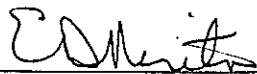


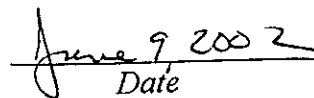
ELLI BUDGET
July 2002 – June 2003

Placentia Library District

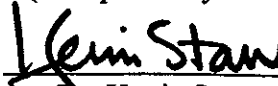
Name of Library



Library Director Signature



Date

Budget Categories	(a) ELLI Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved ELLI Budget (Completed by CSL)  Dr. Kevin Starr
1. Personnel	\$43,811.00	\$51,000.00	\$94,811.00	\$ 43,811
2. Operations	\$41,139.00	\$3,000.00	\$44,139.00	\$ 41,139
2a. Contract Services	\$26,778.00		\$26,778.00	26,778
2b. Travel	\$1,000.00		\$1,000.00	1,000
2c. Office Supplies	\$2,611.00	\$250.00	\$2,861.00	2,611
2d. Printing	\$500.00		\$500.00	500
2e. Instructional Resources	\$10,000.00		\$10,000.00	10,000
2f. Communications	\$250.00	\$250.00	\$500.00	250
2g. Other (please explain)		\$2,500.00	\$2,500.00	0
3. Equipment (over \$5,000)				0
4. Indirect (not to exceed 10%)	\$250.00		\$250.00	\$ 250
5. TOTAL	\$85,200.00	\$54,000.00	\$139,200.00	\$ 85,200

CLAIM FORM

English Language and Literacy Intensive Program (ELLI)
FY 2002/2003

California Codes; Education Code; Sections 420-428 •CSL Budget Item 6120-212-0001

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in its ELLI application and in Sections 420 – 428 of the California Education Code.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their ELLI application and in Sections 420 – 428 of the California Education Code.



Library Director (signature)

Elizabeth D. Minter

Typed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
Name of Authorized Library

Address 411 East Chapman Avenue, Placentia CA 92870

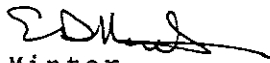
Date August 1, 2002

Amount Claimed:

State Library Budget Office Use Only
ELLI Literacy \$ _____

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that the claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.



By Elizabeth D. Minter
Official Representative of Fiscal Agent

August 1, 2002
Title

Note: Warrant to be issued for payment to the library to be addressed to:

Placentia Library District
(Authorized agency to receive, disburse and account for ELLI funds)
411 East Chapman Avenue, Placentia CA 92870
(Address of above agency)

Approval by State:

STATE LIBRARY BUDGET OFFICE
BY: _____
DATE: _____

Munson,
Cronick &
Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

June 17, 2002

Board of Trustees
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870

Attn: Elizabeth Minter
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 2002.

We will audit the balance sheet of Placentia Library District as of June 30, 2002, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

Our audit will be made in accordance with United States generally accepted auditing standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express an unqualified opinion that your financial statements are fairly presented, in all material respects, in conformity with United States generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected banks and the County of Orange. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audits will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audits.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control policies and procedures, the selection and application of accounting principles, and the safeguarding of assets. We understand that your employees will type all cash and other confirmations we request and will locate any invoices selected by us for testing.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit. In order to complete the audit and issue our report on or before September 16, 2002, all information must be received by us no later than August 9, 2002.

As part of our engagement, we will also prepare the Annual Report of Financial Transactions of Special Districts for the year ended June 30, 2002.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$4,385 for the audit and \$500 for the preparation, review and submission of the Annual Report of Financial Transactions of Special Districts.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to present our proposal to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

Munson, Cronick & Associates, LLP

MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District

Authorized signature: *X Geora Jenera Thomas*

Title: *X Administrative Asst.*

Date: *X 6/23/02*



SWEETWATER AUTHORITY

505 GARRETT AVENUE
POST OFFICE BOX 2328
CHULA VISTA, CALIFORNIA 91912-2328
(619) 420-1413
FAX (619) 425-7469
<http://www.sweetwater.org>

GEORGE H. WATERS
MARGARET COOK WELSH
J.S. SKI WOLNIEWICZ
CARY F. WRIGHT
WANDA AVERY
TREASURER
MARISA FARPÓN-FRIEDMAN
SECRETARY

July 12, 2002

Board of Directors
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6198

Dear Members of the Board:

The Governing Board of Sweetwater Authority has nominated James "Ski" Wolniewicz as a candidate for Seat C of the California Special Districts Association Region 6 Board. He is actually serving in the capacity of Chairman of the California Special Districts Association, San Diego Chapter. Ski was appointed to the Sweetwater Authority and South Bay Irrigation District Boards in 1992 and was reelected in 1994 and 1998. In 1995 he was appointed as a Representative on the SDCWA Reclamation Advisory Committee. He is currently President of the South Bay Irrigation District Board of Directors and past Chairman of the Sweetwater Authority Governing Board. Ski is currently serving in the capacity of Chairman of Sweetwater Authority's Finance and Personnel Committee and has served in the capacity of Chairman of the Public Information and the Operations Committees. He has also served as Chairman on the Chula Vista Interagency Water Task Force and as a member of the ACWA Region 10 Executive Committee, the Membership Committee for the Western Coalition of Arid States (WESTCAS), and the Binational Regional Water Council Board of Directors.

Ski is a retired Naval Officer and holds a Masters Degree in Counseling and a Bachelors Degree in Behavioral Science, both earned at National University. He is deeply concerned about water supply and distribution, including water quality, and how these issues affect the State of California. The Governing Board of Sweetwater Authority is unanimously requesting that your Board of Directors consider authorization of a letter endorsing the nomination of Ski Wolniewicz for Seat C of the California Special Districts Association Region 6 Board.

Sincerely,

SWEETWATER AUTHORITY


Al R. Sorensen
General Manager

ARS:mff

*A Public Water Agency
Serving National City, Chula Vista and Surrounding Areas*



Donald L. Schroeder
President

Kevin D. Jeffries
Vice President

S.R. Al Lopez
Secretary/Treasurer

Elizabeth L. Cunnison
Director

Donald L. Harriger
General Manager
Wayne H. Holcomb
Director

July 24, 2002

Ms. Elizabeth Minter
Placentia Library District
411 E. Chapman Avenue
Placentia, California 92870-6198

**Candidate for the position of Director, Region 6
California Special Districts Association**

Dear CSDA Region 6 member:

My name is Al Lopez and I serve on the Western Municipal Water District (WMWD) Board of Directors. I am writing to ask for your support for my candidacy during the upcoming election for the California Special Districts Association, Region 6.

I have a long history of representing local interests. In addition to my service on Western's Board, I served on the city council of Corona from 1982 to 1994 and as mayor during 1986 and 1990. I also served on the Riverside Transit Agency, the Riverside County Transportation Commission, and MetroLink. Currently, I represent Western on the Association of California Water Agencies, the Association of California Water Agencies/JPIA, and the Santa Ana Watershed Project Authority.

I am committed to ensuring that there is recognition at the state and local level for the key role played by special districts. I believe that the special district is the form of government that can best meet the specialized needs of the local community. As your Region 6 director, my primary focus will be on enhancing this understanding among stakeholders – legislators, opinion, business and community leaders, and the public.

Your support is important to me. I respectfully ask for your vote when you receive your ballot during the first week in August. Thank you for your consideration.

Sincerely,

S. R. "AL" LOPEZ

Director Division 5, Western Municipal Water District
Candidate CSDA Region 6

SRL/mdj

Mail to: P.O. Box 5286, Riverside, California 92517-5286
450 Alessandro Boulevard, Riverside, California 92508
(909) 789-5000 • FAX (909) 780-3837
E-mail western@wmwd.com

PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

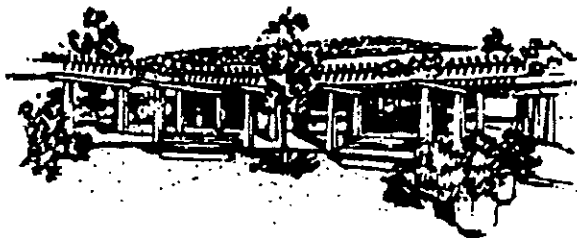
Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org



Board of Trustees

Geoff Braun
Margaret V. Dinsmore
Al Shkoler
Saundra M. Stark
Gaeten M. Wood

July 16, 2002

Penny Wright, Account Manager
National Retirement Services, Inc.
3030 Old Ranch Parkway, Suite 400
Seal Beach, CA 90740-2752

RE: GUST Restatement & EGTRR Amendment

Dear Penny:

This morning I came across in the District's 457 Plan file your letter and enclosures of February 19, 2002 concerning the GUST Restatement & EGTRR Amendment.

I have enclosed the signed agreement and will schedule it on the Library Board's Agenda for its August 21 Meeting. The agreement should be ratified at that time.

Please give me a call if you have any questions.

Sincerely,

Elizabeth D. Minter
Library Director

NRS

Request and Authorization for Services Regarding "GUST" Restatement and EGTRRA Amendment

The undersigned retirement plan sponsor ("Employer") hereby requests that NRS perform the following services for the Placentia Library District Of Orange County Money Purchase Pension Plan (the "Plan").

- Amend and restate in its entirety the Plan's document, Summary Plan Description and related adopting materials.

Restatement Fees:

Standardized Prototypes -- \$ 750
Non-standardized Prototypes -- \$ 1,000
Volume Submitter Plans -- \$ 1,250

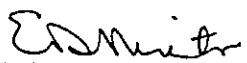
Please note that your Plan is currently on a Standardized Prototype Document.

If appropriate, file with the Internal Revenue Service a request for a Determination Letter as to the qualification of the restated Plan. Most prototype and many volume submitter plans will not require IRS submission because NRS obtains pre-approval on their documents. In the event IRS submission is required, NRS' fees will be \$450 and additional IRS user fee, which is presently \$125 for most plans, may apply. Further, certain Plans may require special consulting.

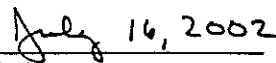
- EGTRRA Good Faith Amendment Fee: \$250

Employer agrees that the services described above are hereby added to the list of services covered under the Plan Services Agreement and that all provisions of that agreement, including the requirement that all legal documentation is for the review of the Employer's legal and tax advisors, will continue to apply to all NRS services.

The Employer has attached its check for \$300 payable to NRS as a deposit toward the applicable restatement fees.



(Employer's Signature)



Date

(For Defined Contribution Plans)

EGTRRA AMENDMENT TO

Placentia Library District
(name of plan)

(Pursuant to IRS Notice 2001-57)

Preamble

1. Adoption and effective date of amendment. This amendment of the plan is adopted to reflect certain provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"). This amendment is intended as good faith compliance with the requirements of EGTRRA and is to be construed in accordance with EGTRRA and guidance issued thereunder. Except as otherwise provided, this amendment shall be effective as of the first day of the first plan year beginning after December 31, 2001.

2. Supersession of inconsistent provisions. This amendment shall supersede the provisions of the plan to the extent those provisions are inconsistent with the provisions of this amendment.

3. Increase in Compensation Limit. The annual compensation of each participant taken into account in determining allocations for any plan year beginning after December 31, 2001, shall not exceed \$200,000, as adjusted for cost-of-living increases in accordance with Section 401(a)(17)(B) of the Code. Annual compensation means compensation during the plan year or such other consecutive 12-month period over which compensation is otherwise determined under the plan (the determination period). The cost-of-living adjustment in effect for a calendar year applies to annual compensation for the determination period that begins with or within such calendar year.

4. Modification of Top-heavy Rules

4.1 Effective date. This section shall apply for purposes of determining whether the plan is a top-heavy plan under Section 416(g) of the Code for plan years beginning after December 31, 2001, and whether the plan satisfies the minimum benefits requirements of Section 416(c) of the Code for such years. This Section amends the sections of the plan that include top-heavy provisions.

4.2 Determination of top-heavy status.

4.2.1 Key employee. Key employee means any employee or former employee (including any deceased employee) who at any time during the plan year that includes the determination date was an officer of the employer having annual compensation greater than \$130,000 (as adjusted under Section 416(i)(1) of the Code for plan years beginning after December 31, 2002), a 5-percent owner of the employer, or a 1-percent owner of the employer having annual compensation of more than \$150,000. For this purpose, annual compensation means compensation within the meaning of Section 415(c)(3) of the Code. The determination of who is a key employee will be made in accordance with Section 416(i)(1) of the Code and the applicable regulations and other guidance of general applicability issued thereunder.

4.2.2 Determination of present values and amounts. This Section 4.2.2 shall apply for purposes of determining the present values of accrued benefits and the amounts of account balances of employees as of the determination date.

4.2.2.1 Distributions during year ending on the determination date. The present values of accrued benefits and the amounts of account balances of an employee as of the determination date shall be increased by the distributions made with respect to the employee under the plan and any plan aggregated with the plan under Section 416(g)(2) of the Code during the 1-year period ending on the determination date. The preceding sentence shall also apply to distributions under a terminated plan which, had it not been terminated, would have been aggregated with the plan under section 416(g)(2)(A)(i) of the Code. In the case of a distribution made for a reason other than separation from service, death, or disability, this provision shall be applied by substituting 5-year period for 1-year period.

4.2.2.2 Employees not performing services during year ending on the determination date. The accrued benefits and accounts of any individual who has not performed services for the employer during the 1-year period ending on the determination date shall not be taken into account.

4.3 Minimum benefits.

4.3.1 Matching contributions. Employer matching contributions shall be taken into account for purposes of satisfying the minimum contribution requirements of Section 416(c)(2) of the Code and the plan. The preceding sentence shall apply with respect to matching contributions under the plan or, if the plan provides that the minimum contribution requirement shall be met in another plan, such other plan. Employer matching contributions that are used to satisfy the minimum contribution requirements shall be treated as matching contributions for purposes of the actual contribution percentage test and other requirements of Section 401(m) of the Code.

4.3.2 Contributions under other plans. The employer may provide, in a supplemental writing that is an adoption agreement, schedule, appendix or addendum, that the minimum benefit requirement shall be met in another plan (including another plan that consists solely of a cash or deferred arrangement which meets the requirements of Section 401(k)(12) of the Code and matching contributions with respect to which the requirements of Section 401(m)(11) of the Code are met). Said supplement will include the name of the other plan, the minimum benefit that will be provided under such other plan, and the employees who will receive the minimum benefit under such other plan.

4.4 Safe Harbor Plan Provisions. The top-heavy requirements of Section 416 of the Code and the plan shall not apply in any year beginning after December 31, 2001, in which the plan consists solely of a cash or deferred arrangement which meets the requirements of Section 401(k)(12) of the Code and matching contributions with respect to which the requirements of Section 401(m)(11) of the Code are met.

5. Limitation on Contributions.

5.1 Effective date. This section shall be effective for limitation years beginning after December 31, 2001, and shall supersede the comparable prior plan provisions that limit annual additions under Section 415(c).

5.2 Maximum Annual Addition. Except to the extent permitted under any plan provision that permits catch-up contributions and Section 414(v) of the Code, if applicable, the annual addition that may be contributed or allocated to a participant's account under the plan for any limitation year shall not exceed the lesser of:

- (a) \$40,000, as adjusted for increases in the cost-of-living under Section 415(d) of the Code, or
- (b) 100 percent of the participant's compensation, within the meaning of Section 415(c)(3) of the Code, for the limitation year.

The compensation limit referred to in (b) shall not apply to any contribution for medical benefits after separation from service (within the meaning of Section 401(h) or Section 419A(f)(2) of the Code) which is otherwise treated as an annual addition.

Executed this 16th day of July, 2002.

By: ESM


Name of Employer: Placencia Library District

REQUEST FOR FINAL PAYROLL INFORMATION FOR FISCAL YEAR 200.

Please complete the following form, and return it to the office of SDWCA, 1481 River Park Drive Sacramento, CA 95815.

Code	Classification	Final Annual Payroll
0005	Nursery Operations	\$ _____
0050	Orchard Spraying	\$ _____
0251	Irrigation, Drainage or Reclamation Works	\$ _____
3724	Mechanic Supervisor, Electrical Repair	\$ _____
4511	Air Quality Inspector	\$ _____
6220	Heavy Equipment Operator	\$ _____
7382	Drivers	\$ _____
7429	Airport Operations	\$ _____
7520	Waterworks Operations	\$ _____
7539	Electric Light or Power Operations	\$ _____
7580	Sanitary or Sanitation District Operations	\$ _____
7706	Firefighters	\$ _____
7707	Volunteer Firefighters (# of volunteers _____)	\$ _____
7720	Police/Sheriff	\$ _____
7721	Patrol or Guard Services	\$ _____
7722	Volunteer Police/Sheriff (# of volunteers _____)	\$ _____
9066	Homeowners' Association Patrol Officers (unarmed)	\$ _____
8389	Heavy Equipment/Truck Mechanic	\$ _____
8392	Automobiles - Storage Garages/Parking Lots	\$ _____
8601	Engineer/Consulting - not engaged in actual construction/operation	\$ _____
8720	Weighmasters	\$ _____
8742	Salesmen - Outside	\$ _____
8742	District Directors (# of Directors _____)	\$ _____
8810	Clerical (including Dispatchers) (Library Staff & Volunteers)	\$ 708,963.45
9015	Libraries - not Librarians or Clerks	\$ _____
9015	Building Operations including Janitorial	\$ _____
9031	Pest Control	\$ _____
9048	Camps - Recreational	\$ _____
9220	Cemetery Operations	\$ _____
9402	Street or Sewer Cleaning	\$ _____
9403	Garbage, Ashes, or Refuse Collection	\$ _____
9410	Municipal/County, Non-Manual	\$ _____
9420	Municipal/County, Other	\$ _____
9422	County Road Districts or Departments	\$ _____
9424	Garbage, Ashes or Refuse Dump Operations	\$ _____

Dated: Aug. 4, 2002

By: Elizabeth D. Minter 

Title: Library Director

District: Placentia Library District

(1) Have you included in the above payroll report all earnings paid to all employees of your district during fiscal year 2001-02?

