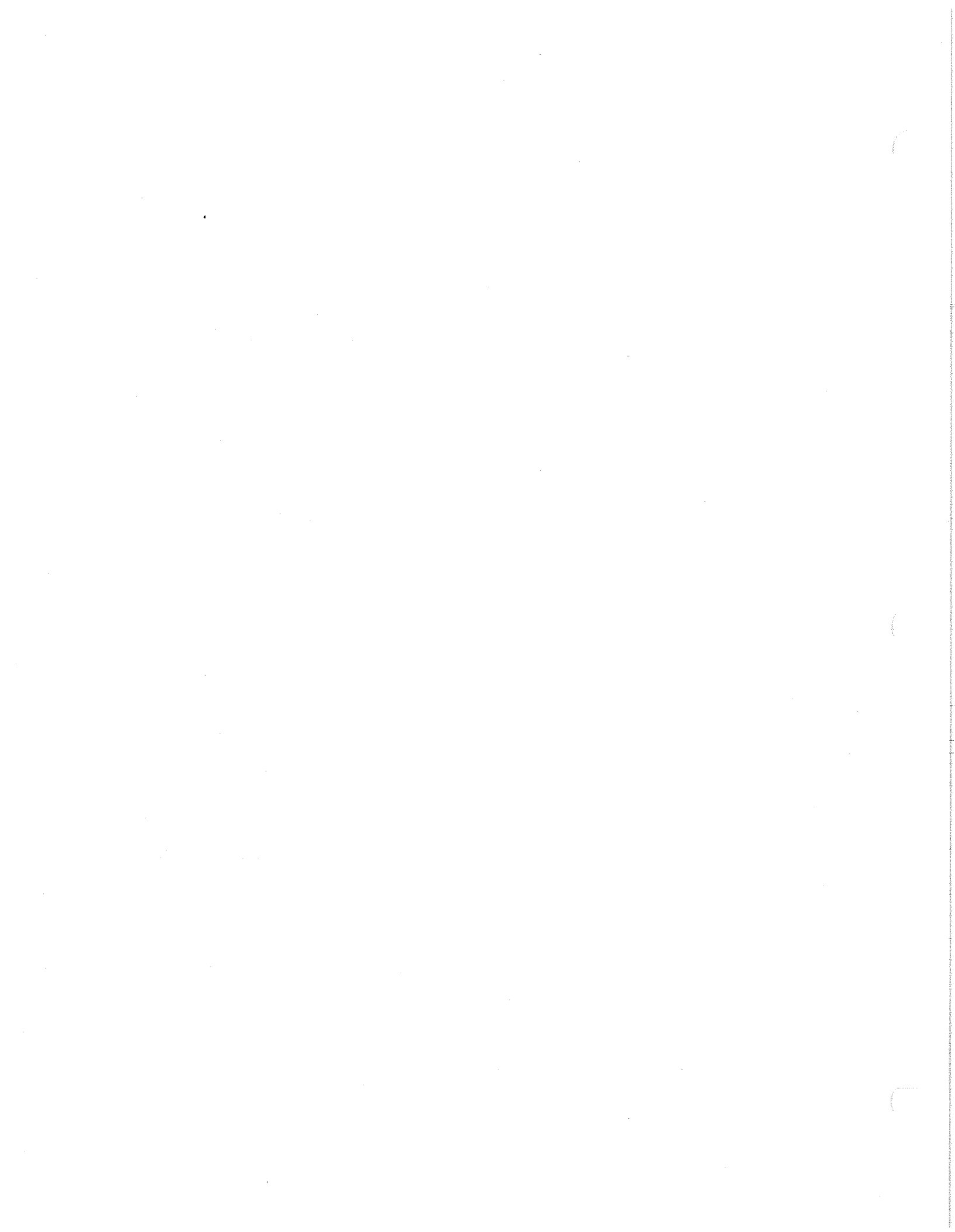
The System Advisory Board (SAB) for Santiago Library System (SLS) is supposed to provide citizen participation in the development of System programs. In reality the Board meets twice a year including a joint meeting with the Administrative Council of SLS. These are daytime meeting.

For at least eleven years Ted Farkas has been the District's representative to the SAB. For many years he was very loyal in attendance and was active with the SAB. Because of the change to daytime meetings he has not been able to participate for at least three years.

Attachment A is a request for action from SLS.

RECOMMENDATION

Determine whether to appoint a Placentia Library District Representative



From: "Heather Daniels" <hdaniels@mcls.org>
To: "Carol Stone" <CStone@anaheim.net>,
"lkatsouleas" <lindak@buenapark.lib.ca.us>,
"Al Milo" <alm@ci.fullerton.ca.us>,
"eminter" <eminter@placentialibrary.org>
Cc: "njacob" <njacob@cityoforange.org>, "jadams" <jmadams@ocpl.org>,
"ctassios" <tassios@ylpl.lib.ca.us>,
"lkienitz" <lkienitz@city.newport-beach.ca.us>
Subject: SAB Member terms
Date: Wed, 1 May 2002 09:57:43 -0700
X-Mailer: Microsoft Outlook, Build 10.0.3416
Importance: Normal

To: Carol Stone, Elizabeth Minter, Al Milo, L. Katsouleas

From: Heather Daniels, SLS HQ

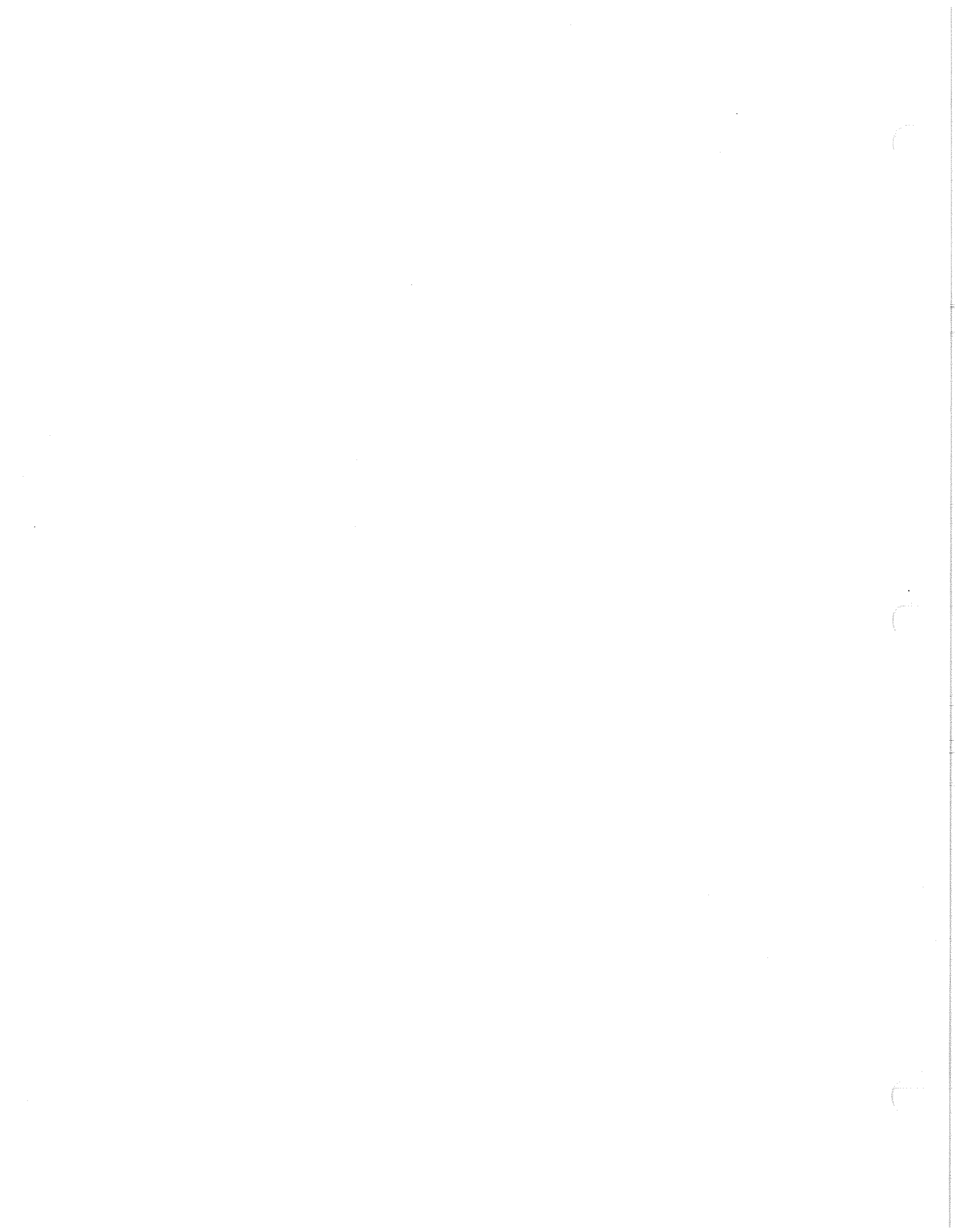
The terms for the following SAB members (including vacant positions) will expire on June 30, 2002:

Burton Fink, Anaheim Public Library
Vacant, Buena Park Library District
Marjorie Kerr, Fullerton Public Library
Ted Farkas, Placentia Library District

Please reply to this email by June 15, 2002 to let me know if you are reappointing your current SAB representative, appointing a new representative or unable to fill your SAB at this time.

Thank you for your assistance.

CC: N. JACOB, L. KIENITZ, J. ADAMS, C. TASSIOS, B. CUSTEN



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Travel Authorization for the Library Director to attend the Annual Legislative Seminar on Local Government Finance in Sacramento on May 30, 2002**

DATE: May 22, 2002

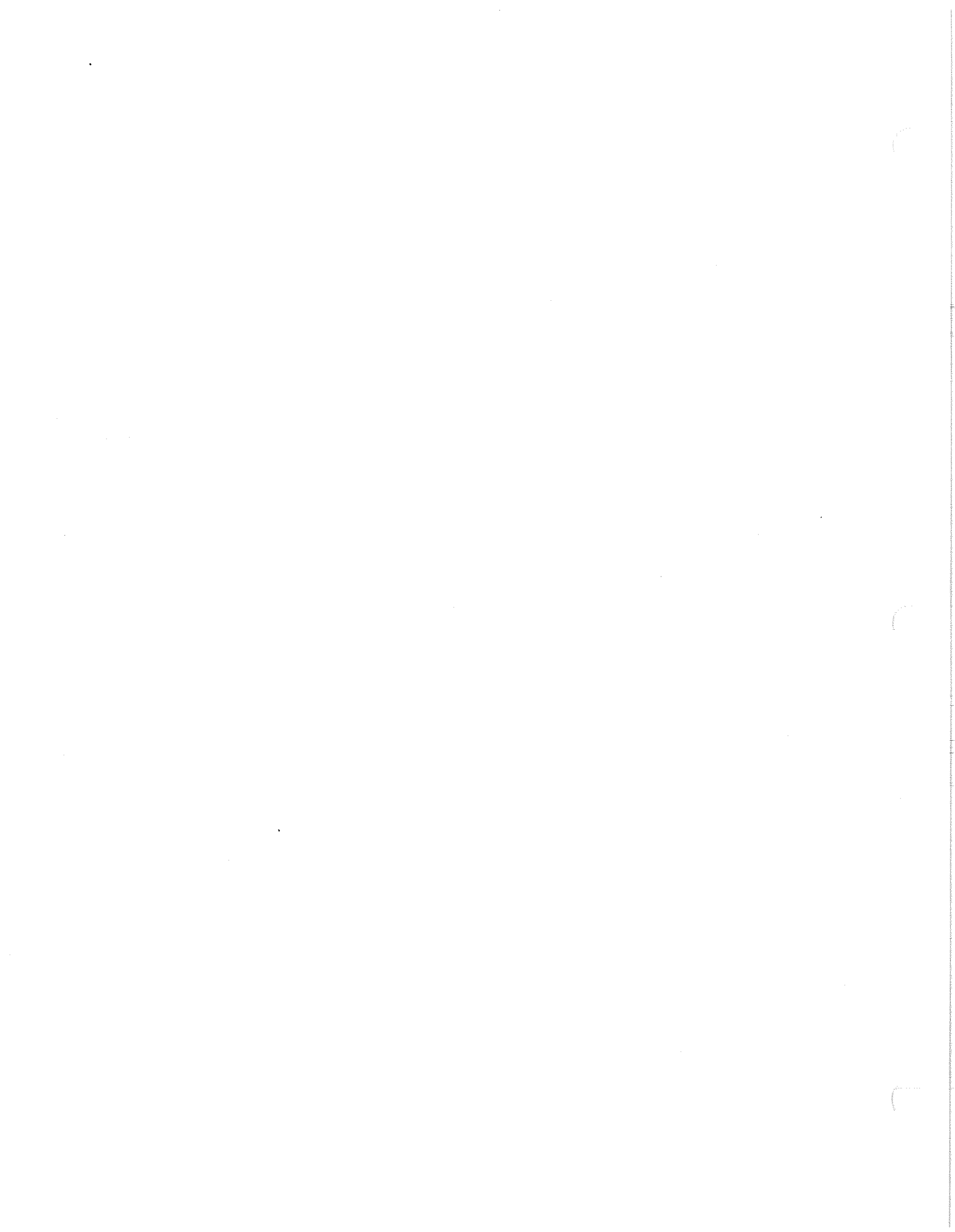
BACKGROUND

A description of the Annual Legislative Seminar on Local Government Finance scheduled to be held in Sacramento on May 30, 2002 is Attachment A.

