

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

April 17, 2002

**Library Conference Room
Minter**

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES





April 17, 2002 (Wednesday)

7:00 P.M. (*Unusual Time*)

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda 

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

Presentation: Library Director
Recommendation: Adopt by Motion

- 3. Minutes of the March 20, 2002 Regular Meeting.

Paggs / Dell.
Abstain: Sang / C

Presentation: Library Director
Recommendation: Approve by Motion

- 4. Oral Communications

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

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

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

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

- 5. Board President Report

MCS / SW Annual Meeting .

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

- 6. Trustee Reports

Paggs
CMTAC -
Canto Tour

Sandra CSOA -
consent of SDRMA / SOWCA / SDF

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

- 7. Library Director Report

Chandra Kim
Sandra Messing .

Friends General Meeting .

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

- 8. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 9 - 12)

Sandra / Dege

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 12 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4235, 4236, 4237 and 4238 forwarded by Library Director for a total of \$16,764.06 during this report period.

11. Current Claims and Payroll (Approve)

Claims 4239, 4240, 4241, 4242, 4243 and 4244 for a subtotal for Claims of \$35,231.55; and Payrolls 4245 for \$26,961.00, 4246 for \$26,961.00 and 4247 for \$26,961.00 for a subtotal for Payrolls of \$80,883.00; with a combined total of Claims and Payroll of \$116,114.55.

12. FY2001-2002 Cash Flow Analysis through April 17, 2002 and recommendation that no funds be transferred at this time (Receive & File)

FINANCIAL REPORTS (Items 13 - 18)

Page 88) 6/2/01

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 – 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

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

GENERAL CONSENT CALENDAR (Items 19 – 25)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 25 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 19. Building Maintenance Report for March 2002 (Receive & File)
- 20. Personnel Report for March 2002 (Receive, File, and Ratify Appointments)

21. Volunteer Report for March 2002 (Receive & File)
22. Circulation Report for March 2002 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
24. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
25. Status Report for remodeling the Literacy Tutor Room as part of the English Language & Literacy Intensive (ELLI) Grant. (Receive & File)

CONTINUING BUSINESS

26. Plans for Civic Center Rededication (Continuation from March Board Meeting)

Presentation: Library Director
Recommendation: Determine the schedule of participation by the Library Trustees.
27. Two Percent Assessment Appeals Case. A review of the potential financial impact on Placentia Library District and the current status of the ruling.

Presentation: Library Director
Recommendation: Receive & File
28. Review of Legislative Issues. Trustee Stark has requested a discussion about trustee involvement in legislative activities.

Presentation: Library Director and Trustee Stark
Recommendation: Action to be Determined by the Board of Trustees
- 28a. Presentation of Brown Act requirements for meeting notification and proposed Library Board Policy for Trustee Notification for regular and special Library Board Meeting. (Continuation from March Board Meeting)

Presentation: Library Director
Recommendation: Adopt the Meeting Notification Policy for Placentia Library District Board of Trustees

NEW BUSINESS

29. Report on Café Press and Amazon Sales Agreements

Presentation: Library Director
Recommendation: Action to be Determined by the Board of Trustees

STAFF REPORTS (Items 30 - 35)

Items 30 – 35 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

- 30. Program Committee Report for March 2002 (Roberts)
- 31. Children's Services Report for March 2002 (Smith)
- 32. Placentia Library Literacy Services Report for March 2002 (Roberts)
- 33. Placentia Library Web Site Report for March 2002 (Frizell)
- 34. Publicity Materials Produced in March 2002. (Rakos)
- 35. Safety Committee Minutes for March 2002 (Matas)

ADJOURNMENT

- 36. Agenda Preparation for the May Regular Meeting, which will be held on Wednesday, May 15, 2002 at 6:30 P.M.
- 37. Review of Action Items.

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

- 38. Adjourn

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

I, Elisa Herrera-Thomas, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the April 17, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, April 11, 2002.

Roberts
Frizell

Stress Futer
Obtained

Elisa Herrera-Thomas



Placentia Library Board Calendar

April 2002 - March 2003

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April

- 1 7:00 PM Friends Board Meeting, Stark
- 9 11:00 AM MCLS/SLS Annual Meeting, Friendly Hills Country Club, Whittier
- 13 9:00 AM CALTAC Trustee Workshop, Cerritos Millennium Library
- 14 1:00 PM Friends Book Sale
- National Library Week begins, through April 20
- 15 6:30 PM Friends Annual Meeting
- 17 5:00 PM Chamber of Commerce Mixer sponsored by the Library
- 6:30 PM Library Board Meeting
- 25 7:15 AM Chamber of Commerce Breakfast, program by the Library
- 27 10:00 AM Chamber of Commerce Business Expo, B of A Parking Lot

May

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

June

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

July

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

August

- 11 1:00 PM Friends Book Sale

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Placentia Library Board Calendar

April 2002 - March 2003

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August

- 18 IFLA Conference, Glasgow, through Aug 24
- 21 6:30 PM Library Board Meeting

September

- 1 Library Closed for Monday Holiday
- 2 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 8 1:00 PM Friends Book Sale
- 18 6:30 PM Library Board Meeting
- 25 CSDA Annual Conference, San Diego, through Sep 27
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

October

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

November

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

December

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

January

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

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 20, 2002**

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 20, 2002 at 6:40 P.M..
- ROLL CALL**
- Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustee Peggy Dinsmore; and Library Director Elizabeth Minter.
- Members Absent:** Trustees Sandra Stark and Gaeten Wood.
- Others Present:** Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager and Literacy Coordinator Jim Roberts.
- ADOPTION OF AGENDA**
- Due to the absence of Trustees Stark and Wood, Agenda Items 30, 32 and 33 were deferred until the April meeting.
- It was moved by Trustee Dinsmore, seconded by Secretary Braun to defer agenda items 30, 32 and 33 until the April meeting and to adopt the Agenda as amended.
- AYES:** Braun, Dinsmore, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Stark, Wood
- MINUTES**
- It was moved by Secretary Braun, seconded by Trustee Dinsmore to approve the Minutes of the February 20, 2002 Regular Meeting.
- AYES:** Braun, Dinsmore, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Stark, Wood
- ORAL COMMUNICATIONS**
- No members of the public requested to address the Board.
- PRESIDENT'S REPORT**
- President Shkoler attended the Creating Entrepreneurial Libraries sponsored by Info People, held at the Arcadia Library on March 4, 2002. He felt it would behoove the Library to take a more active interesting profit making interests for the Library. Some suggestions included providing a link to Amazon.com from the Placentia Library District website where the Library would receive a percentage of the sales. Also, Secretary Braun suggested the idea of selling merchandise with the Placentia Library District Logo on a website for Café Press.
- TRUSTEE'S REPORT**
- Trustee Dinsmore reported on an article she had read regarding the fact that some parents are leaving their children at public libraries as a means of babysitting. She was appalled at the problems that this caused, including kidnapping.

**LIBRARY
DIRECTOR
REPORT**

Library Director Minter reported on the Public Library Association (PLA) Conference that was held in Phoenix, AZ from March 13-16, 2002. She reported that the staff in attendance was able to view several great exhibits as well as view a new system from the 3M Company that would enable the Library to digitize the entire collection and use a machine to shelf read.

Library Director Minter also reported that a Fire Extinguisher Safety Meeting will be held on Thursday, April 11, 2002 by the Orange County Fire Authority. The purpose of this meeting is to make staff aware of proper procedure if there was a fire. Each staff member will have the opportunity to put out a fire.

Library Director Minter also reported that she has purchased a glass display case for the Friends of the Library to display books for silent auction. Hopefully it will arrive in time to it to the Friends at its Annual Meeting on April 15, 2002.

CLAIMS

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4222, 4223 and 4224 for a total of \$16,249.23.

Current Claims and Payroll: Claims 4225, 4226, 4227, 4228, 4229, 4230, 4231, and 4232 for \$109,123.60. Payroll Claims 4232 for \$26,961.00 and 4233 for \$26,961.00 for a subtotal of \$53,922.00. The combined total for all Claims and Payroll claims was in the amount of \$163,045.60.

FY2001-2002 Cash Flow Analysis through March 20, 2002 with recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

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

Financial Reports for March 2002

Office General Ledger & Check Registers for March 2002

Acquisitions Report for March 2002

Collection Agency Report for March 2002

Debit Card System Reimbursement Report for March 2002

Gifts Report for March 2002

AYES: Braun, Dinsmore, Shkoler,

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 19-29:

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

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

Volunteer Report for March 2002 (Receive & File)

Circulation Report for March 2002 (Receive & File)

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

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

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

Report on the Friends of the Placentia Library Author's Luncheon held on March 2, 2002. (Receive & File)

Families for Literacy Grant Mid-Year Report for Fiscal Year 2001-2002, as submitted to the State Library of California (Receive & File)

Letter from State Librarian Dr. Kevin Starr awarding Placentia Library District a Federal Library Services and Technology Act (LSTA) Grant for the Live at the Library Homework Help Program. The Grant provides access to the Live Homework Help software for eight months, valued at \$500 per month. (Receive & File)

Library of California Board Actions, February 20-22, 2002
(Receive & File)

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

APPEALS CASE

A review of the Two Percent Assessment Appeals Case found that the Placentia Library District would initially be impacted by the \$130,00 cumulative loss, with an annual initial loss of \$66,000.

An article in the California Section of the Los Angeles Times reported that the judge in the case is requesting information that has not yet been turned over by the County. The delay is due to the fact that it will cost the County approximately \$2 million just to calculate who will receive a refund and who is eligible to receive a refund. Due to this delay, the case has been postponed until further notice.

STAFF REPORTS

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 34-39.

Program Committee Report for March 2002.

Children's Services Report for March 2002.

Placentia Library Literacy Services Report for March 2002.

Placentia Library Web Site Report for March 2002.

Publicity Materials produced for March 2002.

Safety Committee Minutes for March 2002.

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

APRIL MEETING

The April Regular Library Board Meeting will be held on Wednesday, April 17, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 20, 2002 adjourned at 7:26 P.M.

Geoff Braun, Secretary



MINUTES APRIL 1, 2002

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Pat Irot, called the meeting to order. The following Directors were present: Pat Irot, Jan Schwartzkopf, Barbara Hemmerling, Virginia Walker, Eleanor Rankin, Frances Stoller, Renee Scott and Marge Horrocks. Elizabeth Minter, Jim Roberts, and Jillian Rakos represented the staff.

The minutes of the March 4 board meeting were approved as read. In the absence of the treasurer, Camile Himes, there was no treasurer's report. Eleanor Rankin, financial secretary, reported she had deposited \$1222.00 the month of March.

Annual Meeting, Monday April 15: All arrangements for the speaker, Gail Tsukiyama, are complete. Jim will meet her plane on Sunday. She will have lunch with a group from the library on Monday. Monday afternoon she will give a workshop for secondary students. 5 students from each of our 4 local high schools have been invited to participate. Her presentation Monday evening will be televised live on the Library Channel. Eleanor Rankin, Jan Schwartzkopf, Barbara Hemmerling will meet with Jim Roberts after this board meeting to complete plans for the refreshments.

Jillian Rakos reported that the Library mailer would be delivered this week. It highlights our Annual Meeting, lists all the names of patrons joining or rejoining the Friends of the Library, and reminds everyone of our Second Sunday Book Sale on April 14,

Author's Luncheon: Final proceeds were \$7,698.76

Membership Campaign: Eleanor Rankin wrote personal notes to the 73 patrons that did not respond to our campaign to rejoin the Friends of the Placentia Library. She has already had 13 of these send in their reinstatement and expects to hear from others. The directors were unanimous in praising her for such a lot of dedicated hard work on our behalf.

Second Sunday Book Sale: April 14 will have Jan Schwartzkopf and Barbara Hemmerling in charge. Jan will arrange for a charity to pick-up the remaining books. Carmen Rodriguez, a new volunteer will assist.

Chamber of Commerce Showcase: April 27, 10-2. Pat Irot will be at the table to represent the Friends. It was decided to have a drawing an hour for a free book and there will be Literacy pencils as give-aways. We will sell sodas.

Director's Report: 1) Sandra Murray has resigned to take a position closer to her home. The vacancy has been advertised. 2) The cost of carpeting, and redoing the refreshment center in the Community Room is \$8328.38. The work will be completed by the time of the Annual Meeting on April 15, 2002. Jan Schwartzkopf moved and Eleanor Rankin seconded the motion that the Friends pay that stated amount. The motion was passed. 3) A plaque can be installed in the Community Room for \$100.00. The inscription would read that the Friends of the Placentia Library dedicate this renovation to the memory of Peggy Burkich and Cindy McClain. Barbara Hemmerling made a motion that the Friends pay up to \$100.00 to cover the cost of this plaque. Jan Schwartzkopf seconded the motion. The motion was passed..

President's Report: 1) The History room will hold an Open House on Sunday, June 9 from 1-3:30. There will be refreshments. Pat asked the Friends to allot up to \$200.00 for expenses. Eleanor Rankin moved that the Friends pay up to \$200.00 to fund the History Room Open House. Virginia Walker seconded the motion. The motion was carried. 2) The slate of board members for the Friends of Placentia Library is complete for the year 2002-2003. This slate will be approved at the Annual Meeting. 3) The officers will then be elected from that slate at the Board Meeting on May. 4) Tuesday, April 2 the Placentia City Council will vote yes or no on the construction of a new community center.

The next Board Meeting May 6, 2002 7PM in the Community Room

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
April 17, 2002

| TYPE | REPORT NUMBER | AMOUNT |
|------|------------------|--------|
| | TOTAL | 0.00 |

Prepared by: Elisa Herrera-Thomas

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
April 17, 2002

| | DATE | REPORT NUMBER | AMOUNT |
|----------|----------------|------------------|------------------|
| DIRECTOR | March 18, 2002 | 4235 | 1,048.04 |
| | March 20, 2002 | 4236 | 8,046.31 |
| | March 25, 2002 | 4237 | 6,580.85 |
| | April 3, 2002 | 4238 | 1,088.86 |
| | TOTAL | | 16,764.06 |

Prepared by : Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

03/18/02
4235

pd
3/21/02

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|-------------------------|------|---------------|---------------------|-------------|---------------|----------------|----|
| | | | BS Acct | | | | Doc Number | SC |
| N05030I AT&T P.O.Box 78225 Phoenix, AZ 85062-8225 | 3-1-02 0508471510001 | | 0700 | 00 | | 35.35 | | |
| | 3-3-02 0519486767001 | | 0700 | 00 | | 2.99 | | |
| | | | | | | 38.34 | | |
| N03752 Pacific Bell Payment center Van Nuys, CA 91388-0001 | 3-2-02 714-223-1698 | | 0700 | 01 | | 341.28 | | |
| | 3-4-02 714-524-8408 | | 0700 | 08 | | 33.47 | | |
| | | | | | | 374.75 | | |
| N15508 Cosmolink Internet Services 3030 Saturn Street, Suite 204 Brea, CA 92821 | 3-9-02 200203-41 | | 0700 | 02 | | 19.95 | | |
| | 3-9-02 200203-75 | | 0700 | 02 | | 15.00 | | |
| | | | | | | 34.95 | | |
| Penninsula Library System 25 Tower Road San Mateo, CA 94402-4000 | 3-8-02 N9679 | | 2700 | 01 | | 300.00 | | |
| | N9680 | | 2700 | 01 | | 300.00 | | |
| | | | | | | 600.00 | | |

The claims listed above (totaling \$1,048.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

03/20/02 Agenda Item 10
4236 Page 3 of 5

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

*PA
3/29/02*

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|------------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
| | | | | | | | Doc Number | SC |
| N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331 | 4/02-5/02 | | 0300 | 00 | | 4,711.45 | | |
| N09110 Special District's Workers Compensation Authority 1481 River Park Drive, Suite 110 Sacramento, CA 95815-4501 | 4/1/02-6/30/02 | | 0350 | 00 | | 2,733.00 | | |
| N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001 | 3-7-02 335-253-2062 | | 0700 | 01 | | 248.04 | | |
| N03738B Pitney Bowes Inc. P.O.Box 856390 Louisville, KY 40285-6390 | 88507 | | 1800 | 00 | | 163.79 | | |
| N05445 Consolidated Reprographics P.O.Box 513865 Los Angeles, CA 90051-3865 | 3-14-02 671623 | | 1800 | 00 | | 110.65 | | |
| N26011 Alice Kuo 419 E. Broadway #L San Gabriel, CA 91776 | 3-02 | | 2700 | 01 | | 4.38 | | |
| Penninsula Library System 25 Tower Road San Mateo, CA 94402-4000 | 2-26-02 N9603 | | 2700 | 01 | | 75.00 | | |

The claims listed above (totaling \$8,046.31) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|-----------------------------------|------|--------------------------|---------------------|-------------|-----------------|----------------|----|
| | | | | | | | Doc Number | SC |
| N19932 Ameritas Life Insurance Co. 5900 "O" Street P.O.Box 81889 Lincoln, NE 68501-1889 | 010-19000-05435 4/1/02-4/30/02 | | 0300 | 00 | | 598.60 | | |
| N06556A C N A Group Benefits 75 Remittance Drive, Suite 1641 Chicago, IL 60675-1641 | 4/02-5/02 | | 0300 | 00 | | 246.05 | | |
| N20042 Fortis Benefits P.O.Box 806644-1 Kansas City, MO 64180-6644 | 4027912-1 4/02-5/02 | | 0300 | 00 | | 161.70 | | |
| N03646 Vision Service Plan P.O.Box 45210 San Francisco, CA 94145-5210 | 120996030001 4-02 | | 0300 | 00 | | 233.36 | | |
| N03997 Home Depot P.O.Box 9903 Macon, GA 31297-9903 | 79018615611 3-21-02 | | 1800 | 00 | | 20.44 | | |
| N06686G Office Depot Credit Plan P.O.Box 9020 Des Moines, IA 50368-9020 | 3-21-02 | | 1800 | 00 | | 2,533.70 | | |
| | | | 1800 | 07 | | 2,041.55 | | |
| | | | | | | 4,575.25 | | |
| N01074 Southern California Gas Company P.O.Box C Monterey Park, CA 91756 | 05391188009 3-21-02 | | 2800 | 00 | | 452.47 | | |
| N0365659F Southern California Water 500 Cameron St Placentia, CA 92870 | 312083-9 3-20-02 | | 2800 | 00 | | 292.98 | | |

The claims listed above (totaling \$6,580.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


 APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|---------------|---------------------|-------------|---------------|----------------|----|
| | | | BS Acct | | | | Doc Number | SC |
| N05031 AT&T P.O.Box 78225 Phoenix, AZ 85062-8225 | 3-16-02 0182971115001 | | 0700 | 00 | | 76.71 | | |
| N030752 Pacific Bell Payment Center Van Nuys, CA 91388-0001 | 3-17-02 714-528-1906 714-528-8236 | | 0700 | 00 | | 68.08 | | |
| | | | 0700 | 01 | | 13.27 | | |
| | | | | | | 81.35 | | |
| N03738B Pitney Bowes Inc. P.O.Box 856390 Louisville, KY 40285-6390 | 3-24-02 506671 | | 1800 | 00 | | 76.72 | | |
| N26231 Natalyn Correale 175 Sirio Vista Street, A16 Anaheim, CA 92806 | 3-02 | | 1900 | 07 | | 177.26 | | |
| N22558 Nancy Mory 1136 Moro Circle Placentia, CA 92870 | 3-02 ELLI 3-02 Literacy | | 1900 | 07 | | 295.74 | | |
| | | | 1900 | 08 | | 180.00 | | |
| | | | | | | 475.74 | | |
| N25348 Ana Maria Garcia 1962 W. La Palma Avenue Anaheim, CA 92801 | 33-02 ELLI | | 1900 | 07 | | 166.08 | | |
| N06557 Care Resources, Inc. 9550 Warner Avenue, Suite 228 Fountain Valley, CA 92708 | 4-1-02 | | 1900 | 00 | | 35.00 | | |

The claims listed above (totaling \$1,088.86) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
April 17, 2002

| TYPE | REPORT NUMBER | AMOUNT |
|--------------------------------|------------------|------------|
| Regular | 4239 | 3,283.44 |
| | 4240 | 10,597.81 |
| | 4241 | 4,669.72 |
| | 4242 | 6,935.82 |
| | 4243 | 3,041.72 |
| | 4244 | 6,703.04 |
| Subtotal for Regular | | 35,231.55 |
| Payroll | 4245 | 26,961.00 |
| | 4246 | 26,961.00 |
| | 4247 | 26,961.00 |
| Subtotal for Payroll | | 80,883.00 |
| TOTAL CURRENT CLAIMS & PAYROLL | | 116,114.55 |

Prepared by: Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

04/17/02
4239

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---------------------------------|------|--------------------------|---------------------|-------------|-----------------|----------------|----|
| | | | | | | | Doc Number | SC |
| Intertel Technologies, Inc. 1667 N. Batavia Street Orange, CA 92867-3508 | 3-21-02 834714 | | 0700 | 07 | | 265.00 | | |
| N050301 AT&T P.O.Box 78225 Phoenix, AZ 85062-8225 | 4-1-02 0508471510001 | | 0700 | 00 | | 48.86 | | |
| N03651 Waxie Sanitary Supply P.O.Box 81006 San Diego, CA 92138-1006 | 3-12-02 227100200 | | 1000 | 00 | | 24.03 | | |
| Day & Nite Door Service 370 E. Orangethorpe Avenue Placentia, CA 92870 | 3-31-02 OC-31341 OC-30940 | | 1400 | 00 | | 1,153.15 | | |
| | | | 1400 | 00 | | 195.40 | | |
| | | | | | | 1,348.55 | | |
| N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870 | 4-7-02 062764 | | 1400 | 00 | | 1,100.00 | | |
| N22573 Causey Electric, Inc. 3 Vanderbilt Irvine, CA 92618-2011 | 3-21-02 11023 | | 1400 | 00 | | 345.00 | | |
| N14905 Soouthern California Library Literacy Network, Inc. San Bernadino Public Library 555 West Sixth Street San Bernadino, CA 92410 | 3-21-02 100 | | 1600 | 08 | | 100.00 | | |
| N03648B Special "T" Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606 | 4-1-02 053311 | | 1800 | 00 | | 52.00 | | |

The claims listed above (totaling \$3,283.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,283.44

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/02
REPORT NO 4240

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|------------------------|------|---------------|---------------------|-------------|---------------|----------------|----|
| | | | BS Acct | | | | Doc Number | SC |
| N21533 Kelly Paper 1441 E. 16th Street Los Angeles, CA 90021 | 187981 | | 1800 | 00 | | 29.42 | | |
| | 188710 | | 1800 | 00 | | 58.83 | | |
| | | | | | | 88.25 | | |
| Placentia Community Network c/o Jim Roberts, President 411 E. Chapman Avenue Placentia, CA 92870 | 4-2002 | | 1800 | 08 | | 10.00 | | |
| N13034A Omnigrafix Printing 1571 S. Sunkist Street, Suite L Anaheim, CA 92806 | 35085 | | 1800 | 00 | | 66.81 | | |
| | 35107 | | 1800 | 00 | | 126.98 | | |
| | | | | | | 193.79 | | |
| N03940 Gaylord Bros. P.O.Box 4901 Syracuse, NY 13221-4901 | 3-27-02 240163 | | 1800 | 00 | | 307.66 | | |
| Haulaway P.O.Box 186 Stanton, CA 90680-0186 | 2/26-3/25/02 383670 | | 1800 | 07 | | 68.60 | | |
| Premier Contractors 1401 N. Batavia, Suite 204 Orange, CA 92867 | 3-19-02 99571 | | 1800 | 07 | | 9,800.00 | | |
| N03650C Kinko's Inc. Customer Administrative Services P.O.Box 530257 Atlanta, GA 30353-0257 | 3-31-02 0400200305 | | 1800 | 00 | | 18.86 | | |
| N05445 Consolidated Reprographics P.O.Box 513865 Los Angeles, CA 90051-3865 | 3-14-02 | | 1800 | 00 | | 110.65 | | |
| | 671623 | | | | | 10,499.56 | | |

The claims listed above (totaling \$10,597.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

10,597.81

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/02
REPORT NO 4241

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|----------------------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
| | | | | | | | Doc Number | SC |
| N03738B United States Postal Service CMRS-PB P.O.Box 504766 The Lakes, NV 88905-4766 | 4/02 Meter Acct.# 32021628 | | 1803 | 00 | | 417.40 | | |
| | | | 1803 | 00 | | 250.00 | | |
| | | | | | | 667.40 | | |
| N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711 | 3-29-02 1219 | | 1900 | 00 | | 37.71 | | |
| N06671A MD Medical Clinics 1300 N. Kraemer Blvd. Anaheim, CA 92816 | 3-30-02 00297 | | 1900 | 00 | | 157.50 | | |
| N19647 Unique Management Services, Inc. 515 Michigan Avenue Jeffersonville, IN 47130 | 4-1-02 11315 | | 1900 | 00 | | 67.63 | | |
| N06965 Paychex 200 E. Sandpointe, Suite 100 P.O.Box 25159 Santa Ana, CA 92799 | 3/1-3/28/02 20020328 | | 1900 | 00 | | 239.60 | | |
| N03844 Los Angeles Times P.O.Box 60185 General Mail Facility Los Angeles, CA 90060-0185 | 3-31-02 286679503 | | 1900 | 00 | | 874.00 | | |
| N04780B The Orange County Register P.O.Box 51384 Los Angeles, CA 90051-5684 | 3-31-02 0259878205 | | 1900 | 00 | | 325.68 | | |
| N18379A BNY Western Trust Company 700 S. Flower Street, 2nd Floor Los Angeles, CA 90017 | 4-1-02 Trust# 6500968-010 | | 2200 | 00 | | 2,300.20 | | |

The claims listed above (totaling \$4,669.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/02
REPORT NO 4242

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|-------------------|------|--------------------------|---------------------|-------------|-----------------|----------------|----|
| | | | | | | | Doc Number | SC |
| N03833 BroDart Automation P.O.Box 3488 Williamsport, PA 17705 | 3-28-02 | | 0700 | 05 | | 215.50 | | |
| | A34858 | | | | | | | |
| | U150059 | | 2400 | 01 | | 18.48 | | |
| | U152663 | | 2400 | 01 | | 33.03 | | |
| | U152664 | | 2400 | 01 | | 12.57 | | |
| | U152665 | | 2400 | 01 | | 20.41 | | |
| | U163275 | | 2400 | 01 | | 57.80 | | |
| | U163276 | | 2400 | 01 | | 23.62 | | |
| | U170199 | | 2400 | 01 | | 145.03 | | |
| | U170200 | | 2400 | 01 | | 253.47 | | |
| | U170201 | | 2400 | 01 | | 102.01 | | |
| | U170202 | | 2400 | 01 | | 623.74 | | |
| | U184203 | | 2400 | 01 | | 752.22 | | |
| | U184204 | | 2400 | 01 | | 587.03 | | |
| | U184205 | | 2400 | 01 | | 179.57 | | |
| | U184206 | | 2400 | 01 | | 299.10 | | |
| | U178901 | | 2400 | 01 | | 185.70 | | |
| | U178902 | | 2400 | 01 | | 31.14 | | |
| | U178903 | | 2400 | 01 | | 45.63 | | |
| | U178898 | | 2400 | 01 | | 975.74 | | |
| U178899 | | 2400 | 01 | | 1,146.62 | | | |
| U178900 | | 2400 | 01 | | 615.09 | | | |
| U181782 | | 2400 | 01 | | 61.13 | | | |
| U193871 | | 2400 | 01 | | 25.52 | | | |
| U193872 | | 2400 | 01 | | 18.68 | | | |
| U193873 | | 2400 | 01 | | 252.96 | | | |
| U193874 | | 2400 | 01 | | 18.68 | | | |
| | | | | | | 6,700.47 | | |
| N25796A Book Wholesalers, Inc. 1847 Mercer Road Lexington, KY 40511 | 1254599 | | 2400 | 01 | | 14.81 | | |
| | 1242246 | | 2400 | 01 | | 54.09 | | |
| | 1243823 | | 2400 | 01 | | 14.05 | | |
| | 1243824 | | 2400 | 01 | | 57.80 | | |
| | 1244940 | | 2400 | 01 | | 37.83 | | |
| | 1246491 | | 2400 | 01 | | 10.92 | | |
| | | | | | | 189.50 | | |
| N22429 The Rosen Publishing Group 29 East 21st Street New York, NY 10010 | 243506 | | 2400 | 01 | | 18.95 | | |
| | 243795 | | 2400 | 01 | | 26.90 | | |
| | | | | | | 45.85 | | |

The claims listed above (totaling \$6,935.82) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/02
REPORT NO 4243

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---------------------------|------|--------------------------|---------------------|-------------|---------------|----------------|----|
| | | | | | | | Doc Number | SC |
| N03842A Ingram Library Service P.O.Box 502779 St. Louis, MO 63150-2779 | 78181355 | | 2400 | 01 | | 22.85 | | |
| | Credit-2CM79007 | | 2400 | 01 | | -22.85 | | |
| | 78604932 | | 2400 | 01 | | 157.29 | | |
| | 78604933 | | 2400 | 01 | | 19.05 | | |
| | 78604934 | | 2400 | 01 | | 22.18 | | |
| | 78654903 | | 2400 | 01 | | 18.25 | | |
| | 78654904 | | 2400 | 01 | | 19.89 | | |
| | 78669822 | | 2400 | 01 | | 124.53 | | |
| | 78669823 | | 2400 | 01 | | 10.23 | | |
| | 78774526 | | 2400 | 01 | | 54.22 | | |
| | 78774527 | | 2400 | 01 | | 37.97 | | |
| | 78916230 | | 2400 | 01 | | 17.94 | | |
| | | | | | | 481.55 | | |
| The Child's World P.O.Box 326 Chanhasen, MN 55317 | NA45917 | | 2400 | 01 | | 1,985.15 | | |
| N23459 Thomas T. Beeler, Publisher P.O.Box 659 Hampton Falls, NH 03844-0659 | Cust.# 92870A | | 2400 | 01 | | 82.79 | | |
| N04780B The Orange County Register P.O.Box 30217 Los Angeles, CA 90030-0217 | 3-26-02 Acct# 70000475 | | 2400 | 04 | | 82.77 | | |
| N03832 Books on Tape P.O.Box 7900 Newport Beach, CA 92658 | 4753044P | | 2400 | 05 | | 131.46 | | |
| | 4760742P | | 2400 | 05 | | 206.82 | | |
| | | | | | | 338.28 | | |
| N25795 Jillian Rakos 360 S. Timken Road Anaheim Hills, CA 92808 | March 2002 | | 2700 | 01 | | 49.28 | | |
| N15075 Cyrise Smith 1137 S. Positano Anaheim Hills, CA 92808 | 3-20-02 | | 2700 | 01 | | 21.90 | | |

The claims listed above (totaling \$3,041.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

04/17/02
4244

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|-------------------|------|--------------------------|---------------------|-------------|-----------------|----------------|----|
| | | | | | | | Doc Number | SC |
| Al Shkoler 1120 Cypress Point Drive Placentia, CA 92870 | 3-11-02 | | 2700 | 02 | | 197.34 | | |
| N26229 Ann Margaret Webb 903 E. 1st Street #11 Long Beach, CA 90802 | March 2002 | | 2700 | 07 | | 62.15 | | |
| N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92870 | 4-5-02 54922 | | 1400 | 00 | | 1,163.56 | | |
| | | | 2800 | 00 | | 2,901.15 | | |
| | | | | | | 4,064.71 | | |
| N03849 Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870 | 11/02-4/02 | | 1800 | 00 | | 20.19 | | |
| | | | 1800 | 07 | | 7.89 | | |
| | | | 1803 | 00 | | 55.38 | | |
| | | | | | | 83.46 | | |
| N03660 Elizabeth Minter c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870 | 2/19-4/7/02 | | 1000 | 00 | | 250.25 | | |
| | | | 1600 | 00 | | 402.50 | | |
| | | | 1800 | 00 | | 233.26 | | |
| | | | 1800 | 07 | | 457.92 | | |
| | | | 1803 | 00 | | 300.00 | | |
| | | | 2400 | 01 | | 135.45 | | |
| | | | 2700 | 01 | | 190.00 | | |
| | | | 2700 | 02 | | 125.00 | | |
| | | | 2700 | 03 | | 186.00 | | |
| | | | 2700 | 08 | | 15.00 | | |
| | | | | | | 2,295.38 | | |

The claims listed above (totaling \$6,703.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/02
REPORT NO 4245

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|--------------------------|---------------------|-------------|-----------|----------------|----|
| | | | | | | | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 | April 17, 2002 Pay period #22 April 19, 2002 May 2, 2002 | | 0100 | 00 | | 25,062.00 | | |
| | FICA | | 0200 | 00 | | 1,899.00 | | |
| PLEASE WIRE ON THURSDAY, MAY 2, 2002 | | | | | | | | |

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

26,961.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/02
REPORT NO 4246

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|--------------------------|---------------------|-------------|-----------|----------------|----|
| | | | | | | | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 | April 17, 2002 Pay period #23 May 3, 2002 May 16, 2002 | | 0100 | 00 | | 25,062.00 | | |
| | FICA | | 0200 | 00 | | 1,899.00 | | |
| PLEASE WIRE ON THURSDAY, MAY 16, 2002 | | | | | | | | |

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

26,961.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/17/02
REPORT NO 4247

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|--|------|--------------------------|---------------------|-------------|-----------|----------------|----|
| | | | | | | | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 | April 17, 2002 Pay period #24 May 17, 2002 May 30, 2002 | | 0100 | 00 | | 25,062.00 | | |
| | FICA | | 0200 | 00 | | 1,899.00 | | |
| PLEASE WIRE ON THURSDAY, MAY 30, 2002 | | | | | | | | |

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

26,961.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Cash Flow Analysis**
DATE: April 17, 2002

BACKGROUND:

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through April 17, 2002.