Yes No

(2) Does the total payroll shown above reconcile with the total wages you reported to the State of California on Form DE 6 or the total wages you reported to the IRS on Form 941?

Yes No (Please explain) _____

(3) Have you classified your district payroll in accordance with the Policy for Classification of Payroll which is attached?

Yes No

(4) Has your Board of Directors adopted a resolution covering volunteer for workers' compensation purposes?

Yes, it was before my time (1991) but I cannot find it. It will be in the agenda to reconfirm in August 2002.

Yes No

(5) If you answered yes to Question 4, have you included in your total district payroll in the appropriate classification the compensation of such volunteers based on the number of hours worked times the federal minimum wage for each hour worked?

Yes No Not Applicable

(6) If you use personnel who receive indirect compensation from the district in the form of on-the-job training, work furlough, or jail sentence credit, have you included in your total district payroll in the appropriate classification the compensation of such personnel based on the number of hours worked times the federal minimum wage for each hour worked? Such volunteers include Work Furlough, Youth Employment Services, and Senior Employment Program.

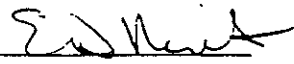
Yes No Not Applicable

(7) Have you included in your payroll report in the appropriate classification the compensation of all part-time employees who are employed by the district on an hourly or commission basis?

Yes No Not Applicable

Dated: Aug. 4, 2002

Placentia Library District
District Name

By: Elizabeth D. Minter 

Title: Library Director

ADDENDUM #1 TO FINAL PAYROLL REPORT

The Department of Industrial Relations, Office of Self-Insurance Plans, requires that the Annual Report for Joint Powers Authorities be submitted for each JPA, including all of its members. In order to prepare the Annual Report on behalf of your district, it is necessary for you to report to SDWCA the total number of your individual employees during fiscal year 2001-02 as determined by the Form DE 6, Quarterly Wage Report, which are submitted to the Employment Development Department. Please indicate in the space below the total number of separate employees reported to the Employment Development Department on this form during fiscal year 2001-02, regardless of the length of that employee's employment during the year.

Second, we are also required to set forth in the Annual Report the total wages and salaries paid by your agency to all employees during fiscal year 2001-02. Therefore, in the space provided below, please report total wages and salaries paid to all employees during fiscal year 2001-02 as reported on Form DE 6 and return to SDWCA with your payroll information.

Finally, please enclose a copy of each of the four quarterly Form DE 6 which you filed with EDD for fiscal year 2001-02.

(1)	Number of Employees (Number of individual employees listed on Form DE 6 for year ending June 30, 2002)	<u>37</u>
(2)	Total Wages and Salaries Paid (As reported on DE 6)	<u>\$ 616,065.43</u>

Dated: August 4, 2002 Placentia Library District
District Name

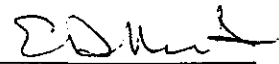

By: Elizabeth D. Minter

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY
REQUEST FOR ESTIMATED PAYROLL INFORMATION FOR FISCAL YEAR 20

Please complete the following form, and return it to the office of SDWCA, 1481 River Park Drive, Sacramento, CA 95815. This information is required to compute a coverage quote.

Code	Classification	Estimated Annual Payroll
0005	Nursery Operations	\$ _____
0050	Orchard Spraying	\$ _____
0251	Irrigation, Drainage or Reclamation Works	\$ _____
3724	Mechanic Supervisor, Electrical Repair	\$ _____
4511	Air Quality Inspector	\$ _____
6220	Heavy Equipment Operator	\$ _____
7382	Drivers	\$ _____
7429	Airport Operations	\$ _____
7520	Waterworks Operations	\$ _____
7539	Electric Light or Power Operations	\$ _____
7580	Sanitary or Sanitation District Operations	\$ _____
7706	Firefighters	\$ _____
7707	Volunteer Firefighters (# of volunteers _____)	\$ _____
7720	Police/Sheriff	\$ _____
7721	Patrol or Guard Services	\$ _____
7722	Volunteer Police/Sheriff (# of volunteers _____)	\$ _____
9066	Homeowners' Association Patrol Officers (unarmed)	\$ _____
8389	Heavy Equipment/Truck Mechanic	\$ _____
8392	Automobiles - Storage Garages/Parking Lots	\$ _____
8601	Engineer/Consulting - not engaged in actual construction/operation	\$ _____
8720	Weighmasters	\$ _____
8742	Salesmen - Outside	\$ _____
8742	District Directors (# of Directors <u>5</u>)	\$ _____
8810	Clerical (including Dispatchers) (Library Staff & Volunteers)	\$ <u>855,196.35</u>
9015	Libraries - not Librarians or Clerks	\$ _____
9015	Building Operations including Janitorial	\$ _____
9031	Pest Control	\$ _____
9048	Camps - Recreational	\$ _____
9220	Cemetery Operations	\$ _____
9402	Street or Sewer Cleaning	\$ _____
9403	Garbage, Ashes, or Refuse Collection	\$ _____
9410	Municipal/County, Non-Manual	\$ _____
9420	Municipal/County, Other	\$ _____
9422	County Road Districts or Departments	\$ _____
9424	Garbage, Ashes or Refuse Dump Operations	\$ _____

Dated: August 4, 2002

By: Elizabeth D. Minter 

Title: Library Director

District: Placentia Library District

Placentia Library District
SDWCA Final Payroll Report
Fiscal Year 2001-2002 Final Report
August 2002

Employees	
<u>Quarter</u>	<u>Wages Reported</u>
Jul - Sep 2001	161,296.48
Oct - Dec 2001	143,341.96
Jan - Mar 2002	169,832.35
Apr - Jun 2002	141,594.64
TOTAL	\$ 616,065.43

<u>Volunteers</u>	<u>Hours</u>	<u>Value at \$5.15/Hr.</u>
Library (not Literacy)	3,069.85	15,809.73
Temporary (not Literacy)	7,191.10	37,034.17
Literacy	7,777.50	40,054.13
TOTAL	18,038.45	\$ 92,898.02

TOTAL STAFF & VOLUNTEERS \$ **708,963.45**

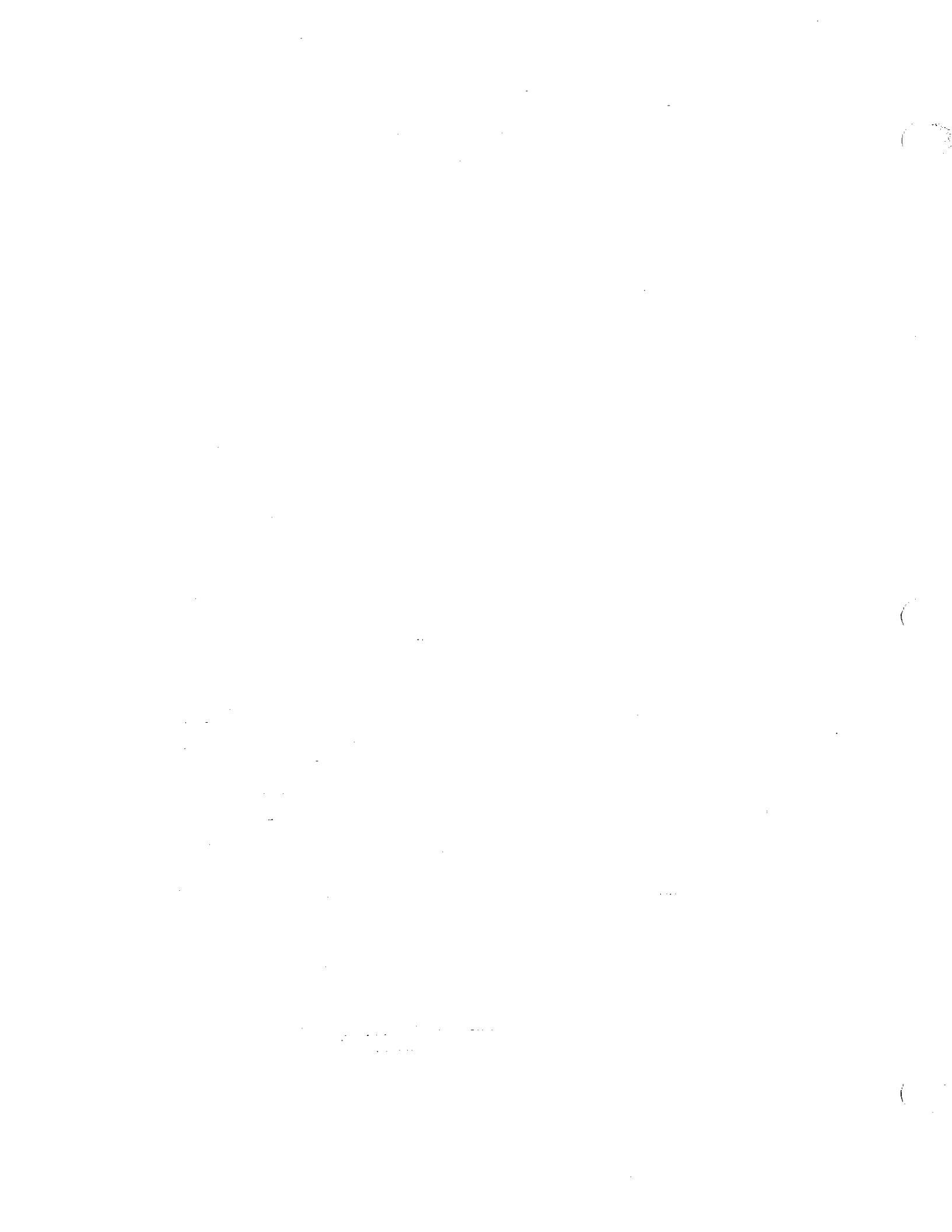
Fiscal Year 2002-2003 Budget

Staff Salaries Exempt	312,941.87
Staff Salaries Non Exempt	439,254.48
TOTAL SALARIES	\$ 752,196.35

Volunteers 20,000 \$ 103,000.00


TOTAL STAFF & VOLUNTEERS \$ **855,196.35**

*Edmund
8/4/02*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: August 28, 2002

BACKGROUND

At the time of this writing no action has been finalized on the State Budget.

Information about the State Budget process will be presented at the Library Board Meeting.

At its meeting August 15 and 16 in Sacramento the Library of California Board decided to change its funding cutbacks for Fiscal Year 2002-2003. The Board decided to take a 2.7% cut across the board rather than eliminating the direct loan/interlibrary loan reimbursement program. The Governor's Office has sent a letter to State departments informing them to expect a 21% cut next year.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Public Hearing on the Fines & Fees Schedule for Fiscal Year 2002-2003
DATE: August 28, 2002

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2002-2003 as approved by the Library Board at its Meeting on June 19, 2002 and scheduled for Public Hearing at the Library Board Meeting of August 21, 2002. The Public Hearing was rescheduled for August 28, 2002.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2002-2003 for the Placentia Library District was published in the *Placentia News Times* on August 15, 2002 and posted at the Library on August 15, 2002. The Proof of Publication should be available for examination at the Library Board Meeting.

The Public Hearing should be conducted before Board discussion of the item.

Attachment B is Resolution 02-6 adopting the Fines & Fees Schedule for Fiscal Year 2002-2003.

RECOMMENDATIONS:

1. Receive and File the Proof of Publication for the notice of Public Hearing for the Proposed Fines and Fees Schedule for 2002-2003 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 15, 2002.
2. Conduct the Public Hearing on the Policy as published.
3. Finalize Fines & Fees Schedule for Fiscal Year 2002-2003
4. Read Resolution 02-6 by Title only
5. Adopt Resolution 02-6

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted by the Library Board of Trustees, June 21, 1993

Revised August 16, 2000

Reviewed June 19, 2002

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20

There is a two day *grace period* on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Adult Books..... Item Cost + \$ 5.00	\$ 25.00
Children's Books..... Item Cost + \$ 5.00	15.00
Magazines	3.00
Records/Cassettes	10.00
Pamphlets	2.00
Videos	50.00
Compact Discs..... Item Cost + \$ 5.00	15.00
CD-ROMs	60.00
Books on Tape..... Item Cost + \$ 5.00	30.00
Paperback - Adult	5.00
Paperback - Children's	3.50
Paperback - Foreign Language	9.00

**Default price will be used in the event the item cost is not available. The processing fee of \$2.00, \$5.00 or \$15.00 is not part of the default price and needs to be added for the total amount due.*

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page.....	.10
Photocopy, black ink, per page.....	.15
Printing & Photocopy, color, per page.....	1.00
Passport check preparation.....	1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up fee.....	15.00
Clean-up fee	15.00

<u>SURCHARGES</u>	
Returned check, up to 30 days.....	\$ 20.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report.....	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.



RESOLUTION 02-6

A RESOLUTION FO THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE FINES AND FEES SCHEDULE FOR FY 2002-2003 OF PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2002-2003 dated August 28, 2002, and implements such on August 28, 2002.

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 twenty eighth day of August, 2002.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty eighth day of August, 2002.

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2002-2003 Budget
DATE: August 28, 2002

BACKGROUND:

The Fiscal Year 2002-2003 Budget for Fund 707 (General Fund) was presented to the Library Board at its August 1, 2002 meeting and set for Public Hearing on August 21, 2002. The Public Hearing was rescheduled for August 28, 2002.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for 2002-2003 Fiscal Year for the Placentia Library District was published in the *Placentia News Times* on August 15, 2002 and posted at the Library on August 15, 2002. The Proof of Publication should be available for examination at the Library Board Meeting.

Fiscal Year 2002-2003 Budget

The Proposed Fiscal Year 2002-2003 Budget for Placentia Library District was presented to the Library Board at its August 1, 2002 Meeting. The Budget for Fund 707 (General Fund) is Attachment A.

The Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment B.

A public hearing needs to be conducted for the Proposed Budget for 2002-2003 Fiscal Year for the Placentia Library District.

The Fiscal Year 2002-2003 Budget for all District Funds needs to be adopted by Resolution 02-7. (Attachment C)

RECOMMENDATIONS:

1. Receive and File the Proof of Publication for the Notice of Public Hearing for the Proposed Budget for 2002-2003 Fiscal Year for the Placentia Library District that was published in the *Placentia News Times* on August 15, 2002.
2. Conduct Public Hearing on the Budget for Fiscal Year 2002-2003 as published.
3. Finalize Placentia Library District Budget for all Funds for 2002-2003 Fiscal Year.

4. Motion to read Resolution 02-7 by title only
5. Motion to adopt Resolution 02-7

Placentia Library District
 Revenue Budget for Fund 707 for Fiscal Year 2002-2003
 Proposed August 1, 2002

Object Code	Category	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Proposed	% CHANGE PREV YR
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,068,983	7.4%
6210-01	Public Utility	24,001	25,854	23,111	25,158	25,000	-0.6%
6210-04	Teeter Plan - Current Delinquent	0	0	12,334	13,876	13,000	-6.3%
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,106,983	7.0%
6230	Prior Secured	19,667	19,936	12,028	12,031	12,000	-0.3%
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,118,983	6.9%
6220	Current Unsecured	50,053	53,807	55,274	56,067	55,000	-1.9%
6240	Prior Unsecured	1,054	936	962	668	1,000	49.8%
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	56,000	-1.3%
6690	HOMEOWNER	15,578	16,224	16,245	16,101	15,800	-1.9%
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	874,774	966,278	1,041,721	1,119,118	1,190,783	6.4%
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,500	-6.5%
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	250	
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	35,000	-12.1%
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	800	-38.6%
6610	INTEREST	12,734	20,286	21,191	11,628	22,000	89.2%
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	47,255	64,618	67,648	61,829	66,550	7.6%
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,257,333	6.5%
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	146,200	16.7%
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0	
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	180,000	57.1%
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	-100.0%
	TOTAL REVENUE	1,042,442	1,319,082	1,359,249	1,420,881	1,583,533	11.4%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
0100	Salaries & Wages	494,352	537,311	623,836	645,313	691,920	7.2%
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	98,104	4.4%
	Health Insurance/Care America	20,247	28,006	38,227	41,981	48,584	15.7%
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,903	38.2%
	Life Insurance/Fortis & Protective Life	0	0	2,320	1,862	2,194	17.8%
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,886	-4.1%
	Dental/Ameritas	5,153	5,737	7,369	6,055	6,918	14.2%
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	64,484	15.7%
0310	Unemployment Insurance	0	0	0	0	0	
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	11,300	-0.6%
	TOTAL SALARIES & EMPLOYEE BENEFITS	598,463	648,226	767,390	806,397	865,807	7.4%
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	4,000	15.1%
0700-01	Communications - Modem/Fax/TV/DSL	1,938	4,432	5,345	6,818	6,000	-12.0%
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	2,500	141.0%
0700-05	Communications - Brodart Cataloging Access	5,150	2,649	3,007	2,225	2,700	21.3%
0700-07	Communications - ELLI Grant	380	0	0	265	250	-5.7%
0700-08	Communications - Adult Literacy	438	412	426	406	500	23.1%
	Total Communications	14,973	16,121	14,119	14,228	15,950	12.1%
0900-00	Food - General Fund	0	43	162	1,253	100	-92.0%
0900-07	Food - ELLI Grant	0	0	0	30	500	1548.0%
0900-08	Food - Adult Literacy	0	154	281	0	0	
090-009	Food - Family Literacy	0	0	0	0	0	
	Total Food	0	197	443	1,283	600	-53.2%
1000-00	Household Expense	3,468	4,271	2,375	20,637	5,000	-75.8%
1100-00	Insurance	10,124	6,946	5,069	5,280	6,506	23.2%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR.
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	4,500	126.0%
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	11,500	109.5%
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)	0	-100.0%
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	1,500	-72.0%
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0	
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	17,500	133.9%
	HVAC	2,852	2,105	1,704	2,174	2,500	15.0%
	Carpet Cleaning	0	3,074	0	2,806	3,500	24.7%
	Groundskeeping, City of Placentia	28,653	31,862	23,002	14,923	30,000	101.0%
	Plumbing	1,681	1,656	1,799	4,725	1,800	-61.9%
	Electrical	4,212	15,520	1,170	2,151	1,500	-30.3%
	Cleaning Service	11,400	11,400	11,550	13,050	13,700	5.0%
	Locksmith	74	2,041	210	287	200	-30.2%
	Other (includes fire alarms & seismic retrofit project)	1,391	1,331	25,806	4,581	5,000	9.1%
1400-00	Total Maintenance of Building & Grounds	50,263	68,988	65,240	44,698	58,200	30.2%
1600-00	Memberships - General Fund	2,580	3,356	3,569	2,771	3,750	35.3%
1600-07	Memberships - ELLI Grant	225	0	0	0	250	
1600-08	Memberships - Adult Literacy	240	150	355	426	400	-6.0%
1600-09	Memberships - Family Literacy	0	0	0	0	0	
	Total Memberships	3,045	3,506	3,924	3,197	4,400	37.7%
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	0	
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	
	Total Miscellaneous Expense	0	0	0	0	0	

