

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

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

UNIQUE MANAGEMENT SERVICES, INC.

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

SUMMARY STATUS REPORT

PAGE: 127

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

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

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



TO: Placentia Library Foundation Board of Directors

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

DATE: October 1, 2002

**SUBJECT: GIFT REPORT**

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

**ADOPT A BOOK DONATIONS**

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

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

**TOTAL ADOPT A BOOK DONATIONS:** \$567.00

**GENERAL FUND DONATIONS**

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

Marie Schmidt  
Maevene Vincent  
Peggy & Gene Vincent

**TOTAL GENERAL FUND DONATIONS:** \$525.00

**BOOK ENDOWMENT FUND**

George & Catherine Koehm  
L.J. & Judy Kopriva

Merical Vita-Pak

**TOTAL BOOK ENDOWMENT FUND** \$125.00



TO: Library Board of Trustees

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

DATE: October 16, 2002

**SUBJECT: BUILDING MAINTENANCE REPORT FOR SEPTEMBER 2002**

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

Plumbing: No service calls in September.

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

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

Exterminator: No service calls in September.

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

Prepared by: Elizabeth D. Minter



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

RESIGNATIONS:

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

APPOINTMENTS:

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

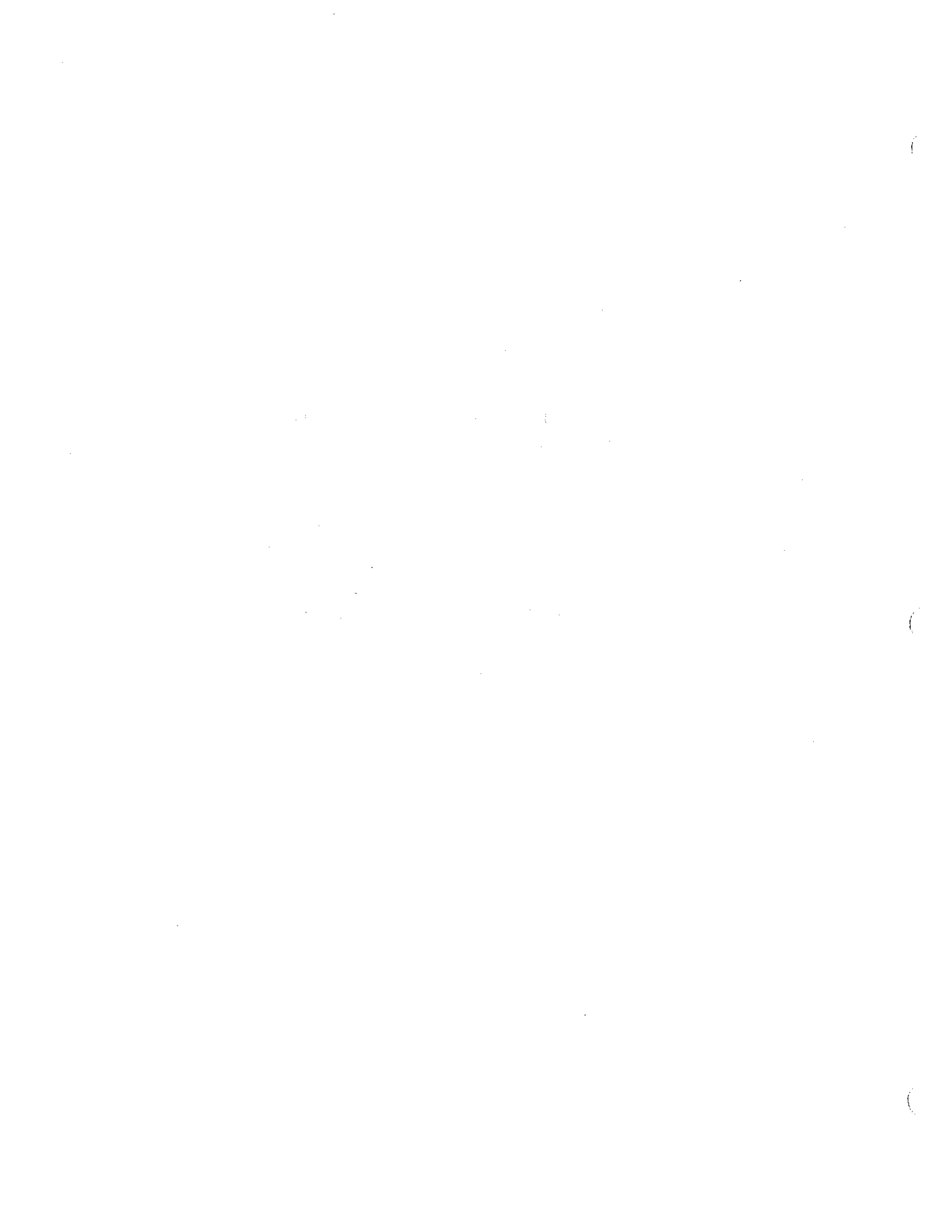
OPEN POSITIONS:

Administrative Assistant

WORKER'S COMPENSATION LEAVE:

None

Prepared by: Elizabeth D. Minter





TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of September 2002 *JR*

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

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

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

|                    | FY02/03      |               |
|--------------------|--------------|---------------|
|                    | September    | YTD           |
| Acosta, Anthony    | 3            | 3             |
| Afsar, Asif        | 0            | 0             |
| Banks, Vanessa     | 0.00         | 0.00          |
| Battaglia, Emelie  | 0.00         | 0.00          |
| Beauchamp, Elder   | 3.00         | 12.25         |
| Behmaran, Roxana   | 0.00         | 11.00         |
| Boisineau, Emma    | 5.50         | 5.50          |
| Born, Ashley       | 0.00         | 15.50         |
| Camacho, Ana Lilia | 0.00         | 14.00         |
| Clark, Anthony     | 11.00        | 14.00         |
| Chopra, Reema      | 0.00         | 38.00         |
| Delgado, Jesse     | 0.00         | 25.00         |
| Dolan, Adam        | 0.00         | 5.00          |
| Dominici, Nicholas | 2.00         | 2.00          |
| Eng, Jonathon      | 0.00         | 12.00         |
| Eng, Lawrence      | 0.00         | 42.50         |
| Enomoto, Esther    | 0.00         | 0.00          |
| Guo, James         | 0.00         | 45.75         |
| Ju, Christina      | 0.00         | 0.00          |
| Kim, Joseph        | 0.00         | 0.00          |
| Haag, Elisha       | 0.00         | 0.00          |
| Haag, Jennifer     | 0.00         | 12.75         |
| Haag, Katie        | 0.00         | 0.00          |
| Haag, Stephanie    | 0.00         | 12.25         |
| Hill, Joseph       | 0.00         | 0.00          |
| Hovendon, Corin    | 2.00         | 4.50          |
| Lada, Steven       | 0.00         | 50.00         |
| Laehnemann, David  | 2.00         | 2.00          |
| Le, Brian          | 0.00         | 0.00          |
| Le, Phillip        | 0.00         | 0.00          |
| Lee, James         | 0.00         | 38.50         |
| Lucero, Branden    | 0.00         | 5.50          |
| Mamer, Liz         | 4.50         | 4.50          |
| Maru, Sid          | 0.00         | 0.00          |
| <b>TOTAL</b>       | <b>30.00</b> | <b>372.50</b> |