Placentia Library District
 FY2001-2002 General Fund Cash Flow

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

Placentia Library District
FY2001-2002 General Fund Cash Flow

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

Placentia Library District
 FY2001-2002 General Fund Cash Flow

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

Placentia Library District
 FY2001-2002 General Fund Cash Flow

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

Placentia Library District
 FY2001-2002 General Fund Cash Flow

| DATE | CLAIM # | DESCRIPTION | CREDIT | DEBIT | BALANCE |
|----------|---------|----------------------------------|--------|-----------|------------|
| 03/28/02 | | Canceled out-of-date checks, Mar | 74.53 | | 180,651.16 |
| 04/03/02 | 4238 | General by Library Director | | 1,088.86 | 179,562.30 |
| 04/17/02 | 4239 | General | | 3,283.44 | 176,278.86 |
| 04/17/02 | 4240 | General | | 10,597.81 | 165,681.05 |
| 04/17/02 | 4241 | General | | 4,669.72 | 161,011.33 |
| 04/17/02 | 4242 | General | | 6,935.82 | 154,075.51 |
| 04/17/02 | 4243 | General | | 3,041.72 | 151,033.79 |
| 04/17/02 | 4244 | General | | 6,703.04 | 144,330.75 |
| 04/17/02 | 4245 | Payroll to wire May 2, 2002 | | 26,961.00 | 117,369.75 |
| 04/17/02 | 4246 | Payroll to wire May 16, 2003 | | 26,961.00 | 90,408.75 |
| 04/17/02 | 4247 | Payroll to wire May 30, 2004 | | 26,961.00 | 63,447.75 |

Placentia Library District
Property Tax Apportionments
Fiscal Year 2001-2002

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



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 April 17, 2002

| | Fiscal Year 2001-2002 | | | | | | TOTAL | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|------------|---------------|-------|
| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | ALL FUNDS | EXCL GEN FUND | |
| 30-Jun-01 | 111,953.60 | 9,492.81 | 153,762.94 | 323,782.14 | 9,262.98 | 608,254.47 | 284,472.33 | |
| 31-Jul-01 | 112,716.71 | 9,534.45 | 154,010.92 | 289,334.16 | 9,303.61 | 574,899.85 | 285,565.69 | |
| 31-Aug-01 | 113,203.85 | 9,575.66 | 154,405.14 | 211,233.74 | 9,343.81 | 497,762.20 | 286,528.46 | |
| 30-Sep-01 | 114,099.58 | 9,651.43 | 155,626.87 | 145,233.28 | 9,417.75 | 434,028.91 | 288,795.63 | |
| 31-Oct-01 | 114,087.82 | 9,650.44 | 115,610.83 | 39,293.50 | 9,416.78 | 288,059.37 | 248,765.87 | |
| 30-Nov-01 | 114,503.99 | 9,685.64 | 81,178.47 | 101,546.64 | 9,451.13 | 316,365.87 | 214,819.23 | |
| 31-Dec-01 | 114,881.74 | 9,717.60 | 81,700.45 | 281,012.77 | 9,482.31 | 496,794.87 | 215,782.10 | |
| 31-Jan-02 | 115,199.05 | 9,744.44 | 82,141.21 | 361,235.08 | 9,508.50 | 577,828.28 | 216,593.20 | |
| 28-Feb-02 | 115,487.65 | 9,768.85 | 82,379.63 | 260,863.52 | 9,532.33 | 478,031.98 | 217,168.46 | |
| 31-Mar-02 | 115,747.71 | 9,790.85 | 82,565.13 | 265,659.32 | 9,553.79 | 483,316.80 | 217,657.48 | |
| 30-Apr-02 | | | | | | 0.00 | 0.00 | |
| 31-May-02 | | | | | | 0.00 | 0.00 | |
| 30-Jun-02 | | | | | | 0.00 | 0.00 | |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

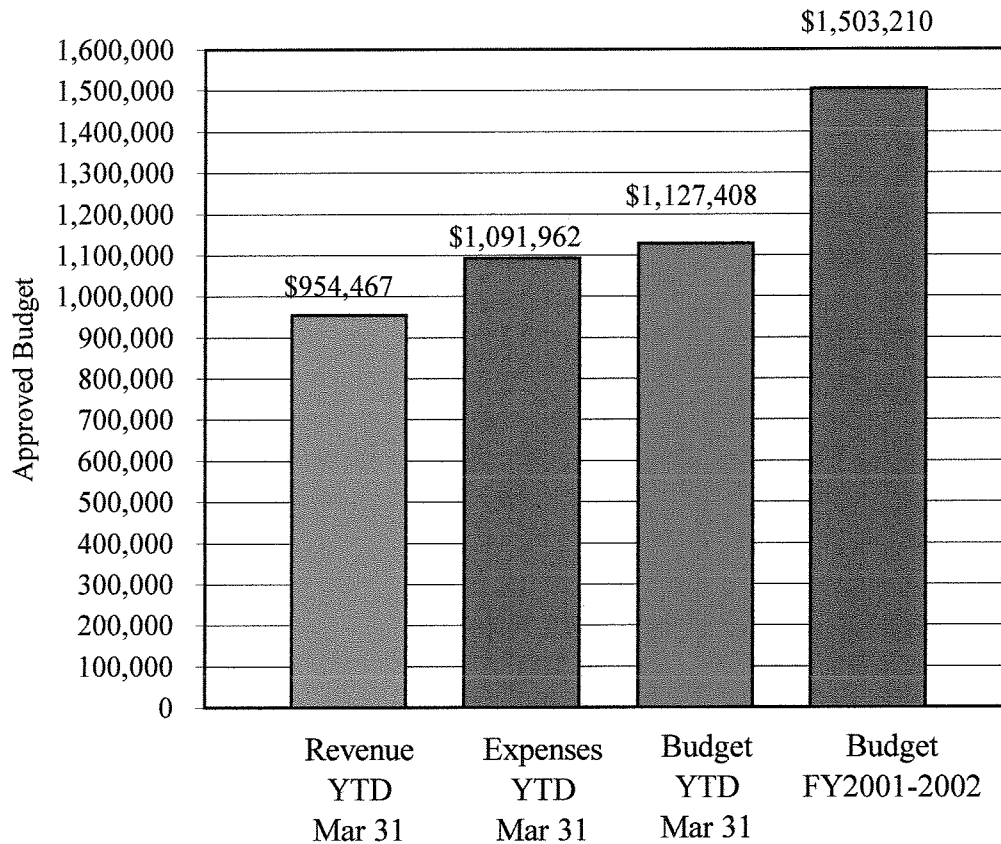
| | Fiscal Year 2000-2001 | | | | | | TOTAL | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|------------|---------------|-------|
| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | ALL FUNDS | EXCL GEN FUND | |
| 30-Jun-00 | 96,051.74 | 8,934.70 | 147,599.35 | 258,136.41 | 8,700.20 | 519,422.40 | 261,285.99 | |
| 31-Jul-00 | 96,171.58 | 8,957.55 | 147,823.78 | 231,138.46 | 8,740.35 | 492,831.72 | 261,693.26 | |
| 31-Aug-00 | 96,677.61 | 9,004.54 | 148,600.96 | 92,114.90 | 8,785.99 | 355,184.00 | 263,069.10 | |
| 30-Sep-00 | 97,165.52 | 9,049.92 | 149,350.71 | 78,481.43 | 8,830.18 | 342,877.76 | 264,396.33 | |
| 31-Oct-00 | 97,697.97 | 9,099.51 | 55,169.11 | 113,941.72 | 8,878.56 | 284,786.87 | 170,845.15 | |
| 30-Nov-00 | 87,890.22 | 9,149.56 | 56,003.03 | 110,828.97 | 8,878.56 | 272,750.34 | 161,921.37 | |
| 31-Dec-00 | 88,417.19 | 9,198.67 | 56,823.25 | 259,208.69 | 8,975.31 | 422,623.11 | 163,414.42 | |
| 31-Jan-01 | 89,526.99 | 9,300.58 | 57,570.97 | 491,153.97 | 9,074.74 | 656,627.25 | 165,473.28 | |
| 28-Feb-01 | 162,088.15 | 9,299.59 | 57,564.82 | 379,847.44 | 9,073.77 | 617,873.77 | 238,026.33 | |
| 31-Mar-01 | 162,580.42 | 9,350.78 | 57,881.70 | 347,353.21 | 9,123.72 | 586,289.83 | 238,936.62 | |
| 30-Apr-01 | 110,693.74 | 9,401.52 | 58,201.45 | 444,151.50 | 9,173.91 | 631,622.12 | 187,470.62 | |
| 31-May-01 | 111,139.78 | 9,446.11 | 153,477.49 | 402,753.93 | 9,217.42 | 686,034.73 | 283,280.80 | |
| 30-Jun-01 | 111,953.60 | 9,492.81 | 153,762.94 | 323,782.14 | 9,262.98 | 608,254.47 | 284,472.33 | |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |



PLACENTIA LIBRARY DISTRICT

Fiscal Year 2001 - 2002

General Fund Cash Flow



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document focuses on the role of the internal control system. It outlines the various components of the system, including the segregation of duties, the authorization process, and the monitoring of operations.

3. The third part of the document addresses the issue of asset protection. It discusses the various risks to assets and the measures that can be taken to mitigate these risks, such as the use of physical security and the implementation of access controls.

4. The fourth part of the document deals with the importance of regular communication and reporting. It stresses that management should provide timely and accurate information to the board and other stakeholders to enable them to make informed decisions.

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
April 17, 2002

| OBJECT CODE | DESCRIPTION | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 MAR 2002 | FY2000-2001 MAR 2001 | FY2001-2002 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 6210-00 | Prop. Taxes - current secured | 993,584 | 629,663.30 | 575,856.31 | 63,533.63 | 49,977.23 | 63.37% |
| 6210-01 | Public Utility | 23,000 | 13,196.15 | 12,003.37 | 0.00 | 0.00 | 57.37% |
| 6210-04 | Teeter Plan - current delinquent | 12,500 | 13,876.41 | 12,334.14 | 0.00 | 0.00 | 111.01% |
| | TOTAL PROP. TAXES - CURRENT SECURED | 1,029,084 | 656,735.86 | 600,193.82 | 63,533.63 | 49,977.23 | 63.82% |
| 6220 | PROP. TAXES - CURRENT UNSECURED | 55,000 | 53,874.62 | 50,975.74 | 0.00 | 0.00 | 97.95% |
| 6230-00 | Prop. Taxes - Prior Secured | 12,000 | 12,031.41 | 12,028.08 | 0.00 | 0.00 | |
| 6230-01 | Prior year's secured final apportionment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-02 | Secured prior years | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-03 | Tax deed land sales | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-04 | Teeter Plan buyout - FY1993-1994 only | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-10 | Release of impounds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-11 | (1994 ERAF Refund) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES - PRIOR SECURED | 12,000 | 12,031.41 | 12,028.08 | 0.00 | 0.00 | 100.26% |
| 6240 | TOTAL PROP. TAXES PRIOR UNSECURED | 1,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6250 | TAXES - SPECIAL DISTRICT AUGMENTATION | 8,500 | 4,640.00 | 4,292.00 | 0.00 | 0.00 | |
| 6260 | PENALTIES & COSTS ON DELINQUENT TAXES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6280-00 | Property taxes current supplemental | 35,000 | 28,216.30 | 21,390.23 | 3,536.46 | 900.58 | 80.62% |
| 6280-01 | Final supplemental for prior years | 0 | 1,746.82 | 1,592.26 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES SUPPLEMENTAL - CURREN | 35,000 | 29,963.12 | 22,982.49 | 3,536.46 | 900.58 | 85.61% |
| 6300 | PROP. TAXES SUPPLEMENTAL - PRIOR | 800 | 1,302.90 | 820.72 | 0.00 | 0.00 | 162.86% |
| 6540 | PENALTIES & COSTS ON DELINQUENT TAXES | 250 | 0.00 | 267.82 | 0.00 | 0.00 | |
| | TOTAL TAXES | 1,141,634 | 758,547.91 | 691,560.67 | 67,070.09 | 50,877.81 | 66.44% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 17, 2002

| OBJECT CODE | DESCRIPTION | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 MAR 2002 | FY2000-2001 MAR 2001 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-------------------|-------------------|----------------------|----------------------|-----------------------|
| 0100 | Salaries & Wages | 651,612 | 475,178.00 | 441,676.00 | 50,124.00 | 45,540.00 | 72.92% |
| 0200 | Retirement (Social Security & Pension Contribution) | 93,517 | 80,697.14 | 70,340.18 | 3,798.00 | 3,486.00 | 86.29% |
| | Health & Life Insurance/Blue Shield CA | 39,442 | 26,913.68 | 29,033.88 | 3,870.69 | 7,532.89 | 68.24% |
| | Long Term Disability/CNA | 3,584 | 2,107.94 | 1,872.92 | 246.05 | 229.39 | 58.82% |
| | Life Insurance/Fortis & Protective Life | 2,600 | 1,377.65 | 2,066.20 | 0.00 | 84.70 | 52.99% |
| | Vision Service Plan/VSP | 2,898 | 2,074.88 | 2,059.91 | 233.36 | 230.74 | 71.60% |
| | Dental/Ameritas | 7,278 | 4,747.90 | 5,718.90 | 623.60 | 577.20 | 65.24% |
| 0300 | Total Employee Insurance | 55,801 | 37,222.05 | 40,751.81 | 4,973.70 | 8,654.92 | 66.70% |
| 0310 | Unemployment Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0350 | Workers Compensation - General | 6,600 | 11,209.00 | 4,785.00 | 2,733.00 | 1,289.00 | 169.83% |
| | TOTAL SALARIES & EMPLOYEE BENEFITS | 807,530 | 604,306.19 | 557,552.99 | 61,628.70 | 58,969.92 | 74.83% |
| 0700-00 | Communications - Telephone | 2,250 | 2,711.06 | 1,543.13 | 166.80 | 224.81 | 120.49% |
| 0700-01 | Communications - Modem/Fax | 5,500 | 4,765.30 | 3,976.87 | 601.93 | 657.44 | 86.64% |
| 0700-02 | Communications - Internet/Database | 3,500 | 932.28 | 2,383.64 | 34.95 | 323.22 | 26.64% |
| 0700-05 | Communications - Cataloging & Acquisitions Vendor | 2,700 | 1,363.93 | 1,939.00 | 215.50 | 430.50 | 50.52% |
| 0700-07 | Communications - ELLI Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0700-08 | Communications - Adult Literacy | 800 | 275.87 | 284.32 | 33.47 | 74.45 | 34.48% |
| | Total Communications | 14,750 | 10,048.44 | 10,126.96 | 1,052.65 | 1,710.42 | 68.13% |
| 0900-00 | Food - General Fund | 150 | 0.00 | 54.55 | 0.00 | 0.00 | |
| 0900-07 | Food - ELLI Grant | 250 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0900-08 | Food - Adult Literacy | 0 | 0.00 | 66.10 | 0.00 | 0.00 | |
| 0090-09 | Food - Families for Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Food | 400 | 0.00 | 120.65 | 0.00 | 0.00 | 0.00% |
| 1000-00 | Household Expense | 4,500 | 18,570.81 | 993.49 | 0.00 | 0.00 | 412.68% |
| 1100-00 | Insurance - Liability | 5,280 | 5,279.54 | 5,068.57 | 0.00 | 0.00 | 99.99% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 17, 2002

| OBJECT CODE | DESCRIPTION | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 MAR 2002 | FY2000-2001 MAR 2001 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 1300-00 | Maintenance of Equipment - General Fund (Other than Computer) | 5,000 | 1,991.00 | 4,057.02 | 0.00 | 0.00 | 39.82% |
| 1300-01 | Maintenance of Equipment - General Fund(Computer) | 12,500 | 7,657.60 | 6,263.16 | 2,797.60 | 0.00 | 61.26% |
| 1300-07 | Maintenance of Equipment - ELLI Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1300-08 | Maintenance of Equipment - Adult Literacy | 0 | 5,365.95 | 0.00 | 5,365.95 | 0.00 | |
| 1300-09 | Maintenance of Equipment - Families for Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Maintenance of Equipment | 17,500 | 15,014.55 | 10,320.18 | 8,163.55 | 0.00 | 85.80% |
| | HVAC | 2,500 | 1,631.29 | 1,011.76 | 722.41 | 355.00 | 65.25% |
| | Carpet Cleaning | 3,500 | 2,805.99 | 0.00 | 0.00 | 0.00 | 80.17% |
| | Groundskeeping, City of Placentia | 30,000 | 9,619.65 | 17,175.92 | 1,255.57 | 3,264.24 | 32.07% |
| | Plumbing | 1,800 | 4,085.62 | 1,689.44 | 0.00 | 1,260.17 | 226.98% |
| | Electrical | 1,500 | 313.19 | 1,102.29 | 0.00 | 1,040.00 | 20.88% |
| | Cleaning Service | 13,700 | 9,750.00 | 8,700.00 | 1,100.00 | 950.00 | 71.17% |
| | Locksmith | 200 | 286.69 | 185.08 | 86.78 | 24.79 | 143.35% |
| | Other (Includes Fire Alarm & Seismic Retrofit Project) | 5,000 | 2,652.26 | 25,495.79 | 2,197.74 | 20,499.25 | 53.05% |
| 1400-00 | Total Maintenance of Building & Grounds | 58,200 | 31,144.69 | 55,360.28 | 5,362.50 | 27,393.45 | 53.51% |
| | Memberships - General Fund | 3,750 | 2,368.50 | 3,133.00 | 25.00 | 390.00 | 63.16% |
| 1600-07 | Memberships - ELLI Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1600-08 | Memberships - Adult Literacy | 400 | 325.50 | 355.00 | 0.00 | 175.00 | |
| 1600-09 | Memberships - Families for Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Memberships | 4,150 | 2,694.00 | 3,488.00 | 25.00 | 565.00 | 64.92% |
| | Miscellaneous Expense - General Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-07 | Miscellaneous Expense - ELLI Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-08 | Miscellaneous Expense - Adult Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-09 | Miscellaneous Expense - Families for Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Miscellaneous Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 17, 2002

| OBJECT CODE | DESCRIPTION | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 MAR 2002 | FY2000-2001 MAR 2001 | FY2001-2002 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| | Library Supplies | 10,000 | 8,840.42 | 6,351.57 | 291.37 | 1,616.66 | 88.40% |
| | Printing | 9,500 | 9,010.50 | 5,692.72 | 2,969.06 | 88.70 | 94.85% |
| | EZ Copy - copy cards for sale to patrons * | 0 | 0.00 | 0.00 | 0.00 | | |
| | Publications | 900 | 2,519.09 | 623.95 | 1,082.31 | 372.75 | 279.90% |
| | Paper | 1,700 | 1,148.08 | 1,350.15 | 78.12 | 26.00 | 67.53% |
| | Drinking Water Service | 325 | 182.00 | 233.00 | 0.00 | 1,174.79 | 56.00% |
| | Other Office Supplies | 8,500 | 12,518.85 | 6,884.30 | 4,504.17 | 3,278.90 | 147.28% |
| 1800-00 | Total Office Supply Expense - General Fund | 30,925 | 34,218.94 | 21,135.69 | 8,925.03 | | 110.65% |
| 1800-07 | ELLI Grant Supply Expense | 1,000 | 878.90 | 0.00 | 349.86 | 0.00 | |
| | Printing | 3,418 | 2,324.77 | 465.03 | 0.00 | 465.03 | |
| | Publications | 0 | 1,729.71 | 428.92 | 0.00 | 0.00 | |
| | Paper | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Other Office Supplies | 4,200 | 4,154.35 | 1,823.91 | 0.00 | 120.42 | |
| 1800-08 | Total Adult Literacy Office Supply Expense | 7,618 | 8,208.83 | 2,717.86 | 0.00 | 585.45 | 107.76% |
| 1800-09 | Supply Expense Families for Literacy | 3,000 | 607.80 | 0.00 | 0.00 | 0.00 | |
| | Total Office Expense | 42,543 | 43,914.47 | 23,853.55 | 9,274.89 | 3,864.35 | 103.22% |
| 1803-00 | Postage Expense - General Fund | 4,800 | 3,421.73 | 1,394.93 | 817.41 | 0.00 | 71.29% |
| 1803-01 | Postage Expense - LSCA II Grant | 0 | 535.85 | 250.00 | 0.00 | 0.00 | |
| 1803-08 | Postage Expense - Adult Literacy | 100 | 6.62 | 0.00 | 0.00 | 0.00 | 6.62% |
| 1803-09 | Postage Expense - Families for Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Postage Expense | 4,900 | 3,964.20 | 1,644.93 | 817.41 | 0.00 | 80.90% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 17, 2002

| OBJECT CODE | DESCRIPTION | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 MAR 2002 | FY2000-2001 MAR 2001 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| | Care Resources (Employee Assistance) | 420 | 280.00 | 315.00 | 0.00 | 35.00 | 66.67% |
| | Pension Contribution & Operating Expenses | 7,500 | 2,271.42 | 5,423.53 | 0.00 | 0.00 | 30.29% |
| | Anaheim Consortium Automated Library System | 30,000 | 25,218.60 | 41,395.00 | 25,218.60 | 41,395.00 | 84.06% |
| | Anaheim Consortium Computer Technical & Consulting Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Clipping Service | 475 | 339.39 | 339.39 | 37.71 | 37.71 | 71.45% |
| | Interest Allocation & Tax Collection Charges by Orange County | 9,100 | 6,335.06 | 219.50 | 35.76 | 45.95 | 69.62% |
| | Advertising (Including WEB Site) | 2,000 | 0.00 | 345.80 | 0.00 | 0.00 | 0.00% |
| | Medical Exams | 500 | 920.00 | 262.50 | 0.00 | 0.00 | 184.00% |
| | Collection Services - Accounts Receivable | 2,500 | 1,674.96 | 1,578.14 | 149.99 | 136.18 | 67.00% |
| | Audit & Accounting Services | 5,250 | 5,150.00 | 5,140.00 | 0.00 | 120.00 | 98.10% |
| | Payroll Preparation | 3,000 | 2,348.09 | 2,175.35 | 224.10 | 229.65 | 78.27% |
| | Election Expenses | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Staff Training in Library | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Other (Includes Contract Storyteller) | 9,500 | 27,190.64 | 7,111.10 | 7,830.00 | 675.00 | 286.22% |
| 1900-00 | Total Specialized Services - General Fund | 70,245 | 71,728.16 | 64,305.31 | 33,496.16 | 42,674.49 | 102.11% |
| 1900-01 | Specialized Services - Partnerships for Change Grant | 0 | 12,292.81 | 0.00 | 0.00 | 0.00 | |
| 1900-07 | Specialized Services - ELLI Grant | 13,600 | 3,708.47 | 0.00 | 181.62 | 0.00 | |
| 1900-08 | Specialized Services - Adult Literacy | 0 | 1,785.00 | 5,576.17 | 180.00 | 3,651.17 | #DIV/0! |
| 1900-09 | Specialized Services - Families for Literacy | 2,000 | 183.69 | 0.00 | 0.00 | 0.00 | |
| 1900-18 | Tax Collection Services & Fees by Orange County | 12,000 | 1,741.83 | 3,575.05 | 158.83 | 124.94 | 14.52% |
| | Total Specialized Services | 97,845 | 91,439.96 | 73,456.53 | 34,016.61 | 46,450.60 | 93.45% |
| 2000-00 | Legal Notices - General Fund | 550 | 0.00 | 457.92 | 0.00 | 0.00 | 0.00% |
| 2000-01 | Legal Notices - LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Legal Notices | 550 | 0.00 | 457.92 | 0.00 | 0.00 | 0.00% |
| 2100-00 | Rents/Leases-Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 17, 2002

| OBJECT CODE | DESCRIPTION | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 MAR 2002 | FY2000-2001 MAR 2001 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 2200-00 | Semi-Annual Bond Payment & Quarterly Energy Loan Payment | 120,800 | 93,951.90 | 60,242.29 | 35,900.00 | 0.00 | 77.77% |
| 2300-00 | Small Tools/Instruments | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-00 | Special Department Expense - Miscellaneous | 0 | 48.00 | 105.65 | 0.00 | 105.65 | |
| 2400-01 | Special Department Expense- Books | 150,000 | 60,899.03 | 50,844.72 | 4,355.98 | 28,419.82 | 40.60% |
| 2400-02 | Special Department Expense - Video | 0 | 242.12 | 1,193.41 | 0.00 | 0.00 | |
| 2400-03 | Special Department Expense - Electronic | 0 | 19,202.97 | 23,500.88 | 0.00 | 0.00 | |
| 2400-04 | Special Department Expense - Periodicals | 0 | 15,362.10 | 6,270.79 | 8,832.77 | 0.00 | |
| 2400-05 | Special Department Expense - Audio | 0 | 5,255.53 | 2,303.84 | 570.56 | 0.00 | |
| 2400-07 | Special Department Expense - ELLI Grant | 0 | 78.47 | 0.00 | 0.00 | 0.00 | |
| 2400-08 | Special Department Expense - Adult Literacy | 6,182 | 2,634.77 | 3,779.96 | 276.85 | 0.00 | 42.62% |
| 2400-09 | Special Department Expense - Families for Literacy | 0 | 75.51 | 0.00 | 0.00 | 0.00 | |
| | Total Special Department Expense | 156,182 | 103,798.50 | 87,999.25 | 14,036.16 | 28,525.47 | 66.46% |
| 2600-00 | Transportation/Travel - General | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-00 | Transportation/Travel - Meetings, Staff Out of Town | 2,500 | 1,673.23 | 556.73 | 0.00 | 392.73 | 66.93% |
| 2700-01 | Transportation/Travel - Meetings, Staff Local | 4,000 | 4,887.31 | 2,787.10 | 970.65 | 726.82 | 122.18% |
| 2700-02 | Transportation/Travel - Meetings, Board Out of Town | 600 | 896.62 | 581.56 | 0.00 | 581.56 | 149.44% |
| 2700-03 | Transportation/Travel - Meetings, Board Local | 500 | 704.52 | 454.25 | 0.00 | 396.00 | 140.90% |
| 2700-04 | Transportation/Travel - Meetings, LSCA II Grant | 0 | 197.97 | 0.00 | 0.00 | 0.00 | |
| 2700-07 | Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant | 250 | 954.06 | 0.00 | 500.94 | 0.00 | |
| 2700-08 | Transportation/Travel - Meetings - Adult Literacy | 1,000 | 973.35 | 375.93 | 314.91 | 0.00 | 97.34% |
| 2700-09 | Transportation/Travel - Meetings - Families for Literacy | 2,000 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Transportation/Travel - Meetings | 10,850 | 10,287.06 | 4,755.57 | 1,786.50 | 2,097.11 | 94.81% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 17, 2002

| OBJECT CODE | DESCRIPTION | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 MAR 2002 | FY2000-2001 MAR 2001 | FY2001-2002 % EXP BUD |
|-------------|--------------------------------------|----------------------|---------------------|-------------------|----------------------|----------------------|-----------------------|
| 2800-00 | Electricity | 50,000 | 46,408.19 | 29,551.39 | 4,376.26 | 1,926.24 | 92.82% |
| | Gas | 7,000 | 1,872.19 | 3,826.47 | 651.23 | 1,133.00 | 26.75% |
| | Water | 3,750 | 2,823.54 | 2,401.76 | 311.89 | 140.24 | 75.29% |
| | Total Utilities | 60,750 | 51,103.92 | 35,779.62 | 5,339.38 | 3,199.48 | 84.12% |
| | TOTAL SUPPLIES & SERVICES | 599,200 | 481,212.04 | 373,667.79 | 115,774.65 | 113,805.88 | 80.31% |
| 3700-00 | Taxes, Assessments (Sales Tax) | 3,750 | 2,028.68 | 1,160.00 | 0.00 | 1,160.00 | 54.10% |
| 4000-00 | Equipment - General Fund | 30,000 | 4,414.76 | 26,293.31 | 0.00 | 14,139.36 | 14.72% |
| 4000-07 | Equipment - ELLI Grant | 5,142 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000-08 | Equipment - Adult Literacy | 1,000 | 0.00 | 557.59 | 0.00 | 0.00 | 0.00% |
| 4000-09 | Equipment - Families for Literacy | 1,000 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000-11 | Equipment - County Assigned Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Equipment | 37,142 | 4,414.76 | 26,850.90 | 0.00 | 14,139.36 | 11.89% |
| 4200-00 | Structures/Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EQUIPMENT EXPENSE | 37,142 | 4,414.76 | 26,850.90 | 0.00 | 14,139.36 | 11.89% |
| 5200 | PROVISION FOR CONTINGENCIES | 55,588 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5600 | INVESTMENT POOL LOSS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EXPENSES | 1,503,210 | 1,091,961.67 | 959,231.68 | 177,403.35 | 188,075.16 | 72.64% |

