

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

December 19, 2001

**Library Conference Room
Minter**

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES





December 19, 2001

7:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

✓ 1. Roll Call Administrative Assistant

Case / Search 2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the November 21, 2001 Regular Meeting.

Goe / Secude

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

No Report.

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

6. Trustee Reports

Start - High Room Submitt.

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

- ~~9.~~ Placentia History Room Committee Report

CLAIMS (Items 10 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 – 13 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

20. Building Maintenance Report for November 2001 (Receive & File)
21. Personnel Report for November 2001 (Receive, File, and Ratify Appointments)
22. Volunteer Report for November 2001 (Receive & File)
23. Circulation Report for November 2001 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
25. Minutes of the Placentia Civic Center Authority for its meeting on October 10, 2001 (Receive & File)
26. Letter from Santiago Library System dated November 14, 2001 notifying the District that it is receiving a Young Adult Programs Grant of \$3,200.00 (Receive & File)
27. Article by Dan Walters of the Sacramento Bee regarding ERAF and the State Legislature and Legislative Update from California Special Districts Association (CSDA) of December, 2001 (Receive & File)
28. Library of California Board Actions, November 5-6, 2001 (Receive & File)
29. Fiscal Year 2000-2001 Annual Report of Financial Transactions of Special Districts for Placentia Library District as prepared by Munson, Cronick & Associates and submitted to the State Controller on November 30, 2001 (Receive & File)
- 29a. Legislative Alert from the California Special Districts Association (Receive & File)
- 29b. ERAF Orphan legislative update from Susan Fuller (Receive & File)
- 29c. Ratify contract with Alliance Environmental Group for \$2,615 for asbestos floor tile and adhesive removal in staff workroom and hallway; and with Disaster Kleenup, Better Floors & Restorations for \$7,072 for providing and installing carpet tiles in the staff workroom and hallway. (Receive & File and Ratify Signature of Contracts by the Library Director)

CONTINUING BUSINESS

30. Resolution 01-3 supporting the Placentia-Yorba Linda Unified School District's efforts to acquire funding from a school bond measure

Presentation: Library Director
Recommendation: Read Resolution 01-3 by Title only; and

See / Sunders

Adopt Resolution 01-3

See / Sunders .

Beane - NO
Stark
Wood
Stark)
YES

NEW BUSINESS

Sandea : Geoff Braun
~~*Sandea*~~ ~~*Geoff Braun*~~

31. Election of Board Officers:

Incumbents are indicated in parentheses.

President (*Shkoler*) *Geoff / Gee*

Secretary (*Braun*) *Geoff / Sandea*

Presentation: Library Director

Recommendation: Elect a Library Board President and a Library Board Secretary for 2002

32. Appointment of Library Board Representatives for 2002 by the Board President:

Incumbents are indicated in parentheses.

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

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

Representative to the Special District Workers Compensation Authority Board of Directors (*Stark*)

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

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

Presentation: Library Board President

33. Selection of Date and Time for Regular Board Meetings for 2002

3rd Wed at 6:30 p.m.

Presentation: Library Board President

Recommendation: Set the regular meeting date and time for 2002

34. Reinvestment of Certificates of Deposit

Presentation: Administrative Assistant

Recommendation: Determine where to invest the Certificates of Deposit

35. Presentation of Program Plan for the English Language Literacy Intensive (ELLI) Grant

Presentation: Project Manager Ann Margaret Webb

36. Presentation of Program Plan for the Young Adult Grant

Presentation: Children's Librarian Cyrise Smith

17250
34500
17250
9015
26265

- 36a. Report on Civic Center Authority Meeting on December 11, 2001 to Review Signage Recommendations and Budget for the Civic Center Renovation Project.

Presentation: Library Director

Recommendation: Take action as determined by Library Board.

STAFF REPORTS (Items 37 - 42)

Items 37 – 42 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.

37. Program Committee Report for October and November 2001 (Roberts)
38. Children's Services Report for November 2001 (Smith)
39. Placentia Library Literacy Services Report for October and November 2001 (Roberts)
40. Placentia Library Web Site Report for October and November 2001 (Frizell)
41. Publicity Materials Produced in November 2001. (Rakos)
42. Safety Committee Minutes for November 2001 (Matas)

ADJOURNMENT

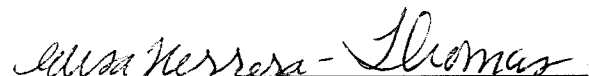
43. Agenda Preparation for the December Regular Meeting, which will be held on Wednesday, January 16, 2002 at 7:30 P.M.
44. Review of Action Items.

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

45. Adjourn

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

I, Elisa Herrera-Thomas, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the December 19, 2001 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 13, 2001.



Placentia Library Board Calendar

December 2001 - November 2002

Dec 2001						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2002						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

- 3 7:00 PM Friends Board Meeting, Braun
- 4 9:00 AM SDWCA Fall Workshop on Worker's Compensation, Anaheim Hilton Hotel
- 7 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 9 1:00 PM Friends Book Sale
- 19 7:30 PM Library Board Meeting

January

- 7 7:00 PM Friends Board Meeting, Wood
- 13 1:00 PM Friends Book Sale
- 16 7:30 PM Library Board Meeting
- 17 5:30 PM Chamber Mixer

- 18 ALA Midwinter Meeting, New Orleans, through Jan 23
- 23 7:00 PM Foundation Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 10 1:00 PM Friends Book Sale
- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 10 1:00 PM Friends Book Sale
- 12 10:42 AM Public Library Association Conference, Phoenix, through March 16
- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 1 7:00 PM Friends Board Meeting, Stark
- 9 11:00 AM MCLS/SLS Annual Meeting, Friendly Hills Country Club, Whittier
- MCLS/SLS Annual Meeting, Whittier
- 14 1:00 PM Friends Book Sale
- National Library Week begins, through April 20

Jun 2002						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 2002						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2002						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2002						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Placentia Library Board Calendar

December 2001 - November 2002

Dec 2001						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2002						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

- 15 6:30 PM Friends Annual Meeting
- 17 5:00 PM Chamber of Commerce Mixer sponsored by the Library
- 7:30 PM Library Board Meeting
- 25 7:15 AM Chamber of Commerce Breakfast, program by the Library

May

- 6 7:00 PM Friends Board Meeting, Braun
- 15 7:30 PM Library Board Meeting
- 19 1:00 PM Friends Book Sale
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 26 3:36 PM Library Closed for Monday Holiday
- 27 Library Closed for Memorial Day

June

- 3 7:00 PM Friends Board Meeting, Wood
- 9 1:00 PM Friends Book Sale
- 13 2:35 PM ALA Annual Conference, Atlanta, through June 19
- 10:39 AM American Librry Association, Atlanta, through June 19
- 19 7:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

July

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

August

- 11 1:00 PM Friends Book Sale
- 18 IFLA Conference, Glasgow, through Aug 24
- 21 7:30 PM Library Board Meeting

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, Shkoler

Jun 2002						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 2002						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2002						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2002						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2002						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 21, 2001**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 21, 2001 at 4:30 P.M..

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

Members Absent: Trustee Peggy Dinsmore.

Others Present: Administrative Assistant Elisa Herrera-Thomas; Public Services Manager and Literacy Coordinator Jim Roberts; and Placentia Yorba Linda Unified School District Assistant Superintendent Executive Services David Verdugo.

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

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

MINUTES It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the October 17, 2001 Regular Meeting as printed.

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

PRESIDENT'S REPORT President Shkoler reported on the Placentia Library Foundation Donor Reception that was held on Friday, November 16, 2001. He reported that Foundation President Gaeten Wood and the Library Staff did a good job preparing for the Reception.

TRUSTEE'S REPORT Trustee Stark reported that she attended the Special Districts Workers Compensation Authority (SDWCA) retreat from November 14-16, 2001.

Trustee Stark also reported that she attended the most recent Friends meeting. She commented on the dynamic, diversified, positive feeling of the group and the fact that they were very business like and goal oriented.

**SCHOOL DISTRICT
BOND MEASURE**

David Verdugo, Assistant Superintendent of Executive Services for the Placentia Yorba Linda Unified School District, made a presentation regarding the school district's upcoming bond issue campaign and requested the endorsement of the Placentia Library District Board of Trustees.

It was moved by Trustee Wood, seconded by Trustee Stark to authorize the Library Director to prepare a resolution of endorsement for the upcoming bond issue campaign for the December Board Meeting.

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

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Trustee Peggy Dinsmore was not feeling well due to her recent injury and that flowers were sent to her on behalf of the Library Board of Trustees.

Library Director Minter also reported the Civic Center renovation project was coming along nicely. The tile in the front hallway of the Library was to be finished on Friday, November 23, 2001. Patrons will soon have access to the side door entrance facing Chapman Avenue.

Library Director Minter also reported that the library system changeover was going smoothly and that the Library weeding project was about seventy-five percent completed.

Library Director Minter also reported that the Placentia Library Foundation had received a \$5,000.00 gift from Bill Dooley. Mr. Dooley agreed with a staff recommendation that this money be used to update the travel, geography and atlas sections of the collection.

**FOUNDATION
REPORT**

Foundation Board President and Library Board Trustee Wood reported that the Donor Reception held on Friday, November 16, 2001 went very nicely. She also commented on the positive response from the local restaurants and markets that had contributed to the event.

Trustee Wood also reported that she was pleased to be able to announce the following grants:

- Wells Fargo Grant in the amount of \$1,000.00 for the Spanish Literacy Project
- From the office of Orange County Supervisor Cynthia Coade, a \$5,000.00 Grant for the Spanish Literacy Project
- Placentia Linda Hospital, a grant of \$5,000.00 for general purposes

Trustee Stark presented several concerns with the donor acknowledgement procedures.

**PLACENTIA
HISTORY ROOM**

The dedication of the Placentia Library District History Room will be held on the evening of Tuesday, December 4, 2001.

CLAIMS

It was moved by Secretary Braun, seconded by Trustee Wood to approve Agenda Items 10 through 13.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4165, 4166, 4167, 4168 and 4169 for a total of \$18,228.45.

Current Claims and Payroll: Claims 4170, 4171, 4172, 4173, 4174, 4175, 4176, 4177 and 4178 for \$36,211.42. Payroll Claims 4179 for \$26,961.00 and 4180 for \$26,961.00 for a subtotal of \$53,922.00. The combined total for all Claims and Payroll claims was in the amount of \$90,133.42.

FY2001-2002 Cash Flow Analysis through October 17, 2001 with recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 14 through 19:

Financial Reports for October 2001

Office General Ledger & Check Registers for October 2001

Acquisitions Report for October 2001

Collection Agency Report for October 2001

Debit Card System Reimbursement Report for October 2001

Gifts Report for October 2001

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Stark to receive and file Agenda Items 20-35a:

Building Maintenance Report for October 2001. (Receive & File)

Personnel Report for October 2001 (Receive, File & Ratify Appointments)

Volunteer Report for October 2001 (Receive & File)

Circulation Report for October 2001 (Receive & File)

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

Staff notes from Placentia Civic Center Authority Meeting, November 7, 2001 (Receive & File)

Grant application to American Library Association of Life ! @ Your library program for the Friends of Placentia Library Annual Meeting on April 15, 2001 (Matching grant funds have been allocated by the Friends) (Receive & File)

Legislative Update from California Special Districts Association (CSDA) of November 6, 2001 (Receive & File)

Quarterly Reports to the State Library of California for the Partnerships for Change Implementation Grant for Fiscal Year 2000-2001 (Receive & File)

Award Letter from State Librarian Kevin Starr announcing a \$60,000 grant to Placentia Library District for the English Language Literacy Intensive (ELLI) program (Receive & File)

Management Letter from Munson, Cronick & Associates for the Placentia Library District financial audit for Fiscal Year 2000-2001 (Receive & File)

Plan of Service and Budget Request for Fiscal Year 2001-2002 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted on November 5, 2001 (Receive & File)

Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2001-2002, as submitted on November 6, 2001 (Receive & File)

Claim for distribution of settlement proceeds from the lawsuit United State and the State of California v Baker & Taylor as submitted to the State of California Department of Justice on November 5, 2001 (Receive & File)

Annual Report of Employee Benefit Plan (IRS Form 5500) for the Placentia Library District Cafeteria, administered by Woodmen Accident and Life, as submitted to the Internal Revenue Service on October 25, 2001 (Receive & File)

Ratification of Certification of Placentia Library District's Intent to adopt the National Retirement Services, Inc. Standardized Money Purchase Pension Plan and Trust, IRS Folder Number: 502B7160701-004 as signed by the Library Director and submitted to National Retirement Services on October 10, 2001 (Receive & File)

Letter of Understanding with Robert Borders & Associates for architectural services for the remodeling of the Literacy tutoring area as part of the ELLI Grant (Receive & File)

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

STAFF REPORTS

It was moved by Secretary Braun, seconded by Trustee Wood to approve Agenda Items 38-43.

Program Committee Report for October 2001.

Children's Services Report for October 2001.

Placentia Library Literacy Services Report for October 2001.

Placentia Library Web Site Report for October 2001.

Publicity Materials produced for October 2001.

Safety Committee Minutes for October 2001.

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

DECEMBER MEETING

The December Regular Library Board Meeting will be held on Wednesday, December 19, 2001 at 7:30 P.M. in the Library Conference Room. If a request from Trustee Stark is received prior to December 3 the date will be changed to Tuesday, December 17, 2001 at 7:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 21, 2001 adjourned at 6:30 P.M.

Geoff Braun, Secretary



Friends of Placentia Library Board Meeting December 2001

The meeting was called to order by President, Pat Irot. The following Directors were present: Pat Irot, Jan Schwartzkopf, Renee Scott, Barbara Hemmerling, Virginia Walker, Jill Botha, Eleanor Rankin, Ginny Sanatar and Marge Horrocks. Elizabeth Minter, Jim Roberts, and Jillian represented the staff. Jeff Braun was in attendance from the Trustees.

The minutes of the November 5 board meeting were approved as corrected. The treasurer reported a balance of \$11,529.97 There were no bills to be paid.

President's Report: (1) Ginny Sanatar is now officially a Director of the Friends. (2) Pat read a thank you from Elizabeth and the staff. They expressed their appreciation for our monetary and emotional support after Cindy McClain's death. (3) History room dedication will be December 4 at 8:15. The City Council will be in attendance. (4) Wells Fargo bank donated \$1000 to Books 2001 and \$1000 for the Spanish literacy program. (5) Pat continues to be available to train new volunteers at 3PM, Monday.

Second Sunday Sales: A new sign up sheet was circulated: Jan. 13—Virginia, Marge
Feb. 10---Eleanor, Renee, March 10---Ginny, Renee, April 14---Jan, Barbara, May 19---
Marge, Jill, June 9—Eleanor, July 14---Pat Irot, August 11 Sept, 8
Oct. 13---Marge, Jill, Nov. 10 Dec. 8.

Author's Luncheon March 2. Dorene Ludwig is our author. The menu is being researched. The apron fabric will be here by the first of the year. It was decided to invite Lynn Daucher to be our Maitre de'.

Annual Meeting, April 15. Jim reported that his application for the grant has been filed. (copy in secretary's book). Everything is well planned and on schedule.

Placentia Library Foundation: Eleanor Rankin has agreed to serve as our representative on this board.

Director's Report (1) The poinsettias in the library were purchased with the Director's fund provided by the Friends. They add a touch of holiday color and the patron's have commented on their beauty. (2) Asbestos was found in the workroom. All of the tiles must be removed and replaced. Some moisture in the same area will be addressed. This will be done while the library is closed for the holidays. (3) Elisia is programming the new cash register in the Friends sales room. (4) Camp Library was a big success. The biggest turnout ever. (5) Elizabeth brought a request from Cerise, children's librarian. The large lighted globe needs to be replaced. The stand will be able to be used. She estimated the cost as just under \$500. It was moved by Virginia and seconded by Jan to allow up to \$500 to purchase a new globe. The motion carried.

Virginia Walker commented on the healthy balance in our treasury. A discussion was held on funds already committed and the desire to have a nest egg with which to carpet the meeting room, replace the refrigerator, and/or accomplish other projects in the meeting room that would improve the appearance and the comfort of that area. The motion was made by Jan and seconded by Jill to allow \$1000 for technical assistance in the library. This will hire an experienced person to help get already acquired material ready for circulation. The motion resulted from our discussion on use of funds. The motion was carried.

Next meeting January 7, 2002 7PM Conference Room.

Meeting dates 2/4, 3/4, 4/1, 5/6, 6/3

Sales dates 1/13, 2/19, 3/10, 4/7, 5/19, 6/9

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 19, 2001

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elisa Herrera-Thomas



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
December 19, 2001

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	November 27, 2001	4181	8,876.54
	December 5, 2001	4182	591.63
	December 5, 2001	4183	774.97
	TOTAL		10,243.14

Prepared by : Elisa Herrera-Thomas

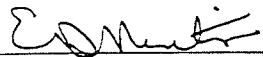
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	11/13/01 VH1181		0300	00		7,611.80		
N06556A C N A Group Benefits 75 Remittance Drive., Suite 1641 Chicago, IL 60675-1641	11/20/01 0000005182		0300	00		246.05		
N20042 Fortis Benefits P.O.Box 806644-1 Kansas City, MO 64180-6644	11/16/01 4027912-1		0300	00		107.80		
N05030I AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	11/1/01 0508471510001 0182971115001		0700	00		34.99		
						199.16		
						234.15		
I03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	11/7/01 3352532062 7145248408		0700	01		350.90		
						45.96		
						396.86		
N03833 Brodart Automation P.O.Box 3488 Williamsport, PA 17705	11/21/01 A34409		0700	05		215.00		
N03649C Dept. 31 - 0000073264 Staples Credit Plan P.O.Box 9020 Des Moines, IA 50368-9020	11/6/01 7972310000073264		1800	00		61.88		
N01074 Southern California Gas Company P.O.Box C Monterey Park, CA 91756	11/16/01 05391188009		2800	00		3.00		

The claims listed above (totaling \$8,876.54) 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

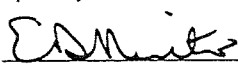
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N25349 Sandra C. Gutierrez 1636 Orchard Drive #H Placentia, CA 92870	10-31-01		1900	01		591.63		"2"
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$591.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

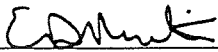
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03646 Vision Service Plan P.O.Box 45210 San Francisco, CA 94145-5210	December 2001		0300	00		466.72		
N03752 Pafic Bell Payment Center Van Nuys, CA 91388-0001	November 17, 2001		0700	00		1.23		
Home Depot/GECF P.O.Box 9903 Macon, GA 31297-9903	November 21, 2001		1800	00		55.10		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	November 26, 2001		2800	00		251.92		

The claims listed above (totaling \$774.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
December 19, 2001

TYPE	REPORT NUMBER	AMOUNT
Regular	4184	45,566.69
	4185	14,480.01
	4186	1,544.20
	4187	6,062.22
	4188	676.12
	4189	6,792.12
	4190	6,865.82
Subtotal for Regular		81,987.18
Payroll	4191	26,961.00
	4192	26,961.00
Subtotal for Payroll		53,922.00
TOTAL CURRENT CLAIMS & PAYROLL		135,909.18

Prepared by: Elisa Herrera-Thomas

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
N06573C First American Trust ATTN: Denise Mehus 2100 Fifth Avenue San Diego, CA 92101	July 1, 2000- June 30, 2001		0200	00		41,354.41		
National Retirement Services, Inc. File 56732 Los Angeles, CA 90074-6732	12-05-01		0200	00		1,900.00		
N15508 Cosmolink Internet Services 3030 Saturn Street, Suite 204 Brea, CA 92821	11-1-01 to 11-30-01		0700	02		19.95		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	Dec 2001 062760		1400	00		1,100.00		
N03653 Bear State 3548 Enterprise Drive Anaheim, CA 92807-1640	11-14-01 01-11-1315		1400	00		295.73		
N06819A American Library Association Membership Cust Service 77-6499 Chicago, IL 60678-6499	Member # 0231734 Cyrisse Smith		1600	00		235.00		
LAFD Badge Program 766 Wall Street Los Angeles, CA 90014	Member Renewal for 2002 & 2003		1600	00		50.00		
N03859D Epixtech, Inc. 2914 Collections Center Drive Chicago, IL 60693	11-30-01 A015308		1800	00		489.19		
Associated Bag Company P.O.Box 3036 Milwaukee, WI 53201-3036	11-20-01 M841743		1800	00		122.41		

The claims listed above (totaling \$45,566.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/01
REPORT NO 4185

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
N22072 CW Performance Technology, LLC 2603 Main Street, Suite 600 Irvine, CA 92614	11-30-01 Client ID# T0083		1900	00		2,949.48		
			1900	00		972.00		
			1900	00		1,932.12		
			1900	00		5,000.00		
			1900	00		1,197.72		
						12,051.32		
Pringles Draperies 12020 Western Avenue Garden Grove, CA 92841	10-26-01		1800	00		32.25		
	28475							
	11-1-01		1800	00		215.63		
	28623					247.88		
Vail Dunlap & Associates 221 West Dyer Road Santa Ana, CA 92707	78954		1800	00		618.13		
Consolidated Reprographics P.O.Box 513865 Los Angeles, CA 90051-3865	11-15-01 567037		1800	00		102.26		
N13034A Omnigrafix Printing 1571 S. Sunkist Street, Suite L Anaheim, CA 92806	12-5-01		1800	00		105.36		
	34908		1800	09		57.78		
	34907					163.14		
N03738B Pitney Bowes Inc. P.O.Box 856390 Louisville, KY 40285-6390	11-30-01		1800	00		75.99		
	306456							
	12-16-01		1803	00		179.53		
	352844					255.52		
N03738B United States Postal Service CMRS-PB P.O.Box 504766 The Lakes, NV 88905-4766	Nov 2001		1803	00		250.00		
	Nov (Passport)					285.85		
						535.85		
N16779 Literacy Pro Systems, Inc. 333 West Maude Ave., Suite 108 Sunnyvale, CA 94085	12-4-01 KS022802		1800	08		429.92		

The claims listed above (totaling \$14,480.01) 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.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/01
REPORT NO 4186

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
N03650C Kinko's Inc. Customer Admin. Services P.O.Box 530257 Atlanta, GA 30353-0257	11-30-01 0400200305		1800	09		41.93		
N03858A American Agencies P.O.Box 2829 Torrance, CA 90509-2829	10-31-01		1900	00		8.41		
N19647 Unique Management Services 515 Michigan Avenue Jeffersonville, IN 47130	12-1-01 10055		1900	00		213.11		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. Anaheim, CA 92816	11-30-01 00297		1900	00		52.50		
				09		30.00		
				09		20.00		
						102.50		
N06965 Paychex 200 E. Sandpointe, Suite 100 P.O.Box 25159 Santa Ana, CA 92799-5159	11-29-01 20011129		1900	00		123.85		
Photography by John Walcek 119 N. Bradford Avenue Placentia, CA 92870	12-5-01 216		1900	00		53.75		
				09		98.69		
						152.44		
Lauren Andrews 1610 S. Pomona Ave. C-9 Fullerton, CA 92832	Sep 2001 Oct 2001		1900	08		300.00		
				08		400.00		
						700.00		
N23459 Thomas T. Beeler, Publisher P.O.Box 659 Hampton Falls, NH 03844-0659	10-11-01 57994 10-31-01 58716		2400	01		122.98		
				01		78.98		
						201.96		

The claims listed above (totaling \$1,544.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06579B The Gale Group P.O.Box 95501 Chicago, IL 60694-5501	11-13-01 11125877		2400	01		126.38		
Dun & Bradstreet Business Reference Services P.O.Box 75918 Chicago, IL 60675-5918	11-29-01 01674-01		2400	01		1,647.56		
N01861 Salem Press, Inc. P.O.Box 50062 Pasadena, CA 91115-0062	11-30-01 0313814-IN		2400	01		1,150.32		
Marquis Who's Who P.O.Box 7247-0449 Philadelphia, PA 19170-0449	11-30-01 392360		2400	01		603.76		
N03845A Marshall Cavendish 99 White Plains Road, P.O.Box 200 Tarrytown, NY 10591-9001	11-20-01 575821 11-1-01 571269		2400	01		726.24 101.95 828.19		
N03833 Brodart Co. P.O.Box 3488 Williamsport, PA 17705	11-28-01 234611 11-26-01 233802 11-15-01 U834500 U834501 U834502 11-20-01 U843894		1800	00		339.75 1,063.22 18.58 20.37 23.28 28.11 1,493.31		
N03832 Books On Tape P.O.Box 7900 Newport Beach, CA 92658	12-7-01 4612237P		2400	05		212.70		

The claims listed above (totaling \$6,062.22) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N25796 Book Wholesalers, Inc. P.O.Box 91691 Chicago, IL 60693	10-25-01							
	1179146		2400	01		77.59		
	11-2-01							
	1183091		2400	01		13.53		
	1183094		2400	01		20.58		
	1183093		2400	01		19.29		
	1183092		2400	01		48.53		
	11-8-01							
	1185810		2400	01		26.61		
	1185811		2400	01		103.74		
	11-15-01							
	1189141		2400	01		37.28		
	1189140		2400	01		64.06		
	1189139		2400	01		18.47		
11-27-01								
1194629		2400	01		7.10			
1194631		2400	01		38.40			
						475.18		
N26011 Alice Kuo 419 E. Broadway #L San Gabriel, CA 91776	11-2001		2700	01		4.88		
N25795 Jillian C. Rakos 360 S. Timken Rd. Anaheim Hills, CA 92808	11-2001		2700	01		113.85		
N09220A Jim Roberts 3474 Whistler Avenue El Monte, CA 91732	11-2001		2700	01		13.87		
			2700	08		22.77		
						36.64		
N15072 Estella Wnek 5812 Furnace Creek Road Yorba Linda, CA 92886	Apr-Oct 2001		2700	01		27.63		
Ann Margaret Webb 903 E. First Street #11 Long Beach, CA 90802	10-29-01 to 11-30-01		2700	07		17.94		

The claims listed above (totaling \$676.12 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A	11-6-01							
Ingram Library Services	77081990		2400	01		562.53		
P.O.Box 502779	77081991		2400	01		17.99		
St. Louis, MO 63150-2779	77081992		2400	01		1,491.54		
	77081993		2400	01		1,931.33		
	77081994		2400	01		164.54		
	77081995		2400	01		799.60		
	77081996		2400	01		77.45		
	77081997		2400	01		16.40		
	77081998		2400	01		153.58		
	11/7/01 77094429		2400	01		21.31		
	11/12/01 77152757		2400	01		62.58		
	77152758		2400	01		23.53		
	77152759		2400	01		16.67		
	77152760		2400	01		91.42		
	77152761		2400	01		14.17		
	77152762		2400	01		20.64		
	77152763		2400	01		292.62		
	77152764		2400	01		15.66		
	77152765		2400	01		44.26		
	11/16/01 77215529		2400	01		110.41		
	77215530		2400	01		17.96		
	77215531		2400	01		157.51		
	77215532		2400	01		32.60		
	11/23/01 77293703		2400	01		11.97		
	77293704		2400	01		11.35		
	11/26/01 77311689		2400	01		32.58		
	77311690		2400	01		22.56		
	77311691		2400	01		19.79		
	77311692		2400	01		16.37		
	77311693		2400	01		21.82		
	77311694		2400	01		40.78		
	77311695		2400	01		23.21		
	77311696		2400	01		181.80		
	77311697		2400	01		8.85		
	12/6/01 77467361		2400	01		145.09		
	77467362		2400	01		46.41		
	77467363		2400	01		5.72		
	77467364		2400	01		67.52		
						6,792.12		

The claims listed above (totaling \$6,792.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06579B The Gale Group P.O.Box 95501 Chicago, IL 60694-5501	11-27-01 11167541		2400	01		134.31		
Natalyne Correale Federal Work Study Student c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	Nov 2001		2700	08		1.38		
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92870	12-4-01 54686		1400 2800	00 00		1,150.57 5,550.58 6,701.15		
Elisa Herrera-Thomas 4550 Via Corzo Yorba Linda, CA 92886	11-16-01 to 12-13-01		2700	01		28.98		

The claims listed above (totaling \$6,865.82 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

6,865.82

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	December 19, 2001 Pay period #14 December 28, 2001 January 10, 2001		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, JANUARY 10, 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/01
REPORT NO 4192

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	December 19, 2001 Pay period #15 January 11, 2001 January 24, 2001		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, JANUARY 24, 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: December 19, 2001

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2001-2002 will be distributed at the Library Board Meeting.

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through December 19, 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
12/19/01	4184	General		45,566.69	-17,095.35
12/19/01	4185	General		14,480.01	-31,575.36
12/19/01	4186	General		1,544.20	-33,119.56
12/19/01	4187	General		6,062.22	-39,181.78
12/19/01	4188	General		676.12	-39,857.90
12/19/01	4189	General		6,792.12	-46,650.02
12/19/01	4190	General		6,865.82	-53,515.84
12/19/01	4191	Payroll to wire January 10, 2002		26,961.00	-80,476.84
12/19/01	4192	Payroll to wire January 24, 2002		26,961.00	-107,437.84



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%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Financial Reports
DATE: December 19, 2001

BACKGROUND:

The Financial Reports for November 2001 will be distributed at the Library Board Meeting.

RECOMMENDATION:

Receive & File the Financial Reports for November 2001.



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
December 19, 2001

	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	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						0.00	0.00	
31-Jan-02						0.00	0.00	
28-Feb-02						0.00	0.00	
31-Mar-02						0.00	0.00	
30-Apr-02						0.00	0.00	
31-May-02						0.00	0.00	
30-Jun-02						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

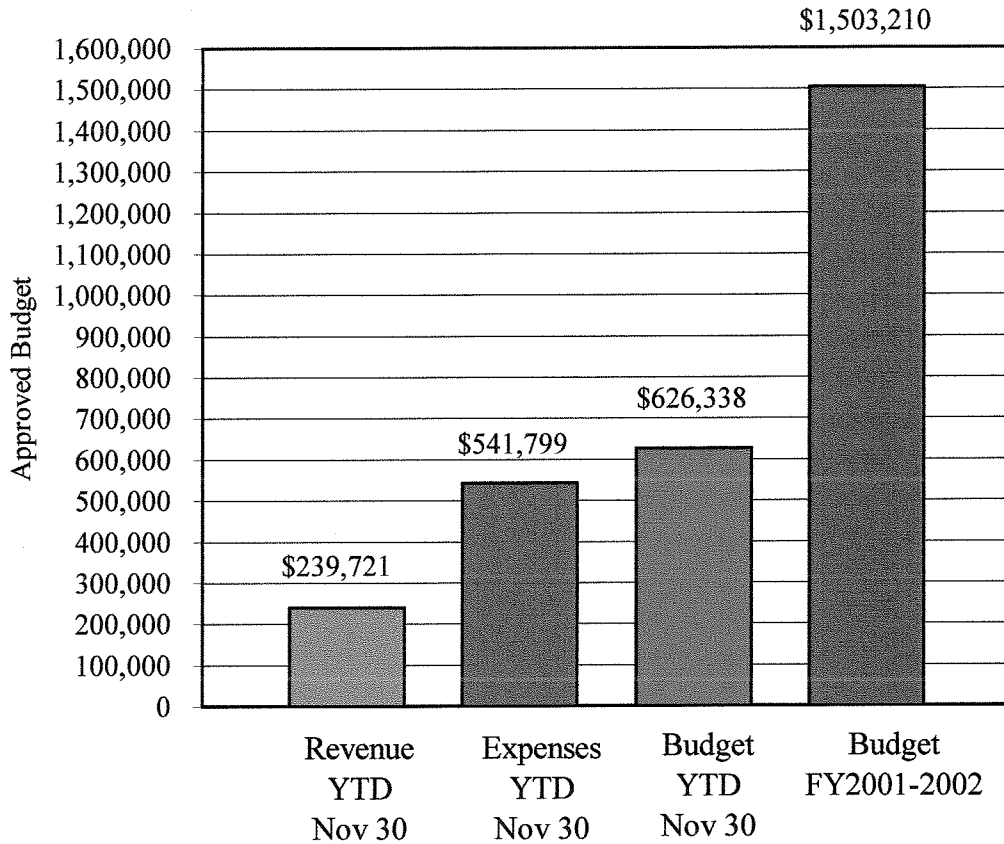
	Fiscal Year 2000-2001						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99	
31-Jul-00	96,171.58	8,957.55	147,823.78	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)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
6210-00	Prop. Taxes - current secured	993,584	101,203.78	98,335.17	101,203.78	98,335.17	10.19%
6210-01	Public Utility	23,000	0.00	0.00	0.00	0.00	0.00%
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	115,080.19	110,669.31	101,203.78	98,335.17	11.18%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,992.00	48,209.51	0.00	0.00	94.53%
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	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	11,738.55	8,887.58	2,047.72	1,481.23	33.54%
6280-01	Final supplemental for prior years	0	1,746.82	1,592.26	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	13,485.37	10,479.84	2,047.72	1,481.23	38.53%
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	193,891.87	182,475.28	103,251.50	99,816.40	16.98%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
6610-00	Interest	22,000	3,322.21	3,879.93	299.78	753.41	15.10%
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	3,322.21	3,879.93	299.78	753.41	15.10%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	11,000	1,139.23	4,009.38	1,139.23	65.00	10.36%
6970-01	State - CA Foundation Funds	88,826	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	30,000	5,000.00	0.00	0.00	0.00	
6970-04	State - Prop 10 Families for Literacy Grant	60,000	0.00	15,000.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	209,826	6,139.23	19,009.38	1,139.23	65.00	2.93%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	13,677.42	10,064.22	2,537.78	2,014.61	47.99%
7670-01	Local Revenue -- Passport	85,000	22,689.95	17,800.70	6,094.23	2,986.25	26.69%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	113,500	36,367.37	27,864.92	8,632.01	5,000.86	32.04%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,503,210	239,720.68	233,229.51	113,322.52	105,635.67	15.95%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
0100	Salaries & Wages	651,612	274,682.00	259,516.00	74,186.00	68,310.00	42.15%
0200	Retirement (Social Security & Pension Contribution)	93,517	20,962.00	19,947.00	5,697.00	5,229.00	22.42%
	Health & Life Insurance/Blue Shield CA	39,442	16,596.27	17,057.31	10,576.94	6,346.89	42.08%
	Long Term Disability/CNA	3,584	1,369.79	1,017.91	1,157.14	208.54	38.22%
	Life Insurance/Fortis & Protective Life	2,600	317.60	423.50	107.80	84.70	12.22%
	Vision Service Plan/VSP	2,898	1,128.76	1,136.95	220.68	230.74	38.95%
	Dental/Ameritas	7,278	2,849.90	3,410.10	649.50	1,154.40	39.16%
0300	Total Employee Insurance	55,801	22,262.32	23,045.77	12,712.06	8,025.27	39.90%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,600	0.00	2,207.00	0.00	1,289.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	807,530	317,906.32	304,715.77	92,595.06	82,853.27	39.37%
0700-00	Communications - Telephone	2,250	1,775.70	778.43	457.87	209.01	78.92%
0700-01	Communications - Modem/Fax	5,500	2,404.29	2,605.26	855.32	697.74	43.71%
0700-02	Communications - Internet/Database	3,500	807.48	1,192.03	19.95	325.68	23.07%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	684.81	1,077.50	215.00	431.00	25.36%
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	154.25	141.66	45.96	70.60	19.28%
	Total Communications	14,750	5,826.53	5,794.88	1,594.10	1,734.03	39.50%
0900-00	Food - General Fund	150	0.00	54.55	0.00	54.55	
0900-07	Food - ELLI Grant	250	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	66.10	0.00	0.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	400	0.00	120.65	0.00	54.55	0.00%
1000-00	Household Expense	4,500	1,217.83	951.32	0.00	773.35	27.06%
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)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	1,991.00	4,057.02	170.00	0.00	39.82%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,500	4,860.00	6,263.16	0.00	0.00	38.88%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	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	6,851.00	10,320.18	170.00	0.00	39.15%
	HVAC	2,500	474.15	228.00	0.00	0.00	18.97%
	Carpet Cleaning	3,500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	30,000	7,213.51	7,475.30	3,516.55	693.87	24.05%
	Plumbing	1,800	167.61	237.93	0.00	0.00	9.31%
	Electrical	1,500	313.19	0.00	101.43	0.00	20.88%
	Cleaning Service	13,700	5,350.00	4,900.00	1,100.00	1,100.00	39.05%
	Locksmith	200	131.41	146.82	0.00	0.00	65.71%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	234.96	3,554.21	0.00	298.72	4.70%
1400-00	Total Maintenance of Building & Grounds	58,200	13,884.83	16,542.26	4,717.98	2,092.59	23.86%
1600-00	Memberships - General Fund	3,750	637.50	593.00	585.00	340.00	17.00%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	275.50	0.00	100.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,150	913.00	593.00	685.00	340.00	22.00%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
1800-00	Library Supplies	10,000	5,982.06	3,156.03	240.00	1,174.00	59.82%
	Printing	9,500	3,138.19	3,001.44	260.22	82.97	33.03%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	900	1,210.09	422.99	18.57	0.00	134.45%
	Paper	1,700	911.77	639.99	191.25	174.99	53.63%
	Drinking Water Service	325	130.00	129.00	26.00	26.00	40.00%
	Other Office Supplies	8,500	5,834.21	4,334.82	2,317.05	921.54	68.64%
	Total Office Supply Expense - General Fund	30,925	17,206.32	11,684.27	3,053.09	2,379.50	55.64%
1800-07	ELLI Grant Supply Expense	1,000	513.56	0.00	513.56	0.00	
	Printing	3,418	2,324.77	0.00	2,324.77	0.00	
	Publications	0	1,649.71	0.00	1,000.41	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	4,200	3,648.48	1,685.49	0.00	661.82	
	Total Adult Literacy Office Supply Expense	7,618	7,622.96	1,685.49	3,325.18	661.82	100.07%
1800-09	Supply Expense Families for Literacy	3,000	419.23	0.00	0.00	0.00	
	Total Office Expense	42,543	25,762.07	13,369.76	6,891.83	3,041.32	60.56%
1803-00	Postage Expense - General Fund	4,800	2,445.14	887.72	67.90	268.20	50.94%
1803-01	Postage Expense - LSCA II Grant	0	0.00	250.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	6.62	0.00	6.62	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	2,451.76	1,137.72	74.52	268.20	50.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
	Care Resources (Employee Assistance)	420	175.00	175.00	70.00	35.00	41.67%
	Pension Contribution & Operating Expenses	7,500	2,271.42	4,127.32	1,095.04	1,645.00	30.29%
	Anaheim Consortium Automated Library System	30,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	475	188.55	188.55	37.71	75.42	39.69%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	126.43	103.45	11.10	14.14	1.39%
	Advertising (Including WEB Site)	2,000	0.00	345.80	0.00	0.00	0.00%
	Medical Exams	500	867.50	210.00	52.50	0.00	173.50%
	Collection Services - Accounts Receivable	2,500	1,228.06	1,116.46	421.97	237.86	49.12%
	Audit & Accounting Services	5,250	4,650.00	4,425.00	0.00	450.00	88.57%
	Payroll Preparation	3,000	1,277.80	1,143.25	119.30	208.55	42.59%
	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	2,504.26	5,198.60	859.50	1,177.50	26.36%
1900-00	Total Specialized Services - General Fund	70,245	13,289.02	17,033.43	2,667.12	3,843.47	18.92%
1900-01	Specialized Services - Partnerships for Change Grant	0	11,701.18	0.00	2,024.94	0.00	
1900-07	Specialized Services - ELLI Grant	13,600	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	0	425.00	1,010.00	225.00	535.00	#DIV/0!
1900-09	Specialized Services - Families for Literacy	2,000	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	382.99	2,357.66	253.01	2,223.80	3.19%
	Total Specialized Services	97,845	25,798.19	20,401.09	5,170.07	6,602.27	26.37%
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	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)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	50,633.58	52,875.50	0.00	0.00	41.92%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	48.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	16,693.60	12,886.07	3,059.28	2,465.32	11.13%
2400-02	Special Department Expense - Video	0	242.12	1,129.45	0.00	945.40	
2400-03	Special Department Expense - Electronic	0	19,202.97	23,500.88	998.00	208.58	
2400-04	Special Department Expense - Periodicals	0	588.96	68.04	0.00	0.00	
2400-05	Special Department Expense - Audio	0	4,268.04	563.43	393.10	0.00	
2400-07	Special Department Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	6,182	2,282.24	3,779.96	0.00	864.37	36.92%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	156,182	43,325.93	41,927.83	4,450.38	4,483.67	27.74%
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	164.00	34.00	0.00	66.93%
2700-01	Transportation/Travel - Meetings, Staff Local	4,000	2,557.49	1,796.50	394.03	129.04	63.94%
2700-02	Transportation/Travel - Meetings, Board Out of Town	600	896.62	0.00	0.00	0.00	149.44%
2700-03	Transportation/Travel - Meetings, Board Local	500	287.52	42.00	100.00	0.00	57.50%
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	373.50	0.00	373.50	0.00	31.93%
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	319.34	375.93	34.00	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	2,000	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,850	6,305.67	2,378.43	935.53	129.04	58.12%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 NOV 2001	FY2000-2001 NOV 2000	FY2001-2002 % EXP BUD
2800-00	Electricity	50,000	27,887.11	19,570.17	6,525.77	4,215.65	55.77%
	Gas	7,000	370.62	1,024.34	8.52	290.01	5.29%
	Water	3,750	1,974.39	1,580.10	205.18	242.41	52.65%
	Total Utilities	60,750	30,232.12	22,174.61	6,739.47	4,748.07	49.76%
	TOTAL SUPPLIES & SERVICES	599,200	218,482.05	194,113.72	31,428.88	24,267.09	36.46%
3700-00	Taxes, Assessments (Sales Tax)	3,750	2,028.68	0.00	2,028.68	0.00	54.10%
4000-00	Equipment - General Fund	30,000	3,381.47	5,532.93	752.38	1,428.60	11.27%
4000-07	Equipment - ELLI Grant	5,142	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	557.59	0.00	557.59	0.00%
4000-09	Equipment - Families for Literacy	1,000	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	37,142	3,381.47	6,090.52	752.38	1,986.19	9.10%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	37,142	3,381.47	6,090.52	752.38	1,986.19	9.10%
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	541,798.52	504,920.01	126,805.00	109,106.55	36.04%