**TOTAL Library Volunteer Hours 386.00**  
**TOTAL Literacy Volunteer Hours 513.00**

**TOTAL VOLUNTEERS HOURS 899.00**

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

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

|                      | FY02/03      |               |
|----------------------|--------------|---------------|
|                      | September    | YTD           |
| McCarthy, Shannon    | 0.00         |               |
| McClung, Elder       | 0.00         | 9.25          |
| Messenger, Daniel    | 1            | 1             |
| Meza, Jack           | 0.00         | 23.75         |
| Miladi, Omid         | 0.00         | 38.25         |
| Montes, Eric         | 0.00         | 0.00          |
| Montes, Juan         | 2.75         | 2.75          |
| Moru, Vik            | 2.00         | 2.00          |
| Murray, Ryan         | 0.00         | 0.50          |
| Nolen, Chris         | 0.00         | 2.00          |
| Otto, Jessica        | 4.50         | 24.00         |
| Pecot, Zipporah      | 0.00         | 0.00          |
| Peechaphand, Thanin  | 0.00         | 0.00          |
| Piol, Nick           | 0.00         | 38.50         |
| Powell, Ashley       | 0.00         | 3.00          |
| Shah, Sweny          | 10.00        | 40.25         |
| Shah, Soham          | 0.00         | 3.25          |
| Siciliani, Melissa   | 0.00         | 3.00          |
| Sindi, Fred          | 0.00         | 27.00         |
| Seufac, Elder        | 3.00         | 3.00          |
| Sy, Victoria         | 0.00         | 10.00         |
| Takata, Michael      | 0.00         | 13.25         |
| Torres, Daniel       | 0.00         | 0.00          |
| Tran, Michael        | 0.00         | 40.00         |
| Trejo, Ricardo       | 2.75         | 2.75          |
| Truex, Nick          | 0.00         | 14.50         |
| Turczynskyi, Stephen | 0.00         | 0.00          |
| Vaziri, Ali          | 0.00         | 17.00         |
| Villarreal, Tania    | 0.00         | 1.50          |
| Victores, Ryan       | 4.00         | 4.00          |
| Vu, Elizabeth        | 0.00         | 0.00          |
| Vu, Thomas           | 4.25         |               |
| Ward, Alan           | 0.00         |               |
| Wills, Gessica       | 3.00         | 3.00          |
| Wong, Winston        | 0.00         | 20.25         |
| Yu, Lillian          | 0.00         | 22.25         |
| <b>TOTAL</b>         | <b>37.25</b> | <b>382.75</b> |

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

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



Placentia Library District  
Circulation Report  
October 16, 2002

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



CITY OF PLACENTIA INVOICES

| PERIOD COVERED<br>FY2000-2001 | DATE<br>INVOICE | S. CA<br>EDISON | TURF      | GROUNDS  | MAINT/<br>REPAIRS | CIV CTR<br>SEISMIC | CIV CTR<br>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<br>FY2001-2002 | DATE<br>INVOICE | S. CA<br>EDISON | TURF      | GROUNDS  | MAINT/<br>REPAIRS | CIV CTR<br>SEISMIC | IRRIGATION<br>CONTROL | TOTAL     |
|-------------------------------|-----------------|-----------------|-----------|----------|-------------------|--------------------|-----------------------|-----------|
| Jul-01                        | 9/7/01          | 5,321.46        | 0.00      | 621.76   | 107.50            |                    |                       | 6,050.72  |
| Aug-01                        | 10/8/01         | 5,964.66        | 0.00      | 650.52   | 107.50            |                    |                       | 6,722.68  |
| Sep-01                        | 11/7/01         | 6,525.77        | 2,611.93  | 797.12   | 107.50            |                    |                       | 10,042.32 |
| Oct-01                        | 12/4/01         | 5,550.58        | 1,150.57  | 0.00     | 0.00              |                    |                       | 6,701.15  |
| Nov-01                        |                 | 0.00            | 0.00      | 0.00     | 0.00              |                    |                       | 0.00      |
| Dec-01                        | 2/7/02          | 8,594.24        | 2,698.49  | 0.00     | 107.50            |                    |                       | 0.00      |
| Jan-02                        | 3/7/02          | 4,376.26        | 1,255.57  | 0.00     | 0.00              |                    |                       | 5,631.83  |
| Feb-02                        | 4/5/02          | 2,901.15        | 1,163.56  | 0.00     | 0.00              |                    |                       | 4,064.71  |
| Mar-02                        | 5/14/02         | 3,918.49        | 1,150.57  | 713.31   | 107.50            |                    | 6.49                  | 5,896.36  |
| Apr-02                        | 6/11/02         | 4,891.06        | 1,347.90  | 713.31   | 107.50            |                    | 14.64                 | 7,074.41  |
| May-02                        | 7/12/02         | 3,338.44        | 1,499.16  | 713.31   |                   |                    | 8.14                  | 5,559.05  |
| Jun-02                        | 8/16/02         | 5,961.61        | 1,178.68  | 651.87   | 107.50            |                    | 8.20                  | 7,907.86  |
| TOTAL                         |                 | 57,343.72       | 14,056.43 | 4,861.20 | 752.50            | 0.00               | 37.47                 | 65,651.09 |
| AVG                           |                 | 4,778.64        | 1,171.37  | 405.10   | 62.71             |                    |                       | 5,470.92  |

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

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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



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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

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

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

**The Year in Review**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In

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

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

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

October 4, 2002

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

I. GOVERNOR SIGNS/VETOES HUNDREDS OF BILLS IN SEPTEMBER

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

While there were no big surprises relative to library issues in the final days, one bill that had been controversial in many library circles was vetoed: AB 2648-Wyland, pertaining to county law library expenditures. AB 2648 was sponsored by the County of San Diego and would have permitted the San Diego County Board of Supervisors to review any claims, expenses, or requests for reimbursement received from county law libraries and determine whether or not the costs in question are necessary or reduce or deny those claims. The bill was opposed by the Council of California County Law Librarians, Southern California Association of Law Libraries, and various county law libraries throughout the state. While the bill, as written,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

The California Tax Reform Association spoke in opposition to the Proposition, calling it a "fundamental assault on the governmental process." A representative from the Metropolitan Transportation Commission said that their group voted to oppose because "it bypasses the current priority process" for transportation projects and "robs Peter to pay Paul." Perhaps the strongest opponent to surface has been Senate President pro Tem John Burton, who recently sent a letter to the PCL Board of Directors stating, "My astonishment and fury continue to escalate at the shortsighted, simplistic, and heartless approach that the Planning and Conservation League (PCL) is trying to impose upon the State of California's budget. Proposition 51 will drive this state even further into fiscal crisis. PCL does not seem to care as long as those people who are funding the Prop 51 campaign get their projects built. Unconscionable!"

Some legislators are beginning to worry that this "pay-to-play" approach is becoming a trend. During a hearing on the water bond, Proposition 50 last week, Senate Agriculture and Water Committee Chair, Senator Jim Costa told the water bond supporters, "This 'initiative by checkbook' has got to stop. I don't know how I'm going to vote on the bond this year. It has less to do with the policy.[the legislature] wasn't invited to the dance."