04/11/02

Placentia Library District
Balance Sheet
As of March 31, 2002

| | <u>Mar 31, '02</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| County Exempt - Checking | 9,339.39 |
| County Exempt - Savings | 1,860.15 |
| General Fund - Checking | 4,399.51 |
| General Fund - Savings | 18,593.98 |
| Literacy Fund - Savings | 6,474.20 |
| Payroll Checking | 6,405.11 |
| Payroll Checking (CDs) | |
| 387-0070269 | 5,000.00 |
| 387-0070277 | 2,500.00 |
| 387-0070285 | 2,500.00 |
| 387-0070293 | 5,000.00 |
| 387-0070301 | 10,000.00 |
| 387-0070319 | 10,000.00 |
| Total Payroll Checking (CDs) | <u>35,000.00</u> |
| Payroll Savings (Fees) | 2,386.71 |
| Payroll Savings (Int CDs) | 4,384.87 |
| Total Checking/Savings | <u>88,843.92</u> |
| Total Current Assets | <u>88,843.92</u> |
| TOTAL ASSETS | <u><u>88,843.92</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Retained Earnings | 25,103.67 |
| Total Capital | 69,630.30 |
| Net Income | -5,890.05 |
| Total Equity | <u>88,843.92</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>88,843.92</u></u> |

04/11/02

Placentia Library District
Profit & Loss by Class
March 2002

| | County Exempt Fund | General Fund | Unclassified | TOTAL |
|---------------------------------|--------------------|-------------------|-------------------|------------------|
| Income | | | | |
| COE Cash Register - Copy Cards | 307.70 | 0.00 | 0.00 | 307.70 |
| COE Children's Dept Income | 4,000.00 | 0.00 | 0.00 | 4,000.00 |
| COE Children's T-Shirts | 13.50 | 0.00 | 0.00 | 13.50 |
| COE Life Insur Suplmt(EDM) | 39.88 | 0.00 | -39.88 | 0.00 |
| COE Meeting Room Income | 200.00 | 0.00 | 0.00 | 200.00 |
| COE Miscellaneous Income | 0.00 | 0.00 | 25.00 | 25.00 |
| COE Passport Chck Reimbursement | 3,044.35 | 0.00 | 0.00 | 3,044.35 |
| GF Cash Register - Audio Visual | 0.00 | 7.80 | 0.00 | 7.80 |
| GF Cash Register - Fines | 0.00 | 1,878.20 | 0.00 | 1,878.20 |
| GF Cash Register - Lost Items | 0.00 | 296.05 | 0.00 | 296.05 |
| GF Cash Register - Reserves | 0.00 | 92.00 | 0.00 | 92.00 |
| GF Children's | 0.00 | 3,487.50 | 0.00 | 3,487.50 |
| GF Miscellaneous Income | 0.00 | 38.24 | 375.65 | 413.89 |
| GF Passport Revenue | 0.00 | 9,297.05 | 0.00 | 9,297.05 |
| GF State Library Grants | 0.00 | 5,000.00 | 0.00 | 5,000.00 |
| GF State Library Reimbursements | 0.00 | 2,253.69 | 0.00 | 2,253.69 |
| GF State of CA Foundation Funds | 0.00 | 77,328.00 | 0.00 | 77,328.00 |
| GF Transfers from County | 0.00 | 1,264.15 | -32,801.82 | -31,537.67 |
| PA Interest Inc - Savings | 0.00 | 0.00 | 44.28 | 44.28 |
| Total Income | 7,605.43 | 100,942.68 | -32,396.77 | 76,151.34 |
| Expense | | | | |
| COE Childn's Strytime (Friends) | -690.00 | 0.00 | 0.00 | -690.00 |
| COE Childn's Summer Rdng Prgm | -150.00 | 0.00 | 0.00 | -150.00 |
| COE Children's Other | 28.45 | 0.00 | 0.00 | 28.45 |
| COE Copier Lease Payments | 0.00 | 0.00 | 253.25 | 253.25 |
| COE Friend's Director's Fund | 18.75 | 0.00 | 0.00 | 18.75 |
| COE Passport Expenses | 3,252.35 | 0.00 | 0.00 | 3,252.35 |
| GF Bank Fees | 0.00 | 0.00 | 98.75 | 98.75 |
| GF Board Travel | 0.00 | 131.00 | 0.00 | 131.00 |
| GF Children's Expense | 0.00 | 83.85 | 0.00 | 83.85 |
| GF Debit Card Transfers Passpo | 0.00 | 3,201.99 | 0.00 | 3,201.99 |
| GF ELLI Grant | 0.00 | -30.00 | 0.00 | -30.00 |
| GF ELLI Grant Travel | 0.00 | -373.50 | 0.00 | -373.50 |
| GF Household Expenses | 0.00 | 815.56 | 0.00 | 815.56 |
| GF Library Materials (books) | 0.00 | 51.60 | 0.00 | 51.60 |
| GF Literacy Travel | 0.00 | 15.00 | 0.00 | 15.00 |
| GF Memberships | 0.00 | -70.00 | 0.00 | -70.00 |
| GF Office Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| GF Postage | 0.00 | 300.00 | 0.00 | 300.00 |
| GF Registration/trans/travel | 0.00 | 30.00 | 0.00 | 30.00 |
| GF Special Dept Expense | 0.00 | 8.65 | 0.00 | 8.65 |
| PA Employee Benefits | 0.00 | 0.00 | 1,655.45 | 1,655.45 |
| PA Employer Payroll Taxes | 0.00 | 0.00 | 15,135.86 | 15,135.86 |
| PA Payroll Processing Fees | 0.00 | 0.00 | 28,266.11 | 28,266.11 |
| PA Salaries | 0.00 | 0.00 | 7,175.97 | 7,175.97 |
| Total Expense | 2,459.55 | 4,164.15 | 52,585.39 | 59,209.09 |
| Net Income | 5,145.88 | 96,778.53 | -84,982.16 | 16,942.25 |

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

04/11/02

| | County Exempt Fund | General Fund | Literacy Fund | Unclassified | TOTAL |
|---------------------------------|--------------------|-------------------|-----------------|-------------------|-------------------|
| Income | | | | | |
| COE Camp Library (Friends) | -204.55 | 0.00 | 0.00 | 0.00 | -204.55 |
| COE Cash Register - Copy Cards | 2,027.42 | 0.00 | 0.00 | 0.00 | 2,027.42 |
| COE Children's Dept Income | 4,000.00 | 0.00 | 0.00 | 0.00 | 4,000.00 |
| COE Children's T-Shirts | 13.50 | 0.00 | 0.00 | 0.00 | 13.50 |
| COE Copy Machine Income | 44.60 | 0.00 | 0.00 | 0.00 | 44.60 |
| COE Directors Fund (Friends) | 621.05 | 0.00 | 0.00 | -17.67 | 603.38 |
| COE Friends - Summer Reading | 7.00 | 0.00 | 0.00 | 0.00 | 7.00 |
| COE Life Insur Suplmt(EDM) | 299.10 | 0.00 | 0.00 | -338.98 | -39.88 |
| COE Live @ Library 2000 Grant | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| COE Meeting Room Income | 1,529.90 | 0.00 | 0.00 | 0.00 | 1,529.90 |
| COE Miscellaneous Income | 3,549.95 | 0.00 | 0.00 | 25.00 | 3,574.95 |
| COE Passport Chck Reimbursement | 20,023.80 | 0.00 | 0.00 | -642.05 | 19,381.75 |
| COE Staff Appreciation Reimb | 396.00 | 0.00 | 0.00 | 0.00 | 396.00 |
| COE Test Proctoring Income | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 |
| GF Account Interest (IEC) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GF Bankcard Deposit | 0.00 | 958.17 | 0.00 | 5,463.07 | 6,421.24 |
| GF Cash Register - Audio Visual | 0.00 | 21.40 | 0.00 | 0.00 | 21.40 |
| GF Cash Register - Childrens | 0.00 | 167.50 | 0.00 | 0.00 | 167.50 |
| GF Cash Register - Fines | 0.00 | 13,964.13 | 0.00 | 0.00 | 13,964.13 |
| GF Cash Register - Lost Items | 0.00 | 3,005.63 | 0.00 | 0.00 | 3,005.63 |
| GF Cash Register - Misc. | 0.00 | 419.25 | 0.00 | 0.00 | 419.25 |
| GF Cash Register - Reserves | 0.00 | 804.12 | 0.00 | 0.00 | 804.12 |
| GF Children's | 0.00 | 3,487.50 | 0.00 | 0.00 | 3,487.50 |
| GF County Reimbursements | 0.00 | 6,549.93 | 0.00 | 0.00 | 6,549.93 |
| GF Debit Card Income | 12.05 | 0.00 | 0.00 | 0.00 | 12.05 |
| GF Gifts Income | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| GF Miscellaneous Income | 0.00 | 297.59 | 0.00 | 390.65 | 688.24 |
| GF Office Expense Reimbursement | 0.00 | 2,698.44 | 0.00 | 0.00 | 2,698.44 |
| GF Passport Revenue | 166.00 | 48,196.54 | 0.00 | 0.00 | 48,362.54 |
| GF Registration fees refund | 0.00 | 21.88 | 0.00 | 0.00 | 21.88 |
| GF Rotary | 0.00 | 10.50 | 0.00 | 0.00 | 10.50 |
| GF Special Grants | 0.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| GF State Library Grants | 0.00 | 29,593.00 | 0.00 | 0.00 | 29,593.00 |
| GF State Library Reimbursements | 0.00 | 10,116.25 | 0.00 | 0.00 | 10,116.25 |
| GF State of CA Foundation Funds | 0.00 | 77,328.00 | 0.00 | 0.00 | 77,328.00 |
| GF Transfers from County | 0.00 | 7,040.14 | 0.00 | 339,442.21 | 346,482.35 |
| GF Typewriter Income | 0.00 | 12.20 | 0.00 | 0.00 | 12.20 |
| LIT Donations to literacy | 0.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| PA Interest Inc - CD's | 0.00 | 0.00 | 0.00 | 1,111.04 | 1,111.04 |
| PA Interest Inc - Savings | 0.00 | 0.00 | 0.00 | 213.90 | 213.90 |
| Total Income | 34,515.82 | 211,692.17 | 1,000.00 | 345,647.17 | 592,855.16 |
| Expense | | | | | |
| COE Bank fees | 0.00 | 0.00 | 0.00 | 3,532.75 | 3,532.75 |
| COE Childn's Strytime (Friends) | 2,587.50 | 0.00 | 0.00 | 0.00 | 2,587.50 |
| COE Childn's Summer Rdng Prgm | 1,781.00 | 0.00 | 0.00 | 0.00 | 1,781.00 |
| COE Children's Other | 28.45 | 0.00 | 0.00 | 0.00 | 28.45 |
| COE Copier Lease Payments | 0.00 | 0.00 | 0.00 | 1,772.03 | 1,772.03 |
| COE Copier Maintenance Contract | 482.57 | 0.00 | 0.00 | 0.00 | 482.57 |
| COE Credit Card Transactions | 0.00 | 1,622.25 | 0.00 | 0.00 | 1,622.25 |
| COE Friend's Director's Fund | 232.59 | 0.00 | 0.00 | 0.00 | 232.59 |
| COE Household Expense | 64.50 | 0.00 | 0.00 | 0.00 | 64.50 |
| COE Library Board Expenses | 403.33 | 0.00 | 0.00 | 0.00 | 403.33 |
| COE Life Insurance payment | 612.07 | 0.00 | 0.00 | 0.00 | 612.07 |
| COE Literacy | 180.00 | 0.00 | 0.00 | 0.00 | 180.00 |
| COE Meeting Room Upkeep Expense | 40.00 | 0.00 | 0.00 | 0.00 | 40.00 |
| COE Office Expense | 9.95 | 0.00 | 0.00 | 0.00 | 9.95 |
| COE Passport Expenses | 20,925.00 | 0.00 | 0.00 | 367.45 | 21,292.45 |
| COE Petty Cash Exp to be reimbu | -3,096.75 | 0.00 | 0.00 | 0.00 | -3,096.75 |
| COE Staff Appreciation | 704.00 | 0.00 | 0.00 | 0.00 | 704.00 |
| GF Bank Fees | 0.00 | 0.00 | 0.00 | 725.98 | 725.98 |
| GF Board Travel | 5.00 | 464.00 | 0.00 | 0.00 | 469.00 |
| GF Children's Expense | 0.00 | 83.85 | 0.00 | 0.00 | 83.85 |
| GF CLC Grant Travel | 0.00 | 532.30 | 0.00 | 0.00 | 532.30 |
| GF credit card transactions | 0.00 | -948.82 | 0.00 | 0.00 | -948.82 |
| GF Debit Card Transfers Passpo | 0.00 | 4,519.44 | 0.00 | 0.00 | 4,519.44 |
| GF Debit Cards | 0.00 | 0.00 | 0.00 | 20.00 | 20.00 |
| GF ELLI Grant | 0.00 | 17.74 | 0.00 | 0.00 | 17.74 |
| GF ELLI Grant Travel | 0.00 | 127.44 | 0.00 | 365.00 | 492.44 |
| GF Equipment (400) | 0.00 | 752.38 | 0.00 | 0.00 | 752.38 |
| GF Food | 0.00 | 28.69 | 0.00 | 0.00 | 28.69 |
| GF Household Expenses | 0.00 | 1,157.46 | 0.00 | 0.00 | 1,157.46 |
| GF Insurance | 0.00 | 1,563.04 | 0.00 | 0.00 | 1,563.04 |
| GF Library Materials (books) | 0.00 | 51.60 | 0.00 | 0.00 | 51.60 |
| GF Literacy | 0.00 | 503.94 | 0.00 | 0.00 | 503.94 |
| GF Literacy Travel | 0.00 | 610.00 | 0.00 | 21.88 | 631.88 |
| GF Maintenance - Bldg | 0.00 | 498.75 | 0.00 | 627.50 | 1,126.25 |
| GF Memberships | 0.00 | 180.00 | 0.00 | 0.00 | 180.00 |
| GF Miscellaneous | 0.00 | -12.95 | 0.00 | 3,588.74 | 3,575.79 |
| GF Office Expense | 0.00 | 745.29 | 0.00 | 0.00 | 745.29 |
| GF Postage | 101.75 | 588.18 | 0.00 | 3.61 | 693.54 |
| GF Printing | 0.00 | 270.19 | 78.00 | 0.00 | 348.19 |
| GF Prof & Spec Services | 0.00 | 480.00 | 0.00 | 0.00 | 480.00 |
| GF Publishing | 0.00 | 90.02 | 0.00 | 0.00 | 90.02 |
| GF Refreshments | 0.00 | 78.81 | 0.00 | 0.00 | 78.81 |
| GF Registration/trans/travel | 0.00 | 2,923.00 | 0.00 | 0.00 | 2,923.00 |

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

04/11/02

| | <u>County Exempt Fund</u> | <u>General Fund</u> | <u>Literacy Fund</u> | <u>Unclassified</u> | <u>TOTAL</u> |
|-----------------------------|---------------------------|---------------------|----------------------|---------------------|-------------------|
| GF Return Check Item & Fees | 0.00 | 0.00 | 0.00 | 42.45 | 42.45 |
| GF Special Dept Expense | 0.00 | 95.05 | 0.00 | 0.00 | 95.05 |
| GF Staff Travel | 5.00 | 57.00 | 0.00 | 65.60 | 127.60 |
| GF Transfers to County | 0.00 | 0.00 | 0.00 | 6,061.40 | 6,061.40 |
| GF Trustee Travel | 0.00 | 403.00 | 0.00 | 87.52 | 490.52 |
| PA Employee Benefits | 0.00 | 0.00 | 0.00 | 24,808.85 | 24,808.85 |
| PA Employer Payroll Taxes | 0.00 | 0.00 | 0.00 | 155,100.30 | 155,100.30 |
| PA Payroll Processing Fees | 0.00 | 0.00 | 0.00 | 238,831.53 | 238,831.53 |
| PA Salaries | 0.00 | 0.00 | 0.00 | 120,097.01 | 120,097.01 |
| Total Expense | 25,065.96 | 17,481.65 | 78.00 | 556,119.60 | 598,745.21 |
| Net Income | 9,449.86 | 194,210.52 | 922.00 | -210,472.43 | -5,890.05 |

Reconciliation Report

General Fund - Checking account reconciled for the period ending 04/10/2002

Cleared Transactions

| | | |
|------------------------------------|----------|-----------|
| Previous Balance | | 4,299.10 |
| Cleared Checks and Payments | 16 Items | -4,749.17 |
| Cleared Deposits and Other Credits | 6 Items | 5,250.15 |
| Cleared Balance | | 4,800.08 |

Uncleared Transactions

| | | |
|--------------------------------------|----------|-----------|
| Uncleared Checks and Payments | 16 Items | -1,452.12 |
| Uncleared Deposits and Other Credits | 7 Items | 1,664.79 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 04/10/2002 (statement closing date) | | 5,012.75 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 5,012.75 |

Placentia Library District

Register: General Fund - Checking
 From 03/01/2002 through 03/31/2002
 Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------------|----------------------------|--------------------|----------|---|----------|----------|
| 03/04/2002 | | | GF ELLI Grant Travel | Deposit | | | 373.50 | 3,854.86 |
| 03/04/2002 | | | -split- | Deposit | | | 70.00 | 3,924.86 |
| 03/06/2002 | | | -split- | Deposit | | | 375.65 | 4,300.51 |
| 03/14/2002 | | | GF Memberships | Deposit | | | 25.00 | 4,325.51 |
| 03/14/2002 | | | GF Transfers from Cou... | Deposit | | | 1,264.15 | 5,589.66 |
| 03/14/2002 | 4443 | Sam's Club | GF Memberships | Memberships-#... | 55.00 | | | 5,534.66 |
| 03/14/2002 | 4444 | CALTAC | GF Board Travel | Registration: S... | 81.00 | | | 5,453.66 |
| 03/19/2002 | 4445 | United States Postal ... | GF Postage | Meter account ... | 150.00 | | | 5,303.66 |
| 03/20/2002 | 4446 | Placentia Chamber of... | -split- | Chamber mixer... | 25.00 | | | 5,278.66 |
| 03/20/2002 | 4450 | Placentia Library Dis... | GF Debit Card Transfe... | to GF Savings-... | 1,257.09 | | | 4,021.57 |
| 03/20/2002 | 4451 | PLAcentia Library D... | GF Debit Card Transfe... | to COE Checki... | 1,944.90 | | | 2,076.67 |
| 03/21/2002 | 4448 | Sam's Club | GF Household Expenses | 2 refrigerators | | | | 2,076.67 |
| 03/21/2002 | 4449 | Planned Giving Roun... | GF Registration/trans/t... | Registration-El... | 20.00 | | | 2,056.67 |
| 03/22/2002 | 4447 | Jim's Enterprise | GF Household Expenses | Moving Compa... | | | | 2,056.67 |
| 03/26/2002 | 4452 | Jim's Enterprise | GF Household Expenses | Move Literacy ... | | | | 2,056.67 |
| 03/26/2002 | 4453 | Placentia Chamber of... | GF Board Travel | Chamber Break... | 20.00 | | | 2,036.67 |
| 03/26/2002 | 4454 | Placentia Chamber of... | -split- | VOID: Chamb... | | X | | 2,036.67 |
| 03/27/2002 | | | -split- | Deposit | | | 30.00 | 2,066.67 |
| 03/27/2002 | | | GF Children's | Deposit | | | 3,487.50 | 5,554.17 |
| 03/27/2002 | 4455 | Cyris Smith | -split- | Reimbursement... | 60.25 | | | 5,493.92 |
| 03/27/2002 | 4456 | Rotary Club of Place... | -split- | Chamber Break... | 30.00 | | | 5,463.92 |
| 03/28/2002 | 4457 | Trails West, Inc. | GF Children's Expense | Books for Chil... | 83.85 | | | 5,380.07 |
| 03/28/2002 | 4458 | Target | GF Office Expense | VOID: Camera... | | X | | 5,380.07 |
| 03/28/2002 | 4459 | United States Postal ... | GF Postage | Acct# 3202162... | 150.00 | | | 5,230.07 |

Reconciliation Report

General Fund - Savings account reconciled for the period ending 04/10/2002

Cleared Transactions

| | | |
|------------------------------------|----------|-------------|
| Previous Balance | | 38,607.63 |
| Cleared Checks and Payments | 4 Items | -116,274.13 |
| Cleared Deposits and Other Credits | 36 Items | 96,260.48 |
| Cleared Balance | | 18,593.98 |

Uncleared Transactions

| | | |
|--------------------------------------|----------|----------|
| Uncleared Checks and Payments | 0 Items | 0.00 |
| Uncleared Deposits and Other Credits | 16 Items | 4,268.55 |

New Transactions

| | | |
|---|---------|-----------|
| Account Balance as of 04/10/2002 (statement closing date) | | 22,862.53 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 22,862.53 |

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 04/10/2002

Cleared Transactions

| | | |
|------------------------------------|----------|-----------|
| Previous Balance | | 4,444.40 |
| Cleared Checks and Payments | 57 Items | -3,165.42 |
| Cleared Deposits and Other Credits | 19 Items | 8,492.73 |
| Cleared Balance | | 9,771.71 |

Uncleared Transactions

| | | |
|--------------------------------------|----------|-----------|
| Uncleared Checks and Payments | 50 Items | -3,193.35 |
| Uncleared Deposits and Other Credits | 17 Items | 2,097.52 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 04/10/2002 (statement closing date) | | 8,675.88 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 8,675.88 |

Placentia Library District

Register: County Exempt - Checking
From 03/01/2002 through 03/31/2002
Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|-------------------|---------------------------|---------------------|---------|---|----------|----------|
| 03/02/2002 | | | COE Passport Chck Re... | Deposit | | | 91.00 | 4,802.98 |
| 03/02/2002 | 3167 | Passport Services | COE Passport Expenses | Manuel Escoba... | 45.00 | | | 4,757.98 |
| 03/02/2002 | 3168 | Passport Services | COE Passport Expenses | Rebecca 8-15-9... | 180.00 | | | 4,577.98 |
| 03/02/2002 | 3169 | Passport Services | COE Passport Expenses | Thomas Catald... | 80.00 | | | 4,497.98 |
| 03/02/2002 | 3170 | Passport Services | COE Passport Expenses | Kanyin Liane ... | 80.00 | | | 4,417.98 |
| 03/02/2002 | 3171 | Passport Services | COE Passport Expenses | Katarina Ho-Y... | 25.00 | | | 4,392.98 |
| 03/03/2002 | | | COE Passport Chck Re... | Deposit | | | 305.00 | 4,697.98 |
| 03/03/2002 | 3172 | Cyrise Smith | COE Children's Other | Supplies reimb... | 8.49 | | | 4,689.49 |
| 03/04/2002 | | | -split- | Deposit | | | 13.50 | 4,702.99 |
| 03/04/2002 | | | -split- | Deposit | | | 840.00 | 5,542.99 |
| 03/04/2002 | 3173 | Passport Services | COE Passport Expenses | Frank Ramirez ... | 45.00 | | | 5,497.99 |
| 03/04/2002 | 3174 | Passport Services | COE Passport Expenses | Scott Po-Yen ... | 80.00 | | | 5,417.99 |
| 03/04/2002 | 3178 | Passport Services | COE Passport Expenses | Marjorie Ann ... | 80.00 | | | 5,337.99 |
| 03/05/2002 | | | COE Passport Chck Re... | Deposit | | | 141.00 | 5,478.99 |
| 03/05/2002 | 3179 | Passport Services | COE Passport Expenses | Mitchell James ... | 80.00 | | | 5,398.99 |
| 03/05/2002 | 3180 | Passport Services | COE Passport Expenses | Nova Marie Mi... | 92.45 | | | 5,306.54 |
| 03/05/2002 | 3181 | Passport Services | COE Passport Expenses | Aleksandra Flo... | 25.00 | | | 5,281.54 |
| 03/06/2002 | | | COE Passport Chck Re... | Deposit | | | 25.00 | 5,306.54 |
| 03/06/2002 | 3182 | Passport Services | COE Passport Expenses | Donny A. Lem... | 45.00 | | | 5,261.54 |
| 03/06/2002 | 3183 | Passport Services | COE Passport Expenses | Mohamed Bing... | 45.00 | | | 5,216.54 |
| 03/07/2002 | | | COE Passport Expenses | RE Burgett 1/2... | 90.00 | | | 5,126.54 |
| 03/07/2002 | 3184 | Judy's Hallmark | COE Friend's Director'... | Director's fund:... | | | | 5,126.54 |
| 03/07/2002 | 3185 | Passport Services | COE Passport Chck Re... | RE Burgett 1/2... | 90.00 | | | 5,036.54 |
| 03/07/2002 | 3186 | Passport Services | COE Passport Expenses | David Iland Ol... | 45.00 | | | 4,991.54 |
| 03/07/2002 | 3187 | Passport Services | COE Passport Chck Re... | David Iland Ol... | 45.00 | | | 4,946.54 |
| 03/07/2002 | 3188 | Passport Services | COE Passport Chck Re... | MD Stillman 7/... | 160.00 | | | 4,786.54 |
| 03/07/2002 | 3190 | Passport Services | COE Passport Chck Re... | JC Stillman 2/2... | 80.00 | | | 4,706.54 |
| 03/07/2002 | 3191 | Passport Services | COE Passport Chck Re... | MD Stillman 7/... | 80.00 | | | 4,626.54 |
| 03/07/2002 | 3192 | Passport Services | COE Passport Chck Re... | Marisol Pelayo... | 80.00 | | | 4,546.54 |
| 03/09/2002 | 3194 | Passport Services | COE Passport Expenses | Anderson, Patri... | 25.00 | | | 4,521.54 |
| 03/10/2002 | | | COE Passport Chck Re... | Deposit | | | 25.00 | 4,546.54 |
| 03/11/2002 | | | COE Passport Chck Re... | Deposit | | | 45.00 | 4,591.54 |
| 03/11/2002 | | | COE Life Insur Suplmt... | Deposit | | | 19.94 | 4,611.48 |
| 03/11/2002 | | | COE Children's Dept I... | Deposit | | | 4,000.00 | 8,611.48 |
| 03/11/2002 | 3195 | Passport Services | COE Passport Expenses | Andrea Taren P... | 45.00 | | | 8,566.48 |
| 03/12/2002 | | | COE Passport Chck Re... | Deposit | | | 80.00 | 8,646.48 |
| 03/12/2002 | 3189 | Passport Services | COE Passport Expenses | Tommy Ray H... | 45.00 | | | 8,601.48 |
| 03/12/2002 | 3196 | Passport Services | COE Passport Expenses | Rocco Joseph ... | 45.00 | | | 8,556.48 |
| 03/14/2002 | | | COE Passport Chck Re... | Deposit | | | 90.00 | 8,646.48 |
| 03/14/2002 | 3175 | Passport Services | COE Passport Expenses | Green Eun Kim... | 25.00 | | | 8,621.48 |