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
	Library Supplies	6,818	6,275	8,824	10,755	10,000	-7.0%
	Printing	9,135	8,630	9,262	12,209	10,000	-18.1%
	EZ Copy - copy cards for sale to patrons	0	0	0	0	0	
	Publications	730	560	821	3,252	1,500	-53.9%
	Paper	894	1,664	1,694	1,613	1,700	5.4%
	Drinking Water Service	274	275	311	289	325	12.5%
	Other Office Supplies	4,883	8,408	8,639	13,327	8,500	-36.2%
1800-00	Total Office Supply Expense - General Fund	22,734	25,812	29,551	41,444	32,025	-22.7%
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,611	-82.7%
	Printing	1,680	784	3,304	2,325	1,500	-35.5%
	Publications	0	874	631	1,730	0	-100.0%
	Paper	0	51	0	0	0	
	Other Office Supplies	1,034	543	2,148	4,378	3,500	-20.1%
1800-08	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,433	5,000	-40.7%
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	500	-17.7%
	Total Office Expense	27,337	28,064	36,147	65,594	40,136	-38.8%
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	5,500	8.9%
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	0	-100.0%
1803-08	Postage Expense - Adult Literacy	64	9	0	42	100	135.9%
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	0	
	Total Postage Expense	2,510	4,651	2,687	5,628	5,600	-0.5%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
	Care Resources (Employee Assistance)	385	420	420	420	420	0.0%
	Pension Fund Operating & Investment Mgmt. Expenses	6,863	6,665	6,558	3,479	7,500	115.6%
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	31,000	22.9%
	Anaheim Consortium Computer Technical & Consulting Services		0	0	900	0	-100.0%
	Clipping Service	417	397	453	453	504	11.4%
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	9,100	40.0%
	Advertising (including WEB site)	734	1,200	787	2,350	2,000	-14.9%
	Medical Exams	473	368	315	1,183	750	-36.6%
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	2,500	16.1%
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	5,250	1.9%
	Payroll Preparation	2,349	2,622	2,949	3,069	3,250	5.9%
	Election Expenses	0	0	0	0	8,000	
	Staff Training in Library	0	0	0	0	0	
	Other (includes contract storyteller)	3,511	18,151	9,329	25,794	17,500	-32.2%
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	87,774	14.5%
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	0	0	4,240	12,293	0	-100.0%
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	0	-100.0%
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	9,500	151.2%
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	1,500	716.6%
1900-18	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,000	11.2%
	Total Specialized Services	61,958	86,335	97,240	108,992	110,774	1.6%
2000-00	Legal Notices - General Fund	0	0	458	0	650	
2000-01	Legal Notices - LSCA II Grant	0	0	0	0	0	
	Total Legal Notices	0	0	458	0	650	

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2100-00	Rents/Leases-Equipment	0	0	0	0	0	
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	120,800	19.2%
2300-00	Small Tools/Instruments	0	0	0	0	0	
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	0	-100.0%
2400-01	Special Department Expense - Books	82,661	73,446	100,821	82,829	145,460	75.6%
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	0	-100.0%
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	0	-100.0%
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	0	-100.0%
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	0	-100.0%
2400-07	Special Department Expense - ELLI Grant	0	0	0	78	5,900	7418.8%
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	2,000	-46.3%
2400-09	Special Department Expense - Family Literacy	0	0	0	76	0	-100.0%
	Total Special Department Expense	99,459	128,232	153,595	139,132	153,360	10.2%
2600-00	Transportation/Travel - General	0	0	0	0	0	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,500	49.4%
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,755	5,983	7,500	25.3%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,500	11.6%
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	500	-46.8%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	0	-100.0%
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	1,000	-9.7%
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,000	-11.0%
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	500	
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	14,500	17.2%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2800-00	Electricity	40,519	40,615	37,795	58,119	63,000	8.4%
	Gas	5,852	3,115	5,884	3,002	5,000	66.6%
	Water	2,266	3,588	3,087	3,681	3,750	1.9%
	Total Utilities	48,637	47,318	46,766	64,801	71,750	10.7%
	TOTAL SUPPLIES & SERVICES	409,835	504,316	521,360	594,688	625,726	5.2%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	4,000	97.2%
4000-00	Equipment	16,445	26,993	29,927	18,050	20,000	10.8%
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,000	-64.3%
4000-08	Equipment - CLC Grant	120	0	558	0	0	
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	0	
4000-11	Equipment	0	0	0	0	0	
	Total Equipment	19,365	41,429	30,484	20,848	21,000	0.7%
4200-00	Structures/Improvements	0	0	0	0	0	
	TOTAL EQUIPMENT EXPENSE	19,365	41,429	30,484	20,848	21,000	0.7%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	67,000	
5600	INVESTMENT POOL LOSS	0	0	0	0	0	
	TOTAL EXPENSES	1,028,664	1,197,624	1,320,395	1,423,962	1,583,533	11.2%
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293	11,511	-40.3%
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	20,000	-14.2%
	FEL Grant Summary Object Code 09	0.00	15,071	513	867	2,500	188.4%
	Partnerships for Change Grant		4,240	4,240	12,293	0	-100.0%
	TOTAL LITERACY (Excluding Personnel)	13,671.91	25,488	22,494	43,462	34,011	-21.7%



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair
FISCAL YEAR 2002-2003

At a meeting held on August 21, 2002, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2002-2003 in the amount of \$ 120,762 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200 - Provisions for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Wednesday falling on 18-24 of each month

Directors: Margaret V. Dinsmore Chairperson: Al Shkoler
(Please Print)

Saundra Stark

Gaeten Wood

Secretary: Geoff Braun Mgr/Supt: Elizabeth Minter

Attorney: (none) Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

ATTN: E.D. Minter Telephone: (714) 528-1925 x203

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 2002-2003

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

N.A.

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

Placentia Library - Equipment & Struct. Repair DISTRICT FUND BALANCE AVAILABLI

Line

1.	Fund Balance - 6/30/01 (from last year's schedule, Line 4)	<u>113,678</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2001/2002	<u>3,597</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2001/2002	<u>(113)</u>
4.	Fund Balance - 6/30/02	<u>117,162</u>
5.	Less: Total Reserves @ 6/30/02 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves (<u>-0-</u>)	
8.	Subtotal (Lines 4 through 7)	<u>117,162</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/02. Post this number to Schedule 16, Column 4	<u>117,162</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2002-2003

	<u>1</u> 2001-2002 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2002-2003
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 2002-2003 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: _____
 For the District: Elizabeth D. Minter Phone No. (714) 528-1925 x203
 For County: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT			Fund Identification Other Than District General Fund (6)	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED		SECURED	UNSECURED	TOTAL		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED			
702											
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)											
SUMMARY BY SOURCE (1)											
Fund Balance Available	Actual 2000-01 (2)	Actual 2001-02 (3)	Recommended 2002-03 (4)	Approved 2002-03 (5)							
6610 Interest	97,186	113,678	117,162								
7130 Other Governmental Agencies	72,571	3,597	3,600								
TOTAL MEANS OF FINANCING	6,765	-0-	-0-								
	176,522	117,275	120,762								
SUMMARY OF FINANCING REQUIREMENTS											
SUMMARY OF FINANCING REQUIREMENTS (7)											
SERVICES AND SUPPLIES	Actual 2000-01 (8)	Actual 2001-02 (9)	Recommended 2002-03 (10)	Approved 2002-03 (11)	Fund Identification Other Than District General Fund (12)						
1300 Maintenance - Equipment	10,345	-0-	-0-		702 - PLACENTIA LIBRARY						
1400 Maintenance - Buildings and Improvements	52,367	-0-	-0-		DISTRICT - INTEREST &						
1900 Professional and Specialized Services	132	113	115		SINKING - STRUCTURAL						
TOTAL SERVICES & SUPPLIES	62,844	113	115		REPAIR FUND						
5200 Appropriation for Contingencies			120,647								
TOTAL FINANCING REQUIREMENTS	62,844	113	120,762								

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement
FISCAL YEAR 2002-2003

703

Agenda Item 40
Attachment B
Fund 703
Page 6 of 26

At a meeting held on August 21, 2002, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2002-2003 in the amount of \$ 10,209 (from
Schedule 16, Column.10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space
provided below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200 - Provisions for Contingensies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Wednesday falling on 18 or 24 each month

Directors: Margaret V. Dinsmore Chairperson: Al Shkoler
(Please Print)

Saundra M. Stark

Gaeten Wood

Secretary: Geoff Braun Mgr/Supt: Elizabeth D. Minter

Attorney: (none) Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

ATTN: E.D. Minter Telephone: (714) 528-1925 x203

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 2002-2003

703

Agenda Item 40
Attachment B
Fund 703
Page 7 of 26

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

N.A.

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/01 (from last year's schedule, Line 4)	<u>9,616</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2001/2002	<u>304</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2001/2002	<u>(11)</u>
4.	Fund Balance - 6/30/02	<u>9,909</u>
5.	Less: Total Reserves @ 6/30/02 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves (<u>-0-</u>)	
8.	Subtotal (Lines 4 through 7)	<u>9,909</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/02. Post this number to Schedule 16, Column 4	<u>9,909</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2002-2003

	<u>1</u> 2001-2002 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2002-2003
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2002-2003 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the County: _____

Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT		Fund Identification Other Than District General Fund (6)	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED	SECURED	UNSECURED	TOTAL		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED						
703										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
	(1)	(2)	(3)	(4)	(5)	(6)				
Fund Balance Available	9,052	9,616	9,909							
6610 Interest	575	304	300							
7130 Other Governmental Agencies										
7817 Operating Transfer In										
TOTAL MEANS OF FINANCING	9,627	9,920	10,209							
SUMMARY OF FINANCING REQUIREMENTS										
SUMMARY OF FINANCING REQUIREMENTS										
	(7)	(8)	(9)	(10)	(11)	(12)				
SERVICES & SUPPLIES										
1800 Office Expense	11	11	15							
1900 Professional and Specialized Services	11	11	15							
TOTAL SERVICES & SUPPLIES			10,194							
5200 Appropriation for Contingencies	11	11	10,209							
TOTAL FINANCING REQUIREMENTS										
703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND										

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S
FISCAL YEAR 2002-2003

765

Agenda Item 40
Attachment B
Fund 706
Page 11 of 26

At a meeting held on August 21, 2002, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2002-2003 in the amount of \$ 162,202 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200 - Provisions for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Wednesday falling on 18 - 24 of each month
we

Directors: Margaret V. Dinsmore Chairperson: Al Shkoler
(Please Print)

Saundra M. Stark

Gaeten Wood

Secretary: Geoff Braun Mgr/Supt: Elizabeth D. Minter

Attorney: (none) Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

ATTN: E.D. Minter Telephone: (714) 528-1925 x203

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT
FISCAL YEAR 2002-2003

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

Placentia Library - I & S DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/01 (from last year's schedule, Line 4)	<u>155,051</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2001/2002	<u>3,635</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2001/2002	<u>(119)</u>
4.	Fund Balance - 6/30/02	<u>158,567</u>
5.	Less: Total Reserves @ 6/30/02 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves <u>(-0-)</u>	
8.	Subtotal (Lines 4 through 7)	<u>158,567</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/02. Post this number to Schedule 16, Column 4	<u>158,567</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2002-2003

	<u>1</u> 2001-2002 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2002-2003
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2002-2003 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925 x203

For County: _____ filed by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED			
Interest and Sinking									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Recommended 2002-03 (4)	Approved 2002-03 (5)	Fund Identification Other Than District General Fund (6)				
Fund Balance Available	149,383	155,051	158,567						
6610 Interest	5,776	3,635	3,635						
7130 Other Governmental Agencies									
7817 Operating Transfer In									
TOTAL MEANS OF FINANCING	155,159	158,686	162,202						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 2000-01 (8)	Actual 2001-02 (9)	Recommended 2002-03 (10)	Approved 2002-03 (11)	Fund Identification Other Than District General Fund (12)				
SERVICES AND SUPPLIES									
1900 Professional and Specialized Services	108	119	120						
TOTAL SERVICES AND SUPPLIES	108	119	120						
4807 Operating Transfers Out									
5200 Appropriation for Contingencies			162,082						
Provision for Reserves									
TOTAL FINANCING REQUIREMENTS	108	119	162,202						
706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTION									

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library
FISCAL YEAR 2002-2003

707 Agenda Item 40
Attachment B
Fund 707
Page 16 of 26

At a meeting held on August 21, 2002, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2002-2003 in the amount of \$ 1,911,312 (from Schedule 16, Column.10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200 - Provisions for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting wednesday falling on 18 to 24 of each month

Directors: Margaret V. Dinsmore Chairperson: Al Shkoler
(Please Print)

Saundra M. Stark

Gaeten Wood

Secretary: Geoff Braun Mgr/Supt: Elizabeth D. Minter

Attorney: (none) Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue
Placentia, CA 92870-6189

ATTN: E.D. Minter Telephone: (714) 528-1925 x203

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library DISTRICT
FISCAL YEAR 2002-2003

707 Agenda Item 40
Attachment B
Fund 707
Page 17 of 26

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

N.A.

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

707

Agenda Item 40
Attachment B
Fund 707
Page 18 of 26

Placentia Library DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/01 (from last year's schedule, Line 4)	<u>339,635</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2001/2002	<u>1,422,156</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2001/2002	<u>(1,424,012)</u>
4.	Fund Balance - 6/30/02	<u>337,779</u>
5.	Less: Total Reserves @ 6/30/02 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves <u>10,000</u> Total Reserves (<u>10,000</u>) (impressed cash)	
8.	Subtotal (Lines 4 through 7)	<u>327,779</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/02. Post this number to Schedule 16, Column 4	<u>327,779</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2002-2003

	<u>1</u> 2001-2002 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2002-2003
General Reserves (Object 9850)	-0-	-0-	-0-	-0-
Imprest Cash (Object 9829)	10,000	-0-	-0-	10,000
Other Reserves (Provide Detail):				
TOTAL	10,000	-0-	-0-	10,000

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2002-2003 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter

Phone No. (714) 528-1925 x203

For the County: _____

Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY									
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				TAX RATE	
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	UNSECURED	TOTAL		
General										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
(1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Recommended 2002-03 (4)	Approved 2002-03 (5)	Fund Identification Other Than District General Fund (6)					
Fund Balance Available	288,810	329,635	327,779							
6210 Property Taxes - Current Secured	934,101	995,217	1,081,983							
6210 Public Utility Secured Taxes (Sub-revenue 01)	23,111	25,158	25,000							
6220 Property Taxes - Current Unsecured	55,274	56,067	55,000							
6230 Property Taxes - Prior Secured	12,028	25,908	12,000							
6240 Property Taxes - Prior Unsecured	962	668	1,000							
6250 Property Taxes - Special District Augmentation	8,555	9,088	8,500							
6280 Property Taxes - Current Supplemental	36,813	39,810	35,000							
6300 Property Taxes - Prior Supplemental	821	1,303	800							
6540 Penalties & Costs on Delinquent Taxes	610	356	250							
6610 Interest	22,862	12,546	22,000							
6690 State - Homeowners' Property Tax Relief	16,245	16,101	15,800							
6970 State - Other	169,318	125,235	146,200							
7130 Other Governmental Agencies	80,562	114,603	180,000							
7670 Miscellaneous Revenue		96	-0-							
7680 Six-Month Expired (Outlawed) Checks			-0-							
TOTAL MEANS OF FINANCING	1,650,072	1,751,791	1,911,312							
SUMMARY OF FINANCING REQUIREMENTS										
SUMMARY OF FINANCING REQUIREMENTS										
(7)	Actual 2000-01 (8)	Actual 2001-02 (9)	Recommended 2002-03 (10)	Approved 2002-03 (11)	Fund Identification Other Than District General Fund (12)					
SALARIES AND EMPLOYEE BENEFITS	623,836	645,313	691,919		707 - PLACENTIA LIBRARY DISTRICT					
0100 Salaries and Wages	84,284	93,990	98,104							
0200 Retirement	53,196	55,730	64,484							
0300 Employee Group Insurance	6,074	11,354	11,300							
0350 Workers Compensation	767,390	16,397	865,807							
TOTAL SALARIES AND EMPLOYEE BENEFITS										

Cont.