Susan Negreen, CAE



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**BACKGROUND:**

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

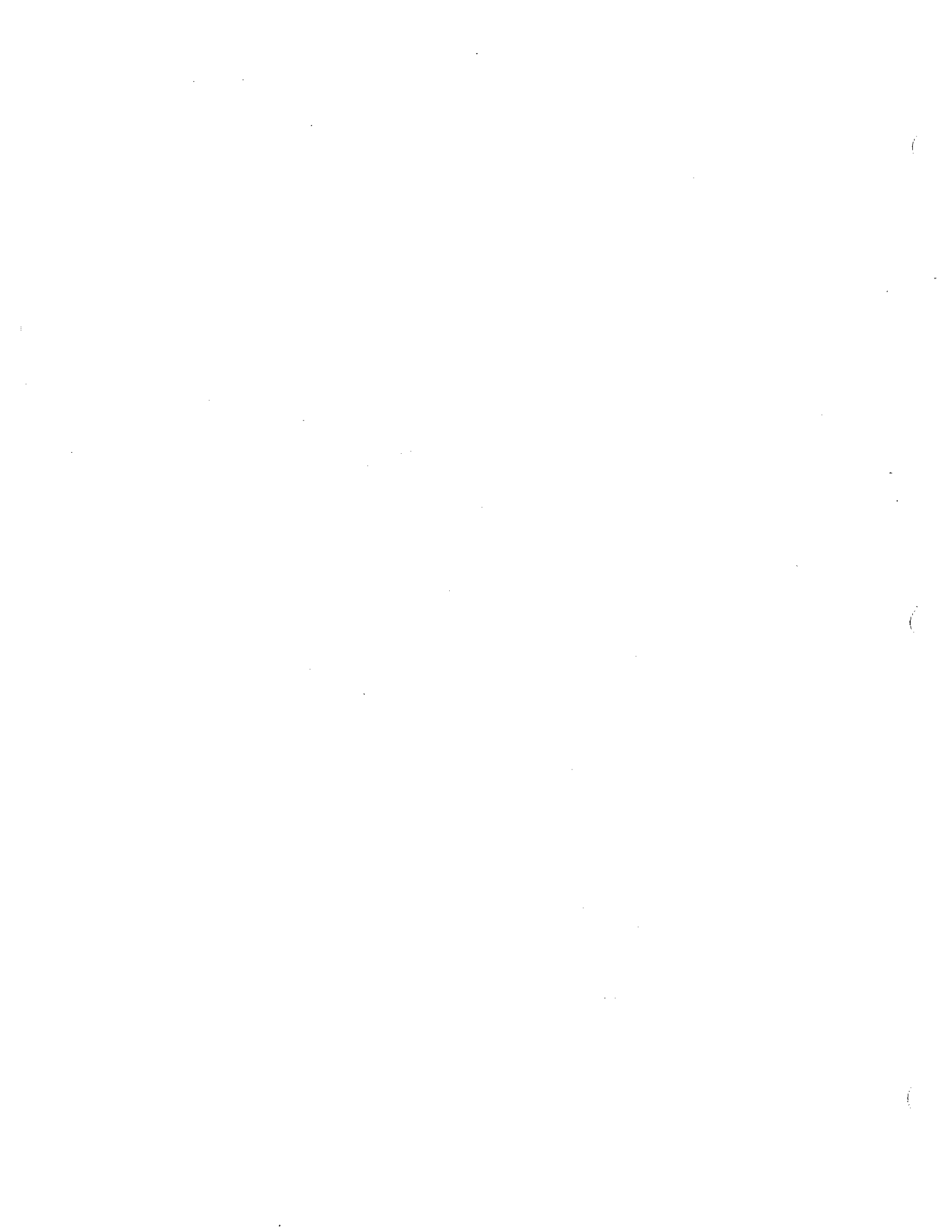
Neither the Orange County Board of Supervisors nor the Independent Special Districts of Orange County have recommended any specific action to local jurisdictions.

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

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

**RECOMMENDATION:**

Receive & File





CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

TO: All California Public Library Directors

FROM: Dr. Kevin Starr  
State Librarian of California

A handwritten signature in black ink that reads "Kevin Starr".

DATE: September 11, 2002

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

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

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

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

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

Enclosure

E:\users\PLF\2002-2003\Allocation Estimate 02-03.PLF.doc

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

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



September 16, 2002

CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

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

Dear Ms. Minter:

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

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

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

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

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

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

Yours Sincerely,

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

Enclosures

cc: Literacy Coordinator





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**BACKGROUND:**

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

**RECOMMENDATION:**

Receive & File



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** October 16, 2002

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** October 16, 2002

**BACKGROUND:**

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

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

Attachment B is the Agreement for Mandated Cost Claiming Services.

**RECOMMENDATION:**

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

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





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

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## *Introduction*

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

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

## *Scope of Work*

SCG proposes to provide the following services:

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

## *Reimbursable Services*

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

## *Fee Information*

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





## AGREEMENT FOR MANDATED COST CLAIMING SERVICES

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

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

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

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

### Section 1 Services of Consultant

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

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

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

Train Agency staff on the mandated cost reimbursement programs,

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

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

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

### Section 2 Period of Service

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

### Section 3 Consultant Compensation

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

payable upon submission of claims<sup>1</sup> to the State Controller's Office and the remaining 50% payable upon receipt of funds from State Controller's Office. Agency agrees to make payment to Consultant no later than 30 days after Agency receives Consultant invoice. Consultant will determine when travel to Agency is necessary, subject to mutually convenient dates and times. All travel and lodging expenses incurred by Consultant are included in the fee.

#### **Section 4 Reimbursable Services**

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

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

#### **Section 5 Termination of Agreement**

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

#### **Section 6 Assistance of Agency**

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

#### **Section 7 Limitation of Consultant's Liability**

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

#### **Section 8 Ownership of Work Product**

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

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

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

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

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

## Section 9 Confidentiality

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

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

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

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

**Section 10 Modifications**

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

**Section 11 Governing Law**

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

**Section 12 Binding Arbitration**

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

**Section 13 Severability**

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

**Section 14 Notices**

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

**Section 15 Entire Agreement**

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

**Section 16 Interpretation**

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

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

**Section 17 Counterparts; Facsimile Signatures**

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

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

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

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

By \_\_\_\_\_  
Its President

Authorized Representative for Modifications:  
Steve Shields, President

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

Bus: 714-528-1925, Ext. 202

By Al Shkoler  
Its President

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



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

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

**DATE:** October 16, 2002

**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

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





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

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

RECITALS:

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

AGREEMENT:

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

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

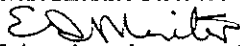
6. The Participant declares that CAL-Cards shall be used for official Participant purchases only, and shall not be used for individual or consumer purchases nor to incur consumer debt. The Participant warrants that it possesses the financial capacity to perform all of its obligations under the Agreement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

7. The notice address for the Participant is:

<sup>D.</sup>  
Elizabeth Minter  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870

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

PLACENTIA LIBRARY DISTRICT

  
By: Elizabeth D. Minter

Approved as to form:

Title: Library Director

\_\_\_\_\_  
Attorney for Placentia Library District

Date: October 16, 2002

U.S. BANK NATIONAL ASSOCIATION ND

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION 03-01

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

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

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

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

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

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

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

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California )  
 )ss.  
County of Orange )

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

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

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



# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA

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

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org



Board of Trustees

October 16, 2002

Geoff Braun

Margaret V. Dinsmore

Al Shkoler

Saundra M. Stark

Gaeten M. Wood

Alicia Blalock, Account Manager

US Bank

Corporate Payment Systems

7840 Center Parkway, #90

Sacramento, CA 92870 95823

Dear Ms. Blalock:

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

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

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

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

Please contact me if you have any additional questions.