Placentia Library District

Register: County Exempt - Checking
From 03/01/2002 through 03/31/2002
Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|-------------------|-------------------------|---------------------|---------|---|----------|----------|
| 03/14/2002 | 3176 | Passport Services | COE Passport Expenses | Enrique Torres ... | 80.00 | | | 8,541.48 |
| 03/14/2002 | 3197 | Passport Services | COE Passport Expenses | Natalie Francin... | 80.00 | | | 8,461.48 |
| 03/14/2002 | 3198 | Passport Services | COE Passport Expenses | Jessica Anali ... | 25.00 | | | 8,436.48 |
| 03/17/2002 | | | COE Passport Chck Re... | Deposit | | | 130.00 | 8,566.48 |
| 03/18/2002 | | | COE Passport Chck Re... | Deposit | | | 80.00 | 8,646.48 |
| 03/18/2002 | 3177 | Passport Services | COE Passport Expenses | Todd Eric Mart... | 45.00 | | | 8,601.48 |
| 03/18/2002 | 3199 | Passport Services | COE Passport Expenses | Antonio Roma... | 80.00 | | | 8,521.48 |
| 03/19/2002 | | | COE Passport Chck Re... | Deposit | | | 45.00 | 8,566.48 |
| 03/19/2002 | 3200 | Passport Services | COE Passport Expenses | Khanh Ngoc P... | 45.00 | | | 8,521.48 |
| 03/21/2002 | 3201 | Passport Services | COE Passport Expenses | Evan Sakae Yo... | 45.00 | | | 8,476.48 |
| 03/21/2002 | 3203 | Passport Services | COE Passport Expenses | Ninonka Pamel... | 60.00 | | | 8,416.48 |
| 03/21/2002 | 3204 | Passport Services | COE Passport Expenses | Steven Joseph ... | 45.00 | | | 8,371.48 |
| 03/21/2002 | 3205 | Passport Services | COE Passport Expenses | Lee (NMI) Kac... | 45.00 | | | 8,326.48 |
| 03/21/2002 | 3206 | Passport Services | COE Passport Expenses | Michael Stewar... | 45.00 | | | 8,281.48 |
| 03/21/2002 | 3207 | Passport Services | COE Passport Expenses | Aaron Salcido, ... | 45.00 | | | 8,236.48 |
| 03/21/2002 | 3209 | Passport Services | COE Passport Expenses | Nancy Jillian G... | 120.00 | | | 8,116.48 |
| 03/21/2002 | 3210 | Passport Services | COE Passport Expenses | Andrew Christ... | 80.00 | | | 8,036.48 |
| 03/21/2002 | 3212 | Passport Services | COE Passport Chck Re... | Raul Rafael Al... | 45.00 | | | 7,991.48 |
| 03/23/2002 | 3213 | Passport Services | COE Passport Expenses | Mark Anthony ... | 80.00 | | | 7,911.48 |
| 03/23/2002 | 3214 | Passport Services | COE Passport Expenses | Melvin Echols,... | 80.00 | | | 7,831.48 |
| 03/24/2002 | | | COE Passport Chck Re... | Deposit | | | 105.00 | 7,936.48 |
| 03/25/2002 | | | COE Passport Chck Re... | Deposit | | | 170.00 | 8,106.48 |
| 03/26/2002 | | | -split- | Deposit | | | 154.94 | 8,261.42 |
| 03/26/2002 | 3215 | Passport Services | COE Passport Expenses | James Gregory ... | 45.00 | | | 8,216.42 |
| 03/26/2002 | 3216 | Passport Services | COE Passport Expenses | Grace Midori 5... | 90.00 | | | 8,126.42 |
| 03/26/2002 | 3217 | Passport Services | COE Passport Expenses | Johahn Helmut... | 80.00 | | | 8,046.42 |
| 03/26/2002 | 3218 | Sam's Club | COE Children's Other | Candy for Spri... | | | | 8,046.42 |
| 03/26/2002 | 3219 | Ralph's | COE Children's Other | Juice and cooki... | | | | 8,046.42 |
| 03/26/2002 | 3220 | Passport Services | COE Passport Expenses | Gregory Mark ... | 45.00 | | | 8,001.42 |
| 03/26/2002 | 3221 | Passport Services | COE Passport Expenses | John Nicholas ... | 90.00 | | | 7,911.42 |
| 03/26/2002 | 3222 | Passport Services | COE Passport Expenses | Jose Frederico ... | 45.00 | | | 7,866.42 |
| 03/26/2002 | 3223 | Passport Services | COE Passport Expenses | Issa Giries Sab... | 80.00 | | | 7,786.42 |
| 03/27/2002 | | | COE Passport Chck Re... | Deposit | | | 212.45 | 7,998.87 |
| 03/27/2002 | | | COE Passport Chck Re... | Deposit | | | 1,944.90 | 9,943.77 |
| 03/27/2002 | 3224 | Passport Services | COE Passport Expenses | Harry Neil Ca... | 80.00 | | | 9,863.77 |
| 03/27/2002 | 3225 | Passport Services | COE Passport Expenses | Terry L. Reed ... | 80.00 | | | 9,783.77 |
| 03/28/2002 | 3226 | Passport Services | COE Passport Expenses | Jesse Edward C... | 45.00 | | | 9,738.77 |
| 03/28/2002 | 3227 | Passport Services | COE Passport Expenses | Charles Edwar... | 90.00 | | | 9,648.77 |
| 03/28/2002 | 3228 | Passport Services | COE Passport Expenses | Lindsay Nicole... | 184.90 | | | 9,463.87 |
| 03/30/2002 | 3229 | Passport Services | COE Passport Expenses | Oliveti, Ilaisaa... | 75.00 | | | 9,388.87 |

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 04/10/2002

Cleared Transactions

| | | |
|------------------------------------|----------|----------|
| Previous Balance | | 1,575.69 |
| Cleared Checks and Payments | 2 Items | -263.25 |
| Cleared Deposits and Other Credits | 24 Items | 533.41 |
| Cleared Balance | | 1,845.85 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|--------|
| Uncleared Checks and Payments | 0 Items | 0.00 |
| Uncleared Deposits and Other Credits | 8 Items | 133.41 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 04/10/2002 (statement closing date) | | 1,979.26 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 1,979.26 |

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 04/10/2002

Cleared Transactions

| | | |
|------------------------------------|---------|----------|
| Previous Balance | | 6,470.08 |
| Cleared Checks and Payments | 0 Items | 0.00 |
| Cleared Deposits and Other Credits | 1 Items | 4.12 |
| Cleared Balance | | 6,474.20 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|------|
| Uncleared Checks and Payments | 0 Items | 0.00 |
| Uncleared Deposits and Other Credits | 1 Items | 4.12 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 04/10/2002 (statement closing date) | | 6,478.32 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 6,478.32 |

Reconciliation Report

Payroll Checking account reconciled for the period ending 04/08/2002

Cleared Transactions

| | | |
|------------------------------------|----------|------------|
| Previous Balance | | 10,295.38 |
| Cleared Checks and Payments | 44 Items | -57,414.15 |
| Cleared Deposits and Other Credits | 2 Items | 53,922.00 |
| Cleared Balance | | 6,803.23 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|---------|
| Uncleared Checks and Payments | 3 Items | -430.87 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 04/08/2002 (statement closing date) | | 6,372.36 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 6,372.36 |



ACQUISITIONS REPORT FOR THE MONTH OF MARCH 2002
Prepared by Julie Shook, Technical Services Manager

| | GENERAL FUND | | ADOPT-A-BOOK | | TOTAL PURCHASED | | DONATED | | TOTAL ITEMS | |
|------------------------------------|--------------|---------|--------------|---------|-----------------|---------|---------|---------|-------------|---------|
| | Amount | Volumes | Amount | Volumes | Amount | Volumes | Value | Volumes | Amount | Volumes |
| Adult Fiction | 236.78 | 16 | 0.00 | 0 | 236.78 | 16 | 0.00 | 0 | 236.78 | 16 |
| Adult Circulating Non-Fiction | 337.84 | 17 | 0.00 | 0 | 337.84 | 17 | 99.90 | 3 | 437.74 | 20 |
| Adult Reference | 1,735.67 | 11 | 0.00 | 0 | 1,735.67 | 11 | 104.95 | 2 | 1,840.62 | 13 |
| Adult Print Continuations | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Electronic Continuations | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Adult Non-Fiction | 2,073.51 | 28 | 0.00 | 0 | 2,073.51 | 28 | 204.85 | 5 | 2,278.36 | 33 |
| TOTAL ADULT PRINT MATERIALS | 2,310.29 | 44 | 0.00 | 0 | 2,310.29 | 44 | 204.85 | 5 | 2,515.14 | 49 |
| Adult Audio/Music | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Audio Books | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Adult Audio | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Video Educational | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Video Entertainment | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Adult Video | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL ADULT MATERIALS | 2,310.29 | 44 | 0.00 | 0 | 2,310.29 | 44 | 204.85 | 5 | 2,515.14 | 49 |
| Juvenile Fiction | 187.05 | 21 | 0.00 | 0 | 187.05 | 21 | 15.98 | 1 | 203.03 | 22 |
| Juvenile Circulating Non-Fiction | 471.03 | 22 | 0.00 | 0 | 471.03 | 22 | 15.95 | 1 | 486.98 | 23 |
| Juvenile Reference | 244.81 | 5 | 0.00 | 0 | 244.81 | 5 | 0.00 | 0 | 244.81 | 5 |
| Juvenile Print Continuations | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Electronic Continuations | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Non-Fiction | 715.84 | 27 | 0.00 | 0 | 715.84 | 27 | 15.95 | 1 | 731.79 | 28 |
| TOTAL JUVENILE PRINT MATERIALS | 902.89 | 48 | 0.00 | 0 | 902.89 | 48 | 31.93 | 2 | 934.82 | 50 |
| Juvenile Audio/Music | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Audio Books | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Audio | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Video Educational | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Video Entertainment | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Video | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL JUVENILE MATERIALS | 902.89 | 48 | 0.00 | 0 | 902.89 | 48 | 31.93 | 2 | 934.82 | 50 |
| Total Fiction | 423.83 | 37 | 0.00 | 0 | 423.83 | 37 | 15.98 | 1 | 439.81 | 38 |
| Total Non-Fiction | 2,789.35 | 55 | 0.00 | 0 | 2,789.35 | 55 | 220.80 | 6 | 3,010.15 | 61 |
| Total Audio | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Video | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL MATERIALS | 3,213.18 | 92 | 0.00 | 0 | 3,213.18 | 92 | 236.78 | 7 | 3,449.96 | 99 |


OUTSTANDING ORDERS AS OF MARCH 31, 2002

| | | | |
|--------------|-------------|--------------|-------------|
| General Fund | Amount | Adopt-A-Book | TOTAL |
| | \$14,153.43 | Amount | Amount |
| | | \$175.17 | \$14,328.60 |

Figures were lower than usual this month because of the transition to the new automation system.

ACQUISITIONS REPORT FOR FISCAL YEAR 2001-2002 THROUGH THE MONTH OF MARCH 2002
Prepared by Julie Sheok, Technical Services Manager

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|---|--------------|---------|--------|--------------|---------|--------|-----------------|---------|--------|----------|---------|--------|-------------|---------|--------|
| | Amount | Volumes | Titles | Amount | Volumes | Titles | Amount | Volumes | Titles | Value | Volumes | Titles | Amount | Volumes | Titles |
| Adult Fiction | 6,056.71 | 396 | 346 | 959.62 | 46 | 46 | 7,016.33 | 442 | 392 | 742.29 | 39 | 39 | 7,758.62 | 481 | 431 |
| Adult Circulating Non-Fiction | 14,636.44 | 933 | 872 | 8,246.48 | 304 | 301 | 22,882.92 | 1,237 | 1,173 | 2,191.20 | 163 | 163 | 25,074.12 | 1,400 | 1,336 |
| Adult Reference | 14,155.32 | 161 | 93 | 835.32 | 13 | 13 | 14,990.64 | 174 | 106 | 796.89 | 28 | 26 | 15,787.53 | 202 | 132 |
| Adult Print Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Electronic Continuations | 18,987.97 | 7 | 7 | 0.00 | 0 | 0 | 18,987.97 | 7 | 7 | 0.00 | 0 | 0 | 18,987.97 | 7 | 7 |
| Total Adult Non-Fiction | 47,779.73 | 1101 | 972 | 9,081.80 | 317 | 314 | 56,861.53 | 1,418 | 1,286 | 2,988.09 | 191 | 189 | 59,849.62 | 1,609 | 1,475 |
| TOTAL ADULT PRINT MATERIALS | 53,836.44 | 1497 | 1497 | 10,041.42 | 363 | 360 | 63,877.86 | 1,860 | 1,678 | 3,730.38 | 230 | 228 | 67,608.24 | 2,090 | 1,906 |
| Adult Audio/Music | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Audio Books | 3,466.27 | 60 | 60 | 0.00 | 0 | 0 | 3,466.27 | 60 | 60 | 0.00 | 0 | 0 | 3,466.27 | 60 | 60 |
| Total Adult Audio | 3,466.27 | 60 | 60 | 0.00 | 0 | 0 | 3,466.27 | 60 | 60 | 0.00 | 0 | 0 | 3,466.27 | 60 | 60 |
| Adult Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 89.95 | 4 | 4 | 89.95 | 4 | 4 |
| Total Adult Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 89.95 | 4 | 4 | 89.95 | 4 | 4 |
| Adult Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 3,466.27 | 60 | 60 | 0.00 | 0 | 0 | 3,466.27 | 60 | 60 | 89.95 | 4 | 4 | 3,556.22 | 64 | 64 |
| TOTAL ADULT MATERIALS | 57,302.71 | 1,557 | 1,557 | 10,041.42 | 363 | 360 | 67,344.13 | 1,920 | 1,738 | 3,820.33 | 234 | 232 | 71,164.46 | 2,154 | 1,970 |
| Juvenile Fiction | 11,136.32 | 893 | 734 | 1,201.94 | 74 | 71 | 12,338.26 | 967 | 805 | 673.11 | 52 | 52 | 13,011.37 | 1,019 | 857 |
| Juvenile Circulating Non-Fiction | 7,698.10 | 542 | 501 | 4,096.62 | 212 | 206 | 11,794.72 | 754 | 707 | 963.35 | 75 | 69 | 12,758.07 | 829 | 776 |
| Juvenile Reference | 5,995.70 | 166 | 100 | 36.05 | 2 | 2 | 5,945.75 | 168 | 102 | 137.95 | 6 | 3 | 6,083.70 | 174 | 105 |
| Juvenile Print Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Electronic Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Non-Fiction | 13,697.80 | 708 | 601 | 4,132.67 | 214 | 208 | 17,740.47 | 922 | 809 | 1,101.30 | 81 | 72 | 18,841.77 | 1,003 | 881 |
| TOTAL JUVENILE PRINT MATERIALS | 24,744.12 | 1,601 | 1,335 | 5,334.61 | 288 | 279 | 30,078.73 | 1,889 | 1,614 | 1,774.41 | 133 | 124 | 31,853.14 | 2,022 | 1,738 |
| Juvenile Audio/Music | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Audio Books | 0.00 | 0 | 0 | 598.68 | 25 | 25 | 598.68 | 25 | 25 | 0.00 | 0 | 0 | 598.68 | 25 | 25 |
| Total Juvenile Audio | 0.00 | 0 | 0 | 598.68 | 25 | 25 | 598.68 | 25 | 25 | 0.00 | 0 | 0 | 598.68 | 25 | 25 |
| Juvenile Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 40.00 | 3 | 3 | 40.00 | 3 | 3 |
| Juvenile Video Entertainment | 16.99 | 1 | 1 | 0.00 | 0 | 0 | 16.99 | 1 | 1 | 70.00 | 6 | 6 | 86.99 | 7 | 7 |
| Total Juvenile Video | 16.99 | 1 | 1 | 0.00 | 0 | 0 | 16.99 | 1 | 1 | 110.00 | 9 | 9 | 126.99 | 10 | 10 |
| Juvenile Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 16.99 | 1 | 1 | 598.68 | 25 | 25 | 615.67 | 26 | 26 | 110.00 | 9 | 9 | 725.67 | 35 | 35 |
| TOTAL JUVENILE MATERIALS | 24,761.11 | 1,602 | 1,336 | 5,933.29 | 313 | 304 | 30,694.40 | 1,915 | 1,640 | 1,884.41 | 142 | 133 | 32,578.81 | 2,057 | 1,773 |
| Total Fiction | 17,193.03 | 1,289 | 1,080 | 2,161.56 | 120 | 117 | 19,354.59 | 1,409 | 1,197 | 1,415.40 | 91 | 91 | 20,769.99 | 1,500 | 1,288 |
| Total Non-Fiction | 61,387.53 | 1,809 | 1,573 | 13,214.47 | 531 | 522 | 74,602.00 | 2,340 | 2,095 | 4,089.39 | 272 | 261 | 78,691.39 | 2,612 | 2,356 |
| Total Audio | 3,466.27 | 60 | 60 | 598.68 | 25 | 25 | 4,064.95 | 85 | 85 | 0.00 | 0 | 0 | 4,064.95 | 85 | 85 |
| Total Video | 16.99 | 1 | 1 | 0.00 | 0 | 0 | 16.99 | 1 | 1 | 199.95 | 13 | 13 | 216.94 | 14 | 14 |
| Total Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL MATERIALS | 82,063.82 | 3,159 | 2,714 | 15,974.71 | 676 | 664 | 98,038.53 | 3,835 | 3,378 | 5,704.74 | 376 | 365 | 103,743.27 | 4,211 | 3,743 |

TO: Elizabeth D. Minter, Library Director
 FROM: Alice Kuo, Circulation Supervisor 
 DATE: April 17, 2002
 SUBJECT: Unique Management Services, Inc. Report for Month of March

This report was received from Unique Management on April 8, 2002.

Attachment A is enclosed.

A summary of the current status is as follows:

| FY 2001-02 | # New Accounts Submitted | Total # Active Accounts | # Paid In Full Curr. Month | Amount Received Curr. Month | # Written Off Suspended Curr. Month |
|------------|--------------------------------|-------------------------------|----------------------------------|-----------------------------------|---|
| July | 15 | 73 | 8 | 466.47 | 1 |
| August | 18 | 79 | 4 | 306.80 | 2 |
| September | 20 | 94 | 3 | 305.45 | 1 |
| October | 7 | 71 | 15 | 1,025.32 | 2 |
| November | 17 | 62 | 6 | 437.79 | 1 |
| December | 7 | 57 | 2 | 143.32 | 1 |
| January | 16 | 61 | 3 | 192.30 | 1 |
| February | 28 | 59 | 2 | 453.20 | 1 |
| March | 6 | 49 | 5 | 409.13 | 1 |
| April | 0 | 0 | 0 | 0.00 | 0 |
| May | 0 | 0 | 0 | 0.00 | 0 |
| June | 0 | 0 | 0 | 0.00 | 0 |
| TOTAL YTD | 134 | 605 | 48 | 3,739.78 | 11 |

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

CREDITOR: 236 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 03/31/2002

| | | | | | | | | |
|--------------------------|---|--------|-----------------------|---|-----------|------------------------|---|-----------|
| Accounts Submitted | : | 598 | Dollars Submitted | : | 55,228.30 | Dollars Received | : | 14,441.48 |
| Bankruptcies | : | 0 | Dollars in Bankruptcy | : | 0.00 | Material Returned | : | 12,035.76 |
| Incorrect Addresses | : | 35 | Dollars in Skips | : | 5,626.49 | Dollars Waived | : | 2,446.13 |
| Patron Disputes/Suspends | : | 2 | Dollars in Dispute | : | 68.40 | Total Activated | : | 36,373.95 |
| Accounts in Process | : | 511 | Dollars in Process | : | 48,007.08 | % of Dollars Activated | : | 75.73% |
| # of Accounts Activated | : | 371 | | | | | | |
| % of Accounts Activated | : | 72.60% | | | | | | |

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director ²⁰⁰²
 DATE: April 17, 2002
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT MARCH 2002**

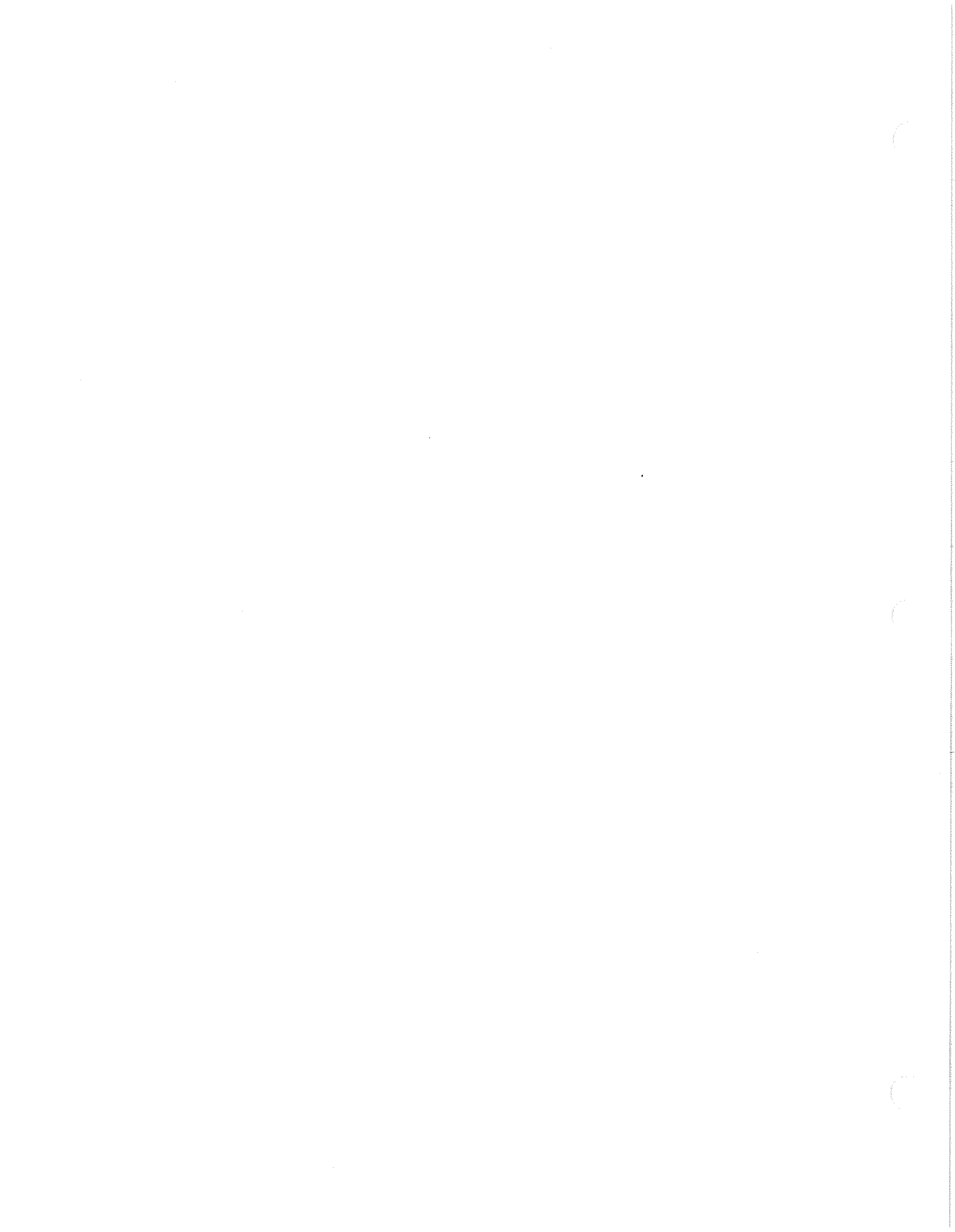
SUMMARY OF PRINTER/COPIER ACCOUNTS MARCH 2002

| | | | |
|--|---------------|----------------|---------------------|
| Beginning Balance 2/28/02 | | | (\$7,453.35) |
| | <u>Income</u> | <u>Expend.</u> | |
| Total Deposits in | 307.70 | | |
| Total Loans from Literacy Fund | 0.00 | | |
| Total Materials & Supplies | | 0.00 | |
| Total Repairs | | 0.00 | |
| Total Copier Paper Expense | | 0.00 | |
| Total Copier Lease Payments in August | | 0.00 | |
| Total Copier Maintenance Payment in August | | 229.50 | |
| Debit Card System Loan Payback | | 0.00 | |
| | <u>307.70</u> | <u>229.50</u> | |
| Ending Balance 3/31/02 | | | <u>(\$7,375.15)</u> |
| March payment | | | \$ 0.00 |

*SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

| | |
|---|---------------------|
| Loan Amount as of 10/3/96 (Fund 702) | 16,559.50 |
| Loan Repayment through 2/28/02 | (8,565.48) |
| Loan Amount as of 3/31/02 (Literacy Fund) | 7,700.00 |
| January Payment (Fund 702) | 0.00 |
| January Payment (Literacy Fund) | 0.00 |
| Balance 3/31/02 | <u>\$ 15,694.02</u> |

Prepared by: Elisa Herrera-Thomas



TO: Placentia Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: April 17, 2002
SUBJECT: **GIFT REPORT**

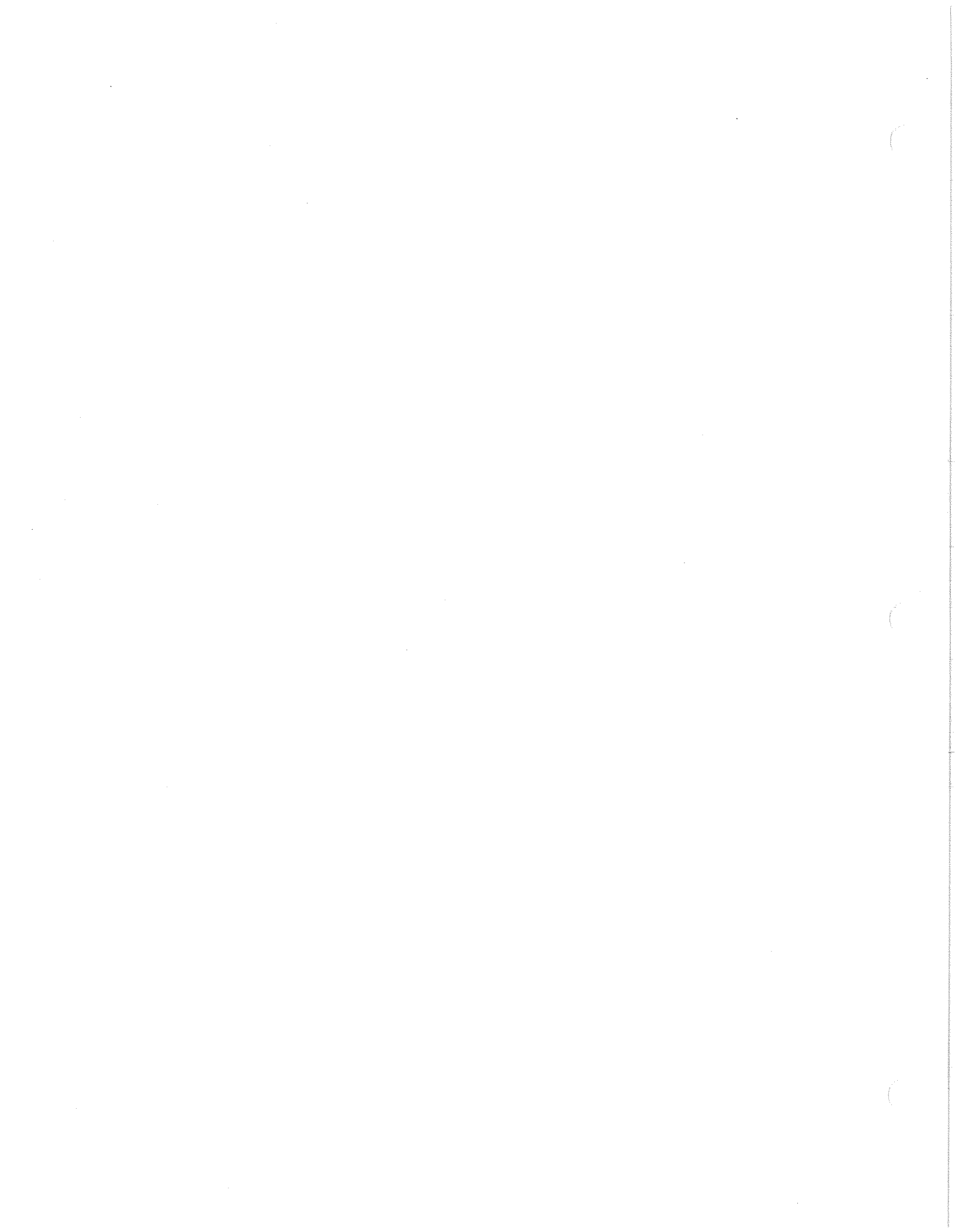
The following gifts were received from March 1, 2002 through March 31, 2002.

ADOPT A BOOK DONATIONS

Ben & Marge Boelman
Carol Ebbinghouse
Pat Irot
Jean Lasley
Nancy Lone
Fred & Elizabeth Minter
Lori Rolleri
Gerald Tollefson
Bob & Robyn Tunstall
Jim & Virginia Walker

TOTAL AAB DONATIONS \$1,475.00

TOTAL ALL DONATIONS **\$1,475.00**



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: April 17, 2002

SUBJECT: BUILDING MAINTENANCE REPORT FOR MARCH -APRIL 17, 2002

1. JIM'S ENTERPRISE MOVING COMPANY

Jim's Enterprise Moving Company came out to the Library on Friday, March 22, 2002 in order to move and organize furniture so that the Library would be in compliance with the Orange County Fire Authority Fire Code. They came out again on Tuesday, March 26, 2002 in order to empty the storage container and move everything back into the newly refurbished Literacy area.