Placentia Library District
Balance Sheet
As of November 30, 2001

12/12/01

	<u>Nov 30, '01</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,242.44
County Exempt - Savings	848.39
General Fund - Checking	2,469.79
General Fund - Savings	13,617.86
Literacy Fund - Savings	6,458.13
Payroll Checking	36,105.32
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	<u>32,500.00</u>
Payroll Savings (Fees)	2,386.71
Payroll Savings (Int CDs)	4,029.16
Total Checking/Savings	<u>99,657.80</u>
Total Current Assets	<u>99,657.80</u>
TOTAL ASSETS	<u>99,657.80</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	25,103.67
Total Capital	67,130.30
Net Income	7,423.83
Total Equity	<u>99,657.80</u>
TOTAL LIABILITIES & EQUITY	<u>99,657.80</u>

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

November 2001

12/12/01

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income				
COE Camp Library (Friends)	-192.65	0.00	0.00	-192.65
COE Cash Register - Copy Cards	208.90	0.00	0.00	208.90
COE Directors Fund (Friends)	-279.01	0.00	-17.67	-296.68
COE Life Insur Suplmt(EDM)	19.94	0.00	-19.94	0.00
COE Meeting Room Income	69.90	0.00	0.00	69.90
COE Passport Chck Reimbursement	1,509.90	0.00	0.00	1,509.90
GF Bankcard Deposit	0.00	0.00	1,320.60	1,320.60
GF Cash Register - Fines	0.00	1,647.97	0.00	1,647.97
GF Cash Register - Lost Items	0.00	352.00	0.00	352.00
GF Cash Register - Misc.	0.00	97.00	0.00	97.00
GF Cash Register - Reserves	0.00	79.50	0.00	79.50
GF County Reimbursements	0.00	1,110.09	0.00	1,110.09
GF Passport Revenue	0.00	3,805.00	0.00	3,805.00
GF Transfers from County	0.00	0.00	70,111.76	70,111.76
PA Interest Inc - CD's	0.00	0.00	39.80	39.80
PA Interest Inc - Savings	0.00	0.00	15.09	15.09
Total Income	1,336.98	7,091.56	71,449.64	79,878.18
Expense				
COE Childn's Summer Rdng Prgm	100.00	0.00	0.00	100.00
COE Copier Lease Payments	0.00	0.00	253.07	253.07
COE Friend's Director's Fund	100.00	0.00	0.00	100.00
COE Library Board Expenses	43.00	0.00	0.00	43.00
COE Meeting Room Upkeep Expense	40.00	0.00	0.00	40.00
COE Passport Expenses	2,339.90	0.00	45.00	2,384.90
GF Bank Fees	0.00	0.00	89.25	89.25
GF Board Travel	5.00	0.00	0.00	5.00
GF Food	0.00	28.69	0.00	28.69
GF Household Expenses	0.00	25.00	0.00	25.00
GF Insurance	0.00	911.09	0.00	911.09
GF Literacy	0.00	0.00	0.00	0.00
GF Memberships	0.00	115.00	0.00	115.00
GF Office Expense	0.00	199.95	0.00	199.95
GF Printing	0.00	9.32	0.00	9.32
GF Prof & Spec Services	0.00	75.00	0.00	75.00
GF Publishing	0.00	9.95	0.00	9.95
GF Registration/trans/travel	0.00	598.00	0.00	598.00
GF Staff Travel	5.00	57.00	0.00	62.00
PA Employee Benefits	0.00	0.00	2,470.14	2,470.14
PA Employer Payroll Taxes	0.00	0.00	15,382.79	15,382.79
PA Payroll Processing Fees	0.00	0.00	25,565.71	25,565.71
PA Salaries	0.00	0.00	10,877.13	10,877.13
Total Expense	2,632.90	2,029.00	54,683.09	59,344.99
Net Income	-1,295.92	5,062.56	16,766.55	20,533.19

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

12/12/01

July through November 2001

	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	1,034.30	0.00	0.00	0.00	1,034.30
COE Copy Machine Income	44.60	0.00	0.00	0.00	44.60
COE Directors Fund (Friends)	276.81	0.00	0.00	-17.67	259.14
COE Friends - Summer Reading	7.00	0.00	0.00	0.00	7.00
COE Life Insur Suplmt(EDM)	119.64	0.00	0.00	-159.52	-39.88
COE Meeting Room Income	529.90	0.00	0.00	0.00	529.90
COE Miscellaneous Income	17.20	0.00	0.00	0.00	17.20
COE Passport Chck Reimbursement	11,013.55	0.00	0.00	0.00	11,013.55
COE Staff Appreciation Reimb	396.00	0.00	0.00	0.00	396.00
GF Account Interest (IEC)	0.00	0.00	0.00	0.00	0.00
GF Bankcard Deposit	0.00	0.00	0.00	2,088.03	2,088.03
GF Cash Register - Childrens	0.00	167.50	0.00	0.00	167.50
GF Cash Register - Fines	0.00	8,346.43	0.00	0.00	8,346.43
GF Cash Register - Lost Items	0.00	1,773.48	0.00	0.00	1,773.48
GF Cash Register - Misc.	0.00	291.25	0.00	0.00	291.25
GF Cash Register - Reserves	0.00	501.72	0.00	0.00	501.72
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 Gifts Income	0.00	1,000.00	0.00	0.00	1,000.00
GF Miscellaneous Income	0.00	135.00	0.00	15.00	150.00
GF Passport Revenue	0.00	22,465.59	0.00	0.00	22,465.59
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 State Library Grants	0.00	5,000.00	0.00	0.00	5,000.00
GF State Library Reimbursements	0.00	4,002.23	0.00	0.00	4,002.23
GF Transfers from County	0.00	0.00	0.00	266,266.72	266,266.72
GF Typewriter Income	0.00	9.35	0.00	0.00	9.35
LIT Donations to literacy	0.00	0.00	1,000.00	0.00	1,000.00
PA Interest Inc - CD's	0.00	0.00	0.00	755.33	755.33
PA Interest Inc - Savings	0.00	0.00	0.00	112.83	112.83
Total Income	13,246.50	50,274.86	1,000.00	269,060.72	333,582.08
Expense					
COE Bank fees	0.00	0.00	0.00	3,532.75	3,532.75
COE Childn's Strytime (Friends)	900.00	0.00	0.00	0.00	900.00
COE Childn's Summer Rdng Prgm	1,931.00	0.00	0.00	0.00	1,931.00
COE Copier Lease Payments	0.00	0.00	0.00	759.21	759.21
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	149.34	0.00	0.00	0.00	149.34
COE Library Board Expenses	403.33	0.00	0.00	0.00	403.33
COE Life Insurance payment	-39.88	0.00	0.00	0.00	-39.88
COE Meeting Room Upkeep Expense	40.00	0.00	0.00	0.00	40.00
COE Passport Expenses	12,377.85	0.00	0.00	367.45	12,745.30
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
GF Bank Fees	0.00	0.00	0.00	267.40	267.40
GF Board Travel	5.00	0.00	0.00	0.00	5.00
GF credit card transactions	0.00	-1,153.87	0.00	0.00	-1,153.87
GF Equipment (400)	0.00	752.38	0.00	0.00	752.38
GF Food	0.00	28.69	0.00	0.00	28.69
GF Household Expenses	0.00	149.78	0.00	0.00	149.78
GF Insurance	0.00	911.09	0.00	0.00	911.09
GF Literacy	0.00	423.50	0.00	0.00	423.50
GF Literacy Travel	0.00	201.50	0.00	21.88	223.38
GF Memberships	0.00	115.00	0.00	0.00	115.00
GF Miscellaneous	0.00	0.00	0.00	55.99	55.99
GF Office Expense	0.00	438.25	0.00	0.00	438.25
GF Postage	101.75	162.70	0.00	3.61	268.06
GF Printing	0.00	28.00	78.00	0.00	106.00
GF Prof & Spec Services	0.00	105.00	0.00	0.00	105.00
GF Publishing	0.00	9.95	0.00	0.00	9.95
GF Refreshments	0.00	78.81	0.00	0.00	78.81
GF Registration/trans/travel	0.00	2,676.00	0.00	0.00	2,676.00
GF Return Check Item & Fees	0.00	0.00	0.00	32.45	32.45
GF Special Dept Expense	0.00	86.40	0.00	0.00	86.40
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	14,087.77	14,087.77
PA Employer Payroll Taxes	0.00	0.00	0.00	86,955.67	86,955.67
PA Payroll Processing Fees	0.00	0.00	0.00	109,982.82	109,982.82
PA Salaries	0.00	0.00	0.00	82,740.09	82,740.09
Total Expense	13,963.21	7,095.43	78.00	305,021.61	326,158.25
Net Income	-716.71	43,179.43	922.00	-35,960.89	7,423.83

Reconciliation Report

General Fund - Checking account reconciled for the period ending 12/11/2001

Cleared Transactions

Previous Balance		1,376.01
Cleared Checks and Payments	14 Items	-2,497.38
Cleared Deposits and Other Credits	15 Items	4,295.68
Cleared Balance		3,174.31

Uncleared Transactions

Uncleared Checks and Payments	13 Items	-1,034.52
Uncleared Deposits and Other Credits	5 Items	255.00

New Transactions

Account Balance as of 12/11/2001 (statement closing date)		2,394.79
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,394.79

Placentia Library District

Register: General Fund - Checking

From 11/01/2001 through 11/30/2001

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>
11/07/2001			-split-	Deposit			165.00	2,135.60
11/12/2001			GF County Reimburse...	Deposit			1,110.09	3,245.69
11/12/2001	4381	C N A Group Benefits	GF Insurance	Payment for: A...	911.09			2,334.60
11/14/2001	4382	Placentia Chamber of...	-split-	Two Mixer tick...	10.00			2,324.60
11/16/2001	4383	Photo Hall	GF Printing	staff photos for...				2,324.60
11/16/2001	4384	Aaron Brothers	GF Office Expense	4 picture frames				2,324.60
11/16/2001	4385	Smart & Final	GF Office Expense	Plastic cups				2,324.60
11/19/2001	4386	Sam's Club	GF Food	Refreshments f...				2,324.60
11/19/2001	4387	Adriana Montes	GF Literacy	VOID: SSN# 6...		X		2,324.60
11/20/2001	4389	Association of Fundr...	GF Memberships	Membership fe...	115.00			2,209.60
11/20/2001	4390	Association of Fundr...	GF Registration/trans/t...	Registration fe...	50.00			2,159.60
11/20/2001	4391	Planned Giving Roun...	GF Staff Travel	Registration-M...	57.00			2,102.60
11/21/2001	4392	Elizabeth D Minter	-split-	Reimbursement	125.77			1,976.83
11/21/2001	4393	Marie Schmidt	GF Household Expenses	Reimbursement	25.00			1,951.83
11/27/2001	4394	Regents of Universit...	GF Registration/trans/t...		548.00			1,403.83
11/27/2001	4395	Bud Winn	GF Prof & Spec Services	Piano Tuning f...	75.00			1,328.83

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/11/2001

Cleared Transactions

Previous Balance		18,316.97
Cleared Checks and Payments	2 Items	-10,771.24
Cleared Deposits and Other Credits	23 Items	5,996.63
 Cleared Balance		 13,542.36

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	12 Items	2,741.07

New Transactions

Account Balance as of 12/11/2001 (statement closing date)		16,283.43
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 16,283.43

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 12/12/2001

Cleared Transactions

Previous Balance		3,736.55
Cleared Checks and Payments	48 Items	-3,281.63
Cleared Deposits and Other Credits	16 Items	1,574.84
Cleared Balance		2,029.76

Uncleared Transactions

Uncleared Checks and Payments	18 Items	-1,232.45
Uncleared Deposits and Other Credits	9 Items	411.13

New Transactions

Account Balance as of 12/12/2001 (statement closing date)		1,208.44
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		1,208.44

Placentia Library District

Register: County Exempt - Checking

From 11/01/2001 through 11/30/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/05/2001			COE Passport Chck Re...	Deposit			45.00	2,927.33
11/05/2001	3009	Passport Services	COE Passport Expenses	David Arthur ...	45.00			2,882.33
11/05/2001	3010	Passport Services	COE Passport Expenses	Fariboz Razavi ...	45.00			2,837.33
11/07/2001	3011	Sharon's Bakery	COE Camp Library (Fr...	For Camp Libr...	24.30			2,813.03
11/07/2001	3012	Von's	COE Camp Library (Fr...	For camp library				2,813.03
11/07/2001	3013	Smart & Final	COE Camp Library (Fr...	For Camp Libr...				2,813.03
11/07/2001	3014	First Class Pizza	COE Camp Library (Fr...	For Camp Libr...				2,813.03
11/07/2001	3015	El Dorado Theatre A...	COE Childn's Summer ...		100.00			2,713.03
11/08/2001	3017	Passport Services	COE Passport Expenses	Long Thanh N...	87.45			2,625.58
11/08/2001	3018	Passport Services	COE Passport Expenses	Monica Honv ...	50.00			2,575.58
11/08/2001	3019	Passport Services	COE Passport Expenses	Azrz Parveen ...	45.00			2,530.58
11/10/2001	3020	Passport Services	COE Passport Expenses	Naomi Sarah C...	60.00			2,470.58
11/10/2001	3021	Passport Services	COE Passport Expenses	Alisha Ann Chl...	60.00			2,410.58
11/10/2001	3022	Passport Services	COE Passport Expenses	Shyam Kishore...	80.00			2,330.58
11/11/2001	3023	Orange County Orchi...	COE Meeting Room U...	Refund Nov. M...	40.00			2,290.58
11/12/2001			COE Passport Chck Re...	Deposit			182.45	2,473.03
11/12/2001			COE Passport Chck Re...	Deposit			80.00	2,553.03
11/13/2001	3024	Passport Services	COE Passport Expenses	James Arthur ...	45.00			2,508.03
11/13/2001	3025	Passport Services	COE Passport Expenses	Jane Wong 11-...	80.00			2,428.03
11/14/2001			COE Passport Chck Re...	Deposit			260.00	2,688.03
11/14/2001	3026	Christopher's Flowers	-split-	Flower's for Pe...				2,688.03
11/14/2001	3028	Passport Services	COE Passport Expenses	Norma Alicia ...	80.00			2,608.03
11/15/2001			COE Passport Chck Re...	Deposit			15.00	2,623.03
11/15/2001	3029	Passport Services	COE Passport Expenses	Manuel Jose Br...	80.00			2,543.03
11/15/2001	3030	Passport Services	COE Passport Expenses	Gary Dean Boy...	80.00			2,463.03
11/15/2001	3031	Donna Rodriguez	COE Directors Fund (F...	VOID: Cantor-...		X		2,463.03
11/15/2001	3032	John Catanzaro	COE Directors Fund (F...	Organist- Cind...	100.00			2,363.03
11/15/2001	3033	St. Joseph Catholic C...	COE Directors Fund (F...	Cindy McClain...	100.00			2,263.03
11/15/2001	3034	Judy's Hallmark	COE Directors Fund (F...	Sign In Book f...				2,263.03
11/17/2001	3035	Passport Services	COE Passport Expenses	Kelly Michelle ...	45.00			2,218.03
11/17/2001	3036	Philip Parke	COE Friend's Director'...	McClain Mem...	100.00			2,118.03
11/17/2001	3037	Henry Hung Huy Vu	COE Passport Expenses	Refund passpor...	45.00			2,073.03
11/17/2001	3038	Passport Services	COE Passport Expenses	Amine Fadi Elr...	25.00			2,048.03
11/18/2001			COE Passport Chck Re...	Deposit			95.00	2,143.03
11/18/2001			COE Passport Chck Re...	Deposit			45.00	2,188.03
11/19/2001			COE Passport Chck Re...	Deposit			80.00	2,268.03
11/19/2001	3039	Passport Services	COE Passport Expenses	Patrick Brande...	180.00			2,088.03
11/19/2001	3040	Passport Services	COE Passport Expenses	Sima Rayzel M...	80.00			2,008.03
11/19/2001	3041	Passport Services	COE Passport Expenses	Helen 12-2-57,...	200.00			1,808.03
11/19/2001	3042	Passport Services	COE Passport Expenses	CindyWagdi E...	80.00			1,728.03

Placentia Library District

Register: County Exempt - Checking

From 11/01/2001 through 11/30/2001

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>
11/20/2001			COE Passport Chck Re...	Deposit			215.00	1,943.03
11/20/2001			COE Life Insur Suplmt...	Deposit			19.94	1,962.97
11/20/2001	3043	Passport Services	COE Passport Expenses	Paul Belzunce ...	60.00			1,902.97
11/20/2001	3044	Passport Services	COE Passport Expenses	Cynthia Garcia ...	75.00			1,827.97
11/20/2001	3045	Passport Services	COE Passport Expenses	Dereje Worku ...	90.00			1,737.97
11/21/2001			COE Passport Chck Re...	Deposit			150.00	1,887.97
11/21/2001	3046	Passport Services	COE Passport Expenses	Matthew Thom...	80.00			1,807.97
11/21/2001	3047	Passport Services	COE Passport Expenses	Eric Gabriel G...	60.00			1,747.97
11/24/2001	3048	Passport Services	COE Passport Expenses	Peter Won Hee...	45.00			1,702.97
11/24/2001	3049	Passport Services	COE Passport Expenses	Tali Leitner, do...	140.00			1,562.97
11/26/2001			COE Passport Chck Re...	Deposit			80.00	1,642.97
11/26/2001			COE Passport Chck Re...	Deposit			45.00	1,687.97
11/26/2001	3050	Passport Services	COE Passport Expenses	Emilio Martine...	45.00			1,642.97
11/27/2001			COE Passport Chck Re...	Deposit			45.00	1,687.97
11/29/2001			-split-	Deposit			172.45	1,860.42
11/29/2001	3051	Passport Services	COE Passport Expenses	Leticia Ledesm...	45.00			1,815.42
11/29/2001	3052	Passport Services	COE Passport Expenses	Araxi Hagop A...	80.00			1,735.42
11/29/2001	3053	Passport Services	COE Passport Expenses	Jorge Martin M...	80.00			1,655.42
11/29/2001	3054	Passport Services	COE Passport Expenses	Katarina Talab...	92.45			1,562.97

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 12/11/2001

Cleared Transactions

Previous Balance		797.79
Cleared Checks and Payments	2 Items	-258.07
Cleared Deposits and Other Credits	20 Items	294.37
Cleared Balance		834.09

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	10 Items	145.90

New Transactions

Account Balance as of 12/11/2001 (statement closing date)		979.99
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		979.99

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 12/11/2001

Cleared Transactions

Previous Balance		6,453.80
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	4.33
Cleared Balance		6,458.13

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 12/11/2001 (statement closing date)		6,458.13
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		6,458.13

Reconciliation Report

Payroll Checking account reconciled for the period ending 12/11/2001

Cleared Transactions

Previous Balance		10,527.92
Cleared Checks and Payments	41 Items	-54,907.48
Cleared Deposits and Other Credits	3 Items	80,883.00
Cleared Balance		36,503.44

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 12/11/2001 (statement closing date)		36,105.32
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		36,105.32

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 12/11/2001

Cleared Transactions

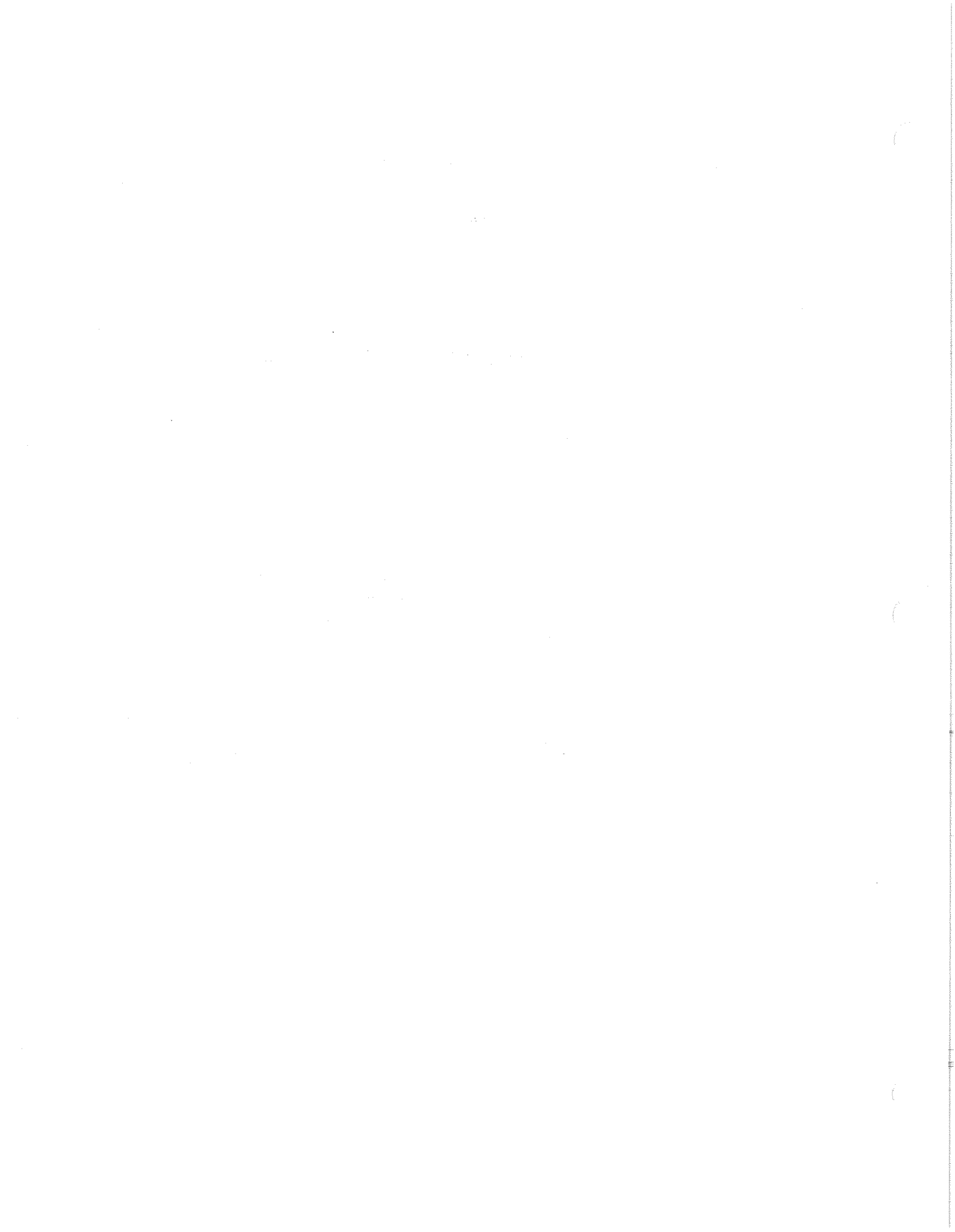
Previous Balance		3,989.36
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	39.80
Cleared Balance		4,029.16

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 12/11/2001 (statement closing date)		4,029.16
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,029.16



ACQUISITIONS REPORT FOR FISCAL YEAR 2001-2002 THROUGH THE MONTH OF NOV. 2001
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	4,321.08	266	247	959.62	46	46	5,280.70	312	293	572.50	28	28	5,853.20	340	321
Adult Circulating Non-Fiction	9,330.59	696	655	8,078.03	298	295	17,408.62	994	950	1,220.20	67	67	18,628.82	1,061	1,017
Adult Reference	2,895.57	31	28	835.32	13	13	3,730.89	44	41	659.00	23	22	4,389.89	67	63
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	18,987.97	7	7	0.00	0	0	18,987.97	7	7	0.00	0	0	18,987.97	7	7
Total Adult Non-Fiction	31,214.13	734	690	8,913.35	311	308	40,127.48	1,045	998	1,879.20	90	89	42,006.68	1,135	1,087
TOTAL ADULT PRINT MATERIALS	35,535.21	1,000	1,000	9,872.97	357	354	45,408.18	1,357	1,291	2,451.70	118	117	47,859.88	1,475	1,408
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	2,691.48	43	43	0.00	0	0	2,691.48	43	43	0.00	0	0	2,691.48	43	43
Total Adult Audio	2,691.48	43	43	0.00	0	0	2,691.48	43	43	0.00	0	0	2,691.48	43	43
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	89.95	4	4	89.95	4	4
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	89.95	4	4	89.95	4	4
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	2,691.48	43	43	0.00	0	0	2,691.48	43	43	89.95	4	4	2,781.43	47	47
TOTAL ADULT MATERIALS	38,226.69	1,043	1,043	9,872.97	357	354	48,099.66	1,400	1,334	2,541.65	122	121	50,641.31	1,522	1,455
Juvenile Fiction	2,155.08	301	183	1,201.94	74	71	3,357.02	375	254	635.60	50	50	3,992.62	425	304
Juvenile Circulating Non-Fiction	2,991.18	170	143	4,096.62	212	206	7,087.80	382	349	580.90	47	44	7,668.70	429	393
Juvenile Reference	957.88	12	12	36.05	2	2	993.93	14	14	100.00	4	1	1,093.93	18	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	3,949.06	182	155	4,132.67	214	208	8,081.73	396	363	680.90	51	45	8,762.63	447	408
TOTAL JUVENILE PRINT MATERIALS	6,104.14	483	338	5,334.61	288	279	11,438.75	771	617	1,316.50	101	95	12,755.25	872	712
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	356.47	15	15	356.47	15	15	0.00	0	0	356.47	15	15
Total Juvenile Audio	0.00	0	0	356.47	15	15	356.47	15	15	0.00	0	0	356.47	15	15
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	40.00	3	3	40.00	3	3
Juvenile Video Entertainment	16.99	1	1	0.00	0	0	16.99	1	1	70.00	6	6	86.99	7	7
Total Juvenile Video	16.99	1	1	0.00	0	0	16.99	1	1	110.00	9	9	126.99	10	10
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	16.99	1	1	356.47	15	15	373.46	16	16	110.00	9	9	483.46	25	25
TOTAL JUVENILE MATERIALS	6,121.13	484	339	5,691.08	303	294	11,812.21	787	633	1,426.50	110	104	13,238.71	897	737
Total Fiction	6,476.16	567	430	2,161.56	120	117	8,637.72	687	547	1,208.10	78	78	9,845.82	765	625
Total Non-Fiction	35,163.19	916	845	13,046.02	525	516	48,209.21	1,441	1,361	2,560.10	141	134	50,769.31	1,582	1,495
Total Audio	2,691.48	43	43	356.47	15	15	3,047.95	58	58	0.00	0	0	3,047.95	58	58
Total Video	16.99	1	1	0.00	0	0	16.99	1	1	199.95	13	13	216.94	14	14
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	44,347.82	1,527	1,319	15,564.05	660	648	59,911.87	2,187	1,967	3,968.15	232	225	63,880.02	2,419	2,192


ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 2001
Prepared by Julie Shoock, 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	734.19	40	40	0.00	0	0	734.19	40	40	0.00	0	0	734.19	40	40
Adult Circulating Non-Fiction	6,472.22	486	455	153.20	6	6	6,625.42	492	461	0.00	0	0	6,625.42	492	461
Adult Reference	46.10	2	2	0.00	0	0	46.10	2	2	0.00	0	0	46.10	2	2
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	998.00	1	1	0.00	0	0	998.00	1	1	0.00	0	0	998.00	1	1
Total Adult Non-Fiction	7,516.32	489	458	153.20	6	6	7,669.52	495	464	0.00	0	0	7,669.52	495	464
TOTAL ADULT PRINT MATERIALS	8,250.51	529	529	153.20	6	6	8,403.71	535	504	0.00	0	0	8,403.71	535	504
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	605.80	11	11	0.00	0	0	605.80	11	11	0.00	0	0	605.80	11	11
Total Adult Audio	605.80	11	11	0.00	0	0	605.80	11	11	0.00	0	0	605.80	11	11
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	89.95	4	4	89.95	4	4
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	89.95	4	4	89.95	4	4
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	605.80	11	11	0.00	0	0	605.80	11	11	89.95	4	4	695.75	15	15
TOTAL ADULT MATERIALS	8,856.31	540	540	153.20	6	6	9,009.51	546	515	89.95	4	4	9,099.46	550	519
Juvenile Fiction	268.16	38	21	32.35	2	2	300.51	40	23	0.00	0	0	300.51	40	23
Juvenile Circulating Non-Fiction	302.11	20	18	43.42	2	2	345.53	22	20	0.00	0	0	345.53	22	20
Juvenile Reference	126.38	1	1	0.00	0	0	126.38	1	1	100.00	4	1	226.38	5	2
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	428.49	21	19	43.42	2	2	471.91	23	21	100.00	4	1	571.91	27	22
TOTAL JUVENILE PRINT MATERIALS	696.65	59	40	75.77	4	4	772.42	63	44	100.00	4	1	872.42	67	45
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	40.00	3	3	40.00	3	3
Juvenile Video Entertainment	16.99	1	1	0.00	0	0	16.99	1	1	70.00	6	6	86.99	7	7
Total Juvenile Video	16.99	1	1	0.00	0	0	16.99	1	1	110.00	9	9	126.99	10	10
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	16.99	1	1	0.00	0	0	16.99	1	1	110.00	9	9	126.99	10	10
TOTAL JUVENILE MATERIALS	713.64	60	41	75.77	4	4	789.41	64	45	210.00	13	10	999.41	77	55
Total Fiction	1,002.35	78	61	32.35	2	2	1,034.70	80	63	0.00	0	0	1,034.70	80	63
Total Non-Fiction	7,944.81	510	477	196.62	8	8	8,141.43	518	485	100.00	4	1	8,241.43	522	486
Total Audio	605.80	11	11	0.00	0	0	605.80	11	11	0.00	0	0	605.80	11	11
Total Video	16.99	1	1	0.00	0	0	16.99	1	1	199.95	13	13	216.94	14	14
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	9,569.95	600	550	228.97	10	10	9,798.92	610	560	299.95	17	14	10,098.87	627	574

OUTSTANDING ORDERS AS OF NOVEMBER 30, 2001

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$5,046.45	\$711.13	\$5,757.58

TO: Elizabeth D. Minter, Library Director

FROM: Alice Kuo, Circulation Supervisor 

DATE: December 19, 2001

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

This report was received from Unique Management on December 10, 2001.

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	0	0	0	0.00	0
January	0	0	0	0.00	0
February	0	0	0	0.00	0
March	0	0	0	0.00	0
April	0	0	0	0.00	0
May	0	0	0	0.00	0
June	0	0	0	0.00	0
TOTAL YTD	77	379	36	2,541.83	7

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
 DATES LISTED: 01/01/1900 TO 11/30/2001

Accounts Submitted	:	559	Dollars Submitted	:	50,439.20	Dollars Received	:	13,435.83
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	10,987.80
Incorrect Addresses	:	78	Dollars in Skips	:	5,086.04	Dollars Waived	:	2,194.13
Patron Disputes/Suspends	:	2	Dollars in Dispute	:	68.40	Total Activated	:	33,631.57
Accounts in Process	:	479	Dollars in Process	:	43,789.38	% of Dollars Activated	:	76.80%
# of Accounts Activated	:	347						
% of Accounts Activated	:	72.44%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: December 19, 2001
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT NOVEMBER 2001**

SUMMARY OF PRINTER/COPIER ACCOUNTS NOVEMBER 2001

Beginning Balance 10/30/01			(\$7,729.87)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	208.90		
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>208.90</u>	<u>229.50</u>	
Ending Balance 11/30/01			<u>(\$7,750.47)</u>
November payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 10/31/01	(8,565.48)
Loan Amount as of 11/30/01 (Literacy Fund)	7,700.00
October Payment (Fund 702)	0.00
October Payment (Literacy Fund)	0.00
Balance 11/30/01	<u>\$ 15,694.02</u>

Prepared by: Elisa Herrera-Thomas

TO: Placentia Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: December 19, 2001
SUBJECT: GIFT REPORT

The following gifts were received from November 1, 2001 through November 30, 2001.

ADOPT A BOOK DONATIONS

Lisa Allen
Darcy Andelin
John & Ruth Ann Anderson
Robert Anderson
Louis Anumudu
Robert Arietta
Ruth Arnoldt
Bill & Terry Backes
Lynda & David Baker
Linda Bartelt
David Baughman
John Balducci
Colleen Bartley
Sandra & Lisa Bartok
Nancy Beadel
Shirley Bickel
Chris & Diane Bluemle
Gillian Botha
Doyle & Shirley Bouse
Charles & Helen Brain
John & Beverly Brombach
Jeanne Brown
Lavell & Gracie Burns
Ruth Cain
Leland Castner
Gary & Jennifer Cattelino
Justin Chien
Denise Churchill
Kim Chung
Elizabeth Clarke

Abby Cook
Bill & Margaret Coston
Kenneth Coulson
Gema & Madan Dadlani
Peter & Helen Dalquist
Karen Davidson
Billy & Carolyn Davis
Francis DeCormier
Jose & Catalina De La Torre
Marcia Derrico
Ushuaben Devalia
Richard & Phyllis Devecchio
Ernestien & Lawrence Doeling
Lois Ann Dick
Kristin Ellingsen
Dee Erman
John & Rita Faulkner
Dennis E. Ferris
Jack Fisher
Donna Frizell
Elinor Foster
Bruce & Karen Gallant
Mary Greene
Geraldine Guerra
Richard & Peggy Halverson
John Hanger
Roy & Geraldine Harrison
Mr. and Mrs. John Hayes
Suzanne Hays
Diane Heavenside
Robert Hecker
Dana Hill
Masao Hora
Lyn Hough
Randall L. Hund
Masanobu Ikeda
Charles Jarusek
Patricia Jertberg
Ivan & Phyllis Johnson
Kim Kahrilas
Raymond & Eleanor Kaldenbach
Stephen & Linda Kane

Stephen & Catherine Kaye
Jerry & Nancy Keating
Stephen & Janice Kilian
Heung & Chong Kim
John & Lottie Koziel
Larry & Kathy Law
Chen Chi Lee
Chih-Chiang Lee
Donald Livezey
Stephen & Sharon Lyon
Karen Martineau
Robin Masters
Vivian Mattison
Doris McClary
Patrick McDonald
Alan & Hae Song McKay
James & Carolyn McMullen
Donald McWilliams
Frances & James Mehl
Alice Miller
Mary Naughton
Jo Ann Nelson
Sumi Okura
Larry Ong
Michael & Ann Marie O'Rourke
Gary & Laurie Oshiro
Catherine O'Toole
J.R. Paddock
Richard Palmer
Jean Pappas
Jane Patten
Tom & Kay Pfaffle
Tiangang & Fenglan Qian
Lisa Quental
Don Raines
Jillian Christine Rakos
Eleanore Rankin
Brian Reese
Stephen & Patricia Reibold
John Roach
Wallave & Veldean Rowe
Cynthia Rummel

Jeffry & Mary Ann Russell
Edwin & Mary Sambrano
Carl & Stephanie Salamon
Scalia Family Trust
Seymour Schinberg
Nancy Schmoldt
Jeanette Schwartzkopf
Stephen & Cynthia Schwinn
Robert & Dorcas Senga
Mr. & Mrs. Simmermacher
Shawn Simmons Jr.
Audrey Snow
Edward Sowell
John & Nancy Spangler
Dennis Spiro
Judith Stromberg
Katherine Suiter
Dana & Joanne Swart
Rachel Sweet
Robert Tastad
Susan Toman
Tommie's Medical Center Pharmacy
Rich & Marie Tourne
Brian Tramison
Kathleen Trevena
Bob Tunstall
John Tynes
Deborah Vincent
Peggy & Gene Vincent
J.C. Wang
Elaine Wentz
William Whalen
Francis Wilson
Peggy & Richard Wilson
Walter & Jacqueline Woerner
Gaeten Wood
Jayne Wright
Edward Yee
Cal Young
Frank & Pamela Yrungaray
Mary & George Ziegler

TOTAL AAB DONATIONS \$7,201.25

BOOK ENDOWMENT DONATIONS

Suad Ammar
Nannette Beaumont
Geraldine Bennett
Loretto Bennett
Maryann Bohlen
Carol Fizzard
Nita Godwin
Mr. And Mrs. Joseph Hammer
Pat Irot
William Kelley
Donna Larkey
Marie Schmidt
Bill & Carol Webster

TOTAL BOOK ENDOWMENT \$815.00

TOTAL ALL DONATIONS **\$8,016.25**

Prepared by: Elisa Herrera-Thomas



Agenda Item 20

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: November 21, 2001

SUBJECT: BUILDING MAINTENANCE REPORT FOR NOV 1-DEC 19, 2001

1. BEAR STATE AIR CONDITIONING SERVICES, INC.

Bear State came out on November 5, 2001 to do a routine maintenance check. They ran the equipment to ensure it was operating properly. They removed and replaced the filters and turned on the heaters for winter operation. Bear State was also called out on Thursday, November 29, 2001 to again check the heating system after an unseasonably cold week. They found that the heating system was not working properly due to the fact that the pilot lights were not turned on. They had gone out when the construction crew turned off the gas after the leak in early November.

2. CHRISTENSON LIGHTING SERVICES

Christenson was called out on Monday, November 19, 2001 in order to change the light bulbs in various places throughout the Administrative Offices in the Library. They were again called out on Thursday, November 29, 2001 in order to replace a few burnt out bulbs in the Literacy Office.

3. THE GAS COMPANY

The Gas Company was called out on Thursday, November 29, 2001 in order to relight the pilot lights so that the heating system could work properly.

4. MANWILL PLUMBING

Manwill Plumbing Company was called out on Monday, December 3, 2001 in order to replace parts on the sink in the janitor's closet as well as to fix a plumbing problem in the Boys Restroom located in the Children's Department of the Library.

5. SPECIAL "T" WATER SYSTEMS

Special "T" Water Systems was called out on Monday, December 3, 2001 due to the fact that on December 2, 2001, the water cooling system caught on fire and therefore was not working properly. Special "T" Water Systems came out on Monday, December 3, 2001 and removed the defective unit. It was thought best to wait until after the workroom floor

project was completed before a new unit was installed.

Prepared by: Elisa Herrera-Thomas

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director

DATE: December 19, 2001

SUBJECT: PERSONNEL REPORT FOR NOVEMBER to DECEMBER 19, 2001

APPOINTMENTS:

None at this time.

OPEN POSITIONS:

None at this time.