Registration	\$ 65.00
Airline	199.00
Placentia/Ontario Shuttle	37.00
<u>Sacramento Shuttle</u>	<u>30.00</u>
<u>TOTAL</u>	<u>\$331.00</u>

RECOMMENDATIONS

Approve travel to the Annual Legislative Seminar on Local Government Finance for Library Director Elizabeth Minter at a cost not to exceed \$335.00 to be paid from the District General Fund.





April 1, 2002

Dear Members and Friends:

I invite you to attend the 30th Annual Legislative Seminar on Local Government Finance, sponsored by the California Society of Municipal Finance Officers (CSMFO) and several other co-sponsoring local government organizations. The 2002 Seminar will be held Thursday, May 30, 2002 from 10:00 a.m. to 2:00 p.m. at the Sacramento Convention Center.

The Seminar is a one-day program designed to provide current and factual insight into local government finance matters presently considered by the State Legislature and the Administration. It is timed to follow the Governor's May budget revisions and at the point in the legislative process when decisions are most likely to be made. Registration fees have been held to a minimum so that other staff members might also have an opportunity to participate.

This year the program will open with a discussion of the joint campaign by the League of California Cities, California State Association of Counties, and the California Special District Association to preserve local revenues during the current state budget crisis. Chris McKenzie of the League and a panel of regional representatives will lead the discussion on the grassroots efforts throughout the State. We have invited Assembly Speaker Herb Wesson to join us for lunch to discuss state budget deliberations. The afternoon will be devoted to discussions of state funding plans for specific program areas such as transportation, parks and water.

Please check our website at www.csmfo.org for additional registration forms and program updates. It should be an exciting program, and I look forward to seeing you in Sacramento!

Sincerely,




Gary Nordquist

Gary Nordquist

Chair, CSMFO Intergovernmental Relations Committee &
Management Services Director, City of Fontana

Agenda Item 39

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager 
 DATE: May 13, 2002
 SUBJECT: Program Committee Report for the month of April.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	92
<u>TYD Total</u>	2	134

CHILDREN'S SERVICES

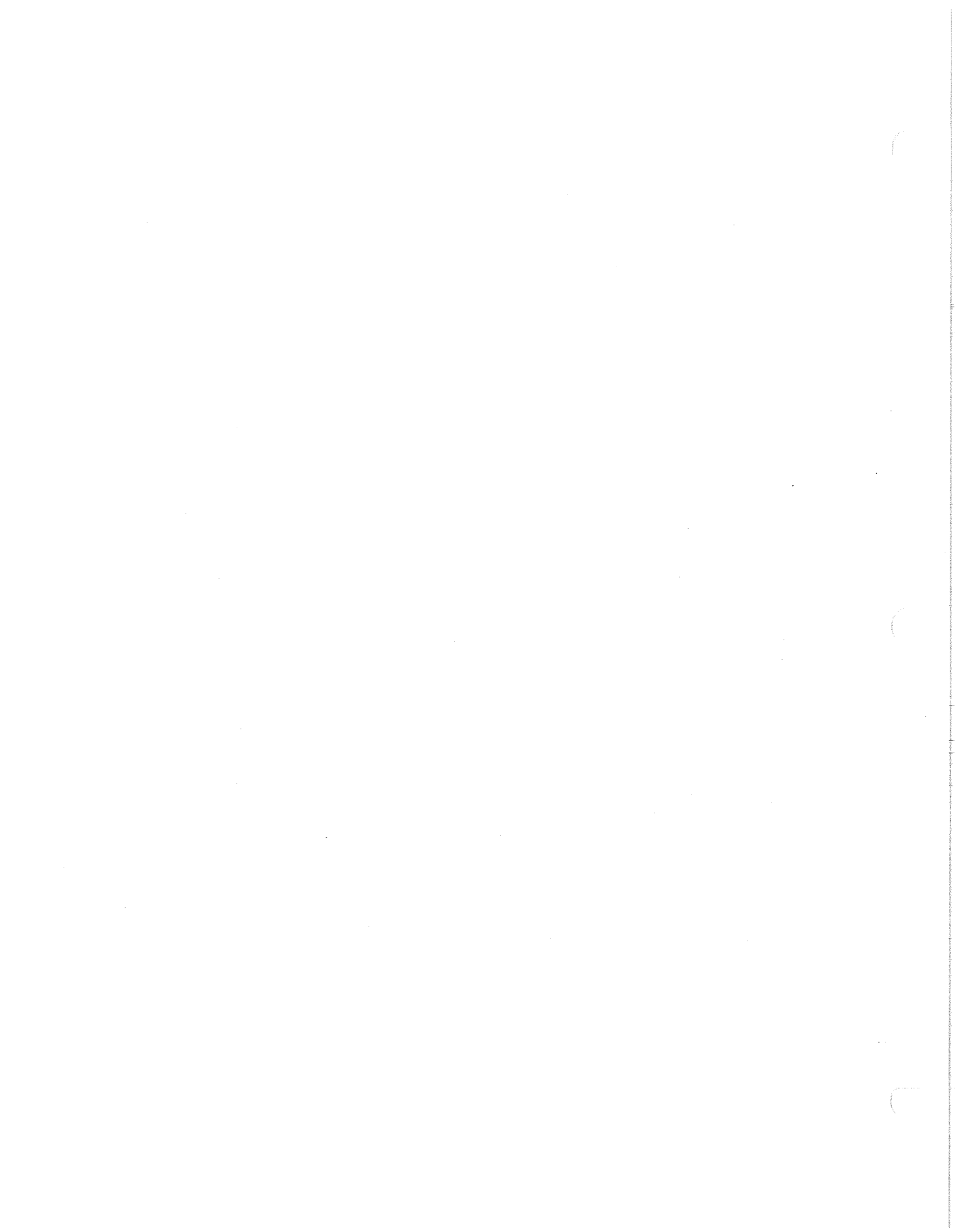
Wed. PM Story Times	4	69
Thurs. AM Story Times	4	116
3-4 year-old music times	5	167
5-6 year-old music times	5	93
Lapsits	4	247
Class tours	2	43
Comm Center Storytimes	4	25
Head Start Storytimes	21	420
In-N-Out Program	0	0
Story Times at a preschool	0	0
TOTAL FOR OCTOBER	49	<u>1,180</u>
YTD TOTAL	387	<u>9,478</u>

LITERACY SERVICES

Apr 2001-02 FY 2001-02 YTD

Total Tutors	145	206
Total Students	206	311
Total Hours	972	11,846

For more detailed literacy statistics, see Agenda Item 41, pages 2 of 3 and 3 of 3..



To: Elizabeth Minter, Library Director
 From: Cyrise Smith, Children's Librarian *CMS*
 Date: May 22, 2002
 Subject: **April Activities in the Children's Department**

Programming- Spring programming began in April. There were 8 storytimes, 4 lapsits and 10 musictimes

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	133 children / 114 adults
Storytimes (a.m.) 3 - 6 year olds	4	72 children / 44 adults
Storytimes (p.m.) 3 - 6 year olds	4	42 children / 27 adults
MusicTime 3 - 4 year olds	5	93 children / 74 adults
MusicTime 5 - 6 year olds	5	55 children / 38 adults
TOTALS	22	395 children / 297 adults

School Visits- There were two school visits this month. A total of 39 children received instruction in using the library.


Offsite Programming- Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were four storytimes at the community centers with a combined attendance of 25. Three storytimes were performed for each of the seven Head Start classes making for a total of 21 performances with a combined attendance of 420.

Other programming- A parenting class, "What To Do When Your Child Is Sick", was held in April. Five adults attended. No children required care. Attending adults received a copy of the book supporting the class material.

Teen Advisory Board- The Teen Advisory Board has continued plans for the College Preparation Workshop and the Teen Nite event scheduled in June and July respectively. They will also be participating in the May 11 rededication of the Civic Center. The Teen Board will be selling donuts and sodas as a fund raiser for Young Adult materials in the Library.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: May 13, 2002

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

Tutor Training. The Literacy Coordinator conducted one tutor training workshop during April and five tutors were trained, three adults and two teens. All five new tutors are matched and tutoring in the Library. The next tutor training is scheduled for May 5, 2002.

Families for Literacy (FFL) Program Status. We now have ten families in the FFL component.

Rotary Reading Assistance Program (RRAP) Continues. RRAP, a partnership with the Placentia and Yorba Linda Rotary Clubs, the Placentia/Yorba Linda Unified School District (PYLUSD), and the Library, continued in April. So far, we have trained more than 130 high school volunteers for this school year. We now have ten Esperanza High School RRAP volunteers tutoring at the Yorba Linda Library. RRAP offers high school students the opportunity to get community service hours by volunteering at local elementary schools.

Reach Out and Read Partnership Continues. In April, 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 one of our volunteers, Diane Martlaro, who goes to the Whitten Center in Placentia on Monday mornings and reads to children in the waiting room while they are waiting to see the St. Judes pediatric staff. We also want to welcome another great volunteer who has joined Diane at the Whitten Center, Ruth Petey Peterson.

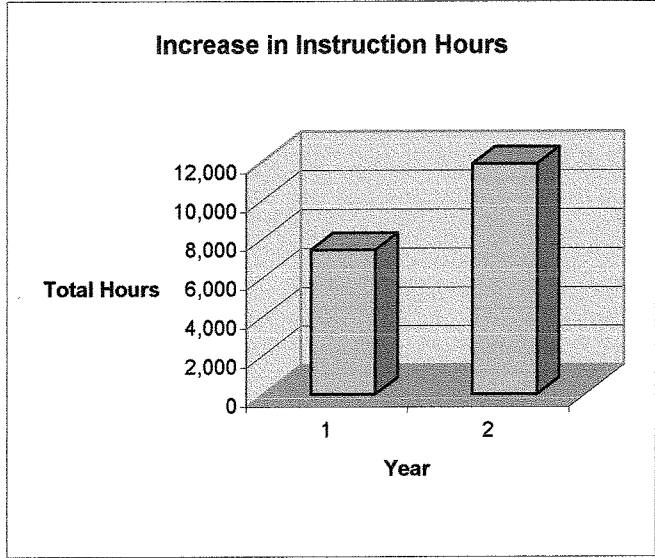
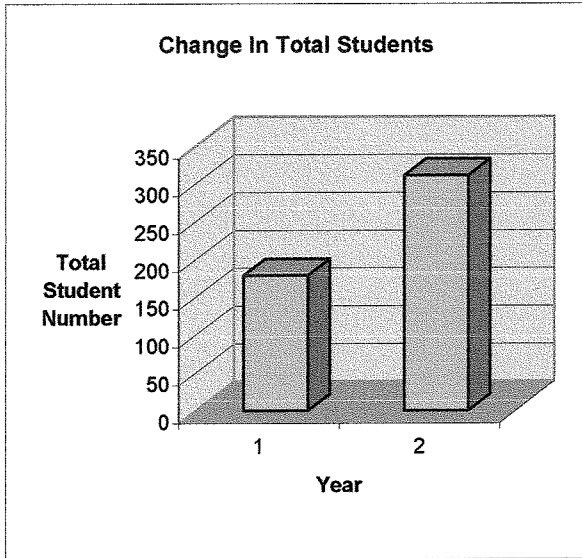
English Language and Literacy Intensive (ELLI) Program Update. For the month of April, the ELLI Program provided tutoring for 119 K-6th grade students at Rio Vista, Ruby Drive and John Tynes elementary schools, and 12 adult students at Ruby Drive elementary school and Head Start. Over 20 books on tape were donated to Ruby Drive to be used by ESL students. Two volunteers were recruited and trained to take over the ESL class being offered at Head Start.