Sincerely,

Elizabeth D. Minter  
Library Director



TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 DATE: October 9, 2002  
 SUBJECT: Program Committee Report for the month of September.

| DEPARTMENT            | NUMBER OF PROGRAMS | NUMBER OF ATTENDEES |
|-----------------------|--------------------|---------------------|
| <i>ADULT SERVICES</i> | 0                  | 00                  |
| <u>TYD Total</u>      | 0                  | 00                  |

***CHILDREN'S SERVICES***

|                            |           |                     |
|----------------------------|-----------|---------------------|
| Wed. PM Story Times        | 0         | 00                  |
| Thurs. AM Story Times      | 0         | 00                  |
| 3-4 year-old music times   | 0         | 00                  |
| 5-6 year-old music times   | 0         | 00                  |
| Lapsits                    | 0         | 00                  |
| Class tours                | 0         | 00                  |
| Comm Center Storytimes     | 0         | 00                  |
| Head Start Storytimes      | 0         | 00                  |
| Parenting Class            | 0         | 00                  |
| <b>TOTAL FOR SEPTEMBER</b> | <b>00</b> | <b><u>000</u></b>   |
| <b>YTD TOTAL</b>           | <b>44</b> | <b><u>1,927</u></b> |

***LITERACY SERVICES***

***Sep 2002-03    FY 2002-03 YTD***


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

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





TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian 

DATE: October 16, 2002

**SUBJECT: September activities in the Children's Department**

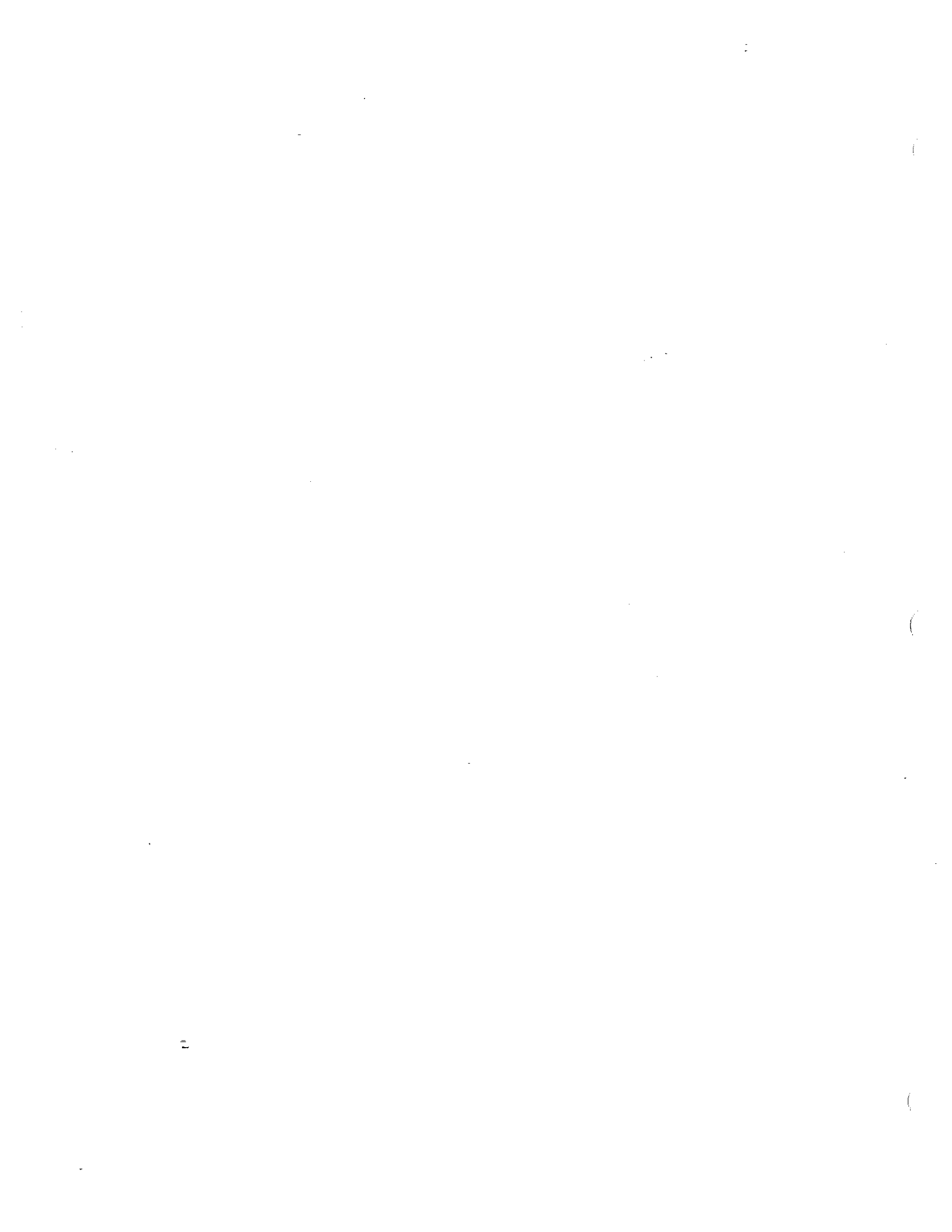
**Programming-** There were no programs in September. All children's library programming will resume in October.

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


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

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

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



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 9, 2002

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

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

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

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

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

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

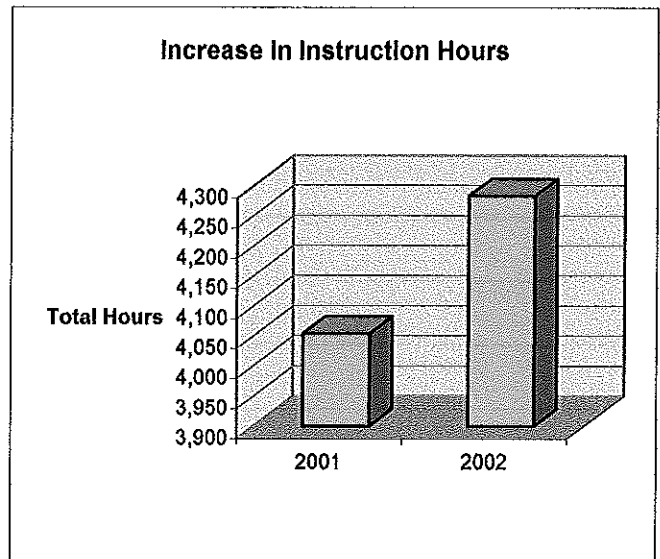
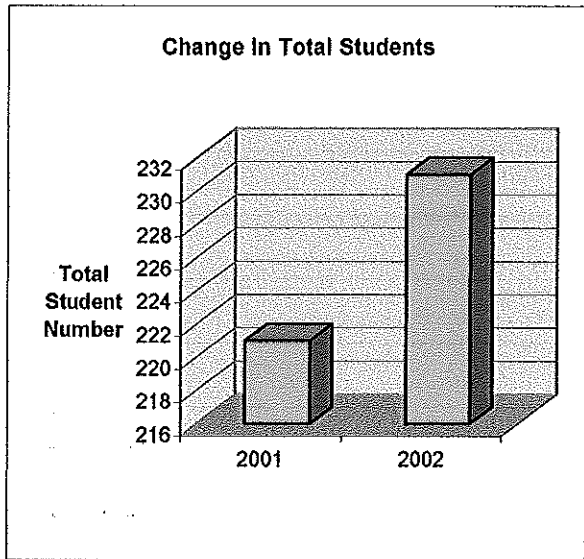
**Starbucks Partnership.** The PLLS received a grant for \$10,000 from Starbucks. The grant, written by Ms. Jennifer Kraus, store manager of the Starbucks on State College Road in Fullerton and Ann-Margaret Webb, ELLI Coordinator will provide books and materials for the PLLS, as well as books to be given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

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

## Placenta Library Literacy Services

Report of Growth and Progress

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





To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: October 9, 2002

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


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

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

Total Most Hits YTD      3,079





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

**Information on the Placentia Library cable channel #53:**

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

**Newspaper articles published:**

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

**Flyers and Notices:**

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

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly SEP 19 2002

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

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly SEP - 6 2002

### SUNDAY 332

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

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

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

Life Night is held from 6:30 to  
8 p.m. in St. Joseph Catholic  
Church's Parish Hall, 717 N.  
Bradford Ave. Call (714)  
528-0720.