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

SUMMARY OF FINANCING REQUIREMENTS					
SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2000-01 (8)	Actual 2001-02 (9)	Recommended 2002-03 (10)	Approved 2002-03 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES					707 - PLACENTIA LIBRARY DISTRICT
0700 Communications	14,119	14,228	15,950		
0900 Food	443	1,283	600		
1000 Household Expense	2,375	20,637	5,000		
1100 Insurance	5,069	5,280	6,506		
1300 Maintenance - Equipment	15,831	7,481	17,500		
1400 Maintenance - Buildings & Improvements	65,240	44,698	58,200		
1600 Memberships	3,924	3,197	4,400		
1700 Miscellaneous Expense		-0-	-0-		
1800 Office Expense	36,147	65,594	40,136		
1803 Postage	2,687	5,628	5,600		
1900 Professional and Specialized Services	97,282	109,042	110,774		
2000 Publications and Legal Notices	458	-0-	650		
2200 Rents and Leases - Buildings & Improvements	70,196	101,370	120,800		
2400 Special Departmental Expense	153,595	139,132	153,360		
2700 Transportation and Travel - Mtgs/Conferences	7,270	12,370	14,500		
2800 Utilities	46,766	64,801	71,750		
3000 Bad Debts		-0-	-0-		
TOTAL SERVICES AND SUPPLIES	521,402	594,738	625,726		
OTHER CHARGES					
3700 Taxes and Assessments	1,160	2,029	4,000		
TOTAL OTHER CHARGES	1,160	2,029	4,000		
FIXED ASSETS					
4000 Equipment	30,485	20,848	21,000		
TOTAL FIXED ASSETS	30,485	20,848	21,000		
4807 Operating Transfer Out					
5200 Provision for Contingencies					
Provision for Reserves					
TOTAL FINANCING REQUIREMENTS	1,320,437	1,424,012	1,911,312		

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff
FISCAL YEAR 2002-2003

At a meeting held on August 21, 2002, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2002-2003 in the amount of \$ 9,970 (from Schedule 16, Column, 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200 - Provisions for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Wednesday falling on 18 to 24 of each month

Directors: Margaret V. Dinsmore Chairperson: Al Shkoler
(Please Print)

Saundra M. Stark

Gaetan Wood

Secretary: Geoff Braun Mgr/Supt: Elizabeth D. Minter

Attorney: (none) Auditors: Munson, Cronick, & Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

ATTN: E.D. Minter Telephone: (714) 528-1925 x203

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 2002-2003

708

Agenda Item 40
Attachment B
Fund 708
Page 23 of 26

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

N.A.

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/01 (from last year's schedule, Line 4)	<u>9,383</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2001/2002	<u>297</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2001/2002	<u>(10)</u>
4.	Fund Balance - 6/30/02	<u>9,670</u>
5.	Less: Total Reserves @ 6/30/02 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves (<u>-0-</u>)	
8.	Subtotal (Lines 4 through 7)	<u>9,670</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/02. Post this number to Schedule 16, Column 4	<u>9,670</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2002-2003

	<u>1</u> 2001-2002 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2002-2003
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2002-2003 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
 PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED	SECURED			
	SECURED	UNSECURED	SECURED	UNSECURED					
General									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)									
Fund Balance Available	Actual 2000-01 (2)	Actual 2001-02 (3)	Recommended 2002-03 (4)	Approved 2002-03 (5)	Fund Identification Other Than District General Fund (6)				
6610 Interest	8,832	9,383	9,670						
7130 Other Governmental Agencies	561	297	300						
TOTAL MEANS OF FINANCING	9,393	9,680	9,970						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
(7)									
SERVICES AND SUPPLIES	Actual 2000-01 (8)	Actual 2001-02 (9)	Recommended 2002-03 (10)	Approved 2002-03 (11)	Fund Identification Other Than District General Fund (12)				
1900 Professional and Specialized Services	10	10	10		708 - PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF				
TOTAL SERVICES AND SUPPLIES	10	10	10						
5200 Appropriation for Contingencies			9,960						
TOTAL REQUIREMENTS	10	10	9,970						

RESOLUTION 02-7

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY
DISTRICT OF ORANGE COUNTY TO ADOPT FISCAL YEAR 2002-2003
BUDGETS FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2002-2003 were reviewed at the Regular Meeting of the Board of trustees on August 28, 2002; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2002-2003, and implements such on July 1, 2002 as follows: FUND Budget Unit 702 for \$120,762, FUND Budget Unit 703 for \$10,209, FUND Budget Unit 706 for \$162,202, FUND Budget Unit 707 for \$1,911,312, and FUND Budget Unit 708 for \$9,970.

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 twenty eighth of August, 2002.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty eighth day of August, 2002.

Geoff Braun, Secretary
Board of Trustees of the Placentia Library District



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *E D Minter*
SUBJECT: California Special Districts Association (CSDA) Board Election
DATE: August 28, 2002

BACKGROUND

The California Special District's Association (CSDA) is conducting an election for a representative to the CSDA Board of Directors from Region 6. Attachment A explains the election and provides information about two of the three candidates (Trish Hannan and S. R. "Al" Lopez). Information about the third candidate (James "Ski" Wolniewicz) is included with Agenda Item 34.

The Board may select one of the candidates and authorize the Library Director to prepare, sign and submit the ballot on its behalf.

RECOMMENDATIONS

1. Determine the District's vote in the CSDA Board Election
2. Authorize the Library Director to complete, sign and submit the ballot to CSDA on the District's behalf.

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors, Seat C, for your region. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

You may choose to send back the ballot via either certified or first class mail. Please utilize the enclosed envelope to return the completed ballot. All ballots must list the name of the voting district and be signed and dated in order to be valid. Ballots must be received at the CSDA office at 1215 K Street, Suite 930, Sacramento, CA 95814 by **5:00pm on Thursday, September 19, 2002.**

Please mail in your ballot to:

1215 K Street, Suite 930, Sacramento, CA 95814.

Please contact Melissa Soria toll-free at 877.924.CSDA with any questions.

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
BOARD OF DIRECTORS
REGION 6**

**CANDIDATE STATEMENT
TRISH HANNAN**

As a representative on the Vallecitos Water District Board of Directors, I recognized the importance of an organized association focusing totally on the needs of special districts. There are many evolving issues that require our united organization with lobbying powers and outreach programs for our constituents. I would be totally committed to the preservation and continued success that CSDA has proven over the years.

I would be honored to serve on the California Special District Association's Board of Directors and have held the following positions/offices:

- Vallecitos Water District, Vice-Chair 2002
Member 2/1997 - 1998; 11/1999 - present
- Vallecitos Water District=s:
 - Finance/Investment Committee - 2002, 2001, 2000
 - Legal Legislative Affairs Committee - 2002 (Chair)
 - Public Awareness/Personnel Committee - 2001 (Chair), 2000
 - Engineering/Equipment Committee - 1998, 1997
- ACWA Region 10 Program Committee Member:
2002/03
- Encina Wastewater Authority:
 - Joint Advisory Committee; 1998, 1997
 - Building Committee; 1998, 1997
 - Plans & Policy Committee; Chair: 1998, 1997
- National Water Resources Association (NWRA):
VWD Representative, Alternate - 2002, 2001, 1998, 1997
- WESTCAS representative for VWD:
2002, 2001, 2000

Thank you for your consideration.

S.R. "Al" Lopez

My name is Al Lopez. I am asking voters in CSDA Region 6 for their vote for my candidacy for Director.

Special districts have, during the past few years, seen a continuing onslaught from the legislature and on other fronts such as the Little Hoover Commission and the Legislative Analyst's Office on our finances, our organization, in fact, our very existence. I believe that the special district is the form of local government that can best meet the specialized needs of the local community. We are directly accountable to the public we serve. As the Region 6 director, my primary focus will be on enhancing this understanding among stakeholders – legislators, opinion, business, community leaders, and the public. I will work to ensure that the absolutely vital role special districts play in maintaining our communities as places that we want to live and do business in continues.

Since 2000, I have served on the Board of Directors of the Western Municipal Water District. Currently, I am Secretary/Treasurer of the Board. I also represent Western on the Association of California Water Agencies, the ACWA/JPIA; and the ACWA Utility Service Agency. I serve as District representative to the Santa Ana Watershed Project Authority (SAWPA) and the SAWPA representative to the Western Riverside County Regional Wastewater Authority, and Lake Elsinore/San Jacinto Watershed JPA.

From 1982 to 1994, I served on the city council of Corona and as mayor in 1986 and 1990. Other local governments I've served on include the Riverside Transit Agency, the Riverside County Transportation Commission, MetroLink, and the Air Quality Management District Advisory Group. I have also been active in various community and civic groups.

I am convinced that this experience in public service, coupled with my enthusiasm and interest would be a tremendous asset to Special Districts.

I am requesting your support and vote as your Region 6 Candidate to the CSDA Board of Directors. Since becoming a Director, I have been extremely active in all areas of government (Bi-National, National, State and Local), specifically, in the Special Districts and LAFCO arenas. I have gained valuable experience dealing with members of Special Districts and Cities. Working with these Joint LAFCO Committees, we developed procedures concerning the new requirements for their Agency reviews, as well as funding responsibilities for various agencies (Hertzberg, AB 2838). If elected, I would welcome the opportunity to serve the Special Districts statewide, utilizing the skills and knowledge I have gained over the past years.

My goal is to expand and strengthen the Outreach program to ensure Sacramento hears Local Government's voice. Close relationships with our Senators and Assembly persons are key to successfully achieving our objectives.

- Board Member, San Diego Chapter, Special Districts Association
 - Two years President
 - Two years Vice President (Programs)
 - Two years Vice President (Membership)
- San Diego LAFCO Special District Advisory Committee
- Past Chair, Chula Vista Inter-Agency Water Task Force
- Other Boards/ Committees:
 - SDCWA Reclamation Advisory Committee and the Financial Assistance Committee
 - ACWA Region 10 Executive Committee
 - Western Coalition of Arid States (WESTCAS), Membership Committee
 - Bi-National Regional Water Council Board of Directors

I consider myself to be well qualified to represent Region 6 as we venture into the future.

James "Ski" Wolniewicz

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Temporary Reclassification of Circulation Supervisor (Amnah Darwish) from Library Assistant to Librarian I effective July 23, 2002**

DATE: August 28, 2002

BACKGROUND

The individual appointed by the Library Director on July 23, 2002 to the Circulation Supervisor position holds an American Library Association-accredited Masters in Library and Information Science from UCLA.

In order that the District may more fully utilize Ms. Darwish's skills the Library Director is recommending that the Board of Trustees temporarily reclassify the position to Librarian I for as long as Ms. Darwish remains in that position. The Step I hourly rate for Library Assistant (the current classification) is \$14.58 and the Step I hourly rate for Librarian I (the recommended classification) is \$17.24. The annual difference is \$5,538.04. There are adequate funds in the Fiscal Year 2002-2003 budget to accommodate this recommendation.

By making the classification temporary it will revert to Library Assistant whenever the position is vacated.


Presently there are no other staff members in the Librarian I classification since the new Reference Supervisor has not yet completed library school.

RECOMMENDATION

Reclassify Circulation Supervisor Position from Library Assistant to Librarian I effective July 23, 2002 and continuing for as long as Amnah Darwish is in this position.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Recommendation to move the District's Payroll Checking Account from Bank of America to Wells Fargo Bank and the Payroll Savings Account from Bank of America to Cal Fed Bank.

DATE: August 28, 2002

BACKGROUND

Several circumstances came into play during the month of July that caused the Payroll Checking account to become overdrawn. One was that on June 28th the General Ledger Supervisor at the Orange County Auditor's Office told me that the \$5,700 that the Administrative Assistant had over-transferred from the Payroll Account back to the County would be wire transferred back to the Payroll Account the next week. The other is that the District has kept a savings account with approximately \$3,000 so that it could be used in case of a shortfall in the Payroll Checking account. When I returned from my vacation at the end of July I was told that several payroll checks had been returned. It was at that time that I found out that the County had not wire transferred the \$5,700 but had issued a check that was never received at the Library. I immediately filed a lost check claim and the replacement check has now been received and deposited. I also called Bank of America to find out why the savings account had not been used and was told that they were not properly "linked" but that the "link" would be re-established right away and that the overdraft protection would be in place. I didn't worry about the missing \$5,700 check because the balance in the savings account should have been adequate to cover any additional problem.

Two weeks later I received another overdraft notice. I went to visit the staff at Bank of America and was told that a public agency checking account could never have any links or overdraft protection and that I should have been told that when I made the first inquiry. I immediately advanced the \$5,700 to the Payroll Checking Account (as I could have done several weeks earlier if I had not been told that it was not necessary).

At this point in time I am very unhappy with the information given out by the Bank of America staff. The Branch Manager has confirmed that a public agency checking account cannot have links or overdraft protection. With this in mind there is absolutely no reason to keep the Payroll Savings account at Bank of America where it earns ½ of 1% interest. I am recommending that this money be withdrawn and added to the Payroll Savings account at Cal Fed Bank.

Given my general lack of confidence in the information provided by Bank of America I am also recommending that the Payroll Checking Account be moved to Wells Fargo Bank. I have needed to use the overdraft protection once in the eleven years that I have been with the District and it certainly did not work when I needed it.

RECOMMENDATIONS

1. Authorize the Library Director to establish a payroll checking account at Wells Fargo Bank and to close the payroll checking account at Bank of America.
2. Authorize the Library Director to withdraw the Payroll Savings Account funds at Bank of America and deposit them in the Payroll CD Savings Account at Cal Fed Bank.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Recommendation to change the single signature authorization on all bank accounts from \$150 to \$500 effective immediately.

DATE: August 28, 2002

BACKGROUND

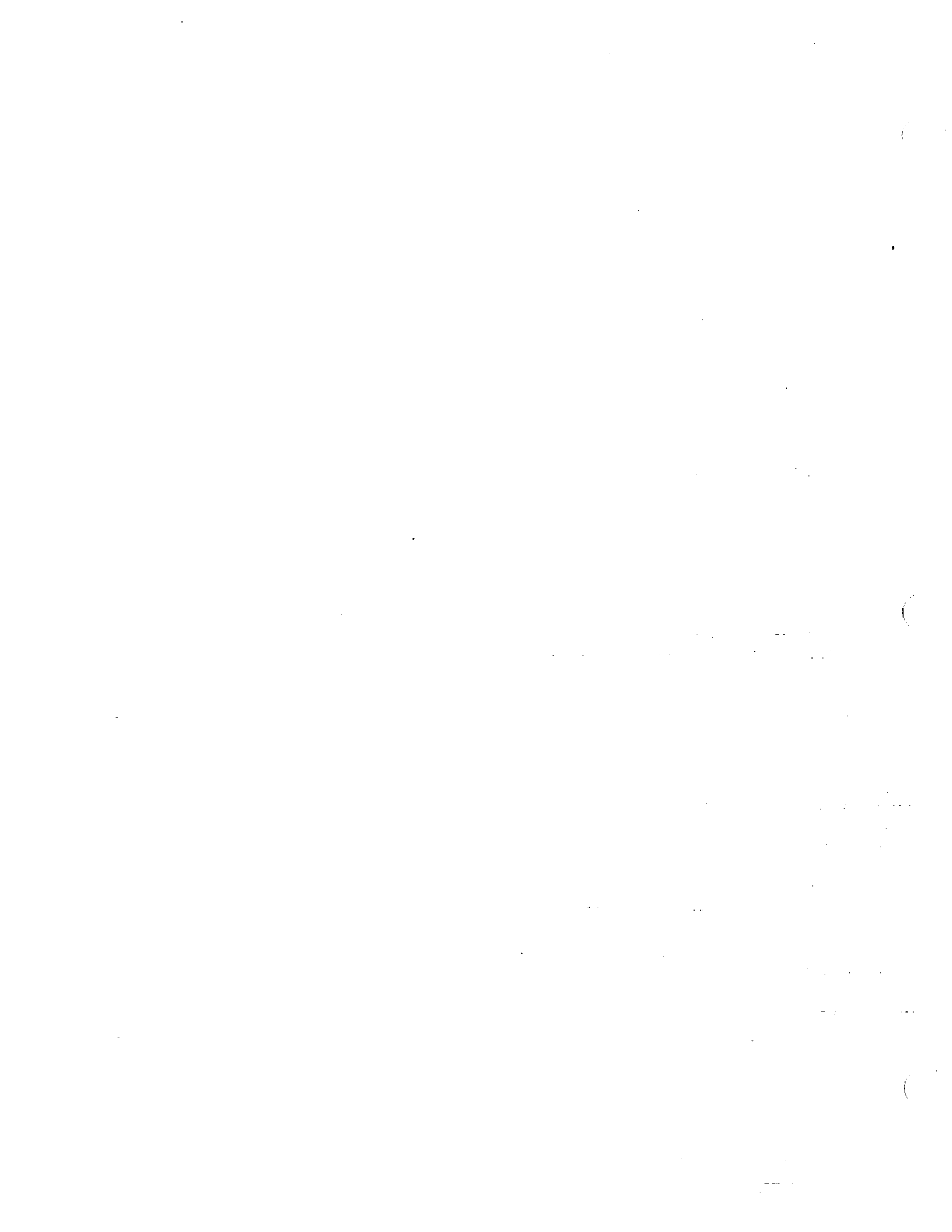
All of the District's bank accounts currently have a single signature limit of \$150 that has been in place since before the Library Director was appointed in August 2001.

In the past few years the need for second signatures has significantly increased and it falls most heavily on the Trustees who live the closest to the Library. Many trips are made by Trustees to the Library each month to sign checks.

The Library Director is recommending that the single signature authorization for all bank accounts be increased to at least \$500 effective immediately. Since the bank name is changing for the third time in as many years and the Library did not update its supply of checks with the last change, this is a good time to change the policy so that it can be incorporated when the new checks are updated.

RECOMMENDATION

Authorize change in the single signature authorization for all bank accounts from \$150 to \$500 effective immediately.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel/training authorizations for Cal-Card Program & Accounting Overview, California Special Districts Association Annual Conference, and FIL International Book Fair

DATE: August 28, 2002

BACKGROUND

1. The State of California has a contract for purchase card services that is available to local agencies. This is a cost effective means for a local government to make use of credit card services while having the capacity to set up safeguards against misuse. Training in Southern California will not be offered again until after January 2003 and there is no guarantee that it will be offered in Orange or Los Angeles Counties. The Orientation and Training Program is being offered in Sacramento on September 12. Agencies may apply for the card immediately after the training has been completed.

The Travel Estimate and background information for the Cal-Card Program and Accounting Overview is Attachment A.

The Library Director is recommending that she attend the training and that expenses be paid from the General Fund.

2. The Annual Conference of the California Special Districts Association (CSDA) will be held in San Diego from September 24 to 26.

The Travel Estimate and background information for the CSDA Conference is Attachment B.

The Library Director is recommending that she attend the CSDA Conference and that expenses be paid from the General Fund.