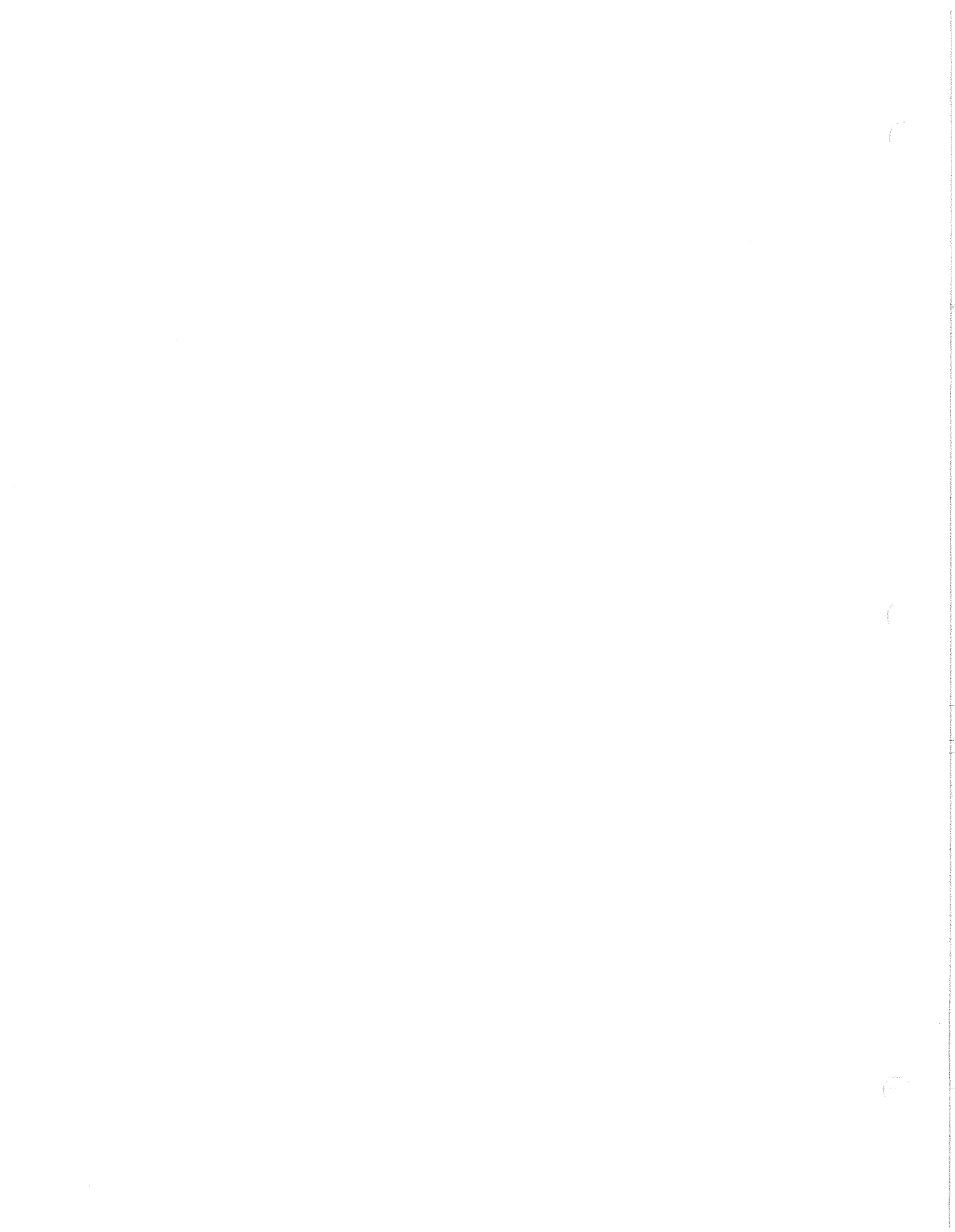
Literacy statistics. See Agenda Item 41, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	April 2000/01	April 2001/2002	YTD 2000-01	YTD 2001-02
Tutors:				
Adult	91	86	105	123
Teen	40	59	49	81
Hours Instruction	708	972	7,881	11,846
Other Volunteer Hours	84	48	452	392
Total Hours	792	1,020	7,397	12,238
Training Workshops				
Workshops Held	2	1	19	20
Tutors Trained	5	5	106	101
Students				
With Adult Tutors	133	131	143	182
With Teen Tutors	33	70	47	100
In Groups	17	5	30	32
Total Active Students	183	206	220	311
Families for Literacy				
Family Students	9	10	14	26
Family Tutors	9	6	14	10
Hours of Instruction	64	68	209	432
ELLI Program				
Adult Students	NA	12	NA	22
Tutors for Adult Students	NA	4	NA	4
Hours of Instruction	NA	96	NA	428
K-6th Grade Students	NA	119	NA	231
Tutors for K-6th Grade	NA	11	NA	14
Hours of Instruction	NA	620	NA	3,192
Total Tutors	117	145	159	206
Total Students	183	206	179	311
Total Instruction Hours	809	1,038	7,429	11,846





TO: Elizabeth Minter, Library Director

FROM: Frank Frizell, Webmaster *FF*

DATE: May 22, 2002

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

This report covers the period from April 1 to April 30 for the year 2002. There were 1,416 visits to the website this month. The busiest days of the week tended to be Mondays and Thursdays, while the busiest time during the day was between 1:00 pm and 5:00 pm. The three most often used search terms were "Placentia", "Library", and "Passport" while over 75% of the web visitors used some form of Microsoft operating system. The request breakdown by page is as follows:

Pages Visited	1-Jul	1-Aug	1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	Total
District	0	72	60	85	17	79	96	94	96	117	0	0	716
Catalog	0	326	314	336	351	303	384	310	371	488	0	0	3,183
Kids	0	72	100	70	86	100	92	54	111	75	0	0	760
Information	0	49	40	57	59	61	60	48	85	87	0	0	546
Borrowers	0	65	60	69	80	50	62	75	70	108	0	0	639
Literacy	0	58	54	62	73	64	61	64	65	69	0	0	570
Passports	0	87	96	90	102	103	120	106	123	145	0	0	972
Foundation	0	36	57	105	87	108	85	84	95	78	0	0	735
Friends	0	67	60	62	62	34	74	66	89	82	0	0	596
History Room	0	53	40	53	54	72	45	48	59	68	0	0	492
Links	0	47	47	65	56	54	75	60	84	99	0	0	587
Hours	0	69	73	93	88	77	97	80	14	0	0	0	591
Total Views	0	1,001	1,001	1,147	1,115	1,105	1,251	1,089	1,262	1,416	0	0	10,387



TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: May 15, 2002
SUBJECT: **Publicity materials produced for April 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
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.
9. Passport Hours
10. Library closed Memorial Day, Sunday, May 26 and Monday, May 27, 2002.

Newspaper articles published:

1. Library, arts center explored.
2. A Pleasant Place, Second award is sign of excellent work.
3. Musictime for ages 3-4 and ages 5-6.
4. Storytime for ages 3-4.
5. Friends annual meeting.
6. When it comes to service, library delivers.
7. Book-loving tutors and computers turn new page in reading.

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. Chamber Mixer bookmarks on the new On-Line System, April 17.
4. Chamber Mixer M.C.L.S. handout on the On-Line System, April 17.
5. Chamber Mixer, "Library Check It Out" buttons, April 17.
6. Ellie Rankin calls lapsed friends members and sends out thank you renewal membership cards.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly MAR 28 2002

Pleasant **APLACE**

A Pleasant Place is devoted to a bit of good news. Call 704-3796 or fax ideas to 704-3714.

Second award is sign of excellent work

City maintenance worker Osbaldo "Ozzy" Rubalcava knows how to make Placentia a pleasant place.

Rubalcava, 34, was recently honored with the city's Employee Recognition Award - the second in his career with the city.

The Placentia resident also was saluted in 1994 for his outstanding work in the city's Street Department. His responsibilities include installing and repairing street signs.

Prior to that assignment, Rubalcava was a full-time city custodian in 1988 and a part-time city laborer in 1986.

"The thing I like about my work is working with the public, meeting a lot of new people," he said. "And there's always something different to do every day. It's a nice job."

When Rubalcava isn't working with the community, he likes to go to the gym and be with his family, wife Nora and their 4-year-old son, Ozzy Jr.



**OSBALDO
'OZZY'
RUBALCAVA**

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santa ana, calif. 92711

Placentia News
Weekly MAR 28 2002

TUESDAY 3/2

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

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.

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Placentia News
Weekly MAR 28 2002

WEDNESDAY 3/2

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Placentia Round Table Club meets at 10:30 a.m. and 7 p.m. at 901 N. Bradford Ave. Call publicity chairman Pat Irot at (714) 996-8390.

Story times for children ages 3 to 4 are held from 6 to 6:30 p.m. and for children ages 5 to 6 at 6:30 to 7:15 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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The Register
Daily APR 15 2002

PLACENTIA 3/2

• **Friends annual meeting:** Gail Tsukiyama, teacher, editor, book reviewer and author of "Women of the Silk" and "Night of Many Dreams," will speak at the annual meeting of the Friends of the Placentia Library. The free, public meeting is set for 6:30 p.m. today in the City Council chambers.

401 E. Chapman Ave. (714) 528-1925.

Fax items to City Ed...
Donna Johnson at
(714) 704-3792 or e-mail
djohnson@ocregister.com

Library, arts center explored

By ³³²NELLENE TEUBNER
The Dana Point News

A new library and cultural arts center is on the wish list of a dozen organizations in the city, but whether the dream can be realized will depend on whether it can be financed in part by Proposition 14 funds and what a newly commissioned City Council study finds.

The City Council recently took the first step to request a study of the need for a renovated or new city library and cultural arts center. City staff now will invite architectural, design and

construction firms to compete for the library assessment process.

Councilwoman Ingrid McGuire spoke for the majority of the council, saying the city should move forward in the process.

"It's time to go out with a request for proposal and hire library consultants," she recently said. "They'll conduct a needs survey for the whole community."

The entire schedule for the project is time-sensitive because of disbursement of Prop 14 monies in March 2003. A library project. See EXPLORE, page 10

(end of that page cut through the middle) →

EXPLORE:

From page 1

meets the requirement of how Prop. 14 money is spent. It also allocates a split of 65 percent of funds coming from the state and 35 percent coming from the city.

Bill Shepherd, president of the Dana Point Friends of the Library and a member of the subcommittee who's studied the issue, thinks the project is viable.

"The state has a total of \$350 million that will go to various projects. It's to our benefit to compete for part of those funds and successfully pull the money here," Shepherd said. "It's important to be prudent with taxpayer dollars, and I like this value - two for one."

The firm selected for the needs assessment will go after these funds and survey residents and organizations. The city set aside \$200,000 more than a year ago to hire a firm.

"If we didn't have funds for external consultants, we wouldn't be able to do this," Shepherd said. "It's an ambitious schedule, no question about it, and it takes very specialized professionals to pull it off."

"The city is aggressively pursuing this."

Chamber. The committee solicited input from dozens of these associations and developed a wish list.

"Is it a perfect list? No," Shepherd said. "But it's a beginning."

The list includes the desire for separate children's and adult library areas; archival space for historical and reference material; archival space for arts and cultural reference; a cultural venue; meeting room space for community functions and a technologically advanced center.

In order to qualify for the Prop. 14 funds, about six phases in the plan need to be completed. Phase one is the needs assessment, which will be completed in October 2002.

Also in October and November, a plan of service would be developed, delineating the kinds of uses the community envisions for the library/cultural facility and how those needs will be met.

Aligned with those two steps would be the building development program, where the city starts to look at the size, space, furnishings and equipment needed to make the facility a reality. Next comes site selection and analysis, from November to March 2003.

"If we choose to remodel the existing library, we'd stay put," Shepherd said.

runding for a library, but the needs assessment study will encompass both a library and cultural arts center. Such a facility could cost approximately \$300 per square foot, with a suggested size of 35,000 square feet. The present library is 11,614 square feet.

About a year ago a subcommittee was formed that included council members Ingrid McGuire and Wayne Rayfield; Bill Johnson, president of Dana Point Coastal Arts, and Shepherd.

The four members put together a list of dozens of community groups including the Coastal Arts, the Historical Society, Capistrano Valley Symphony, Dana Hills High and the

ing, then the city owns 20-some acres of Sea Terrace Park at we could look at."

The final application to meet the Prop. 14 deadline is March 2003.

Shepherd said that Prop. 14 people look at the important components of any new library as they relate to the demographics and needs of the community. Dana Point has changed over the past 10 years, he said.