Prepared by: Elisa Herrera-Thomas



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator *JR*

SUBJECT: Volunteer Report for the Month of November 2001

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY01/02 November	FY01/02 YTD	Starting	Cumulative
Andrade, Linda	10.00	72.00	Sep-95	592.50
Backes, Theresa	4.50	12.75	6/98	206.75
Bart, Lillian	6.00	85.00	May-01	61.00
Boelman, Marge	5.00	41.75	Apr-01	55.75
Botha, Jill	4.00	4.00	Nov-01	4.00
Clugston, Patricia	7.75	58.10	6/98	250.25
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	5.00	24.75	8/98	529.25
Dhanna, Dan	0.00	45.75	Jul-01	33.75
Fioroni, Pete	0.00	4.00	3/97	229.00
Fioroni, Ruth	0.00	4.00	3/97	166.00
Fitzgerald, Joan	11.50	31.50	10/93	1,975.25
Godwin, Nita	8.00	35.00	2/96	348.25
Hagan, John	4.00	4.00	Nov-01	4.00
Hemmerling, Barbara	4.50	32.00	9/95	458.00
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	2.00	39.00	10/95	296.50
Hyams, Rose	11.00	71.00	Feb-00	516.75
Irot, Pat	50.00	227.50	2/96	2,110.00
Jertberg, Pat	13.00	63.50	4/98	603.15
Livezey, Jane	9.00	62.00	4/96	578.25
Lord, Audrey	2.00	29.00	Jul-00	121.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	9.50	85.00	10/95	1,035.75
Olson, Bob	4.00	27.00	9/95	368.00
Pence, Thomas	2.00	30.50	1/99	184.50
Project Independence	8.50	44.10		912.00
Rodriguez, Carmen	0.00	46.00	2/00	116.00
Salem, Rose	1.00	46.00	Oct-00	90.25
Schlichter, Allan	8.00	40.00	10/93	813.50
Schwartzkopf, Jan	0.00	13.50	Mar-01	9.50
Schmidt, Marie	26.50	73.50	4/98	564.50
Segovia, Inez	1.50	1.50	Nov-01	1.50
Shaw, Dixie	2.00	12.00	5/94	188.00
Stoller, Frances	2.00	8.00	May-96	98.00
Vaughn, Judy	0.00	1.50	8/99	135.00
Walker, Virginia	3.50	3.50	Mar-99	126.00
Wymer, Betty	11.75	36.25	1/96	742.00
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	237.50	1,414.95		23,150.65

	FY01/02			FY01/02	
	November	YTD		November	YTD
Alvi, Jennifer	0	0.75	Moya, David	0.00	0.00
Afsar, Asif	2	9.5	McCustian, Nicole	0.00	0.00
Banks, Vanessa	0.00	28.75	Munoz, Maria	0.00	45.00
Behmaran, Roxana	7.00	14.00	Muranaka, Amber	15.00	15.00
Bone, Shawnda	0.00	0.00	Nguyen, Andrew	0.00	32.00
Camacho, Linda	0.00	2.00	Pacheo, Zylina	0.00	2.00
Camacho, Marizala	0.00	2.00	Pan, Jen	0.00	9.00
Carmona, Jillian	5.00	22.00	Pecot, Zipporah	2.50	24.25
Cathoy, John	0.00	8.00	Ramos, Rosa	0.00	0.00
Chavez, Alfredo	0.00	2.50	Regala, Daniel	0.00	23.50
Cheung, Aaron	2.50	2.50	Rehman, Khurram	0.00	29.00
Cohen, Darleen	0.00	0.00	Robinson, Shawn	0.00	0.00
Cohma, Milessa	0.00	2.50	Rodriquez, John	0.00	0.00
Cooper, Chasen	11.50	11.50	Rosette, Shandie	0.00	2.50
Corraiz, Mari	0.00	2.00	Rorex, Jamie	0.00	0.00
Couvillian, Jennifer	0.00	4.75	Sanchis, Alita	5.00	5.00
Davis, Ken	0.00	2.50	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
Gandhi, Airshul	15.00	15.00	Shah, Hardik	0.00	0.00
Geli, Elizabeth	0.00	23.00	Shah, Soham	0.00	6.75
German, Cody	0.00	0.00	Simmons, Eric	0.00	0.00
Golriz, Yasmin	0.00	9.00	Smith, Jason	5.00	21.75
Gonzalez, Omar	0.00	0.00	Stanford, Amy	0.00	1.50
Guo, James	0.00	0.00	Stark, Jaine	0.00	0.00
Ju, Christina	4.00	9.75	Temple, Joerg Ryan	0.00	0.00
Kim, Joseph	8.00	22.00	Timmermans, Krystle	0.00	12.25
Haag, Elisha	0.00	1.50	Tonelli, Alyssa	0.00	11.50
Haag, Jennifer	0.00	10.75	Tran, Carrie	0.00	95.50
Haag, Katie	0.00	1.50	Turczynski, Stephen	1.25	18.00
Hartado, Cindy	0.00	5.25	Vasquez, Joel	0.00	0.00
Hamacher, Holly	1.50	1.50	Vera, Javier	0.00	18.00
Hung, Yang	0.00	5.25	Vidovich, Casey	0.00	0.00
Krisinger, Elizabeth	0.00	16.00	Vidhyastorm, Tammy	15.00	15.00
Krisinger, Emily	0.00	6.00	Vu, Elizabeth	0.00	5.25
Kurai, Mark	15.00	15.00	Wagner, Michelle	0.00	2.25
Lada, Steven	0.00	7.50	Wallace, Briteni	0.00	0.00
Lewis, Tiffany	0.00	37.25	Ward, Alan	0.00	23.75
Le, Phillip	8.00	22.00	Wills, Gessica	25.75	25.75
Lee, James	0.00	4.00	Yick, Lee	0.00	0.50
Lin, Cheng	0.00	7.00	Yoseph, Karen	0.00	5.00
Lopez, Daniel	0.00	13.25			
Luther, Bill	0.00	0.00			
Manzo, Robert	0.00	11.50			
Mariscal, Juan Jose	0.00	4.00			
Maru, Sid	15.00	15.00			
Marvin, Andy	0.00	4.75			
Mendoza, Abel	0.00	28.25			
Messenger, Rebecca	19.00	66.50			
Meza, Jack	0.00	24.50			
Miyawaki, Manami	4.00	10.50			
Mirza, Shawn	0.00	27.25			
Mohadro, Steven	0.00	38.50			
Molina, Enio	0.00	23.00			
Montes, Eric	5.00	20.75			

TOTAL	120.50	673.75	TOTAL	69.50	453.00
TOTAL Library Volunteer Hours	1457.30				
TOTAL Literacy Volunteer Hours	550.00				
TOTAL VOLUNTEERS HOURS	2,007.00				

REGULAR VOLUNTEERS are committed to an on-going program each week

LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.
TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	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		178.00	564.00	
January	397.00	387.25		142.00	797.00	
February	598.25	376.75		530.00	617.00	
March	616.25	377.25		595.00	622.50	
April	610.75	457.25		632.00	656.00	
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	

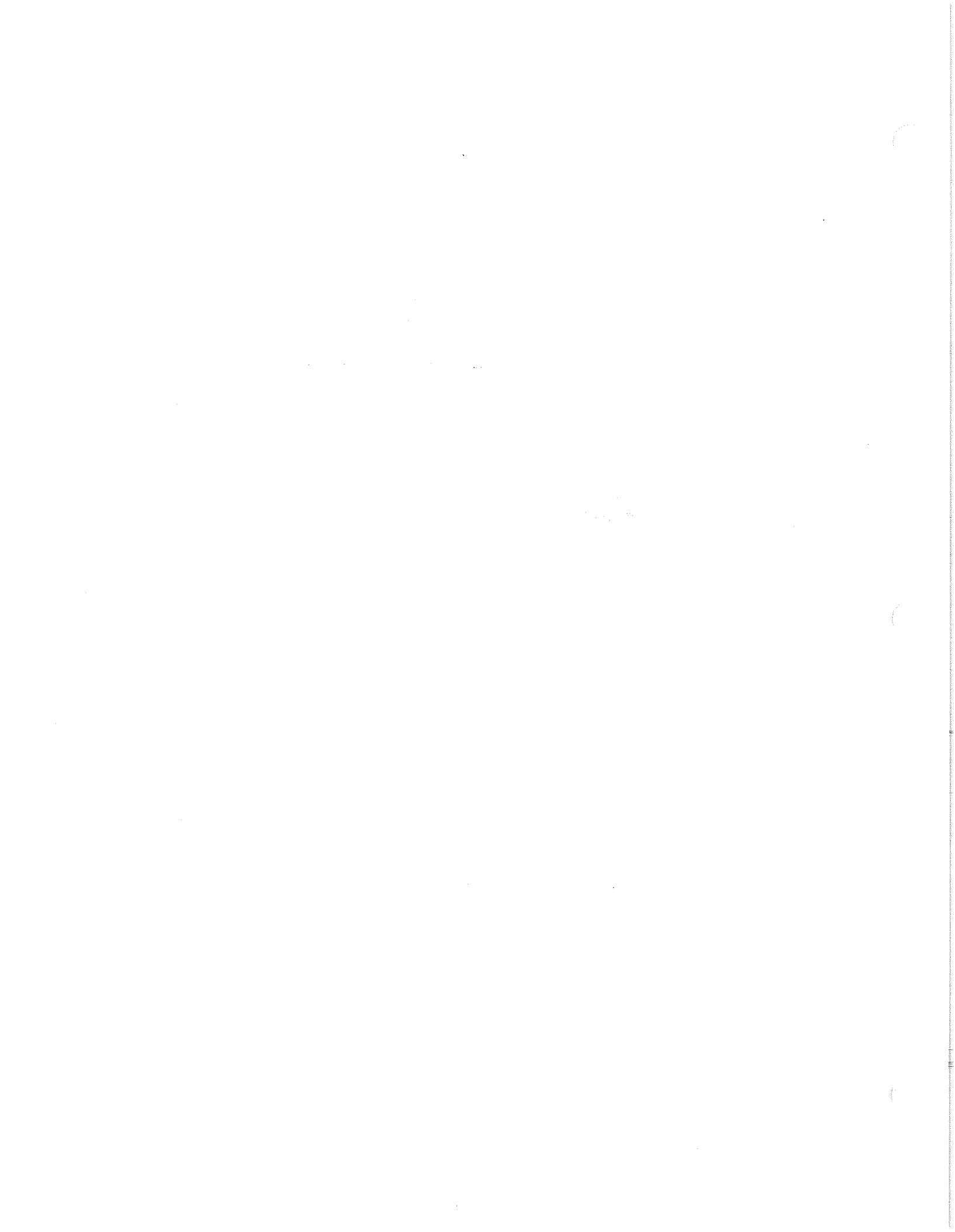
CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 01/02 November	FY01/02 YTD	Cumulative		FY01/02 November	FY01/02 YTD	Cumulative
Alcantara, Carmelita	12.00	48.00	88.00	Kumagai, Regina	-	68.00	373.00
Anderson, Susan	3.00	12.00	57.00	Larson, Li	8.00	32.00	119.00
Andreyeva, Anna A.	-	14.00	81.00	Lee, Anyika	8.00	32.00	84.00
Barrera, Karen	6.00	36.00	123.00	Leslie, Sandra	12.00	48.00	98.00
Belsher, Kristin	8.00	32.00	145.00	Li, Stephanie	-	18.00	75.00
Bereiter, Gretchen	10.00	43.00	158.00	Licari, Lynne	10.00	40.00	82.00
Blanco, Ramon	-	4.00	54.00	Martiaro, Diane	16.00	50.00	106.00
Bolkovatz, Alta	9.00	54.00	157.00	McCartney, Shannon	-	12.00	66.00
Bowler, Nathan	6.00	15.00	21.00	McMahon, Kelly	-	12.00	72.00
Bryan, Danny	6.00	30.00	77.00	Medland, Karen	6.00	24.00	50.00
Bryan, Jennyfer	6.00	30.00	77.00	Meza, Jack	6.00	36.00	54.00
Carlson, Grace	6.00	65.00	65.00	Mitchell, Cheryl	10.00	46.00	206.00
Cassidy, Meghan	-	8.00	34.00	Mohan, Kshema	6.00	18.00	74.00
Chen, April	6.00	24.00	72.00	Moore, Kim	6.00	36.00	192.00
Coffee, Nancy	-	4.00	192.00	Moyer, Disa	12.00	48.00	198.00
Colenso, Bill	6.00	36.00	99.00	Murray, Edward	6.00	40.00	113.00
Croom, Carolyn	6.00	36.00	235.00	Ngo, Sandy	8.00	40.00	90.00
Del Angel, Laura	-	9.00	95.00	Paulson, Valerie	8.00	48.00	517.00
Duffie, Pat	12.00	60.00	216.00	Pham, An	6.00	20.00	50.00
Eckert, Thomas	12.00	72.00	409.00	Pham, Thuy	6.00	24.00	61.00
Elinsky, Janet	10.00	70.00	250.00	Pineda, Juanita	6.00	20.00	39.00
Espinoza, Adriana	6.00	105.00	105.00	Risso, Edith	12.00	48.00	168.00
Fartash, Arian	6.00	36.00	207.00	Rodriguez, Carmen	8.00	32.00	122.00
Favaro, Lee	6.00	36.00	166.00	Roth, Howard	12.00	48.00	108.00
Fuller, Janice	6.00	24.00	80.00	Sanchez, Margo	6.00	36.00	194.00
Gast, Polly	12.00	113.00	926.00	Sciaini, Matthew	-	16.00	60.00
Gonzalez, Lizeth	6.00	24.00	101.00	Shah, Krishna	-	24.00	90.00
Gonzalez, Veronica	6.00	24.00	84.00	Shepherd, Kathy	6.00	36.00	107.00
Goodfriend, Louise	12.00	48.00	241.00	Skimizu, Ken	8.00	40.00	144.00
Goodman, Dale	30.00	165.00	1,708.00	Skinner, Courtney	-	16.00	62.00
Graves, David	6.00	42.00	108.00	Smith, Charlene	8.00	32.00	68.00
Hargett, Sheila	12.00	68.00	122.00	Stalnaker, Linda	8.00	48.00	233.00
Hawk, John	-	30.00	134.00	Stichter, Julie	8.00	32.00	82.00
Heer, Kim	8.00	32.00	105.00	Tellez, Martha	10.00	90.00	178.00
Hernandez, Rosy	12.00	48.00	258.00	Tooley Marita	-	12.00	110.00
Hutton, Katherine (Kate)	12.00	48.00	144.00	Van Zee, Karin	-	32.00	180.00
Isaia, Monte	6.00	21.00	63.00	Vert, Joann	-	12.00	60.00
Johnson, Nicole	8.00	32.00	45.00	Vue, Kia	-	12.00	52.00
Keller, Christina	8.00	48.00	153.00	Westfall, Carolyn	8.00	48.00	132.00
Khuu, Michelle	-	12.00	76.00	Wiegman, Karin	10.00	43.00	128.00
Kramer, Bill	14.00	84.00	292.00	Zamora, Mary	6.00	36.00	120.00
Total	300.00	1,742.00	7,823.00	Total	250.00	1,405.00	5,117.00

Placentia Library District
Circulation Report
DECEMBER 19, 2001

	FY01-02 YTD	FY00-01 YTD	% CHANGE FY01 TO FY02	FY01-02 NOVEMBER 01	FY00-01 NOVEMBER 00
1st Time Checkouts	63,253	57,922	9.20%	11,387	11,792
Phone Renewals	8,412	8,538	-1.48%	1,863	1,666
In-Building Renewals	2,171	1,853	17.16%	382	423
Total Renewals	10,583	10,391	1.85%	2,245	2,089
TOTAL CHECKOUTS	73,836	68,313	8.08%	13,632	13,881
On-Time Checkins	60,171	57,576	4.51%	10,488	10,900
Late Checkins	11,345	10,054	12.84%	2,622	2,126
TOTAL CHECKINS	71,516	67,630	5.75%	13,110	13,026
Holdings Placed	1,378	1,320	4.39%	238	241
Holdings Cancelled	289	267	8.24%	37	38
Holdings Filled	1,182	1,331	-11.19%	230	248
Holdings Expired	15	16	-6.25%	2	1
Overdue Items	3,968	3,529	12.44%	955	800
Overdue Notices	1,774	1,576	12.56%	448	357
Billing Notices	1,928	1,715	12.42%	445	350
Patrons Registered	1,564	1,383	13.09%	269	251
Titles Added	4,064	5,419	-25.00%	836	1,102
Volumes Added	6,249	6,950	-10.09%	1,246	1,332
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	31,079	29,525	5.26%	5,949	5,657
Juvenile Print	34,492	32,963	4.64%	6,102	6,849
Total Print	65,571	62,488	4.93%	12,051	12,506
Audio	3,020	2,961	1.99%	586	572
Visual	5,190	4,270	21.55%	958	468
Equipment	0	1	100.00%	0	1
Total Audio Visual	8,210	7,232	13.52%	1,544	1,041
TOTAL CIRCULATION	73,781	68,313	8.00%	13,595	13,881
Placentia Circulation	44,484	42,501	4.67%	7,977	8,206
% Placentia Circulation	60.29%	62.22%	-3.09%	58.68%	59.12%
Anaheim/Yorba Linda Circulation	12,720	12,923	-1.57%	2,538	2,893
% Anaheim/Yorba Linda Circulation	17.24%	18.92%	-8.87%	18.67%	20.84%
TYPES OF ACTIVE BORROWERS					
Adult	47,226	46,705	1.12%	8,622	9,355
Young Adult	1,656	1,970	-15.94%	325	401
Juvenile	15,598	15,268	2.16%	2,992	3,098
New Borrower	6,336	5,760	10.00%	1,109	1,027
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	70,816	69,703	1.60%	13,048	13,881
TOTAL REGISTERED BORROWERS	17,560	20,438	-14.08% *	16,818	20,438
ATTENDANCE	142,962	139,038	2.82%	30,779	29,648
Adult Reference - In Building	5,683	5,907	-3.79%	1,274	1,216
Adult Reference - Telephone	977	1,722	-43.26%	315	180
Children's Reference - In Building	4,124	3,870	6.56%	490	643
Children's Reference - Telephone	167	122	36.89%	45	35
Total Adult Reference	6,660	7,629	-12.70%	1,589	1,396
Total Children's Reference	4,291	3,992	7.49%	535	678
Total In Building Reference	9,807	9,777	0.31%	1,764	1,859
Total Telephone Reference	1,144	1,844	-37.96%	360	215
TOTAL REFERENCE	10,951	11,621	-5.77%	2,124	2,074

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



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	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	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01	3/13/01	1,926.24	1,076.57	645.72	1,257.50			4,906.03
Feb-01	4/10/01	2,390.20	1,052.92	653.87	107.50			4,204.49
Mar-01	5/9/01	2,597.85	1,052.92	860.29	315.00			4,826.06
Apr-01	6/6/01	3,255.35	1,052.92	515.57	215.00			5,038.84
May-01	7/5/01	3,063.28	1,052.92	621.76	107.50			4,845.46
Jun-01	8/8/01	5,103.35	1,150.57	650.52	535.00			7,439.44
TOTAL		39,172.97	12,910.77	7,617.93	2,967.50	0.00	0.00	62,669.17
AVG		3,264.41	1,075.90	634.83	247.29			5,222.43

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	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
Dec-01								0.00
Jan-02								0.00
Feb-02								0.00
Mar-02								0.00
Apr-02								0.00
May-02								0.00
Jun-02								0.00
TOTAL		23,362.47	3,762.50	2,069.40	322.50	0.00	0.00	29,516.87
AVG		5,840.62	940.63	517.35	80.63			7,379.22

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
Dec-01				0.00	0.00
Jan-02				0.00	0.00
Feb-02				0.00	0.00
Mar-02				0.00	0.00
Apr-02				0.00	0.00
May-02				0.00	0.00
Jun-02				0.00	0.00
TOTAL	3,236.92	882.00	19.87	4,138.79	2,069.40
AVG	809.23	220.50	4.97	1,034.70	517.35

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
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	917.02	736.84	179.58	0.00	1,403.48	3,236.92
AVG	229.26	184.21	44.90	0.00	350.87	809.23

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
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
Dec-01							0.00
Jan-02							0.00
Feb-02							0.00
Mar-02							0.00
Apr-02							0.00
May-02							0.00
Jun-02							0.00
TOTAL	26.00	26.00	6.00	0.00		52.00	110.00
AVG	6.50	6.50	1.50	0.00		13.00	27.50

**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 10, 2001 - 8:00 a.m.
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission was called to order at 8:05 a.m.

ROLL CALL:

Present: Lee Castner, President
Al Shkoler, Commissioner
Constance Underhill, Commissioner
Gaeton Wood, Commissioner

Absent: Chris Lowe, Commissioner

Others Present: Carolyn Davis, City Treasurer
Robert D'Amato, City Administrator
Elizabeth D. Minter, Placentia Library Director
Steven L. Brisco, Director of Finance/Secretary
Chris Becker, Director of Public Works
Kris Gundel, Public Works Management Analyst
Peggy Dinsmore, Placentia Library
Carolyn Chu, Finance Services Manager

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the August 15, 2001 meeting were approved with a vote 4-0-1-0.

ELECTION OF OFFICERS:

Connie Underhill nominated Lee Castner for President and Gaeton Wood seconded the nomination. The Commission voted to reelect Lee Castner as President with a vote of 4-0-1-0.

FINANCIAL REPORT:

Secretary Brisco presented the Financial Statement for the year ended June 30, 2001. The Civic Center Authority received an unqualified opinion from the certified public accounting firm of Conrad and Associates. The outstanding bond obligations and annual debt service payments were also discussed.

COMMISSION ANNOUNCEMENTS:

None.

NEW BUSINESS:

Public Works Director, Chris Becker, reported on the work that has been completed to date and distributed itemized list of costs.

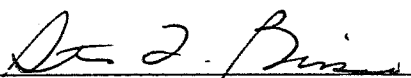
- Architectural and paintwork completed.
- Sign demolition is 90% complete.
- Landscape/irrigation at corner of Chapman and Kraemer – Mariposa received the bid; work has not started yet.
- Light fixtures will be installed on roofs due to the temporary walkways and daylight savings time.

Chris Becker mentioned that all concrete destroyed during demolition is being recycled. He estimates that the entire project will be completed by the end of November.

Chris Becker distributed an architectural plan of the Civic Center sign monument and informed the Commission that he will be bringing them a larger color model in a few weeks for their approval.

ADJOURNMENT:

Meeting was adjourned at 8:45 a.m.



Steven L. Brisco, Secretary



SANTIAGO LIBRARY SYSTEM

C/O METROPOLITAN COOPERATIVE LIBRARY SYSTEM
3675 EAST HUNTINGTON DRIVE, SUITE 100
PASADENA, CALIFORNIA 91107

November 14, 2001

800/211-7944 PHONE
626/683-8097 FAX

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

Dear Ms. Minter,

Thank you for your application for the MCLS/SLS LSTA Young Adult Programs Grant. Your ideas for programs look exciting! Under the terms of the grant, you will receive a maximum of **\$3200.00** toward your Young Adult programming.

All requests for funding must be submitted to me, Susan Dubin, c/o MCLSHQ no later than August 30, 2002. You may request your funding two ways:

1. On a reimbursement basis – your library pays the original invoice and submits a copy for reimbursement to MCLSHQ c/o Susan Dubin
OR
2. Original invoices can be sent to MCLSHQ c/o Susan Dubin for payment directly to vendors.

If you wish MCLS to issue payment on the specific day of an event, please submit the invoice at least 15 days before payment is due. Enclosed please find the **Request for Payment Form** that must accompany each invoice you submit.

Please remember the grant funds are intended to produce YA Programs that will increase young adult use of your library. Record and submit circulation figures after each program as well as at the end of August, 2002. Make copies of all publicity, flyers, program notes, planning information, and photographs taken to document your event. Be sure that all publicity includes the statement, "This publication was supported in whole or in part by the U. S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian." Submit them to me at MCLSHQ after each program so that they can be compiled in an MCLS/SLS YA Programs Book that will be given to each library jurisdiction after the grant concludes. Use the Evaluation Forms enclosed with this letter for young adult participants and library personnel to fill out and return. Completion of these forms is mandatory.

In addition to the programs scheduled by individual library jurisdictions, MCLS/SLS is planning two regional programs for librarians and one program for the young adults. All three regional programs will be open for everyone to attend. Enclosed is a list of the types of programs being planned by all the libraries participating. If you need help in planning your event, or you have questions, please call me at 818-886-6415, or email me at sdubin@lausd.k12.ca.us.

After looking over the wonderful, creative ideas submitted, I am sure that the young adults in Southern California have an exciting year ahead. I know I am looking forward to working with you.

Sincerely,

Susan Dubin

Susan Dubin
Project Manager
MCLS/SLS Young Adult Program Grant

This publication was supported in whole or in part by the U. S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

SANTIAGO LIBRARY SYSTEM MEMBERS:

ANAHEIM PUBLIC LIBRARY
BUENA PARK LIBRARY DISTRICT
FULLERTON PUBLIC LIBRARY

MISSION VIEJO PUBLIC LIBRARY
NEWPORT BEACH PUBLIC LIBRARY
ORANGE COUNTY PUBLIC LIBRARY

ORANGE PUBLIC LIBRARY
PLACENTIA LIBRARY DISTRICT
YORBA LINDA PUBLIC LIBRARY

Published 5:55 a.m. PST Monday, Nov. 26, 2001

A decade ago, when the state suddenly found itself in a very deep budgetary hole, then-Gov. Pete Wilson and the Legislature indirectly tapped into local government treasuries to dig themselves out.

Wilson and lawmakers created what they called the Educational Revenue Augmentation Fund (ERAF) and used it to shift several billion dollars a year in property taxes from local governments to schools, thus allowing the state to reduce aid to school districts by an identical amount.

Cities, counties and special districts had to eat the revenue reduction. Although much of it was later restored in various guises, the makeup money often came with strings dictating how it could be spent. And about a third of the lost property taxes was never restored, even when the state was enjoying multibillion-dollar budget surpluses.

ERAF, not surprisingly, is a very dirty word among local government officials. And they are now worried that history is about to repeat itself with another crisis-inspired state government raid on their treasuries.

A few years ago, when the state's coffers were overflowing, Republicans, including Wilson, demanded and got a sharp reduction in the annual property tax that California motorists pay on their vehicles. It's known officially as the "vehicle license fee," or VLF, but unofficially as the "car tax."

Although the state collects the VLF, its proceeds flow to local governments, so when the Legislature and Wilson reduced it, they promised to "backfill" the lost revenues to local governments. Local officials were skeptical, because it would make a substantial portion of their revenues subject to the annual whims of Sacramento politicians. But their objections were brushed aside and the car tax cut was enacted -- and later accelerated under Wilson successor Gray Davis to more than two-thirds of the original tax. The state's backfill of VLF revenues to local governments now amounts to more than \$3.5 billion a year.

Once again, the state finds itself in an ever-deepening budget crisis as state income taxes decline sharply. Will Davis and the legislators ease their budget crunch by reducing the VLF subventions to local governments, emulating the ERAF grab? Or, alternatively, will they allow the car tax to rise again? Both steps are on the table as Davis and lawmakers begin to figure out how to handle a deficit that could be more than \$12 billion. But it's equally clear that Davis will raise taxes, including the VLF, only as a last resort because he'll be running for re-election next year and doesn't want to be tagged as a tax-and-spend liberal.

Ironically, even a remote possibility that the VLF backfill to local governments might be reduced is a political godsend to the League of California Cities, which has recognized the impotence of local governments in the zero-sum game of budget politics and has been gearing up to change the dynamics of the game.

The league is opening a series of field offices that, it says, will organize grass-roots support for local governments to bolster its Sacramento lobbying and has been shopping around the notion of an initiative ballot measure that would protect local government revenues from depredation in Sacramento -- a legal barrier to the ERAF shift and the possibility of VLF backfill reductions. The VLF threat helps the league by underscoring the political vulnerability of local revenues.

It's not clear how serious the league is about political activism -- whether it's aimed at truly making local governments a bigger force in Sacramento or merely demonstrating to unhappy city leaders that the organization is being aggressive so that they'll continue to pay their dues. League leaders still have not identified how they'll raise the many millions of dollars that an effective ballot measure campaign would take. The most obvious financiers, local public employee unions, are locked into an adversarial relationship with city and county leaders.

How local governments fare in the new budget crisis will demonstrate whether they continue to be stepchildren of Sacramento or can regain some of their previous independence.

About the Reporter

The Bee's Dan Walters can be reached at (916) 321-1195 or dwalters@sacbee.com.

Dan Walters: Another state budget crisis jeopardizes local governments' funds

By Dan Walters -- Bee Staff Writer

November 14, 2001

To: Members, Library of California Board

From: Diana Paque, Director
Library of California

Tom Andersen, CLSA Program Coordinator

Subject: Library of California Board Actions November 5-6, 2001

Purpose of the Library of California Act:

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

Library of California Board Mission and Vision Statements:

Mission Statement: The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.
Vision Statement: The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Long Beach on November 5-6, 2001:

Adoption of Agenda

1. It was moved, seconded (Fong/Lowenthal) and carried unanimously that the Library of California Board adopts the agenda of the November 6, 2001 meeting as amended.

Approval of Minutes

2. It was moved, seconded (Kallenberg/Calderon) and carried unanimously that the draft minutes of the August 16, 2001 Library of California Board meeting were approved as amended.

Board Actions, November 5-6, 2001

Election of Board Officers for 2002

3. It was moved by the Nominating Committee (Kallenberg) and carried unanimously that the Library of California Board elects Victoria Fong as President, by acclamation, for the year 2002.
4. It was moved by the Nominating Committee (Kallenberg) and carried unanimously that the Library of California Board elects Kim Wang as Vice-President, by acclamation, for the year 2002.

Board Travel and Training Policy

5. It was moved, seconded (Lowenthal/Kallenberg) and carried unanimously that the Library of California Board adopts the Library of California Board Travel and Training Policy/Guidelines as revised October 2001.

Regional Library Network Development

6. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board revises its adopted policy on annual consideration of regional library network affiliation, and that the Board will consider affiliation requests at each Board meeting with the proviso that funding will be set annually and not readjusted during the year in response to changes in membership.
7. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board adopts the policy to accept new participating libraries of existing members at any time, and that if any plan of service revision is required that action is taken at the same time as any new participating library is added.
8. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves affiliation for the members and participating libraries listed in Table A-1, and membership for these libraries is effective immediately. (See Attachment A)
9. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves affiliation for the participating libraries listed in Table A-2, and participation for these libraries is effective immediately. (See Attachment B)
10. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves that the North Bay Cooperative Library System and the Peninsula Library System be admitted as special library members of the Golden Gateway Library Network effective immediately.

Board Actions, November 5-6, 2001

11. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the change in status from participating library to member library for the community college listed in Table B, and this change will be effective retroactively to the date of the original Board approval of the library's membership. (See Attachment C)

Attached also is the Library of California Board meeting schedule and a calendar of meetings, events, and deadlines for 2001 and 2002. (See Attachment D)

Attachment A

**Table A-1
Requests for Network Affiliation for New Members
and Participating Libraries**

Network	Member	Participating Libraries
Arroyo Seco	Arcadia Unified School District	Arcadia High School Library
	King's College & Seminary	King's Library
	Loyola Marymount University	Charles Von der Ahe Library
	Newport Beach Public Library	Balboa Library
		Central Library
		Corona del Mar Library
		Mariners Branch Library
	SCS Engineers	SCS Engineers Library

Attachment B

**Table A-2
Requests for Network Affiliation for Member Participating Libraries**

Network	Existing Member	New Participating Libraries
Arroyo Seco	Kaiser Permanente (Downey)	Drug Information Services Library
	Los Angeles Unified School District	John Marshall High School Library
		Roosevelt High School Library

Attachment C

**Table B
Community College Requesting Status Change
From Participating Library to Member**

Arroyo Seco:

Los Angeles Pierce College

Currently a participating library of the
Los Angeles Community College District

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2002

February 20-22, 2002	Sacramento
May 29-30, 2002	Sacramento
August 14-15, 2002	Sacramento (tentative location)
November 14-15, 2002	Sacramento

CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2001 and 2002

November 13	Heartland Regional Library Network, Board of Directors, Visalia
November 29	Sierra Valley Library Network, Board of Directors, Sacramento
December 3	Tierra del Sol Regional Library Network, Board of Directors, Temecula
December 4	Heartland Regional Library Network, Board of Directors, Visalia
December 6	Gold Coast Library Network Board of Directors, University Club, Santa Barbara
December 7	Black Gold Cooperative Library System Administrative Council, Goleta Branch
December 13	Arroyo Seco Library Network, Board of Directors, Bellflower
December 13	Golden Gateway Library Network, Board of Directors, San Mateo
December 14	Cascade Pacific Library Network Board of Directors, Chico
December 27	Sierra Valley Library Network, Board of Directors, Sacramento
2002	
January 7	Tierra del Sol Regional Library Network, Board of Directors
January 8	Heartland Regional Library Network, Board of Directors, Visalia
January 10	Arroyo Seco Library Network, Board of Directors
January 14-27	3 rd 2001/02 CLSA Direct Loan Sample Period
January 15	2 nd quarter 2001/02 ILL claims due at State Library
January 24-26	Special Library Association Winter Meeting, Chicago, IL
January 25	North State Cooperative Library System Council of Librarians, Shasta County Library
January 29	Regional Contacts Meeting, Oakland
February 4	Tierra del Sol Regional Library Network, Board of Directors
February 6	3 rd 2001/02 Direct Loan Sample data due at State Library
February 7	Santiago Library System Council, Yorba Linda Public Library
February 14	Arroyo Seco Library Network, Board of Directors
February 20-22	Library of California Board meeting, Sacramento
March 4	Tierra del Sol Regional Library Network, Board of Directors
March 8	Cascade Pacific Library Network Council and Board of Directors, Shasta Co. Library
March 14	Arroyo Seco Library Network, Board of Directors
March 18	Golden Gateway Library Network Annual Council and Board
March 18-31	4 th 2001/02 CLSA Direct Loan Sample Period
March 21	Sierra Valley Library Network, Council, Stockton
March 22	North State Cooperative Library System SAB & Council of Librarians, Shasta County Library
April 1	2002/03 Long-range Plan and Annual Plan of Service for Regional Library Networks due to State Library
April 1	Tierra del Sol Regional Library Network, Board of Directors
April 10	4 th 2001/02 Direct Loan Sample data due at State Library

April 11	Arroyo Seco Library Network, Board of Directors
April 14-20	NATIONAL LIBRARY WEEK
April 15	3 rd quarter 2001/02 ILL claims due at State Library
May 6	Tierra del Sol Regional Library Network, Board of Directors
May 9	Arroyo Seco Library Network, Board of Directors
May 10	Cascade Pacific Library Network Board of Directors, Grant & Resource Center, Redding
May 17	North State Cooperative Library System SAB & Council of Librarians, Alturas
May 17-23	Medical Library Association Annual Meeting, Dallas, TX
May 29-30	Library of California Board meeting, Sacramento
June 3	2002/03 CLSA System Plans of Service postmarked to State Library
June 3	2002/03 CLSA System Advisory Board Rosters postmarked to State Library
June 3	Tierra del Sol Regional Library Network, Board of Directors
June 8-13	Special Library Association Annual Conference, Los Angeles, CA
June 13	Arroyo Seco Library Network, Board of Directors
June 13-19	American Library Association Annual Conference, Atlanta, GA
July 1	Tierra del Sol Regional Library Network, Board of Directors
July 11	Arroyo Seco Library Network, Board of Directors
July 15	4 th quarter 2001/02 ILL claims due at State Library
July 20-24	American Association of Law Librarians Annual Conference, Orlando, FL
August 5	Tierra del Sol Regional Library Network, Board of Directors
August 8	Arroyo Seco Library Network, Board of Directors
August 14-15	Library of California Board meeting, Sacramento (location tentative)
September 2	2001/02 CLSA System Annual Reports, System Uniform Expenditure Reports and 2002/03 System Uniform Budget Reports postmarked to State Library
September 2	Tierra del Sol Regional Library Network, Board of Directors
September 12	Arroyo Seco Library Network, Board of Directors
October 1	Regional Library Network 2001/02 accomplishments and expenditures due to State Library
October 7	Tierra del Sol Regional Library Network, Board of Directors
October 10	Arroyo Seco Library Network, Board of Directors
October 15	1 st quarter 2002/03 ILL claims due at State Library
November 4	Tierra del Sol Regional Library Network, Board of Directors
November 14-15	Library of California Board meeting, Sacramento
November 15-18	California Library Association Annual Conference, Sacramento
December 2	Tierra del Sol Regional Library Network, Board of Directors
December 12	Arroyo Seco Library Network, Board of Directors

Arroyo Seco Board of Directors normally meets second Thursday of the month
Tierra del Sol Board of Directors normally meets first Monday of the month

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT

COVER PAGE

Placentia Library District

Fiscal Year 2001

ID Number: 12173004000

Submitted by:

Signature

Title

Name (Please Print)

Date

CLIENT'S COPY

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

To file electronically:

1. Complete all forms as necessary.
2. Transmit the completed output file using a File Transfer Protocol (FTP) program or via diskette.
3. Sign this cover page and mail to either address.

To file a paper report:

1. Complete all forms as necessary.
2. Sign this cover page, and mail completed report to either address below.

Report will not be considered filed until receipt of this signed cover page.

Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

Placentia Library District
Special Districts Financial Transactions Report

General Information

Fiscal Year 2001

Mailing Address

Street 1 Is Address Changed?