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

# BUCKS

FROM 1

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

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

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

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

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

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

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly SEP - 6 2002

### TUESDAY 332

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

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly SEP - 6 2002

### Club needs festival tree sponsorships

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

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

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

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

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

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

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

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

## pacific clippings

post office box 11789  
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Agenda Item 8  
Page 2 of 3  
Placentia News  
Weekly SEP 19 2002

# Starbucks pours bucks into tutor program

By Patrick Vuong  
Placentia News-Times

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

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

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

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

Webb said the programs and

Please see **BUCKS** Page 4

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

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

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

## pacific clippings

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

The Register  
Daily SEP 2 6 2002

### Obituaries

#### BARBARA ANN SINERI

332



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

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

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

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

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

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly SEP - 6 2002

### Romance is theme for book lovers

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

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

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



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

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





## TEACH Act Passes House Judiciary Committee!

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

### BACKGROUND ON THE TEACH ACT

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

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

cont. on pg. 3

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

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

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

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

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

cont. on pg. 3

### In

|                               |       |
|-------------------------------|-------|
| President's Message . . . . . | 2     |
| News and Views . . . . .      | 4     |
| Library for Sale . . . . .    | 6     |
| Awards . . . . .              | 8     |
| Recruitment . . . . .         | 9     |
| Have You Read? . . . . .      | 9, 10 |
| ALTA Awards . . . . .         | 12    |

## Trustees Are Library Guardians: President's Message

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

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

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

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

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

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

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

—Dale Ross, ALTA President

## New Members

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

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

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



## Teach Act Passes continued from p. 1

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

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

### HIGHLIGHTS OF THE TEACH ACT

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

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

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

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

—Bernadette Murphy

## Libraries Take the Rap continued from page 1

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

- Look at your collection with fresh eyes. Does it look like a bookstore with new covers? Young adults do not like rebound materials?
- Eliminate barriers. Fines pose a barrier for teens.
- Have staff training because some library staff members are fearful of interacting with teens.
- Have DVDs and CDs.
- Purchase popular materials. Library collec-

tions need to have graphic novels (comic books) and paperbacks.

- Extend hours during final exams with chips, sodas, and tutors.
- Talk with teens. They have great ideas. Give yourself permission to do wild and crazy things.
- Establish a teen advisory group.
- Be partners with teen service organizations.
- After-school tutoring is an important service.
- Work with schools in the area.
- Think outside the box on ways to attract new youth to the library.

## ALTA at a Glance

Editor:

Sharon A. Saulmon

President:

Dale Ross

Executive Director  
and Newsletter

Coordinator:

Kerry Ward

Design/Production:

ALA Production  
Services

## ALTA Mission Statement

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

## ALTA Vision Statement

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

## DIGITAL DIVIDE STILL NEEDS A BRIDGE

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

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

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

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

—American Libraries Online July 15, 2002

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

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

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

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

## TRIBUTE TO PAST PRESIDENTS

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

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

## TRUSTEES, FRIENDS BREAK KANSAS ATTENDANCE RECORDS

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

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

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

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

#### AWARDS, RELAXATION

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

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

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

—Ellen G. Miller

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

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

### NEW SAN DIEGO LIBRARY PLAN PROPOSED

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

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

### LIBRARY STAFF HABLA ESPAÑOL

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

—MPLA Newsletter, April 2002 p. 9

### FLORIDA COUNTY CONSIDERS BUYING MONITORING SOFTWARE

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

—American Libraries Online July 8, 2002

cont. on pg. 11

6 7 8 9 10 11 12  
13 14 15 16 17 18 19

# Mark Your Calendar

## Important ALTA Dates in 2001

September 21-28, 2002

Banned Books Week

[www.ala.org/bbooks](http://www.ala.org/bbooks)

October 13-19, 2002

Teen Read Week

"Get Graphic@Your Library"

[www.ala.org/teenread/](http://www.ala.org/teenread/)

November 18-19, 2002

National Children's Book Week

"Book Time"

[www.cbcbooks.org/html/book\\_Week.html](http://www.cbcbooks.org/html/book_week.html)

January, 24-29, 2003

ALA Midwinter Meeting

Philadelphia, PA

[www.ala.org/events/midwinter2003/](http://www.ala.org/events/midwinter2003/)

February, 2003

Job Shadow Day

Recruit librarians.

[www.ala.org/acrl/jobshadow-day.html](http://www.ala.org/acrl/jobshadow-day.html)

April 6-12, 2003

National Library Week

[www.ala.org/events/promo-events/index.html](http://www.ala.org/events/promo-events/index.html)

June 19-25, 2003

ALA Annual Conference

Toronto, ON

[www.ala.org/events/annual2003/](http://www.ala.org/events/annual2003/)

Get your passport

Joint conference with the

Canadian Library Association.

## Library for Sale: The Price Is Right

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

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

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

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

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

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

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

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

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

# Kansas Gets \$5.9 Million for Telecommunications

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

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

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

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

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

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

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

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

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

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

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

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

# Video Targets Trustees

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

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

Grover knows about assembling and maintaining strong library boards. His relaxed style will work for any board. KLTA co-sponsored this important new video. For further information about getting your \$25 copy, contact Jean Ellis at 620-341-5235 or email [jean@tempora.edu](mailto:jean@tempora.edu)

# Some Conference Highlights



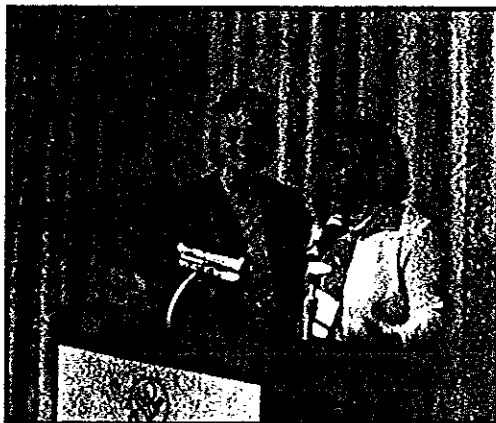
ALTA Immediate Past President Gail Dysleski and ALA Past President John Berry at the Jimmy Carter Library and Museum.



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



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



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



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

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

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

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

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

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

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

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

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

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

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

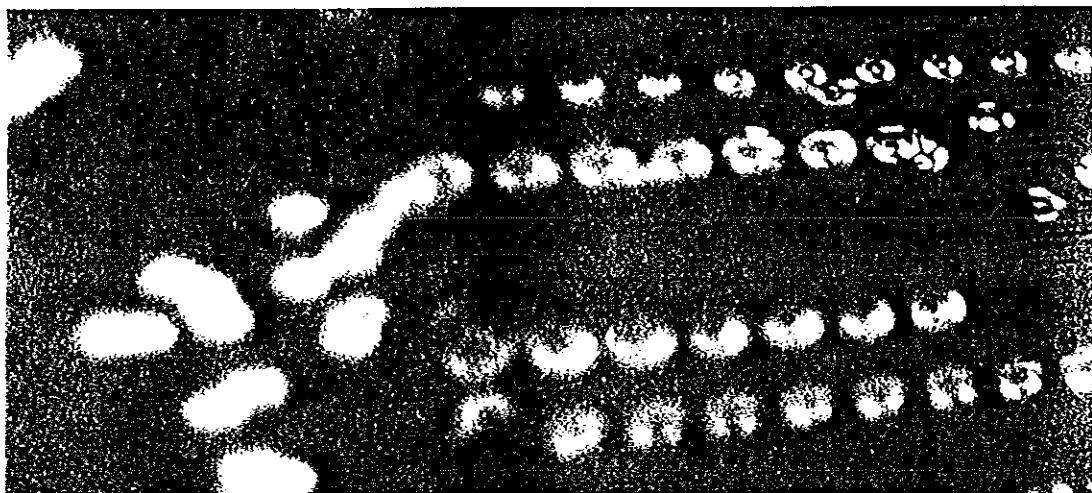
—Jerry Krois, Deputy State Librarian,  
Wyoming State Library