"It's principally a community of professionals, retired people and people of retirement age, not young families anymore," he said. "That poses different needs for a library."

A career center is one of those needs, but not for the person just out of high school or college.

People in their 30s through 60s are now continually looking at what career choices are available to them. Other links include a support system for the high school.

"Prop. 14 asks, 'Do you meet that need?'" Shepherd said. "We'll do our best to show why we do. We'll work hard to guide the process to secure Prop. 14 funds."

What type of library/cultural center would you like to see? Share your views at www.mvnc.com/talk/dana

*Santa Ana, Calif. 92711
April 11, 2002*

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11 2002

When it comes to service, library delivers

Issues • A
Program in
Newport Beach
supply the
community with
books.

LENN HAAS
County Register

was on the ele-
s doors opened
or.
lly rode down
-floor apartment
Beach Plaza to
Dowling, who

was carrying a tote bag
jammed with six books - nov-
els and mysteries - from the
Newport Beach Public Li-
brary.

"This is wonderful!" Samph
said. "The only book I could
find in the library here that I
hadn't read was one by Pearl
Buck!"

Reading is vital to the life
quality of Samph, 84, so when
she heard about a new library
homebound delivery program
catering to the elderly, she was
among the first to sign up.

"I love a good plot," she said,
rummaging through the books
Dowling brought. "I'm sick of
watching television. I got sick

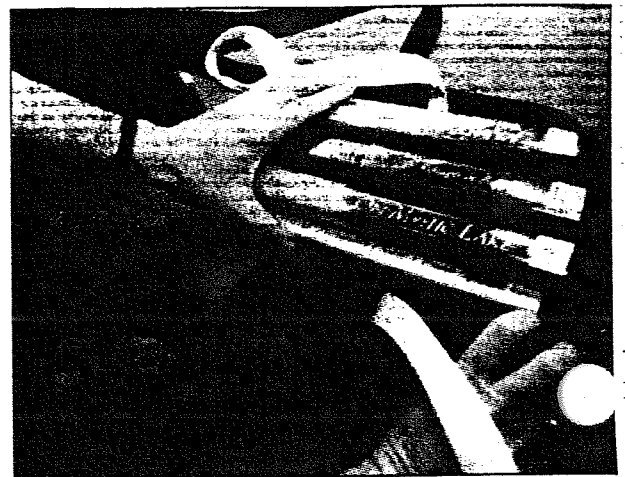
of watching the Oscars the
other night. I'd rather read a
good book."

Residents of assisted-living
facilities like Samph are
among those who library pro-
gram director Darlene Mann
targeted for the new service.

Mann says the Newport
program is unique because
volunteers are trained by a ge-
rontologist to help them inter-
act more effectively with el-
derly clients.

"Volunteers gain insight and
sensitivity to the special needs
of homebound individuals,"
she said. They also are trained
as screeners who can refer cli-

LIBRARY • PAGE 3



A BAGFUL OF BOOKS comes to Newport Beach
resident Ann Samph, courtesy of volunteer
Denise Dowling • Photo: Michael Kitada / The Register

2nd page of "When it comes to service, library delivers!"
Santa Ana 92711
April 11, 2007.



LIBRARY VOLUNTEER DENISE DOWLING, left, chats with Ann Samph. In addition to ferrying books, Dowling and others in the program can refer seniors with additional needs to a senior center • Photo: Michael Kitada / The Register

LIBRARY: Program gets books to homebound Newport seniors

FROM PAGE 1

ents with challenges or difficulties to the OASIS Senior Center in Corona del Mar.

For Samph, the only difficulty was accessing good books, she said.

"Not getting out - like getting to the library - is one of the losses of age for me," she said.

As Samph looked over her books, Dowling quizzed her about her reading preferences. She promised to bring specific books at her next visit.

"You might want to ask the woman down the hall what she

wants," Samph said. "She likes to listen to books on tape."

Dowling, who teaches English as a Second Language at Santa Ana College, said her flexible class hours give her time to volunteer. "This program appeals to me because I love the library and can't imagine not having access to it," she said.

Issues of homebound seniors are a key reason the program was launched, Mann said.

"A study of the demographics of Newport Beach indicated that seniors comprise 26 percent of the population,

compared with the national average of 13 percent," she said. "The fastest-growing segment of the overall population is the over-85-year-old group. This group would have the most difficulty getting to the library due to transportation problems, physical difficulties or health issues."

To become a book recipient or to volunteer for the program, contact the Newport Beach Public Library Homebound Program at (949) 717-3824.

• Contact Haas at (714) 796-7987 or jghaas@aol.com.

The Register
Daily
APR 23 2002

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly
APR 18 2002

Learn to manage finances at seminar

The Placentia Library will hold a free seminar on "How to Handle One's Finances" at 7 p.m. April 18. Topics range from mortgages to retirement.

Reservations are needed for the session meeting at the library, 411 E. Chapman Ave. Information: (888) 835-5193.

LAGUNA WOODS³³²
'Wood Works': The city's spring newsletter has articles on the new City Hall, its Orange County Library system satellite library, an event calendar, a water-quality quiz, a household hazardous waste/recycling insert, kitchen-safety rules and the city's exercise challenge and tips. To obtain a copy, visit City Hall, 24310 Moulton Parkway, Suite K, or call (949) 452-0600.

- Cheryl Walker
(949) 837-5200
cwalker@ocregister.com

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Placentia News
Weekly
APR 18 2002

Classes provide tips, parenting advice

Need help with your children? The Placentia Library is offering a series of parenting classes from 7 to 8:30 p.m. Mondays in certain months this year.

Classes include: Discipline, Setting Limits and Temper-Tantrums, meeting next week; Developmental Expectations by Age on May 13 and Time Out on Aug. 12.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

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post office box 11789
santa ana, calif. 92711

Placentia News
Weekly
APR 18 2002

Checking out the State of the Library

Placentia Library Director Elizabeth Minter will present an overview on the State of the Library at the 7:15 a.m. April 25 Chamber of Commerce Membership Breakfast.

Members will meet at Alta Vista Country Club, 777 Alta Vista St. The program will include a peek at the new online library system that is being installed this month and an expanded reference service that will be available this spring.

Information: (714) 528-1873.

Book-loving tutors and computers turn new page in reading

By Elisabeth Deffner
For Placentia News-Times

Diane Martlaro knew she wanted to become a literacy tutor the instant one of her fellow college students lamented not having a book-loving friend like Martalo when she was growing up.

"(She) said, 'I wish I had known someone like you, because all it takes is one person to change a life,'" the Placentia resident recalled.

So when Martlaro saw a notice in the paper announcing the Placentia Public Library needed literacy volunteers, she cut it out.

Now she spends Mondays sharing her love of reading with others through various Placentia Library programs. In the morning, she reads aloud to youngsters waiting for an appointment with the St. Jude Medical Center pediatric nurse at the Whitten Center; and later in the day, she tutors a 51-year-old woman from India.

"I love reading," the California State University, Fullerton coed explained. "I think you need to have it in life."

It comes as no surprise that a library has a stake in ensuring the literacy of the population it serves — but the Placentia Library takes that mission very seriously, and staffers are constantly adding programs that will help it realize that mission more fully.

In 2000, the library began

targeting youth, to enhance its tutoring and literacy programs aimed primarily for adults. One of its newest offerings is an online tutoring program, available through www.tutor.com.

From March through September, the library takes advantage of a grant that allows it to use the Web site software for free. That means, any time the library is open, patrons can sit down at one of the library computers, and get "live" homework help in English, math, science or social studies.

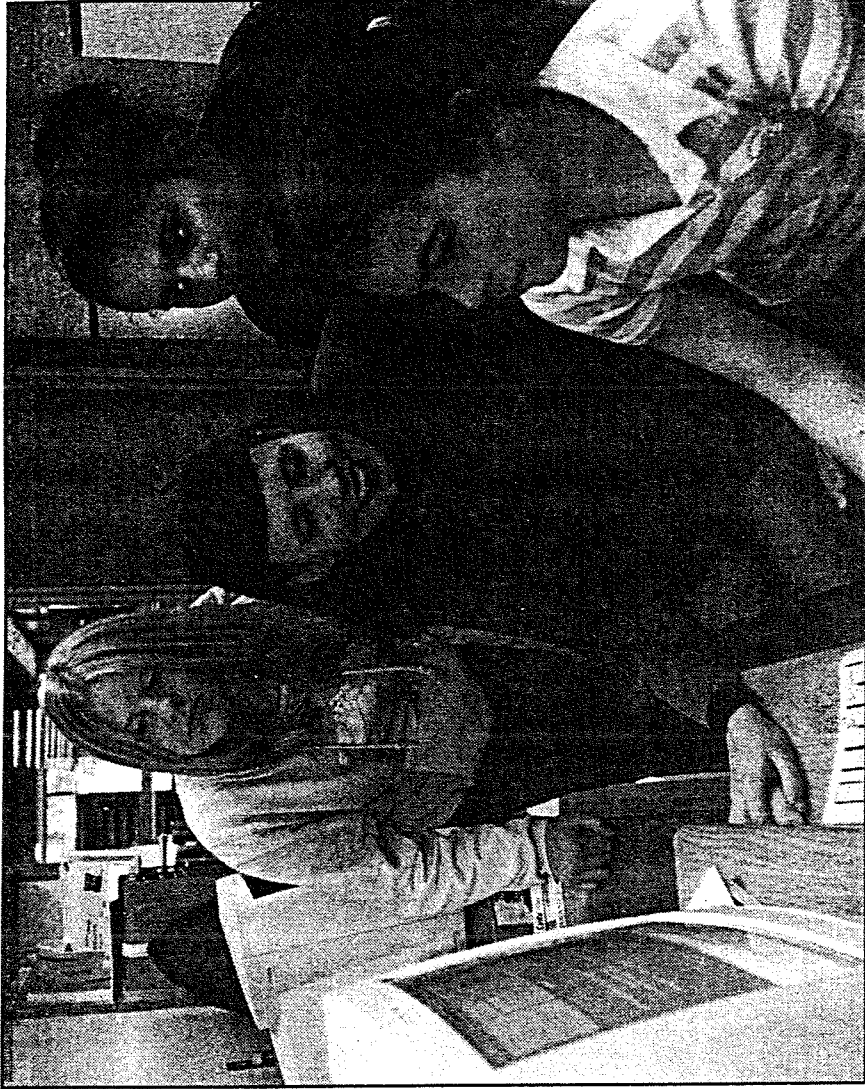
To use the software, patrons have to come in to the library. But many of its other literacy programs send volunteers out into the community — those who go to the Whitten Center, for example.

"It's a great interface with the kids," said Jim Roberts, the library's literacy coordinator and public services manager. "The parents love it too because they can see their kids learning to recognize words."

Next year, Roberts will include tutor.com in the library's budget so students can continue to make use of it.

And some of the library's programs target children and parents simultaneously.

One — Families for Literacy — matches low-reading parents with library volunteers. When the parents come in for their tutoring sessions, their pre-school-age children accompany them. The kids listen to a



Stan Bird / Placentia News-Times

PLACENTIA LIBRARY assistant Ann-Margaret Webb explains a homework Web site to Kraemer Middle School seventh-graders Maggie Hazen, left, Mansi Shah and Elizabeth Walteson.

story while the parents study with their tutors.

This program is sponsored and partly funded by the state, which gives the library \$10,000 — enough to pay for some work hours for part-time staff.

English Language and Literacy Intensive, called ELLI, got under way in January, thanks to another grant for the library. In place at Rio Vista, Ruby Drive and Tynes elementary schools, ELLI reaches more than 230 students and parents in various ways.

At Ruby Drive, a Spanish lit-

eracy class — expected to serve 10 or 15 students by the end of the school year — is offered through ELLI, for instance.

"It is very difficult to learn to read and write English if you're not literate in your own language," program coordinator Ann-Margaret Webb explained.

At Tynes, on the other hand, the program provides some students with extra help in the classroom.

Other students accompany their parents, enrolled in Com-

munity-Based English Tutoring classes, to school. When the parents attend class, their children receive tutoring.

"The teachers are telling me that they're seeing an improvement in scores," Webb said. "It keeps everybody very motivated, because they see a return so quickly."

Making a difference is the goal of all the library's literacy programs, Roberts said.

"If you can make a difference with kids," he added, "you really are making a difference."

FEATURES

Pacific Clippings

Post office Box 11789
Santa Ana, Calif. 92711

Placentia News Weekly
April 25, 2002

Agenda Item 43

Page 7 of 13
The Orange County Register

Builders outline plans for Tonner Hills homes

³³²
Cities • Consultants for the landowner air an environmental impact report for the disputed project just north of Brea.