3. Children's Librarian Cyrise Smith and ELLI Grant Coordinator Ann Margaret Webb applied for and received a grant to cover part of their expenses to attend the Guadalajara International Book Fair in Mexico, November 30 – December 6. This is the biggest Spanish language book fair and serves an international clientele.

The Travel Estimate and background information for the Guadalajara International Book Fair is Attachment C.

The Library Director is recommending that Cyrise Smith and Ann Margaret attend the Guadalajara International Book Fair and that Smith's expenses be paid from the General Fund and Webb's expenses be paid from the ELLI Grant.

RECOMMENDATIONS

1. Approve travel to the Cal-Card Program and Accounting Overview in Sacramento for Elizabeth Minter on September 12, 2002 at a cost not to exceed \$292 to be paid from the General Fund.
2. Approve travel to the Annual Conference of the California Special Districts Association in San Diego from September 24 to 26, 2002 for Elizabeth Minter at a cost not to exceed \$885 to be paid from the General Fund.
3. Approve travel to the Guadalajara International Book Fair in Mexico from November 30 through December 6, 2002 for Cyrise Smith at a cost not to exceed \$880 to be paid from the General Fund and Ann Margaret Webb at a cost not to exceed \$880 to be paid from the ELLI Grant.

Placentia Library District
Travel Estimate

Name: Elizabeth Minter
Event: Cal Card Orientation and Training
Location: Sacramento
fund: 2700-00

Date	12-Sep
Registration	-
Hotel	-
Breakfast	10.00
Lunch	15.00
Dinner	20.00
Air/Train	150.00
Local Trans.	60.00
Mileage @ \$.365	27.00
Parking/Tolls	-
Telephone	-
Misc.	10.00
TOTAL	292.00

**CAL-CARD PROGRAM AND ACCOUNTING OVERVIEW
2002 SCHEDULE**

Agenda Item 45

Attachment A

Page 3 of 3

The CAL-Card Program Overview provides an informative presentation on the State of California's contract for purchase card services. Participants will be given an understanding of the program structure, the built in controls, and reporting capabilities. Specific information will be provided on how the program works and how to implement a program at your agency. The CAL-Card Accounting Overview provides an informative presentation of the CAL-Card budget, document reconciliation process, the payment adjustment process, and the related program management reporting. The Accounting Overview will benefit Program Coordinators, Accounting Officials, Reconciliation and payment staff, and other CAL-Card team members.

<u>LOCATION #</u>	<u>ADDRESS</u>	<u>DATE(S)</u>
1	WEST SACRAMENTO, DEPARTMENT. OF GENERAL SERVICES, 1 ST FLOOR, ZIGGURAT BLDG., 707 - 3RD STREET	TRAINING ROOM 320 August 8, 2002 TRAINING ROOM 320 September 12, 2002 TRAINING ROOM 320 October 10, 2002 TRAINING ROOM 320 November 14, 2002
2	CONCORD, CONTRA COSTA VECTOR CONTROL, 155 MASON CIRCLE	August 14, 2002
3	SAN BERNARDINO, CALTRANS BLDG., 464 WEST 4 TH STREET, ROOM 805	^{Tuesday} September 24, 2002
4	VISALIA, VISALIA CONVENTION CENTER, 303 E. ACEQUIA AVENUE, MINERAL KING ROOMS A & B	October 17, 2002
5	EUREKA, CALTRANS BLDG., 1656 UNION STREET, ROOM 58 & 59	October 31, 2002

Please submit enrollment form at least 5 working days prior to scheduled overview date that you wish to attend.

THERE IS NO ENROLLMENT FEE FOR EITHER PROGRAM OVERVIEW

Last Name: MINTER First Name: ELIZABETH
 Agency/Dept.: Placentia Library District Office: Library Director
 Address: 411 E. Chapman Ave City: Placentia ZIP Code: 92870
 Telephone: 714 528 1925 x203 FAX: 714-528-8236

<u>Preference for Overview:</u>	<u>Class Time</u>	<u>Enter Location #</u>	<u>Enter Date</u>
<u>Program Overview</u>	9:30 a.m. - 11:30 a.m.	<u>1</u>	<u>Sep 12, 2002</u>
<u>Accounting Overview</u>	1:00 p.m. - 3:00 p.m.	<u>1</u>	<u>Sep 12, 2002</u>

FAX OR MAIL TO: (916) 375-4662
 CAL-Card Program
 DGS-Procurement
 P. O. Box 989052
 West Sacramento, CA 95798-9052

FOR MORE INFORMATION CALL:
 CAL-Card Program
 (916) 375-4578

For those persons with a disability needing reasonable accommodation or having questions, please contact Judith Burnett (916) 375-4578. In order to ensure that we can meet your accommodation, it is best that you receive your request at least 10 working days before the scheduled meeting. Procurement Division telephone number is (916) 376-1891. The California Relay Service telephone numbers are (voice) 1-800-735-2922 and 1-888-877-5379, (TTY) 1-800-735-2929 and 1-888-877-5378 or (speech to speech) 1-800-854-7784.





July 26, 2002

Dear Finance Director/Purchasing Manager:

DOES YOUR AGENCY HAVE A PURCHASE CARD?

If not, then we would like to invite you and any interested staff to attend a Program Overview on the State of California, CAL-Card Program. The Overview will provide detailed information on how CAL-Card can minimize expense and maximize efficiency in your purchasing program.

Over 760 state and local agencies have chosen the State of California's purchase card, better known as the "CAL-Card." The CAL-Card, is a "VISA" purchase card that was designed for the purchase of goods and services for both state and local agencies.

Basic Program Information:

- No membership fees
- Payment terms, 45 days from date of monthly invoice
- Prompt Payment Rebate
- Built in controls: including programmable single transaction and monthly dollar limits

Agencies that have enrolled in the CAL-Card Program can be contacted through our participant's list. This list will be available to you upon request.

If you are interested in finding out more about the CAL-Card Program, please fill out the attached presentation schedule form and fax it to the CAL-Card Unit. The form shows all of our regularly scheduled presentations throughout the state, as well as the Accounting Overview. The Accounting Overview is for the benefit of Program Coordinators, Accounting Officials and other Program Management Team members. We will be covering how to review billing documents and management information system reports, a demonstration of the reconciliation of the billing documents, as well as the dispute resolution process. We look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Judith Burnett".

Judith Burnett
CAL-Card Unit
Phone: (916) 375-4578
Fax: (916) 375-4662

Attachment

Placentia Library District
Travel Estimate

Name: Elizabeth Minter
Event: CSDA Annual Conference
Location: San Diego
Fund: 707 2700-00

Date	Tues 09/24/02	Wed 09/25/02	Thur 09/26/02	TOTAL
Registration	299.00			299.00
Hotel	164.72	164.72		329.44
Breakfast	15.00	15.00	*	30.00
Lunch	*	15.00	15.00	30.00
Dinner	25.00	35.00		60.00
Air/Train	60.00			60.00
Local Trans.	20.00		20.00	40.00
Mileage @ \$.365	2.92		2.92	5.84
Parking/Tolls				-
Telephone				-
Misc.	10.00	10.00	10.00	30.00
TOTAL	596.64	239.72	47.92	884.28

San Diego CSDA'S ANNUAL CONFERENCE

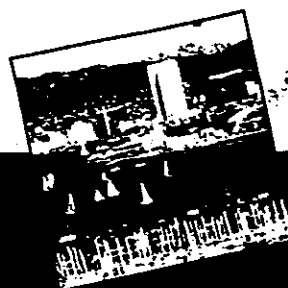


Photo credit: James Blank

This year's theme, **Essential Services-Responsive Leadership**, reflects all of the work CSDA's leadership, members and staff have put into preserving special district revenues and services throughout the year.

Given California's unmatched budget deficit, CSDA will continue to take the initiative to actively oppose any proposals that could negatively impact special districts in California. We are communicating to the media and general public the *Essential Services* that special districts provide. We are aggressively responding to proposed revenue cuts and shifts by letting legislators know the specific impacts that cuts have on their constituents. We are representing the interests of all special districts through targeted legislative advocacy and public outreach efforts. Most importantly, we are educating members on the issues that affect them most, thereby giving them the tools to be *Responsive Leaders*.

CSDA's 2002 Annual Conference promises to be an exciting mix of quality education, networking and FUN in San Diego! We have invited both **Governor Gray Davis** and **Republican candidate Bill Simon** to speak on issues affecting special districts and California. Additionally, a number of educational sessions cov-

ering a variety of topics have been developed. **Some of the things you'll learn include:**

- Effective board member and manager communications
- How to deal with the workers' compensation changes effective January 1, 2003
- Conflict of interest laws and pitfalls to avoid
- Media training and message development
- Performance evaluations – the legal perspective
- The "dos and don'ts" of the Ralph M. Brown Act
- How Proposition 62 and Proposition 218 impact you
- New products and services provided by exhibitors at CSDA's tradeshow

Also, CSDA's new public relations consultants, NCG Porter/Novelli, will introduce you to the complete, multi-year public relations and communications plan. CSDA retained the firm to create greater awareness on the vital role that special districts play in California.

Come network with over 200 of your special district peers. CSDA's 2002 Annual Conference is one you can't afford to miss! Not only will you take home information that you can use in your district, you might just have some fun while you're at it.

Tuesday

September 24, 2002

NEW TO THIS YEAR'S CC

Agenda Item 45
Attachment B
Page 3 of 7

Exhibitor Showcase



Reception

8:30am - 10:30am

SDWCA Annual Meeting

8:30am - 10:30am

Local Chapter Round Table Meeting

9:00am

Registration Opens

9:30am

Exhibitor Showcase Opens

11:30am

Opening Lunch

Welcome by President Chuck Beesley

CSDA Annual Meeting

12:30pm - 2:15pm

Ralph Heim - Legislative Review 2002

2:30pm - 4:30pm

Breakouts

EFFECTIVE ADVOCACY

Making the right connections and effectively advocating for your interests will mean the difference in protecting your funding resources and getting what you need from elected officials on both the state and local levels. This session, conducted by CSDA's Public Relations Consultant, NCG Porter/Novelli, will provide a comprehensive overview on effective grassroots advocacy. You will learn how to build and capitalize on the strength of your fellow CSDA members, present yourself at meetings and gain heightened visibility and influence in both the legislative and local government arenas. *Presented by: NCG Porter/Novelli*

STATE MANDATED COST REVENUE

A discussion regarding the opportunities for special districts to receive reimbursement/revenue for State Mandated Costs. A brief history will be given of the process with a detailed description of the new and existing programs that special districts can access. Additionally, examples will be provided to calculate eligible costs for these programs.

Presented by: Andy Nichols, Centration

CYC - CENTER FOR YOUTH CITIZENSHIP

The Center for Youth Citizenship works with schools and communities to teach students the knowledge, skills and attitudes needed to make sound decisions and positive contributions to their communities. Founded in 1984, CYC is a nonprofit 501(c)(3) organization committed to preparing young people for responsible and productive citizenship. See how you can help guide your future district representatives!

Presented by: Joseph Maloney, PhD

4:30pm - 6:30pm

EXHIBITOR SHOWCASE COCKTAIL RECEPTION



Photos courtesy of www.comstock.com

CO

Wednesday

September 25, 2002

AWARDS BANQUET
Murder Mystery

Agenda Item 45
Attachment B
Page 4 of 7

8:00am - 10:00am

Breakouts

BOARD - MANAGER COMMUNICATIONS

This two-hour workshop will help board members and managers: (1) improve board working relationships, (2) improve communications with and between board members and senior staff, and (3) provide communication tools and techniques to help participants be more personally and professionally competent.

Presented by: Martin Nelson, Taylor-Nelson, LLC

CALIFORNIA - THE STATE OF WORKERS' COMPENSATION

Effective January 1, 2003, the benefit schedule for workers compensation will increase. This workshop will discuss the current status of the workers' compensation benefits system and what will happen as a result of AB 749. *Presented by: Dennis Timoney, SDWCA*

CONFLICT OF INTEREST

Conflict of interest laws are enacted to assure that the public's interests never take a backseat to private considerations. Increasingly, governing board members and agency employees become entangled in decisions and transactions that violate one or more of these complex laws. This workshop will explain the most significant of these laws, and will provide practical, concrete examples of pitfalls to avoid. *Presented by: Liebert Cassidy Whitmore*

10:15am - 12:00pm

Breakouts

MEDIA TRAINING AND MESSAGE DEVELOPMENT

The phone rings and it's a reporter calling. What do you say? How do you convey a message that will resonate well with your target audiences and portray your special district in a positive light? CSDA's Public Relations Consultant, NCG Porter/Novelli, will present a comprehensive media training session that will provide useful tips on how to respond to media inquiries and frame the right messages for television, print and radio.

Presented by: Steve Swatt, NCG Porter/Novelli

PERFORMANCE EVALUATIONS - LAWSUIT PREPARATION

In most cases when an employee is terminated it is for the violation of some type of policy: safety, personnel, etc. This session will discuss the importance of the development of a strong personnel policy and the documentation process to terminate or modify the employee's behavior. Good risk management policies help keep the public entity out of the courtroom.

Presented by: Dennis Timoney, SDRMA

UNDER PERB JURISDICTION

A practical update on labor relations since PERB assumed jurisdiction in 2001. This program will include a checklist on responding to PERB complaints, and practical tips on defending - and avoiding - unfair labor practice charges.

Presented by: Arthur A. Hartinger, Partner Meyers/Nave

2:30pm - 4:30pm

Breakouts

THE RALPH M. BROWN ACT: IN SEVERAL ACTS (A DRAMA)

Join in a humorous and instructional mock board meeting that will offer attendees a complete overview of the Ralph M. Brown Act. Come laugh and learn!

Presented by: Michael F. Dean, Kronick Moskovitz, Tiedemann & Girard

VITAL COMMUNITIES FORUM

The "Vital Communities Forums" are a series of regional forums hosted by the Governor's Office of Planning and Research to discuss how the state and local governments, educational leaders, non-profits, businesses, community leaders, youth and seniors can collaborate to create more vital and economically healthy communities.

THE LAW OF MUNICIPAL REVENUES: A STATUS REPORT

An update on the status of Proposition 62 (another tax limitation measure) and Proposition 218. *Presented by: Michael Colantuono, Colantuono, Levin & Rozell, APC*

Tentative Schedule of Events

CONFERENCE AGENDA

Thursday

September 26, 2002

COMPLETE THE REGISTER

Agenda Item 45
Attachment B
Page 5 of 7

REGISTER NOW

7:30am - 8:30am

CSDA Board Meeting

8:30am

Annual Breakfast

9:30am - 10:00am

DISTRICTS MAKING A DIFFERENCE

This time is reserved for districts to share some of the exciting and innovative programs implemented in their district. If your district is interested in participating in this, please contact Karen Diliberti at 877.924.CSDA.

10:00am - 11:30am

Governor Gray Davis (*invited*)
Republican Gubernatorial Candidate Bill Simon (*invited*)

Conference Information

HOW TO REGISTER

Register immediately for CSDA's 2002 Annual Conference by completing the registration form. Please return the form on or before August 24, 2002 to receive the early-bird rate. All conference pre-registrations must be received by September 16, 2002. Registration after September 16 will be subject to space availability. Send your registration form and payment to 1215 K Street, Suite 930, Sacramento, CA 95814 or fax it to 916.442.7889.

HOTEL ACCOMMODATIONS

The 2002 Annual Conference will be held at The Westin Horton Plaza San Diego. The hotel has set aside a block of rooms for CSDA that are available on a first-come,

first-served basis at a special rate of \$149 single occupancy and \$169 double occupancy. You can make reservations by calling The Westin at 1-800-WESTIN-1 and identifying yourself as a California Special Districts Association conference attendee. **The deadline for making your hotel reservations is August 24, 2002.** Valet parking is \$18 per night and self parking is \$15 per night. Both include in-and-out privileges.

CANCELLATION POLICY

Cancellations must be made **IN WRITING** and received by CSDA (via fax or mail) no later than September 16, 2002. All cancellations received by September 16 will be refunded less a \$25 processing fee. There will be **NO** refunds for cancellations made after September 16, 2002. **NO EXCEPTIONS.**

SUBSTITUTION POLICY

If for some reason, after registering, you find you are unable to attend the conference, and would like to substitute someone else from your district, please notify the CSDA office in writing. This can be mailed to 1215 K Street, Suite 930, Sacramento, CA 95814 or faxed to 916.442.7889.

GUESTS

Guests may join you for all meal functions provided a separate meal pass is purchased in advance. Your guest will be given a separate set of meal tickets and a name badge for all functions.

EXHIBITORS, SPONSORS AND PRIZES

CSDA is once again proud to offer exhibit and sponsorship opportunities. For more information, please call the CSDA office toll-free at 877.924.CSDA. CSDA is also seeking donations for door prizes. Please call for more details.

20

CSDA ANNUAL CONFERENCE

Check appropriate boxes & copy form for addition

BEST VALUE!

FULL REGISTRATION

Before August 24, 2002

- CSDA Members: \$ 299.00
 Non-members: \$ 374.00

After August 24, 2002

- CSDA Members: \$ 334.00
 Non-members: \$ 409.00

Full registration includes admittance to almost the entire program, including your choice of sessions from the strategic workshops offered and all conference materials, as well as all refreshment breaks, evening reception and breakfast buffet. The only thing not included is the Awards Banquet.