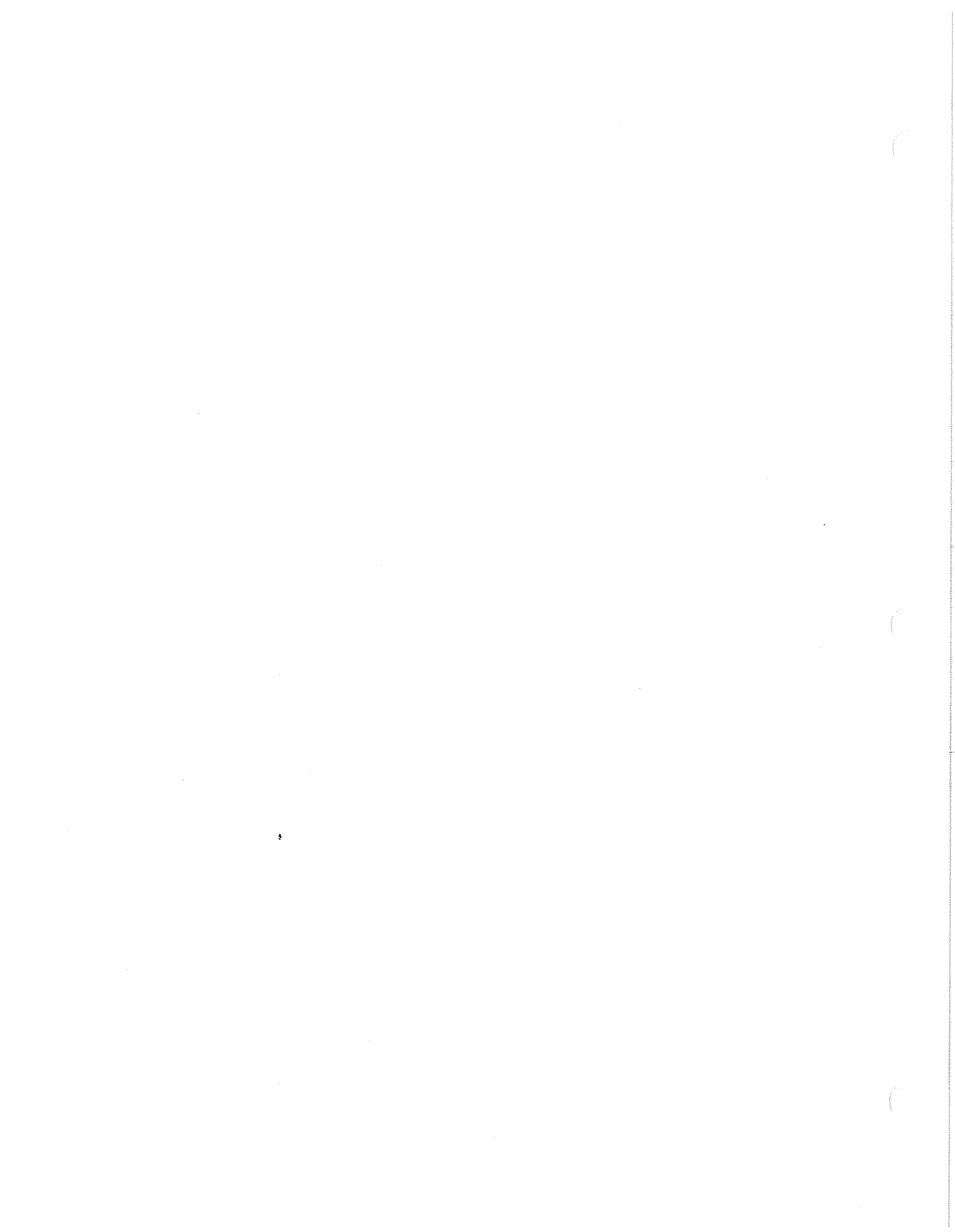
2. BETTER FLOORS RESTORATION AND DISASTER KLEENUP

On Monday, March 25, 2002 a service technician from Better Floors came to the Library in order to install carpet in the Literacy area. He returned on Thursday and Friday, April 4th and 5th in order to re-carpet the meeting room floor.

3. HAULAWAY STORAGE

On Wednesday, March 27, 2002, the Haulaway Storage Company removed the storage unit that had been used to store the furniture from Literacy.

Prepared by: Elisa Herrera-Thomas



TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director *EMW*

DATE: April 17, 2002

SUBJECT: PERSONNEL REPORT FOR MARCH to APRIL 17, 2002

APPOINTMENTS:


Paul Zaharia, Circulation Substitute Librarian

OPEN POSITIONS:

Librarian II

Prepared by: Elisa Herrera-Thomas

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



CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

| REGULAR | FY01/02 March | FY01/02 YTD | Starting | Cumulative |
|---|------------------|-----------------|----------|------------------|
| Andrade, Linda | 9.00 | 105.00 | Sep-95 | 613.50 |
| Backes, Theresa | 0.00 | 16.25 | 6/98 | 210.25 |
| Bart, Lillian | 9.75 | 123.25 | May-01 | 123.25 |
| Bartholmew, Janet | 0.00 | 10.00 | Jan-02 | 10.00 |
| Boelman, Marge | 2.50 | 55.50 | Apr-01 | 67.00 |
| Botha, Jill | 0.00 | 6.00 | Nov-01 | 4.00 |
| Clugston, Patricia | 15.50 | 104.50 | 6/98 | 290.75 |
| Cravotta, Leo | 0.00 | 0.00 | 5/99 | 46.50 |
| Dell, Lyla | 0.00 | 24.75 | 8/98 | 529.25 |
| Dhanna, Dan | 0.00 | 45.75 | Jul-01 | 33.75 |
| Fioroni, Pete | 0.00 | 4.00 | 3/97 | 229.00 |
| Fioroni, Ruth | 0.00 | 4.00 | 3/97 | 166.00 |
| Fitzgerald, Joan | 9.00 | 45.00 | 10/93 | 1,986.75 |
| Godwin, Nita | 8.00 | 66.50 | 2/96 | 369.25 |
| Haagan, John | 4.25 | 20.00 | Nov-01 | 20.00 |
| Hemmerling, Barbara | 8.25 | 65.00 | 9/95 | 489.00 |
| Hochman, Sue | 0.00 | 0.00 | 1/98 | 209.50 |
| Horrocks, Marjorie | 4.00 | 54.00 | 10/95 | 308.50 |
| Hyams, Rose | 0.00 | 74.00 | Feb-00 | 516.75 |
| Irot, Pat | 37.50 | 351.50 | 2/96 | 2,227.00 |
| Jertberg, Pat | 13.00 | 134.00 | 4/98 | 671.15 |
| Jertberg, Jerry | 0.00 | 21.00 | Jan-02 | 21.00 |
| Livezey, Jane | 0.00 | 76.00 | 4/96 | 578.25 |
| Lord, Audrey | 15.00 | 68.00 | Jul-00 | 156.50 |
| Mignot, Shirley | 0.00 | 0.00 | 9/95 | 472.00 |
| Myers, Claire | 10.00 | 131.00 | 10/95 | 1,067.75 |
| Olson, Bob | 4.00 | 43.00 | 9/95 | 376.00 |
| Pence, Thomas | 8.00 | 54.50 | 1/99 | 204.50 |
| Peterson, Ruth | 25.75 | 34.75 | Mar-02 | 34.75 |
| Project Independence | 0.00 | 46.10 | | 912.00 |
| Rodriguez, Carmen | 6.00 | 88.00 | 2/00 | 146.00 |
| Salem, Rose | 8.00 | 83.00 | Oct-00 | 114.25 |
| Sanatar, Ginny | 1.25 | 2.50 | Mar-02 | 2.50 |
| Schlichter, Allan | 8.00 | 62.00 | 10/93 | 833.50 |
| Schwartzkopf, Jan | 0.00 | 19.00 | Mar-01 | 19.00 |
| Schmidt, Marie | 17.50 | 117.50 | 4/98 | 606.00 |
| Segovia, Inez | 0.00 | 1.50 | Nov-01 | 1.50 |
| Shaw, Dixie | 0.50 | 16.50 | 5/94 | 192.50 |
| Stoller, Frances | 0.00 | 14.00 | May-96 | 100.00 |
| Vaughn, Judy | 0.00 | 1.50 | 8/99 | 135.00 |
| Walker, Virginia | 1.00 | 8.50 | Mar-99 | 129.50 |
| Wymer, Betty | 6.50 | 69.50 | 1/96 | 769.25 |
| J.T.P.A. / Job Training Partnership Act | 0.00 | 0.00 | | 1,170.50 |
| S.T.E.P. / Senior Training & Employment Program | 0.00 | 0.00 | | 6,727.75 |
| TOTAL | 232.25 | 2,266.85 | | 23,891.15 |

| | FY01/02 | | | FY01/02 | |
|---------------------------------------|---------------|-----------------|----------------------|--------------|---------------|
| | March | YTD | | March | YTD |
| Alvi, Jennifer | 0 | 0.75 | Moya, David | 0.00 | 0.00 |
| Afsar, Asif | 0 | 15.5 | McCustian, Nicole | 0.00 | 0.00 |
| Banks, Vanessa | 1.50 | 35.50 | Munoz, Maria | 0.00 | 45.00 |
| Behmaran, Roxana | 2.00 | 19.50 | Muranaka, Amber | 0.00 | 15.00 |
| Bone, Shawnda | 0.00 | 0.00 | Nguyen, Andrew | 0.00 | 32.00 |
| Camacho, Linda | 0.00 | 2.00 | Pacheo, Zylina | 0.00 | 2.00 |
| Camacho, Marizala | 0.00 | 2.00 | Pan, Jen | 0.00 | 9.00 |
| Carmona, Jillian | 0.00 | 41.00 | Park, Jong | 3.75 | 3.75 |
| Cathoy, John | 0.00 | 8.00 | Pecot, Zipporah | 0.00 | 28.75 |
| Chavez, Alfredo | 0.00 | 2.50 | Peechaphand, Thanin | 4.75 | 4.75 |
| Cheung, Aaron | 1.00 | 6.00 | Ramos, Rosa | 0.00 | 0.00 |
| Cohen, Darleen | 0.00 | 0.00 | Regala, Daniel | 0.00 | 23.50 |
| Cohma, Milessa | 0.00 | 2.50 | Rehman, Khurram | 0.00 | 29.00 |
| Cooper, Chasen | 0.00 | 29.75 | Robinson, Shawn | 0.00 | 0.00 |
| Corraiz, Mari | 0.00 | 2.00 | Rodriquez, John | 0.00 | 0.00 |
| Couvillian, Jennifer | 0.00 | 4.75 | Rosette, Shandie | 0.00 | 2.50 |
| Davis, Ken | 0.00 | 2.50 | Rorex, Jamie | 0.00 | 0.00 |
| Dominguez, Kenny | 0.00 | 40.50 | Saed, Alia | 0.00 | 0.50 |
| Eng, Jonathon | 0.00 | 24.50 | Sanchis, Alita | 0.00 | 5.00 |
| Eng, Lawrence | 0.00 | 37.25 | Sewell, Krystal | 0.00 | 1.50 |
| Evaldez, McGuyver | 0.00 | 7.75 | Sewell, Ashley | 0.00 | 1.50 |
| Fernandez, Rocelle | 40.00 | 40.00 | Runyon, Beth | 0.00 | 0.00 |
| Gandhi, Airshul | 0.00 | 15.00 | Shah, Hardik | 0.00 | 0.00 |
| Geli, Elizabeth | 0.00 | 23.00 | Shah, Soham | 0.00 | 7.75 |
| German, Cody | 0.00 | 0.00 | Simmons, Eric | 0.00 | 0.00 |
| Golriz, Yasmin | 4.00 | 25.00 | Smith, Jason | 6.50 | 40.25 |
| Gomez, Anthony | 3.00 | 3.00 | Soto, Shelly | 10.00 | 10.00 |
| Gonzalez, Omar | 0.00 | 0.00 | Soto, Shirley | 6.00 | 6.00 |
| Guo, James | 0.00 | 0.00 | Stanford, Amy | 2.00 | 9.50 |
| Ju, Christina | 0.00 | 18.75 | Stark, Jaine | 0.00 | 0.00 |
| Kim, Joseph | 0.00 | 34.25 | Temple, Joerg Ryan | 0.00 | 0.00 |
| Haag, Elisha | 1.00 | 3.75 | Tomas, Jeanette | 9.50 | 13.00 |
| Haag, Jennifer | 2.00 | 16.00 | Timmermans, Krystle | 0.00 | 12.25 |
| Haag, Katie | 1.00 | 4.50 | Tonelli, Alyssa | 0.00 | 11.50 |
| Hartado, Cindy | 0.00 | 5.25 | Tran, Carrie | 0.00 | 95.50 |
| Hamacher, Holly | 0.00 | 8.75 | Turczynskiy, Stephen | 0.00 | 21.50 |
| Hill, Joseph | 12.00 | 25.00 | Vasquez, Joel | 0.00 | 0.00 |
| Ho, Leslie | 9.50 | 22.00 | Vera, Javier | 0.00 | 18.00 |
| Hung, Yang | 0.00 | 5.25 | Vidovich, Casey | 0.00 | 0.00 |
| Krisinger, Elizabeth | 0.00 | 16.00 | Vidhyastorm, Tammy | 0.00 | 15.00 |
| Krisinger, Emily | 0.00 | 6.00 | Vu, Elizabeth | 0.00 | 5.25 |
| Kurai, Mark | 0.00 | 15.00 | Vu, Thomas | 4.00 | 4.00 |
| Lada, Steven | 0.00 | 7.50 | Wagner, Michelle | 0.00 | 2.25 |
| Lazcano, Leticia | 2.00 | 2.00 | Wallace, Briteni | 0.00 | 0.00 |
| Lewis, Tiffany | 0.00 | 37.25 | Ward, Alan | 3.00 | 26.75 |
| Le, Brian | 6.00 | 21.00 | Wills, Gessica | 0.00 | 32.75 |
| Le, Phillip | 0.00 | 34.00 | Yick, Lee | 0.00 | 0.50 |
| Lee, James | 2.00 | 10.25 | Yoseph, Karen | 0.00 | 5.00 |
| Lin, Cheng | 0.00 | 11.00 | | | |
| Lopez, Daniel | 0.00 | 13.25 | | | |
| Luther, Bill | 0.00 | 0.00 | | | |
| Ma, Jacklyn | 15.25 | 15.25 | | | |
| Ma, Michael | 11.50 | 24.00 | | | |
| Manzo, Robert | 0.00 | 11.50 | | | |
| Margarit, Georgie | 0.00 | 3.50 | | | |
| Mariscal, Juan Jose | 0.00 | 4.00 | | | |
| Maru, Sid | 0.00 | 15.00 | | | |
| Marvin, Andy | 0.00 | 4.75 | | | |
| Mendoza, Abel | 0.00 | 28.25 | | | |
| Messenger, Rebecca | 0.00 | 115.00 | | | |
| Meza, Jack | 1.50 | 30.25 | | | |
| Miyawaki, Manami | 0.00 | 17.00 | | | |
| Mirza, Shawn | 0.00 | 27.25 | | | |
| Mohadro, Steven | 0.00 | 38.50 | | | |
| Molina, Enio | 0.00 | 23.00 | | | |
| Montes, Eric | 2.00 | 22.75 | | | |
| TOTAL | 117.25 | 1,070.75 | TOTAL | 49.50 | 540.50 |
| TOTAL Library Volunteer Hours | 399.00 | | | | |
| TOTAL Literacy Volunteer Hours | 600.00 | | | | |
| TOTAL VOLUNTEERS HOURS | 999.00 | | | | |

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

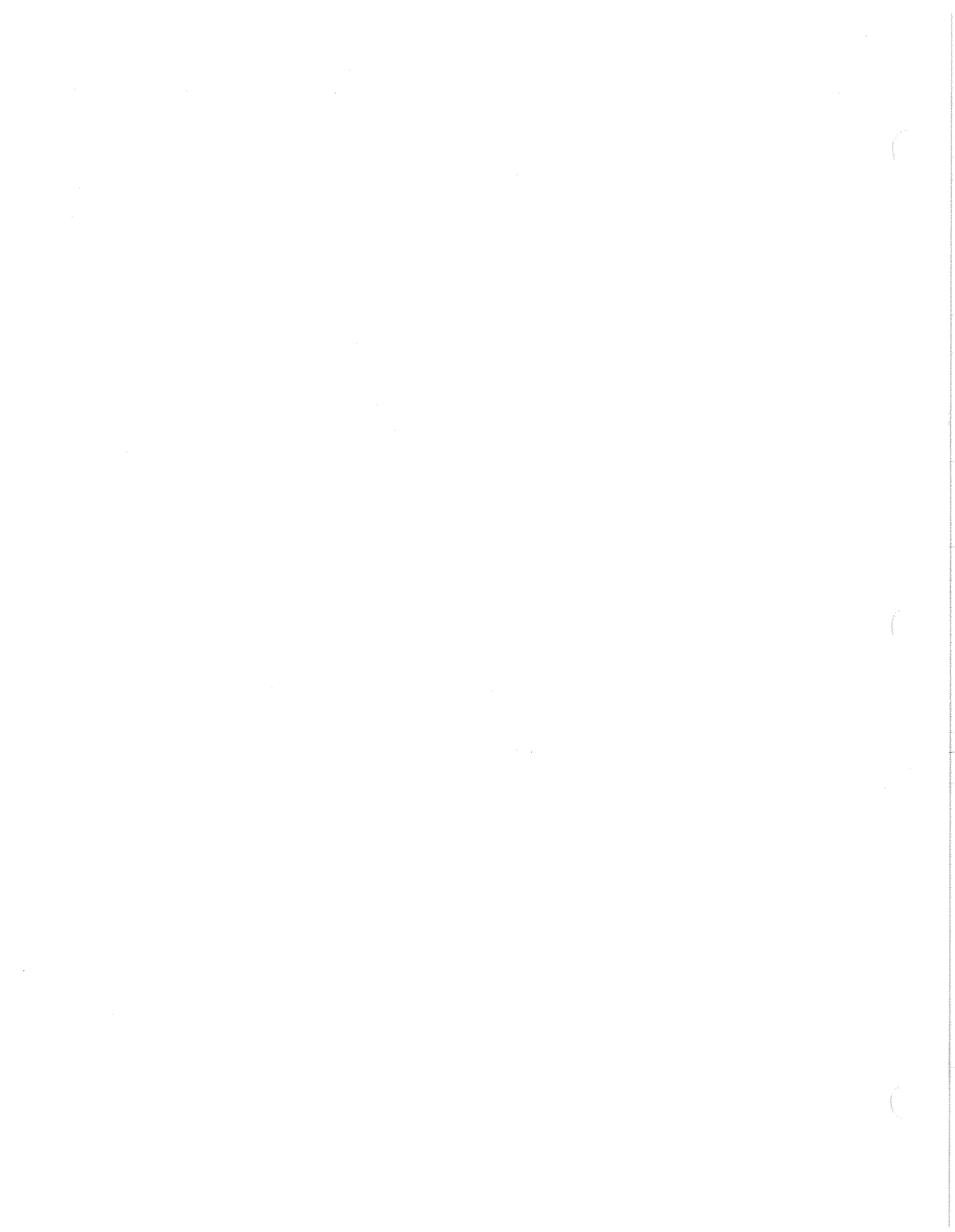
LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

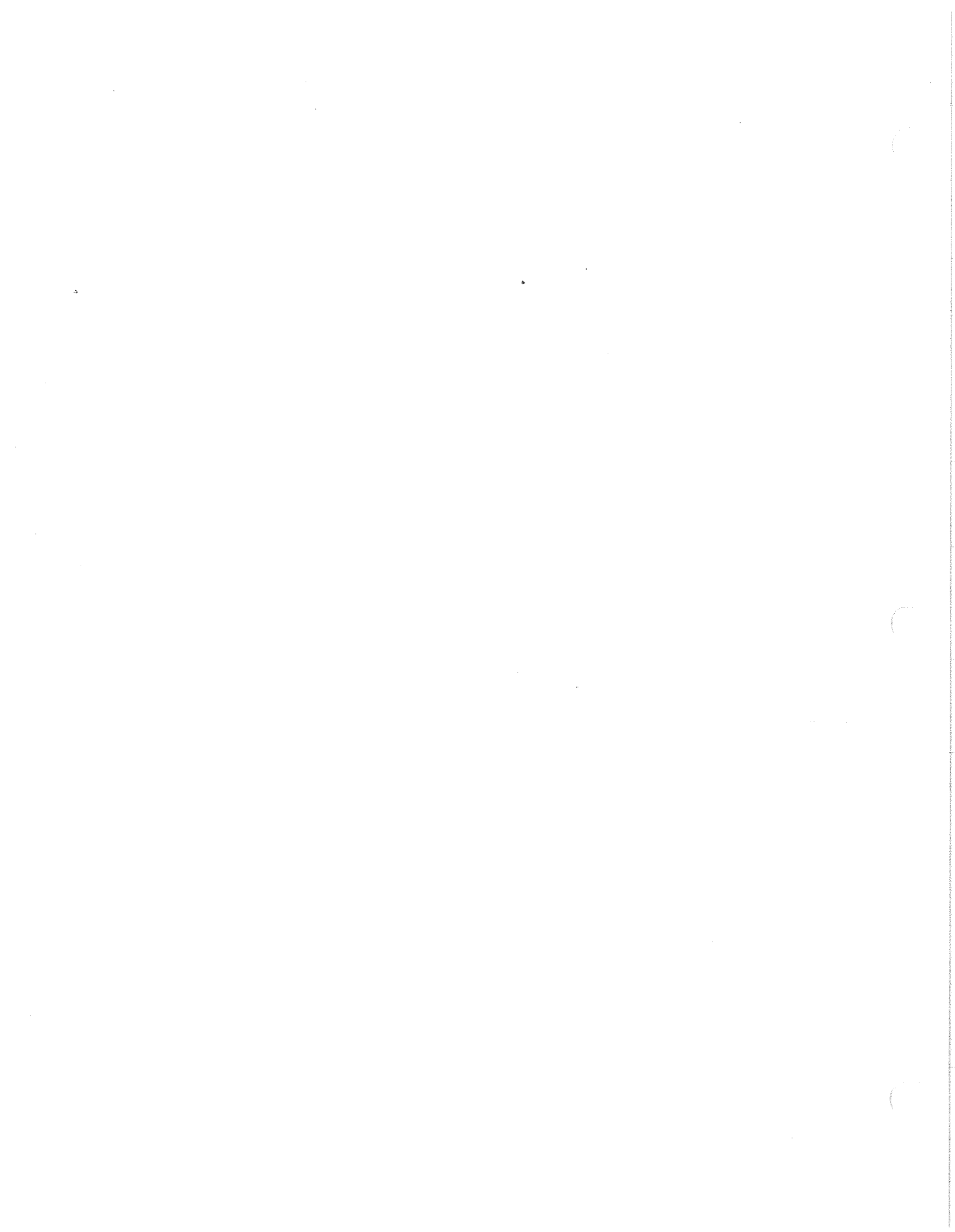
| REGULAR | FY 01/02 | FY01/02 | Cumulative | | FY01/02 | FY01/02 | Cumulative |
|--------------------------|---------------|-----------------|------------------|--------------------|---------------|-----------------|-----------------|
| | March | YTD | | | March | YTD | |
| Alcantara, Carmelita | 12.00 | 94.00 | 136.00 | Kumagai, Regina | - | 68.00 | 373.00 |
| Anderson, Susan | 3.00 | 24.00 | 69.00 | Larson, Li | 8.00 | 64.00 | 149.00 |
| Andreyeva, Anna A. | - | 14.00 | 81.00 | Lee, Anyika | 8.00 | 62.00 | 112.00 |
| Antana, Aiama | 8.00 | 32.00 | 63.00 | Leslie, Sandra | 12.00 | 96.00 | 146.00 |
| Asumcion, Gloria | 6.00 | 18.00 | 18.00 | Li, Stephanie | - | 18.00 | 75.00 |
| Barrera, Karen | 3.00 | 48.00 | 135.00 | Licari, Lynne | 10.00 | 80.00 | 122.00 |
| Belsher, Kristin | 8.00 | 56.00 | 175.00 | Martlaro, Diane | 14.00 | 106.00 | 162.00 |
| Bereiter, Gretchen | 10.00 | 83.00 | 198.00 | McCartney, Shannon | - | 12.00 | 66.00 |
| Blanco, Ramon | - | 4.00 | 54.00 | McMahon, Kelly | - | 12.00 | 72.00 |
| Bolkovatz, Alita | 9.00 | 90.00 | 193.00 | Medland, Karen | 6.00 | 48.00 | 74.00 |
| Bowler, Nathan | 6.00 | 38.00 | 396.00 | Meza, Jack | 12.00 | 72.00 | 92.00 |
| Brown, Kaley | 6.00 | 24.00 | 24.00 | Mitchell, Cheryl | 10.00 | 86.00 | 246.00 |
| Bryan, Danny | - | 30.00 | 77.00 | Mohan, Kshema | 6.00 | 42.00 | 98.00 |
| Bryan, Jennyfer | - | 30.00 | 77.00 | Moore, Kim | 6.00 | 60.00 | 216.00 |
| Cadambai, Arvin | 6.00 | 24.00 | 24.00 | Moyer, Disa | 12.00 | 96.00 | 246.00 |
| Cantwell, Kenneth | 12.00 | 87.00 | 725.00 | Murray, Edward | 6.00 | 64.00 | 132.00 |
| Carlson, Grace | 6.00 | 89.00 | 89.00 | Ngo, Sandy | 8.00 | 72.00 | 120.00 |
| Casias, Michelle | 3.00 | 12.00 | 12.00 | Paulson, Valerie | 8.00 | 80.00 | 549.00 |
| Cassidy, Meghan | - | 8.00 | 34.00 | Pham, An | 6.00 | 44.00 | 72.00 |
| Chen, April | 6.00 | 48.00 | 96.00 | Pham, Thuy | 6.00 | 48.00 | 85.00 |
| Choi, Jason | 6.00 | 18.00 | 24.00 | Pineda, Juanita | 6.00 | 44.00 | 69.00 |
| Coffee, Nancy | - | 4.00 | 192.00 | Risso, Edith | 12.00 | 96.00 | 216.00 |
| Colenso, Bill | 6.00 | 60.00 | 123.00 | Rodriguez, Carmen | 8.00 | 64.00 | 150.00 |
| Croom, Carolyn | 6.00 | 57.00 | 272.00 | Roth, Howard | 12.00 | 96.00 | 156.00 |
| Debbaneh, Maya | 12.00 | 48.00 | 48.00 | Sanchez, Margo | 6.00 | 60.00 | 218.00 |
| Del Angel, Laura | - | 9.00 | 95.00 | Scialini, Matthew | - | 16.00 | 60.00 |
| Diaz, Ryan | 8.00 | 28.00 | 28.00 | Shah, Krishna | - | 24.00 | 90.00 |
| Duffie, Pat | 12.00 | 108.00 | 264.00 | Shepherd, Kathy | 6.00 | 60.00 | 131.00 |
| Eckert, Thomas | 12.00 | 100.00 | 457.00 | Skimizu, Ken | 8.00 | 72.00 | 174.00 |
| Elinsky, Janet | 10.00 | 110.00 | 290.00 | Skinner, Courtney | - | 16.00 | 62.00 |
| Espinoza, Adriana | 6.00 | 129.00 | 129.00 | Smith, Charlene | 8.00 | 64.00 | 98.00 |
| Fartash, Arian | - | 36.00 | 207.00 | Stalnaker, Linda | 8.00 | 72.00 | 265.00 |
| Favaro, Lee | 6.00 | 80.00 | 190.00 | Stichter, Julie | 8.00 | 64.00 | 114.00 |
| Fuller, Janice | 6.00 | 38.00 | 104.00 | Tellez, Martha | 10.00 | 130.00 | 218.00 |
| Gast, Polly | 12.00 | 161.00 | 974.00 | Tooley Marita | - | 12.00 | 110.00 |
| Gonzalez, Lizeth | 6.00 | 48.00 | 125.00 | Van Zee, Karin | - | 32.00 | 180.00 |
| Gonzalez, Veronica | 6.00 | 48.00 | 108.00 | Vert, Joann | - | 12.00 | 60.00 |
| Goodfriend, Louise | 12.00 | 94.00 | 285.00 | Vue, Kia | - | 12.00 | 52.00 |
| Goodman, Dale | 30.00 | 285.00 | 2,028.00 | Westfall, Carolyn | 8.00 | 80.00 | 164.00 |
| Graves, David | 6.00 | 66.00 | 1,213.00 | Wiegman, Karin | 10.00 | 83.00 | 168.00 |
| Hargett, Sheila | 12.00 | 116.00 | 170.00 | Zamora, Mary | 6.00 | 60.00 | 144.00 |
| Hawk, John | - | 30.00 | 134.00 | | | | |
| Heer, Kim | 8.00 | 64.00 | 135.00 | | | | |
| Hernandez, Rosy | 12.00 | 94.00 | 306.00 | | | | |
| Hutton, Katherine (Kate) | 12.00 | 96.00 | 192.00 | | | | |
| Isaia, Monte | 6.00 | 45.00 | 87.00 | | | | |
| Johnson, Nicole | 8.00 | 64.00 | 77.00 | | | | |
| Keller, Christina | 8.00 | 80.00 | 185.00 | | | | |
| Khuu, Michelle | - | 12.00 | 76.00 | | | | |
| Kramer, Bill | 14.00 | 140.00 | 348.00 | | | | |
| Total | 346.00 | 3,121.00 | 11,542.00 | Total | 254.00 | 2,399.00 | 6,106.00 |