By **ERIC CARPENTER**
The Orange County Register

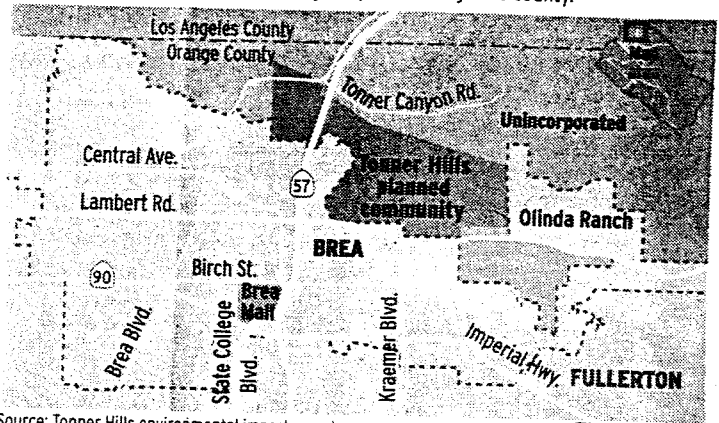
BREA

Developers on Thursday launched the planning process for a new community that would carve into a 789-acre patch of Brea's hillsides and add more than 900 homes.

The Tonner Hills planned community, proposed on land used to drill oil since 1897, has already generated much debate among nearby residents who worry that it will spoil the area's aesthetics, disrupt wildlife and add more than 18,000 daily car trips in an area already burdened by traffic.

Developing hillsides

The planning process has begun on a 914-home development on 789 acres of hillsides north of Brea. The land is in Brea's sphere of influence, but the landowner, Nuevo Energy, is processing the plans through the county.



Source: Tonner Hills environmental impact report

The Register

To learn more:

Copies of the Tonner Hills environmental impact report are available at the Brea and Placentia public libraries. Information: (714) 834-2552.

million cubic yards of soil would have to be moved.

Soil that contains seeping crude oil must be cleaned and naturally occurring methane gas controlled.

"I think this is incredibly disrespectful to the existing residents of this community," environmental activist Claire Schlotterbeck said after an initial review of the environmental report.

✓ Bottom half of "Builders outline plans for Tonner Hills homes." pmb 11709 Santa Ana, Calif. The Register Daily April 26, 2002

Developers and supporters argue that it will clean up abandoned oil wells and is necessary to meet the region's growing housing needs.

Early talk of the Tonner Hills development in part prompted a November 2000 ballot measure in Brea that attempted to require a public vote on hillside developments.

The measure, which narrowly failed, prompted Tonner Hills developers to pull their initial plans from Brea City Hall and instead go directly to county planners.

The project site is north of Lambert Road, in unincorporated county land just outside Brea city limits.

On Thursday, consultants for the landowner, Nuevo Energy, released a 12-volume, 3-foot-thick environmental impact report that details the difficulties of developing the site and how they plan to overcome them.

The project would require extensive grading - some 5.5

If plans receive county approval, the development would include eight neighborhoods with a total of 914 homes.

About 39 acres would be used for parks and ball fields and 7 acres for a 77,000-square-foot commercial center.

Fifteen acres would still be used for drilling oil, but the wells would be screened from sight.

With a mixture of town homes, single-family homes and large estates, the project would house some 2,300 new residents.

"What we've tried to do - and feel very good that we have done - is present a plan that is sensitive to the area and to residents' concerns ... and is a project we are proud of," said Robert Odle, co-manager of the Tonner Hills project.

Some residents said the land is a poor location to develop so many homes.

Schlotterbeck said the project includes too many homes and harms the area's ridgelines.

Project managers say the proposal helps protect wildlife.

Schlotterbeck disagrees, arguing that road extensions will block natural migration patterns.

Mayor Marty Simonoff said city officials will be following the planning process closely, especially because the land is within the city's sphere of influence and likely will be annexed into Brea.

The county Planning Commission is expected to review the project in mid-July.

Orange County supervisors will then review the plan.

"We're looking at second quarter 2004 before any dirt would be turned," Odle said.

• Contact Carpenter at (714) 704-3769 or ecarpenter@ocregister.com

Shipping
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santa ana, calif. 92711

The Register
Daily APR 26 2002



PLACENTIA ACTIVIST Margarita Duncan and businessman Ed Garcia, in downtown Placentia on Thursday, are among residents concerned about the city's plans for renovations to

the aging downtown area, known as Placita Santa Fe. Residents have complained, among other things, that the city hasn't been forthcoming • Photo: Mark Avery / The Register

Fears for the future

Revitalization • Placentia residents say leaders aren't addressing their concerns about more rent and less charm if downtown plans go forward.

By ANN PEPPER
Orange County Register

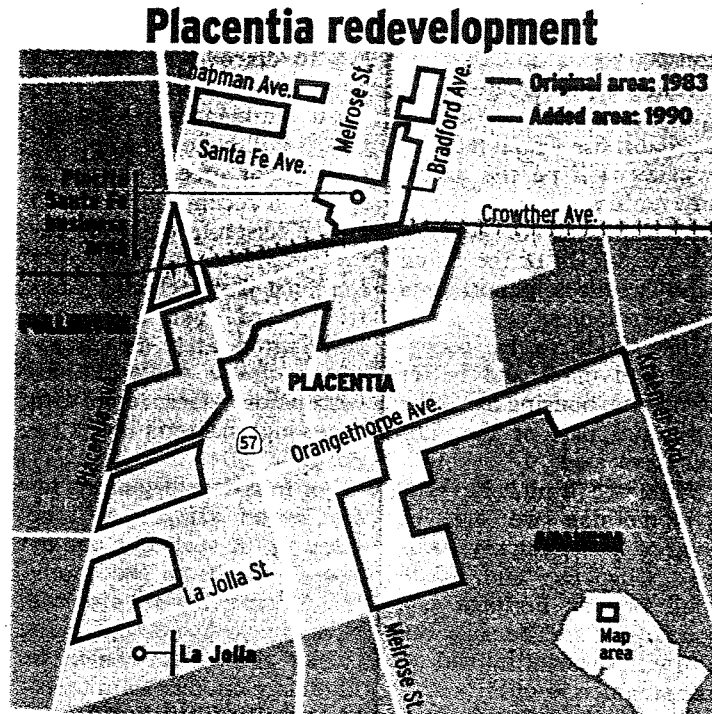
PLACENTIA

Residents of the city's faded downtown want City Hall to stop and give them a say before going ahead with plans they fear could overwhelm their old neighborhood with unwanted changes.

It's shaping up to be a classic clash repeated around Orange County, from Huntington Beach to Brea, wherever residents who love their old communities come up against broader interests: developers who've spotted fertile ground for their projects or city leaders hoping to rejuvenate community life and reshape old commercial areas to bring needed dollars into city coffers.

City leaders are considering six options for revitalizing the community's aging downtown - Placita Santa Fe.

They want to refurbish businesses, add new ones, in-



Source: Placentia

The Register

stall better lighting and new landscaping, create a plaza and perhaps add a Metrolink station to attract commuting

college students and teachers to restaurants and shops.

Plenty of business owners

REDEVELOPMENT • PAGE 2

Redevelopment at a glance

Redevelopment is a state program intended to eliminate blight and encourage economic development.

Q: How does it work?

A: Redevelopment agencies declare an area blighted. The agencies can then borrow money to invest in projects to improve the area. Any increase in property taxes pays back the borrowed funds.

Q: What do critics say?

A: Opponents say that often too much debt is incurred, that the money could be put to better use and that "blight" is too loosely defined.

Q: How can residents participate in the process?

A: In Placentia's case, city leaders say they will begin a series of neighborhood public meetings in May.

• The Register

↑ Pacific Clippings
pmb 11789
Santa Ana, Calif. 92711
The Register Daily April 26, 2002
(Article underneath Photo - "Fears for the Future.")

REDEVELOPMENT:

Residents want voice

FROM PAGE 1

*Pacific
Clippings
pm 6/11/89
Santa Ana, Calif.
92711
The Register
Daily
April 26/2008*

whole-heartedly back the project.

What residents fear, said Margarita Duncan, one of the Santa Fe area's many long-time residents, is that they'll be forced to leave as redevelopment pushes up rents or otherwise forces them out.

And they don't want their neighborhood turned into a cookie-cutter shopping district that caters to visitors rather than residents.

"We're not completely against everything the city wants to do," she said. "But a lot of people want the quaintness of the old downtown to stay. You go to downtown Brea; it's the same old thing. Who wants any more Starbucks? Who wants any more of the same?"

"We want necessity stores. A pharmacy. I go buy my prescriptions in Fullerton. We don't hear them talking about that."

big government, of intrusive change, of being very cold and nonsympathetic to all the citizens.

"The problem is really one of communication. And it's a valid concern because we have mainly focused on the businesses in the area."

The City Council set up a 15-member advisory committee on refurbishing the community, home to a largely Hispanic, low-income population. Six members own downtown businesses.

Eighty residents who came together at a recent grass-roots neighborhood meeting complained that only one committee member lives in the neighborhood.

'Who wants any more Starbucks? Who wants any more of the same? We want necessity stores. A pharmacy. I go buy my prescriptions in Fullerton'

tee expand to include three or four more residents.

"As far as I'm concerned, what we want is to have an inviting environment in that area for all the citizens of Placentia," he said.

One thing residents don't have to fear is that their homes will be taken by the city. The city's redevelopment agency years ago gave up its right to take residents' homes to make way for projects. The agency is not considering changing its policy, Rosenthal said.

Another longtime resident, Joseph Aguirre, said he worries the project is too big.

"I'm not against progress," Aguirre said. "I'm sure there could be improvement to this area. But it's already better than it was 15 or 20 years ago already on the upswing."

"I certainly don't want to see redevelopment in the residential areas."

Business owners like Rosalina and Raul Davis of 40-year-old Tlaquepaque

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Placentia News
Weekly

APR 25 2002

TUESDAY 332

MOM's Club of Placentia meets at 10 a.m. at Placentia Champions Sports Complex's Aguirre Building, 505 Jefferson St. For members south of Yorba Linda Boulevard, call (714) 985-0992. For members north of the boulevard, call (714) 524-6226.

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

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Placentia News
Weekly

APR 25 2002

Checking out the State of the Library

Placentia Library Director Elizabeth Minter will present an overview on the State of the Library at today's 7:15 a.m. Chamber of Commerce Membership Breakfast.

Members will meet at Alta Vista Country Club, 777 Alta Vista St. The program includes a peek at an online library system being installed this month and an expanded reference service available this spring.

Information: (714) 528-1873.

gitimate, City Development Services Director Joyce Rosenthal said.

"And I don't have an answer for them. I can tell them that the city wants to keep the uniqueness of the old downtown, but as for attracting specific stores, much of that depends on where those businesses choose to locate.

"This is all still an ongoing process."

The city has a tough role to play - balancing the needs of the entire city with those of downtown residents, said Mayor Chris Lowe, executive director of the Fullerton Chamber of Commerce.

"We're focusing on the entire city and trying to create the most vibrant, exciting downtown that we can.

"But from the first we have said our greatest value is in our rich history, our rich culture and our rich cuisine. By building an environment that comprises any one of those elements we would take away one of the greatest strengths we have."

Some residents give city leaders a bad rap, Lowe said.

"We are being given a stereotype we don't deserve - of

MARGARITA DUNCAN
longtime resident and
community activist

And information about the project has been tough to come by, they said. None is available in Spanish.

Lately, meetings on the project have been called during working hours, outside the neighborhood or have been too brief for questions, neighbors said.

Many who attended the meeting signed a petition asking council members to insist city staff provide them with more details.

Rosenthal said residents need only call City Hall to get information.

City Councilman Norm Eckenrode said he'd heard about the gathering and the community's concerns. He agreed more communication is needed and said he would try to set up a council study session in the neighborhood to exchange information and ideas.

Eckenrode said he'd also ask that the advisory commit-

Restaurant on Santa Fe Avenue worry that neighborhood negativity could knock back the Aguirre progress.

"We need to be positive about it," said Rosalina Davis, who wants a mix of businesses that serve both residents and visitors. "Property values are going to go up and really benefit the whole community."

If redevelopment does push up property values, no one argues that those who'll feel the downside will be the area's many renters.

Approximately 62 percent of the residents of the Santa Fe and La Jolla neighborhoods rent their homes.

That needs to be recognized, and more and better low-income housing has to be considered part of the mix, Raul Davis said.