## Have You Read

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

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



**New Members** continued  
from p. 2

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

## ALTA President's Reception at Philadelphia Museum of Art

Friday January 24, 2003

6 P.M.: Highlights tour

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

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

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

# SURVEY

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

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## SPENDING ON STAFF DEVELOPMENT

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

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

## LIBRARIES ARE FEELING FINANCIAL PRESSURES AROUND THE COUNTRY

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

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

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

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

—*American Libraries Online* June 17, 2002

## BUILDING STRONGER BOARDS

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

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

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

# Nominations Sought for 2003 ALTA Awards

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

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

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

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

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

**Winter deadline:**

**October 25, 2002**

**ALTA** Voice of  
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# CONNECTION

LIBRARY OF CALIFORNIA

ISSUE NUMBER 28  
October 2002

TABLE OF CONTENTS

Steps for Literacy  
Pg. 1

*Nothing About Me  
Without Me:*  
Planning for Library  
Services for people  
with disabilities  
Pg. 2

BOND ACT

New database of  
public library facilities  
in California!  
Pg. 3

Ten California libraries  
poised to receive  
LSTA grants for  
OM projects  
Pg. 4

LSTA grant-writing  
workshop is 'virtual'  
success in rural  
libraries  
Pg. 5

First series of 2002/2003  
LSTA grants  
awarded to libraries  
Pg. 6

California Library  
Association  
2002 Conference  
coming to Sacramento  
in November  
Pg. 6

Training Corner  
Pg. 7

Calendar of events  
Pg. 8

## Steps for Literacy

By Sarah Dalton  
Connection Editor

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

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

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



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

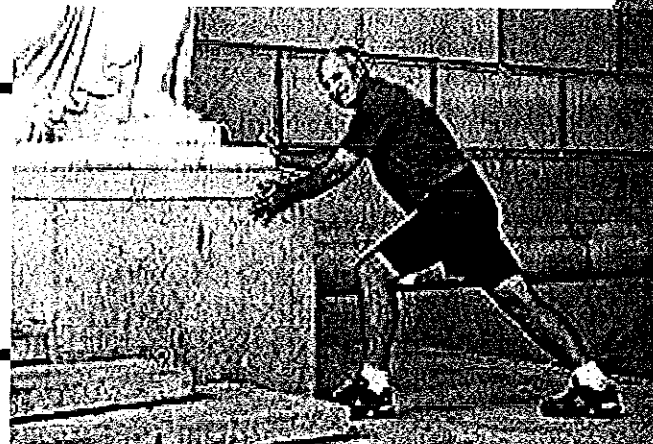
- Ron Rinehart

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

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

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

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



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

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

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

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

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

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

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

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

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



San Bernardino County Library  
San Bernardino Public Library  
San Diego Public Library  
Santa Cruz City-County Library  
System

Sonoma County Library  
South San Francisco Public Library  
Stockton-San Joaquin County  
Public Library  
Sutter County Library  
Torrance Public Library  
Ventura County Library  
Watsonville Public Library

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

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

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



## OFFICE OF LIBRARY CONSTRUCTION

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**Richard Hall**  
Library Bond Act Manager  
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**Linda Springer**  
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Staff Services Manager I  
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### *Compliance*

**Barbara Silken**  
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**Barbara Pearson**  
Library Facilities Consultant  
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### *Technical Assistance*

**Patricia Brown Zografos**  
Technical Assistance Consultant  
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**Rush Brandis**  
Library Facilities Consultant  
(916) 445-9598

# New database of public library facilities in California!

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

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

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

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

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

# Ten California libraries poised to receive LSTA grants for OM projects

By Rhea Rubin  
Consultant  
Oakland, California

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

#### Library or Library System Name

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

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

#### Alameda County Library. *Reciprocal Outreach Service*

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

#### Tuolumne County Library.

##### *Mobile Library and Literacy Lab*

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

#### Del Norte County Library District. *Outreach Project*

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

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

#### The Beaumont Library District. *Teen Connect*

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

#### Glendale Public Library. *Senior Internet Training Videos*

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

#### The San Diego County Public Law Library.

##### *Community Outreach and Education Project*

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

"I think it's an excellent format. [It] allows for accessibility without driving great distances," said one participant.

Participants in the workshops appreciated the helpful information from the workshops, especially in learning that applying for LSTA grants was not as difficult as they originally assumed. The videoconferencing "experience," in years past a problem because of technological issues, also proved to be a boon for these two workshops.

"I never did a videoconference before. I found this surprisingly personal and present," said another participant.

The "How to Be Successful in the LSTA Grants Process" will be archived in the near future on the California State Library website at [www.library.ca.gov/html/grants.html](http://www.library.ca.gov/html/grants.html). It is part of CSL's "Rural Initiative," which is supported by the U.S. Institute of Museum and Library Services under the provisions of LSTA, administered in California by the State Librarian.

*Connection* has published other articles about the "Rural Initiative" in the 2000 (July & Sept.) and 2001 (Feb., March, June, and July) issues.

For further information about this project or the Rural Initiative, contact Carla Lehn, (916) 653-7743 (phone), [clehn@library.ca.gov](mailto:clehn@library.ca.gov) (email). Questions about LSTA can be addressed to Jay Cunningham, LSTA program coordinator, CSL, at (916) 653-8112 (phone), [jcunningham@library.ca.gov](mailto:jcunningham@library.ca.gov) (email); or to Tom Andersen, assistant bureau chief, Library Development Services bureau, CSL, at (916) 653-7391 (phone), [tandersen@library.ca.gov](mailto:tandersen@library.ca.gov) (email).





# First series of 2002/2003 LSTA grants awarded to libraries

By Christopher Berger  
Library Development Services  
California State Library

From broadcasting Spanish educational programs using videoconferencing technology to Seniors roaring down the Information Highway; from California Native Americans listening to taped interviews of elder members of their tribe to getting answers to your questions online anytime, anyplace, anywhere. These are just a few examples of the library projects that California State Librarian Dr. Kevin Starr has approved to receive Library Services and Technology Act (LSTA) awards. LSTA, a competitive federal grant program for libraries, will underwrite a total of 46 projects submitted by libraries and library systems throughout California for the 2002/2003 fiscal year at a total requested amount of nearly \$8 million.

The U.S. Institute of Museum and Library Services (IMLS) is the federal agency responsible for overseeing LSTA, but state library agencies administer it at the state level. LSTA provides local assistance grants for resource sharing, multitype library networking, and targeted services to the underserved, disadvantaged, geographically isolated, or illiterate residents of this state. College and university, special (corporate, institutional, medical, legal, and others), school, and public libraries are all eligible for funding.

The amount of LSTA money requested for funding each

project runs the gamut from around \$8,000 to over \$1 million. The types of programs LSTA will fund include preservation and access to unique multicultural special collections, reference service, digitization of local history collections, lifelong learning programs using videoconferencing technology to broadcast educational programs in Spanish, and many others.

On July 31 of this year the California State Library sent its plan for using LSTA grant funds in the next five years to IMLS. This plan will cover the fiscal years 2002/2003 to 2006/2007. Library staff and patrons throughout California contributed valuable time and ideas to the creation of this document.

Information on each of the projects receiving LSTA grant awards will be available in the near future on the California State Library website ([www.library.ca.gov/html/grants.html](http://www.library.ca.gov/html/grants.html)). You will be able to click on any of the links listed under the heading "LSTA Project Abstracts 2002-2003."