Placentia Library District
Circulation Report
APRIL 17, 2002

| | FY01-02 YTD | FY00-01 YTD | % CHANGE FY01 TO FY02 | FY01-02 MARCH 02 | FY00-01 MARCH 01 |
|--|----------------|-------------|--------------------------|---------------------|---------------------|
| 1st Time Checkouts | 107,764 | 102,517 | 5.12% | 11,814 | 13,573 |
| Phone Renewals | 14,334 | 16,096 | -10.95% | 1,239 | 2,334 |
| In-Building Renewals | 3,924 | 3,302 | 18.84% | 354 | 326 |
| Total Renewals | 18,258 | 19,398 | -5.88% | 1,593 | 2,660 |
| TOTAL CHECKOUTS | 126,022 | 121,915 | 3.37% | 13,407 | 16,233 |
| On-Time Checkins | 96,680 | 99,043 | -2.39% | 8,382 | 12,865 |
| Late Checkins | 20,906 | 19,177 | 9.02% | 1,671 | 2,380 |
| TOTAL CHECKINS | 117,586 | 118,220 | -0.54% | 10,053 | 15,245 |
| Holds Placed | 2,356 | 2,282 | 3.24% | 202 | 284 |
| Holds Cancelled | 465 | 454 | 2.42% | 38 | 54 |
| Holds Filled | 2,329 | 2,321 | 0.34% | 248 | 285 |
| Holds Expired | 20 | 26 | -23.08% | 1 | 2 |
| Overdue Items | 7,311 | 7,343 | -0.44% | 761 | 997 |
| Overdue Notices | 3,236 | 3,208 | 0.87% | 349 | 427 |
| Billing Notices | 3,434 | 3,315 | 3.59% | 349 | 511 |
| Patrons Registered | 2,661 | 2,365 | 12.52% | 231 | 341 |
| Titles Added | 7,247 | 10,585 | -31.54% | 208 | 678 |
| Volumes Added | 10,958 | 12,598 | -13.02% | 422 | 1,188 |
| CIRCULATION BY TYPE OF MATERIAL | | | | | |
| Adult Print | 50,647 | 52,112 | -2.81% | 4,094 | 6,903 |
| Juvenile Print | 58,839 | 59,236 | -0.67% | 5,686 | 8,347 |
| Total Print | 109,486 | 111,348 | -1.67% | 9,780 | 15,250 |
| Audio | 4,758 | 5,144 | -7.50% | 450 | 516 |
| Visual | 7,675 | 7,185 | 6.82% | 694 | 570 |
| Equipment | 0 | 1 | 100.00% | 0 | 0 |
| Total Audio Visual | 12,433 | 12,330 | 0.84% | 1,144 | 1,086 |
| TOTAL CIRCULATION | 121,919 | 123,678 | -1.42% | 10,924 | 16,336 |
| Placentia Circulation | 65,691 | 76,428 | -14.05% | 6,582 | 10,071 |
| % Placentia Circulation | 53.88% | 61.80% | -12.81% | 60.25% | 61.65% |
| Anaheim/Yorba Linda Circulation | 19,676 | 23,210 | -15.23% | 2,097 | 3,313 |
| % Anaheim/Yorba Linda Circulation | 16.14% | 18.77% | -14.00% | 19.20% | 20.28% |
| TYPES OF ACTIVE BORROWERS | | | | | |
| Adult | 70,323 | 83,151 | -15.43% | 6,941 | 10,950 |
| Young Adult | 2,662 | 3,534 | -24.67% | 324 | 508 |
| Juvenile | 23,628 | 27,819 | -15.07% | 2,580 | 3,886 |
| New Borrower | 9,181 | 9,185 | -0.04% | 880 | 1,212 |
| Non Resident | 0 | 0 | 0.00% | 0 | 0 |
| Other | 0 | 0 | 0.00% | 0 | 0 |
| TOTAL ACTIVE BORROWERS | 105,794 | 123,689 | -14.47% | 10,725 | 16,556 |
| TOTAL REGISTERED BORROWERS | 17,851 | 15,937 | 12.01% * | 14,910 | 22,255 |
| ATTENDANCE | | | | | |
| Adult Reference - In Building | 9,057 | 10,578 | -14.38% | 1,287 | 972 |
| Adult Reference - Telephone | 1,697 | 2,408 | -29.53% | 278 | 157 |
| Children's Reference - In Building | 5,537 | 6,405 | -13.55% | 651 | 562 |
| Children's Reference - Telephone | 216 | 225 | -4.00% | 33 | 33 |
| Total Adult Reference | 10,754 | 12,986 | -17.19% | 1,565 | 1,129 |
| Total Children's Reference | 5,753 | 6,630 | -13.23% | 684 | 595 |
| Total In Building Reference | 14,594 | 16,983 | -14.07% | 1,938 | 1,534 |
| Total Telephone Reference | 1,913 | 2,633 | -27.35% | 311 | 190 |
| TOTAL REFERENCE | 16,507 | 19,616 | -15.85% | 2,249 | 1,724 |

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



CITY OF PLACENTIA INVOICES

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

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

| PERIOD COVERED FY2001-2002 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR SEISMIC | CIV CTR BONDS | TOTAL |
|-------------------------------|-----------------|-----------------|----------|----------|-------------------|--------------------|------------------|-----------|
| Jul-01 | 9/7/01 | 5,321.46 | 0.00 | 621.76 | 107.50 | | | 6,050.72 |
| Aug-01 | 10/8/01 | 5,964.66 | 0.00 | 650.52 | 107.50 | | | 6,722.68 |
| Sep-01 | 11/7/01 | 6,525.77 | 2,611.93 | 797.12 | 107.50 | | | 10,042.32 |
| Oct-01 | 12/4/01 | 5,550.58 | 1,150.57 | 0.00 | 0.00 | | | 6,701.15 |
| Nov-01 | | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 |
| Dec-01 | 2/7/02 | 8,594.24 | 2,698.49 | 0.00 | 107.50 | | | 0.00 |
| Jan-02 | 3/7/02 | 4,376.26 | 1,255.57 | 0.00 | 0.00 | | | 5,631.83 |
| Feb-02 | 4/5/02 | 2,901.15 | 1,163.56 | 0.00 | 0.00 | | | 4,064.71 |
| Mar-02 | | | | | | | | 0.00 |
| Apr-02 | | | | | | | | 0.00 |
| May-02 | | | | | | | | 0.00 |
| Jun-02 | | | | | | | | 0.00 |
| TOTAL | | 39,234.12 | 8,880.12 | 2,069.40 | 430.00 | 0.00 | 0.00 | 39,213.41 |
| AVG | | 4,904.27 | 1,110.02 | 258.68 | 53.75 | | | 4,901.68 |



TOTAL DOLLARS SPENT

| FY 1999-2000 | LABOR | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY | |
|--------------|-----------|-----------|----------|-------------------|----------|
| Jul-99 | 1,440.04 | 279.00 | 10.94 | 1,729.98 | 864.99 |
| Aug-99 | 1,440.04 | 281.00 | 19.41 | 1,740.45 | 870.23 |
| Sep-99 | 1,440.04 | 281.00 | 6.48 | 1,727.52 | 863.76 |
| Oct-99 | 1,440.04 | 206.00 | 12.94 | 1,658.98 | 829.49 |
| Nov-99 | 1,440.04 | 204.00 | 19.41 | 1,663.45 | 831.73 |
| Dec-99 | 1,723.42 | 324.00 | 12.94 | 2,060.36 | 1,030.18 |
| Jan-00 | 1,732.42 | 324.00 | 6.48 | 2,062.90 | 1,031.45 |
| Feb-00 | 1,194.52 | 234.00 | 6.48 | 1,435.00 | 717.50 |
| Mar-00 | 976.84 | 234.00 | 6.48 | 1,217.32 | 608.66 |
| Apr-00 | 976.84 | 234.00 | 12.94 | 1,223.78 | 611.89 |
| May-00 | 976.84 | 234.00 | 6.48 | 1,217.32 | 608.66 |
| Jun-00 | 976.84 | 234.00 | 4.48 | 1,215.32 | 607.66 |
| TOTAL | 15,757.92 | 3,069.00 | 125.46 | 18,952.38 | 9,476.19 |
| AVG | 1,313.16 | 255.75 | 10.46 | 1,579.37 | 789.68 |

TOTAL DOLLARS SPENT

| FY 2000-2001 | LABOR | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY | |
|--------------|-----------|-----------|----------|-------------------|----------|
| Jul-00 | 976.84 | 234.00 | 6.48 | 1,217.32 | 608.66 |
| Aug-00 | 976.84 | 219.00 | 8.96 | 1,204.80 | 602.40 |
| Sep-00 | 976.84 | 174.00 | 21.89 | 1,172.73 | 586.37 |
| Oct-00 | 976.84 | 174.00 | 4.48 | 1,155.32 | 577.66 |
| Nov-00 | 1,054.38 | 234.00 | 8.97 | 1,297.35 | 648.68 |
| Dec-00 | 1,054.38 | 234.00 | 4.48 | 1,292.86 | 646.43 |
| Jan-01 | 976.84 | 294.00 | 20.60 | 1,291.44 | 645.72 |
| Feb-01 | 1,054.38 | 234.00 | 19.36 | 1,307.74 | 653.87 |
| Mar-01 | 1,435.12 | 279.00 | 6.46 | 1,720.58 | 860.29 |
| Apr-01 | 1,000.58 | 294.00 | 6.46 | 1,301.04 | 650.52 |
| May-01 | 1,000.58 | 234.00 | 8.94 | 1,243.52 | 621.76 |
| Jun-01 | 1,000.58 | 294.00 | 6.46 | 1,301.04 | 650.52 |
| TOTAL | 12,484.20 | 2,898.00 | 123.54 | 15,505.74 | 7,752.87 |
| AVG | 1,040.35 | 241.50 | 10.30 | 1,292.15 | 646.07 |

TOTAL DOLLARS SPENT

| FY 2001-2002 | LABOR | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY | |
|--------------|----------|-----------|----------|-------------------|----------|
| Jul-01 | 1,000.58 | 234.00 | 8.94 | 1,243.52 | 621.76 |
| Aug-01 | 1,000.58 | 294.00 | 6.46 | 1,301.04 | 650.52 |
| Sep-01 | 1,235.76 | 354.00 | 4.47 | 1,594.23 | 797.12 |
| Oct-01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Nov-01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dec-01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Jan-02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Feb-02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mar-02 | | | | 0.00 | 0.00 |
| Apr-02 | | | | 0.00 | 0.00 |
| May-02 | | | | 0.00 | 0.00 |
| Jun-02 | | | | 0.00 | 0.00 |
| TOTAL | 3,236.92 | 882.00 | 19.87 | 4,138.79 | 2,069.40 |
| AVG | 404.62 | 110.25 | 2.48 | 517.35 | 258.67 |

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

| FY2001-2002 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|---------|------------|----------|
| Jul-01 | 282.16 | 226.72 | 59.86 | 0.00 | 431.84 | 1,000.58 |
| Aug-01 | 282.16 | 226.72 | 59.86 | 0.00 | 431.84 | 1,000.58 |
| Sep-01 | 352.70 | 283.40 | 59.86 | 0.00 | 539.80 | 1,235.76 |
| Oct-01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Nov-01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dec-01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Jan-02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Feb-02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mar-02 | | | | | | 0.00 |
| Apr-02 | | | | | | 0.00 |
| May-02 | | | | | | 0.00 |
| Jun-02 | | | | | | 0.00 |
| TOTAL | 917.02 | 736.84 | 179.58 | 0.00 | 1,403.48 | 3,236.92 |
| AVG | 114.63 | 92.11 | 22.45 | 0.00 | 175.44 | 404.62 |

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

| FY2001-2002 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT | | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|------------|--|------------|--------|
| | | | | TRIMMER | | | |
| Jul-01 | 8.00 | 8.00 | 2.00 | 0.00 | | 16.00 | 34.00 |
| Aug-01 | 8.00 | 8.00 | 2.00 | 0.00 | | 16.00 | 34.00 |
| Sep-01 | 10.00 | 10.00 | 2.00 | 0.00 | | 20.00 | 42.00 |
| Oct-01 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| Nov-01 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| Dec-01 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| Jan-02 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| Feb-02 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| Mar-02 | | | | | | | 0.00 |
| Apr-02 | | | | | | | 0.00 |
| May-02 | | | | | | | 0.00 |
| Jun-02 | | | | | | | 0.00 |
| TOTAL | 26.00 | 26.00 | 6.00 | 0.00 | | 52.00 | 110.00 |
| AVG | 3.25 | 3.25 | 0.75 | 0.00 | | 6.50 | 13.75 |



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

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

LEGISLATIVE UPDATE – April 5, 2002

The Legislature returned from Spring Recess on Monday and policy committee began to consider hundreds of bills that face the April 26th deadline to act upon bills that are also referred to the fiscal committees. May 10th is the deadline for policy committees to report non-fiscal bills to the Assembly/Senate Floors.

Among the bills of interest to CSDA being considered this week are:

SENATE BILL 1441

Senate Bill 1441 by Senator Oller proposed to prohibit local public entities from expending public funds for a variety of "political" purposes. CSDA opposed SB 1441, which was defeated on Wednesday in the Senate Elections Committee.

SENATE BILL 1346

Introduced by Senator Kuehl, Senate Bill 1346 would make grants available for local agencies for the purpose of utilizing road construction materials containing recycled tires. CSDA supports SB 1346, which passed the Senate Environmental Quality Committee on Monday with a 6 to 1 vote.

SENATE BILL 1822

Also on Monday, the Senate Environmental Quality Committee passed, with amendments, Senate Bill 1822 by Senator Sher, relating to public water systems and public health goals for perchlorate.

As amended, SB 1822 would define "public health goal" to be a goal established by OEHHA, pursuant to specified criteria. Additionally, the bill requires OEHHA to adopt a public health goal for perchlorate by January 1, 2004, using existing criteria established for public health goals. Finally, SB 1822 requires the Department of Health Services to adopt a "primary drinking water standard for perchlorate by July 1, 2003.

Members Only!

Remember that your district can track legislation or review pending bills through the "Members Only" section of the CSDA website (www.csda.net). This legislative tracking service is provided as part of your CSDA membership dues at no extra charge. Check it out and keep a close eye on the happenings in the State Capitol.

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

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

(Leg Alert for Friday, March 15, 2002)**LEGISLATURE AT THE STARTING LINE**

While there was no legislative activity this week relative to issues of importance to special districts, policy committees are commencing to set many of the bills that were introduced this year.

Most of the legislative activity this week focused around the State Budget subcommittees. In all cases, chairs of the various budget subcommittees that met this week went to great lengths to detail the State's current fiscal crisis and warn that "everything is on the table" if the Legislature is to adopt a balanced 2002-03 State Budget.

As indicated above, Senate and Assembly policy committee will begin in earnest next week to consider the hundreds of bills introduced this year. The Legislature will be off the following week, March 25 through March 31 for Spring Recess, after which the pace of legislative activity will increase markedly.

One bill scheduled for the Senate Local Government Committee on March 20 is Senate Bill 1378 by Senator Margett, relating to city websites. As proposed to be amended, Senate Bill 1378 would require cities and independent special districts (and maybe counties) that have websites to include thereon specified information, including the address, telephone/fax number of the public agency's office and times and locations of board meetings. CSDA is working with Senator Margett to ensure that special districts with websites are not required to include additional information that is not relevant to governance and administration of the special district.

GOVERNMENT AFFAIRS DAY 2002

On Monday, March 11, 2002, over 190 special district representatives attended the 2002 Special District Government Affairs Day. It was a great success! Participants received a comprehensive update from CSDA's Legislative Advocate Ralph Heim, a workers' compensation reform update, potential ballot measure overview, a spirited discussion on the State fiscal situation, as well as insight into the Davis Administration priorities, and Smart Growth. It was a very full day.

Special thanks to the Day's cosponsors: California Association of Recreation and Park Districts, California Association of Public Cemeteries, Mosquito and Vector Control Association of California, and California Rural Water Association.

PERS BILL REVIEW PANEL

We greatly appreciate the volunteers who have stepped forward to participate in the PERS Bill Review Panel. CSDA had asked in an earlier Legislative Update for volunteers to participate in an "email" review panel on the high number of bills introduced that propose changes in PERS. Today is the cut-off for volunteers so those of you who did put your name forward, you will be receiving additional information and bill numbers early next week. CSDA will be utilizing panels of experts again in the future - so please, if a request comes out in an area of your expertise, please let us know!

NEWS FROM THE CAPITOL: Legislative Updates 2002

April 5, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist, Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

BILL TO LOWER VOTE THRESHOLD FOR LIBRARY BONDS SET FOR HEARING

The Senate Education Committee has set SCA 10 by Senator Jackie Speier for hearing on Wednesday, April 17, at 8:30 a.m. Proposition 39 on the November 2000 ballot reduced the percentage needed to pass school bonds from 2/3 to 55%. SCA 10 would amend the same section of the constitution, allowing for library construction bonds to pass with a 55% vote, rather than the current 66 and 2/3rds requirement. The author states in her background sheet, "Despite the critical role played by libraries in the educational system, they are treated differently than school buildings for purposes of capital improvement projects." Senator Speier believes that the 2/3rds vote requirement puts California's educational and library infrastructure at "a disadvantage relative to that of other states, and the backlog of infrastructure projects illustrates the consequences."

Please take a moment today to write the members of the Senate Education Committee and urge their strong support of this measure. The members include:

Senate Education

Senator John Vasconcellos (Chair)
Senator Bruce McPherson (Vice Chair)
Senator Richard Alarcon
Senator Dede Alpert
Senator Wes Chesbro
Senator Ray Haynes
Senator Betty Karnette
Senator Pete Knight
Senator Dick Monteith
Senator Jack O'Connell
Senator Deborah Ortiz
Senator Jack Scott
Senator Byron Sher
Senator Edward Vincent

Sample address:

The Honorable John Vasconcellos
Chair, Senate Education Committee

State Capitol
Sacramento, CA. 95814

Senator Speier's office would also like to be copied on your letters (a copy of the letter to the Chair would be sufficient). In your letters, if you have a specific instance in your community where a construction bond (not a 1/8 cent sales tax or parcel tax) has failed by barely reaching the super-majority, we would be particularly interested in those specifics being included in your letters.

April 2, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist, Christina Dillon, Lobbyist

RE: **NEWS FROM THE CAPITOL**

**ASSEMBLY BUDGET SUBCOMMITTEE HEARS PLF AND RAISES QUESTIONS
REGARDING LIBRARY BOND**

Before the Legislature left on a one-week Easter Recess, the Assembly Budget Subcommittee on Education Finance held a hearing on the State Library's budget. Within this discussion annually, is also a presentation and request, made by CLA, in support of the Public Library Foundation (PLF).

During the first portion of the hearing, the subcommittee asked State Librarian, Dr. Kevin Starr a series of questions relative to the implementation of the \$350 million library bond measure that was passed by the voters in March of 2000. Specifically, Assemblyman Jerome Horton, a former member of the subcommittee was concerned that the regulations disadvantage small cities, in that larger cities "have more resources and know-how." He indicated that one of his city libraries would not be ready to apply by the first round deadline for applications in June of 2002. While he is not arguing to have the June date delayed, he proposed that the subcommittee consider two potential amendments raised in the subcommittee analysis:

"To address some of the potential problems, several suggestions have been made, including:

- *Amendments to the regulations to provide for much less funding to be available in the first round, with most funding available in the second – 2003- round.*
- *Amendments to the regulations to ensure that any funds not allocated in the first round should be carried over to the second round."*

Dr. Starr told the subcommittee that as he was speaking on the issue merely as one member of the board, and not as the State Librarian, he would consider it very necessary to have all six of the library bond board members engaged in the discussion. Subcommittee Chair, Assemblyman Joe Simitian noted that in the coming weeks a meeting would be convened between the bond board members, the Budget Committee staff, his office, and the office of Assemblyman Horton. We have also been informed that Assembly Speaker Wesson's office will be an active participant in

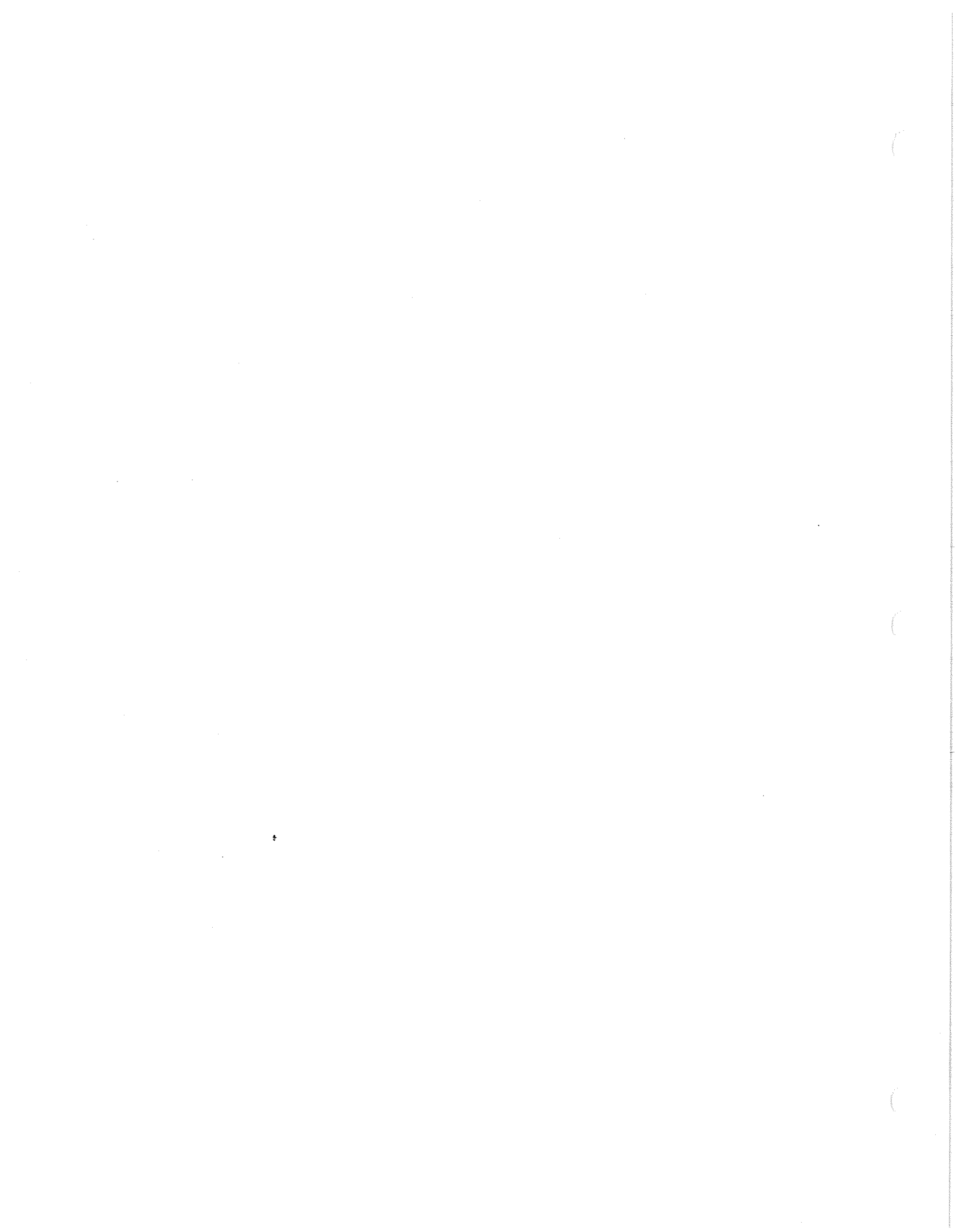
these discussions.

In recent days, several library directors have received calls from their legislators inquiring as to the status of their applications and their feelings with regard to this issue. We wanted to let you know of this debate, in case your Assemblymember poses these questions to you on CLA Legislative Day, April 16.


At the conclusion of the discussion on the library bond, CLA was called forward to testify on behalf of the PLF. To compliment the previous discussion, we noted that one way to address the issue of the highly competitive bond applications would be to place a new \$500 million library bond measure on the ballot. CLA then thanked the subcommittee for their efforts in January, when they rejected a proposal made by the Governor to cut \$7.9 million from the PLF. Regarding the Governor's current proposal to cut \$11.2 million from the PLF, CLA argued that the Governor's action "takes us backwards significantly." We presented a chronology of the Governor's recent cuts, noting that the program would potentially be shouldering a disproportionate reduction of approximately 29 percent since January of 2001. Subcommittee member Assemblywoman Jackie Goldberg inquired as to how much of the PLF money goes for book purchases and materials. You may recall that the Assemblywoman has championed legislation for the school libraries, for book and materials purchases. CLA offered to obtain information for her in this area, at the request of the Chair. Chairman Simitian noted that as the budget deficit has grown increasingly ominous, the subcommittee would leave the issue of the PLF "open," meaning that they will revisit the issue once the Governor's May Revision is released and the legislature has a better idea of the state's fiscal picture. Action on this issue will likely be taken in late May.

Note: For those of you who may be visiting with members of the Assembly Subcommittee on Education Finance on Legislative Day, there has been a slight change to the committee's composition. Assemblymembers Jackie Goldberg and Wilma Chan have replaced Dennis Cardoza and Jerome Horton.

The Senate Budget Subcommittee on Education Finance will hear the issue of the PLF on Wednesday, April 17 at 1:30 p.m.



Agenda Item 25

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 
DATE: April 11, 2002
SUBJECT: Status of Literacy Department remodeling.

BACKGROUND:

Premier Contracting was awarded the contract and began construction in the Literacy area in March.

DISCUSSION:

Construction went smoothly and the project, including laying the carpet, was completed before the end of March. A special thanks goes out to Premier Contracting for the remodeling and to Disaster Restoration and Clean-up for installing the carpet.

RECOMMENDATION:

No Board Action is required.









PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Plans for Civic Center Rededication
DATE: April 17, 2002

BACKGROUND

At the Library Board Meeting on February 20, 2002 President Shkoler appointed Trustee Wood to coordinate the Civic Center Rededication activities scheduled for Saturday, May 11, 2002 with the City of Placentia. Library Director Minter notified Community Services Manager Steve Pischel of Trustee Wood's appointment on February 21. Trustee Wood resigned her Rededication appointment on March 27, 2002.

Library Director Minter and President Shkoler met with Steve Pischel, Jim Roberts, Cyrise Smith and Jillian Rakos on April 9 to plan the District's participation in the Rededication and Open House as follows:

-  President Shkoler will represent the District at the Rededication Ceremony at 9:00 A.M. All of the Library Trustees are encouraged to be present.
-  The Library will be open for public service from 9:30 A.M. to 12:30 P.M. using one Library Assistant and one Circulation Clerk. Trustees will provide service at the Children's Desk and Reference Desk.
-  Literacy Services will have a Tutor recruitment table outside.
-  Children's Services will have a Summer Reading Program sign-up table outside.
-  The Library's Youth Council will have a refreshment booth outside, possibly alongside the City's Explorer Post.
-  The Placentia History Room will be open with volunteers.

RECOMMENDATION

Determine the schedule of participation by the Library Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: April 17, 2002

BACKGROUND:

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

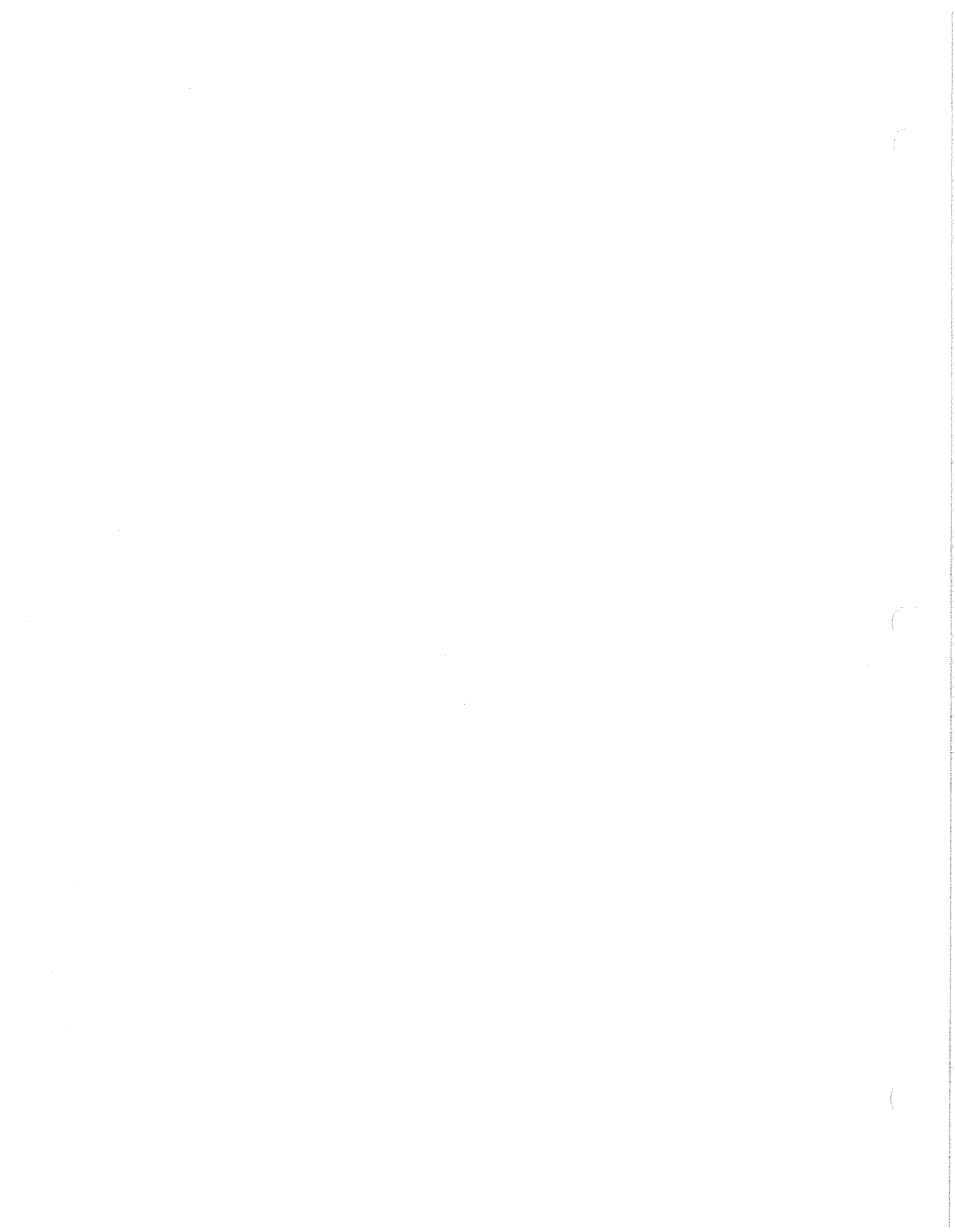
Neither the Orange County Board of Supervisors nor the Independent Special Districts of Orange County have recommended any specific action to local jurisdictions.