Street 2

City State Zip

Email

Members of the Governing Body

	First Name	Middle Initial	Last Name	Title
Member	AL		SHKOLER	PRESIDENT
Member	GEOFF		BRAUN	SECRETARY
Member	GAETEN	M	WOOD	BOARD MEMBER
Member	MARGARET	V	DINSMORE	BOARD MEMBER
Member	SAUNDRA	M	STARK	BOARD MEMBER
Member	ELIZABETH		MINTER	DIRECTOR
Member				
Member				
Member				

Other Officials

First Name	Middle Initial	Last Name	Title

Report Prepared By

First Name	Middle Initial	Last Name	Phone No
MERRIALYCE		MCHENRY, CPA	(714) 449-9909

Independent Auditor

First Name	Middle Initial	Last Name	Phone No
MERRIALYCE		MCHENRY, CPA	(714) 449-9909

Placentia Library District
Special Districts Financial Transactions Report
Consolidation of Fund Equities and Transfers
Consolidation of Fund Equities and Transfers

Fiscal Year 2001

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
Consolidation of Fund Equities				
Non-Enterprise Activities	\$759,746	\$0	\$0	
Enterprise Fund Equities				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$0
Total Ending Fund Equities	\$759,746	\$0	\$0	\$0

	Transfers In A	Transfers Out B	Net C
Consolidation of Transfers In and Transfer Out			
General and Special Revenue Funds	\$0	\$0	
Debt Service Funds	\$0	\$0	
Capital Projects Funds	\$0	\$0	
Enterprise Activities			
Airport	\$0	\$0	
Electric	\$0	\$0	
Harbor and Port	\$0	\$0	
Waste Disposal	\$0	\$0	
Water	\$0	\$0	
Total	\$0	\$0	\$0

Placentia Library District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year	2001	General and	Debt Service	Capital Projects
		Special Revenue	Funds	Funds
		A	B	C
Contributions to Outside Agencies				
Debt Service				
Retirement of Long-Term Debt		60,000		
Interest on Long-Term Debt				
Interest on Short-Term Notes and Warrants				
Fixed Assets				
Other Expenditures				
Total Expenditures		\$1,452,054	\$0	\$0
Revenues Over (Under) Expenditures		\$4,773	\$0	\$0
Financing Sources and Uses				
Proceeds of Long-Term Debt				
Proceeds of Refunding Debt				
Payments to Refunded Debt Escrow Agent				
Inception of Lease Purchase Agreements				
Other Financing Sources				
Other Financing Uses				
Operating Transfers In (Intra-District)				
Operating Transfers Out (Intra-District)				
Total Other Financing Sources (Uses)		\$0	\$0	\$0
Revenues/Sources Over (Under) Expenditures/Uses		\$4,773	\$0	\$0
Fund Equity, Beginning of Period				
Prior Period Adjustments				
Residual Equity Transfers				
Other		754,973		
Fund Equity, End of Period		\$759,746	\$0	\$0

Placentia Library District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year	2001	General and	Debt Service	Capital Projects
		Special Revenue	Funds	Funds
		Funds		
		A	B	C
Non-Enterprise Activity		Library Services		
Taxes and Assessments				
Current Secured and Unsecured (1%)		1,001,385		
Voter Approved Taxes				
Property Assessments				
Special Assessments (Mello/Roos, Mark/Roos)				
Prior Year Taxes and Assessments		13,811		
Penalties and Cost on Delinquent Taxes and Assessments				
Licenses, Permits, and Franchises				
Fines, Forfeits, and Penalties		610		
Revenue From Use of Money and Property				
Interest Income		15,310		
Rents, Concessions and Royalties				
Federal				
Aid for Construction				
Other Federal				
State				
Aid for Construction				
State Water Project				
Homeowners Property Tax Relief		16,245		
Timber Yield				
Other State		169,318		
Other Governmental Agencies				
Redevelopment Pass-Through				
Other		198,317		
Charges for Current Services				
Contributions From Property Owners				
Self Insurance Only				
Member Contributions				
Claim Adjustments				
Other Revenues		41,831		
Total Revenues		\$1,456,827	\$0	\$0
Expenditures				
Salaries and Wages		619,123		
Employee Benefits		143,554		
Services and Supplies		629,377		
Self Insurance Only - Claims Paid				

Placentia Library District
Special Districts Financial Transactions Report
Appropriations Limit Information

Appropriations Limit Information

Fiscal Year 2001

Appropriations Limit as of the End of the Fiscal Year	2,294,163
Total Annual Appropriations Subject to the Limit as of the End of the Fiscal Year	1,301,525
Amount (Over) Under the Appropriation Limit	\$992,638

Placentia Library District
Special Districts Financial Transactions Report - Long-Term Debt
General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other

Fiscal Year	2001
District-wide or Improvement District/Zone	District-wide
Improvement/Zone (If Applicable)	
Type of Debt	Other Long-Term Indebtedness
Activity	Library Services
Purpose of Issue	BUILDING
Nature of Revenue Pledged	NONE
Percent of Pledge	0.00
Year of Authorization	1972
Principal Amount Authorized	1,000,000
Principal Amount Issued	1,000,000
Beginning Maturity Date	1972
Ending Maturity Date	2004
Principal Amount Unmatured, Beginning of Fiscal Year	
Adjustments - Increase (Decrease)	330,000
Principal Amount Issued During Fiscal Year	
Principal Amount Matured During Fiscal Year	
Principal Amount Defeased During Fiscal Year	60,000
Principal Amount Unmatured, End of Fiscal Year	\$270,000
Principal Amount in Default, End of Fiscal Year	
Interest in Default, End of Fiscal Year	
Amount Held in Bond Reserve	

Placentia Library District
Special Districts Financial Transactions Report - Lease Obligations

Lease Obligations

Fiscal Year	2001	
Activity	Library Services	
Purpose of Lease	EQUIPMENT	
Original Term of Lease - Number of Years		14
Type of Lease		Rental
Name of Lessor	ABN AMRO INC.	
Total Principal and Interest Unmatured, Beginning of Fiscal Year		
Principal Payment During Fiscal Year		21,911
Interest Payment During the Fiscal Year		26,773
Adjustments - Increase (Decrease)		425,624
Total Principal and Interest Unmatured, End of Fiscal Year		\$376,940
Total Unmatured Principal (Only) End of Fiscal Year		

Placentia Library District
Special Districts Financial Transactions Report - Consolidated Balance Sheet

Fiscal Year 2001

Liabilities and Equity

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
Liabilities and Equity							
Accounts/Warrants Payable	14,332						\$14,332
Loans and Notes Payable							\$0
Interest Payable - Matured/Accrued	3,847						\$3,847
Other Current Liabilities	23,476						\$23,476
Compensated Absences Payable	45,750						\$45,750
Due to Other Governments							\$0
Due to Other Funds							\$0
Long-Term Debt							
General Obligation Bonds							\$0
Revenue Bonds							\$0
Certificates of Participation							\$0
Special Assessment							\$0
Federal							\$0
State							\$0
Time Warrants							\$0
Other Long-Term Indebtedness						270,000	\$270,000
Unamortized Premium on Long-Term Debt							
Advances for Construction							
Deferred Revenue							\$0
All Other Non-Current Liabilities							
Total Liabilities	\$87,405	\$0	\$0	\$0	\$0	\$270,000	\$357,405
Fund Equity							
Contributed Capital							
Investments in General Fixed Assets					2,106,187		\$2,106,187
Retained Earnings							
Reserved							
Unreserved							
Fund Balances							
Reserved	31,046						\$31,046
Unreserved Designated	185,719						\$185,719
Unreserved Undesignated	542,981						\$542,981
Total Fund Equity	\$799,746	\$0	\$0	\$0	\$2,106,187		\$2,865,933
Total Liabilities and Fund Equity	\$847,151	\$0	\$0	\$0	\$2,106,187	\$270,000	\$3,223,338

Placentia Library District
Special Districts Financial Transactions Report - Consolidated Balance Sheet

Fiscal Year 2001

Assets

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
Assets							
Cash and Cash Equivalents	746,995						\$746,995
Taxes Receivable	18,755						\$18,755
Interest Receivable	9,016						\$9,016
Accounts Receivable							\$0
Loans, Notes, and Contracts Receivable	8,839						\$8,839
Due from Other Funds							\$0
Inventory of Materials and Supplies							\$0
Other Current Assets							
Lease Payments Receivable							
Unearned Finance Charges							
Investments	32,500						\$32,500
Restricted Assets							
Deferred Charges							
Unamortized Discount on Long-Term Debt							
Other Assets	31,046						\$31,046
Fixed Assets							
Land					81,498		\$81,498
Buildings and Improvements					1,435,586		\$1,435,586
Equipment					589,103		\$589,103
Construction in Progress							\$0
Total Fixed Assets				\$0	\$2,106,187		\$2,106,187
Accumulated Depreciation							\$0
Net Fixed Assets				\$0	\$2,106,187		\$2,106,187
Other Debts							
Amount Available in Debt Service Funds						270,000	\$270,000
Amount to be Provided	\$847,151	\$0	\$0	\$0	\$2,106,187	\$270,000	\$3,223,338
Total Assets							

Placentia Library District

Special Districts Financial Transactions Report

Detailed Summary of Footnotes For Fiscal Year 2000-01

Forms	Column	Additional Details	Footnotes
Non-Enterprise Revenues, Expenditures, Sources and Uses			
Fund Equity, Beginning of Period	A	ACTIVITY_CODE = 'Library Services'	
Other	A	ACTIVITY_CODE = 'Library Services'	FUND EQUITY, BEGINNING OF PERIOD
Long-Term Debt - General Obligation, Revenue, COPS and Other			
Adjustments - Increase (Decrease)	A	DEBT_TYPE = 'Other Long-Term Indebtedness' and PURPOSE_ISSUE = 'BUILDING' and ACTIVITY_CODE = 'Library Services' and RECORD_NUMBER = 1	PRINCIPAL AMOUNT UNMATURED, BEGINNING OF FISCAL YEAR
Lease Obligations			
Adjustments - Increase (Decrease)	A	LEASE_PURPOSE = 'EQUIPMENT' and ACTIVITY_CODE = 'Library Services'	TOTAL PRINCIPAL AND INTEREST UNMATURED, BEGINNING OF FISCAL YEAR

Supplement to the Annual Report of Special Districts

Special District ID Number:	12173004000
Name of District:	Placentia Library District
Address:	411 E. Chapman Ave.
City, State, Zip:	Placentia, CA 92870

The U. S. Bureau of the Census requests the following information about the fiscal activities of your government for the 2000-2001 fiscal year. Governments furnishing this information will no longer receive U. S. Bureau of the Census Form F-29 or F-32, Survey of Local Government Finances. If you have any questions, please contact:

U. S. Bureau of the Census
Jeffrey Little
1-800-242-4523

A. Personnel Expenditures

Report your government's total expenditures for salaries and wages during the year, including amounts paid on force account construction projects.

200	\$ 619,123
------------	------------

B. Cash and Investments Held at the End of the Fiscal Year

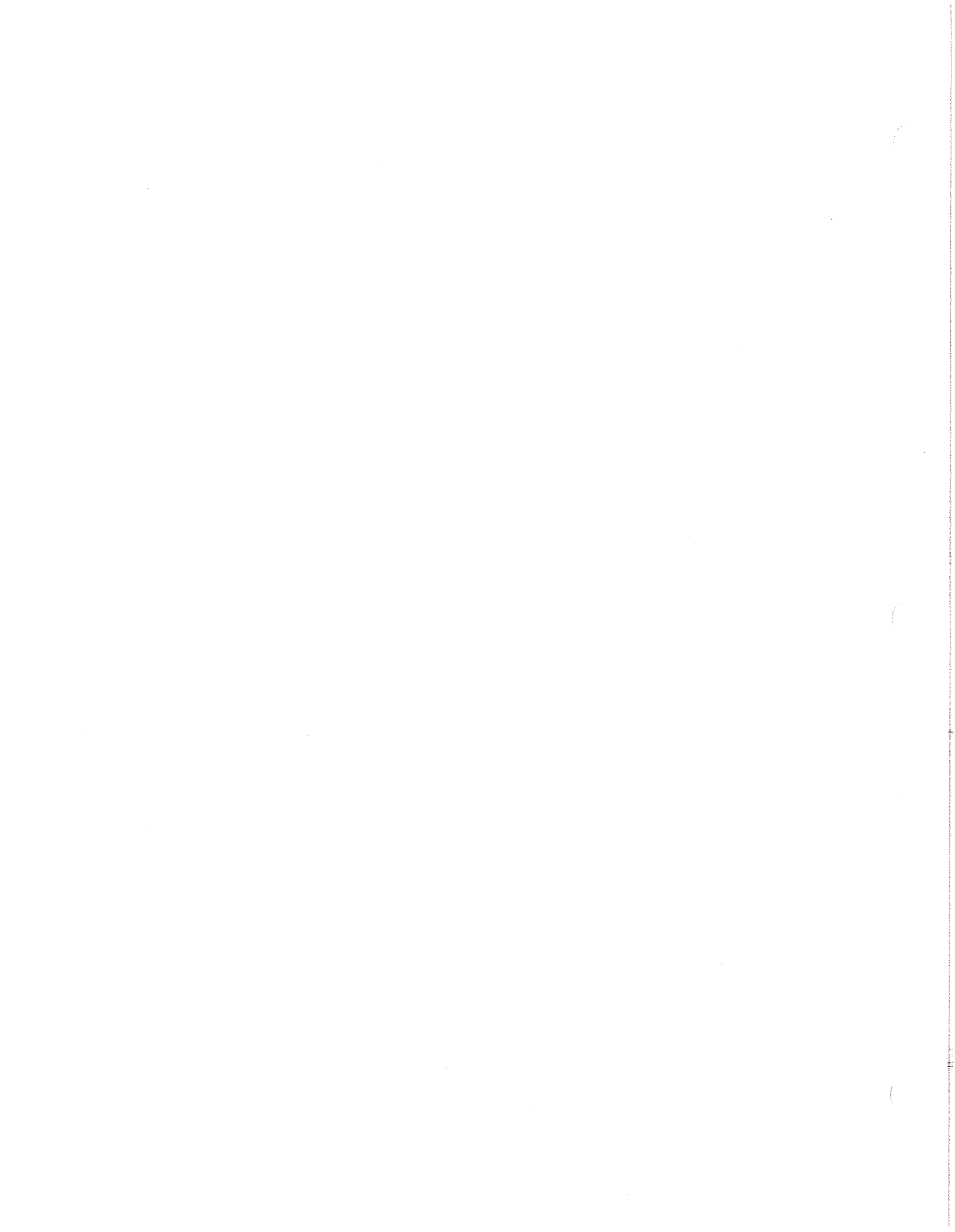
Report separately for each of the three types of funds listed below, the total cash on hand and on deposit and investments in Federal government, Federal agency, State and local government and non-governmental securities. Report all investments at par value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property and non-security assets.

1. Sinking funds - Reserve held for redemption of long term debt.	W01	\$ 0.00
2. Bond funds - Unexpended proceeds from the sale of bond issues held pending disbursement.	W31	\$ 0.00
3. All other funds - Exclude employee retirement funds.	W61	\$ 0.00



To: "Ron Davis" <rondavis@scvwd.dst.ca.us>,
"Ron Collier" <rcollier@townofwindsor.com>,
"Rita Velasquez" <rita_velasquez@netzero.net>,
"Ralph Miller" <carpd@foothill.net>,
Subject: Assembly Bill 1355(Daucher)

Please be advised that Assembly Bill 1355(Daucher)has been scheduled for January 9th in the Assembly Local Government Committee. You will recall that this is the bill that proposed to reallocate the property tax growth above the 2% among local jurisdictions, based on negotiations among the county, cities and special districts. According to Daucher's staff, "She has a million amendments in Legislative Counsel." The Local Government Committee staff has informed Daucher's office that they need amendments by this Friday in order to prepare the analysis on the bill. We hope to have the amendments next week and depending on what they propose, I may be asking for opposition letters prior to the January 9th hearing. As soon as we have the amendments, I will provide you with a full report and action plan, if needed.
Ralph



To: County of Los Angeles Public Library <CoLAPL@lhqsmtp.colapl.org>,
cdillon@mfdillon.com, ACousineau@solanocounty.com,
Ann Cousineu
<acousine@snap.lib.ca.us>, Anne Cain <acain@ccclib.org>,
Subject: FW: ERAF Orphan update - Message form Susan Fuller

> -----Original Message-----

> From: Fuller, Susan

> Sent: Wednesday, December 05, 2001 10:57 AM

> To: Gay Strand

> Subject: FW: ERAF Orphan update

>

>

>

> -----

> From: Fuller, Susan

> Sent: Monday, December 03, 2001 4:26 PM

> To: Gay Strand

> Subject: ERAF Orphan update

>

> Hi ERAF Orphans,

>

> I am writing to give you an update on the ERAF bills. Despite the fact
> that economic news from Sacramento is really terrible right now there is a
> little bright news too.

>

> Senator Jackie Speier is very interested in pursuing this cause and we
> understand that Senator Torlakson is also interested. Some of us met with
> Senator Speier and her staff several weeks ago. Marin County, Alameda
> County, Santa Clara County and San Mateo County sent staff and trustee
> representatives.

>

> At the meeting we talked about how to move the ERAF issue forward. We
> spent a lot of time thinking about how to reach the Governor.

>

> Senator Speier wants to work with the ERAF bills under the same condition
> as they were before, that is, no implementation for the next two years and
> then gradual return of the money over an 8 year period. She does want to
> institute a trigger that states if California's economy improves sooner
> than the 2 year period that the library ERAF return process would happen
> at that time.

>

> The idea of a petition to the Governor was also raised. Deborah Wilder,
> Chair of the San Mateo County Joint Powers Authority, suggested that a
> petition be circulated in January by the Friends of the Library groups
> throughout the state and given through Senator Speier to the Governor in
> February. We have been working with her and with Senator Speier's office

- > to find just the right wording.
- >
- > The Senator's office is concerned that the wording be general enough to
- > cover any changes that might arise as we go through the process, offer
- > some timing to the Governor and be positive enough that the Governor could
- > see it as something that would be both responsible and helpful in meeting
- > his education goals.
- >
- > The following is the suggested wording for the petition.
- >
- > Dear Governor Davis,
- >
- > We ask that you support our libraries. You can do this by allowing
- > libraries to keep more of the local property tax revenue that is already
- > collected in our community. We urge that this action take place within the
- > next two years.
- >
- > Libraries provide reading programs for preschoolers, homework centers for
- > school age children and lifelong learning opportunities for our entire
- > community.
- > Strong libraries create a better educated state.
- >
- > We know that economic times are very tough right now. However, we request
- > that as the economy improves you will endorse community education and
- > restore property tax dollars to libraries.
- >
- > Deborah also had the thought that petitions could be done for children
- > with a page that offered a child the chance to draw a picture showing what
- > the library means to them.
- >
- > The wording on this picture would be:
- >
- > Dear Governor Davis,
- >
- > I love my library! Please help me learn by keeping it strong. Help us
- > find money to make it better. Thank You!
- >
- > Please talk to your Friends groups about circulating these petitions. The
- > petitions should be returned to Senator Speier's office by February 4,
- > 2001
- >
- > Thanks so much. Do contact me or Gay Strand for more information.
- >
- > Susan Fuller
- >

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Ratify contract with Alliance Environmental Group for \$2,615 for asbestos floor tile and adhesive removal in staff workroom and hallway; and with Disaster Kleenup, Better Floors & Restorations for \$7,072 for providing and installing carpet tiles in the staff workroom and hallway. **DATE:** December 19, 2001

BACKGROUND

After a thorough investigation, including moisture testing in five areas, of the options for removing and replacing the asbestos tile and adhesive from the staff workroom and hallway, restroom vestibules and check-in desk area, it was the recommendation of the contractor that there is too much moisture seeping up through the cement underneath the library to successfully install any type of linoleum tile for any length of time without incurring significant ongoing disruption of the cement.

It was recommended that the floor needs to be able to expel the excess moisture, which can best be enabled with the use of carpet tiles similar to the ones installed in the remainder of the library.

The cost of the asbestos tile and adhesive removal by Alliance Environmental Group, Inc. of Irwindale, CA will be \$2,615. The Library Director signed a contract with them on December 6, 2001. The contract is Attachment A.

The cost of the carpet tiles and installation by Disaster Kleenup/Better Floors & Restoration, of Placentia, CA will be \$7,072. The Library Director signed a contract with them on December 6, 2001. The contract is Attachment B.

The storage unit is \$60 for delivery, \$60 for pick-up and \$2.45 per day with a total estimated cost of \$185.

The movers will cost \$125 per hour with a total estimated cost of \$1,500.

The total project cost should be approximately \$11,372.

The Library Director has ordered an additional ten (10) boxes of carpet tiles to use as replacements at a cost of \$1,172.50 and an additional seventeen (17) boxes of carpet tiles for the Literacy Department's ELLI Grant renovation of the Literacy tutoring area at a cost of \$1,829.10 to be paid by the grant.

RECOMMENDATION

1. Receive & File
2. Ratify Signature of Contracts by the Library Director



Lic. #716538 • J.O.S.H. #630

www.alliance-enviro.com
info@alliance-enviro.com

PROJECT: Placentia Library **CUSTOMER:** _____
Address: 411 E. Chapman Ave. **Address:** _____
Placentia, CA 92870
Contact: Elizabeth Minter **Contact:** _____
Phone No: 714-528-1925 **Phone No:** _____
Work No: _____ **Fax No:** _____
Claim/Policy or Job No: _____

SCOPE OF WORK

ALLIANCE will supply all labor, materials & equipment to complete the scope of work as referenced herein in accordance with current regulations.

- 1. Notify required local regulatory agency prior to job start. \$130.00
 - 2. Isolate work area(s). Install critical barriers to work area(s) and splashguards where applicable. Set-up shower decontamination system adjacent to work area(s).
 - 3. Run negative air filtration system during the abatement; monitor the air in the work area(s).
 - 4. Wet and remove floor tile from office areas for approximately 1,420 s/f. \$1,775.00
 - 5. Wet and remove mastic from the office areas for approximately 1,420 s/f. \$710.00
 - 6. Transport, manifest and dispose of waste at an approved EPA landfill.
 - 7. Provide completion package upon final payment.
- TOTAL BID (includes all permits, fees, licenses and taxes, except as noted below) \$2,615.00**

EXCLUDED: Any work that has been other specifically excluded or otherwise not described shall not be incorporated into this contract.
 Replacement of abated materials.

DAMAGE: Damage to walls, wallpaper, wood, and all painted surfaces occur as a result of containment installation. Every attempt will be made to minimize such occurrences. Repairs of such damage are not included in the scope of this proposal.

THIS PROPOSAL IS SUBJECT TO CHANGE AND MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS.
 IT IS SUBJECT TO AND INCLUDES ALL TERMS AND CONDITIONS LISTED ABOVE.

WORK AND PAY AUTHORIZATION

Alliance Environmental Group, Inc. is hereby authorized to furnish all labor, materials, and equipment necessary to perform the proper removal and disposal of asbestos, lead, mold and/or hazardous remediation containing materials as per agreed scope of work with the insurance company and the agreed consideration for said work will be as per agreed price of work by insurance company. All work to be performed in strict compliance with all Federal, State and local regulations.

Payments: Customer shall pay 100% of the contract value due upon completion of work. Interest at the rate of 1-1/2% per month will be charged on all past due accounts.

INSURANCE TRANSACTION When the scope of work is in agreement between the insurance company and Alliance Environmental Group, Inc., we agree to complete the work for the owner's deductible and the insurance checks/drafts for original damages and supplements involved with this loss only. Your signature on this contract grants Alliance Environmental Group, Inc. the owner's power of attorney to sign or endorse any checks and/or drafts made payable to owner for original damages or supplements, as settlement for owner's claim for damages to the home identified above. All supplements will be sent directly to the insurance company and checks will be sent directly to Alliance Environmental Group, Inc.

California Law requires that Contractor start this project within (20) days subject to Contractor's ability to obtain permits and Buyer's ability to obtain financing. However, buyer is advised that processing and obtaining permits may require an additional 10 working days from signed contract.

I acknowledge that I have read the "Notice to Owner" statement found in this contract, and understand the "License & Mechanics Lien" information.

Owner-Buyer Signature _____ Date _____

START DATE: _____ **COMPLETION DATE:** _____

Accepted: Elizabeth D. Minter By: Bill Wood
 (Name Typed or Printed) ALLIANCE ENVIRONMENTAL GROUP, INC.
 By: Elizabeth D. Minter Registration No: 52819AA
 Date: December 6, 2001 Date: 11/15/01

NOTICE TO OWNER

Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder, which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

**TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY,
YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:**

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area, which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property; therefore you need to protect yourself. This will help to insure all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain all material suppliers, subcontractors, and laborers have signed the "Waiver & Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property.

LICENSED CONTRACTOR

State law requires anyone who contracts to do construction work to be licensed by the Contractors State License Board in the license category in which the contractor is going to be working-if the total price of the job is \$500 or more (including labor and materials).

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the contractors State License Board may be unable to assist you with a complaint. Your only remedy against an unlicensed contractor may be in civil court, and you may be liable for damages

arising out of any injuries to the contractor employees.

You may contact the Contractors State License Board to find out if this contractor has a valid license. The board has complete information on the history of licensed contractors, including any possible suspensions, revocations, judgements, and citations. The Board has offices throughout California. Please check the government pages of the White Pages of the office nearest you or call 1-800-321-CSLB for more information.

TERMS:

SITE ACCESS: Customer agrees to ensure that prior to any asbestos, lead, mold and/or hazardous remediation operations, the control area and/or storage area shall be vacated and shall remain closed to all persons (other than ALLIANCE employees) for the duration of the project. In the event that any individual other than ALLIANCE employees enters the control area, Customer agrees that ALLIANCE shall not be held liable for any claims relative to asbestos, lead, mold and/or hazardous remediation exposure arising therefrom and that Customer will indemnify and hold harmless ALLIANCE from all such claims.

CANCELLATIONS: Customer may cancel this contract any time prior to midnight of the third day after acknowledging acceptance. Schedule changes must be made no later than 24 hours in advance of job start. Customer agrees to pay \$125.00 for failing to cancel.

CHANGES AND EXTRAS: Customer may change the work at any time and from time to time, including changes in scope, methods, scheduling or performance requirement, in which case the contract price will and completion date will be equitably adjusted.

SUPPLIED PROPERTY: Whenever the Customer, its employees, contractors, and subcontractors (other than ALLIANCE), use ladders, scaffolding, tools, vehicles, equipment or property of any kind either owned or rented by ALLIANCE, Customer shall indemnify and hold ALLIANCE harmless from any and all claims, demands, damages, causes of action and suits of whatsoever nature and kind, arising out of, or connected with the use of, such ladders, scaffolding, tools, vehicles, equipment or property, except when caused by the sole active negligence of ALLIANCE.

DIFFERING SITE CONDITIONS: If ALLIANCE encounters subsurface or latent physical conditions at the site, differing materially from those indicated in the bid documents, or unknown physical conditions at the site, differing materially from those indicated in the bid

documents, or unknown physical conditions at the site of so unusual nature, ALLIANCE will promptly notify the Customer. If such conditions cause an increase or decrease in the cost of, or the time required for, performance of any part of the scope of work an equitable adjustment in price shall be made and the contract modified accordingly. (Note: All phone quotes are subject to **field verification**.)

FORCE MAJEURE: ALLIANCE shall not be deemed to default nor be liable for damages for any failure or delay in performance of its work, which arise out of causes beyond its reasonable control. Such causes may include, without limitation, acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, material shortages, or unusual severe weather. In the event the Work is delayed by such causes, the time performance will be extended accordingly.

LITIGATION: In the event of litigation arising out of this contract, the prevailing party shall be entitled to reasonable attorney fees.

LEGAL EFFECT: This proposal offers to the customer all terms and conditions upon which ALLIANCE will complete the scope of the work described above. Upon acceptance, this proposal will represent the entire agreement of the parties with regard to performance by ALLIANCE and payment by the customer.

HAZARDOUS WASTE DISPOSAL: Unless otherwise agreed, ALLIANCE is authorized to sign the Uniform Hazardous Waste Manifest on behalf of the owner.

DAMAGE: Damage to walls, wallpaper, wood, and all painted surfaces occurs as a result of containment installation. Every attempt will be made to keep such occurrence to a minimum. Repairs of such damage are not included in the scope of this proposal.



DISASTER KLEENUP®

BETTER FLOORS & RESTORATIONS

"Serving all of Southern California"

24 HOUR EMERGENCY SERVICE (800) 655-2005 Lic. #384910

Executive Offices: 201 W. Santa Fe Ave. • Placentia, CA 92870

P.O. # 36545

SALES CONTRACT AND WORK AUTHORIZATION

COMPLIES WITH CALIFORNIA BUSINESS AND PROFESSIONS CODE SEC. 7159 ET. AL.

I/We PLACENTIA HIGWAY DISTRICT do hereby authorize
DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS to make repairs to the property located at
411 E CHAPMAN AVE PLACENTIA CA 92870, California.

DESCRIPTION OF PROJECT: Contractor will furnish all labor, materials and equipment to construct in a good workmanlike manner as described below or as per agreed scope of work (attached or to be attached once approved by the homeowner or their insurance carrier) for the following services or repairs:

Provide & INSTALL CARPET
Tiles per proposal attached

Owner's mailing address is: same

"STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTOR'S STATE LICENSE BOARD IN THE LICENSE CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING - IF THE TOTAL PRICE OF THE JOB IS \$500.00 OR MORE (INCLUDING LABOR AND MATERIALS).

LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTOR'S STATE LICENSE BOARD MAY BE UNABLE TO ASSIST YOU WITH A COMPLAINT. YOUR ONLY REMEDY AGAINST AN UNLICENSED CONTRACTOR MAY BE IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY INJURIES TO THE CONTRACTOR OR HIS OR HER EMPLOYEES.

YOU MAY CONTACT THE CONTRACTOR'S STATE LICENSE BOARD TO FIND OUT IF THIS CONTRACTOR HAS A VALID LICENSE. THE BOARD HAS COMPLETE INFORMATION OF THE HISTORY OF THE LICENSED CONTRACTORS, INCLUDING ANY POSSIBLE SUSPENSIONS, REVOCATIONS, JUDGMENTS, AND CITATIONS. THE BOARD HAS OFFICES THROUGHOUT CALIFORNIA. PLEASE CHECK THE GOVERNMENT PAGES OF THE WHITE PAGES FOR THE OFFICE NEAREST YOU OR CALL 1-800-321-CSLB FOR INFORMATION."

"Contractors are required by law to be licensed and regulated by the Contractors State License Board, which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' License Board, P. O. Box 26000, Sacramento, California 95826," or call (800) 321-CSLB for more information.

All work to be done in a thorough and workmanlike manner under applicable trade standards and in accordance with applicable building codes of the state of California, city, county, or other relevant jurisdiction. The Contractor is not responsible for any existing violations of local building ordinances and building codes.

Should any arbitration or action at law or in equity be commenced by Contractor against Owner, growing out of or in any way connected with this agreement to enforce or interpret its term and provision, the prevailing party shall be entitled to recover reasonable attorney's fees and costs in addition to other remedies to which it may be entitled.

This is the owner's direction to pay direct or include the name of DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS on the Insurance Company's draft relative to these repairs pursuant to estimate submitted to Insurance carrier. We agree that any portion of work, such as deductible, betterment, depreciation, additional work requested by us or work not otherwise covered by Insurance, must be paid by us on or before completion.

Total Contract Amount \$ 7072.00

Total Deposit, \$1,000.00 or 10% whichever is the lesser _____

Balance Due 7,072.00

Progress payments to be made as follows and in accordance with the terms and conditions of paragraph 1 on the reverse side:

Start date & approximate days for completion; Description of Materials; Work to be Performed; When draw/payment is due; Amount of Payment.
12-17-01 START FINISH 12/28/01
See attached proposal
carpet style to be shown per #07810

Upon satisfactory payment being made for any portion of the work performed, the contractor shall prior to any further payment being made furnish to the owner a full and unconditional release from any claim or mechanic's lien for that portion of the work for which payment has been made.



TERMS AND CONDITIONS

1. The following terms and conditions apply to the payment schedule agreed by all parties in this contract:
 - a. DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS is hereby appointed as Attorney in fact to endorse and deposit in its accounts any insurance checks or drafts relating to this agreement.
 - b. In no event shall the payment schedule provide for Contractor to receive, nor shall Contractor actually receive, payment in excess of 100% of the value of the work performed on the project at any time, excluding finance charges.
 - c. A failure by Contractor without lawful excuse to substantially commence work within twenty (20) days of the approximate date specified in the Proposal and Contract when work will begin shall postpone the next succeeding payment to Contractor for that period of time equivalent to the time between when substantial commencement was to have occurred and when it did occur.
 - d. The terms and conditions set forth in sub paragraphs (b), and (c) above, pertaining to the payment schedule shall not apply when the contract provides for Contractor to furnish a performance and payment bond, lien and completion bond, bond equivalent, or joint control approved by the Registrar of Contractors covering full performance and completion of the contract and such bonds or joint control is or are furnished by Contractor, or when the parties agree for full payment to be made upon or for a schedule of payments to commence after satisfactory completion of the project.
 - e. Right to Stop Work. Contractor shall have the right to stop work if any payment is not timely made to Contractor under this agreement; Contractor may keep the job stopped until all payments due are received.
2. If Owner or any public body requests Contractor to perform any work or furnish any material not provided for in this agreement, or if any change in the work is requested, then Contractor shall be paid for the extra work or material or change in work and the additional cost incurred by Contractor because of such extra work or material or change in work. The amount to be paid to Contractor shall be agreed upon by Owner and Contractor. If Owner and Contractor cannot agree on the amount to be paid, then Contractor shall be paid its cost of labor and material furnished for such extra work on material or change in work plus twenty percent (20%).
3. Owner acknowledges to its insurance carrier and/or insurance adjuster that Contractor is an interested party to Owner's insurance claim. Owner's insurance carrier(s) shall pay to Contractor all sums due or to become in connection with this Proposal and Contract and to insert Contractor's name on any draft or drafts made in payment of Owner's insurance claim. Owner shall promptly sign an insurance proof of loss and once a draft or drafts are issued Owner will endorse such draft or drafts over to Contractor in the amount due Contractor. Notwithstanding the foregoing, Owner is liable, obligated and responsible to pay Contractor all sums due Contractor for the work performed by Contractor pursuant to this Proposal and Contract regardless of whether or not Owner is paid for the work by its insurance carrier(s).
4. Any sums not paid to Contractor when due under this Proposal and Contract shall bear interest at the rate of ten percent (10%) per annum.
5. I authorize that all merchandise listed for ordering and installing has been agreed upon by myself and DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS, and if there should be any alteration instituted by myself I agree to pay all handling charges.
6. DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS is not responsible for cutting of doors, unless expressly spelled out in the contract.
7. DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS is not responsible for damage to baseboards, molding or paint in the process of installing or removing floors.
8. DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS, does not guarantee any size or grade of hardwood flooring against cupping, buckling, shrinking, warping, rotting, or beetle infestation.
9. DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS, cannot be held responsible for any inconsistencies in grain or surface finish as prescribed by the manufacturer of any wood products, as wood is a natural product.
10. DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS, cannot be held liable for expansion, shrinking, slippage, popping, or heaving, due to job site or environmental conditions.
11. In the event of litigation, arbitration, mediation, or other disputes between the parties, it is specifically and knowingly agreed that the venue of any such proceedings will take place in Orange County, California, and if applicable at the North Orange County Branch of the Superior Court located at Fullerton, California.
12. Collection Costs: Homeowner acknowledges that if homeowner is delinquent in the homeowner's obligations, Contractor intends to assign its claim to collection. In such event, homeowner will be required to pay a commission to the collection agency to whom the Contractor assigns the claim. Homeowner agrees that the homeowner shall pay to Contractor in addition to the principal, interest and court costs, all "collection costs" Contractor incurred to the collection agency, irrespective of whether suit is filed against the homeowner. Collection costs are defined as per commission or fee Contractor is required to pay its assignee for the latter's service in collecting the debt.
13. In the event of litigation, arbitration, mediation, or other dispute between the parties, it is specifically and knowingly agreed that the venue of any such proceedings will take place in Orange County, California, and if applicable at the North Orange County Branch of the Superior Court located at Fullerton, California.

"ARBITRATION OF DISPUTES"

"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHT TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE BUSINESS AND PROFESSIONS CODE OR OTHER APPLICABLE LAWS. YOUR AGREEMENT TO THIS ARBITRATION IS VOLUNTARY."

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION. BUYER'S INITIALS _____

NOTICE TO THE OWNER/BUYER: (1) Do not sign the agreement before you read it or if it contains any blank spaces. (2) You are entitled to a completely filled-in copy of the agreement. Owner acknowledges that Owner has received and read a legible copy of the agreement signed by the Contractor, including all the terms and conditions therein included, before any work was done, and that Owner has read and received a legible copy of every document that Owner has signed during the negotiation. If Owner cancels the agreement after the rights of rescission has expired, and before commencement of construction, Owner shall pay contractor the amount of expenses incurred to that date plus loss of profits.

NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

**TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY,
YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:**

(1) Require that your contractor supply you with a payment and performance bond (not a license bond) which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material supplier, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the person signing these releases loses the right to file a mechanics' lien claims against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed that mechanic's lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property.

Notice of Cancellation and Cancellation Period

To cancel this transaction, mail or deliver a signed and dated copy of the attached cancellation notice (back side of page two of this contract), or any other written notice, or send a telegram to DISASTER KLEENUP/BETTER FLOORS & RESTORATIONS, 201 West Santa Fe Avenue, Placentia, California 92870, not later than midnight on the third business day after this contract was executed. If your residential property was "damaged by a disaster" you may cancel, without penalty or obligation not later than midnight on the seventh business day after this contract was executed. "You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right."

This proposal is valid until 12/18/01, and if accepted on or before that date, work will commence approximately on this date 12/17/01 and will be substantially completed on approximately this date 12/28/01, subject to delays caused by acts of God, stormy weather, uncontrollable labor trouble, or unforeseen conditions. Contractor's failure to substantially commence work without lawful excuse, within twenty (20) days from the date specified above is a violation of the Contractor License Law.

**THE UNDERSIGNED ACKNOWLEDGES READING, UNDERSTANDING AND AGREEING TO THE TERMS AND
CONDITIONS ON BACKS OF ALL PAGES OF THIS CONTRACT AND WORK AUTHORIZATION**

I have received a copy of the Notice of Cancellation (back side of page two of this contract), Notice to Owner (top of page two of this contract) and the License Law Notice (middle of page one of this contract). I have read, accept and agree to all terms of this contract.

Accepted by: X Elizabeth D. Smith 12/6/2001 Denny Farrell
Owner Date Salesperson Reg. No. Date

Accepted by: _____
Owner Date

“NOTICE OF CANCELLATION”

Date of transaction

If this contract is for residential home solicitation: You may cancel this transaction, without any penalty or obligation, within three business days from the above date. If your residential property was "damaged by a disaster" you may cancel, without penalty or obligation within 7 business days from the above date.

If you cancel, any property traded, in any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to

(Name of Seller)

(Address of Seller's Place of Business)

not later than midnight of

(Date)

I hereby cancel this transaction

(Date)

X _____
(Buyers Signature)

X _____
(Buyers Signature)

I/we acknowledge receipt of a copy of this form.

X _____
(Buyers Signature)

X _____
(Buyers Signature)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director ^{EDM}

SUBJECT: Resolution 01-3 supporting the Placentia-Yorba Linda Unified School District's efforts to acquire funding from a school bond measure

DATE: December 19, 2001

BACKGROUND

Following a presentation by David Verdugo, Assistant Superintendent of the Placentia-Yorba Linda Unified School District (PYLUSD), the Library Board of Trustees at its meeting on November 21, 2001 authorized the Library Director to prepare for the December Library Board Meeting a resolution of support for PYLUSD's bond issue campaign.

Attachment A is Resolution 01-3 that follows the form and content of a resolution in support of the PYLUSD Bond Campaign passed by the City of Placentia City Council on November 6, 2001.

RECOMMENDATION

1. Read Resolution 01-3 by title only
2. Adopt Resolution 01-3

RESOLUTION 01-3

A RESOLUTION OF THE PLACENTIA LIBRARY BOARD OF ORANGE COUNTY
SUPPORTING THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT'S
EFFORTS TO ACQUIRE FUNDING FROM A SCHOOL BOND MEASURE

WHEREAS, Placentia Library District is served by the Placentia-Yorba Linda Unified School District (PYLUSD) for educational services; and

WHEREAS, PYLUSD has earned a well-deserved reputation of excellence and academic achievement, several schools earning prestigious honors and awards; and

WHEREAS, the school district has seen large increases in student population, from 17,000 students ten years ago to 27,000 students today;

WHEREAS, school buildings are requiring more maintenance through renovations, repairs and technological upgrades due to age and use; and

WHEREAS, the \$102 million bond measure equates to approximately \$34 per \$100,000 of assessed property valuation each year, from which Placentia schools will obtain funds to enlighten and improve the educational experience for all Placentia students;

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District Board of Trustees supports Placentia-Yorba Linda Unified School District's efforts to acquire funding from the school bond measure, which will maintain Placentia's high quality education standards.

PASSED AND ADOPTED THIS nineteenth day of December 2001.

AYES:	TRUSTEES:
NOES:	TRUSTEES:
ABSENT:	TRUSTEES:
ABSTAIN:	TRUSTEES:

State of California)
)ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the nineteenth of December, 2001.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of December, 2001.