*Connection* recently ran a series of articles about LSTA in the March through August 2002 issues.

For further information about the LSTA program, contact Jay Cunningham, LSTA coordinator, CSL, at (916) 653-8112 (phone) or [jcunningham@library.ca.gov](mailto:jcunningham@library.ca.gov) (email); or contact Tom Andersen, Library Development Services assistant bureau chief, at (916) 653-7391 (phone) or [tandersen@library.ca.gov](mailto:tandersen@library.ca.gov) (email).

## California Library Association 2002 Conference coming to Sacramento in November

The California Library Association's (CLA) theme for its 2002 annual conference in Sacramento November 15 - 18 is *Building Our Strengths*. According to Anne Turner, the 2002 CLA president and the director of Santa Cruz Public Libraries, "California's library professionals will, in Sacramento, garner strategies and tools for on-the-job success."

Attendees at the CLA annual conference will learn how to better serve the public and increase their library's patronage but that's just the beginning. Members of California's library community will learn how to stay in the financial black; how to smoothly, and cost effectively, use new technologies and databases; and above all, how to take professional chances, to "experiment with new ideas while looking out for themselves

[ourselves],"Turner says.

Turner reports that "hundreds of vendors will be showing their wares." She says that the CLA conference is "an excellent chance for everyone to see what's new and what's good from publishers, in automation, security systems, and more."

Susan Negreen, the executive director, expects about 2000 people to attend the 2002 conference (up from 1800 in 2001). Negreen says that "tracks" will allow a library professional to quickly identify sessions that are useful to him or her based on his or her day-to-day job responsibilities.

For quick registration, and detailed information about, the 2002 CLA annual conference, please visit [www.cla-net.org](http://www.cla-net.org).



# Training Corner

**Provider:** Infopeople

**Course:** *Library Construction 101*

**Date and location:**

Monday, October 28, San Francisco Public Library  
<http://infopeople.org/WS/workshop/Workshop/76>

**Provider:** Infopeople

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

**Date and location:**

Thursday, October 10, 2002, California State Library  
<http://infopeople.org/WS/workshop/Workshop/66>

**Provider:** Infopeople

**Course:** *There's More to Web Research than Google!*

**Dates and locations:**

Friday, November 8, 2002, Cerritos Public Library  
Tuesday, November 12, 2002, San Francisco Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/102>

**Provider:** Infopeople

**Course:** *Business Resources on the Internet*

**Date and location:**

Friday, October 18, Los Angeles Public Library  
<http://infopeople.org/WS/workshop/Workshop/98>

**Provider:** Infopeople

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

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

**Provider:** Infopeople

**Course:** *Surfing the Curriculum: K-12 Internet Resources*

**Dates and locations:**

Tuesday, October 8, Cerritos Public Library  
Thursday, October 17, Sacramento County Office of Education  
Wednesday, October 30, Los Angeles Public Library  
<http://infopeople.org/WS/workshop/Workshop/88>

**Provider:** Infopeople

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

**Dates and locations:**

Friday, October 25, Los Angeles Public Library  
Wednesday, November 20, San Jose Public Library  
Wednesday, December 11, Fresno County Public Library  
<http://infopeople.org/WS/workshop/Workshop/59>

**Provider:** Infopeople

**Course:** *Investing and Finance on the Internet*

**Dates and locations:**

Monday, October 21, San Francisco Public Library  
Monday, November 4, Cerritos Public Library  
Monday, November 18, California State Library  
[Http://www.infopeople.org/WS/workshop/Workshop/101](http://www.infopeople.org/WS/workshop/Workshop/101)

**Provider:** Infopeople

**Course:** *Introduction to HTML using Homesite5*

**Dates and locations:**

Wednesday, October 16, San Francisco Public Library  
Tuesday, November 5, Cerritos Public Library  
Monday, November 18, San Jose Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/103>

**Provider:** Infopeople

**Course:** *Using Libris Design to Create Your  
Library Building Program*

**Dates and location:**

Tuesday and Wednesday, October 29 and 30  
California State Library  
<http://infopeople.org/WS/workshop/Workshop/43>

**Provider:** Infopeople

**Course:** *Computer and Internet Troubleshooting 101*

**Date and location:**

Wednesday, October 9, 2002, San Francisco Public Library  
<http://infopeople.org/WS/workshop/Workshop/51>

**Provider:** Rural Initiative

**Course:** *The Reference Interview:  
Asking All the Right Questions*

**Date and videoconference locations:**

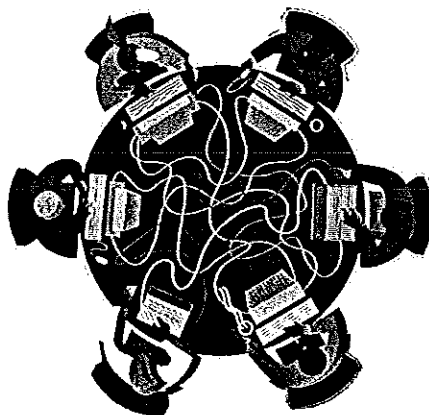
Friday, November 22  
Butte County Library, Chico  
Siskiyou County Library  
Colusa County Library  
Plumas County Library  
Camarena Memorial Library, Calexico  
**Contact:** Dan Theobald, Principal Consultant  
i2i Communications  
415-431-0329, [dtheobald@i2icom.com](mailto:dtheobald@i2icom.com)

**Provider:** Infopeople

**Course:** *Desktop Publishing on a Shoestring*

**Dates and locations:**

Thursday, October 31, San Francisco Public Library  
Wednesday, December 4, San Diego Public Library  
Wednesday, December 18, San Jose Public Library  
<http://infopeople.org/WS/workshop/Workshop/105>



If you would like your library-related training event included in *Connection*, please send event information to Sarah Dalton, *Connection* editor at [sdalton@library.ca.gov](mailto:sdalton@library.ca.gov)

*calendar of events*

**October**

**October 13-19, 2002**  
Teen Read Week

**November**

**November 13-16, 2002**  
California School Library Association (CSLA), Annual Conference, Sacramento

**November 15-18, 2002**  
California Library Association (CLA), Annual Conference, Sacramento

**November 19, 2002**  
Library of California board meeting, Sacramento

**2003**

**January**

**January 24-29, 2003**  
American Library Association (ALA) Midwinter Meeting, Philadelphia

**March**

**March 6-8, 2003**  
Public Library Association Spring Symposium, Chicago

**April**

**April 6-12, 2003**  
National Library Week

**April 10-13, 2003**  
Association of College & Research Libraries (ACRL),  
11th National Conference, Charlotte, North Carolina

**May**

**May 2-7, 2003**  
Medical Library Association (MLA) Annual Conference, San Diego

**June**

**June 7-12, 2003**  
Special Libraries Association (SLA) Annual Conference, New York City

**June 19-25, 2003**  
American Library Association (ALA) Annual Conference, Toronto, Canada

**July**

**July 12-16, 2003**  
American Association of Law Libraries (AALL), Annual Conference, Seattle

**October**

**October 22-26, 2003**  
American Association of School Librarians (AASL)  
National Conference, Kansas City, Missouri

**November**

**November 15-17, 2003**  
California Library Association (CLA) Annual Conference, Ontario

**CONNECTION**

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

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**Library of California Board**  
**Victoria Fong**  
*President*

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



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

California State Library  
914 Capitol Mall  
P.O. Box 942837  
Sacramento, CA 94237-0001

Library of California Board  
<http://www.library.ca.gov/loc/board/index.html>

California Public Library Construction  
and Renovation Board  
<http://www.olc.library.ca.gov/board.asp>

Placentia Library District  
 Board of Trustees  
 Regular Meeting  
 10-16-02  
 Unusual Date