① ONE-DAY REGISTRATION - TUESDAY *(includes conference materials and Tuesday meals)*

Before August 24, 2002

- CSDA Members: \$ 115.00
 Non-members: \$ 140.00

After August 24, 2002

- CSDA Members: \$ 150.00
 Non-members: \$ 175.00

① ONE-DAY REGISTRATION - WEDNESDAY *(includes conference materials and continental breakfast)*

Before August 24, 2002

- CSDA Members: \$ 150.00
 Non-members: \$ 175.00

After August 24, 2002

- CSDA Members: \$ 185.00
 Non-members: \$ 210.00

- Ⓐ Awards Banquet with registration \$ 35.00

① ONE-DAY REGISTRATION - THURSDAY *(includes conference materials and Thursday breakfast)*

Before August 24, 2002

- CSDA Members: \$ 115.00
 Non-members: \$ 140.00

After August 24, 2002

- CSDA Members: \$ 150.00
 Non-members: \$ 175.00

Ⓒ GUEST MEAL PASSES

- All Meal Pass: \$ 170.00
 Opening Lunch (Tues.): \$ 40.00
 Evening Reception (Tues.): \$ 25.00
 Awards Banquet (Wed.): \$ 65.00
 Breakfast Buffet (Thurs.): \$ 40.00

(guests will be given separate meal tickets)

CALCULATE REGISTRATION COST:

Registration \$ 299
Award Banquet \$ 35
Guest Meal Pass \$
Total \$ 334

PLEASE MAIL/FAX THIS FORM TO:
California Special Districts Association
1215 K Street, Suite 930
Sacramento, CA 95814
Fax: 916.442.7889
Toll-free: 877.924.CSDA

TOTAL AMOUNT ENCLOSED: \$ 334

NAME/TITLE: Elizabeth D. Minter, Library Director

DISTRICT/ORGANIZATION: Placentia Library District

ADDRESS: 411 E. Chapman Ave

CITY: Placentia

STATE: CA ZIP: 92870-6198

PHONE: 714-528-1925 X202

EMAIL: administration@placentialibrary.org

GUEST NAME (if applicable):

METHOD OF PAYMENT: CHECK VISA MASTERCARD

PRINT ACCT. NAME:

ACCOUNT #:


EXPIRATION DATE:

SIGNATURE:

SPECIAL NEEDS: WHEELCHAIR ACCESS VISUALLY IMPAIRED HEARING IMPAIRED
 VEGETARIAN OTHER:

02 REGISTRATION

To: eminter@placentia library.org
From: gneill@csda.net
Subject: CSDA - Annual Conference Update
Date: Fri, 02 Aug 2002 14:13:40 -0700

 CSDA - Education

CSDA Annual Conference Update

CSDA's annual conference is less than two months away! I would like to take this opportunity to inform you of a few updates to the program and a logistical change.

- Due to increased demand, CSDA's room block at The Westin is already sold out. **But don't panic!** We have made arrangements with the Sheraton Suites San Diego – a few short blocks from the Westin – to secure more rooms. You can still call the original number, **1-800-WESTIN-1**, for reservations, simply tell them you are with California Special Districts Association and you will pay no more than you would at The Westin, and maybe even less. A single occupancy room is still \$149 but a double occupancy room is at a discounted rate of \$159! The Sheraton is well within walking distance of The Westin, however both the Sheraton and The Westin will provide shuttle service for your convenience.
- We've just added a LAFCO panel to the program to discuss the *Impacts of AB 2838 and MSR's on Special Districts*. This panel will be held on Thursday, September 26th, but the exact time is yet to be determined. We hope that you will all join us!
- Due to overwhelming popular demand, Porter/Novelli has agreed to host small breakout sessions entitled *Shaping the Future of CSDA*. Some of the topics to be discussed are:
 - What are your priorities for CSDA?
 - What issues facing special districts need more attention?
 - What types of activities should CSDA focus on?
 - How can CSDA better serve you and your district?

Help to answer these questions and shape the future of CSDA by participating in a moderated focus group discussion. The sessions will be limited to the first 12 participants, so if you are interested in attending, make sure to contact Karen Diliberti as soon as possible, either via email at Karen@csda.net or by phone (toll-free) at 877.924.CSDA. Please specify which of the time slots below you are interested in attending.

- **Tuesday, September 24th from 8:30 am – 10:30 am**
 - **Wednesday, September 25th from 8:00 am – 10:00 am**
 - **Wednesday, September 25th from 2:30 pm – 4:30 pm**
- Don't forget to sign up for the Awards Banquet! This elegant evening will take place on Wednesday the 25th. Not only will you be treated to outstanding cuisine, you will be entertained as the drama of a dinner Murder Mystery unfolds around you. Watch your fellow districts be recognized for their Innovative Programs and Public Outreach Programs. Also new this year is the William Hollingsworth Award, given to the individual who exemplifies what it means to go above and beyond the call of duty, and advocates extensively for both CSDA and special districts. SDRMA and SDWCA are each sponsoring awards as well, the Earl F. Sayre Safety Award for Excellence and the McMurchie Excellence in Safety Award, respectively.
 - **Registered Attendees – \$35**
 - **Welcome Guests – \$60**

Placentia Library District
 Travel Estimate

Name: Cyrise Smith *ms*
 Event: FIL International Book Fair
 Location: Guadalajara, Mexico
 Fund: District GF 2700-00

Date	Sat. 11/30/02	Sun. 12/01/02	Mon. 12/02/02	Tues. 12/03/02	Wed. 12/04/02	Thurs. 12/05/02	Fri. 12/06/02	TOTAL
Registration	grant	grant	grant	grant	grant	grant	grant	0.00
Hotel	grant	grant	grant	grant	grant	grant	grant	0.00
Breakfast	grant	grant	grant	15.00	15.00	15.00	15.00	60.00
Lunch	15.00	15.00	15.00	15.00	15.00	15.00	15.00	105.00
Dinner	25.00	30.00	25.00	25.00	25.00	25.00	25.00	180.00
Air/Train	385.00	-	-	-	-	-	-	385.00
Local Trans.	20.00	10.00	10.00	10.00	10.00	10.00	10.00	80.00
Mileage @ \$.365								0.00
Parking/Tolls								0.00
Telephone								0.00
Misc.	10.00	10.00	10.00	10.00	10.00	10.00	10.00	70.00
TOTAL	455.00	65.00	60.00	75.00	75.00	75.00	75.00	880.00

Name: Ann-Margaret Webb
 Event: FIL International Book Fair
 Location: Guadalajara, Mexico
 Fund: ELLI Grant 2700-07

Date	Sat. 11/30/02	Sun. 12/01/02	Mon. 12/02/02	Tues. 12/03/02	Wed. 12/04/02	Thurs. 12/05/02	Fri. 12/06/02	TOTAL
Registration	grant	grant	grant	grant	grant	grant	grant	0.00
Hotel	grant	grant	grant	grant	grant	grant	grant	0.00
Breakfast	grant	grant	grant	15.00	15.00	15.00	15.00	60.00
Lunch	15.00	15.00	15.00	15.00	15.00	15.00	15.00	105.00
Dinner	25.00	30.00	25.00	25.00	25.00	25.00	25.00	180.00
Air/Train	385.00	-	-	-	-	-	-	385.00
Local Trans.	20.00	10.00	10.00	10.00	10.00	10.00	10.00	80.00
Mileage @ \$.365								0.00
Parking/Tolls								0.00
Telephone								0.00
Misc.	10.00	10.00	10.00	10.00	10.00	10.00	10.00	70.00
TOTAL	455.00	65.00	60.00	75.00	75.00	75.00	75.00	880.00

Cyrise Smith

From: "Stephen Carey" <promo2@fil.com.mx>
To: "Webb, Ann Margaret" <awebb@placentalibrary.org>; "Waldrep, Pamela" <waldrepp@pls.lib.ca.us>; "Villar, Luis M." <lvillar@library.wisc.edu>; "Taylor, Linda" <lindast@wccls.lib.or.us>; "Taylor, Joanne" <jtaylor@elginisd.net>; "Smith, Cyrise" <childrens@placentalibrary.org>; "Shaw, Susan" <sshaw@sanantonio.gov>; "Schiavi, Ana Maria" <amschiavi@yahoo.com>; "Sanudo, Manuel" <Msanudo@qc1.qc.edu>; "Salazar, Ramiro" <rsalazar@dallaslibrary.org>; "Salazar, Ramiro" <dpidir@dallaslibrary.org>; "Ruiz Alvarez, Jose" <jruiz@fergusonlibrary.org>; "Rucker, Banny" <Ruckerb@pls.lib.ca.us>; "Rosillo, Barbara" <brosillo@chulavista.lib.ca.us>; "Richardson, Marie" <mrichardson@gwinnett.tec.ga.us>; "Pracht, Carl" <cpracht@semo.edu>; "Paul, Jeff" <jpaul@email.sjsu.edu>; "Ortiz, Alice" <aort@qwest.net>; "Nieves, Lillian" <lnieves@leegov.com>; "Mordini, Lourdes" <lmordini@nslsilus.org>; "Morales, Carlos" <carlosalberto94@hotmail.com>; "Morales, Carlos" <carlosalberto94@yahoo.com>; "Mitchell, Ann Marie" <annmarie@library.berkeley.edu>; "McNeill, Dale" <DaleMcNI@aol.com>; "Marsh, Judy" <jmarsh@aischool.org>; "Marsh, Judy" <jlimga@aol.com>; "Llamas, Nerea" <nllamas@umich.edu>; "Leslie, Carrie" <Cleslie@miami.edu>; "Kast, Gloria" <gkastlib@aol.com>; "Kaneko, Marie" <ai117@lafn.org>; "Jovell, Chris" <ctovell@ci.beaverton.or.us>; "Imperial, Robin" <rimperial@co.wake.nc.us>; "Maria L Gonzales" <Mgonzales@nadb.org>; "Goldman, Dee" <goldmad@ci.mcminnville.or.us>; "Diaz, Joseph" <diazj@u.library.arizona.edu>; "De la Tierra, Tatiana" <td6@acsu.buffalo.edu>; "Ciurczak, Alexis K." <aciurczak@palomar.edu>; "Campbell, Neil" <ncampbel@hcpl.net>; "Brooks, Clifford J." <clifford_brooks@hotmail.com>; "Calderon, Roberto" <beto@unt.edu>; "Clark, Patricia" <pclark@ci.waco.tx.us>; "Cortez, Graciela" <scortez@subell.net.cosmoslink.net>; "Fung, Maria" <m.fung@brooklynpubliclibrary.org>; "Immroth, Barbara" <immroth@gslis.utexas.edu>; "Nixie, Kathleen" <knixie@aol.com>; "Pheelps, Rita" <rphelps@twdioc.org.cosmoslink.net>; "Romano, Linda" <lromano1@austin.rr.com>
Sent: Wednesday, July 10, 2002 4:38 PM
Attach: Ala hotel reservation form.doc
Subject: FIL CONFIRMATION 2002

PLEASE CONFIRM RECEPTION OF THIS INFORMATION promo2@fil.com.mx

We are pleased to inform you that the Organizing Committee of the Guadalajara International Book Fair (FIL), and the American Library Association (ALA) has selected you as a FIL 2002 special guest librarian.

FIL will take place in Guadalajara, Mexico from November 30 - December 8. Our featured country is Cuba, which will be presenting the best of its publishing production as well as its art, culture, gastronomy and music.

The strictly professional trades days are from December 2-4, from 9:00 AM to 5:00 PM. We would like to suggest that you arrive on Saturday afternoon (Nov 30) or Sunday (Dec 1) before 2:00 PM and that you plan to stay until Wednesday, December 4.

ALA is designing a special orientation session for librarians to start at 5:00 PM on Sunday Dec 1, followed by a presentation of FIL at 7:00PM and a Gala Dinner at 8:30PM.

Your name will appear in the preliminary "Who is Who" catalog, which you will receive in late October, to facilitate making business appointments, as well as in the Final "Who is Who", handed out on site.

The Professional Service Center, located on the ground floor of the Business Center will this year include the following services:

- complimentary e-mail messages
- storage
- tea or coffee

"The Reference Center", information about books, publishers, authors, etc.

"Salón del Libro", an exhibition of 2,000 titles in Spanish, especially selected and recommended from the lists of a variety of publishers. It is hoped that it can serve as the basis of a Spanish collection for any library, depending on

local needs.

PLEASE FOLLOW THESE PROCEDURES:

1. Contact your favorite travel agency or airline to buy your ticket right away.

Once you have purchased your ticket, please fill out the (attached) ALA Hotel Reservation Form (page 12 in the Professional Guide) and send it to us by E-mail to promo2@fil.com.mx or by fax to (52-33)3810-0379, in order to confirm your hotel room.

All selected ALA librarians are offered free registration, 3 breakfasts, and 3 complimentary nights in a single room, or 6 nights sharing a room with a colleague (also selected for the Free Pass program) at the Plaza del Sol Hotel, located on Av. Lopez Mateos Sur, 2375.

Extra nights are at your expense; for your information the special ALA hotel rate is 765 pesos single / 828 pesos double INCLUDING TAX AND BREAKFAST (approx. \$84US in single occupancy / \$90US, in double occupancy, per night)

Send a copy of your plane ticket, together with your name, address, telephones, fax etc., by fax to Delin Guerra at ALA on 312-280-4392. You will then in due course receive a refund check for US\$100 from ALA.

If you have any questions, please do not hesitate in contact us by e-mail at promo2@fil.com.mx or by fax at (52-33)3810-0379.

Congratulations and we look forward to seeing you soon.

Warmest regards

Stephen Carey
Sales & Marketing
FIL 2002
Cuba – featured country

ALA hotel reservation form

Internacional del Libro XVI edición Feria Internacional del Libro XVI edición Feria Internacional del Libro XVI edición Feria

FIL will guarantee in writing the acceptance of each librarian on the Free Pass Program 2002. Please use this form as soon as you receive your confirmation .

All selected ALA librarians are offered free registration, 3 breakfasts, and 3 complimentary nights in a single room, or 6 nights sharing a room with a colleague (also selected for the free pass program) at the Plaza del Sol Hotel, located on Av. López Mateos Sur 2375, Tel. (52-33) 3880-0600.

Fill out and send it to:

Sales & Marketing Department by E-mail to promo2@fil.com.mx or by fax to (52-33) 3810-0379. It must not be sent to the hotel.

FIL will then confirm your hotel reservation in writing. If you don't receive this, please re-send your form.

Deadline to receive the free reservation: September 30, 2002

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYS 433

STATISTICAL MECHANICS

LECTURE 1

ENTROPY

1.1

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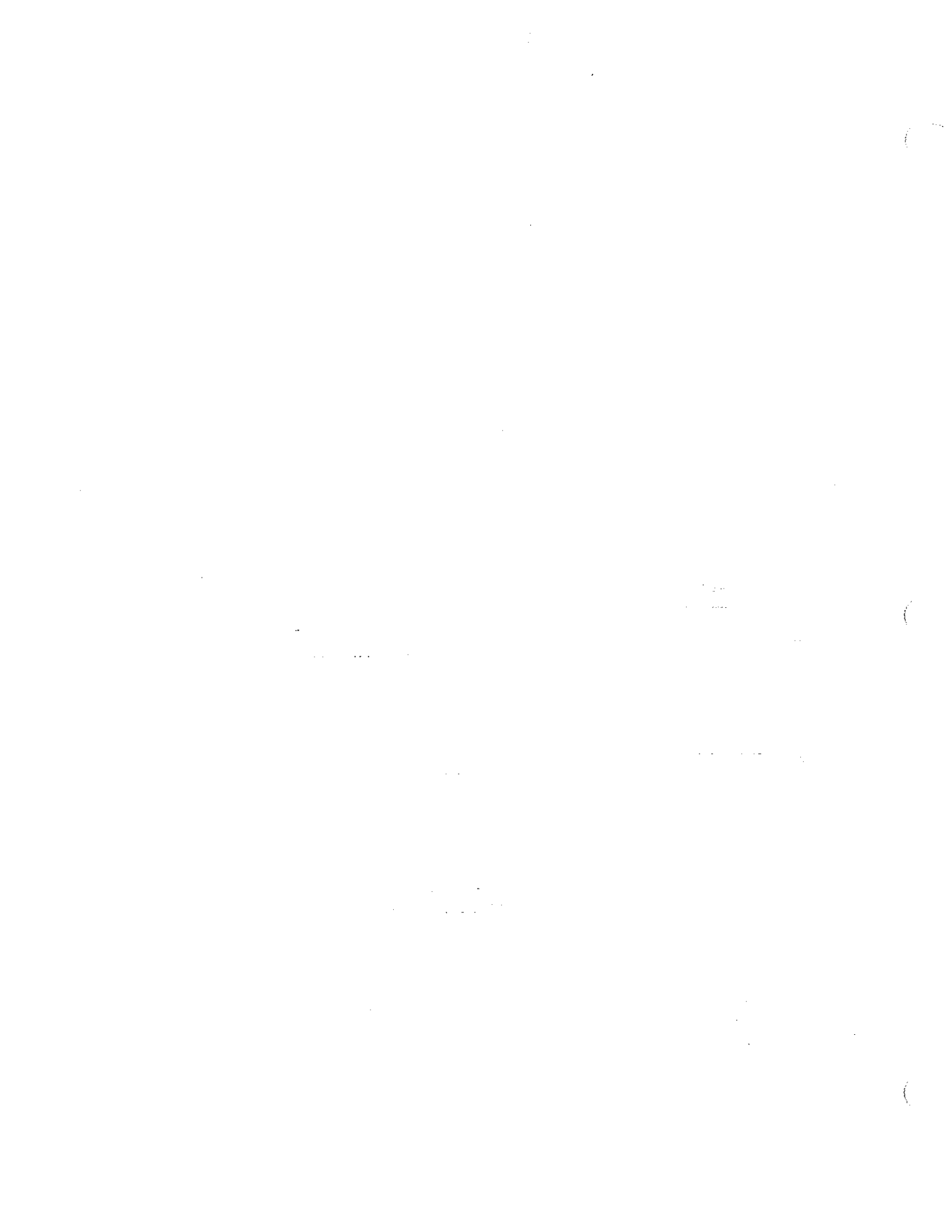
1.15

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: August 7, 2002
 SUBJECT: Program Committee Report for the month of July.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	00
<u>TYD Total</u>	0	00
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	5	79
Thurs. AM Story Times	3	66
3-4 year-old music times	0	00
5-6 year-old music times	0	00
Lapsits	0	134
Class tours	0	00
Comm Center Storytimes	0	00
Head Start Storytimes	0	00
Summer Reading Program (SRP)	1	163
Way Out Wednesdays	5	662
Teen Nite	1	37
TOTAL FOR JULY	18	<u>1,141</u>
YTD TOTAL	18	<u>1,141</u>

<i>LITERACY SERVICES</i>	<i>July 2002-03 FY 2002-03 YTD</i>	
Total Tutors	138	138
Total Students	219	219
Total Hours	1,468	1,468

For more detailed literacy statistics, see Agenda Item 48, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director
 From: Cyrise Smith, Children's Librarian *CS*
 Date: August 21, 2002
 Subject: **July Activities in the Children's Department**

Programming- Programming began in July. There were 8 storytimes and 3 lapsits. There were no MusicTimes in July. MusicTimes will resume in August.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	3	71 children / 63 adults
Storytimes (a.m.) 3 - 6 year olds	3	45 children / 21 adults
Storytimes (p.m.) 3 - 6 year olds	5	48 children / 31 adults
MusicTimes 3 - 4 year olds	0	0
MusicTimes 5 - 6 year olds	0	0
TOTALS	11	164 children / 115 adults


School Visits- There were no school visits this month.