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Election of Board Officers
DATE: December 19, 2001

BACKGROUND:

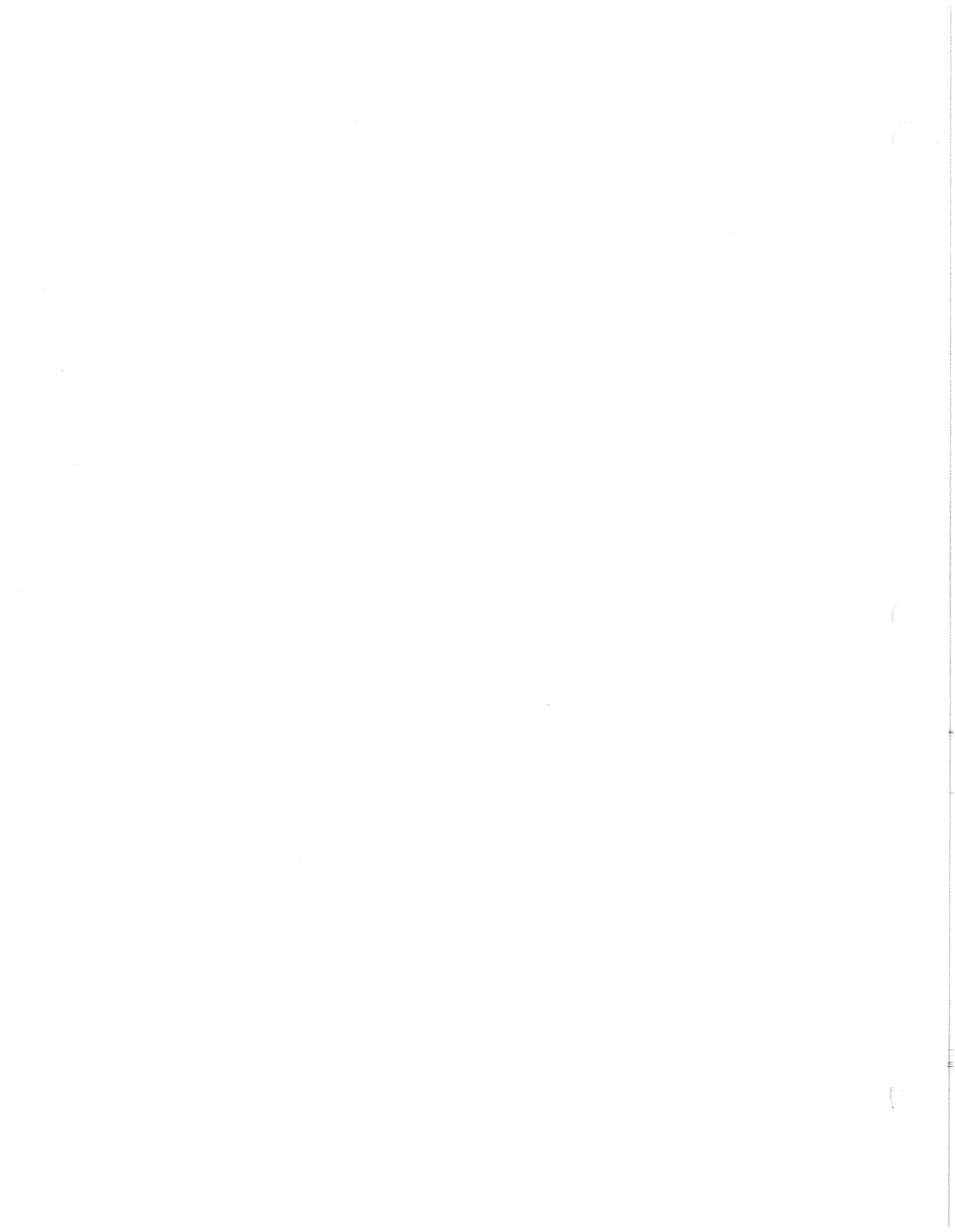
The following positions need to be elected:

President (Incumbent is Shkoler, 3 years)

Secretary (Incumbent is Braun, 1 year)

RECOMMENDATION:

Elect a Library Board President and a Library Board Secretary for 2002.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EW*
SUBJECT: **Appointment of Library Board Representatives for 2002 by the Board President**
DATE: December 19, 2001

BACKGROUND:

The following positions need to be appointed:

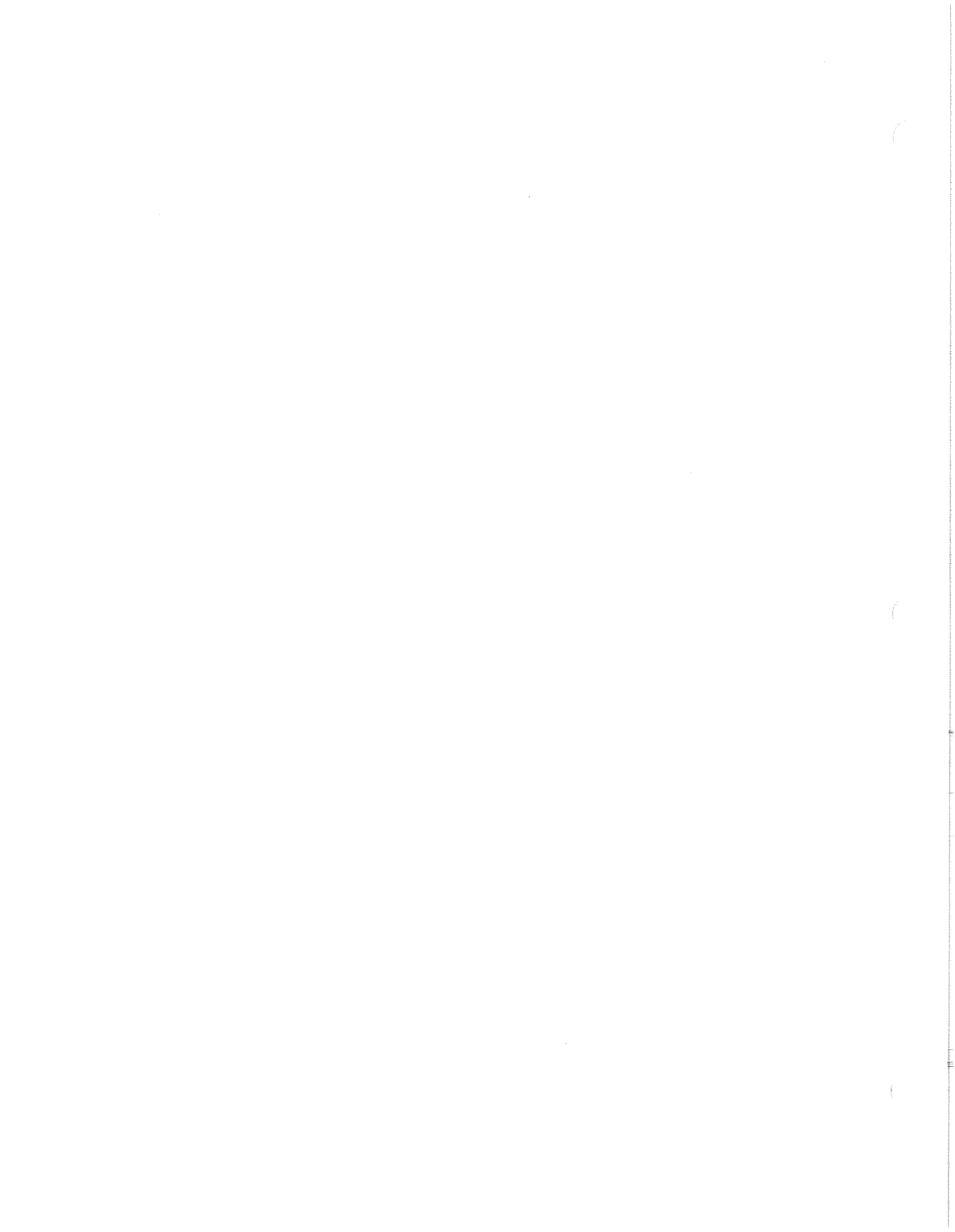
Placentia Library Foundation Board of Directors (2 positions – incumbents are Braun and Wood)

Independent Special Districts of Orange County (Incumbent is Wood)

Special District Workers Compensation Authority Board of Directors (Incumbent is Stark)

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Selection of Date and Time for Regular Board Meetings for 2002
DATE: December 21, 2001

BACKGROUND:

The current date and time is the third Wednesday at 7:30 P.M.

RECOMMENDATION:

Set the regular meeting date and time for 2002.



TO: Elizabeth D. Minter, Library Director
 FROM: Elisa Herrera-Thomas, Administrative Assistant *eh*
 DATE: December 19, 2001
 SUBJECT: **Reinvestment of Certificates of Deposit**

BACKGROUND:

Over ten years ago, Certificates of Deposit were established for backup emergency funds to be used primarily in the event of a payroll shortfall. The certificates are held in amounts of \$5,000 and \$2,500, so that in the event a withdrawal was necessary, the required funds could be withdrawn without disturbing the entire investment.

These Certificates of Deposit have an annual maturity date of January 21. The District has ten days from that date to make alternate decisions for the investment of these funds. The Certificates of Deposit are currently held at Wells Fargo Bank, Placentia. The \$2,500.00 and \$5,000.00 CDs earn an interest at the rate of 4.39% which is rolled into a Savings Account at the same institution. Currently, the savings account is earning .40% interest. The Certificate of Deposit rate quoted to Administrative Assistant Wendy Goodson in January 2001 was 5.20%; the Savings Account rate was quoted at 2.00%. Wells Fargo Bank has no explanation of why the percentages being paid are different from the ones reported by Ms. Goodson.

Account numbers and values of the Certificates of Deposit are as follows:

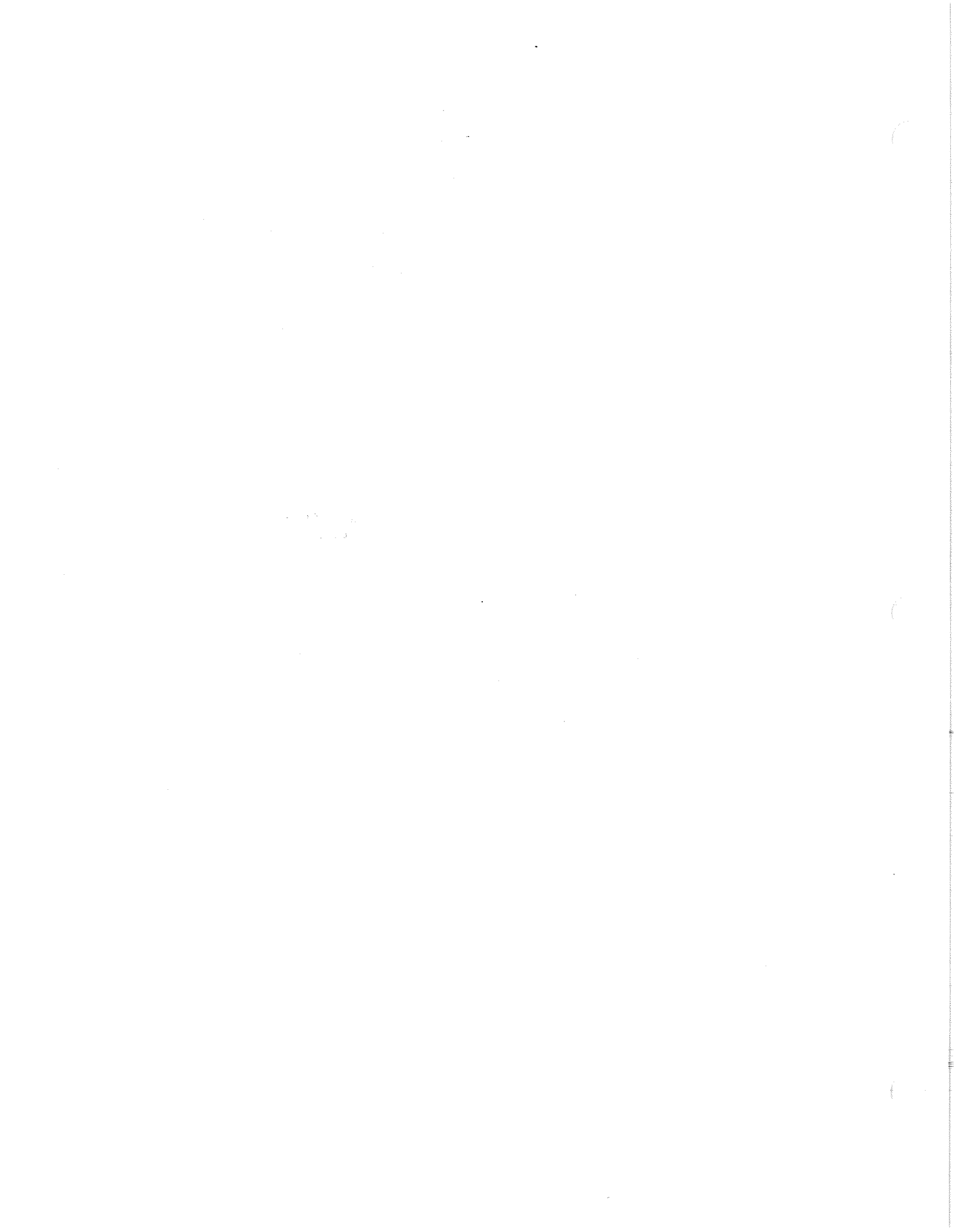
174445018	\$5,000.00	174445022	\$2,500.00
174445019	\$5,000.00	174445055	\$2,500.00
174445020	\$5,000.00	174448482	\$2,500.00
174448483	\$2,500.00	2009199969	\$10,000.00
0289972069 Savings	\$3,989.36		

**COMPARISON OF INTEREST RATES ON CERTIFICATES OF DEPOSIT
 AS OF DECEMBER 19, 2001**

Financial Institution	Current Rate	Savings Rate	Penalty for Early Withdrawal
Wells Fargo Bank	1.73%	1.75%	3 months interest (90 days)
United California Bank (formerly Sanwa Bank)	2.27%	1.00%	1 month interest
Fullerton Community Bank	2.63%	2.60%	3 months interest (90 days)

RECOMMENDATION:

1. Determine where to invest the Certificates of Deposit.



Agenda Item 35

TO: Elizabeth Minter, Library Director

FROM: Ann-Margaret Webb, English Language and Literacy Coordinator *amw*

DATE: December 4, 2001

SUBJECT: Introduction of Ann-Margaret Webb, the English Language and Literacy Intensive Coordinator

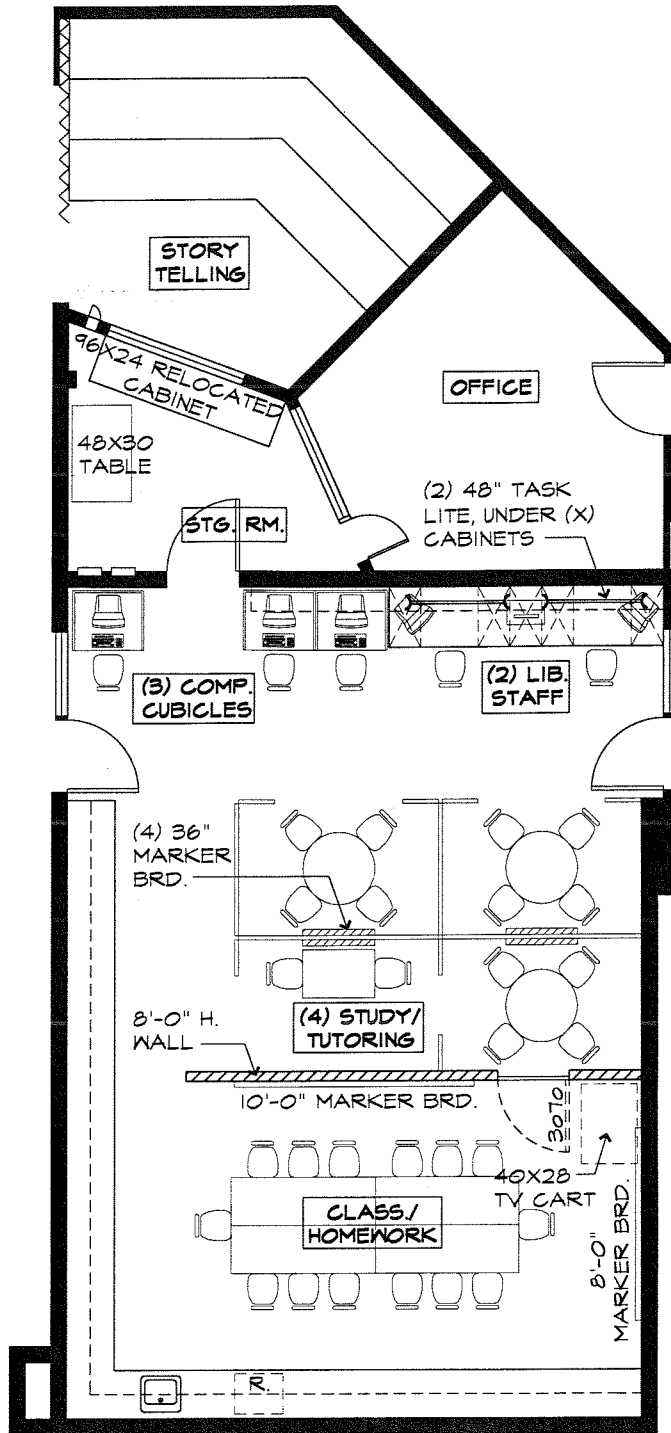
BACKGROUND

Ann-Margaret Webb will introduce herself and provide an overview of the English Language and Literacy Intensive (ELLI) Program. The ELLI Program is funded by a grant from the California State Library. The goal of the ELLI Program is to provide tutors for 200 children who are experiencing problems reading, writing or speaking English in three area elementary schools (Rio Vista, Ruby Drive and John Tynes). The tutors will work with these children at the schools as well as at the Placentia Library.

Outreach has been conducted with the elementary schools as well as with Placentia Child Development Center (Head Start).

RECOMMENDATION

No action by the Board is requested.




PROPOSED SPACE PLAN FOR:

PLACENTIA LIBRARY

LITERACY DEPT.,
01 NOVEMBER 2001, RBA #01136

PLACENTIA, CA.
SCALE: 1/8"=1'-0"

SP-3 

BORDERS
ROBERT BORDERS & ASSOCIATES
5030 CAMPUS DRIVE NEWPORT BEACH, CA 92660

TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian



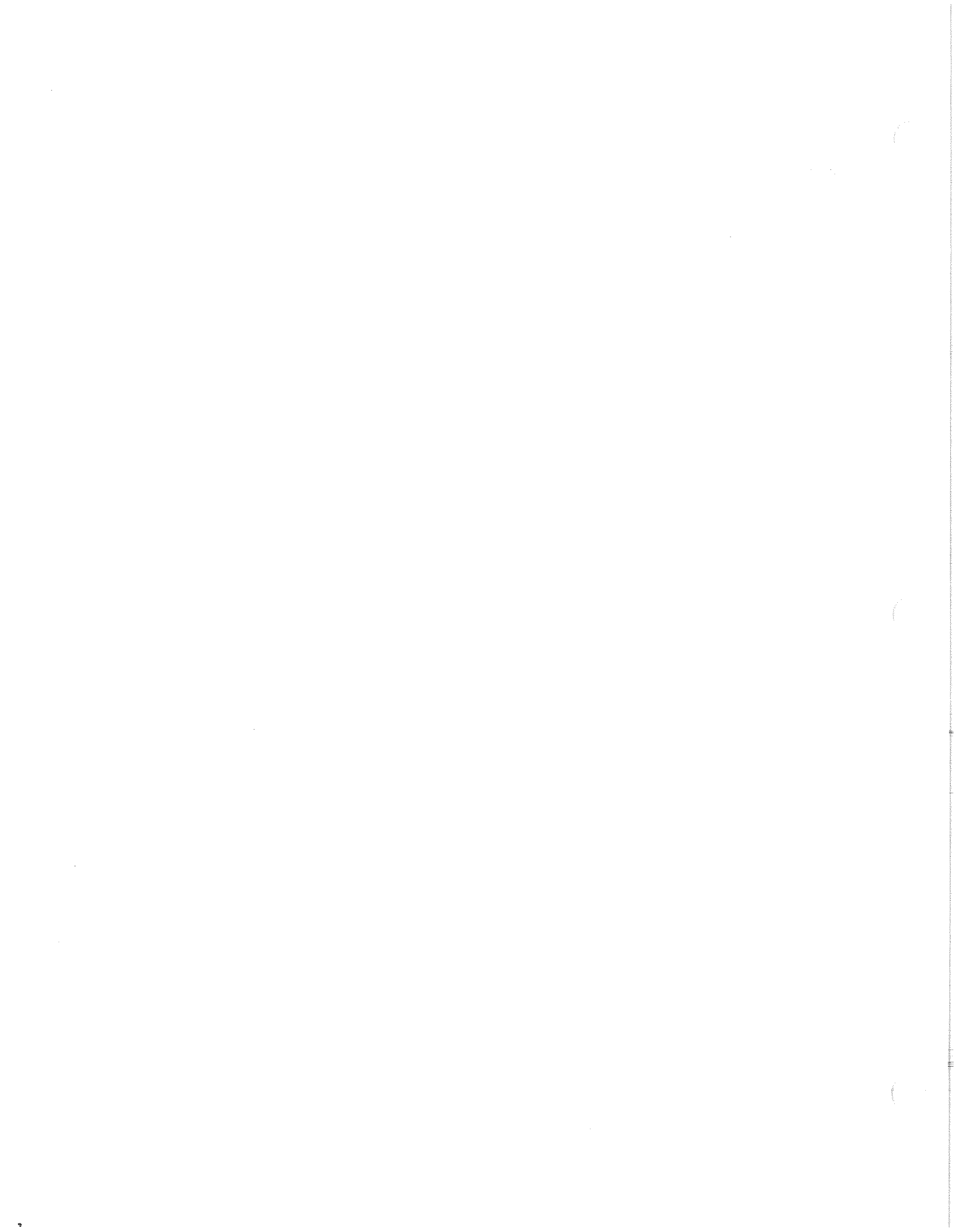
DATE: December 19, 2001

SUBJECT: MCLS/SLS LSTA Young Adult Programs Grant

The Children's Department has received an MCLS/SLS LSTA Young Adult Programs Grant for a maximum of \$3,200. Programs will be scheduled in 2002 and will be decided upon with the input and assistance of the library's new Teen Advisory Board. Programs being considered include a career fair and a college preparation seminar. These programs were suggested from the results of a teen survey form distributed in the library during the summer of 2001. We received 20 responses to the survey. The teen council was informed of the grant at its December meeting, and will be presenting any additional programming ideas at the January meeting.

The Teen Advisory Board's first meeting was October of 2001. Currently the board meets monthly. Most board members were teen volunteers during the 2001 Summer Reading Program. Having a Teen Advisory Board in place by October 31st, 2001 was a requirement of the grant application process.

The submission deadline for all invoices associated with this grant is August 30, 2002, so all programming will be completed by then. We hope to have at least two YA programs in 2002 using grant funds, three if we can manage it.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director ^{EMT}

SUBJECT: Report on Civic Center Authority Meeting on December 11, 2001 to Review Signage Recommendations and Budget for the Civic Center Renovation Project.

DATE: December 11, 2001

BACKGROUND

On Thursday, December 6, 2001 the City set a Civic Center Authority Meeting for Tuesday, December 11, 2001 at 8:00 A.M. The Agenda is Attachment A.

The Library District received a copy of the Signage Proposal and Budget at 4:15 P.M. on Thursday, December 6 and reviewed it with President Shkoler and Trustee Braun on the morning of Friday, December 7 at the Chamber of Commerce Breakfast.

The purposed Signage Budget is Attachment B. A copy of the Signage Proposal will be available at the Library Board Meeting.

President Shkoler will report on the Civic Center Authority Meeting and the actions taken by the Authority.

RECOMMENDATION

Take action as determined by Library Board.

December 5, 2001

QUOTE: 1117-01

Chris Becker
City of Placentia

Via Fax: 714.528.4640

Re: City of Placentia

Thank you for the opportunity to provide you with the following budget.

Item	Quan.	Description	Unit Cost	Price
SHARED SIGNAGE				
1	1	Type 1: Main Monument	3600 ^p	
			Tax	
			Install	
			TOTAL	
2	2	Type 3: Illuminated Street	\$3,575.00	\$7,150.00
			Tax	\$536.25
			Install	\$1,700.00
			TOTAL	\$9,386.25
3	1	Type 4: Civic Center Monument	\$1,765.00	\$1,765.00
			Tax	\$132.38
			Install	\$495.00
			TOTAL	\$2,392.38
4	1	Type 5: Monument Directional	3253 ^p	
			Tax	
			Install	
			TOTAL	
5	3	Type 8/8A/8B: Directionals	\$310.00	\$930.00
			Tax	\$69.75
			Install	\$450.00
			TOTAL	\$1,449.75
6	2	Type 9: Legal Notices	\$785.00	\$1,570.00
			Tax	\$117.75
			Install	\$300.00
			TOTAL	\$1,987.75
7	3	Type 10: Stop Signs - 2'-0"	\$435.00	\$1,305.00
			Tax	\$97.88
			Install	\$750.00
			TOTAL	\$2,152.88
8	3	Type 10A: Stop Signs - 1'-6"	\$615.00	\$1,845.00
			Tax	\$138.38
			Install	\$750.00
			TOTAL	\$2,733.38

John Bishop Design Inc. 92807
714.986.1646
fax 714.986.9897
http://jbd.com



*Put in
City / by City
19 / 2*

9	3	Type 11/11A/11B: Secondary Stop ID	\$215.00 Tax \$48.32 Install <u>\$750.00</u> TOTAL	\$645.00 \$48.32 <u>\$750.00</u> \$1,443.38
10	2	Type 12: Do Not Enter Sign	\$160.00 Tax \$24.00 Install <u>\$200.00</u> TOTAL	\$320.00 \$24.00 <u>\$200.00</u> \$544.00
11	21	Type 14: Reserved Parking	\$140.00 Tax \$220.50 Install <u>\$1,995.00</u> TOTAL	\$2,940.00 \$220.50 <u>\$1,995.00</u> \$5,155.50
12	6	Type 15: Handicap Parking	\$275.00 Tax \$123.75 Install <u>\$570.00</u> TOTAL	\$1,650.00 \$123.75 <u>\$570.00</u> \$2,343.75
13	6	Type 16: Pole Mounted Miscellaneous Signs	\$275.00 Tax \$123.75 Install <u>\$570.00</u> TOTAL	\$1,650.00 \$123.75 <u>\$570.00</u> \$2,343.75
14	4	Type 17: Pole Mounted Information Signs	\$275.00 Tax \$82.50 Install <u>\$380.00</u> TOTAL	\$1,100.00 \$82.50 <u>\$380.00</u> \$1,562.50
15	Lot	Demolition of existing signs	Labor Only	\$1,000.00
			TOTAL	\$34,495.27
		<u>LIBRARY SIGNAGE</u>		
1	2	Type 2A: Bldg ID Letters "Library"	\$680.00 Tax \$51.00 Install <u>\$300.00</u> TOTAL	\$680.00 \$51.00 <u>\$300.00</u> \$1,031.00
2	2	Type 6: Refurbish Existing Letters	\$495.00 Tax \$74.25 Install <u>\$500.00</u> TOTAL	\$990.00 \$74.25 <u>\$500.00</u> \$1,564.25
3	1	Type 7/7A: Building Address	\$275.00 Tax \$20.63 Install <u>\$150.00</u> TOTAL	\$275.00 \$20.63 <u>\$150.00</u> \$445.63
4	2	Type 13A/13B: Delivery Signs	\$200.00 Tax \$30.00 Install <u>\$200.00</u> TOTAL	\$400.00 \$30.00 <u>\$200.00</u> \$630.00



5	3	Type 18/18A: Book Return	\$105.00	\$315.00
			Tax	\$23.63
			Install	<u>\$240.00</u>
			TOTAL	\$578.63
6	2	Type 19: Illuminated Hours	\$125.00	\$250.00
			Tax	\$18.75
			Install	<u>\$300.00</u>
			TOTAL	\$568.75
7	1	Type 20: Wall Mounted Display Boards	\$2,985.00	\$2,985.00
			Tax	\$223.88
			Install	<u>\$465.00</u>
			TOTAL	\$3,673.88
25	1	Type 22: Book Sale Entrance	\$380.00	\$380.00
			Tax	\$28.50
			Install	<u>\$115.00</u>
			TOTAL	\$523.50
			TOTAL	\$9,015.64
		<u>CITY HALL SIGNAGE</u>		
1	1	Type 2: Bldg ID Letters "City Hall-Police"	\$1,355.00	\$1,355.00
			Tax	\$101.63
			Install	<u>\$370.00</u>
			TOTAL	\$1,826.63
2	2	Type 6: Refurbish Existing Letters	\$495.00	\$990.00
			Tax	\$74.25
			Install	<u>\$500.00</u>
			TOTAL	\$1,564.25
3	2	Type 7/7A: Building Address	\$275.00	\$550.00
			Tax	\$41.25
			Install	<u>\$300.00</u>
			TOTAL	\$891.25
4	1	Type 13: Loading & Unloading	\$285.00	\$285.00
			Tax	\$21.38
			Install	<u>\$100.00</u>
			TOTAL	\$406.38
5	2	Type 20: Wall Mounted Display Boards	\$2,985.00	\$5,970.00
			Tax	\$447.75
			Install	<u>\$930.00</u>
			TOTAL	\$7,347.75



6	2	Type 21/21A: Gate Signs	\$150.00	\$300.00
			Tax	\$22.50
			Install	<u>\$190.00</u>
			TOTAL	\$512.50
			TOTAL	\$12,548.76
			PROJECT TOTAL	\$56,059.67

NOTES:

1. Delivery: 35 - 40 Working Days upon receipt of signed quote, permits, deposit and approvals.
2. Terms: 25% Deposit, 50% prior to installation, Balance due upon completion.
3. Not responsible for damage to existing landscaping or wallcoverings
4. Quote valid for 90 days.

*A service charge of 1.5% per month will be charged on all accounts past 30 days. All Collection Costs and attorney's fees are the sole responsibility of the customer.

Thank you for this opportunity to be of service. If you have any questions, please feel free to contact me at 714.986.1646.

JOHN BISHOP DESIGN
Marci Modesitt

CITY OF PLACENTIA
Chris Becker

Marci Modesitt

Signature

Signature

12-5-01

Date

Date





PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue
Placentia, CA 92870

AGENDA

TUESDAY, DECEMBER 11, 2001

8:00 A.M.

Public Works Meeting Room

- ROLL CALL:** Comissioners Castner, Lowe, Shkoler, Underhill, Wood
- ORAL COMMUNICATIONS:** At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.
- MINUTES OF PREVIOUS MEETING:** Minutes of the meeting of November 7, 2001
- NEW BUSINESS:** Chris Becker - Civic Center Renovation Project Update
- ADJOURNMENT:**

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the December 11, 2001 meeting of the Placentia Civic Center Authority was posted on December 7, 2001.

A handwritten signature in black ink, appearing to read "Steven L. Brisco".

Steven L. Brisco
Secretary

**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
November 7, 2001 - 8:00 a.m.
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission was called to order at 8:05 a.m.

ROLL CALL:

Present: Lee Castner, President
Al Shkoler, Commissioner
Constance Underhill, Commissioner
Gaeten Wood, Commissioner

Absent: Chris Lowe, Commissioner

Others Present: Carolyn Davis, City Treasurer
Robert D'Amato, City Administrator
Elizabeth D. Minter, Placentia Library Director
Steven L. Brisco, Director of Finance/Secretary
Chris Becker, Director of Public Works
Kris Gundel, Public Works Management Analyst
John Bishop

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 10, 2001 meeting were approved with a vote 4-0-1-0. Commissioner Wood stated her first name had been misspelled on the previous minutes.

NEW BUSINESS:

Public Works Director, Chris Becker, reported that the Civic Center renovation work is on schedule.

- All demolition work has been completed. Required extra days to meet deadline.
- Storm drain systems are all in place. Needed to correct prior work that had been illegally performed.
- Tile work should begin soon.
- Areas being prepared for concrete slabs for pavers.
- Electrical conduits are in for lighting and landscaping areas.
- Bell Tower – working on putting river rock. Grading work being done now.
- Paving will be in about 2 1/2 weeks.
- Depending on the rain, project should be completed by second week in December. Public Works employees have assisted contractor to try to meet schedule. Contractor also has been working Saturdays.

Library Director Minter inquired when public would have access to front doors and Chris Becker B
said he would know as soon as he consults with paving company.

Public Works Director introduced Mr. John Bishop from John Bishop Design, Inc. who discussed all the signs for the Civic Center.

- Monument sign - He presented two designs to the members; one design with titles and address and one design without the address. He recommended using the design without the address and that it be smaller than original size. Monument materials are the same as previously discussed and he showed samples. Monument font was changed for better readability. Recommended using new City seal used on City letterhead.
- Mr. Bishop proposed using light color for outside lettering on walls so it will stand out. Commissioner Underhill suggested removing the word "District" from Placentia Library lettering in outside wall off library. Elizabeth Minter thought the word "Placentia" was unnecessary. Mrs. Minter will discuss this further with Mr. Bishop and decide on how it should be.
- Mrs. Minter suggested delivery signs have both 401 and 411 to avoid confusion.
- Mr. Bishop stated sign at Kraemer median is too small and suggested a larger one.
- He has made the highway signs more simple and larger.
- He suggested removing employee of the quarter name from sign for security purposes.
- Library hours sign needs to be moved to a better location and it was suggested removing "Placentia Library" and replacing with "Library Hours." Mr. Bishop thought sign should be illuminated.
- Mrs. Minter said the Library needs a delivery sign to avoid confusion with City Hall.
- Mrs. Minter asked Mr. Bishop to review the book drop near Library front door and change lettering.

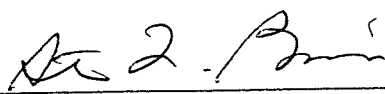
Mr. Bishop stated he will have all the pricing and all the details that were discussed and will provide to Chris Becker.

Chris Becker inquired if all present were in agreement with reducing monument sign. He also said the font had been changed from Souvenir. Commissioner Castner made motion to approve the sign presented without the addresses. Seconded by Commssioner Skholer and approved by unanimous vote.

Motion made by Commissioner Castner to approve the package as presented, with the proposed changes. Seconded by Commissioner Wood and approved by unanimous vote.

ADJOURNMENT:

Meeting was adjourned at 9:05 a.m.



Steven L. Brisco, Secretary

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: November 15, 2001
 SUBJECT: Program Committee Report for the month of October.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	0	0

CHILDREN'S SERVICES

Wed. PM Story Times	5	72
Thurs. AM Story Times	4	76
3-4 year-old music times	5	135
5-6 year-old music times	5	92
Lapsits	4	152
Class tours	24	548
Comm Center Storytimes	5	38
Head Start Storytimes	28	560
TOTAL FOR OCTOBER	80	<u>1,673</u>
YTD TOTAL	144	<u>3,757</u>

LITERACY SERVICES

Oct 2001-02 FY 2001-02 YTD

Total Tutors	132	152
Total Students	207	226
Total Hours	1,237	5,187

For more detailed literacy statistics, see Agenda Item 33, page 2 of 2.



Agenda Item 37

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: December 10, 2001
 SUBJECT: Program Committee Report for the month of November.


DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	0	0
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	4	52
Thurs. AM Story Times	4	48
3-4 year-old music times	4	95
5-6 year-old music times	4	91
Lapsits	4	98
Class tours	3	64
Comm Center Storytimes	4	38
Head Start Storytimes	35	700
TOTAL FOR OCTOBER	62	<u>1,131</u>
YTD TOTAL	206	<u>4,888</u>

<i>LITERACY SERVICES</i>	Nov 2001-02	FY 2001-02 YTD
Total Tutors	138	157
Total Students	208	248
Total Hours	1,501	6,688

For more detailed literacy statistics, see Agenda Item 39, page 2 of 2.



TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian 

DATE: December 19, 2001

SUBJECT: November Activities in the Children's Department

Programming- Programming continued through November. There were 4 lapsits, 8 storytimes and 8 musictimes with a total attendance of 334.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	47 children / 48 adults
3 - 6 year old storytimes (a.m.)	4	32 children / 16 adults
3 - 6 year old storytimes (p.m.)	4	28 children / 24 adults
MusicTime 3 - 4 year olds	4	54 children / 37 adults
MusicTime 5 - 6 year olds	4	29 children / 19 adults
Totals	20	190 children / 144 adults

Offsite Programming- Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 4 storytimes at the community centers with a combined attendance of 33. Five storytimes were performed for each of the seven Head Start classes with a combined attendance of 700.

School Visits- School visits have continued. Three classes, with a combined attendance of 64, visited the library. They received tours, a short storytime, and book bags.

Community events- The El Dorado High School Drama group again presented a collection of short plays adapted from this year's California Young Reader Medal Nominees. Forty-five people attended this entertaining yearly event including children from the local community centers.


Our first in a series of parenting classes was held in November. We had one class in Spanish with an attendance of two and the same class again in English with an attendance of 11. Child-care was provided with 6 children playing with puzzles, coloring, and enjoying stories and flannel boards.

Camp Library - This year Children's Department held the 15th Annual Camp Library. 81 children and adults attended. This year's featured performer was Asha's Baba, a West African storyteller. Once again Camp Library received rave reviews from many attendees.

Community Outreach - The children's librarian and Ann Margaret, ELLI coordinator and assistant literacy coordinator attending a family reading night at Rio Vista Elementary School. They talked about library programs including tutoring opportunities and read several stories to an audience of approximately 400 children and their parents.

Grants - The Children's Department has received an MCLS/SLS LSTA Young Adult Programs Grant for a maximum of \$3,200. Programs will be scheduled in 2002 and will be decided upon with the input and assistance of the library's new Teen Advisory Board.

Agenda Item 39

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager 
DATE: November 15, 2001

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

Tutor Training. The Literacy Coordinator conducted two accelerated tutor training workshops during October and five tutors were trained, two adults and three teens. All five new tutors are matched and tutoring in the Library. The next tutor training is scheduled for November 4.

Families for Literacy (FFL) Program Status. We had no new families begin in October. We now have six families in the FFL component.

Spanish Literacy Classes finish in October. Both Spanish literacy classes finished their current sessions at the end of October. The next session of classes, depending on funding, is scheduled for early January 2002. There are currently a total of fifteen students enrolled in both classes.

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 October. So far, we have trained 111 high school volunteers for this school year. RRAP offers high school students the opportunity to get community service hours by volunteering at local elementary schools. Placentia Library's Literacy Coordinator developed the training for the program last year.

Reach Out and Read Partnership Continues. In October, the 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 especially recognize one of our volunteers, Diane Martlo, 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.

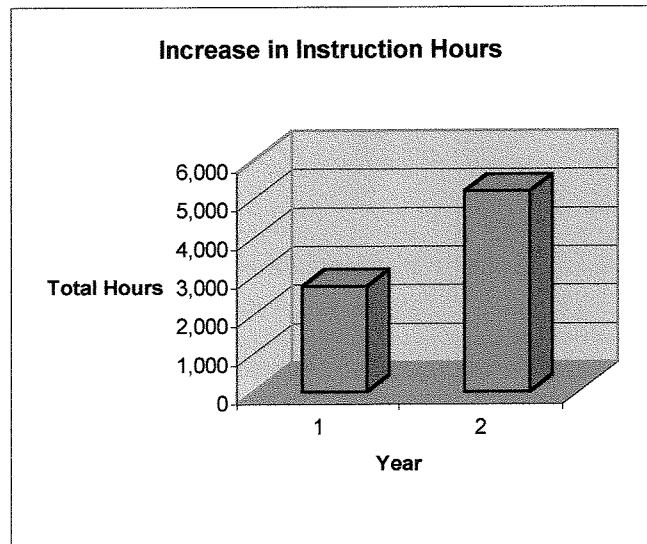
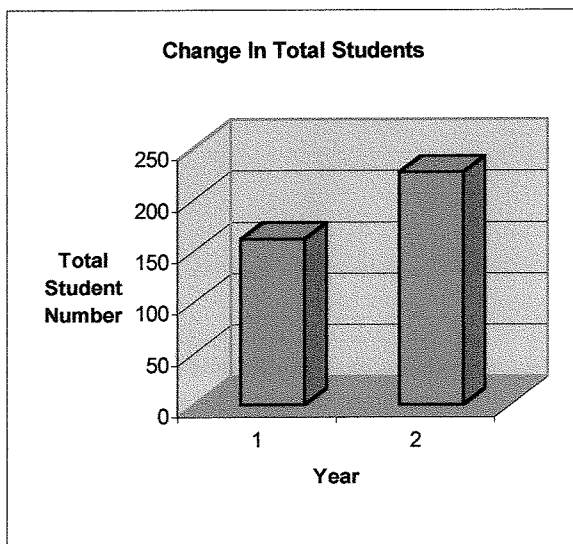
English Language and Literacy Intensive (ELLI) Grant Received. The State Library Services Bureau awarded the Placentia Library Literacy Services an ELLI Grant of \$60,000. In late October, we hired Ann-Margaret Webb to coordinate the ELLI Grant, and the Literacy staff is scheduled to go to Oakland in November for ELLI Grant training.

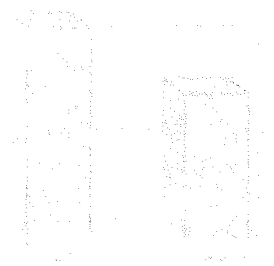
Literacy statistics. See Agenda Item 39, Page 2 of 2.