Jim cone is  
 5 min.

cone 1 min

Trustee Stark not here

| Agenda Item         | Motion/Second | Notes   |
|---------------------|---------------|---|
| Roll Call           | 9:30          |   |
| Adoption of Agenda  | D/B           |   |
| Minutes - 9-18-02   | W/B           | No corrections  |
| Minutes 9-30-02     | W/D           | Shkoler = abstain   |
| Oral Communications |               | None  |
| Presidents Report   |               | went to Friends board meet.<br>Elle runs good meeting<br>saw Betty Escobedo -<br>looking forward to it - she is<br>waiting out to be here<br>Sandra in town for her party<br>Part of tom 11-arr |
| Braun Report        |               | None  |
| Dinsmore Report     |               | went to Heritage Day<br>Parade in 76 7015 Rag Hf.   |
| Stark Report        |               | Granddaughter in parade<br>2 more workers comp<br>meeting in next month<br>Foundation party Nov 8, not 1st<br>25 on calendar  |
| Wood Report         |               | None  |

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|                                  |   |  |
| Minter Report                    |   | week ago Sunday - Family's<br>for Literacy & Experience Librarian -<br>Tyese Wortham. From RAW hike<br>A-M. Already working hard<br>Billingue.   |
| Friends Report                   |   | NOV = membership campaign month<br>Sat = Mar 1 2002 - Author's Book<br>Alta Vista Lisa see<br>story = non-fiction about her life<br>Received 3500 traditional fund for<br>Church American<br>History Room<br>1,000 = wellb Forge for Knox Party<br>June → Sept Book Store 4,300<br>Sunday \$700<br>Jim Roberts c Citizenship of Year |
| Foundation Report                | <p>Max really<br/>Dano reception<br/>Nov. 8 Home<br/>Mandi Gross<br/>will not affect History<br/>room meeting that<br/>morning.<br/>900 report on web page Sunday</p> |  |
| History Room Report              |   |  |
| Claims (12-15)                   | S/D   |  |
| Financial (16-20)                | D/B   | State wanted explanation<br>Pg. 20 + 10 item 16<br>we are where<br>we should be  |
| General Consent<br>(21-29)<br>30 | D/W   | Settlement Item #30 ZAG<br>approved  |

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|---|--|---|
| <p>Legislative Issues &amp;<br/>Review of status of<br/>budget</p>                |  | <p>minutes:<br/>Fund out PL Allocation:<br/>\$ 46,000.<br/>1/25 - Lyn Douster meeting<br/>no one went - don't know<br/>if said anything about<br/>libraries.<br/>No Agenda # 28 - After<br/>item # 24</p>   |
| <p>New Business:<br/>California Public<br/>Notice<br/>Reimbursement</p>           | <p>w/ <del>the</del> all words<br/>B</p>         | <p>Shields consulting contract<br/>\$7,000 to claim from<br/>state times 3yrs to get<br/>money - we pay him 10%<br/>for which is reimbursable<br/>∴ shouldn't have any ret-law<br/>Done by the agendas/items - get<br/>some time per agenda items<br/>Fund out in settlements<br/>Get money be end FY 02-03</p> |
| <p>Resolution 03-1 to<br/>authorize library<br/>director to sign Cal<br/>CARD</p> | <p>w/ S Addendum<br/>D/W reads<br/>D/W Adopt</p> | <p>Board → Board<br/><u>Aye!</u> All</p>  |
| <p><del>Accept the<br/>Settlement</del></p>                                       |  |   |
| <p>Staff Reports (34-<br/>39)</p>   | <p>B/W</p>                                       |   |

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Start case week of 20th

|              |  |   |
|--------------|--|---|
| Agenda Prep. |  | Sandra's party when plmed to <del>at</del> establish budget |
| Adjournment  |  | can't change board date not on agenda so will talk later    |
|              |  |   |
|              |  |   |

meeting should go ESTA orange paper

At 3<sup>rd</sup> st  
Maria Wallace - J  
Spector

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# Board & Administrator

FOR BOARD MEMBERS

October 2002 Vol. 19, No. 2

Editor: Jeff Stratton

## Accomplishments or personality, on what do you evaluate your administrator?

Illinois Board Member Steve Small makes a great point about what boards should—and should never—base their executive director's evaluation on. "The first time I tried to evaluate our administrator I found it difficult because we had nothing down on paper in terms of what the board wanted him to accomplish," he says.

"That's when the board had its first

discussion about how unfair it is to evaluate an administrator on what basically were personality traits—as opposed to progress and accomplishments of board goals.

"We all agreed at that point to provide the administrator with goals and objectives, and those are what we now evaluate him on." ■

## A schedule of activities for Administrator Evaluation

### Administrator evaluation

A Tennessee board member contacted me on the Hotline this month (515/963-7972; [jeffs@radiks.net](mailto:jeffs@radiks.net)) seeking a proven process for evaluating their executive director.

This is a year-round set of events that should occur to give the board a full picture of the executive director's performance. This schedule for administrator evaluation comes from a California nonprofit organization.

1. Ask your administrator to prepare a set of written objectives on which he or she will concentrate for the coming year. Three to five objectives is pretty standard.
2. The board and administrator should discuss, polish and then agree to this

set of written objectives. At this time, also agree to the evaluation form the board will use to evaluate the administrator and a schedule. (If you need an effective form for administrator evaluation, e-mail your request to me with a fax number at: [jeffs@radiks.net](mailto:jeffs@radiks.net)).

3. Ask your administrator to prepare and deliver to the board a written and verbal mid-year progress report on his or her objectives, and the nonprofit's performance to date.
4. At year end, prepare and deliver the administrator's evaluation.
5. Review the administrator's compensa-

*continued on next page*

*Continued from previous page*

- tion and benefits package and make necessary adjustments. Review the administrator's job description at this time. Make any necessary changes.
6. Annually, the board should perform its own self-evaluation and set goals for the coming year. The executive director should use these board goals to develop his or her objectives for the coming year. Repeat this process annually.

### **Administrator evaluation procedures**

1. The board and administrator meet for a pre-evaluation conference to discuss the goals and objectives of the evaluation.
2. Board members, under the direction

- of the board's chairperson, complete an evaluation of the administrator independently using an evaluation form agreed to by the full board and administrator.
3. The board chairperson compiles the evaluation results, and the full board comes to consensus on the contents of the administrator's evaluation.
4. The board, or the board chairperson, meet with the administrator to discuss the evaluation results.
5. At a later date, the executive director responds to the evaluation.
6. The board finalizes its evaluation of the administrator.
7. The board makes its decision about contract (or job status) and compensation and benefits adjustments. ■

## **Two good activities for new member orientation**

**H**ere are a couple of suggestions for familiarizing your board's newest members with the board and organization:

1. *A brief presentation by key supervisory staff.* Alberta Board Member Mike Kolmatycki says that prior to the new member's orientation meeting with the board and administrator, they have had a chance to tour the nonprofit's operations and see programs in action. "Then, at their orientation meeting, the supervisors give a 30-minute presentation about what they do," he says. "They describe their staff, their budget and their programs' high points and areas of need. We don't solve any problems, but just identify them."
2. *A review of board priorities for the coming year.* "We spend the last 45 minutes of our orientation meeting

going over the list of objectives we have prioritized for the upcoming year," he says.

"We describe the tasks we'll be working on."

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*"Staff members describe their staff, their budget and their programs' high points and areas of need. We don't solve any problems, but just identify them."*

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*Editor's Note:* I really like this last point! New members may join your board after the board has set its priorities for the upcoming year. A review of them is in order to show the newest members that the board is committed to a specific plan. ■

**Staff role?**