Summer Reading Program- Registration continues for the Summer Reading Program. One hundred and sixty-three children registered for SRP in July, bringing the total registered to 814. By the end of July we were finishing the seventh week of SRP. Teen volunteers continued to help out in the children's department. They were involved in manning the SRP table, reshelving books, and cleaning and relabeling the picture books.

Way Out Wednesdays- There were five Way Out Wednesday shows in July with a total of 662 children and adults attending. The shows included a Native American performer, a live animal show, puppeteers and a magician.

Teen Nite- Saturday July 27 saw our first Teen Nite. This three-hour event, paid for through a LSTA grant, included games, food, a poetry contest, DJ's and dancing and door prizes. The goal of the event was to provide teens a place where they could just be themselves. Thirty-seven teens attended and had a good time.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: August 7, 2002

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

Tutor Training. The Literacy Coordinator conducted two tutor training workshops during July and sixteen tutors were trained, eleven adults and five teens. All new tutors are matched and tutoring in the Library. The next tutor training is scheduled for August 4, 2002.

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

Placentia Rotary Reading Enrichment Program (PRREP) To Start in September. We will provide an update on PRREP, a tutoring and reading program that is replacing RRAP, in our September 2002 Board Report.

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

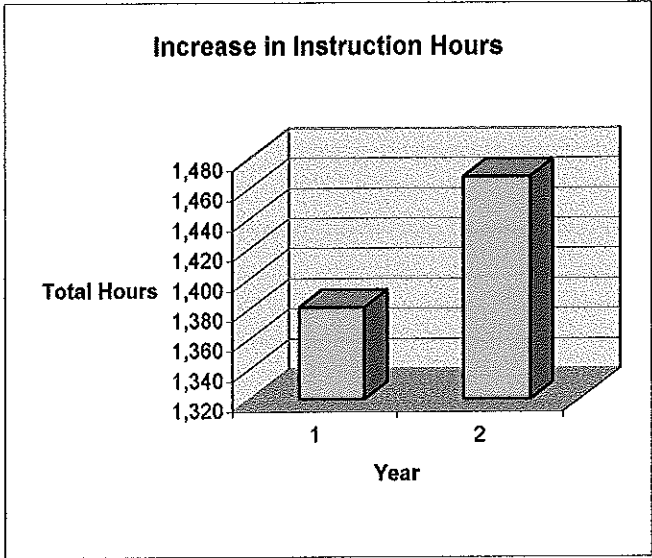
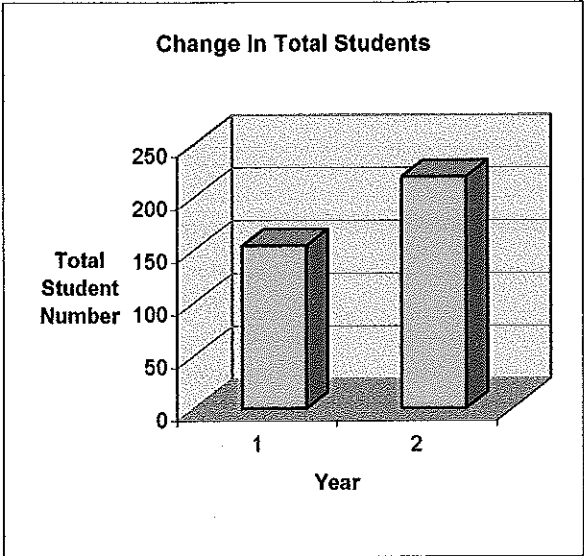
English Language and Literacy Intensive (ELLI) Program Update. The ELLI Program successfully concluded its first year, having served over 200 K-6 grade school children as well as more than 20 adults. The ELLI Program will continue to offer tutors for a limited number of K-6 grade students and their parents through the summer.

Literacy statistics. See Agenda Item 48, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	July 2001-2002	July 2002-2003	YTD 2001-2002	YTD 2002-2003
Tutors				
Adult	88	78	88	78
Teen	36	60	36	60
Hours Instruction	1,381	1,468	1,381	1,468
Other Volunteer Hours	48	48	48	48
Total Hours	1,429	1,516	1,429	1,516
Training Workshops				
Workshops Held	2	2	23	23
Tutors Trained	14	16	14	16
Students				
With Adult Tutors	118	152	118	152
With Teen Tutors	32	60	32	60
In Groups	10	7	10	16
Total Active Students	160	219	160	219
Families for Literacy				
Family Students	5	16	5	16
Family Tutors	10	16	10	16
Hours of Instruction	60	64	60	64
ELLI Program				
Adult Students	NA	11	NA	35
Tutors for Adult Students	NA	6	NA	11
Hours of Instruction	NA	44	NA	548
K-6th Grade Students	NA	0	NA	197
Tutors for K-6th Grade	NA	0	NA	15
Hours of Instruction	NA	0	NA	4,029
Total Tutors	124	138	124	138
Total Students	154	219	154	219
Total Instruction Hours	1,381	1,468	1,381	1,468



11/11/2020

11/11/2020

11/11/2020

11/11/2020

11/11/2020

TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: August 21, 2002
SUBJECT: **Publicity materials produced for July 2002**

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates, except 3rd Sunday in Nov.
9. Passport Hours
10. 2002 Summer Reading Program
11. "Got Homework?"
12. Silent Auction Returns

Newspaper articles published:

1. They're all wrapped up in summer reading.
2. No shh! allowed at library's Teen Night.
3. Volunteers needed to help at library.
4. Placentia Teens Night.
5. Literacy tutor training, 3 articles.
6. Friends of Placentia Library Backroom Booksale.
7. Placentia budgets for 2002-03.

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 Labor Day flyers.
5. Silent Auction bookmarks.
6. Staff Appreciation Party invitations sent out.
7. Memo from Amnah Darwish to all librarians and library staff about new work procedures for library aides.
8. Holiday and Library Public Services calendar created and distributed to staff.

PLACENTIA CHILDREN'S LIBRARIAN

Cyrise Smith, left center, helps Yumi Ko, 7, select a book for her summer reading, while Yeon Hahn, right center, reads to her grandson Stefan Ko, 4.

*Yumi Ko 7
Yeon Hahn*

Stan Bird /
Placentia
News-Times



They're all wrapped up in summer reading

By Jessica Fender
Placentia News-Times

Both the Yorba Linda and Placentia libraries are rewarding reading this summer with their Wrapped Up in Reading programs for children.

Neighborhood kids can sign up for the eight-week adven-

tures that continue through August at the libraries.

In Placentia, readers measure progress by books read to them if they are preschoolers or kindergartners or by the half-hour if they're independent readers.

Prizes include candy, toys, food coupons and books.

And joining the reading program scores them admission to Way Out Wednesdays, the gauntlet of children's shows that presents everything from ventriloquism to dog sledding acts for their amusement and education.

About 127 parents and kids turned out for the July 17 show that spotlighted Wild Wonders of the animal kingdom.

Placentia's program runs through Aug. 30. Call (714) 528-1906, Ext. 212 for more in-

formation.

Yorba Linda youngsters are covering everything Egyptian in their summer reading program, from mummy-making to the animal magic show of doom.

Reading earns these kids tickets for opportunity drawings, in which they could win passes to an Angels game, beanbag toys, lunch boxes and more.

Yorba Linda readers measure their progress by the book

-literally. Two books earn the child a Scooby Doo tattoo, candy, a pencil and an activity sheet. Bookworms with 20 titles under their belts get a free book of their choice, candy and a dessert at Mimi's Café.

At all levels, kids earn entry into a drawing for other kid-friendly prizes.

Yorba Linda's summer reading club runs through Aug. 17.

Call (714) 777-2873 for more information.





Stan Bird / Placentia News-Times

Sarah, Michael and Rebecca Mangia

IT WAS A FAMILY AFFAIR at the Placentia Library when Katie, left, read to her son, Michael, and daughter, Rebecca, for the summer reading program. The family was recently to select books for the summer reading program. Thanks - July 25 '02 - Pacific Clippings.

u They're all wrapped up in summer reading.



WILD WONDERS representative April with friend.

Special summer reading guests

- In Placentia:
 - July 31 - Native American stories, music, songs and dances
 - Aug. 7 - Ventriloquism show
 - In Yorba Linda:
 - Today - The Magic and Mystery of Ancient Egypt
 - Aug. 1 - Mummy making with the Mummy Lady
 - Aug. 8 - Foxes and Pharaohs, a safari across Ancient Egypt
 - Aug. 15 - Animal Magic Show of Doom with John Abratts

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JUL 25 2002

No shh! allowed at library's Teen Night

The Placentia Library will not be a setting for quiet study on Teen Night, from 7 to 10 p.m. Saturday, when the doors will be open only for kids ages 2 to 18.

The evening will include poetry readings, a poetry-writing contest, dancing to a band, prizes and free food. There will also be a jam session open to

anyone who brings an instrument.

The required tickets are free and will be limited to the first 150 sign-ups. Tickets may be picked up at the library, 411 E. Chapman Ave.

Information: (714) 528-1906, Ext. 212.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JUL 25 2002

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

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

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

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

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JUL 1 1 2002

pacific clippings

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

The Register
Daily JUL 2 0 2002

PLACENTIA 332

Teens Night: Placentia Library will open its doors to teens only from 7 to

10 p.m. July 27. And no one will say shh! as the kids sit in on a musical jam session, dance to a band, compete in a poetry-reading contest or play games. Limited to 150 sign-ups, the free tickets required for entry are available at the library, 411 E. Chapman Ave. Information: (714) 528-1906, Ext. 212.

- Donna Johnson
(714) 704-3792
djohnson@ocregister.com

SUNDAY 332

Friends of Placentia Library hosts a backroom used-book sale from 1 to 4 p.m. at the library, 411 E. Chapman Ave. Call Pat Irot, (714) 996-8390.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JUL 1 8 2002

Volunteers needed to help at library

³³²The Placentia Library is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations.

Proceeds from the sale of used books will benefit the li-

brary's programs and services.

Information: Jillian Rakos,
(714) 528-1925, Ext. 201.

Placentia budgets for 2002-03

332
The City Council approved Placentia's \$25.1 million city budget for 2002-03 on June 25. City officials said it is about \$400,000 less than the 2001-02 fiscal plan. City Administrator Bob D'Amato said there will be no reduction in the community's service level. The decrease is based on the national recession and the state's \$23.6 million deficit.

TUESDAY 332
Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.
Cultural Arts Commission meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

General Fund

2001-02 adopted: **\$21.5 million** **0.89%** 2002-03 approved: **\$21.7 million**

The total General Fund increase of about \$190,000 is based on cost-of-living adjustments for all employee salaries and benefits, negotiated annual increases in the fire and paramedic contracts with the Orange County Fire Authority, reductions in supplies used by all departments and a shift in some street maintenance projects to non-General Fund resources.



Police

2001-02 adopted: **\$8.7 million** **No Change** 2002-03 approved: **\$8.7 million**

Despite an increase in police salary benefits (part of which depends on the voters' approval of an increase in Utility Users Tax in the Nov. 5 municipal election), expenditures were held to the same levels by shifting capital expenses planned for 2002-03 to the previous fiscal year and paying for the shift with state grants that would have expired by July 1 if not used.



Fire

2001-02 adopted: **\$3.4 million** **3.6%** 2002-03 approved: **\$3.5 million**

The city is entering into the fourth year of a 10-year contract with the Orange County Fire Authority for fire and paramedic services. The contract includes standard annual increases based on the consumer-price index, which will be 3.6 percent for 2002-03.



Redevelopment Agency

2001-02 adopted: **\$1 million** **50%** 2002-03 approved: **\$1.5 million**

The Redevelopment Agency is limited to expenditures for debt. Therefore, it issued \$7.8 million in bonds that will be used for low-income housing and other rehabilitation projects. The \$500,000 increase is for payment of principal and interest on the outstanding bonds.



Public Works

2001-02 adopted: **\$7.5 million** **12.4%** 2002-03 approved: **\$6.5 million**

The decrease is the result of a slow down in major street reconstruction as well as a reduction in spending for park capital expenditures. Many of the major projects are complete and other larger projects for roads, parks and buildings will be presented in the Capital Improvement Projects budget later in the year.



Community Services

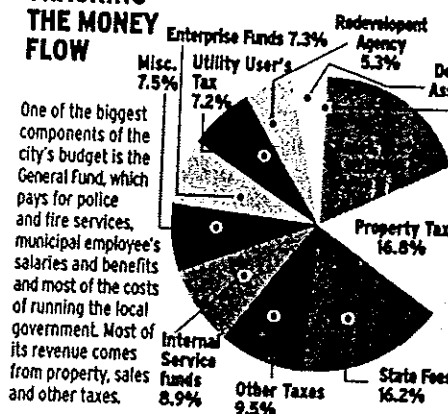
2001-02 adopted: **\$2 million** **4.6%** 2002-03 approved: **\$1.9 million**

The decrease is the result of shifting capital expenditures from the operating budget to the Capital Improvement Projects budget.



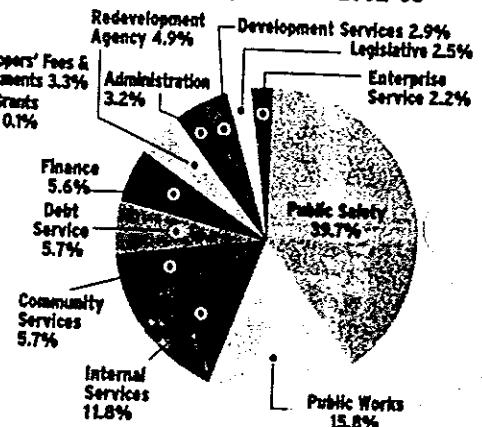
TRACKING THE MONEY FLOW

Projected Revenues 2002-03



One of the biggest components of the city's budget is the General Fund, which pays for police and fire services, municipal employee's salaries and benefits and most of the costs of running the local government. Most of its revenue comes from property, sales and other taxes.

Expected Expenditures 2002-03



SAFETY COMMITTEE MEETING
JULY 31, 2002
MINUTES

I. Call to Order: 11:20 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Jillian Rakos
Cyrise Smith

Members Absent: Elisa Herrera-Thomas

III. Old Business

1. Some of the ceiling light fixtures are becoming loose. All of the fixtures will be checked and repaired.

IV. New Business

1. The Special Districts Workers Compensation Authority (SDWCA) "Occupational Safety & Health Program Status Report" was received and will be reviewed by the Safety Committee. Recommendations will be made to Library Administration.

2. Some of the tiles in the lobby need to be regouted.

3. The door to the story time room needs repair or replacement.

4. The baby changing table has been received and needs to be installed in the Children's Department restroom.

The next meeting will be August 21, 2002 at 11:30 A.M.

Respectfully submitted,



Katie Matas



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FOR
CANDIDATES & TREASURERS

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ISSUE NUMBER 26
August 2002

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"From Interns to Library Leaders": Filling Public Library vacancies in Los Angeles

By Cindy Mediavilla
FILL Project Coordinator

Early last year, the *Los Angeles Times* published an article decrying the "vexing shortage of public librarians" in local area libraries ("Shortage of Librarians Stifling Expansion," April 30, 2001). The reasons cited for the county-wide shortage included recent "baby boomer" retirements, an expanded universe of library employment options, and non-competitive wages.

Though dismaying, this picture was not news to Los Angeles area library directors. For months job openings for librarians had gone unfilled, and even the Los Angeles Public Library continued suffering from a 17 percent vacancy rate for entry-level librarian positions.

The directors of the 32-member libraries of the Metropolitan Cooperative Library System (MCLS), one of fifteen cooperative library systems of the California Library Services Act, decided to take action. Not only did they vote to allocate \$50,000 to develop a way to encourage library school students to pursue a career in public librarianship, but they also applied for a Library Services and Technology Act (LSTA) grant to create a model internship program that could be replicated throughout the state. That program, called "From Interns to Library Leaders" (FILL), is nearing the end of its first highly successful year.

Through the FILL project, students are paid to work 120 (UCLA) or 135 (SJSU) hours in an MCLS member library. The project also underwrites the interns' membership in the California Library Association and sponsors attendance at the Simon Wiesenthal Museum's "Tools for Tolerance" workshop.



The project builds on internship programs already in place at the Southern California campuses of the state's two library schools: the University of California, Los Angeles (UCLA) Department of Information Studies and the

distance education campus of the San José State University (SJSU) School of Library and Information Science. Both library education programs have, for some time, offered students an opportunity to earn course credit by experiencing real-life library work firsthand. Unfortunately, in recent years the number of students completing public library internships in these library school programs has

significantly declined.