"What we want," he said, "is something we can be proud of. So we can say, yeah, we're Hispanic and we're proud of our heritage and proud of our area because our culture is so beautiful and we have so much to offer."

• Contact Pepper at (714) 704-3777 or
apepper@ocregister.com

↳ Last part, (bottom half), of "Fears for the Future" article. Pacific clippings, pmb 11789

pacific clippings

p m b 11789
santa ana, calif. 92711

The Register

Daily APR 29 2002

PLACENTIA 332

• **History honored:** The City Council will recognize the 100th anniversary of the city's historic Bradford House at its 7:30 p.m. meeting May 7. The tribute is part of a yearlong schedule of activities planned by the Placentia Founders Society, which preserves and maintains the 15-room mansion. The council meets at 401 E. Chapman Ave. Information: (714) 993-8117.

Fax items to City Editor Donna Johnson at (714) 704-3792 or e-mail djohnson@ocregister.com.

The Register
Daily April 26, 2002

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Placentia News
Weekly

APR 25 2002

Classes provide tips, parenting advice

Need help with your children? The Placentia Library is offering a series of parenting classes from 7 to 8:30 p.m. Mondays in certain months this year.

Classes include: Developmental Expectations by Age on May 13 and Time Out on Aug. 12.

The library is at 411 E. Chapman Ave. Information: (714)

528-1906.



SAFETY COMMITTEE MEETING
APRIL 24, 2002
MINUTES

- I. Call to Order: 11:35 A.M.
- II. Members Attending: Esther Guzman
Elisa Herrera-Thomas
Katie Matas
Jillian Rakos
- Members Absent: Cyrise Smith

III. Old Business

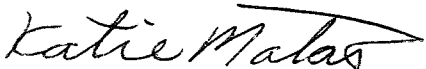
1. There are some loose ceiling tiles in the main library area that need to be checked. Repair has been scheduled.
2. Fire extinguisher training for staff was held Thursday, April 11, 2002 at 9:00 A.M.

IV. New Business

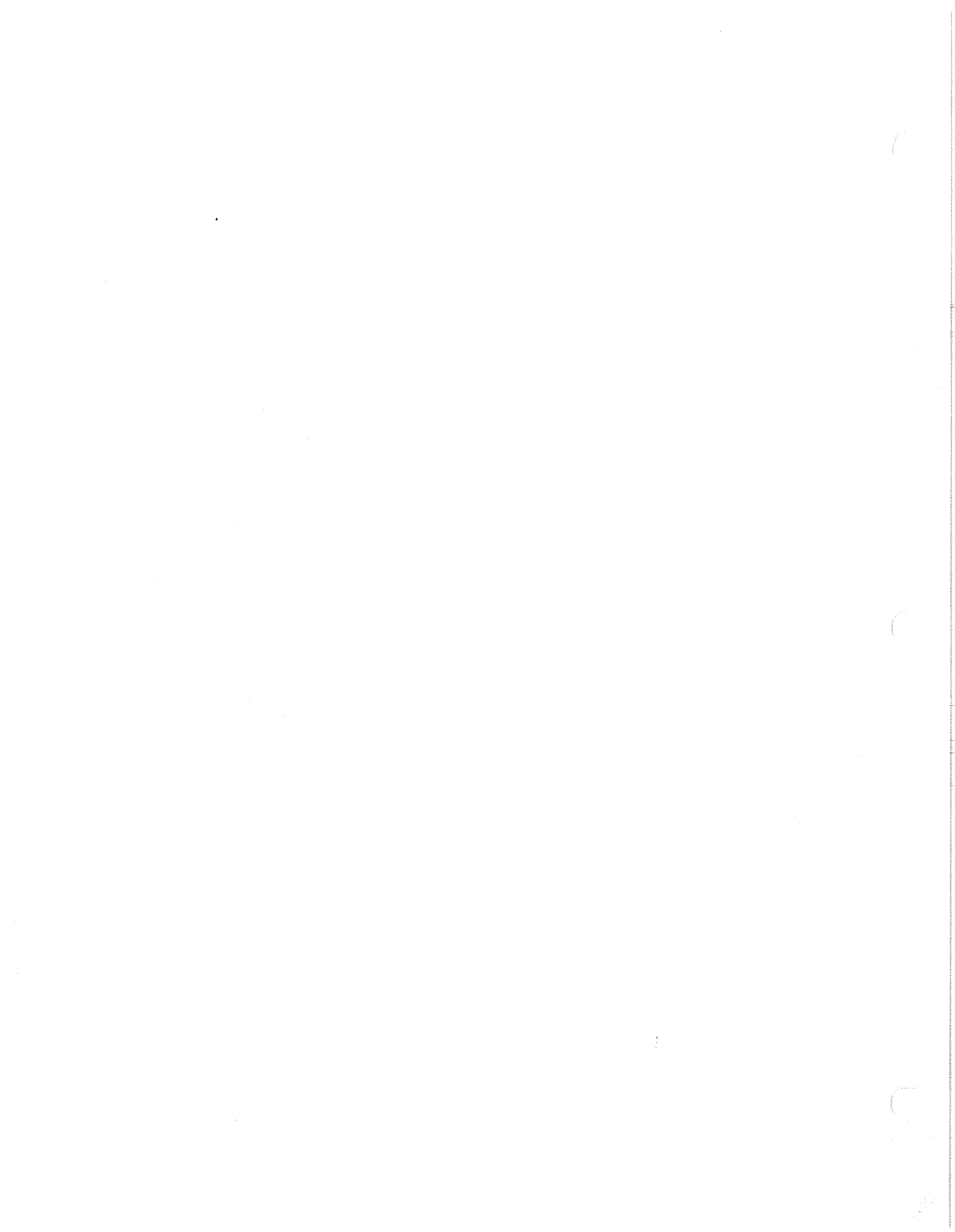
1. On April 10, 2002, six staff members attended a workshop on safety in libraries presented by Dr. Steve Albrecht.

The next meeting will be May 22, 2002 at 11:30 A.M.

Respectfully submitted,



Katie Matas





CONNECTION

LIBRARY OF CALIFORNIA

ISSUE NUMBER 23
May 2002

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Manual for public libraries can help reduce energy costs

By Christopher Berger
*Resource Sharing Specialist
Library Development Services Bureau
California State Library*

In May 2000 Californians began learning about the abnormally high energy costs San Diegans were paying for running their air conditioners during an unexpected heat wave. Soaring energy costs, like those in San Diego, migrated to northern California before the end of the year and became, along with both unexpected and planned blackouts, as worrisome to all Californians as the first total eclipse of the sun must have been to prehistoric men and women. As power costs grew, power was increasingly in short supply, a crisis that affected not just residences and businesses, but also public libraries. Public libraries needed an energy management manual. Now they have one.

The manual, *Energy Management Strategies in Public Libraries*, written by Dean Edwards, AIA, with technical assistance from engineers of the Arup Group, is part of the Libris DESIGN project which is funded by a Library Services and Technology Act (LSTA) federal grant. *Energy Management Strategies in Public Libraries* is designed to help librarians, architects, engineers, designers, building managers, and others reduce energy consumption in public libraries. The manual includes information for both renovation and new construction, and provides strategies for all areas of facility planning including the lighting, HVAC, electrical, hot water, climate and solar impact, and the building envelope. In addition to detailed technical information, terms and definitions, the book provides simple strategies, approaches, and illustrations and photographs of

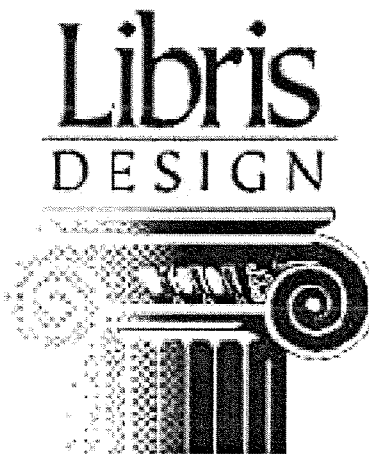
basic concepts. The *Energy Management Strategies in Public Libraries* publication is supported in part by the U.S. Institute of Museum and Library Services (IMLS) under the provisions of LSTA, administered in California by the State Librarian.

"As the economics of the energy supply to serve all of our public and private requirements dictate higher energy costs," writes State Librarian Dr. Kevin Starr in the foreword to this manual, "we hope to help our citizens prepare and to be prepared ourselves. With this manual, the California State Library is giving our library planners and library leaders a critical tool to build responsibly."

This "tool," this manual, when used over time, will become as ingrained in our psyches as turning out the lights.

Energy Management Strategies in Public Libraries will be distributed to all California's public library jurisdictions and to state depository libraries. To order copies, include the title of the manual, number of copies wanted, and the shipping address in your request. Fax the request to Martha Ortiz, LDS bureau, at (916) 653-8443, or send by mail to California State Library, Library Development Services bureau, P.O. Box 942837, Sacramento, CA 94237-0001.

For further information about this publication, contact Linda Demmers, Libris DESIGN consultant for the Office of Library Construction, CSL, by phone at (323) 668-0404, or send an email to xlibris@earthlink.net. You can also contact Liz Gibson, assistant bureau chief, Library Development Services bureau, CSL, at (916) 653-6752, or by email to lgibson@library.ca.gov.





California State Library acquires rare daguerreotype

The California State Library recently acquired the earliest known daguerreotype of Theodore Judah, the engineer who, through surveying and exploring, deduced how to get the route for the transcontinental railroad through the Sierra Nevada.

Gary Kurutz, the California State Library's curator of special collections and a leading authority on Gold Rush history, says that the Judah daguerreotype is crucial to California cultural history because "Judah was one of the most important Californians of the 19th century. By finding the best possible course for the railroad through the Sierra Nevada, Theodore Judah linked California to the rest of the nation."

The California State Library Foundation purchased the 154-year-old daguerreotype, which will be on display at the California State Library through June 1, 2002 as part of the library's "Jewels in the Crown," an exhibit highlighting the library's newest, and most precious, acquisitions.

Library of California News

Reactive, reanimate, revive:

The California Preservation Program perseveres

(Reprinted by permission of the authors. First appeared in Society of California Archivists Newsletter, Whole Number III, Spring 2002)

By Sheryl Davis

Head of Preservation at the University of California, Riverside, and

Julie Page

Head of Preservation at the University of California, San Diego

The California Preservation Program (CPP), first designed in 1991 under the auspices of the California State Library (CSL), was the result of statewide meetings of librarians and archivists. Guided by a survey of the preservation needs of cultural institutions, the group designed a set of initiatives intended to:

- Identify and preserve important archival and library materials in information agencies of all types and sizes in California to ensure continuing public access;
- Develop and provide a broad program of education and training in preservation;
- Assist information agencies of all types and sizes to develop and implement preservation programs; and
- Promote cooperative and coordinated preservation efforts in order to maximize the effective use of finances, personnel, materials and other resources.

From the beginning it was planned that the CPP would

become part of the Library of California (in those days called the California Library Network). The Program was included in the Library of California (LoC) framework document that received initial funding by the State Legislature in the late 1990's. The preservation component of the LoC has not yet received permanent funding. This has not deterred members of the California Preservation Task Force (CPTF), who with the encouragement of the CSL, developed an action plan for 1998-2001 and requested Library Services and Technology Act (LSTA) funds to support high priority action items.

The CPTF is composed of a committed group of California institutions and cooperative networks that are striving to meet the preservation needs of their regions and reach out to the rest of the state until permanent funding for preservation is available. To assist with the effort, Amigos Library Services (Dallas, TX) was contracted to re-survey California cultural institutions to determine the level of preservation activity and needs within the state. Education and training were identified as the most important services needed immediately.

Please see California Preservation Program, page 3

California Preservation Program

The CPTF determined that the most effective way of making information available to a broad audience would be through a website. Online documents and links on preservation topics, related directly to the needs identified by California institutions, were developed. An LSTA grant proposal for 1999/00 established the California Preservation Clearinghouse <http://cpc.stanford.edu>. The site "went public" in early 2001 and usage has steadily increased in the first year.

A second grant was awarded in 2001 to set up and monitor the online mailing list [CaLibArc-Preserve@lists.Stanford.edu], as well as to continue editing

California Preservation Clearinghouse

and adding to the CPC. This grant also provided for a meeting of the California Preservation Task Force to meet and plan future activities following a 3-year hiatus.

The CPTF is now in its third LSTA grant for 2001/02 and is in the midst of several projects:

1. Site Surveys.

A group of CPTF members have been trained to conduct a basic building and collection survey. Four to six surveys will be grant subsidized this year.