Placenta Library Literacy Services

Report of Growth and Progress


	Oct 2000-01	Oct 2001-02	YTD 2000-01	YTD 2001-02
Tutors:				
Adult	66	88	76	96
Teen	28	50	31	56
Hours Instruction	734	1,237	2,729	5,187
Other Volunteer Hours	48	36	182	140
Total Hours	782	1,239	2,911	5,327
Training Workshops				
Workshops Held	2	2	8	10
Tutors Trained	4	5	49	42
Students				
With Adult Tutors	95	112	110	141
With Teen Tutors	24	55	34	81
In Groups	12	16	15	30
Total Active Students	133	217	159	226
Families for Literacy				
Family Students	NA	6	NA	7
Family Tutors	NA	12	NA	12
Hours of Instruction	NA	68	NA	268
Total Tutors	96	138	128	152
Total Students	133	217	161	226
Total Instruction Hours	734	1,237	2,729	5,187





Agenda Item 39

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: December 10, 2001

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

Tutor Training. The Literacy Coordinator conducted two tutor training workshops during November and seven tutors were trained, four adults and three teens. All seven new tutors are matched and tutoring in the Library. The next tutor training is scheduled for December 2.

Families for Literacy (FFL) Program Status. We had one new family begin in November. We now have seven 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 November. So far, we have trained more than 120 high school volunteers for this school year. RRAP offers high school students the opportunity to get community service hours by volunteering at local elementary schools. Placentia Library's Literacy Coordinator developed the training for the program last year.

Principal Praises the RRAP Program. In November, Shirley Fargo, Principal of Van Buren Elementary School, called the Literacy Office to let us know how well the RRAP volunteers were doing at her school. She said that the volunteers were very dependable and were doing a great job. Thanks, Shirley, for that positive feedback.

Reach Out and Read Partnership Continues. In November, the 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 Martlo, 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.

English Language and Literacy Intensive (ELLI) Grant Training. ELLI Coordinator Ann-Margaret Webb, Frank Frizell, and I went to Oakland on November 12 and 13 for ELLI Grant training. The training went very well and we all came away better prepared to carry out the ELLI Grant requirements and reporting procedures.

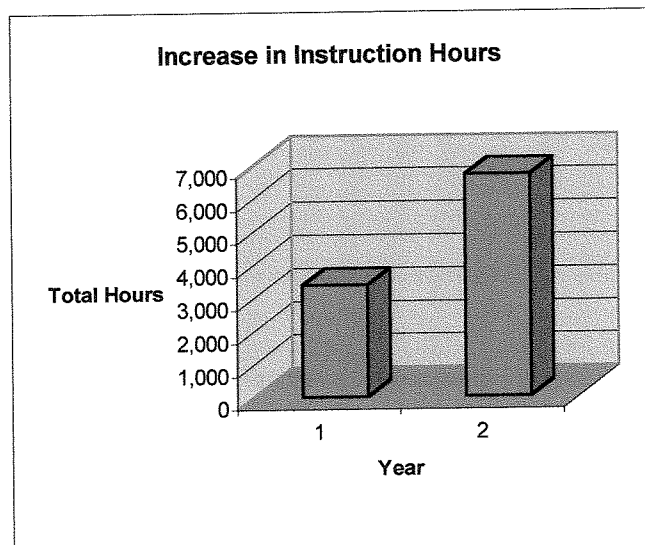
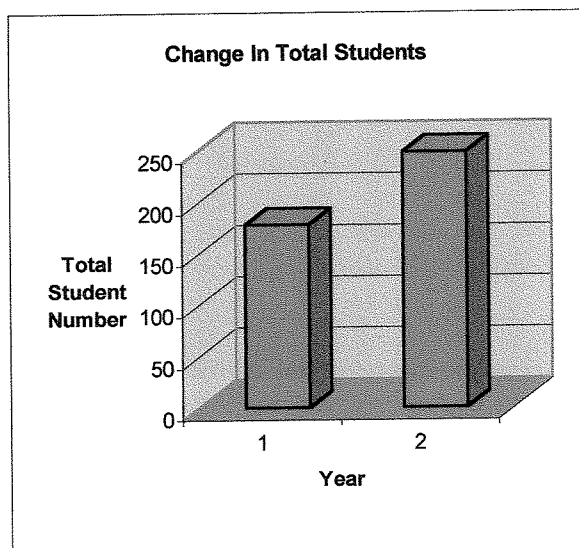
Literacy statistics. See Agenda Item 39, Page 2 of 2.



Placenta Library Literacy Services

Report of Growth and Progress

	Nov 2000-01	Nov 2001-02	YTD 2000-01	YTD 2001-02
Tutors:				
Adult	78	83	81	99
Teen	27	53	32	58
Hours Instruction	637	1,501	3,366	6,688
Other Volunteer Hours	38	48	220	188
Total Hours	775	1,549	3,586	6,876
Training Workshops				
Workshops Held	2	2	10	12
Tutors Trained	10	7	59	49
Students				
With Adult Tutors	93	122	115	152
With Teen Tutors	38	56	42	65
In Groups	8	12	16	32
Total Active Students	139	208	173	248
Families for Literacy				
Family Students	7	7	7	8
Family Tutors	6	12	6	16
Hours of Instruction	16	32	16	300
Total Tutors	105	138	149	157
Total Students	140	208	178	248
Total Instruction Hours	638	1,501	3,366	6,688

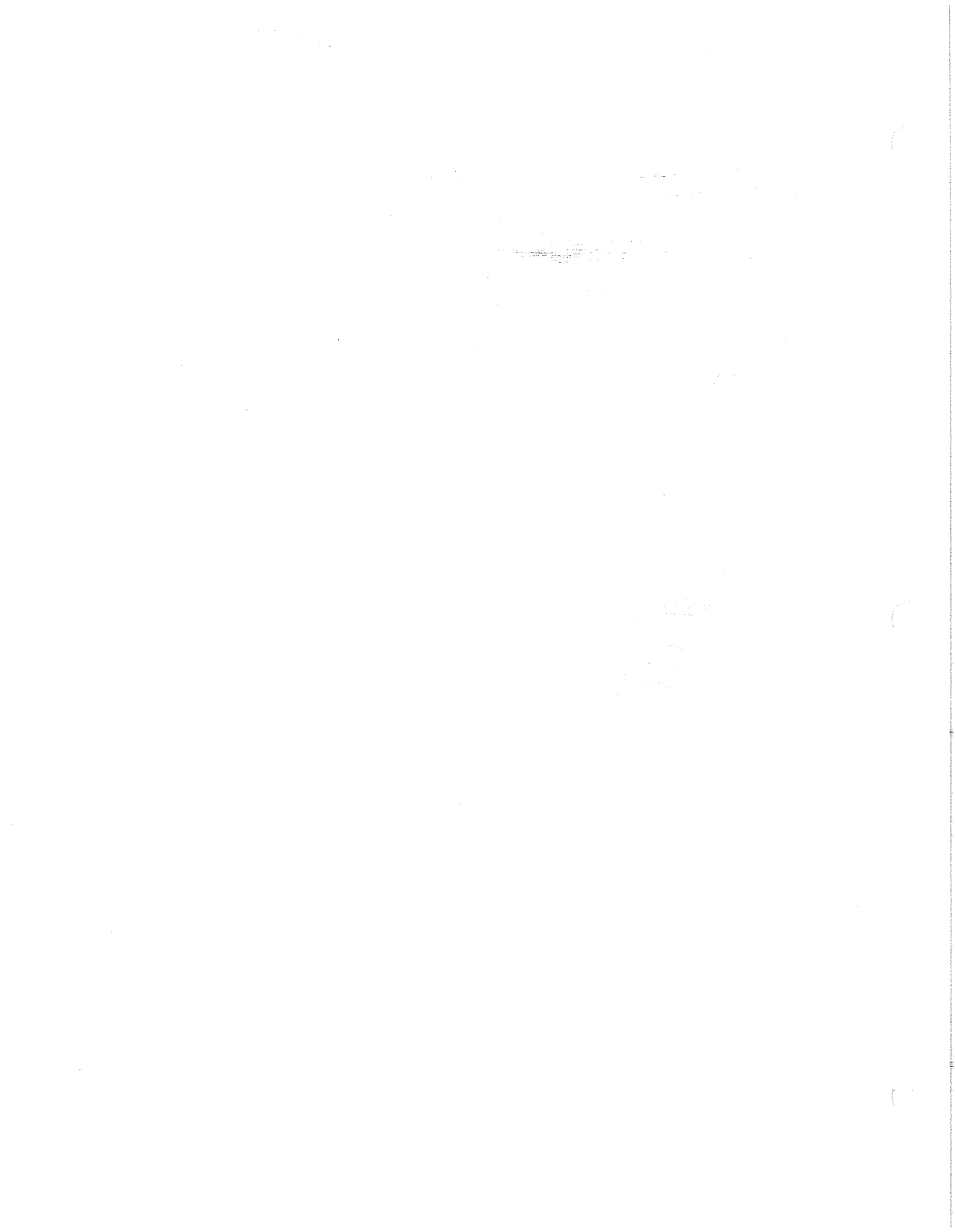


TO: Elizabeth Minter, Library Director
 FROM: Frank Frizell, Webmaster *FF*
 DATE: December 19, 2001
 SUBJECT: Placentia Library Web Site Development Report for the month of November.

This report covers the period from November 1 to November 30 for the year 2001. During this time, there were 20,608 hits on the web page averaging 687 hits daily. Following is the hit breakdown of the most visited pages.

PlacentiaLibrary.Org Visits getting the most hits.

Pages Visited	1-Jun	1-Jul	1-Aug	1-Sep	1-Oct	1-Nov
Borrowers	NA	1,208	1,002	1,077	1,253	1,125
Friends	NA	1,174	980	1,060	1,236	1,088
Hours	NA	1,220	1,004	1,077	1,259	1,104
Information	NA	1,214	994	1,075	1,253	1,115
Foundation	NA	1,186	978	1,051	1,215	1,077
History Room	NA	1,288	968	1,052	1,209	1,051
Literacy/CLCLc	NA	1,350	1,023	1,115	1,942	1,708
Passports	NA	1,184	986	1,057	1,239	1,094
Total Views Mo	0	9,824	7,935	8,564	10,606	9,362



TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator *JR*
DATE: December 19, 2001
SUBJECT: **Publicity materials produced for November 2001**

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. Parenting Classes
5. Apply for your passport at Placentia Library
6. Literacy Services logo
7. Literacy Program asking for volunteers
8. Friends of Placentia Library Bookstore offering great bargains
9. Special Back Room Book Sale Every 2nd Sunday except November 18, where it will be on the third Sunday.
10. Passport Hours
11. Library will be closed December 24th thru January 1, 2001.

Newspaper articles published:

1. Local Librarian Hilary McAllister honored.
2. Library Friends to sell discount books, 2 articles.
3. Student Storytellers perform at the Library.
4. Lapsit stories and calendar, 6 articles.
5. Literacy Tutor Training, 3 articles.
6. Library friends to sell discount books.
7. Short Story Contest.
8. Placentia Reins in Breakaway Cul-de-Sac.
12. A New Chapter for Library-Peggy Dinsmore.
13. Library Dances with Storybook Scenes.
14. Volunteers needed to sort holiday gifts.

Flyers and Notices:

1. Cindy McClain's memorial program for all who attended the service.
2. History Room Dedication Ceremony Program.
3. Thank you cards, Library bookmarks, and ID cards are sent out.
4. Library closed for Holidays, December 21st – January 2nd, 2002.

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

Placentia News
Weekly

NOV 1 - 2001

TODAY 332

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

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

Community Band meets at 6:30 p.m. at Kraemer Middle School, 645 N. Angelina Drive. Call 993-8117. North Orange County Newcomers Club for Anaheim Hills, Placentia and Yorba Linda meets at 7 p.m. at the Community Center, 4501 Casa Loma Ave. in Yorba Linda. Call 693-7736.

American Association of University Women of Placentia-Yorba Linda meets at 7:30 p.m. at Villa de Palma, 351 Palm Drive, Placentia. Call 528-3089.

Short story contest for kids under way

A short story contest, sponsored by Irvine Barclay Theatre and the Orange County Public Library, is being held in honor of the Kennedy Center troupe's Feb. 8 performance at the Barclay of "Lilly's Purple Plastic Purse," a play adapted from the books of Kevin Henkes.

The contest runs through Dec. 1. Entry forms are available at all 27 branches of the Orange County Public Library.

Open to girls and boys ages 8 through 12, the contest provides children with an opportunity to use Kevin Henkes' popular book as inspiration to write a story about a special day at school in their own character's life. It can be the worst day their character has

ever had, or a day that he or she will always treasure.

The stories may be two to five pages (typewritten, preferably) and must be double-spaced on plain white paper (one side only) or printed neatly on lined 8-1/2 x 11 paper (one side only). Entries must be turned in to a library branch by closing on Dec. 1 or by e-mail to: storycontest@thebarclay.org.

All entries should have a title and have a completed entry form attached with the contestant's name, address, phone number, age, grade and school. Contest finalists and winners will be notified by Jan. 15.

All finalists will have their stories copied and bound into a book. One copy of the book will be placed on the

shelves of each of the 27 branches.

All finalists will receive a copy of the final book and certificates to show that their story was published and placed in the library.

Three winners chosen from the finalists will each receive four tickets to see "Lilly's Purple Plastic Purse" at the Barclay on Feb. 8, at 7:30 p.m., and a chance to meet the cast after the show.

The Adventures in Writing contest marks the fourth time Irvine Barclay Theatre has collaborated with the Orange County Public Library in fostering creativity and imagination of young authors.

The first short story contest, called Adventures in the Library, was held in 1995 and was based on Beverly Clea-

ry's stories of Ramona Quimby.

The contestants of the 1999 Adventures in Writing used Judith Viorst's popular book "Alexander and the Terrible, Horrible, No Good, Very Bad Day" for inspiration.

Over the past six years, more than 500 young authors have participated in the writing contests centering on themes involving libraries, books, and reading.

Rules and entry forms are available at all 27 branches of the Orange County Public Library, including University Park Library, (949) 786-4001; and Heritage Park Library, (949) 936-4040. Information is also available from the Barclay Theatre, (949) 854-4607.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

NOV 1 - 2001

TUESDAY 332

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

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call 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 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 528-1906, Ext. 212.

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

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

WEDNESDAY

Breakfast at JOE's is held from 6:15 to 7:30 a.m. in St. Joseph Catholic Church's Parish Hall, 717 N. Bradford Ave. Call 528-0720.

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call 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 996-8390.

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

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

What is happening in your club, organization or civic group? Call 704-3796 or fax information to 704-3714.

Listings must include information phone numbers or other contact sources.

Pacific Clippings
Nov. 4-2001
Santa Ana, Calif
92711 LA Times.

Placentia Reins In Breakaway Cul-de-Sac

Annexation: City Hall moves to keep Wabash Circle residents from changing their address to Yorba Linda.

By JERRY HICKS
TIMES STAFF WRITER

The residents of Wabash Circle considered it a pretty simple matter to change their address from Placentia to Yorba Linda.

Their pristine cul-de-sac of 13 homes in a northeast bulge of Placentia is surrounded on three sides by Yorba Linda. Just de-annex from one place, annex to another, they figured.

Oh, were these homeowners ever wrong. Wabash Circle isn't going anywhere. At least not for now.

"We have no intention of giving away a piece of our city," said Joyce Rosenthal, Placentia's community development director.

The Wabash Circle people haven't given up. But they know now that they have a mighty struggle ahead of them. For one thing, they'll need to do better at public relations.

Placentia officials didn't even know what they were up to for a long time. The residents had gone to the state Local Agency Formation Commission (LAFCO), thinking that was the right agency to get things rolling. It was, but both cities involved were supposed to be informed too.

A recent 5-0 nay vote by a slightly irritated Placentia City Council put an end to any Placentians leaving the fold.

"The council didn't want to set a precedent," Placentia City Administrator Robert D'Amato said. "We have other neighborhoods in similar situations. We're not about to lose part of our eastern border to Yorba Linda."

Which leaves the Wabash Circle residents a bit dazed.

"It seemed like such a natural thing to us," said Rick Warwick, whose family is one of three origi-



'I wasn't necessarily against closing [a neighboring] street, but if we'd lived in Yorba Linda, at least we would have had some say in it.'

Sally Barron, Wabash Circle resident

nal homeowners left in the tract built in 1979. "We saw this as a no-brainer from the beginning."

It has always been a close-knit little circle of neighbors.

"We have barbecues together, go to ballgames together, hold parties at the end of the street," Warwick said.

Linda Wesley, who has lived there since 1983, said she has felt for years like a Yorba Linda resident. Every decision made regarding their area was made by the Yorba Linda City Council. Its residents felt isolated from Placentia. Placentia service providers, like trash haulers, police and paramedics, have to drive through Yorba Linda to even get there. (D'Amato considers that a nonissue because it happens in other cities.)

"I wanted to see this move made years ago," Wesley said, "but I just never did anything about it. So when someone else did, I was all for it."

That someone was her neighbor of 11 years, Sally Barron. A

key incident for Barron was Yorba Linda's recent decision to close off the east end of Wabash Avenue, the street that Wabash Circle bulges out from, to make way for a new housing development.

"I wasn't necessarily against closing the street, but if we'd lived in Yorba Linda, at least we would have had some say in it," Barron said.

So Barron and Warwick and Richard and Barbara Kempton organized a meeting with the other residents in the spring to see if they could do anything about it. LAFCO told them all the steps they needed to take, including a formal petition among themselves. They chipped in \$1,600 for the necessary LAFCO fees. LAFCO was behind them all the way. Its analysts told them they were making a solid move.

"It is simply not logical for those people not to be a part of Yorba Linda," LAFCO policy analyst Jay Wong said.

That led to the residents' first mistake: They assumed LAFCO

would inform Placentia and Yorba Linda to make sure everything was fine with both cities. Actually, LAFCO says, it did inform both. Yorba Linda certainly raised no objection—it would be getting added tax revenue and more population, which would allow it to gain more dollars in state and federal grants based on a population formula.

Placentia didn't seem to object either. But the only communication between LAFCO and Placentia was between lower-level staff members. No one knows for certain where the breakdown was, but certainly word didn't reach the level of Rosenthal or D'Amato's offices. Not until LAFCO scheduled the swap for its September agenda did higher officials in Placentia become aware they were about to be carved up a tad.

"The city felt blindsided," Barron said. "But we felt blindsided too. We assumed everything was moving along just fine."

LAFCO has the authority to create cities and move tracts from one city to the next. But the cities losing residents have veto power, and Placentia exercised that right.

Other times Placentia has gone along with de-annexation, D'Amato said, but only when a new housing development would be mostly in Yorba Linda and include only a home or two in Placentia.

Barron and Warwick say they will try again next year.

"But we need to do this in a friendlier fashion," Warwick said.

They've already contacted several council members. They won't make a move again without keeping the council informed.

Not everybody on Wabash Circle is upset that Placentia changed their plans. Lila Underwood, one of the original homeowners left, was the only resident who did not sign Barron's petition.

"I've lived in Placentia all my life," she said. "Why would I want to move to Yorba Linda?"



Bordered on three sides by Yorba Linda, these Placentia residents want to de-annex their neighborhood and join that city. They are, from left to right, Sally Barron and Priscilla David in

front; behind them, Lindsey and Natalie Warwick, and Richard and Barbara Kempton; and Mark Beauchamp, Rick Warwick, Richard Bogda and Susan and Rachel Thomas at rear.

Photos by FRANCINE ORR / Los Angeles Times

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly NOV 1 - 2001

Literacy tutors are needed at library

The Placentia Library is seeking volunteer for its tutoring program.

A three-hour, tutor training workshop is scheduled at 2 p.m. Sunday in the library's Meeting Room, 411 E. Chapman Ave.

Information: library Literacy Services, 524-8408, Ext. 213.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly NOV 1 - 2001

Student storytellers perform at library

El Dorado High School theater students will continue the class' storytelling tradition at 7 p.m. Monday in the Placentia Library.

The theater troupe, led by director Gai Jones, will present a program based on selected picture books from this year's California Young Readers' Medal nominees.

It will be held in the library meeting room, 411 E. Chapman Ave. Information: 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

Library friends to sell discount books

Friends of the Placentia Library will raise funds by selling second-hand hardcover books, paperbacks and magazines at discount prices.

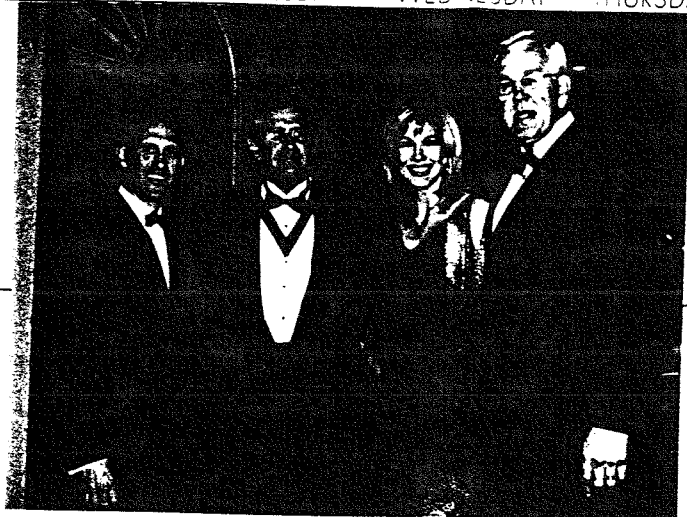
Books will be sold from 1 to 5 p.m. Nov. 18, Dec. 9 and Jan 13.

The library is at 411 E. Chapman Ave. Call 528-1906.


march

332




SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY







3
Spring Swing Dinner Dance,
Arthritis Foundation,
714-436-1623.

1

**Women of Valor Tribute
American Diabetes
Association**, 714-66-
7940, extension 7443.

7 8
Valiant Women Afternoon Tea,
**Mission Hospital
Foundation**,
949-364-4803.

10 11 12 13 14 15 16
 Mayor's Golf Tournament,
City of Placentia,
714-993-8232.

 Fight Night, **Mesa
Foundation**,
714-258-30...
Black and White Ball, **Oliv
Crest**, 714-543-5437,
extension 1172 or 1179.

17 18 19 20 21 22 23
St. Patrick's Day  
Divas Academy Awards Go
**Balboa Performing
Arts Theater
Foundation**,
949-673-0895.
Treasures by the Sea,
**Assistance League of
Huntington Beach**,
714-596-9935.

24 25 26 27 28 29 30
 
EASTER PASSOVER 41 SUNDOWN

No date: Celebration of Children, **Court Appointed Special Advocates**, 714-663-8271.
No date: Santa Run, **Newport-Mesa Unified School District Parent Teacher Student Association**,
760-434-7726.
No date: Golden Touch Awards Breakfast, **Assessment and Treatment Services Center**, 949-756-0993.
No date: Dinner by the Bay, **Project Cuddle**, 714-432-9681.
No date: Annual Author's Luncheon, **Friends of Placentia Library**, 714-528-5375.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly NOV 15 2001

TUESDAY 332

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

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call 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 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 528-1906, Ext. 212.

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call 777-5000

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly NOV - 8 2001

A Pleasant
APLACE

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

A new chapter for library volunteer

The California Special Districts Association recently named Placentia volunteer Peggy Dinsmore as statewide board member of the year at a presentation in Sacramento.

Dinsmore, 80, was nominated by the Placentia Library District's Board of Directors in recognition of her commitment to the fight against illiteracy in Orange County.
The former



pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711
Agenda Item 41
Coto De Caza News Page 7 of 9
Weekly NOV 16 2001

**LOCAL LIBRARIAN
HILARY MCALLISTER
332 HONORED**

Supervisor Tom Wilco stopped by the Aliso Viejo Library Wednesday to honor local Head Librarian Hilary McAllister. Wilco presented McAllister with a proclamation from the County of Orange for her "outstanding service to the Orange County Library system."

McAllister began working for the Library system in 1995, and became Branch Manager of the Aliso Viejo branch in April 2000. She is credited with many innovative and effective reading programs throughout her career. She manages a friendly and helpful staff that makes the Aliso Viejo branch one of the most popular and successful in the system.

Branch Staff and County Librarian John Adams were on hand to congratulate McAllister.

For more information on library programs, please call (949) 360-1730.

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

Placentia News
Weekly NOV 15 2001

Agenda Item 41
Page 8 of 9

Library dances with storybook scenes

332

By Karen Robes
Placentia News-Times

From a well-read cat to butterflies fluttering book wings, youngsters who frequent Placentia Library's story times and "lapsit" sessions will see something new in



the story room, thanks to the Mom's Club of South Placentia.

"I know the kids will say, 'Wow,'" children's librarian Cyrise Smith said. "The wall is absolutely adorable. They'll 'ooh' and 'aah' about it."

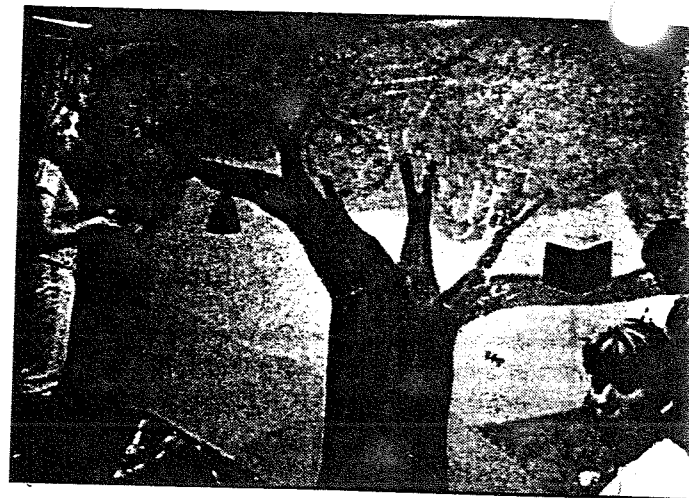
Armed with paint brushes and acrylic paints, 14 creative mothers spent an evening at the library last week to turn a boring blue wall into a bright, colorful mural.

They brushed, sponged and dotted to create a meadow scene - an elephant watering flowers with his snout and a cat reading a book.

The Cheshire Cat-like feline perches in a tree that reaches to the ceiling.

"It's something we wanted to do for a long time," said Shari Paul, who came up with the idea. "We care about the community. Everyone in the club seemed enthusiastic about it."

"We have moms come here to use the library for a lot of things. We just wanted to say



Karen Robes / Placentia News-Times

MOM'S CLUB OF SOUTH PLACENTIA members create a Library Children's Room mural that will be unveiled for kids Friday.

thank you for all the services." Club member Denise Broadwater agreed.

"It will be a lively room that brings children into the stories. They can be part of the story," Broadwater said.

Mom's Club President Amy Lebedev said the project was also a chance to make residents aware of the club.

"It puts us out there in the community," she said.

Wal-Mart, The Home Depot in Fullerton and Tall Mouse in

Yorba Linda the project supplies.

And the club plans to do two murals at the Women's Transitional Living Center.

Children will benefit from the club's generosity, Smith said.

"I think it shows a commitment and an appreciation for library services," she said. "I love that they wanted to do this. I appreciate the mural, but I appreciate the thought behind it even more."

CORRECTION

Placentia-Yorba Linda Unified School District administrators did not say that students are bullied for their lunch money. Because of a reporting error in a Nov. 1 story in the Placentia News-Times, the environment of schools is

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly NOV 15 2001

WEDNESDAY 332

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

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

Genealogical Society of North Orange County meets at 6:30 p.m. at the Community Center, 4501 Casa Loma Ave. in Yorba Linda. Call 528-4725.

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

Ship Modelers' Association meets at 7 p.m. at Backs Community Building, 201 N. Bradford Ave. Call Bob Beach, 529-1481.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly NOV 15 2001

TODAY 332

"Lapsit" stories for ages 2 and younger are held from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call 528-1906, Ext. 212.

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

Community Band meets at 6:30 p.m. at Kraemer Middle School, 645 N. Angelina Drive. Call 993-8117.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly NOV 15 2001

Library friends to sell discount books

Friends of the Placentia Library will raise funds by selling second-hand hardcover books, paperbacks and magazines at discount prices.

Books will be sold from 1 to 5 p.m. Sunday, plus Dec. 9 and Jan. 13.

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

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

Placentia News
Weekly NOV 22 2001

WEDNESDAY 332
Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call 986-2332.

Munchin' with the Ministers fellowship group for seniors ages 60 and older meets at 10:30 a.m. at Placentia Presbyterian Church, 849 N. Bradford Ave. Call 528-1438.

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

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

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily NOV 27 2001

PLACENTIA 332
Discount books: Friends of the Placentia Library is

raising funds by selling second-hand books and magazines at discount prices. The sale will be 1-5 p.m. Dec. 9 and Jan. 13. The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

- Karen Robes
(714) 704-3796
krobess@ocregister.com

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

Placentia News
Weekly NOV 22 2001

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

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

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

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily NOV 24 2001

TROUBLE SHOOTER

Volunteers needed to sort holiday gifts

332

Dear Trouble Shooter: Operation Santa Claus and The Marine Corps Reserve Toys for Tots program provide holiday toys and gifts to thousands of needy children and teens.

Santas and Friends provide holiday gifts to low-income senior citizens. Please bring joy to others by volunteering to unpack and sort donated gifts.

Volunteer hours can be scheduled throughout December at our Santa Ana loca-

tion. Weekday, weekend and evening hours are available.

Help is especially needed on weekdays. Minimum age is 9.

Jane Dawson,
Volunteer/Intern Coordinator
County of Orange CEO/HR

Interested readers can contact Shirley Jandron at (714) 834-7600.

Dear Trouble Shooter: The Placentia Library's Literacy Program needs tutors to work with adults and children. No experience is necessary, all

you need is an interest in helping someone improve his or her English reading and speaking skills.

Training is provided by the library.

Ann Margaret Webb,
ELLI Coordinator
Placentia Library

Interested readers can contact the Placentia Library's Literacy Office at (714) 524-8408, ext. 213.

Dear Trouble Shooter: Good News Ministry, a nonprofit Christian Ministry, will hold a

conference to encourage people to visit and volunteer at nursing homes. The Dec. event will be 9 a.m.-1 p.m. at 315 S. Knott Ave., Anaheim.

Elsa Alvarado,
Sun Mar Nursing Center

For more information, readers can call (949) 348-1284.

If you have a request or donation, write to the Trouble Shooter at P.O. Box 11626, Santa Ana, CA 92711. Or fax to (714) 796-5052. Or send e-mail to troubleshooter@ocregister.com.

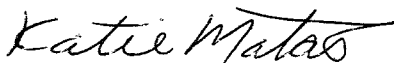


SAFETY COMMITTEE MEETING
NOVEMBER 29, 2001
MINUTES

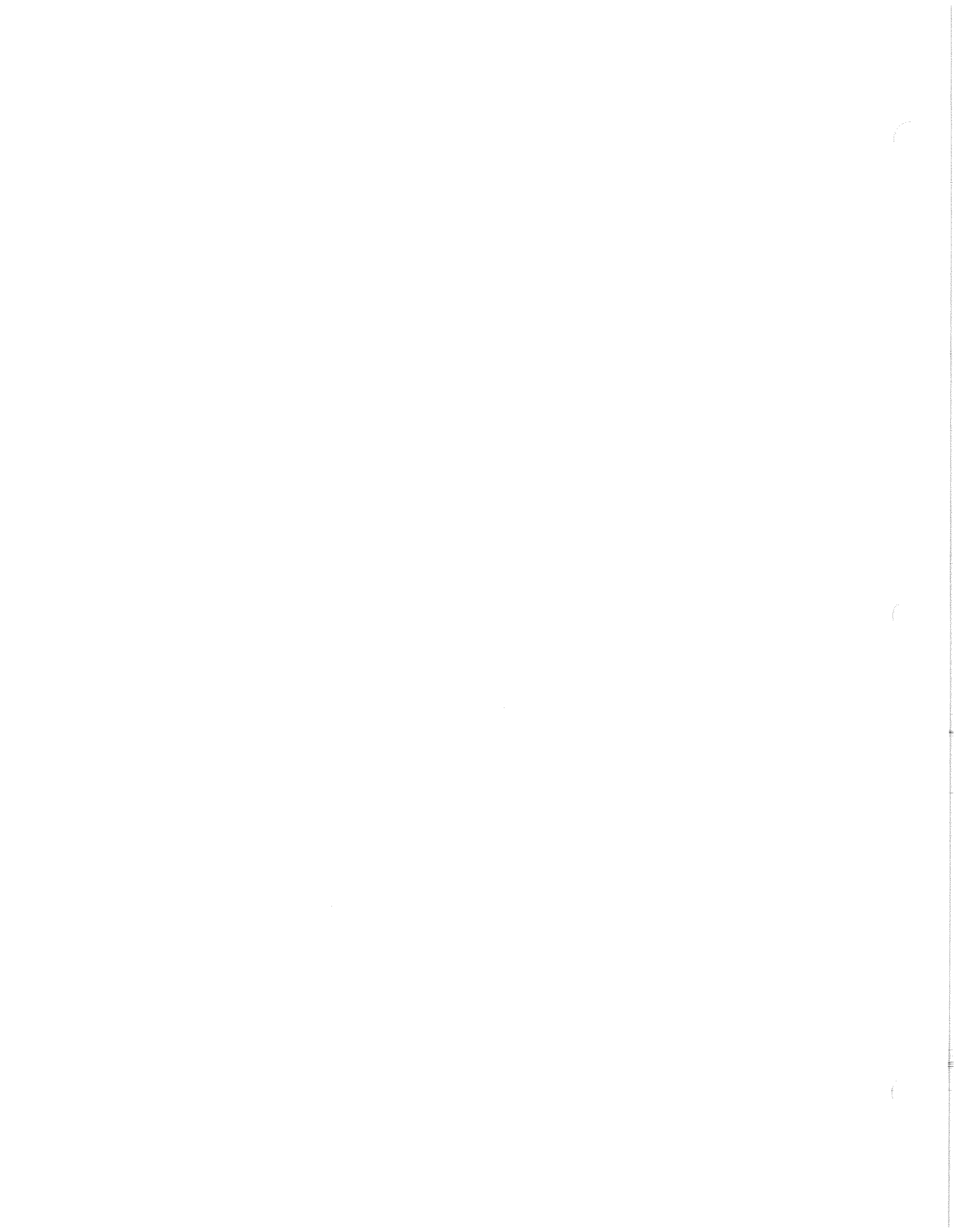
- I. Call to Order: 9:30 A.M.
- II. Members Attending: Esther Guzman
Elisa Herrera-Thomas
Katie Matas
Jillian Rakos
Cyrise Smith
- III. Old Business
1. The linoleum floor in the workroom is uneven near the door to the cubicles. Repair is being scheduled.
 2. A risk management consultant for the Special District Risk Management Authority inspected the building and will present the library with a report.
 3. Patrons bringing scooters/skateboards into the Library are responsible for them while they are in the Library.
- IV. New Business
1. The workroom will be completely cleaned out to accommodate the floor repair.

The next meeting will be January 23, 2002 at 11:30 A.M.

Respectfully submitted,



Katie Matas





Crisis Management: Planning, Prevention, Response and Recovery

During ALTA's Opening Session in San Francisco, Preservation Officer Ivan Hawthorn at Iowa State University encouraged trustees to develop a detailed emergency plan specific to your library. A disaster response team should include a disaster team leader (someone with financial authority), communications manager, photographer, recovery manager (who decides what needs to be done to protect and save materials), team recorder (who will keep insurance and other records and track what books are in what box), and other personnel resources (fire department and security). Once the plan is developed it should be shared broadly.

Libraries can be proactive in planning for crisis management.

- Set priorities for coverage.
- Identify insurance ahead of time.
- Have safety equipment, supplies, priorities and staff responsibilities already decided.
- Take care of immediate emergencies.

Libraries have many kinds of crises. When the library receives water damage, library staff members have 48 hours to decide what to do, or the mold will decide for you. Safety should be the first consideration.

- Assess the situation carefully.
- Keep communication open.
- Establish who's in charge and where they're located.
- Eliminate hazards.
- Control environment (water out, humidity down).

With water damage, freezing buys time for decision-making, but takes special facilities,

Being Relevant in a 24/7, Gen-X World

Consultant Marshall Keys discussed how librarians and trustees can ascertain trends that will affect our abilities to offer good library service. The Library is in danger of losing touch with its users. One of the real strengths and values of library trustees is our outside experience that we bring to the library board. Dr. Marshall cautioned trustees with a quote from Mario Andretti, "If you feel like you're in control, you aren't going fast enough."

Trustees need to manage change. A study by Rosabeth Moss Kanter at Harvard University found that pacesetters have curiosity, challenge basic assumptions, conduct experimentation, are open to new ideas, and provide an atmosphere for change.

A hockey player, when asked about his success, said, "The secret to my success is that I go to the place the hockey puck is going to be." That's where trustees need to be, ahead of the curve, where the customers are going to be, providing resources and services they need.

Dr. Marshall said that trustees can help their libraries be relevant by doing the following studies.

- environmental scanning (using observations, pertinent facts and questions)
- historical studies (What were the results when this happened in the past? Build on the knowledge of others.)
- scenario planning (What should we do if this trend continues? Plan the scenario in times of peace and calm.)
- lessons learned (What did we set out to do? What actually happened? Why was there a difference? What were our sustainable successes? What needs improvements?)
- benchmarking (best practices)

Inside

Crisis Management: Planning, Prevention Response and Recoverycover

Being relevant in a 24/7, Gen-X Worldcover

President's Message: You Can Make a Difference2

Regional News3

LSTA Reauthorization4

News and Views6-9

Call for Nominations10

Annual Conference Actions11

President's Message: You Can Make a Difference

"Super!"

"Excellent!"

"Very well planned and presented."

These are just a few of the comments expressed by people who attended ALTA-sponsored programs at the 2001 annual conference. For two full days, trustees and advocates attended programs dealing with disaster preparedness, educating legislators on the needs of libraries, the roles and functions of trustees, and issues involving intellectual freedom. More importantly, people had an opportunity to network with their colleagues from all over the United States. Here was a perfect forum where they could share their concerns as well as tell their success stories. We all left San Francisco renewed and invigorated to carry on in our roles as trustees and advocates.

How can we keep this momentum going? More importantly, how can we share this experience with our fellow trustees who were unable to attend? As I begin my year as president, I will continue to build on the vision and hard work of past presidents and boards as I concentrate my efforts in three areas:

- **Membership** - We must continue to build our membership. My goal this year is four new members from every state. Remember that we can accomplish more together than alone.
- **Advocacy** - Plans are underway to present an advocacy preconference in Atlanta. Please make sure to include this on your conference calendar for next June.
- **Educational opportunities** - We are looking at avenues to bring ALTA programs to those trustees who cannot attend an annual conference. If you have any suggestions, please drop us a line or e-mail.

ALTA must strive to become invaluable to all trustees and library supporters. The success of our organization will be measured by how well ALTA can meet the demands of its members. We need to make every effort possible to prepare trustees to carry out their role as library stewards. Last year the executive board worked very hard on a new Vision Statement. Now is the time to breathe life into that document.

Here is where each and every one of us can make a difference. In the book *The Tipping Point, How Little Things Can Make A Difference*, Malcolm Gladwell explores how little changes can have

big effects. This book is a roadmap to change with a hopeful message—that one person applying a well-placed lever can move the world. All of us need to take time from our busy schedules to reflect on how we can be a "tipping point" for ALTA. Here are some suggestions you might try:

- Tell your ALTA story and encourage your fellow colleagues to become members of ALTA. In very real terms, ALTA has helped me to understand the "big picture" so that I am able to make better decisions on the local level. The ability to interact with trustees and advocates from all over the country is invaluable. Only with your help will we be able to reach our goal of four new members from each state.
- Take an active role in shaping this organization as the "beacon" for all trustees and advocates to turn to for information and help. Volunteer to serve on a committee, but please do not fall victim to what Gladwell calls the "bystander problem." Do not assume that someone else on the committee is doing the work. Keep in touch with the people on your committee between the midwinter and annual conferences. It takes everyone's effort to make this organization successful.
- Share your success stories with all of us. Consider sending us your "best practices" so that they can be published in *The Voice*.
- Help us in our efforts to get LSTA reauthorized. We are trying to compile a database of peoples' names along with their congressional representative and district. Please send us this information so that our list will be complete.