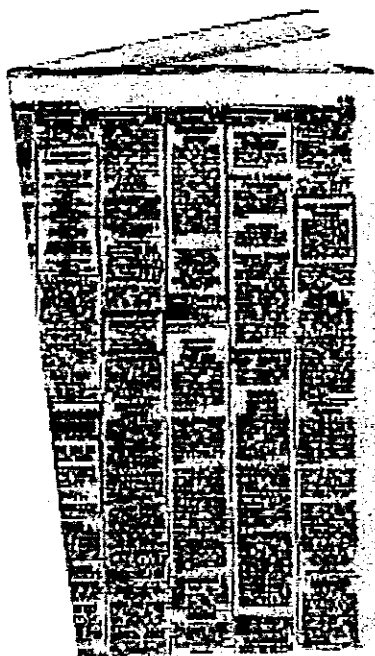
Students have given several reasons for abandoning their pursuit of a public librarianship career. To some, the lure of interning in a movie studio library, for example, sounds much more glamorous than working in a public library. Also, public librarians have not been marketing themselves: they often wait for potential interns to "just show up" instead of actively recruiting interns. According to students, offering paid internships is an enticing way to persuade fledgling professionals to try public librarianship.

"The monetary incentive gave me more latitude with my schedule and increased my interest in a public library practicum," one SJSU student recently admitted. "Without the money, I may have first tried to arrange another academic practicum."

It's not surprising that a healthy wage inspires students to try something new. Although reviews are still coming in, the program is showing positive

Please see *Filling Vacancies*, page 2

Filling Vacancies



outcomes. Unlike most public libraries that offer non-paying internships, FILL provides generous compensation at \$3,500 per internship. The grant has also boosted the quality of the internship experience for both the student and the library.

"I think that since [FILL] sites are competing for interns, they are likely to craft a good internship experience that will be valuable for the students," one UCLA grad observed.

MCLS libraries benefit, too. As one librarian noted, "The pay aspect can only serve to elevate the quality of the program. By making public library internships more attractive, it would seem self-evident that we will attract a higher quality group of interns to this area."

For some interns, money is not always the program's big draw. A recent group of 20 interns indicated they wanted to participate in FILL because they could either work in a public library for the first time, or they were able to broaden their current or previous experience working or interning in a public library. One SJSU student, a long-time public library paraprofessional, said she wanted to work "in a different environment," where she could get to know "new people" and learn another library's policies. A second student, who had never worked in a public library, responded that she wanted "experience, experience, experience!" Still others see FILL as an effective way to help them decide which type of librarianship to pursue after graduation.

As one UCLA student declared about the project, "When I started [library school], I had intended to be an archivist; however, [my FILL] experience...made it immediately clear...how much I belonged in a public library. It made me realize that I enjoyed working with children and that children's librarianship was a real possibility for me."

The "From Interns to Library Leaders" 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.

To date, 27 students, 10 from SJSU and 17 from UCLA, have completed the program. An additional 19 are currently working in summer internships. It is hoped that through second year LSTA funding, 60 more students will be placed in MCLS member libraries.

For more information, please contact Cindy Mediavilla, FILL project coordinator, by phone at (310) 206-2962, or send an email to cmediavi@ucla.edu; or contact Kathy Low, human resources development consultant, California State Library, at (916) 653-6822, or send an email to klow@library.ca.gov.

Mark Parker leaving the State Library

Mark Parker, bureau chief of the Library Development Services (LDS) bureau is leaving the State Library at the end of September to accept a position of Deputy Library Director for Administrative Services at the Sacramento Public Library, the fifth largest public library in the state. Former LDS bureau chief, Liz Gibson, will act as interim bureau chief, while the recruitment and selection process for a replacement for Mr. Parker is completed. Tom Andersen, formerly California Library Services Act (CLSA) program coordinator, has been promoted to fill the vacancy as assistant bureau chief, left by Ms. Gibson. Diana Paque continues in the third management position in the bureau, directing the Library of California and CLSA

programs. Contact information for all three of the LDS bureau managers remains the same.

LDS and State Library staff congratulate Mark on his new position and wish him the best in his new endeavors. Dr. Kevin Starr, State Librarian, sums up the feelings of the staff when he says: "Mark will be sorely missed. He has made great contributions to the bureau and the entire library in his tenure as bureau chief. He has helped increase computer capabilities for the entire library and has been instrumental in development of LSTA projects to assist local libraries of all types throughout the state, as well as to make the State Library more accessible and useful to all. I wish him every success in his new position at Sacramento Public Library."

Overview: Joint Use School and Public Library Facilities in California

By Linda Springer, Deputy Bond Act Manager
and Patricia Brown Zografos, Technical Assistance Consultant
Office of Library Construction, California State Library

Joint Use libraries combine the collections and services of school and public libraries and operate collaboratively to serve the library needs of school children, young adults and adults in the community. The two broad categories of Joint Use libraries are "Co-located" and "Joint Venture" projects. The library services are defined by a Joint Use Cooperative Agreement between the school district or districts, and the public library jurisdiction which will operate the library.

A Co-located library is one facility which houses a combined school library and public library, either on or off school property. A Joint Venture is a project which involves using a public library facility to jointly serve both public library users and K-12 students. An example of a Joint Venture project might be a Computer Center which provides educational technologies to aid K-12 learning activities as well as a range of computer literacy activities and classes for public library users. Another example would be a Family Literacy Center, housed in the public library. This center would house materials and space for tutoring and instructional activities for both K-12 students and their families or care-givers.

Aside from physically sharing a library facility and materials, K-12 schools and public libraries may also agree to share electronic and telecommunication services which complement the school's curriculum as well as carry out the public library's role. A wide area network between the public library and the school, shared database licensing and/or a shared catalog and circulation system are examples of these shared services.

The idea of Joint Use public and school library collaboration has been around for over a century in this country, and recently, with the advent of Proposition 14, there has been increased interest in California. One of the perceived benefits to any community, in addition to the services provided, is the potential savings of tax dollars. In some cases, Joint Use projects may help eliminate the duplication of services provided by separate school library media centers and the public library.

There are, of course, also some potential concerns with Joint Use libraries. Location is an important issue and the needs of the public library differ significantly from the needs of a school library. Public libraries traditionally locate near population centers, close to major thoroughfares, public transit and community activity centers in order to increase the use potential of the facility by the public. Schools, on the other hand, are not generally located in such busy, high traffic areas, primarily because of the high cost of land and safety issues.

In a Co-located library, on school property, there may be security concerns regarding adult library patrons freely entering the shared public library, during the hours that students are in school. Other areas of potential difficulty due to the varying needs of the public and the school libraries include collection development. While the school library traditionally purchases materials to support and enhance the curriculum of the school, as well as materials geared toward the needs of the age-group in attendance at the school, the collection development for the public library is much more diverse and geared toward adult patrons as well as children. Questions may arise not only about the content of the collection, but also about the level of access by the student population.

Many people feel that Joint Use library facilities support the growing prominence of community education and life-long learning, two ideas which place the public library and the school as central learning institutions for the community. Planning for such a joint cooperative venture, therefore, requires planning not just for the school or the library, but rather for the community as a whole. A community needs assessment, geared specifically toward a Joint Use project, would, of necessity, survey the demographics of the entire community as well as that of the school population as it exists currently, and as it is projected into the future.

There are many issues to consider in planning a joint use facility, including the terms of the agreement between the operating library district and the school district.

The components of the agreement must include such issues as ownership and maintenance, staffing, funding, hours of service and the roles of each party to the agreement. There should also be a clause anticipating reviewing or modifying the agreement in the future, if necessary.

A bibliography of Joint Use libraries is available in a California State Library publication entitled *Public and School Libraries: Issues and Options of Joint Use Facilities and Cooperative Agreements*. Copies of this publication are available from the Office of Library Construction, by emailing scaves@library.ca.gov. The "California Joint Use Public/School Library Facilities Survey" which identifies joint use libraries in the state of California is available on the Office of Library Construction website at www.olic.library.ca.gov.



SIBL PROJECT
Songs inspired by literature

SIBL attracts new partners in its outreach campaign

By Carole Talan

Literacy Consultant, Library Development Services Bureau
California State Library

The Songs Inspired by Literature Project (SIBL) continues to lead an awareness and outreach campaign for one of this country's most critical but least discussed problems: adults who cannot read or write. A non-profit organization based in Northern California, SIBL is made up of musicians, authors, librarians, teachers, and journalists. SIBL's programs and projects inspire adults who need to improve their literacy skills. SIBL also attracts volunteers and supporters on behalf of literacy providers, many of whom do not have the financial resources or expertise to launch such a massive public awareness campaign.

Debra Pardes, SIBL's founder and director, recently announced an expansion of her partnership with libraries, musicians, literacy programs and others to include two exciting new partnerships with popular book chains Barnes and Noble and Borders Books and Music.

In September, Barnes and Noble will be displaying two counter-top CD holders in each store - one in their music section and one in their book section. Barnes and Noble, which has 300 stores, has purchased 3,000 units. The stands will differ from the current display "boxes" in that they will display an actual CD BOOKLET as well as basic information about SIBL and adult literacy. Usually, publishing companies and record companies pay several thousand dollars for this type of prime placement: SIBL is receiving it for free!

Borders Books and Music recently donated listening booth space in each of their 350 stores during the month of September. This type of placement generally starts at a cost of \$10,000 and climbs as high as \$30,000 per month, which shows that this is a great local donation. When you go into a Borders in September, look for listening booths with several

CDs displayed in the booths. Each CD is assigned a number; SIBL's Chapter One CD will be in one of those displays along with a number of major label titles and performers.

Literacy Coalitions and local libraries are encouraged to talk to their local stores to make this promotion and these new partnerships become a true CAMPAIGN FOR LITERACY. Libraries might want to focus on International Literacy Day to kick off a local promotion.

2nd Annual Songwriting Contest and Benefit CD

SIBL's second annual songwriting competition of music inspired by literature is already underway. March 2003 will mark the release of "The SIBL Project - Chapter Two" featuring songs inspired by literature (SIBLs) written by world class artists as well as 10 new winning songs from SIBL's second international songwriting competition. Chapter Two will include "A Good Man is Hard to Find" by Tom Waits (from his new release "Blood Money") that was inspired by the Flannery O'Connor novel with the same title. Both CD's will raise awareness and funds for library adult literacy services that teach adults basic reading and writing skills for free.

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

For more information about SIBL, see the March 2002 issue of *Connection*. To learn more about how to take part in this program, visit the SIBL website at www.siblproject.org. For further information, contact Deborah Pardes, coordinator for the SIBL Project, at (415) 553-3330, or send an email to sibl@mentalmusic.com; or contact Carole Talan at (916) 653-8032, or by email to ctalan@library.ca.gov.

SIBL's motto is: Inspire someone to read-*even if it's YOU!*

Annual Directory and Statistics publications produced

State Librarian, Dr. Kevin Starr, announces the publication and distribution of the 2002 editions of the *California Library Directory* and *California Library Statistics*. Libraries which contribute to this data collection and compilation effort have already received their initial shipment of these publications covering the 2000/01 fiscal year.

New to this year's statistics publication is a table providing public library literacy statistics in seven different statistical categories in a fashion similar to that which we have done with children's services statistics for some years. The table appears as Page 8 in each population group in the public library tables. New in the directory publication are

separate listings of contact information for Library of California regions and CLSA systems as well as for the California Public Library Construction and Renovation Board.

Additional copies are available by written request (no telephone or voice mail) to Geovanna Tolliver-Bean, fax 916-653-8443 or gtolliver@library.ca.gov. Mailed requests may be addressed to Ms. Tolliver-Bean at California State Library - LDS, PO Box 942837, Sacramento, CA 94237-0001.

Libraries wishing to begin participating in this statewide data collection can contact Liz Gibson at lgibson@library.ca.gov.

California's State Plan for use of LSTA funds has been completed - use of these funds will focus on end user

By Liz Gibson
*Library Programs Consultant
Library Development Services Bureau
California State Library*

On July 31, 2002, the California State Library (CSL) filed the 2002/03-2006/07 State Plan for use of Library Services and Technology (LSTA) funds with the Institute of Museum and Library Services (IMLS). This document, created with the assistance and input of library staff and patrons throughout California, charts our libraries' use of LSTA funding for the next five years.

Priorities include Californians' increased access to quality education through the assistance of excellent libraries of all types, increased availability to and understanding of electronic information systems for these clients, even more effective and responsive library staff, increased services to disabled Californians, and implementation of services more relevant to Californians as the demographic makeup of California continually changes.

Literally thousands of projects to increase information services to all Californians can be proposed by California libraries under this plan, including - but certainly not limited to:

- Electronic homework assistance programs
- Deployment of distance learning
- Functional literacy services
- Training and technical assistance for libraries on conducting community needs and assets assessment
- Providing increased, affordable access to the Internet
- Leadership training and mentoring for future library leaders
- Statewide recruitment campaign for new librarians and paraprofessionals
- Training for current library staff and trustees in areas identified by various continuing education needs assessments
- Statewide program to assist libraries of all types in developing and adapting services for people with disabilities
- New approaches to serving specific library client groups

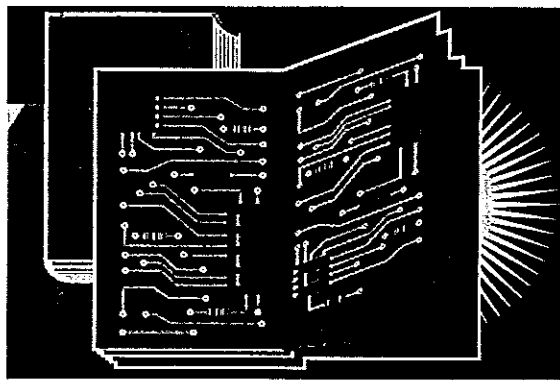
- Training programs and workshops to emphasize community-based planning

The plan introduces Outcomes Measurement as a means of reporting back to the U.S. Congress the impacts that the LSTA dollars they appropriate make on individual Californians. The statewide outcomes expected in the plan range from people with disabilities reporting that their local libraries (of any type) are more welcoming, relevant, and easy to use; to users of libraries of all types, which undergo formal planning processes provided by LSTA projects, reporting that their library meets their needs and that they plan to visit the library again; to people in libraries of all types, who have used library-based electronic information resources supported by LSTA projects, reporting that they have benefited from that use; to California children in grades K-6 reporting increased use of their school library; to patrons having access

to distance education and/or online learning curricula and/or resources in at least 50% of public libraries in California.

The plan is presented in a new format defined by the IMLS, which is the federal agency that administers these funds. The plan is based on numerous needs assessments conducted throughout the last five years, including a survey of library staff and trustees in early 2002 and a set of in-depth interviews of visionaries from many different vocations, professions, and avocations in late 2000. The dozens of needs identified were culled to five top priorities to focus the directions of this plan. Then five goals were identified to address the specific purposes of LSTA and to narrow the scope of the myriad activities that these funds might address to a more realistic set that could show some real outcomes affecting the end user for the dollars spent. An evaluation plan was developed, including both target outputs and outcomes, and a set of specific programs for the initial uses of LSTA under this plan was defined. All of this is documented in the plan, which is available on the CSL Web site at www.library.ca.gov, under the LSTA Grants link.

For further information, contact Tom Andersen, LDS assistant bureau chief, at (916) 653-7391, or send an email to tandersen@library.ca.gov; or contact Jay Cunningham, LSTA coordinator, at (916) 653-8112, or by email to jcunningham@library.ca.gov.



Training Corner

Provider: *Infopeople*
 Course: **Teaching The Public To Use
 Digital Resources**

Dates and locations:
 Wednesday, August 28,
 Pleasant Hill-Contra Costa County Library
 Monday, September 9, National City Public Library
 Monday, September 23, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/85>

Provider: *Infopeople*
 Course: **Cataloging Fundamentals**
 Dates and locations:
 Tuesday, August 6,
 Bakersfield-Beale Memorial Library
 Monday, August 19, San Francisco Public Library
<http://www.infopeople.org/WS/workshop/Directions>

Provider: *Infopeople*
 Course: **Using the Web for Collection Development**
 Date and location:
 Wednesday, August 21, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/73>

Provider: *Infopeople*
 Course: **Business Resources on the Internet**
 Dates and locations:
 Friday, August 23, Cerritos Public Library
 Thursday, September 5, San Francisco Public Library
 Thursday, September 19, Fresno County Public Library
 Friday, October 4, San Jose Public Library
 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:
 Monday, August 12, San Francisco Public Library
 Friday, August 30, National City Public Library
 Monday, September 9, San Jose Public Library
 Tuesday, September 24,
 Bakersfield-Beale Memorial Library
 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: **Gumby Meets Dewey:
 Rethinking Library Staffing Issues**

Date and location:
 Friday, August 30, San Jose Public Library
<http://infopeople.org/WS/workshop/Workshop/59>

Provider: *Infopeople*
 Course: **Ready Reference on the Internet: 2002**
 Dates and Locations:

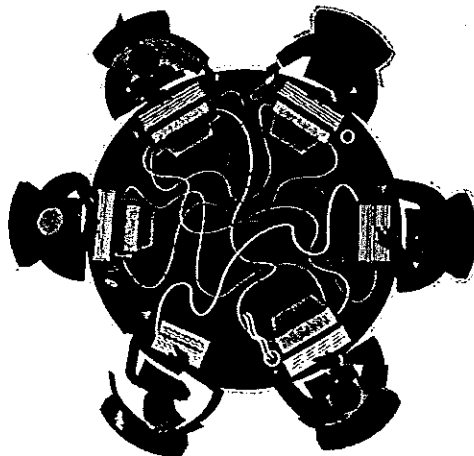
Tuesday, August 6,
 Vallejo-John F. Kennedy Library Branch
 Thursday, August 22, National City Public Library
 Tuesday, September 10, San Jose Public Library
 Wednesday, September 25, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/96>

Provider: *Infopeople*
 Course: **Practical Technology for
 Children's Library Service**

Dates and locations:
 Friday, August 16, Cerritos Public Library
 Thursday, August 29, San Bernardino Public Library
 Wednesday, September 18, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/91>

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>



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

August

August 14-15, 2002

Library of California board meeting, Sacramento

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 19-20, 2002

Library of California board meeting, Sacramento

2003

January

January 24-29, 2003

American Library Association (ALA) Midwinter Meeting, Philadelphia

April

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

CONNECTION

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



CALIFORNIA
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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>

1947-1948

1949-1950

1951-1952

1953-1954

1955-1956

1957-1958

1959-1960