2. Disaster Plan Workshops.

Four 2-part emergency preparedness and response workshops will be presented in spring and summer 2002, in four of the LoC planning regions [i.e. regional library networks] in Ventura (Thursday, May 2, at Foster Library), Fresno (Wednesday, May 15, at Fresno County Library), Sacramento (Tuesday, May 7, at the Sacramento County Library), and Redding (Thursday, May 9, 2002, at Shasta Public Library).

3. California Preservation Clearinghouse.

Monitoring and expansion of the CPC content is a

priority, with appointment of an editor and new content.

4. Five-Year Preservation Plan.

Developing and implementing a multifaceted interim plan to meet the preservation needs of institutions until the state can implement the original CPP.

The long-term goal is to have a fully functioning CPP within the Library of California supported by permanent state funding. Such an entity would have a Preservation Information Center providing training and education; preservation information resources; grant writing assistance; site surveys and needs assessments; disaster

response and recovery information; outreach to underserved areas; and advocacy for preservation within the state. Until that funding occurs, the CPTF is determined to set up and

support as many aspects of the CPP as possible.

With an eye on the future, the Task Force has submitted another grant proposal to the CSL for 2002/03 to further expand emergency training, preservation education and outreach, site surveys, and grant writing assistance. The goal is to provide assistance especially to smaller cultural institutions that do not have trained preservation personnel.

The California Preservation Program is supported in part by the U.S. Institute of Museum and Library Services (IMLS) under the provisions of LSTA, administered in California by the State Librarian.

To learn more about the CPP, visit their website at <http://cpc.stanford.edu>. For further information, contact Sheryl Davis, consultant to the CPP Project, at (909) 787-4660, or send an email to sheryl.davis@ucr.edu; or Julie Page, consultant to the CPP Project, at (858) 534-7695, or by sending an email to jpage@ucsd.edu. You can also contact Diana Paque, director of the Library of California, CSL, at (916) 653-7183, or by email to dpaque@library.ca.gov.

Joint statement on the Stanford-California State Library Institutes on 21st Century Librarianship

In 2000 and 2001, the California State Library and Stanford University co-sponsored institutes on advanced librarianship whose purpose was leadership development in California's libraries. Recently, Dr. Kevin Starr, State Librarian of California and Dr. Michael Keller, University Librarian of Stanford University issued the following joint statement:

Dr. Kevin Starr, State Librarian of California and Dr. Michael Keller, University Librarian of Stanford University have been in discussions regarding their plans for the

Stanford - California State Library Institute on 21st Century Librarianship.

Although the two Institutes were highly successful, no major funding source has been identified for their continuation. Accordingly, this interim year will permit a detailed study of the Institute in terms of its relationship to the needs of the California library community and alternative approaches to meeting them.

Please see Joint Statement, page 4

Lifelong learning, relevant services, and more effective use of technology are top LSTA priorities for Californians

Editor's Note: This is the third article in a four-part series about the Library Services and Technology Act (LSTA) federal grant program. The previous two articles can be found in the March and April 2002 issues of Connection.

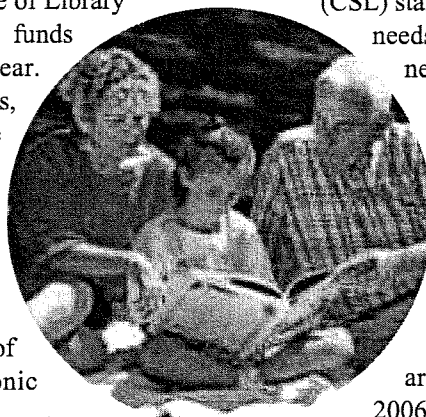
By Liz Gibson

*Assistant Bureau Chief, Library Development Services
California State Library*

Californians and their libraries have made their wishes known regarding their top priorities for use of Library Services and Technology Act (LSTA) funds beginning with the 2002/03 fiscal year. Through a number of surveys, focus groups, and consultant studies, they defined the needs they want addressed first for Californians in the new LSTA state plan as follows (in no priority order):

- More access to quality education throughout the lives of Californians;
- Better access to and understanding of technology systems and electronic resources;
- In libraries of all types, additional services and staff that are responsive to their diverse needs;
- Full access to services and materials, in libraries of all types, for those with disabilities; and
- Continual review and revision of services, in libraries of all types, to maintain their relevance to California's population with its rapidly changing demographics.

These five came to the top after analysis of reports on 10 different formal, statewide needs assessments as well as needs assessments conducted by various Library of California (LoC) regional library networks. Those assessments



identified more than 80 needs from the different groups participating, many appearing on different assessment lists. The 80+ were analyzed and collated by private consultant Rhea J. Rubin, then culled down by California State Library (CSL) staff to those described as most critical in most needs assessment. These top priorities addressed needs that were defined by libraries of all types in California as areas most in need of LSTA support of those varying libraries. It is important to note that these needs were priority areas in academic, special, and school libraries as well as public libraries.

These top priority needs, added to the findings of the evaluation of California's first five years of implementation of LSTA, are the driving forces for the 2002/03 - 2006/07 LSTA plan to focus LSTA programs and projects to meet needs of clients of libraries of all types in California. That plan will be circulated in draft form in June 2002 for comments by California's library community and the public before it is submitted to the Institute of Museum and Library Services (IMLS) in Washington, DC, the federal agency providing the LSTA funds which are administered in California by the California State Librarian.

For more information on the needs defined, the needs assessment process, the evaluation of the 1997/98-2001/02 LSTA plan, or the development of the 2002/03-2006/07 LSTA plan, contact Liz Gibson by phone at (916) 653-6752, or by email to lgibson@library.ca.gov.

from page 3 • **Joint Statement**

A consultant will conduct the study with the assistance of a to-be-named advisory group. The study will include:

- *An analysis of Institute results, considering the targeted audience and the longitudinal impact of the Institute on those participating.*
- *The relationship of the Institute to the continuing education studies conducted in 1992 and 2001.*
- *Alternative continuing education opportunities for Californians, both current and potential.*
- *A comparison of the Institute with similar programs, such as the Snowbird Institute and the forthcoming ACRL/Harvard Leadership Institute.*

- *Input from the directors of larger California libraries regarding the Institute and staff continuing education needs in general.*
- *The identification and analysis of potential changes in the Institute and/or the State Library's overall thrust for support of continuing education opportunities to make it more responsive to the needs of the state.*

It is anticipated that the study will be completed next fall and that the recommendations will have implications not only for Stanford University and the California State Library but for all continuing education providers in the state.

CONNECTION

LIBRARY OF CALIFORNIA

Training Corner

Provider: InfoPeople
Course: **To Turn the Computer Off,
 Press 'Start': Making Sense of Windows**

Dates and locations:

Monday, May 13,
 Fresno County Public Library
 Wednesday, May 15,
 Salinas Public Library
 Thursday, May 30,
 San Francisco Public Library
<http://infopeople.org/WS/workshop/Workshop/66>

Provider: InfoPeople
Course: **Licensing Electronic Resources
 Navigating and Negotiating in a
 Shifting Licensing Landscape**

Dates and locations:

Friday, May 10,
 Arcadia Public Library
 Friday, May 24,
 Sacramento County Office of Education
<http://infopeople.org/WS/workshop/Workshop/71>

Provider: InfoPeople
Course: **Cataloging Fundamentals**

Dates and locations:

Friday, May 24,
 San Francisco Public Library
 Monday, June 10,
 Cerritos Public Library
 Wednesday, June 26,
 Los Angeles Public Library
 Tuesday, July 9,
 Pleasant Hill-Contra Costa County Library
 Tuesday, July 30,
 San Diego County Library Headquarters
 Tuesday, August 6,
 Bakersfield-Beale Memorial Library
<http://www.infopeople.org/WS/workshop/Directions>

Provider: InfoPeople
Course: **Using the Web for Collection Development**

Dates and locations:

Tuesday, May 21,
 San Jose Public Library
 Wednesday, June 5,
 Los Angeles Public Library
 Thursday, June 13,
 Sacramento County Office of Education
<http://infopeople.org/WS/workshop/Workshop/73>

Provider: InfoPeople
Course: **They're from Mars, We're From Reference:
 Mastering Communications with
 Technical Personnel**

Dates and locations:

Tuesday, May 21,
 Sacramento County Office of Education
 Tuesday, June 4,
 Arcadia Public Library
<http://infopeople.org/WS/workshop/Workshop/79>

Provider: InfoPeople
Course: **Library Laws for the Web Environment
 (distance learning course)**
<http://infopeople.org/WS/workshop/Workshop/86>

Provider: Infopeople
Course: **Library Cheat Sheets,
 Guides and Manuals: How to Create
 Effective Instructional Materials**

Date and location:

Friday, May 10, 2002,
 San Francisco Public Library, Room L58B
<http://infopeople.org/WS/workshop/Workshop/62>

Provider: InfoPeople
Course: **Librarians' Internet Toolkit for Kids**

Dates and Locations:

Tuesday, May 14,
 Sacramento County Office of Education
 Thursday, May 30,
 Los Angeles Public Library
 Tuesday, June 11,
 Fresno County Public Library
 Tuesday, July 16,
 Cerritos Public Library
 Thursday, July 25,
 San Jose Public Library
<http://infopeople.org/WS/workshop/Workshop/81>

Provider: Infopeople
Title: **Law on the 'Net: A Distance Ed Course
 for Non-Law Librarians**

(distance learning course)

Law on the 'Net, Tuesday, May 21, 2002
<http://infopeople.org/WS/workshop/Workshop/92>

Please see Training Corner, page 6

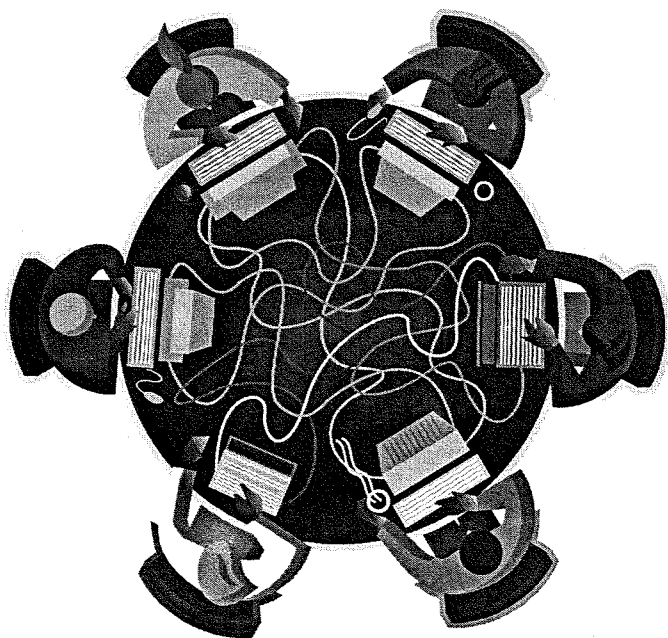
Provider: InFoPeople
Course: **Network Security 101**
Dates and Locations:
Tuesday, June 4,
Pleasant Hill-Contra Costa County Library
Wednesday, June 5,
San Jose Public Library
Friday, June 7,
Cerritos Public Library (LA area-south)
<http://infopeople.org/WS/workshop/Workshop/82>

Provider: InfoPeople
Course: **PowerSearch 1 and PowerSearch 2,
the Internet searching workshops**
Dates and Locations:
Wednesday, May 15,
National City Public Library
Thursday, May 30,
San Jose Public Library
Thursday, June 20,
Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/38>

Provider: OCLC
Course: **ILL Web Basics**
Date and location:
Wednesday, May 15, 2002,
Fresno County Free Library
http://www.oclc.org/western/training/ill_web.htm

Provider: OCLC
Course: **ILL Beyond the Basics**
Date and location:
Thursday, May 16, 2002,
Fresno County Free Library
http://www.oclc.org/western/training/ill_beyond.htm

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



May

May 17-23, 2002

Medical Library Association (MLA) annual meeting, Dallas, Texas

May 29-30, 2002

Library of California board meeting, Sacramento

June

June 8-13, 2002

Special Libraries Association (SLA) Annual Conference, Los Angeles

June 13-20, 2002

American Library Association (ALA) Annual Conference, Atlanta

June 28, 2002

Library Services and Technology Act (LSTA) grant applications for fiscal year 2002/2003 are due at 4:30 p.m. at the Library Development Services bureau of the California State Library.
No faxed grant applications will be accepted.