I know that ALTA will succeed in its efforts this year because of the willingness of its members to devote their time and energy to make this possible. I like to think of us as a very large jigsaw puzzle. Some of us are the cornerstones of the picture, while other are the edges that hold the puzzle together. No matter what part we play in this puzzle we **all** need to join together to complete the picture. I look forward to working with each and every one of you as we continue to build on the successes of the past. Remember that this is **your** organization and its future success lies in **your** hands.

—Gail Dysleski, ALTA President
tgdisleski@aol.com

Regional Vice Presidents' News

THE NORTHWEST

Covering libraries in the Northwest presents a **huge** challenge for an ALTA regional VP due to one state: ALASKA! During the month of July I decided to combine a pleasure trip through the Alaskan "Inside Passage," British Columbia, The Yukon, Fairbanks, Juneau, Denali National Park, Anchorage, Prince William Sound area, and a little bit of library visiting. Alaska has to be seen to be believed. Awesome size. Awesome scenery. Juneau (the most beautiful US capitol and the only one that cannot be reached by road) has a gorgeous multilevel library that affords great views of the sound and mountains. Sitka, which was once Russian, has a library that is like a beehive. Skagway's lovely old building has the only free computers in town. The library in Fairbanks was started with a donation from a Pennsylvanian who never visited Fairbanks. Their public computers were in constant use, and they have the most beautiful reading area that I have ever seen in a library.

Anchorage and surrounding area is extremely beautiful. As you may have read elsewhere, they have been having a flap over art at the library in Anchorage. Do not let that deter you from visiting a terrific library. Moving over to the Yukon territory, Beaver Creek combines the library and Fire Department into one small building for the sake of efficiency. Tok has a terrific visitors center with a very nice "Lil" library. Calgary in Alberta, Canada, has opened a great new building and has been cited for its youth web site. In British Columbia, Canada, the Vancouver library gets my vote for the most beautiful in the world. Farther south, the city of Richmond, BC, has one of the most advanced libraries in North America.

My home library system representatives (King County [WA] Library System) has visited Richmond and decided to implement some of the concepts that we discovered. KCLS won what may be an unprecedented ninth John Cotton Dana Award at the San Francisco convention. More than I can do in one newsletter so much more good news to follow.

—**Jim Grayson** (Jmgrayson@aol.com)
Regional Vice President, Northwest

THE WEST

Hello. My name is Beth Karpas and as of July 1, 2001, I am the new regional vice president for Region XI, which includes Arizona, California, Hawaii, Nevada and Guam. I hope to provide a point of contact between the region and the national organization. I am currently a trustee of the Mountain View Public Library in California. A doll artist and storyteller, I am a former librarian who has worked in public, academic, and government libraries.

In the future, I would like to use this space to share the activities of libraries and trustees through Region XI with the broader ALTA membership. To do that, I need to hear from you. What is your library or board doing? What are your state organizations doing? Did you attend a good program for trustees at your state's library conference? Please let me know.

In the meantime, I will report on the part of the region which I know best, California. Many trustees took advantage of the proximity of the 2001 Annual Conference in San Francisco to attend workshops on issues ranging from Intellectual Freedom to Legislative Processes. Earlier in the year the California Association of Library Trustees and Commissioners (CALTAC) and held a pair of spring workshops in library leadership entitled "California Libraries: Honoring Our Past and Building Our Future." These well-attended programs featured the state librarian discussing the history of books and libraries in California. Other speakers discussed the Library Bond Act, recent research into library usage, and the Library of California. This fall, CALTAC will offer a pair of workshops on technology survival skills presented by Joan Frye Williams, an information technology consultant.

—**Beth Karpas** (Karpas@mindspring.com)
Regional Vice President, Region XI

cont. on pg. 5

ALTA at a Glance

Editor:

Sharon A. Saulmon

President:

Gail Dysleski

Acting Executive

Director and

Newsletter Coordinator:

Kerry Ward

Design/Production:

blackout design

ALTA Mission Statement

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

ALTA Vision Statement

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

Support LSTA Contact your Congressman

Library supporters should deliver messages to Representatives and Senators about the importance of funding for the Library Services and Technology Act. This year the level of funding should be increased to \$350 million in order to allow states to offer important library programs like technology training, business and jobs information, preschool story hours, parenting skills classes, literacy programs and more. Use the Capitol Switchboard (202-224-3121) to contact staff, or call the local office and invite Representatives and Senators to your library. Ask for support for library program funds! For more information about library legislation go to www.ala.org/washoff/ogr.html

—PLA Electronic Newsletter 4.16

LSTA Priority

The Library Services and Technology Act was passed in 1996 and is up for reauthorization. LSTA built on the strengths of previous federal library programs, but included some major advantages and differences. While it retained the state-based approach from previous legislation, it sharpened the focus to two key priorities for libraries—information access through technology and information empowerment through special services. The ALTA Board passed the following resolution at the summer conference. Your help is needed now. Contact your Congressional delegation. Talking points, success stories and additional background information are available at <http://www.ala.org/washoff/lsta.html>.

RESOLUTION TO ACTIVELY SUPPORT THE REAUTHORIZATION OF LSTA

Where as, ALTA members believe: in the value of libraries in our society, in the importance of libraries as the social and intellectual center of communities, and in their role in lifelong learning, and

Where as, ALTA members are strongly committed to: advocating for libraries and working hard for their success; supporting libraries, librarians and trustees and working toward building stronger library boards; educating and serving the community; promoting and supporting freedom of access to information, library viability, and excellent library service for a more informed public, and

Where as, the Library Services and Technology Act (LSTA) is the premier federal grant program for libraries, providing federal funds to ensure that local libraries maintain and also improve their ability to share information resources across institutional, local and state boundaries, and to reach those for whom library service requires extra effort or special materials, and

Where as, LSTA funds act as a stimulus for local innovative programs and additional funding through state and local contributions, allowing each state to address its unique and high priority needs, and

Where as, reauthorizing and funding the LSTA at \$500 million will ensure that libraries in each state continue to: support literacy and lifelong learning; organize and provide access to all government and community information; support economic development by providing job information and supporting small businesses; provide accurate and valuable consumer health information; adapt new technologies to identify, preserve and share information; extend outreach to those for whom library service requires extra effort or special materials (such as, new readers and those with disabilities); support education, research, and demonstrations in the library and information science field,

Therefore be it resolved, that ALTA will make the reauthorization of LSTA at \$500 million its top legislative priority and its members will call, write and visit their legislators, as well as, encourage others to contact legislators to ensure achievement of this goal, and

Be it further resolved that ALTA members will also ask legislators to support the FY 2002 funding of LSTA at \$350 million as a down payment and ESEA, Title VI at \$400 million; the Senate version of the ESEA with the "Reed" amendment in House-Senate conference on S-1, H.R.1; the House distance education bill and preservation of Fair Use; and S. 803, the E-Government Act of 2001.

Regional Vice Presidents' News continued page 3

ARKANSAS, OKLAHOMA, NEW MEXICO AND TEXAS REGION

I would like to introduce myself. I am Gloria Aguilar, Region VIII Vice President for ALTA. If you have any information regarding your libraries, state news, and/or legislative news regarding your libraries, that you would like share with other trustees. I can be reached by e-mail—gfa2300@dcccd.edu or you can call me at 972-860-4831. I will be most happy to help you with anything I can. I hope to meet with you at the Regional Vice Presidents' meeting at Midwinter.

—Gloria Aguilar

Regional Vice President, Region VIII

"THERE'S NO STOPPING US NOW" was the theme for the 2001 (S)pecialized (O)utreach (S)ervices Annual Luncheon, and there was no stopping them. Over 80 persons were in attendance. The program was interactive, discussing the availability of new and innovative technology and programs which addressed the needs of the underserved, with special emphasis placed on the blind and physically handicapped, the deaf, and the one segment of the population that is usually forgotten, and definitely underserved, the homeless. Serving on the panel that kept the program exciting was: Linda Stetson from the Georgia Public Library for the Blind and Physically Handicapped, Marti Goddard from the San Francisco Public Library, and Sarah Hamrick from Galludet University.

Receiving the "Esther Lopato" Award during the luncheon was Dr. Lucille Thomas, whose acceptance speech was both profound and heartwarming. Congratulations to Dr. Thomas.

Chairperson Rose Mosley asks that you begin making plans for 2002, when SOS deals with issues confronting our youth and how the Library can/should help with resolution. Join SOS in 2002 when "Libraries Take the Rap," Embracing Youth Hip-Hop Style.

—Rose E. Mosley

Rose.Mosley@ssa.gov

Crisis Management continued from front page

costs money, and gives the best chance to recover. Air drying is very labor intensive, processing one batch at a time. When books are taken out of the freezer, they are evaluated to discard, re-shelve, repair, or rebind. (Most materials need rebinding.)

Dr. Hawthorn says that once the plan is developed, it needs to be **used**, allowing the team

members to do their responsibilities. Staff stress levels are high during a crisis, and burnout should be avoided. Post-traumatic stress counseling should be available. Community and professional assistance is available and should be utilized. Make your crisis plan now. A list of disaster plans are available in Conservation OnLine (<http://palimpsest.stanford.edu/bytopic/disasters/>).

Being relevant in a 24/7, Gen-X World continued from front page

Trends identified are:

- the globalization of work
- changing nature of library work (Librarians are now knowledge workers, who attend meetings, sit at their computers, talk on the phone, etc. Librarians work much more than in the past. Accountability is stricter. Library

technical assistants are resentful of the pay differences.)

- changes in the economy.

Librarians, trustees, and advocates have to educate the public about why the library remains relevant in a digital age.

News and Views and News and Views

ALA PRESIDENT-ELECT SEEKS COMMITTEE VOLUNTEERS

ALA President-Elect Maurice J. (Mitch) Freedman is seeking applications and nominations for members to serve on the 2002-2003 ALA committees. Freedman will fill slots on the following committees: Accreditation; American Libraries Advisory; Awards; Chapter Relations; Conference; Constitution and Bylaws; Election; Human Resource Development and Recruitment Advisory; Information Technology Policy Advisory; Literacy; Literacy and Outreach Services Advisory; Membership; Nominating; Orientation, Training, and Leadership Development; Research and Statistics; Standards Review; Web Site Advisory; ALA-Children's Book Council Joint; and ALA-Society of American Archivists Joint Council; Budget Analysis and Review; Education; Intellectual Freedom; International Relations; Legislation; Minority Concerns and Cultural Diversity; Organization; Pay Equity; Policy Monitoring; Professional Ethics; Public Awareness Advisory; Publishing; Resolutions; and Status of Women in Librarianship.

Letters of application and nomination should include a brief summary of the nominee's qualifications for the committee(s) for which he or she is being nominated. The name of the committee(s) should be clearly indicated. Applicants may apply electronically at www.ala.org/freedman/volunteer.html. Send nominations and applications by November 30, 2001 to Maurice J. (Mitch) Freedman, American Library Association, 50 E. Huron Street, Chicago, Illinois 60611; email lgregory@ala.org.

BOARD RETHINKS MEETING-ROOM POLICY

The board of the Schaumburg (IL) District Township Library is revisiting its meeting-room policy in the wake of an August 25 speech given by white supremacist Matt Hale at the library. Because township officials spent at least \$17,000 to deploy 250 police officers as a precaution during Hale's Saturday night appearance, library trustees may vote September 24 to revise policies

so that controversial speakers would have to foot the bill for additional security, should law enforcement be called upon to protect their use of the SDTL meeting room.

"AN INTRODUCTION TO PUBLIC FOUNDATIONS: A MEMBER'S GUIDE" is now available as a web product at <http://www-wsl.state.wy.us/slpub/foundations/index.html>. This guide was produced in 2000 and can be useful in helping members of a library foundation understand organization relationships, foundation models, and IRS documents. Designed for use by Wyoming foundations, the publication offers information that can assist in management of 501(c)3 foundations. Jerry Krois, deputy state librarian (jkrois@state.wy.us), compiled the information from his experience in working with a number of public library foundations. He is currently president of the Association of Specialized and Cooperative Library Agencies (ASCLA) and serves on an advisory board for a million dollar library endowment.

NCES REPORT ON HOME SCHOOLING AVAILABLE

NCES Report recently was released—"Home Schooling in the United States: 1999." In the spring of 1999, an estimated 850,000 students nationwide were being home schooled. This report, based on data from the Parent Survey of the National Household Education Survey, 1999, contains information about the characteristics of home schooled children and their families, parent's reasons for home schooling, and public school support for homeschoolers. To download, view and print the report as a pdf file, please visit: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2001033>.

While this report doesn't mention school and public libraries, we do have data from another reliable source. The USDE project entitled "Assessment of the Role of School Libraries and Public Libraries in Support of Education Reform" resulted in a summary for the 2000

Bowker Annual, which reports the following about the 16,000 public library outlets in the United States:

- 62% provide services to families involved in home schooling
- 30% provide a file of information about home schooling in their area
- 33% provide special borrowing privileges
- 35% provide use of a meeting room

—PLA Electronic Newsletter 4.16

HOUSTON AIMS TO BRIDGE DIGITAL DIVIDE

The city of Houston unveiled a new program August 20 that will give any resident with a library card free access to e-mail, word processing and spreadsheet software, and 25 megabytes of secure storage space for documents. It is the first program of its kind in the United States.

Mayor Lee P. Brown demonstrated the new "virtual desktop" at the Smith Branch Library, one of three now running a pilot version of the application suite dubbed SimHouston. The library, which has provided Internet access since 1996, currently has more than 470 public-access terminals where patrons will be able to establish accounts that can then be accessed via any Internet connection. The system will be installed at other library branches over the next few months. The program will actually save money because it will make some services and software already used by the city more cost-effective. SimHouston will be available to citizens first through the library and later at city government offices.

—American Libraries Online

"News Briefs for August 27, 2001"

CREATIVE FUNDING FOR CHILDREN'S ROOM

Officials at the Duerrwaechter Memorial Library in Germantown, WI, found a creative solution to pay for the children's room of its new library after it was cut from the project's budget by the village board. The library will use its tax-exempt

status to purchase construction materials directly, eliminating \$55,000 in sales tax the contractor would have had to pay.

—American Libraries Online

"News Briefs for August 27, 2001"

ELECTION OF LIBRARY TRUSTEES

The Washington Library Association held a panel discussion on the legislative proposal to change the way library trustees are selected from appointment to election. WLA's Legislative Planning Committee oppose trustee elections. Reasons include:

- Concern that elected boards might not represent all parts of the district;
- Election costs;
- Burdensome election disclosure rules; and
- Concern that elected trustees would be more likely to yield to public pressure.

Those in favor of elections felt that

- Taxing authorities should be elected.
- Library trustees should be more accountable to the public.
- Elected officials are more autonomous and are the final authority in library matters.

Dennis Ladwig did doctoral research in the early 1980s on the comparative effectiveness of elected and appointed school boards. He found that the "quality of people" are what counts most, not how they assumed office.

—Cameron A. Johnson

ALKI; Washington Library Association Journal
17.2 (July 2001): 8-10.

ACCESSABILITY @ YOUR LIBRARY^(TM)

As part of The Campaign for America's Libraries, the American Library Association (ALA) is pleased to announce AccessAbility @ your library^(TM), a national program launching this month, developed by Easter Seals and ALA. The goals of the program are to educate children and adults about people with disabilities and to promote the library as a community resource for

6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25

Mark Your Calendar

Important ALTA Dates in 2001-2002

October 14-20, 2001
Teen Read week

January 18-23, 2002
ALA Midwinter Meeting,
New Orleans

February 1, 2002
Job Shadow Day

March 12-16, 2002
PLA National Conference,
Phoenix, Arizona

April 14-20, 2002
National Library Week

June 13-19, 2002
ALA Annual Conference,
Atlanta

people of all ages and abilities to obtain information about disabilities.

ALA has compiled reading lists for children and adults to use in the AccessAbility program. The lists were prepared by members of the Association for Library Service to Children (ALSC) and the Association of Specialized and Cooperative Library Agencies (ASCLA), divisions of ALA. The lists will be made available through Easter Seals affiliates to local libraries participating in AccessAbility @ your library, and also can be accessed on ALA's Web site at www.ala.org/news/v7n10/adult.html and www.ala.org/news/v7n10/children.html.

—PLA Electronic Newsletter 4.17

LOUISVILLE PL WINS 21.5% BUDGET INCREASE

A 21.5% increase in local funding will enable the Louisville (KY) Free Public Library to offer Sunday hours at more branch libraries and to keep all branches open every school night.

LFPL is a joint agency of Louisville and Jefferson County, and their failure to agree on funding levels in recent years has limited the library's budget growth. However, city and county agreed June 26 to increase their share of LFPL funding to \$15.8 million from \$13 million for the fiscal year that began July 1. Foundation funding and state and federal allocations bring the total LFPL budget to \$18.6 million.

Seven of LFPL's 17 branch libraries will now have Sunday hours, and funds will also be available to continue an automation program. The increase also includes \$530,000 for new books and materials, plus \$200,000 for repairs at the main branch and other capital projects. The budget increase will also allow the library to cover increased costs due to inflation and a new labor contract.

—American Libraries Online
"News Briefs for July 9, 2001"

NYPL WILL BUILD \$50-MILLION NEW BRONX BRANCH

With a commitment of \$34 million from the city of New York and a \$5-million gift from a trustee, the New York Public Library announced May 18 that it plans to build a new branch in the Bronx. The state will provide \$1 million, and the library will come up with the remaining \$10 million of the \$50-million cost through fundraising.

The Bronx Borough Center Library will be NYPL's largest branch in the Bronx, 47% of whose 1.2-million residents are of Latino origin. It will house NYPL's new Latino and Puerto Rican Cultural Center and will include expanded Spanish-language collections.

—American Libraries Online
"News Briefs for May 28, 2001"

STATE TRUSTEE GROUP HELPS LOCAL BOARDS

At three-years-old, the Kansas Library Trustee Association is like any toddler: Trying new things. Learning as it goes. Very active and on the move. Its 800+ members come from all parts of the state. During the 2001 legislative session, they helped achieve two major successes: KAN-ED, the high speed telecommunications backbone for schools, colleges, libraries and hospitals, was signed into law. Governor Bill Graves was persuaded to veto the legislature's \$181,000 cut in grants to local libraries.

Highlights for FY 2000-2001 include:

- **Regional Trustee of the Year grant.** Seven grants were awarded to the state's seven regional library systems.
- **First-time Tri-Conference attendance grant.** The winner (must be from a library serving 3000 or under population) received a \$150 check to cover Tri-Conference expenses.
- **40% discount to Tri-Conference.** KLTA members paid only \$18 to pre-register, not \$30.

- **2nd Annual Trustees-Friends Day.** Working with Friends of Kansas Libraries, the full day at the Tri-Conference drew 240 people to five programs designed for trustees and Friends. Attendance was up 100 from the previous year.
- **"Hot topics" workshops: Policies on children's information access.** During the fall, 2001, the State Library, regional systems, Public Library Section and KLTA are co-sponsoring 12 sessions across the state concerning children's access to information. Workshops will address state and federal law concerning minors. They will cover possible legal, financial and image implications of local library board policies.
- **Trustee training.** The new Institute for Continuing Education (ICE) debuted with its "Recruiting, Appointing and Orienting Trustees" session. ICE is a new effort from Emporia State University's School of Libraries and Information Management.
- **Rapid response database.** 149 KLTA'ers volunteered to contact legislators via email or faxes. An email network alerts them to talking points and deadlines. They were invaluable during the 2001 legislative session.
- **Local library board training.** KLTA board members speak to local boards about hot topics and/or KLTA. So far, over 30 boards have had a speaker at their meetings. If you'd like a KLTA speaker, contact your region's KLTA board rep.
- **"Trustee topics" briefing papers.** The State Library and KLTA teamed up to prepare seven short papers. Topics include "Effective board meetings," "Staff compensation" and "Budget issues for trustees."
- **"TrusteeTalk".** This quarterly newsletter helps trustees learn about grants your library could get. It also covers important legislation.

—Ellen Miller, KLTA President

TITANIC, BEATLES CHANGED HISTORY; SO CAN YOUR TRUSTEE DECISIONS

What do the following events have in common: the maiden voyage of the Titanic, the 2000 presidential election, and the release of the Beatles' first song, "Please Please Me?" The answer: None of us would have expected the outcomes in our wildest dreams.

Within each event, a series of decisions were made that changed history and the lives of people. Some of the decisions were based on anticipation, some on pride, some on expectations of others and some on a lack of information. As the trustees for your library, you must look at your decisions using good information in a rational and focused environment. You must maintain a broad perspective to see whom you affect, when you affect them and why you want to affect them. Without such an approach, your decision may seem non-discriminatory on its face value but could be discriminatory in its application.

In today's increasingly complex environment, a decision is not a single event since unrealized external and internal factors arise to have implications ranging beyond our initial intention. Consumers of services, watchers of government operations and observers of social change all take interest in what reasons and influencing factors lay behind the change you make. We initiate changes for such general reasons as safeguarding the taxpayers' investment, helping staff or making the library a better place. But your response to trends and situations require setting aside experiences and preferences. They require your attention, fact-finding and consensus.

Decision-making means that we have enough information on which to base a good policy or action and are capable of justifying the route selected. It also means looking beyond the face value of a short-term change to the underlying statement it says about the library to the community.

—Jerry Krois, Deputy State Librarian, Wyoming State Library, *The Outrider* 33.1 (Jan. 2001): 3

Nominations Sought for 2002 Awards

The Association for Library Trustees and Advocates (ALTA) invites your nominations and applications for its 2002 awards. The deadline for all nominations and applications is December 1, 2001. Applications may be obtained by calling the ALTA office at 800-545-2433, ext. 2161, or by visiting the ALTA Web site at www.ala.org/alta.

- The **ALA Trustee Citation** is presented to two public library trustees each year in recognition of distinguished service to library development.
- The **ALTA/Gale Outstanding Trustee Conference Grant** provides a \$750 grant to a trustee currently in service on a library board, to attend the ALA Annual Conference. The grant is presented to a trustee who has demonstrated qualitative interests and efforts in supportive service of a local public library and has never attended an ALA Annual Conference.
- The **ALTA Literacy Award** is given to a volunteer library trustee or other individual who has made a significant contribution to

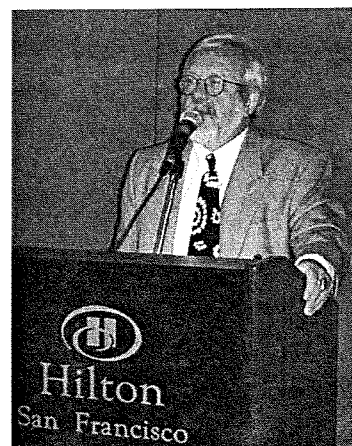
addressing illiteracy in the U.S., particularly as it relates to the role of the public library.

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

The American Library Association has other awards listed at <http://www.ala.org/work/awards/index.html>. The Public Library Association has awards, as well, i.e., Excellence in Small and/or Rural Public Library Service (honoring a public library serving a population of 10,000 or less that demonstrates excellence of service to its community) and the Highsmith Library Innovation Award (recognizing a public library's innovative and creative service program to the community).



ALTA members Patricia Fisher of Maryland and Ellen Miller of Kansas compare notes during an ALTA program.

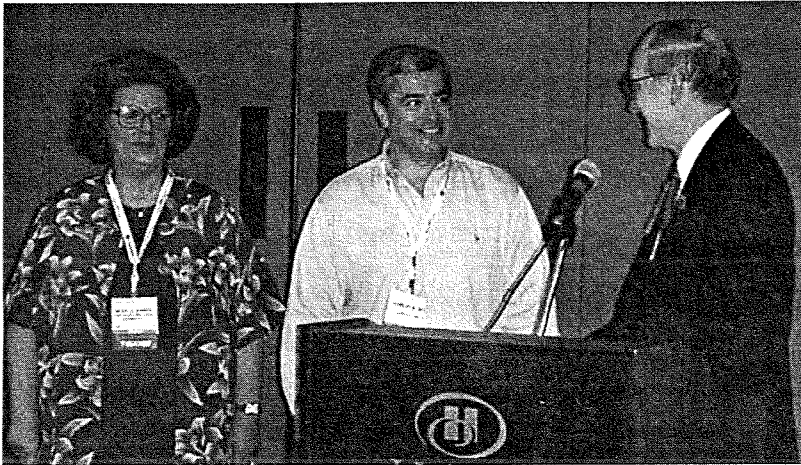


Opening Session speaker Ivan Hawthorn.

2001 Annual Conference

MAJOR ACTIONS OF THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

- Approved the ALTA Vision Statement.
- Endorsed the strategic plan developed by the Executive Committee.
- Directed that ALTA does not participate in national institutes until further review.
- Endorsed the ALA proposal to shorten the Midwinter Meeting.
- Directed that ALTA work with FOLUSA to create a plan for partnerships on program presentations and other ventures.
- Approved the report of the Conference Program and Evaluation Committee.
- Approved the minutes of the 2001 Midwinter Meeting.
- Approved the fiscal year 2002 budget.



ALTA President G. Victor Johnson congratulates ALTA/Gale Outstanding Trustee Conference Grant recipients Margaret Danhof of Illinois and Charles Myers of Michigan.



The 2001-02 ALTA Executive Committee from left to right: Wayne Coco, Councilor; Dale Ross, President-elect; Gail Dysleski, President; G. Victor Johnson, Past-president; Shirley Bruursema, 2nd Vice-president.

2001 Annual Conference

LUCKY WINNERS TAKE HOME "TASTE OF SAN FRANCISCO"

Of the many conference attendees who dropped off their business cards at the ALTA booth, a few were lucky enough to win a basket full of San Francisco specialties. They were:

Gary Cummins, Director, Henry Carter Hull Library, Clinton, CT

Frances Green, Board President, Bridgeview Public Library, Bridgeview, IL

Cheryl Turner, Central Administrator, Wilderness Coast Public Libraries, Crawfordville, FL

Ralph Weatherford, Nova House Association, Dayton, OH

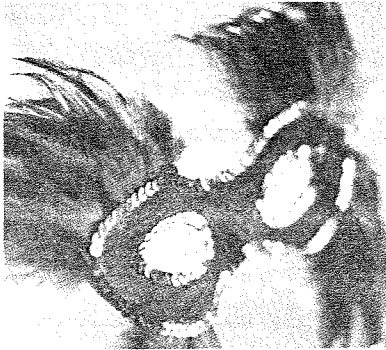
Betty A. Wyman, Director, Thomas B. Norton Public Library, Gulf Shores, AL

2002 ALTA Annual Fundraiser

FRIDAY, JANUARY 18, 2002

BLAINE KERN'S MARDI GRAS WORLD

NEW ORLEANS, LA



Mardi Gras World, once forbidden to visitors, will open its doors to ALTA members and friends for a look behind the magic of Mardi Gras. Bring your camera and dine among a maze of sensational Mardi Gras sculptures and floats and tour studios filled with larger-than-life creatures. A full dinner of New Orleans style cuisine and jazz band will put the finishing touches on this fascinating night. Don't miss this spectacular showcase of carnival, where Mardi Gras is made! Tickets are \$85 each and

advance registration is required as seating is limited. To reserve a ticket, check "ALTA 2002 Annual Fundraiser" on the ALA registration form that appeared in the October issue of *American Libraries*. You may also register on-line at www.ala.org. After December 3, you may register directly through the ALTA office by calling 800-545-2433, ext. 2161.

Fall issue deadline: Article submissions due to editor: October 15, 2001

ALTA Voice of
America's
Library
Trustees &
Advocates

American Library Association
50 E. Huron St.
Chicago, IL 60611

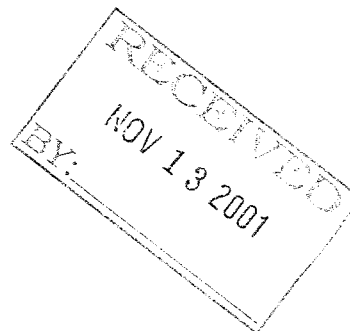
NON-PROFIT ORG.
U.S. POSTAGE
PAID
CHICAGO, ILLINOIS
PERMIT NO. 3226

Elizabeth D. Minter
411 E Chapman Ave
Placentia, CA 92870-6101



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

Return Postage Guaranteed
Address Change Requested



CONNECTION

LIBRARY OF CALIFORNIA



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

Library Profiles

Simon Wiesenthal Library and Archives in Los Angeles

Editor's Note: This is the third in our series of highlights of California libraries.

Nazi hunter, Holocaust survivor and humanitarian, Simon Wiesenthal, wrote in 1989 that it is humanity's responsibility to remember the past, that "information is a defense against repetition." The Simon Wiesenthal Center Library and Archives in Los Angeles, one of the Library of California's special libraries, makes library policy of Wiesenthal's edict.

The Simon Wiesenthal Center Library and Archives began as a Holocaust library, but has greatly expanded since opening in 1978. Although the Holocaust remains the library's spiritual and historical backbone, the Simon Wiesenthal Center Library and Archives, according to Director Adaire Klein, "educates, enlightens and engages" its patrons - educators, librarians, students, researchers, the public and the media - about much more than 20th century genocide. The library honors the past not only by cataloguing and examining racism's roots, but also by developing pedagogical strategies and bibliographies that promote multi-cultural understanding and help people to maneuver in the American melting-pot of 2001. Library programs such as *Tools for Tolerance® to Enhance Library Services* (TFTTELS), *Contact a Survivor*, and *The Write to Tolerance Institute*, among others, "defend against repetition" by teaching tolerance.

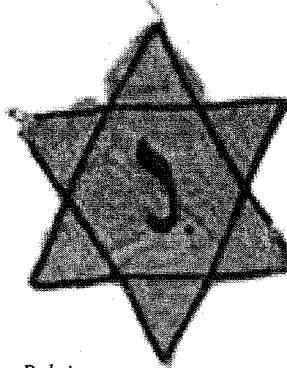
In 1978, the Simon Wiesenthal Center Library and Archives, winner of the Institute of Museum and Library Services 2000 National Award for Library Services, was a repository of 50 Holocaust texts with a part-time librarian. Today, the library's holdings include 40,000 volumes, 500 periodicals and non-print materials. The archives, the branch dedicated to preserving and protecting materials from the Holocaust and the pre-World War II Jewish experience, holds letters, manuscripts, personal narratives, diaries, artifacts, ghetto and

concentration camp memorabilia, photographs, periodicals and original artwork. Now, the archives also collects texts and memorabilia concerning civil rights, white supremacy and multi-culturalism.

In 1999, the California State Library invited the Simon Wiesenthal Center Library and Archives to participate in the "Treasures of California" project, part of a federal Library Services and Technology Act (LSTA) grant. Because of the LSTA funding, a selection of the archival

collection was digitized. Among the Holocaust treasures now at <http://bancroft.library.ca.gov/diglib/list.cfm?libcode=SWC> are *Yellow Fabric Star* (the yellow fabric star that Belgian Jews were forced to wear by the Nazis), and *Anne Frank: Forget Me Not* (Manuscript and translation of Anne Frank's autograph, inscribed in Henny Scheerder's autograph book, March 4, 1940, in Amsterdam, a month before the German invasion). Archivist Fama Mor says that the LSTA California digitization grant was only a first step, that "the Library and Archives is now committed to disseminating these historical photographs, artifacts and documents to a global audience."

The library's Los Angeles staff responds to at least 500 weekly queries about contemporary and historical racism, and particularly hate-based Internet sites ("The combination of hatred and technology is the greatest danger threatening mankind", Klein says.). Media members, authors, production companies, museums, politicians and educators turn to the organization for resources and research for regular projects and for reliable information in sudden crises the most recent of which were after the 1999 Sacramento synagogue bombings and the September 2001 terrorist attacks.



Belgian
Yellow Fabric Star

ISSUE NUMBER 18
December 2001

TABLE OF CONTENTS

Simon Wiesenthal
Library and Archives
in Los Angeles
Pg. 1

Library of
California News

Working in the best and
toughest of times: community
college libraries and
learning resource centers
Pg. 3

LoC Board elects new
officers, addresses network
issues at Nov. meeting
Pg. 4

Library Bond Act
Progress Report
Pg. 5

CSL programs of
interest at
CLA Conference
Pg. 6

Training Corner
Pg. 8

Calendar of events
Pg. 9

Please see Wiesenthal, page 2

Wiesenthal

Youth Programs

Though proud of all the Simon Wiesenthal Center Library and Archives' programs, Klein reserves highest praise for the library's children's programs. The *Write to Tolerance Institute*, for instance, is a yearly seminar designed to further understanding of, and to promote, tolerance, diversity, and social justice among librarians, authors and editors of children's literature. And the *Once Upon a World Book Award* annually gives \$1000 to the author of the children's book whose content best captures what the award's benefactors, Sonia and Lloyd Levetin, calls "people being good to each other." The winning books "celebrate the diversity of the world's people through storytelling, literature and the arts." This year's winner was *The Year of Miss Agnes*, the story of a teacher in a native Athabaskan village in Alaska, by Kirkpatrick Hill (NY: Margaret K. McElderry Books, 2000).

The library's therapeutic bibliographies enable librarians, families and educators to cope with contemporary issues and crises through quality children's literature at local libraries. *Bibliotherapy for a Community Tragedy* and *Using Literature to Teach Tolerance*, whose texts range from Amy

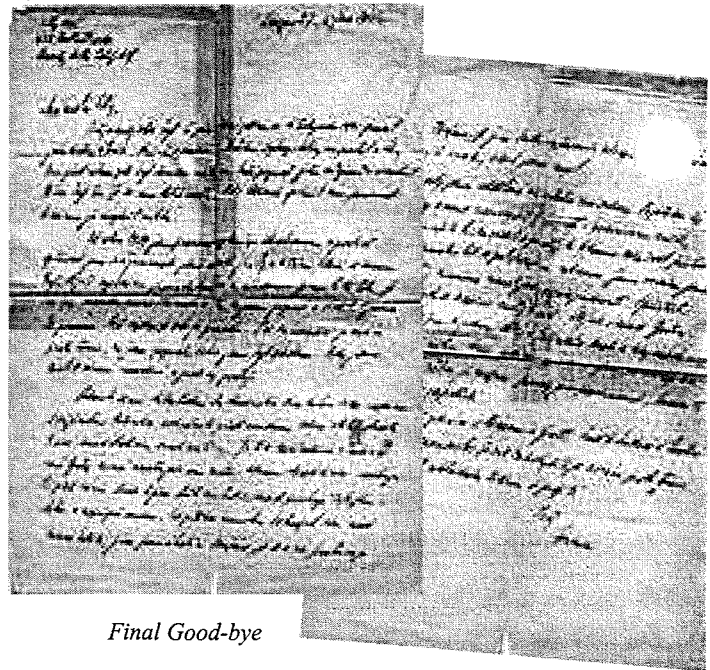
Cordova's *Abuelita's Heart* for early readers to Toni Morrison's *Beloved* for high school students and adults, are invaluable now as students confront what Klein calls "the confusion and worries of... tragedy." Dr. Virginia Walter, Associate Professor of Information Studies at UCLA says children

Anne Frank: Forget Me Not

today are wondering "could it [tragedy] happen to me? What would I do? Would I be brave enough?" "Fine literature," according to Walter, "lets children try on roles so they can begin to answer those questions."

Tools for Tolerance® To Enhance Library Services

The Simon Wiesenthal Center Library and Archives' key vehicle for teaching about cultural diversity within the local library community is Tools for Tolerance® To Enhance Library Services (TFTTELS), a program that the California State Library recently granted a second year of LSTA funding. TFTTELS trains Los Angeles area library personnel, those "on the front line" with the public, how to work with, and best serve, disparate people. TFTTELS project coordinator, Susan Dubin, says that TFTTELS helps library personnel "live with the public by first learning how to live with their co-workers." The TFTTELS's first aim, therefore, is to "develop a more respectful library workplace," to make a tolerant staff environment out of the "front line."



Final Good-bye

Library of California (LoC) Charter Member

The Simon Wiesenthal Library and Archives is a member of the LoC Arroyo Seco region and is an LoC charter member. Director Klein, who represents special libraries on the board, says that the LoC offers "a world in which all types of librarians are able to serve our state's diverse communities, regardless of locale. Our library is a resource for other LoC members not only in Arroyo Seco, but in all regions; in the suburban areas where information about the Holocaust, anti-Semitism, social justice, diversity, hate crimes and hate organizations is lacking."

Contact a Survivor

The Simon Wiesenthal Center Library and Archives' *Contact a Survivor* program is a door to living history. By using email and the library's website, *Contact a Survivor* enables mostly young patrons to ask Holocaust survivors simple or elaborate questions about genocide. Klein says that as long as Holocaust survivors are living, "it's our responsibility to connect them with young people." Here are some of 2001's questions, all of which came from children:

- "Why did all Jews have to wear a star?"
- "Did you lose faith in God?"
- "Did your family survive?"
- "Did you ever see Hitler?"
- "Did anyone help you who was not Jewish?"
- "Do you still think of it?"

And the question children perpetually ask is "Why would God let this happen?"

The Simon Wiesenthal Center Library and Archives gives all its patrons, young and old, the resources to explore such questions in their classrooms, their libraries, their communities and in their homes. And, because intolerance and racism still reverberate within contemporary culture, the library helps the public come to terms with the confusion present too.

For more information about the Simon Wiesenthal Library and Archives contact Adaire Klein, Director of Library and Archival Services, at 310-772-7604.

Working in the best and worst of times: community college libraries and learning resource centers

Editor's Note: This is the third in our series describing the types of libraries which are LoC members.

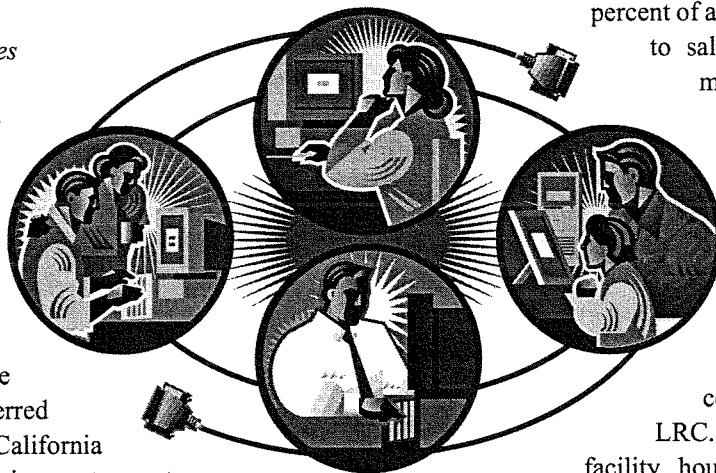
By Gregg Atkins

*Dean of Learning Resources
Sacramento City College*

From the remote reaches of Eureka, Weed, and Susanville in northern California stretching southwards to Chula Vista, El Cajon, and Imperial, over 2.5 million Californians are enrolled at California community colleges. They come to take classes that can be transferred to campuses of the University of California or the California State University systems, to complete 2-year Associate Arts (AA) or Associate Science (AS) degrees, to pursue vocational degrees, to retrain for new jobs, to acquire basic learning skills, and to pursue independent learning or self-study goals and interests. They learn on the main campus, at campus centers and rented facilities, in high schools, by watching telecourses and by participating in live interactive TV, and via the Web in online classes. The California Community College (CCC) libraries and learning resources centers (LRC) support and contribute to one of the most fluid, ever-changing and longest-running experiments in higher education. In no other state can you find library/LRC models of such variety and complexity as those in California.

When the economy sputters and state funds grow the scarcest, enrollments in community colleges increase. These incredibly eclectic and diverse institutions make up the largest system of higher education in the world. And yet it is not a system. There are now 72 college districts, each with a local governing board. Boards make fundamental decisions about programs, operations, faculty hiring and deployment, policies and procedures, but exercise that authority using state funds that are tied to more than 10,000 sections in the California Education Code and Title 5 of the California Code of Regulations (CCR).

Even within a district no two colleges are alike. Colleges range in size from 750 students to over 80,000. Some colleges were established when the community college movement began between the years 1915-1925, and the newest college campus opened this year. Fiscal policies of the community college campuses are almost entirely based on state funding formulas that measure classroom headcounts, with categorical state funds spent to cover mandated student services. Eighty to eighty-five



percent of a college's funding goes directly to salaries. The remaining funds must cover utility costs, maintenance and repair, security, general office operations, and, yes, library/learning resources center (LRC) materials, resources, and services.