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

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

RECOMMENDATION:

Receive & File



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{EDM}
SUBJECT: Legislative Issues for Fiscal Year 2001-2002
DATE: April 17, 2002

BACKGROUND

No Budget information had been received from the California Legislature at the time this memo was prepared. The Library Director will report on any new items at the Library Board Meeting.

Trustee Stark has requested a discussion of the role of Trustees in the legislative process.

RECOMMENDATION


Action to be determined by the Library Board of Trustees.

*See / Peggy
One on two trustees - to be CDOR / Legn / CCAT*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: April 17, 2002

BACKGROUND:

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

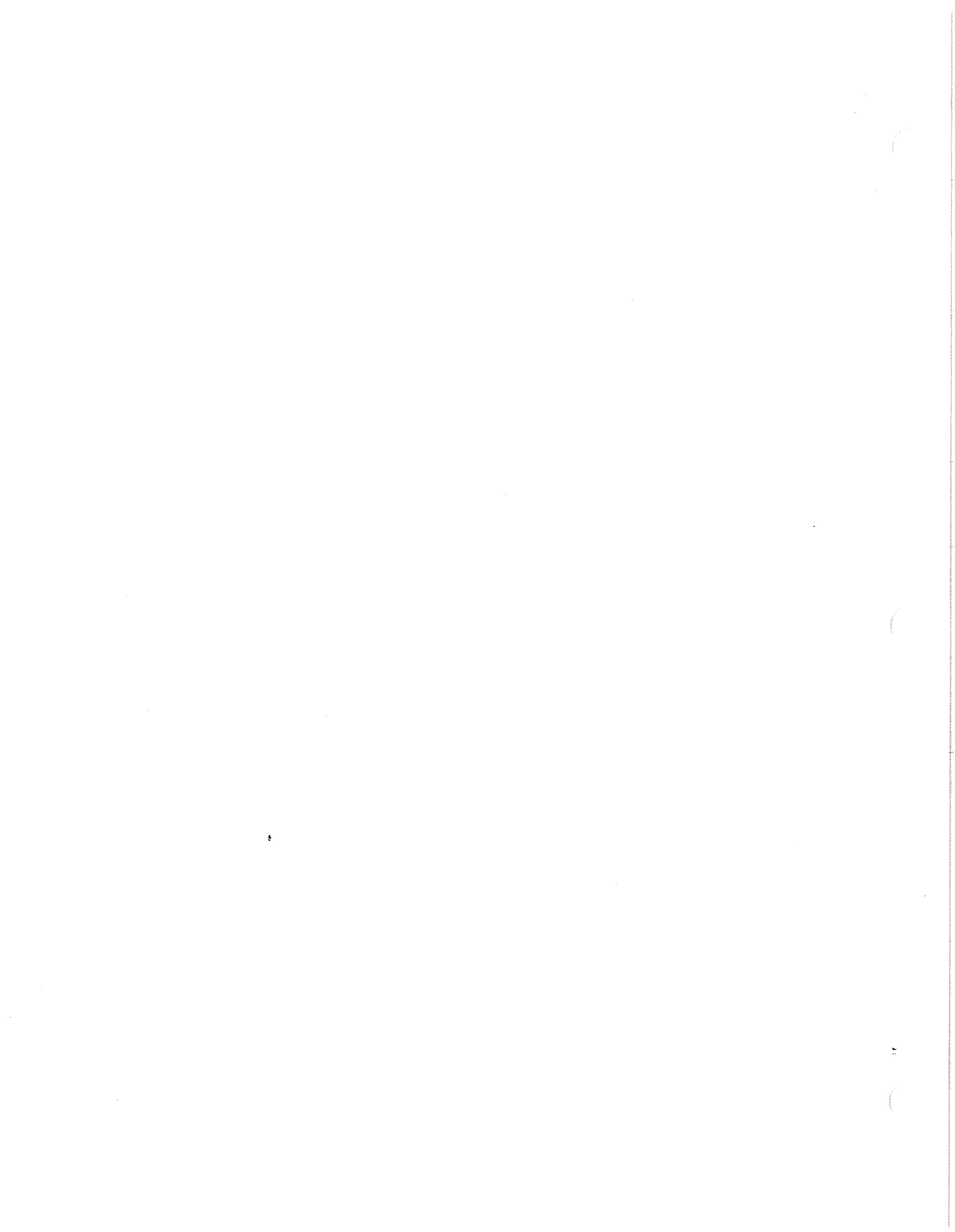
Each of the Trustees was given a copy of *Open & Public III, a User's Guide to the Ralph M. Brown Act*, by Ted Fourkas, with the March Library Board Packet. Published by Capitol Enquiry, Inc. in Sacramento this annotated guide to The Brown Act is endorsed by many organizations including the California Newspaper Publishers Association, the League of California Cities and the California Special Districts Association.

The Brown Act defines a public body's relationship to the public. It does not address internal operations of the public body. Those relationships are defined by either the *California Code* or local policies and procedures.

Attachment A is a proposed Placentia Library District Library Board Meeting Notification Policy for the Board's consideration.

RECOMMENDATION:

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

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

Requests to change the date and/or time of a regular meeting that occur after the previous Library Board Meeting, shall be made to either the Library Board President or the Library Director. At the instruction of the Library Board President or the Library Director the Library Administrative Assistant will survey each of the Trustees by telephone or e-mail to check for availability for the proposed date and/or time. The survey results will be forwarded to the Library Board President who will make the final determination about the meeting date and/or time. In the absence of the Library Board President the Library Board Secretary will make this determination. The Administrative Assistant will notify each Trustee by telephone or e-mail about the final determination for the meeting date and/or time. The Agenda will be delivered by staff to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. The Agenda notebook for each meeting that was not pre-approved by Library Board action for an unusual date and/or time will use a red cover page and the meeting announcement on the Agenda will note the "Unusual Date and/or Time".

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

Changes to

Changes to be all in agreement



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on Café Press and Amazon Sales Agreements
DATE: April 17, 2002

BACKGROUND

At the March 20, 2002 Library Board Meeting President Shkoler requested that staff investigate the requirements of having the District join the Associates Program for Amazon.com. Trustee Braun requested that the staff also investigate the same type of program with Café Press.

Amazon.com Associates Program

A description of the Associates Program with Amazon.com is Attachment A. The Operating Agreement is Attachment B. The link for this program could easily be added to the District's web site home page. Using this program does not preclude the District from also offering discounted book purchases through Ingram.

The Library Director recommends that the District participate in the Amazon.com Associates Program.

Café Press

A description of the services and products for Café Press is Attachment C.

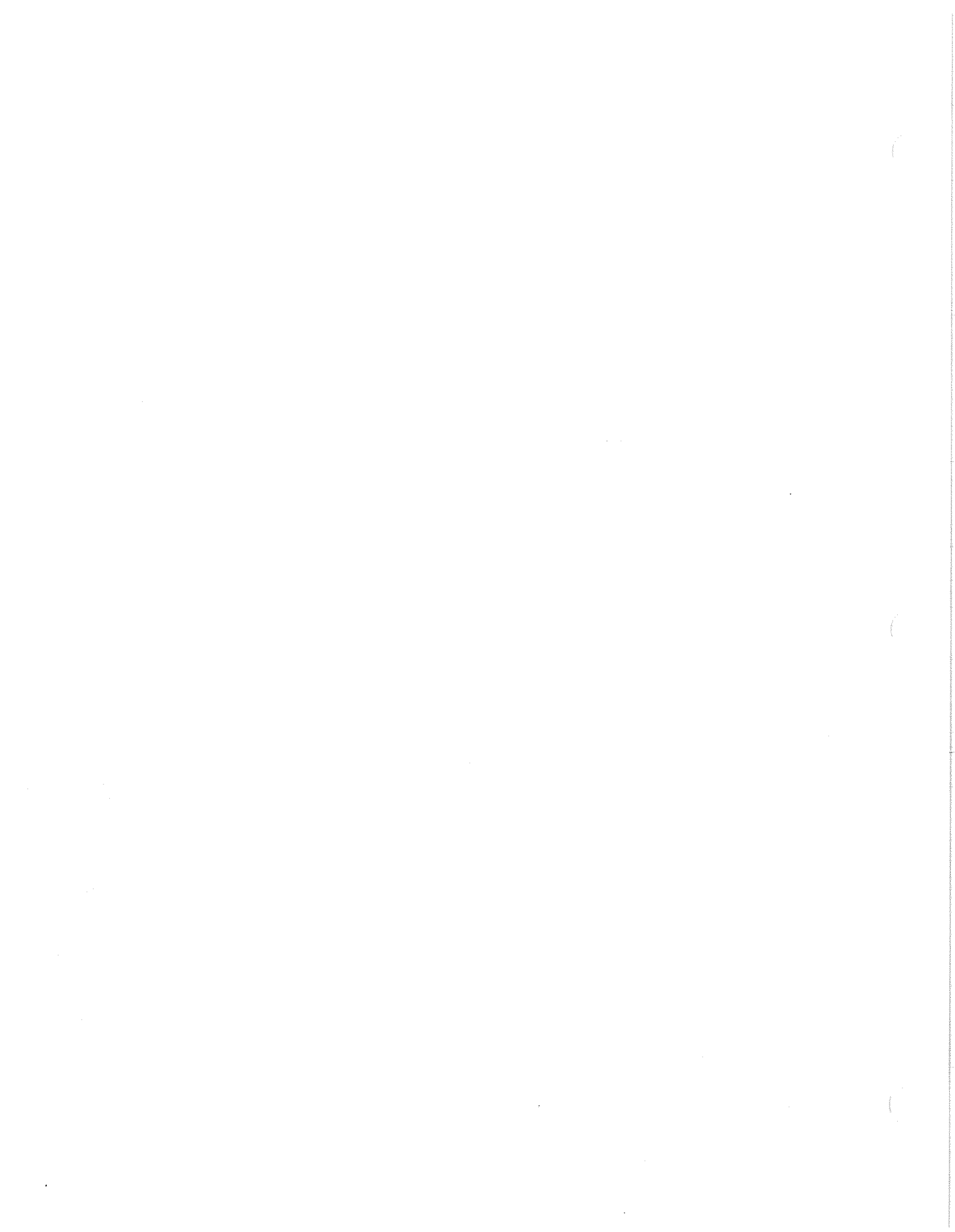
Trustee Braun has assisted staff with submitting a trial order.

The Library Director recommends that the District offer customized products through Café Press on the Library's web site.

RECOMMENDATION

Gua / Sands

1. That staff be authorized to initiate the Associates Program for Amazon.com for Placentia Library District and to provide the link to that program from the Library's Home Page.
2. That staff be authorized to initiate the sale of customized Placentia Library products through Café Press and to provide the link to that service from the Library's Home Page.



amazon.com.

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WELCOME **JULIE'S STORE** BOOKS ELECTRONICS DVD TOYS & GAMES TRAVEL SOFTWARE  SEE MORE STORES



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[Logos and Graphics](#)

[Operating Agreement](#)

[Frequently Asked Questions](#)

Link to Amazon.com and Start Earning  Today!

If you have a Web site, you can join the Amazon.com Associates Program and earn money by promoting any of our products from your site. Every time you send us a customer from your site, you earn up to 15% of each sale.

Some of the most respected sites on the Internet are already Amazon.com Associates, including AOL.com, MSN, Excite, the Motley Fool, and many more. Sign up today to power your site with e-commerce!

How Does the Amazon.com Associates Program Work?

Amazon.com Associates is free to join and easy to use. As an Associate, you simply place links to Amazon.com on your Web site. Each time a visitor clicks from your site to Amazon.com to purchase items, you earn generous referral fees. We take care of their entire shopping experience: fulfillment, customer service, and shipping, and we track the sales generated from your site. All you have to do is decide how you want to link to Amazon.com.



We provide you with a wide and colorful selection of links that can be easily added to your site. You can choose to link to any of the millions of items across our expanding selection of stores. Or, simply select a home page graphic and let us take care of merchandising to the customer. However you choose to set up your links, you'll benefit from the values offered on our site, great selection, and the convenience of online shopping. No matter how you choose to link to us, you get paid on all sales.

Why Should You Become an Amazon.com Associate?

Linking your site to Amazon.com means you are working with the worldwide, trusted leader in e-commerce and are a member of the first and most successful

Associates program of its kind. Here are more great reasons:

- ✧ Earn money--up to 15% referral fees
- ★ Joining is free and linking is easy
- ✧ Enhance your site with a variety of great products
- ★ Use our streamlined tools to build your own store
- ✧ Check your earnings and traffic reports online anytime
- ★ Offer your visitors helpful product details, expert editorials, and customer reviews

Introduce your visitors to the best customer service on the Web



Who Can Be an Amazon.com Associate?

Anyone with a Web site can be an Associate! We have over 500,000 Associates of all sizes and virtually every area of interest. From AOL.com to Zorro.com, Amazon.com offers relevant merchandise to enhance any Web site. Visit some current associates now to sample the variety of participating sites and the creative ideas employed across the Web.



How Do I Get Started?

- 1 Read our Operating Agreement.**
- 2 Sign up using our simple online registration form.**
- 3 Set up a link today!**

It's really that simple - and it's free! After you complete the online registration form, you'll immediately receive an introductory e-mail that welcomes you to the program and explains how to set up some quick links. You'll also receive access to our members-only area, Associates Central, where you can choose the best links for your site, download graphics, and find tips about using our free program to your advantage. You'll have access to everything you need to create a great online store, you'll be able to monitor your progress, and you can vary your design for optimized sales. Learn more about the current features available to you in Associates Central by visiting the Associates Central Preview.



amazon.com.

 VIEW CART | WISH LIST | YOUR ACCOUNT | HELP

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JULIE'S
STORE

BOOKS

ELECTRONICS

DVD

TOYS &
GAMES

TRAVEL

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STORES
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Operating Agreement

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Current
Associates

Associates
Central
Preview

Basic
Linking

Logos and
Graphics

Operating
Agreement

Frequently
Asked
Questions

This Agreement contains the complete terms and conditions that apply to an individual's or entity's participation in the Amazon.com Associates Program (the "Program"). As used in this Agreement, "we" means Amazon.com LLC, and "you" means the applicant. "Site" means a World Wide Web site and, depending on the context, refers either to Amazon.com's site, located at the URL www.amazon.com, or to any site that you will link to our site (and which you will identify in your Program application).

1. Enrollment in the Program

To begin the enrollment process, you will submit a complete Program application via our site. We will evaluate your application in good faith and will notify you of your acceptance or rejection. We may reject your application if we determine (in our sole discretion) that your site is unsuitable for the Program. Unsuitable sites include those that:

- o promote sexually explicit materials
- o promote violence
- o promote discrimination based on race, sex, religion, nationality, disability, sexual orientation, or age
- o promote illegal activities
- o include "amazon" or variations or misspellings thereof in their domain names
- o otherwise violate intellectual property rights

If we reject your application, you are welcome to reapply to the Program at any time. You should also note that if we accept your application and your site is thereafter determined (in our sole discretion) to be unsuitable for the Program, we may terminate this Agreement.

2. Links on Your Site

Once you have been notified that your site has been accepted into the Program, you may provide on your site one or more of the following types of links to our site:

Product Links: You may select one or more Products to list on your site. A "Product" is any product listed on our site, excluding products (including, without limitation, wireless service plans offered through our site) not sold and fulfilled by us, such as products sold by third parties through our site that are found through our product search feature (including, without limitation, through our "Auctions" or "zShops" services or successors thereto or any

"electronic storefronts" operated by third--party merchants on our site). For each selected Product, you will display on your site a short description, review, or other reference. You will be responsible for the content, style, and placement of these references. You will provide a Special Link (as defined below) from each Product reference on your site to the corresponding Amazon.com online catalog entry. Each such link will connect directly to a single item in our online catalog. You may add or delete Products (and related links) from your site at any time without our approval. Books (but not other types of Products) that are individually listed and linked as described above are referred to as "Individually Linked Books." You may not use Special Links to link to our site from references to products on your site that are not "Products" as defined above.

Search Box Link: You may provide an Amazon.com search box on your site that will permit your site visitors to link directly to a page on our site that contains the results of their search queries. We will provide you with technical specifications describing how to include an Amazon.com search box on your site.

General Link to Amazon.com Home Page: You may provide a general link on your site to our home page at <http://www.amazon.com>.

Amazon Recommends™ Link: If your site qualifies (as determined by us in our sole discretion), you may place an Amazon Recommends link on your site to enable Amazon.com to serve recommended content based on your site's specialty or sales history directly to visitors to your site.

We will provide you with guidelines and graphical artwork to use in linking to our home page. To permit accurate tracking, reporting, and referral fee accrual, we will provide you with special "tagged" link formats to be used in all links between your site and our site. You must ensure that each of the links between your site and our site properly utilizes such special link formats. Links to our site placed on your site pursuant to this Agreement and which properly utilize such special link formats are referred to as "Special Links." You will earn referral fees only with respect to activity on our site occurring directly through Special Links; we will not be liable to you with respect to any failure by you to use Special Links, including to the extent that such failure may result in any reduction of amounts that would otherwise be paid to you pursuant to this Agreement.

You acknowledge that, by participating in the Associates Program and placing any of the above links within your site, Amazon.com may receive information from or about visitors to your site or communications between your site and those visitors. Your participation in the Amazon.com program constitutes your specific and unconditional consent to and authorization for Amazon.com's access to, receipt, storage, use, and disclosure of any and all such information, consistent with the policies and procedures set forth in Amazon.com's Privacy Notice.

3. Order Processing

We will process Product orders placed by customers who follow Special Links from your site to our site. We reserve the right to reject orders that do not comply with any requirements that we may establish periodically. We will be responsible for all aspects of order processing and fulfillment. Among other things, we will prepare order forms, process payments, cancellations, and returns, and handle customer service. We will track sales made to customers who purchase Products by using Special Links from your site to our site and will make available to you reports summarizing this sales activity. The form, content, and frequency of the reports may vary from time to time in our discretion.

4. Referral Fees

We will pay you (in accordance with Sections 5 and 8 below) referral fees on certain Product sales to third parties. For a Product sale to be eligible to earn a referral fee, the customer must click-through a Special Link from your site to our site, and add the Product to his or her shopping cart during a session. The session ends upon one of the following events: (a) 24 hours elapses from the customer's initial click-through, (b) the customer orders the Product, or (c) the customer follows a third party's Special Link. We will only pay referral fees on such Products after order, payment and shipping have occurred.

We will not, however, pay referral fees on any Products that are added to a customer's Shopping Cart or are purchased via our 1-Click™ feature after the customer has reentered our site (other than through a Special Link), as determined by us, even if the customer previously followed a link from your site to our site, or for Products that are purchased through any device (an "Internet Access Appliance") that provides Internet access but does not present our site, or permit users to access and interact with our site, in the same manner as a desktop computer (e.g., mobile devices such as cellular telephones or PDAs that may access only limited or modified versions of our site). In addition, Products listed in our catalog or in search results as "out of print" or "hard to find" are not eligible for any referral fees. Gift certificates are not eligible to earn referral fees.

You may not purchase products during sessions initiated through the links on your site for your own use, for resale or commercial use of any kind. This includes orders for customers or on behalf of customers or orders for products to be used by you or your friends, relatives, or associates in any manner. Such purchases may result (in our sole discretion) in the withholding of referral fees or the termination of this Agreement. Products that are eligible to earn referral fees under the rules set forth above are referred to as "Qualifying Products."

In addition, you may not: (a) directly or indirectly offer any person or entity any consideration or incentive (including, without limitation, payment of money (including any rebate), or granting of any discount or other benefit)

for using Special Links on your site to access our site (e.g., by implementing any "rewards" program for persons or entities who use Special Links on your site to access our site); (b) post any Special Links on any Web site or other platform that is accessible through any Internet Access Appliance; (c) read, intercept, record, redirect, interpret, or fill in the contents of any electronic form or other materials submitted to us by any person or entity; (d) in any way modify, redirect, suppress, or substitute the operation of any button, link, or other interactive feature of our site; (e) make any orders or subscription requests, or engage in other transactions of any kind on our site on behalf of any third party, or authorize, assist, or encourage any other person or entity to do so; (f) take any action that could reasonably cause any customer confusion as to our relationship with you, or as to the site on which any functions or transactions (e.g., search, order, browse, and so on) are occurring; or (g) post or serve any advertisements or promotional content around or in conjunction with the display of our site (e.g., through any "framing" technique or technology or pop-up windows), or assist, authorize, or encourage any third party to take any such action. If we determine, in our sole discretion, that you have engaged in any of the foregoing activities, we may (without limiting any other rights or remedies available to us) withhold any referral fees otherwise payable to you under this Agreement and/or terminate this Agreement.

5. Referral Fee Schedule

You will earn referral fees based on Qualifying Revenues according to referral fee schedules to be established by us. "Qualifying Revenues" are revenues derived by us from our sales of Qualifying Products, excluding costs for shipping, handling, gift-wrapping, taxes, service charges, credit card processing fees, returns and bad debt. The current referral fee schedule is:

15% of Qualifying Revenues from the sale of each Individually Linked Book that, on the date of order, is listed in our catalog at 10% to 30% off the publisher's list price and that is added to the customer's Shopping Cart directly from the first page that results from following a Special Link to the Individually Linked Book.

5% of Qualifying Revenues from sales of all other Qualifying Products (except as noted below), including:

- o Individually Linked Books that, on the date of order, are listed in our catalog at the publisher's list price (such as special order books) or at a deep discount of more than 30% off the publisher's list price; e-books (in any format) and
- o Qualifying Products other than books (e.g., CDs, DVDs, VHS tapes, and so on).

However, referral fees for products other than books, music, and videos are limited to a maximum of \$10 per item, regardless of the Qualifying Revenues derived from the sale of any such item.

You should note that only books can qualify as "Individually Linked Books" and that the referral fee percentage for any Qualifying Products other than books is 5% of Qualifying Revenues (up to a maximum of \$10 for products

other than books, music, and videos), regardless of whether such item is individually listed on your site.

6. Referral Fee Payment

We will pay you referral fees on a quarterly basis. Approximately 30 days following the end of each calendar quarter, we will send you either (a) a check for the referral fees earned, or (b) a gift certificate good for purchases of Products through the Amazon.com site, subject to our standard terms and conditions. You will choose your preferred payment method on your application. However, if the referral fees payable to you for any calendar quarter are less than \$100, we will hold payment until the total amount due is at least \$100 or (if earlier) until this Agreement is terminated. In calculating referral fees, we will deduct the corresponding referral fee from your next quarterly payment if a Product that generated a referral fee is returned by the customer. If there is no subsequent payment, we will send you a bill for the referral fee.

7. Policies and Pricing

Customers who buy products through this Program will be deemed to be customers of Amazon.com. Accordingly, all Amazon.com rules, policies, and operating procedures concerning customer orders, customer service, and product sales will apply to those customers. We may change our policies and operating procedures at any time. For example, we will determine the prices to be charged for products sold under this Program in accordance with our own pricing policies. Product prices and availability may vary from time to time. Because price changes may affect Products that you have listed on your site, prices may only be shown when we serve those prices through our "Amazon Recommends" Service. You may not otherwise include price information in your Product descriptions. We will use commercially reasonable efforts to present accurate information, but we cannot guarantee the availability or price of any particular product.

8. Identifying Yourself as an Associate

You may not issue any press release with respect to this Agreement or your participation in the Program; such action may result in your termination from the Program. We will make available to you a small graphic image that identifies your site as a Program participant. You must display this logo or the phrase "In association with Amazon.com" somewhere on your site. We may modify the text or graphic image of this notice from time to time. In addition, you may not in any manner misrepresent or embellish the relationship between us and you, or express or imply any relationship or affiliation between us and you or any other person or entity except as expressly permitted by this Agreement (including by expressing or implying that Amazon.com supports, sponsors, endorses, or contributes money to any charity or other cause).

9. Limited License

We grant you a nonexclusive, revocable right to use the graphic image and text described in Section 10 and such other text or images for which we grant

express permission, solely for the purpose of identifying your site as a Program participant and to assist in generating Product sales. You may not modify the graphic image or text, or any other of our images, in any way. We reserve all of our rights in the graphic image and text, any other images, our trade names and trademarks, and all other intellectual property rights. You agree to follow our Trademark Guidelines, as those guidelines may change from time to time. We may revoke your license at any time by giving you written notice.

10. Responsibility for Your Site

You will be solely responsible for the development, operation, and maintenance of your site and for all materials that appear on your site. For example, you will be solely responsible for:

- o the technical operation of your site and all related equipment
- o creating and posting Product descriptions on your site and linking those descriptions to our catalog
- o the accuracy and appropriateness of materials posted on your site (including, among other things, all Product-related materials)
- o ensuring that materials posted on your site do not violate or infringe upon the rights of any third party (including, for example, copyrights, trademarks, privacy, or other personal or proprietary rights)
- o ensuring that materials posted on your site are not libelous or otherwise illegal
- o ensuring that your site accurately and adequately discloses, either through a privacy policy or otherwise, how you collect, use, store, and disclose data collected from visitors, including, where applicable, that third parties (including advertisers) may serve content and/or advertisements and collect information directly from visitors and may place or recognize cookies on visitors' browsers.

We disclaim all liability for these matters. Further, you will indemnify and hold us harmless from all claims, damages, and expenses (including, without limitation, attorneys' fees) relating to the development, operation, maintenance, and contents of your site.

11. Term of the Agreement

The term of this Agreement will begin upon our acceptance of your Program application and will end when terminated by either party. Either you or we may terminate this Agreement at any time, with or without cause, by giving the other party written notice of termination. Upon the termination of this Agreement for any reason, you will immediately cease use of, and remove from your site, all links to our site, and all Amazon.com trademarks, trade dress, and logos, and all other materials provided by or on behalf of us to you pursuant hereto or in connection with the Program. You are eligible to earn referral fees only on our sales of Qualifying Products that occur during the term, and referral fees earned through the date of termination will remain payable only if the related orders are not canceled or returned. We may withhold your final payment for a reasonable time to ensure that the correct amount is paid.

12. Modification

We may modify any of the terms and conditions contained in this Agreement, at any time and in our sole discretion, by posting a change notice or a new agreement on our site. Modifications may include, for example, changes in the scope of available referral fees, referral fee schedules, payment procedures, and Program rules. IF ANY MODIFICATION IS UNACCEPTABLE TO YOU, YOUR ONLY RECOURSE IS TO TERMINATE THIS AGREEMENT. YOUR CONTINUED PARTICIPATION IN THE PROGRAM FOLLOWING OUR POSTING OF A CHANGE NOTICE OR NEW AGREEMENT ON OUR SITE WILL CONSTITUTE BINDING ACCEPTANCE OF THE CHANGE.

13. Relationship of Parties

You and we are independent contractors, and nothing in this Agreement will create any partnership, joint venture, agency, franchise, sales representative, or employment relationship between the parties. You will have no authority to make or accept any offers or representations on our behalf. You will not make any statement, whether on your site or otherwise, that reasonably would contradict anything in this Section.

14. Limitation of Liability

We will not be liable for indirect, special, or consequential damages (or any loss of revenue, profits, or data) arising in connection with this Agreement or the Program, even if we have been advised of the possibility of such damages. Further, our aggregate liability arising with respect to this Agreement and the Program will not exceed the total referral fees paid or payable to you under this Agreement.

15. Disclaimers

We make no express or implied warranties or representations with respect to the Program or any products sold through the Program (including, without limitation, warranties of fitness, merchantability, noninfringement, or any implied warranties arising out of a course of performance, dealing, or trade usage). In addition, we make no representation that the operation of our site will be uninterrupted or error-free, and we will not be liable for the consequences of any interruptions or errors.

16. Independent Investigation

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ALL ITS TERMS AND CONDITIONS. YOU UNDERSTAND THAT WE MAY AT ANY TIME (DIRECTLY OR INDIRECTLY) SOLICIT CUSTOMER REFERRALS ON TERMS THAT MAY DIFFER FROM THOSE CONTAINED IN THIS AGREEMENT OR OPERATE WEB SITES THAT ARE SIMILAR TO OR COMPETE WITH YOUR WEB SITE. YOU HAVE INDEPENDENTLY EVALUATED THE DESIRABILITY OF PARTICIPATING IN THE PROGRAM AND ARE NOT RELYING ON ANY REPRESENTATION, GUARANTEE, OR STATEMENT OTHER THAN AS SET FORTH IN THIS AGREEMENT.