July

July 20-24, 2002

American Association of Law Libraries (AALL), Annual Meeting and Conference, Orlando, Florida

August

August 14-15, 2002

Library of California board meeting, Sacramento

November

November 15-18, 2002

California Library Association (CLA), Annual Conference, Sacramento

November 19-20, 2002

Library of California board meeting, Sacramento

2003

April

April 10-13, 2003

Association of College & Research Libraries (ACRL),
11th National Conference, Charlotte, North Carolina

CONNECTION

is the website newsletter of the
California State Library
and the Library of California.

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Victoria Fong

President

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



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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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Board & Administrator

FOR BOARD MEMBERS

May 2002 Vol. 18, No. 9

Editor: Jeff Stratton

Board member casts deciding vote from hospital after giving birth

Commitment

You can easily call it going above and beyond the call of duty. Or you can say that she really understands the commitment board service requires. But I still find it amazing that Davenport, Iowa, Board Member Mavis Lee cast her vote on an important issue one hour after giving birth to her baby girl!

"I had indicated I would vote over the telephone if I was available," says Lee. "I had taken so many calls from constituents on this issue and I wanted my vote to count."

For some time, the board and its administrator had been discussing the need to close two schools, "It just worked out that the time line we were looking at for doing this didn't fit real well with my health needs," she says. "The doctor wanted to deliver my baby on the night of the vote."

Lee had discussed her availability for the vote with the superintendent and the board's secretary and prepared the hospital for the possibility. She says she was on the telephone for about 45 minutes that evening and voted on three issues, including her vote in favor of closing two schools.

"I had indicated I would vote over the telephone if I was available. I had taken so many calls from constituents on this issue and I wanted my vote to count."

She also says that mom and baby are "doing fine." ■

What should the executive director expect of the board?

The following lists provide some solid information about board and administrator roles and responsibilities, from the perspectives of both the board and the executive director.

The executive director's expectations:

- To provide counsel, advice, expertise

- and insight into the local community.
- To delegate responsibility for the management of the organization and implementation of board policy to the executive director.

continued on next page

Continued from previous page

- If the nonprofit raises money through fund raising, that the board will participate and support these efforts.
 - To refrain from managing administrative functions.
 - To understand that the staff is responsible and reports to the executive director.
 - To communicate openly and honestly with the executive director.
 - To support the executive director.
 - To hold the administrator accountable for the nonprofit's performance.
 - To provide an annual evaluation of the executive director's performance.
 - To provide an annual evaluation of the board's performance.
 - To plan strategically for the organization's future.
- What should the board expect of its administrator?***
- Full disclosure—open and honest communication of the bad news as well as the good.
 - To act as the board's professional advisor.
 - To implement board policies.
 - To serve as the organization's CEO.
 - To recommend appropriate policies for board consideration.
 - To interpret the needs of the program and present professional recommendations on all problems and issues considered by the board.
 - To develop a budget, and keep the board informed about the organization's financial status.
 - To recruit competent personnel, develop them and supervise them.
 - To assist the board in developing effective community information programs, and to be a visible presence in the community.
 - To provide the board with professional judgment about the organization's strategic needs, and participate in the board's strategic planning process.
 - To provide the board with an annual self-appraisal. ■

What method of voting should a board use?

I took this call recently from one frustrated board member: "We are wasting a great deal of time arguing about what method of voting to use," she says.

"We have a new board member who is convinced that because another board he serves uses a show of hands to count votes, our board should too. We have always used a voice vote.

"I decided to give my time to this organization because I believe in its mission and programs, not to split hairs. What is the preferred method of voting for a nonprofit board?"

My Answer: Hair-splitting is not in the job description of any nonprofit board member. I feel badly for you.

The preferred method for voting for a nonprofit board is whatever the board decides.

Here's what *Robert's Rules of Order* has to say about the issue: "In practice, the method of taking a vote can usually be agreed upon informally."

"I decided to give my time to this organization because I believe in its mission and programs, not to split hairs. What is the preferred method of voting for a nonprofit board?"

Any new member of a board should respect the board's traditions about how a vote is taken, or seriously reconsider his or her reasons for serving. ■

Placentia Library District
 FY 2001 - 2002 Salary Worksheet
 July 2001 - June 2002, Proposed

NAME	POSITION	HIRED	STEP	MENT INC. DATE	FTE	PERIOD	PRIOR PER/HR RATE	RATE CHANGE	NEW PER/HR RATE	# OF PER.	AMOUNT PER	TOTAL SALARY 26 PER	7.65% SS/MEDI	CURRENT MEDICAL RATE/NO	MEDICAL RATE/NO +10%	MEDICAL 27.50	DENTAL 14.00	VISION 7.70	TOTAL COMP	
MAYER, E	Library Director	08/19/91	NA	N.A.	1.000	80.0	44.13	2.8%	45.37	26.00	94,360.53	94,360.53	7,218.58	735.65	755.22	8,906.06	634.80	240.00	92.40	111,452.37
ROBERTS, J	Manager, Public Services	01/01/00	10	N.A.	1.000	80.0	29.61	2.8%	30.44	26.00	63,313.29	63,313.29	4,843.47	978.65	1,022.52	11,919.26	1,052.40	420.00	92.40	81,640.81
SHOOK, J	Manager, Technical Services	04/18/88	9	07/01/05	1.000	80.0	28.20	2.8%	28.99	26.00	60,298.37	60,298.37	4,612.83	177.55	195.31	2,201.62	634.80	168.00	92.40	68,008.01
HERRERA-THOMAS, E	Administrative Assistant	06/26/01	3	12/26/02	1.000	80.0	17.03	2.8%	17.51	13.00	18,207.11	18,207.11	1,911.87	162.10	178.31	2,010.04	634.80	168.00	92.40	43,083.43
GUZMAN, E	Library Aide, Children	08/24/91	10	N.A.	0.500	40.0	9.23	2.8%	9.49	26.00	9,867.98	9,867.98	754.90	346.23	380.85	2,146.63	163.80	84.00	92.40	13,017.30
Multiple Individuals		08/24/98	7	07/01/99	2.250	180.0	8.37	2.8%	8.60	13.00	20,134.20	20,134.20	1,144.52	0.00	0.00	0.00	737.10	378.00	45,551.65	
			9	01/01/00	180.0	180.0	8.79	2.8%	9.04	13.00	21,144.52	21,144.52	41,278.72	3,157.82	0.00	0.00	0.00	737.10	378.00	45,551.65
PAGE	Page Shelves			N.A.	0.500	40.0	7.44	0.0%	6.25	26.00	6,500.00	6,500.00	497.25	NA	NA	NA	NA	NA	6,997.25	
TOTAL	FY 2001-2002				7.250						312,941.87	23,940.05				27,183.61	3,857.70	1,458.00	369.60	369,750.82

0.55% LT Disab 1,721.18
 Tax Trans 886.67
 Salary Trans 11,590.44
 Total Trans 12,477.11

Placentia Library District
 FY2001-2002 Salary Worksheet
 July 2001 - June 2002

NAME	POSITION	HIRED	STEP	MERIT INC. DATE	FTE	PERIOD	PERIOD RATE	PERIOD RATE	CHANGE RATE	NEW RATE	# OF PER.	AMOUNT PER	TOTAL SALARY PER	7.5% MEDICAL RATE/MO	CURRENT MEDICAL RATE/MO	4.0% MEDICAL RATE/MO	MEDICAL RATE/MO	3.00% DENTAL	14.00% VISION	7.70% LIFE/INS	TOTAL COMP	
STAVASAS, M	Library Assistant, Adult	05/06/02	5	11/06/02	0.750	60.0	15.66	15.66	2.8%	16.10	9	8,693.18	25,921.02	1,982.96	231.10	254.21	2,149.23	270.00	126.00	92.40	30,541.61	
			7	11/06/03			16.43	16.89	2.8%	17.27	17	17,277.84										
SMITH, C	Librarian II, Children's	07/01/96	9	07/01/01	1.000	80.0	23.79	24.46	2.8%	24.46	26	50,868.73	50,868.73	3,891.46	177.55	195.31	2,201.62	360.00	168.00	92.40	57,582.21	
			10	07/01/05																		
VACANT (Std)	Librarian I, Reference/Children's	07/01/02	5	01/01/03	0.500	40.0	18.51	19.03	2.8%	19.03	13	10,589.44	21,306.49	1,629.95	177.55	195.31	1,100.81	180.00	84.00	92.40	24,301.25	
			7	01/01/04			19.45	19.99	2.8%	19.99	13	10,917.05										
SUBSTITUTE LIBRARIAN	Librarian/Library Assistant		10		NA		21.44	22.04	2.8%	22.04	1,680	37,027.74	37,027.74	2,832.62	NA	NA	NA	NA	NA	NA	39,860.36	
LITERACY SUBSTITUTES LA	Library Assistant/Literacy		10		NA		18.13	18.64	2.8%	18.64	1,125	20,967.35	20,967.35	1,604.00	NA	NA	NA	NA	NA	NA	22,571.35	
LITERACY SUBSTITUTE CLERKS	Clerk I		10		NA		13.50	13.88	2.8%	13.88		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RAKOS, J	Library Assistant, Admin	07/02/01	3	01/02/02	1.000	80.0	14.89	15.31	2.8%	15.31	13	15,919.20	32,661.62	2,498.61	162.10	178.31	2,010.04	360.00	168.00	92.40	37,290.67	
			5	01/02/03			15.66	16.10	2.8%	16.10	13	16,742.42										
WEBB, A.M.	Librarian I, Literacy	10/29/01	3	04/29/02		80.0	17.64	18.13	2.8%	18.13	21	30,464.99	38,076.30	2,912.84	177.55	195.31	2,201.62	360.00	168.00	92.40	43,811.15	
			5	04/29/03			18.51	19.03	2.8%	19.03	5	7,611.31										
KUO, A	Library Assistant, Circulation	06/01/01	4	12/01/02	1.000	80.0	15.27	15.70	2.8%	15.70	26	32,650.92	32,650.92	2,497.80	162.10	160.00	1,936.80	360.00	168.00	92.40	37,205.92	
			6	B.A.		80.0	16.04	16.49	2.8%	16.49	0	0.00										
MATAS, K.	Library Assistant, Adult/Tech	02/11/78	10	NA	0.750	60.0	18.13	18.64	2.8%	18.64	26	29,074.72	29,074.72	2,224.22	173.36	190.70	1,612.27	270.00	126.00	92.40	33,390.61	
FRIZELL, F	Library Assistant, Literacy/Adult	06/12/00	7	12/12/02	1.000	80.0	16.43	16.89	2.8%	16.89	12	16,214.44	36,109.94	2,762.41	177.55	175.00	2,120.40	360.00	168.00	92.40	41,613.15	
			9	12/12/03			17.28	17.76	2.8%	17.76	14	19,895.50										
WNEK, E.	Clerk II, Circulation/Literacy	10/08/79	10	NA	1.000	80.0	16.03	16.48	2.8%	16.48	26	35,989.79	35,989.79	2,753.22	231.15	254.27	2,866.26	360.00	168.00	92.40	42,229.67	
QUINTANAR (Base plus 5% Bi-Annual)	Clerk I, Circulation	11/08/98	9	05/08/02	1.000	80.0	12.86	13.22	2.8%	13.22	26	28,872.65	28,872.65	2,208.76	231.15	254.27	2,866.26	360.00	168.00	92.40	34,568.07	
			10	05/08/06																		
PEREZ, M. (Base plus 5% Bi-Annual)	Clerk I, Circulation	07/01/01	3	01/01/03	1.000	80.0	11.65	11.98	2.8%	11.98	13	13,078.01	26,818.34	2,051.60	177.55	195.31	2,201.62	360.00	168.00	92.40	31,691.96	
			5	01/01/04			12.24	12.58	2.8%	12.58	13	13,740.33										
VACANT (Std)	Clerk I, Circulation	07/01/02	1	01/01/03	0.500	40.0	10.56	10.86	2.8%	10.86	13	5,927.20	12,151.89	929.62	177.55	195.31	1,100.81	180.00	84.00	92.40	14,446.31	
			3	01/01/04			11.09	11.40	2.8%	11.40	13	6,224.68										
SUBSTITUTE CLERK	Clerk I, Circulation		10	NA	NA		13.08	13.45	2.8%	13.45	800	10,756.99	10,756.99	822.91	NA	NA	NA	NA	NA	NA	11,579.90	
TOTAL	FY 2001-2002				9.500							439,254.48	33,602.97				24,367.74	3,780.00	1,764.00	924.00	503,693.19	
																			0.55% LT Disab		2,415.90	
																			Tax Trans		1,244.55	
																			Salary Trans		16,268.68	
																			Total Trans		17,513.24	