At every campus--and also at many of the large centers--there is a library or LRC. It may be a 3,000 square foot facility housing a library collection of

5,000-10,000 volumes and sharing space with an open access computer lab, but it is more likely that the LRC is a more moderate, typical library carrying 30,000-50,000 volumes in its collection. It may also be a three, four, or five-story building with tutoring centers, TV studios, open-access computer labs, and distance learning operations along with a 90,000-150,000 volume collection. No matter what size, however, almost every library/LRC now offers online resources and databases. Sixty new or renovated library/LRC buildings have opened in the last 11 years, and 15 are in the state planning cycle.

Many LRCs are members in one of the Library of California's seven regional library networks. Becoming a member proved challenging because of the layers of approval the libraries/LRCs had to go through before being able to participate. That they were approved was a solid vote of confidence for the LoC.

Besides the students and faculty members at the individual campuses, many California communities tend to think of their community college library as a community resource. Members of the public and K-12 schools use the LRCs much like they do their community libraries because the LRC tends to have the "feel" of a public library. Lots of effort is expended in the structuring of library/LRC services so that there is a careful match between the community college, school, or public library experience. Many community college libraries/LRCs have made technology choices that enhance participation with other members of the regional library network. The Los Rios Community College District, for example, decided to use the Innovative Interfaces, Inc. integrated library system because both the Sacramento Public Library and California State

Please see community college libraries, page 7



Library of California News

Library of California Board elects new officers, addresses network issues at November meeting

At its final 2001 meeting on November 5-6 in Long Beach, the Library of California (LoC) board elected a new board president and a new vice president for the upcoming year. The LoC board also approved revising its policy on regional library network affiliation and approved two California Library Services Act (CLSA) Systems being admitted as special library members of the Golden Gateway regional library network.

Here is a summary of the issues the board addressed:

1. Election of LoC Board Officers for 2002

The LoC board elected Victoria Fong president and Kim Wang vice president for the upcoming year.

2. Regional Library Network Development

The LoC board unanimously approved revising its adopted policy of only considering regional library network affiliations once a year. The board will now consider affiliation requests at each board meeting, but with the condition that funding for the networks will be set annually and cannot be changed during the year if the number of library memberships within the regions changes.

The board also voted unanimously to accept new participating libraries of existing regional library network members at any time. If any plan of service revision is required, the board will adopt any changes when it considers adding new participating libraries.

The following libraries were approved as new member and participating libraries in the Arroyo Seco Library Network:

Arcadia Unified School District
(Arcadia High School Library)
King's College & Seminary
(King's Library)
Loyola Marymount University
(Charles Von der Ahe Library)
Newport Beach Public Library
(Balboa Library, Central Library,
Corona del Mar Library, Mariner Branch Library)
SCS Engineers (SCS Engineers Library)

The following existing LoC member institutions in the Arroyo Seco region have added new participating libraries:

Kaiser Permanente (Downey)
(Drug Information Services Library)

Los Angeles Unified School District
(John Marshall High School Library,
Roosevelt High School Library)

The LoC board unanimously approved the North Bay Cooperative Library System and Peninsula Library System being admitted as special library members of the Golden Gateway Library Network.

The board approved the Los Angeles Pierce College changing from being a participating library to becoming a member library in the Arroyo Seco Library Network.

3. LoC Reference Program

California Library Services Act (CLSA) System Reference Center coordinators and System administrators met in Sacramento on October 2, 2001 to begin discussing reference program issues and the elements to include in a statewide reference program (For a summary of the meeting, see the October 2001 issue of Connection).

A Library Services and Technology Act (LSTA) grant for fiscal year 2001/2002 has been awarded to continue testing and assessing First Source, a project funded through a federal Library Services and Technology Act grant award. The project will continue providing the CLSA System Reference Centers with access to a wide array of electronic resources, delivery of print materials, and technical support. Los Angeles Public Library, which directs this project, has finished an informal evaluation of First Source that will be used to help develop recommendations about the LoC Reference Program that can be presented to the Board at a future meeting.

4. Resource Libraries Program Development

Librarians representing the major resource libraries in California met on October 15, 2001 in Sacramento to begin outlining the potential structure and context for a resource libraries program under the LoC. Participants in this meeting saw communication, collaborative database purchase and price negotiation, increased reimbursement for interlibrary loan, standards for collecting and compiling information on special resources, and preservation as areas where resource libraries could reap the benefits of being members of Library of California. Future meetings are planned with either this task group or a larger resource libraries group as program areas are developed.

Library Bond Act Progress Report

Library Bond Act Rulemaking Files Submitted

In mid-October, the Office of Library Construction filed the final versions of both the Title 5 and Title 24 Regulations with the Office of Administrative Law and the California Building Standards Commission, respectively. Copies of the regulations as submitted to the control agencies as well as other supporting documents are available for review on the State Library web site at <http://www.library.ca.gov/html/libser17.html>.

Approval by the Control Agencies Necessary

The approval of both control agencies is necessary before the regulations can be adopted. If approval is forthcoming, the regulations will be filed with the Secretary of State and become official sometime shortly after the first of the year. If approval is withheld in part, it may be necessary for the California Public Library Construction and Renovation Board to meet and decide if it is necessary to re-enter the rulemaking process for another 15-Day comment period. Depending upon the outcome of the control agencies review, it may be necessary to hold a Board meeting on December 11, 2001.

"How to Apply for a Library Bond Act Grant" Workshops

The Office of Library Construction will begin a series of workshops in January of 2002. The workshops will be held in the North State, Central Valley, Bay Area, Los Angeles, San Diego and Inland Empire areas. The title of the workshops is "How to Apply for a Library Bond Act Grant." The workshops will be open to all interested parties, but attendees will be required to register. The dates, times and locations of the workshops will be announced in mid-December, assuming the regulations are approved by the control agencies. If the Board must re-enter the rulemaking process, the workshops will have to be delayed until a later date sometime after the completion of rulemaking.

Survey Results of Potential Library Bond Act Applications

Preliminary results are in for the recent survey of potential Library Bond Act applications that was sent to the public library jurisdictions in October. The libraries reported over 200 potential applications for a total cost of close to \$2 billion. Responders reported that approximately half of the applications will be submitted for the first cycle with the remaining applications spread out over the second and third cycles.

Almost three quarters of the applications will result in the creation of a new public library with the remaining one quarter of the projects representing remodeling of existing libraries. Over 90 percent of the new public library applications intend to be in the first priority category with the vast majority of those projects coming in as a "Joint Venture" project. At this time, only 16 projects are attempting to become "Co-located"

libraries.

Of the 50 or so existing library projects, less than 15 percent will qualify as a first priority project by meeting the telecommunication connection requirement of equal to or less than 512 kbps. Keep in mind that the Board has not indicated that a project must be a first priority project in order to be funded. The Library Bond Act states that while reviewing applications, and as part of establishing priorities, the Board shall consider the seven factors listed in Education Code Section 19998. These factors, or "review considerations," include:

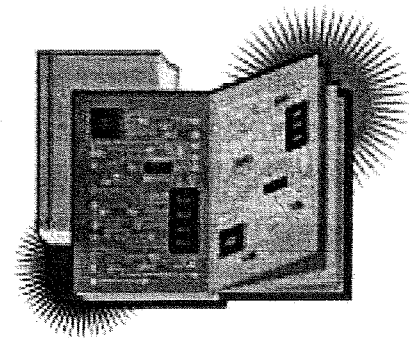
1. The needs or urban and rural areas,
2. Population growth,
3. The age and condition of the existing library facility,
4. The degree to which the existing library facility is inadequate in meeting the needs of the residents in the library service area and the degree to which the proposed project responds to those needs,
5. The degree to which the library's plan of service integrates appropriate electronic technologies,
6. The degree to which the proposed site is appropriate for the proposed project and its intended use, and
7. For new public libraries, the financial capacity of the local agency submitting the application to open and maintain the operation of the proposed library.

A full reporting of the survey will be available on the State Library website later in December. It should be kept in mind that responding to the survey was voluntary and non-binding. There were a number of library jurisdictions that chose not to respond for various reasons. Lack of response to the survey will have no impact on an applicant's eligibility or the formal consideration of any future official application they may wish to submit to the Board. In other words, the survey results do not constitute any formal list of projects that will be considered for funding, it is simply a "snapshot" of how things look at this point in time from the local perspective. Further, it is understood that the project information will change, including the cost and square footage estimates. The State Library does wish to express appreciation to those who did participate in the survey since the results will provide staff and the Board with valuable planning information.

Public Comment Process

Finally, the State Library's Office of Library Construction staff and the Board wishes to express gratitude to all interested parties who submitted public comments over the last year during the development of the program regulations. This considerable public input has undoubtedly created a more comprehensive and locally responsive set of regulations that will govern the implementation of the program. Because of this, the construction projects that are built with the State Bond Act grants will undoubtedly result in better public library buildings for Californian's to enjoy and use.

CSL programs of interest at CLA Conference



The California State Library (CSL) is committed to helping libraries throughout California serve their communities and to support programming at the statewide and local level. One way CSL works to accomplish this is through the California Library Association (CLA) annual conference, this year held from Nov. 2-5 in Long Beach. This year CSL staff helped out through a broad range of activities including helping to moderate panels, being co-presenters in workshops, handing out brochures and/or talking to librarians about the Library of California, children and young adult services, reference, preservation, the Rural Libraries Initiative, and other programs at the CSL information booth.

Through this issue of *Connection*, we are providing a sample of some of the CLA events in which CSL staff played a role so that if you would like additional information or assistance in any of these areas, you will know whom to contact:

Dimensions of Diversity - Valerie Reinke (co-presenter) -- Overview of the many dimensions of diversity: investigated the link between sensitivity and outstanding customer service and described how to create a welcoming atmosphere for all library patrons.

Together We Stand, Divided We Fall - Ira Bray (co-presenter) - Described the development of new coordinated service delivery under the Library of California program. This mechanism focuses on coordinated e-resource development and how California public, school, academic, and special libraries are working together to improve print, electronic collections, and coordinated service delivery.

California's eGovernment Portal@Your Library - John Jewell & Kristine Ogilvie (co-presenters) - Discussion of the Governor's vision of having a CA eGovernment Web portal and how it is being realized. Also detailed how the determination and efforts of library team made the Governor's dream come true.

P.A.R.E.N.T.S. Curriculum: Teaching Parenting with Children's Books - Cindy Costales (moderator) -- Addressed education in parenting by using family literacy as a model to help parents and parent figures use picture books as basic tools for teaching life lessons to their children.

Proposition 14 Regulations, a Progress Report - Richard Hall (presenter) -- Update on the Proposition 14 regulatory process.

State of the Network: Library of California - Diana Paque (moderator) -- Workshop discussion of the implementation of Library of California and what has been and is currently happening in this network program.

Reference Update: Portals to Statistics - Tom Andersen, CSL contact -- University of California's California Digital Library and California State Library-sponsored project "Counting California" was highlighted. This project is a website that allows users to easily access social and economic data from federal, state, and local government agencies.

Librarians' Index to the Internet (LII) Indexers' Get-Together -- Ira Bray, CSL contact -- New LII manager, Karen Schneider, outlined her plans for the LII. The LII is funded through the Library of California.

Tribal Libraries: Their Place in the Library of California - Carole Talan, CSL contact -- The Tierra del Sol region of the Library of California hired Bonnie Biggs, California State University, San Marcos, to conduct a needs assessment of the 37 tribal libraries within this region. This needs assessment, made possible through an LoC grant to the Tierra del Sol region, was described in-depth during this session.

Librarian-Practitioner: An Option for Rural Libraries - Carla Lehn (co-presenter) -- This program described a recently-completed study by the CSL, which analyzed the potential of a Librarian-Practitioner program designed to provide training to rural libraries so they can address their critical staffing needs.

CIPA and Internet Filtering: Legal, Ethical, and Professional Issues - Mark Parker (co-presenter) -- Updated the library community on the status of the federal Child Internet Protection Act (CIPA) recently signed into law, and discussed similar governmental actions that affect federally or state-supported Internet access.

The CSL has also been involved with the following workshops and/or events as project monitors or as resource persons:

Check It Out@Your Library - Kathy Low, CSL contact - Described a statewide campaign to publicize public libraries using various media including television, radio, and billboards.

Teens: The Community Service Solution - Bessie Tichauer, CSL contact - This workshop regarding teen volunteer programs examined five models developed in the LSTA funded project, and heard from teens themselves talking about the benefits of their participation.

from page 3

Community College Libraries

University, Sacramento, use it also. This has made it easier for Sierra Valley Library Network patrons to use any of these libraries no matter whether they are students or members of the general public.

Fellow California librarians and library advocates will instantly recognize issues in CCC libraries/LRCs as the same ones they currently face in their own libraries. These issues concern collection development, deployment and support of technology, customer service, reference service and training, and multitype collaboration. But California Community College librarians also are addressing the following issues:

- Information Competency - community college librarians are leading discussions about different approaches towards meeting the eventual adoption of an information competency graduation requirement;
- Technology planning - developing local technology infrastructure, purchase online systems and equip community college libraries/LRCs to provide online resources and services;
- Accreditation - the current accreditation standards are being revised, and the proposed model brings stronger language about accountability and outcomes assessment, and offers less specific language about libraries and librarians;
- Off-site access - whether to provide information resources and services to distance education students who are taking telecourses, interactive TV classes, and/or one of the many varieties of online courses, and if so, how to best serve the campus community with off-site access;

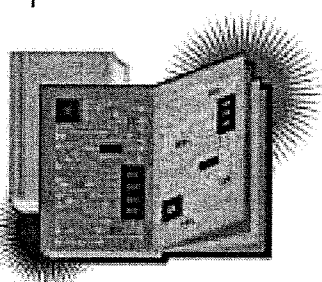
- Role of faculty librarians - community college librarians are faculty members with many of them teaching library information courses. How the implementation of information competency will change the role of faculty librarians on campus is a matter of intense discussion and exploration.
- Potential Budget Instability - overall funding for library/LRC operations has never been generous-- with some spectacular exceptions-- and is also a local decision. This has led to incredible funding variations from one campus to the next, but some stable state funding streams (Instructional Equipment and Library Materials (IELM) funds, and Partnership for Excellence funds) emerged from which colleges can divert money for library books, online subscriptions, new furniture, and even staff. These funding sources are now in jeopardy.

Even more students are on their way to the California community colleges. Technology is fast becoming the way to spread library/LRC resources and services farther and in more flexible ways to community college students, faculty, and staff. State-funding problems may seriously impact library/LRC programs more than other areas of the college. But at the same time, the issue of information competency allows community college faculty librarians to redesign their role and work as information professionals.

"It was the best of times, it was the worst of times." There's no doubt that Charles Dickens once worked in one of the CCC library/LRCs.

from page 6

CLA Conference



Celebrate the Publication of Shades of California - Valerie Reinke, CSL contact -- The recently published *Shades of California* book, which is a photo documentation of an LSTA-funded project, was discussed. In celebration of its publication Heyday Books, the "Shades"

publisher, sponsored a reception at the Long Beach Public Library.

Virtual Reference Pioneers: California Exploration Continues - Cathie Helmick, CSL contact -- The project coordinators for the 24/7 Reference Project in southern California and the Q&A Café in northern California discussed both their

projects. The Q&A Café is available 2 to 9 p.m. seven days a week; the 24/7 Reference Project is available 24 hours a day, 365 days a year. The two are currently beginning to partner, with the eventual goal of becoming a statewide virtual reference project. Both projects receive some LSTA funding.

Literacy Reception - CSL Literacy Staff Carole Talan, Valerie Reinke, Cindy Costales, Carla Lehn, and Cindy Tackett all participated in a literacy reception that highlighted displays from many of the adult and children's library literacy programs from throughout the state.

For further information or assistance in any of the efforts described above, please contact the named CSL staff directly. E-mail addresses for all CSL staff consist of the first letter of the staff's first name, the full last name, followed by @library.ca.gov.

Training Corner

Provider: InfoPeople

Course: E-books 101

Date and location:

Tuesday, December 11, San Jose Public Library
<http://infopeople.org/WS/workshop/Workshop/61>

Provider: InfoPeople

Course: Blueprint for a Library Capital Campaign

Dates and locations:

Monday, December 10, 2001,
San Bernardino Public Library-Central

Tuesday, December 11, 2001,
Huntington Beach Public Library

Wednesday and Thursday, January 9 and 10, 2002,
Los Angeles Public Library
Electronic Resources Training Center

<http://infopeople.org/WS/workshop/Workshop/63>

Provider: InfoPeople

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

Dates and locations:

Tuesday, December 18, 2001,
San Bernardino Public Library-Central

Tuesday, January 8, 2002,
Sacramento County Office of Education

Wednesday, January 23, 2002,
Downey City Library

<http://infopeople.org/WS/workshop/Workshop/62>

Provider: InfoPeople

Course: Gumby Meets Dewey:

Rethinking Library Staffing Issues

Date and Location:

Thursday, January 10, 2002,
San Francisco Public Library

<http://infopeople.org/WS/workshop/Workshop/59>

Provider: InfoPeople

Course: Computer and Internet Troubleshooting 101

Dates and Locations:

Wednesday, December 12, 2001,
Vallejo-John F. Kennedy Library Branch,
Solano County Library

Wednesday, January 9, 2002,
Riverside County Library-Robidoux Branch

Thursday, January 17, 2002,
San Francisco Public Library

Tuesday, January 22, 2002,
Pleasant Hill-Contra Costa County Library Gates Lab
<http://infopeople.org/WS/workshop/Workshop/51>

Provider: InfoPeople

Course: Getting the Most from PowerPoint

Date and Location:

Tuesday, January 8, 2002
San Francisco Public Library

<http://infopeople.org/WS/workshop/Workshop/10>

Provider: InfoPeople

Course: Virtual Reference: Is it for you?

Date and Location:

Monday, December 10,
San Jose Public Library - GATES Lab

<http://infopeople.org/WS/workshop/Workshop/60>

Provider: InfoPeople

Course: Getting the Most from PowerPoint

Date and location:

Tuesday, December 11,
Salinas Public Library

<http://infopeople.org/WS/workshop/Workshop/10>

2002

January

January 18-23, 2002

American Library Association (ALA) Midwinter Meeting,
New Orleans

March

March 13-16, 2002

Public Libraries Association (PLA) National Conference,
Phoenix

April

April 14-20, 2002

National Library Week

June

June 13-20, 2002

American Library Association (ALA) Annual Conference,
Atlanta

November

November 15-18, 2002

California Library Association (CLA), Annual Conference,
Sacramento

CONNECTION

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

Dr. Kevin Starr

State Librarian

(916) 654-0174

kstarr@library.ca.gov

Sarah Dalton

Communications

Editor

(916) 654-1483

sdalton@library.ca.gov

Christopher Berger

Library Development Services

Assistant Editor

(916) 653-8313

cberger@library.ca.gov

Library of California Board

James Dawe

President

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

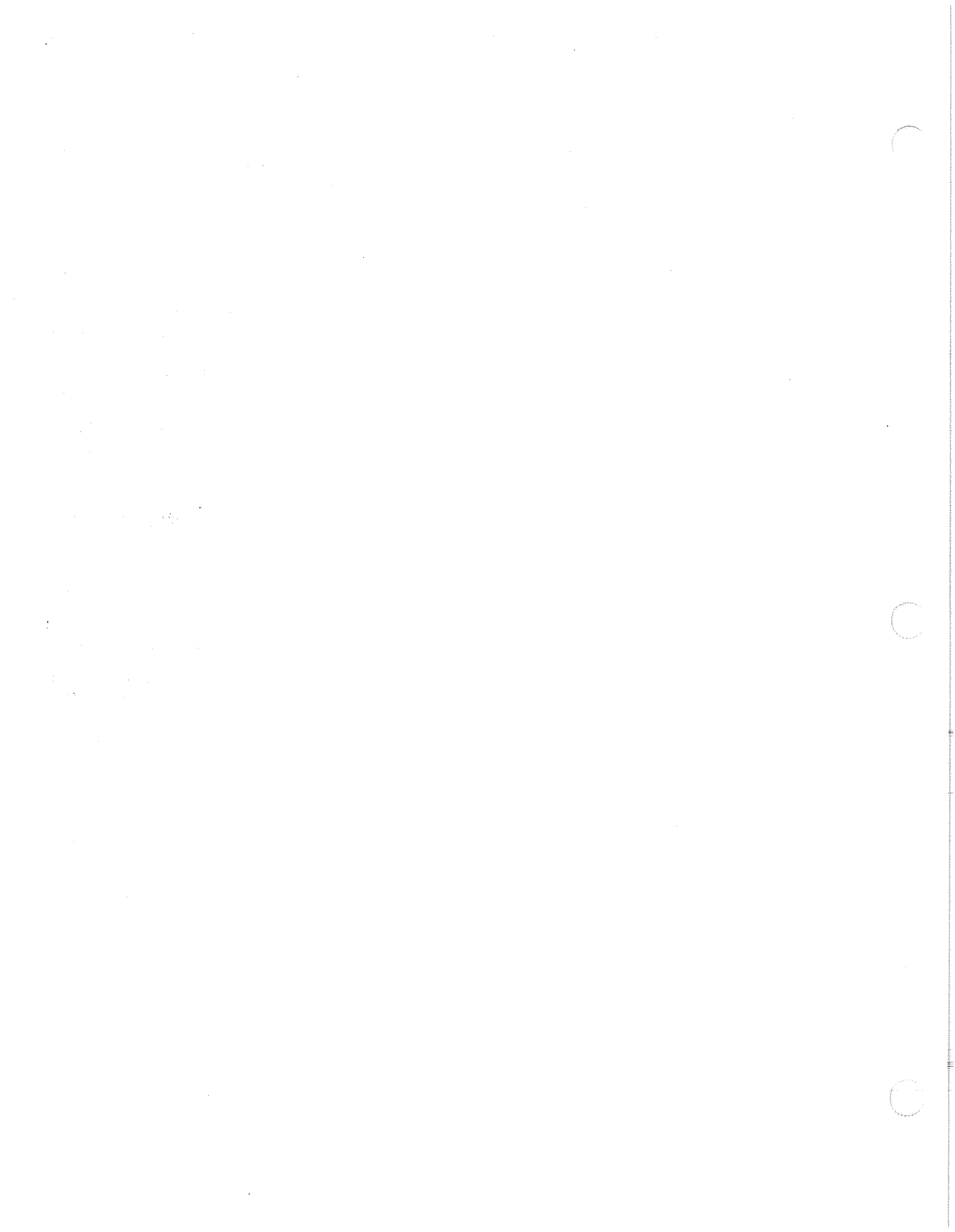


CALIFORNIA
STATE LIBRARY
FOUNDED 1850

California State Library
914 Capitol Mall
P.O. Box 942837
Sacramento, CA 94237-0001

Library of California Board
<http://www.library.ca.gov/loc/board/index.html>

California Public Library Construction
and Renovation Board:
<http://www.library.ca.gov/html/libser17h.html>



CONNECTION

LIBRARY OF CALIFORNIA



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

ISSUE NUMBER 17
November 2001

TABLE OF CONTENTS

The Jean and Charles Schulz Information Center at Sonoma State
Pg. 1

Librarians join doctors and nurses to promote literacy
Pg. 2

Meeting examines 21st century reference services under LoC
Pg. 3

Appointment: Sacramento Public Library strikes gold with Anne Marie
Pg. 3

Californians benefit from newly enacted library laws
Pg. 4

Bas-Relief of Mural enhances State Library's Braille and Talking Book Library
Pg. 4

Initial series of 2001/2002 LSTA grants awarded to libraries
Pg. 5

Training Corner
Pg. 6

Calendar of events
Pg. 8

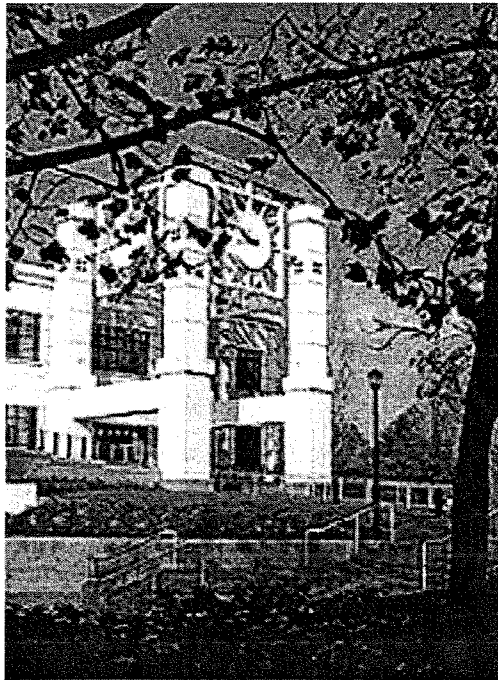
Library Profiles

The Jean and Charles Schulz Information Center at Sonoma State

Nestled in bucolic Sonoma County is Sonoma State University. Sonoma State has one of the smallest student bodies of the California State University system, about 7500 students, 40 percent of whom live on campus. Sonoma State's new library, the new Jean and Charles Schulz Information Center, is the architectural, informational and technological flagship for this intimate campus. The Schulz Information Center, led by library dean, Barbara Butler, shapes its programs, collections and special events so that its primary patrons, which include Sonoma County residents as well as students, use the library as a gathering place for research, critical discourse, multi-cultural enjoyment and, of course, Internet surfing.

The Schulz Information Center opened in August 2000 thanks in part to a \$5 million donation from cartoonist and lifetime Sonoma County resident Charles Schulz. Schulz's academic cartoons hang throughout the Schulz Information Center, adding warmth to the library's modernity. Its cyber-café, Charlie Brown's, at the ground level, further extends the Schulz Information Center's mission of high-tech fun, research and study. The café, according to Dean Butler, "enhances life on campus."

Barbara Butler does not assume that her academic library's "captive audience" will guarantee steady patronage. She says that the "library needs to take a leading role in campus activities," that "libraries are an educational enterprise and education goes on



in diverse ways." Although curriculum drives most of her library's acquisitions, Butler sees the Schulz Information Center as "going beyond" a traditional university library and becoming a cultural activity center, offering a range of intellectual programs in addition to research assistance.

As part of ensuring that students and community members (who use the library increasingly) see the Schulz Information Center as a cultural center, library administrators built

an art gallery by the main entrance. Upon entering the building, patrons not only find computer banks, research librarians and tables shrewdly grouped for productive study, but also a softly lit gallery showcasing revolving exhibits. In its first year, for example, the gallery has offered *Peanuts Goes to College: The Work of Charles M. Schulz* and the work of Edward C. Boyle Scholarship recipients who spent a year studying art in Florence and Paris.

The Schulz Information Center weaves the rich cultural history of the wine-country into its programs, a strategy that attracts older community members to the library. For example, last summer the Schulz Information Center hosted a lecture series on Jack London, a program complementing the library's acquisition of London first editions, lobby cards and film posters. Jack Waring, the book collector who donated the costly collection, wanted the collection to be in a library close to Glen Ellen

Please see Schulz, page 2

Libraries join doctors and nurses to promote literacy

Doctors, nurses, and library literacy staff who share a concern for improving the state's literacy levels came together on September 8, 2001 at the State Capitol for the first California Reach Out and Read Statewide Conference. The conference allowed health care providers and libraries to exchange ideas on how to develop and support a statewide coalition of California clinics who participate in the Reach Out and Read program.

Reach Out and Read (ROR) is a national program devoted to making early literacy a part of pediatric primary care. Dr. Perri Klass, a ROR program advocate and trainer, believes pediatricians play a unique role in promoting the enjoyment of books and reading. "Giving out books when children come to the doctor helps parents to understand how important it is to read and look at books with their children," Klass says.

From the waiting room to the doctor's office, books and reading are part of every clinic visit for young children ages six months to five years at ROR sites. Volunteers at participating clinics read aloud to infants, toddlers, and other children in pediatric waiting rooms. And during the check-up, pediatricians and nurse practitioners encourage parents to read aloud to their young children. The staff then provides age and culturally appropriate free books for the parents to take home.

Because library family literacy programs and ROR programs

share the mission of improving early literacy skills in children 0-5 years of age, the programs come together to promote early literacy throughout the state. One of the largest collaborative efforts in California is Reach Out and Read San Joaquin, a joint venture of the Stockton-San Joaquin County Public Library, the Health Plan of San Joaquin, San Joaquin County Health Care Services, and the United Way of San Joaquin. This joint partnership's goal is to reach over 10,000 children each year at ROR clinics in the Stockton-San Joaquin communities.

Reach Out and Read annually reaches 1.3 million children and their families at more than 1,000 sites in all fifty states, as well as the District of Columbia and Puerto Rico. The program distributes 2.5 million new books to families each year and nearly 10,000 pediatricians and nurse practitioners have been trained in the Reach Out and Read strategies of pediatric literacy.

For more information on the Reach Out and Read Program, contact Suzanne Flint, Reach Out and Read program director for San Mateo County and Stanford, at (650) 724-3230, or contact Cindy Costales, literacy consultant, at the California State Library at (916) 651-8304, or by email to ccostales@library.ca.gov.

For a list of national Reach Out and Read program sites, visit their website at www.reachoutandread.org.

from page 1

Schulz

where London had his "Beauty Ranch." The London lectures were sold-out. Most recently, Sonoma native Tom King, who wrote *Amelia Earhart's Shoe: Is the Mystery Solved?*, gave lectures on Amelia Earhart that were also popular with community residents.

Butler highly values the Schulz Information Center's membership in the Golden Gateway region of the Library of California. She says, however, that patrons need not know about the alliance, that they should just benefit from it. When students and faculty search the online catalog, they don't know their exact access point "and that," Butler says, "is as it should be." A patron, particularly a young, new student, shouldn't have to worry about from where the data comes, just that it comes. "It's our mandate," Dean Butler says, "to keep making retrieving information as easy as

possible for our students."

The Schulz Information Center has technologically advanced machinery that complements its sophisticated information links like those it has through the Library of California.

The Schulz Information Center's Automatic Retrieval System (ARS), for example, a robotic storage and retrieval technology for lesser-used texts, is housed in a cavernous space beneath the building. There are less than ten ARS in the United States, and only at Sonoma State, the University of Las Vegas, Nevada, California State University at Northridge on the west coast. Instead of storing texts at an outside facility, the ARS allows on-site storage and instant retrieval at the push of a button. When the ARS gets "hits," requests on "Snoopy," the Schulz Center's main system, the ARS technician activates trolleys and cars that move up and down rows of bins



two stories high, and equally deep, to locate the required texts. The ARS technician then belts in the texts and sends them up a ramp into the main library. Machines do all the heavy lifting. It's an amazing feat and reminds one of Willy Wonka's magical factory. But, given that the Schulz Information Center embodies the intersection of 21st century technology and intellectual whimsy, one expects such wizardry here.



Library of California News

Meeting examines 21st century reference services under LoC

What is happening now in reference service? What do we want reference service to be like in the 21st century? How will reference librarians provide services under the Library of California? In the first gathering since the regional library networks began operating in January 2001, librarians from the public library system reference centers met on October 2 at the University of Southern California's Sacramento Center to begin addressing these questions.

Guided by facilitator Rob Simas, Library of California Director Diana Paque, and Network Resources Consultant Cathie Helmick, the librarians took the following steps toward developing a statewide reference program (also called "information and referral services" in the parlance of the LoC Act):

- Identify the general makeup of a working group of reference librarians to continue addressing information and referral services issues;
- Begin formulating a working definition of "reference" within the context of LoC and providing information services in the 21st century;
- Create a timeline of preliminary activities;
- Identify communication mechanisms;
- Identify significant issues to be addressed at future meetings.

Librarians also grappled with reference issues like:

- amount of time spent on an individual reference question
- providing a basic level of reference service for all Californians

- creating a new model of reference that uses a village as opposed to a hierarchical approach to answering reference questions (i.e., eliminating use of the terms 2nd and 3rd levels of reference)
- creating a reference service that emphasizes both virtual reference and the importance of obtaining information from local community libraries.

A future meeting is planned for January 2002 that will also include reference librarians representing special, school, public, and college and university libraries. Members of this expanded work team will continue discussing reference issues with the goal of drafting a policy statement about the contours of a statewide reference program, and ultimately move toward LoC board consideration of a policy for reference service programs.

The reference librarians participating in the October meeting included Kathy Aaron, Nancy Brower, Joe Cochrane, Mike Drake, Susan Holmer, Judy Lane, Susan McGlamery, Judith Segel, and Deborah Westler. These librarians provide reference services to public library members of the 15 California Library Services Act cooperative systems in California and the LoC regional library networks. Also participating was John Jewell, the chief of state library services at the California State Library.

For more information about the LoC statewide reference program, contact Cathie Helmick at (916) 653-5471, or by email to chelmick@library.ca.gov.

APPOINTMENT

Sacramento Public Library strikes gold with Anne Marie

Anne Marie Gold, executive director of the Stanford-California State Library Institute on 21st Century Librarianship, has been chosen as the new director of the Sacramento Public Library System. She will succeed Richard Killian, who has been director for the past 14 years. Previously Gold was the interim director of the Library of California program, chief of the Solano and Contra Costa County library systems, and president of the California Library Association. She begins her new duties in January 2002.



Californians benefit from newly enacted library laws

Governor Gray Davis has approved three legislative bills designed to help the visually-impaired, to educate public school students and the general public about California's Native Americans, and to help community college district libraries purchase library materials. These three new laws are:

- **Kevin Starr Access to Information Act of 2001**

This law authorizes the State Librarian to provide toll-free telephone access to telephonic reading systems for blind and physically handicapped individuals who cannot read print materials. The bill appropriates \$830,000 from the California Teleconnect Fund Administrative Committee Fund to the California State Library to underwrite the cost of operating seven existing telephonic reading centers within the state.

- **California Native Americans:**

- **Instructional and Reference Resources**

This law requires, in part, that the State Librarian allocate \$100,000 in grant monies to develop California Native American instructional resources for public schools. The State Librarian will consult with the California State

Department of Education and the Curriculum Development and Supplemental Materials Commission in developing these instructional resources. In Section 3 of this Act \$25,000 is allocated for the State Librarian, in cooperation with the University of California, Berkeley, to develop California's American Indian Nations Information Project in the CSL to educate the general public about California's Native Americans.

- **Education Law - Section 34 of the Act that partially restores funding for California Community Colleges**

In recognition of a demonstrated need for funding, the Governor approved restoring \$32 million of the original \$98 million funding request for the categories of scheduled maintenance and special repair projects at the community college campuses, and for the purchase of instructional equipment and library materials. Of the \$32 million amount restored, \$14.9 million will pay for purchasing instructional equipment and library materials. Community colleges/districts are able to decide how funds are to be spent in these categories.



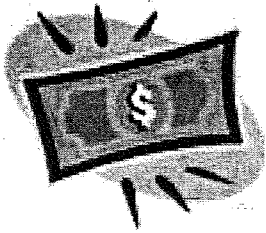
Bas-Relief of Mural enhances State Library's Braille and Talking Book Library

Thanks to patron contributions and the California State Library Foundation, a powerful mural, "On the Sacramento River," by internationally acclaimed artist, Gregory Kondos, member of the National Academy, now hangs in the lobby of the California State Library's Braille and Talking Book Library (BTBL) branch in Sacramento.

"On the Sacramento River" evokes northern California's delta, the serene rural landscape of this BTBL branch's community. Donine Hedrick, the BTBL program manager, wanting BTBL's

blind and sight-impaired patrons to have access to the landscape, arranged for a bas-relief of the mural made.

Hedrick explains, "To address our patrons' needs we had a picture of the painting used to make a mold and poured a bronze bas-relief so that either blind or people with visual disabilities could feel the painting, and the title, 'On the Sacramento River' Hedrick says BTBL's job to address not only the special informational, and listening requirements of BTBL's patrons but also the patrons' aesthetic senses.



Initial series of 2001/2002 LSTA grants awarded to libraries

State Librarian Dr. Kevin Starr has awarded Library Services and Technology Act (LSTA) grants to libraries for fiscal year 2001/2002. LSTA is federally-funded through the U.S. Institute of Museum and Library Services, but state-administered. The program provides local assistance grants for resource sharing, multi-type library networking, and targeted services to the underserved, disadvantaged, geographically isolated, or illiterate. Academic, corporate, institutional, public, school, and special libraries are all eligible for funding.

LSTA grants were awarded to the following libraries:

Applicant & Project	Amount Awarded (\$)
Alameda County Library <i>Albany Library Historical Photo Digitization</i>	48,690
Anaheim Public Library <i>Digital Anaheim: Primary Sources in the Classroom</i>	50,000
Bay Area Library & Information System (San Mateo) <i>Resource Sharing Consortium (Inn-Reach)</i>	59,400
Blanchard/Santa Paula Public Library District <i>SOL PLUS Sensitivity</i>	14,100
California State Railroad Museum Library (Sacramento) <i>Sacramento History Online, Phase I</i>	166,182
California State University, Chico. Research Foundation <i>Northern California Native American Multimedia Collection: Preservation & Access</i>	157,884
Cerritos Public Library <i>The Experience Library: A Case Study of a New Approach to Customer Service</i>	82,500
Covina Public Library <i>Young Person's Publishing Center</i>	37,944
Gay, Lesbian, Bisexual, Transgender Historical Society of Northern California (San Francisco) <i>Gay, Lesbian, Bisexual, Transgender Library Resources</i>	106,657
Los Angeles Public Library <i>First Source Plus 2001/2002</i>	335,628
Metropolitan Cooperative Library System (Pasadena) <i>24/7 Reference Project, Phase 4</i>	531,027
Metropolitan Cooperative Library System (Pasadena) <i>From Interns to Library Leaders (FILL)</i>	189,305
Metropolitan Cooperative Library System (Pasadena) <i>Young Adults Programs</i>	155,650
Newport Beach Public Library <i>Library Services to Seniors</i>	62,745
North State Cooperative Library System (Willows) <i>Young Adult Services Training Videos, Year 2</i>	69,850
Oxnard Public Library <i>Oxnard Heritage Digitization</i>	31,000
Peninsula Library System (San Mateo) <i>BALIT Publicity Enhancement</i>	65,395
Peninsula Library System (San Mateo) <i>Librarians' Index to the Internet(LII) - Technical Upgrade</i>	99,000
Riverside County Library System <i>Project DREAM</i>	45,000
San Diego Public Library <i>Business Resources and Technology Link, Year 2</i>	118,569
San Francisco Public Library <i>School Services Corps., Year 2</i>	185,558
San Joaquin Valley Library System (Fresno) <i>San Joaquin Valley Digitization</i>	127,015
San Joaquin Valley Library System (Fresno) <i>Young Adult Services Institute: Serving San Joaquin Valley Teens in the 21st Century, Year 2</i>	81,220
San Jose Public Library <i>Innovative Branch Service Model Evaluation</i>	92,797
Santa Ana Public Library <i>Santa Ana Digital Archive</i>	48,310
Santa Clara County Library <i>Healthy Reading, Healthy Families, Year 2</i>	104,107
Simon Wiesenthal Center, Inc. Library <i>Tools for Tolerance to Enhance Library Services, Year 2</i>	136,208

Please see LSTA grants, page 6

2001

November

October 31-November 2, 2001

California School Libraries Association (CSLA)
Annual Conference, Long Beach

November 2-5, 2001

California Library Association (CLA)
Annual Conference, Long Beach

November 5-6, 2001

Library of California board meeting, Long Beach

November 14-18, 2001

American Association of School Librarians (AASL)
National Conference, Indianapolis

2002

January

January 18-23, 2002

American Library Association (ALA) Midwinter Meeting,
New Orleans

March

March 13-16, 2002

Public Libraries Association (PLA) National Conference,
Phoenix

April

April 14-20, 2002

National Library Week

June

June 13-20, 2002

American Library Association (ALA) Annual Conference,
Atlanta

November

November 15-18, 2002

California Library Association (CLA), Annual Conference,
Sacramento

CONNECTION

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

Dr. Kevin Starr

State Librarian

(916) 654-0174

kstarr@library.ca.gov

Sarah Dalton

Communications

Editor

(916) 654-0108

sdalton@library.ca.gov

Christopher Berger

Library Development Services

Assistant Editor

(916) 653-8313

cberger@library.ca.gov

Library of California Board

James Dawe

President

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



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

California State Library

914 Capitol Mall

P.O. Box 942837

Sacramento, CA 94237-0001

Library of California Board

<http://www.library.ca.gov/loc/board/index.html>

California Public Library Construction
and Renovation Board:

<http://www.library.ca.gov/html/libscr17.html>