17. Arbitration

Any dispute relating in any way to this Agreement (including any actual or alleged breach hereof), any transactions or activities under this Agreement or your relationship with us or any of our affiliates shall be submitted to confidential arbitration in Seattle, Washington, except that, to the extent you have in any manner violated or threatened to violate our intellectual property rights, we may seek injunctive or other appropriate relief in any state or federal court in the state of Washington (and you consent to non-exclusive jurisdiction and venue in such courts) or any other court of competent jurisdiction. Arbitration under this agreement shall be conducted under the rules then prevailing of the American Arbitration Association. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. To the fullest extent permitted by applicable law, no arbitration under this Agreement shall be joined to an arbitration involving any other party subject to this Agreement, whether through class arbitration proceedings or otherwise.

18. Miscellaneous

This Agreement will be governed by the laws of the United States and the state of Washington, without reference to rules governing choice of laws. You may not assign this Agreement, by operation of law or otherwise, without our prior written consent. Subject to that restriction, this Agreement will be binding on, inure to the benefit of, and be enforceable against the parties and their respective successors and assigns. Our failure to enforce your strict performance of any provision of this Agreement will not constitute a waiver of our right to subsequently enforce such provision or any other provision of this Agreement.

**Instant Order Update for Julie Shook:****Where's My Stuff?**

- Your March 5 order has been partially shipped -- more details.

Need Help?

- Forgot your password? [Click here.](#)
- [Redeem](#) or [buy](#) a gift certificate.
- [Visit our Help department.](#)
- See our [shipping rates & policies.](#)
- [Return](#) an item.

Search

All Products



for





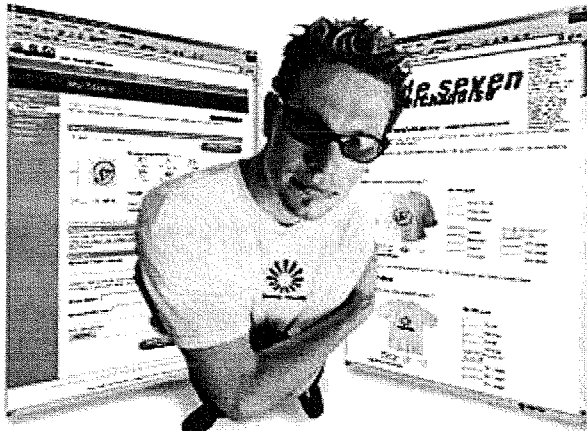
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- Home
- Join
- Tour
- Services
- Help
- Contact Us

Let's Get Started

Sign Up Now

Sell t-shirts, mugs and *much* more
with *your designs* for FREE!



www.cafepress.com/shade7



Welcome to the Tour.

CafePress.com allows sites of any size to sell a variety of merchandise at absolutely no cost. No need to pre-print products or deal with shipping hassles, credit card orders, or customer service - CafePress.com takes care of everything. We work with some of the leading brands on the Internet and have over **200,000** stores online!

Next →

- [Your Account](#) | [Company](#) | [Store Spotlight](#) | [Referral Program](#) | [Customer Service](#)
- [Member Agreement](#) | [Privacy](#) | [Intellectual Property Rights](#)

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Sell Yourself Online.

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- Tour
- Services
- Help
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Services

[Sign Up Now](#)

CafePress.com makes selling
your own merchandise easy –
we manage *all* the details...



▶ **E-commerce**

You receive your own private online store that shows off your products.

▶ **Product Manufacturing**

Our state-of-the-art manufacturing facility allows us to process orders within three business days.

▶ **Payment Solutions**

Your customers can purchase your products via credit card, check or money order.

▶ **Shipping Orders**

USPS Priority Mail and Fedex Delivery Options.

▶ **Customer Service**

Phone and email customer support.



Compare this with the old fashioned way of selling merchandise and you'll see how easy CafePress.com is to use. All you have to do is design your products and promote your store. And since CafePress.com is a **free** service, you have nothing to lose!

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Sell Yourself Online.

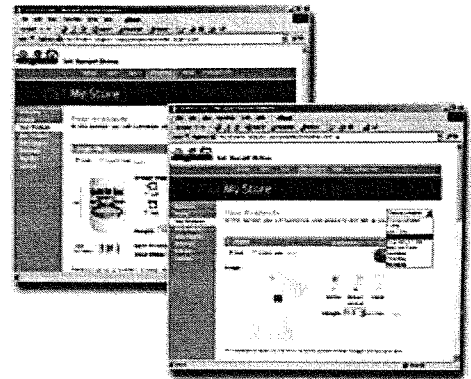
- Home
- Join
- Tour
- Services
- Help
- Contact Us

Setting Up

[Sign Up Now](#)

Setting up your online store is *quick and easy*.

- Choose the products you wish to offer.
- Customize your products by uploading artwork and setting design options.
- Set your prices to determine how much you earn.
 - Each product has a "base price" CafePress.com keeps when you sell a product. You can increase the price and earn commission on every product (for example, increase the base price of your t-shirts from \$13.99 to \$15.99 and earn \$2 for every t-shirt you sell).
 - Each month we calculate your earnings and send you a check.
 - Track your sales online through our online reports.
- Promote your store and start selling your products!



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Sell Yourself Online.

| | | | | | |
|------|------|------|----------|------|------------|
| Home | Join | Tour | Services | Help | Contact Us |
|------|------|------|----------|------|------------|

Products

Sign Up Now

Products offered *and* base prices

Through CafePress.com, you can sell a wide variety of high quality products. We use state-of-the-art digital printing techniques and stand behind all our products with a 30-day money back guarantee.

- 100% cotton White Hanes Beefy T-shirts - \$13.99
- 100% cotton Ash Grey Hanes Beefy T-shirts - \$14.99
- 100% cotton Hanes Tank Tops - \$15.99
- 100% cotton Anvil Baby Doll T-shirts (White) - \$16.99
- 100% cotton Hanes Beefy Long Sleeve T-shirts (White) - \$18.99
- 50% cotton/50% polyester Hanes Beefy Sweatshirts (Ash Gray) - \$20.99
- 100% cotton boxers - \$12.99
- Micro-fiber Baseball Caps - \$12.99
- Micro-fiber Bucket Caps - \$14.99
- 11oz dishwasher and microwave safe Coffee Mug - \$10.99
- 15 oz dishwasher and microwave safe Coffee Mug - \$11.99
- Cloth-top Mousepads - \$10.99
- Canvas Totebags - \$12.99



"I am absolutely delighted!
The image and shirt
quality are excellent!"

Sell 20+ products in a month and receive price discounts through our PSP program. [Click here for more info.](#)

Next ->

[Your Account](#) | [Company](#) | [Store Spotlight](#) | [Referral Program](#) | [Customer Service](#)
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Sell Yourself Online.

- Home
- Join
- Tour
- Services
- Help
- Contact Us

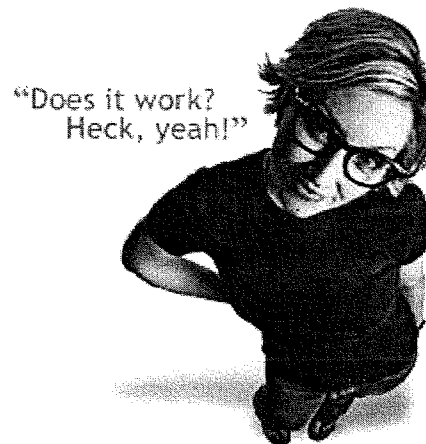
Quotes

Sign Up Now

Quotes and Testimonials

“I love my CafePress store - people love the items. It's the best promotion we've ever run. Your service and products are the best in all of the web! Thanks again!”

“I am amazed and pleased with the excellent quality of the product that comes out of CafePress. Friends recently ordered some of my products and I was nervous, being a newbie, but the mugs and T-shirts were absolutely beautiful...wow!!!”



Sign Up Now!

Press Quotes

From ClickZ:

If you want a glimpse of what the digital future might bring, check out CafePress and marvel. Essentially, CafePress lets anybody set up their own digital printing "store" with their own custom products. Users create an account for themselves, upload artwork, decide what to sell (either T-shirts, mugs, or mouse pads) and put out their shingle. Customers go to the site, select what they want, enter their credit cards, and CafePress does the rest: printing and shipping and taking a cut of the proceeds.

Does it work? Heck, yeah! I'm using it right now to sell some tongue-in-cheek promotional items for one of the sites my company publishes...

From ZDnet:

To date, there's only one company in what I call the virtual e-commerce space, but I wish I had thought of this one myself. If the key to being successful means doing one unique thing well, then the CafePress.com folks may have the keys to the virtual-commerce kingdom.

And to the folks at CafePress.com -- nice job. You put a nice spin on an old business model and managed to make people happy to shell out \$\$\$ for mousepads with their names on them. It's a shame that e-commerce is getting slapped around so hard right now -- because this 's one commerce model that should have the industry applauding.

Sign Up Now



Sell Yourself Online.

- Home
- Join
- Tour
- Services
- Help
- Contact Us

Referral Program

- Online Store
- PSP
- Referral Program**
- Design Services
- Corporate

Earn Money by *telling* people about *CafePress.com!*

How it Works

You earn money each time a product is sold by a store that you refer to CafePress.com. In fact, we reward you for up to four levels of referrals. It works like a pyramid, [click here](#) to see how.

How Much You Earn

You earn money each time a product is sold from a referred store. The amount earned is based on the referral level a sale comes from. The current referral bonus is:

Level Amount

- 1 50 cents
- 2 25 cents
- 3 15 cents
- 4 10 cents



There is no limit to how many people you can refer, or how much you can earn from referrals. Referral sales show up in our online referral reports.

Referral Credit

There are 2 ways you can get credit for referring someone.

1. When a new member joins, there is a box that asks them who referred them (unless they join through a link as described in #2). They will enter your **Store ID**
2. You can create a link to CafePress.com's sign-up page with your Store ID appended, just like this:

<http://www.cafepress.com/cp/info/storeref.aspx>

refby=YourStoreID

When they use this link to come to CafePress.com - it will pre-fill the referral box. We will also set a cookie so if they browse around the site, then come back to join, the "referred by" box will remain filled.

Buttons and Links

Here are some buttons and banners you can put on your site. Just copy the HTML code into your page. The graphic itself will come from our server, so you don't have to worry about downloading / uploading the image.

*Be sure to change "YourStoreID" to whatever **your** Store ID is!*

Code Sample:

```
<a href="http://www.cafepress.com/cp/info/storeref.aspx?
refby=YourStoreID"></a>
```

Looks Like:**Code Sample:**

```
<a href="http://www.cafepress.com/cp/info/storeref.aspx?
refby=YourStoreID"></a>
```

Looks Like:**Email Examples**

Interested in seeing an example of an email you can send out? Put your email address and Store ID here, and we'll send you an email that you can send out to your friends.



Agenda Item 30

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager JK
 DATE: April 10, 2002
 SUBJECT: Program Committee Report for the month of March.

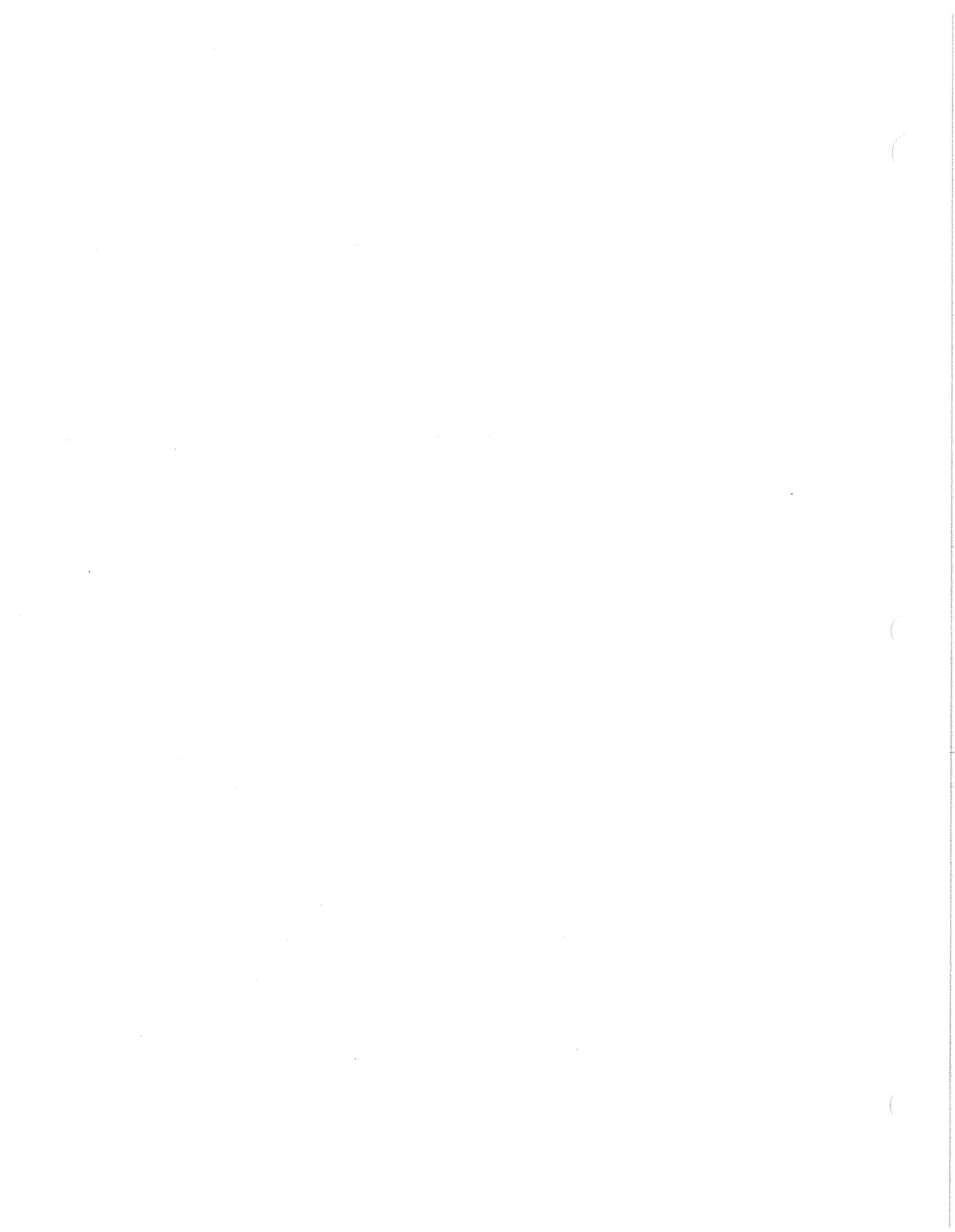
| DEPARTMENT | NUMBER OF PROGRAMS | NUMBER OF ATTENDEES |
|--------------------------------|--------------------|---------------------|
| <i>ADULT SERVICES</i> | 0 | 0 |
| <u>TYD Total</u> | 1 | 42 |
| <i>CHILDREN'S SERVICES</i> | | |
| Wed. PM Story Times | 0 | 0 |
| Thurs. AM Story Times | 0 | 0 |
| 3-4 year-old music times | 0 | 0 |
| 5-6 year-old music times | 0 | 0 |
| Lapsits | | |
| Class tours | 5 | 146 |
| Comm Center Storytimes | 4 | 25 |
| Head Start Storytimes | 21 | 420 |
| In-N-Out Program | 1 | 286 |
| Story Times at a preschool | 0 | 0 |
| TOTAL FOR OCTOBER | 31 | <u>877</u> |
| YTD TOTAL | 348 | <u>8,298</u> |


LITERACY SERVICES

Mar 2001-02 FY 2001-02 YTD

| | | |
|----------------|-------|--------|
| Total Tutors | 175 | 202 |
| Total Students | 231 | 309 |
| Total Hours | 1,038 | 10,874 |

For more detailed literacy statistics, see Agenda Item 32, pages 2 of 3 and 3 of 3..



To: Elizabeth Minter, Library Director
From: Cyrise Smith, Children's Librarian 
Date: April 17, 2002
Subject: **March Activities in the Children's Department**

Programming- The winter programming ended late February. There were no regularly scheduled storytimes, lapsits, or musictimes in March.

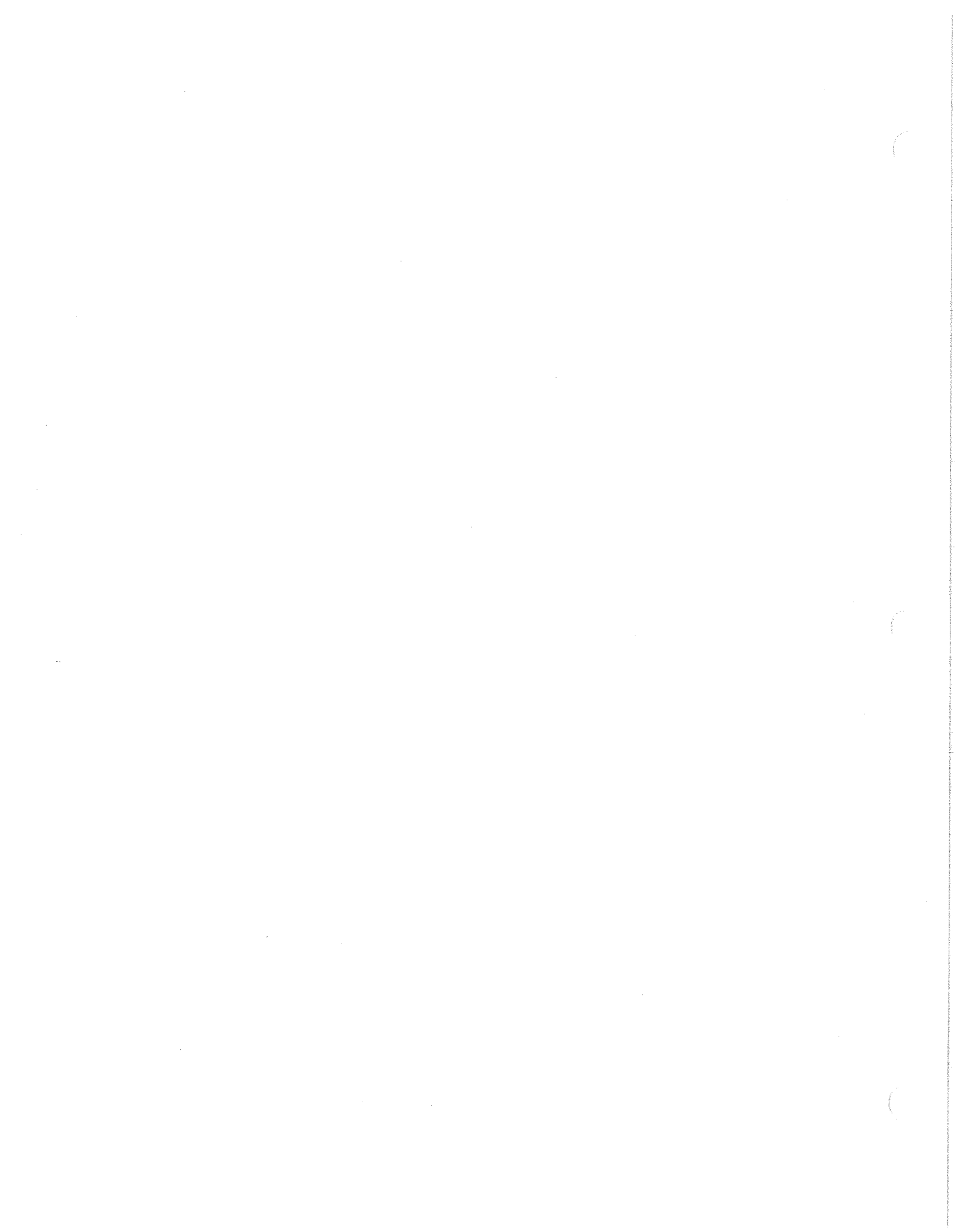
School Visits- School visits have continued. Five classes visited during March. A total of 136 children participated in these visits.

Off-site Programming- Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 4 storytimes at the community centers with a combined attendance of 25. Three storytimes were performed for each of the seven Head Start classes with a combined attendance of 420.

Reading Incentive Programs- The In-N-Out reading program "Food for Thought" began February 3 and ended March 14. Children who read five library books earned a free hamburger. By the end of the program 286 children had signed up. This number is up approximately 100 participants from last year. One hundred and thirty-eight children had finished at least one bookmark, and 58 children had completed all three bookmarks. These numbers are up approximately one hundred participants and 30 participants from last years numbers respectively.

Other programs- The Placentia Library District again had the Springtime parties for children 2 – 4 years and children under two. They were both successes with a total of 39 children and adults attending the two events.

Summer Reading Program- Plans are under way for the 2002 Summer Reading Program. Our Way Out Wednesday performers are booked and teens have already begun volunteering.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: April 10, 2002

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

elementary personal personal

Tutor Training. The Literacy Coordinator conducted two tutor training workshops during February and eight tutors were trained, four adults and four teens. All eight new tutors are matched and tutoring in the Library. The next tutor training is scheduled for April 7, 2002.

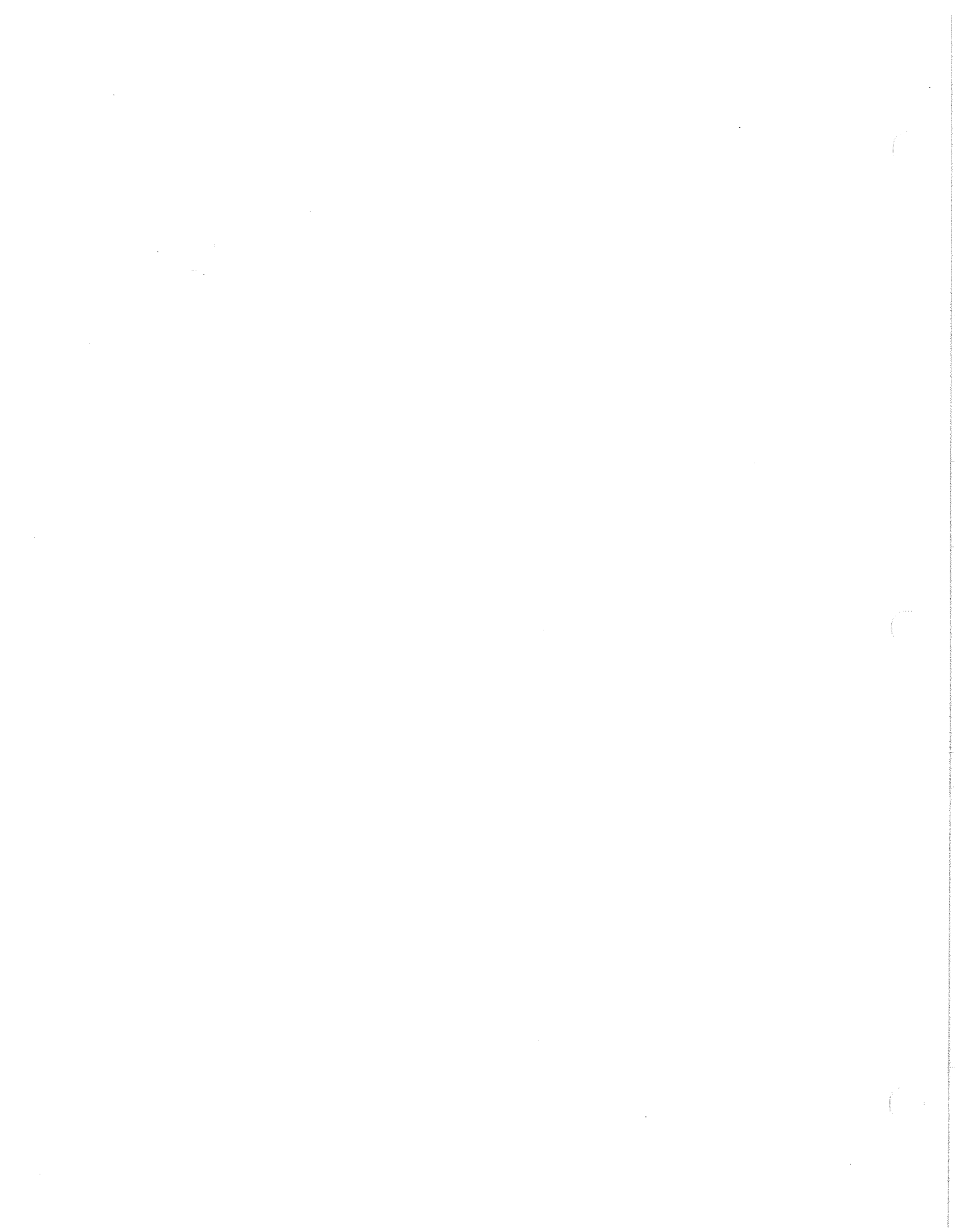
Families for Literacy (FFL) Program Status. We now have ten families in the FFL component.

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

Reach Out and Read Partnership Continues. In March, Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize one of our volunteers, Diane Martlaro, who goes to the Whitten Center in Placentia on Monday mornings and reads to children in the waiting room while they are waiting to see the St. Judes pediatric staff. We also want to welcome another great volunteer who has joined Diane at the Whitten Center, Ruth Petey Peterson. *Ms. Martlaro*

English Language and Literacy Intensive (ELLI) Program Update. During the month of March, the ELLI Program continued to partner successfully with Ruby Drive, Rio Vista and John Tynes Elementary Schools, as well as with Head Start. Over 35 additional books were donated to the schools, and materials from the Department of Education were distributed to the parents of children in the ELLI Program. The renovation of the Literacy tutoring area was completed. Traci Kato-Kiriyama, Coordinator of the Little Tokyo Service Center's After-School Program came and observed the ELLI Program and was impressed with what she saw.

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



Placenta Library Literacy Services

Report of Growth and Progress

list request with subject to subject

Mar 2000/01 Mar 2001/02 YTD 2000-01 YTD 2001-02

Tutors:

Total Volunte
Volunteer
 Adults
 Teens
 Hours Instruction
 Other Volunteer Hours
Total Hours

| | |
|----------------------|-------|
| 87 | 107 |
| 35 | 68 |
| 809 | 1,038 |
| 64 | 48 |
| 873 1,696 | 1,086 |

| | |
|-------|--------|
| 105 | 124 |
| 44 | 78 |
| 6,721 | 10,874 |
| 676 | 344 |
| 7,397 | 11,218 |

Training Workshops

Workshops Held
Tutors Trained

| | |
|----|---|
| 2 | 2 |
| 11 | 8 |

| | |
|----|----|
| 17 | 18 |
| 96 | 96 |

Students

With Adult Tutors
With Teen Tutors
In Groups
Total Active Students

| | |
|-----|-----|
| 127 | 139 |
| 35 | 76 |
| 17 | 17 |
| 179 | 231 |

| | |
|-----|-----|
| 138 | 180 |
| 42 | 97 |
| 30 | 32 |
| 210 | 309 |

Families for Literacy

Family Students
Family Tutors
Hours of Instruction

| | |
|----|----|
| 10 | 10 |
| 10 | 10 |
| 48 | 48 |

| | |
|-----|-----|
| 14 | 26 |
| 14 | 10 |
| 155 | 364 |

ELLI Program

Adult Students
Tutors for Adult Students
Hours of Instruction
K-6th Grade Students
Tutors for K-6th Grade
Hours of Instruction

| | |
|----|-----|
| NA | 15 |
| NA | 3 |
| NA | 102 |
| NA | 190 |
| NA | 10 |
| NA | 915 |

| | |
|----|-------|
| NA | 22 |
| NA | 3 |
| NA | 332 |
| NA | 197 |
| NA | 13 |
| NA | 2,572 |

Total Tutors
Total Students
Total Instruction Hours

| | |
|-----|-------|
| 112 | 175 |
| 142 | 231 |
| 809 | 1,038 |

| | |
|-------|--------|
| 149 | 202 |
| 169 | 309 |
| 6,721 | 10,874 |

to tell what

Tutors

discuss request
Tutors (Adult Teen Total)
Hours

(

... ..

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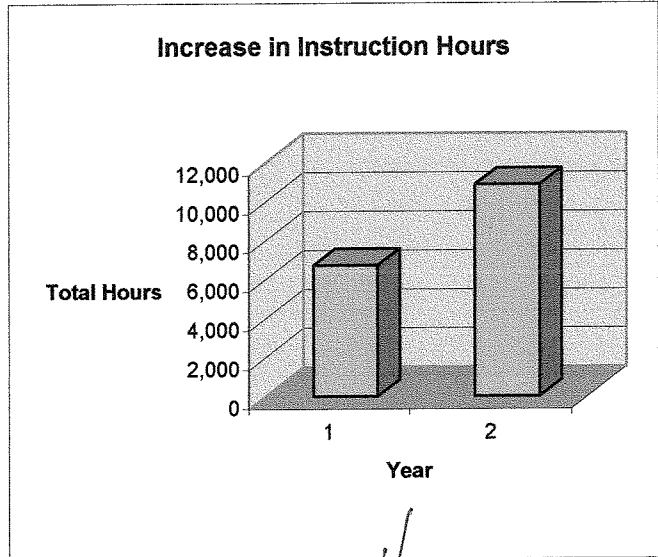
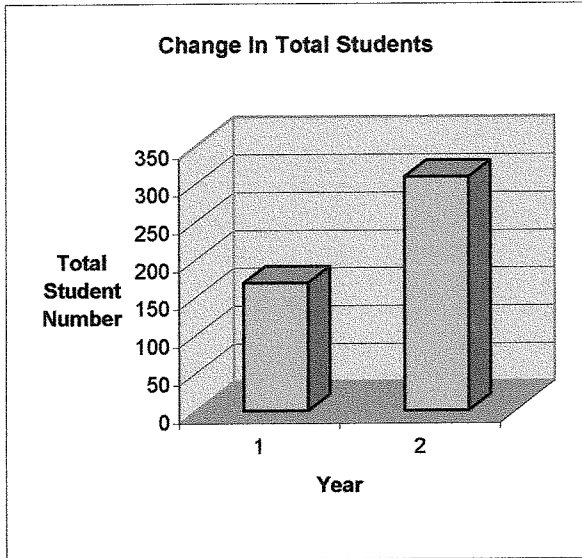
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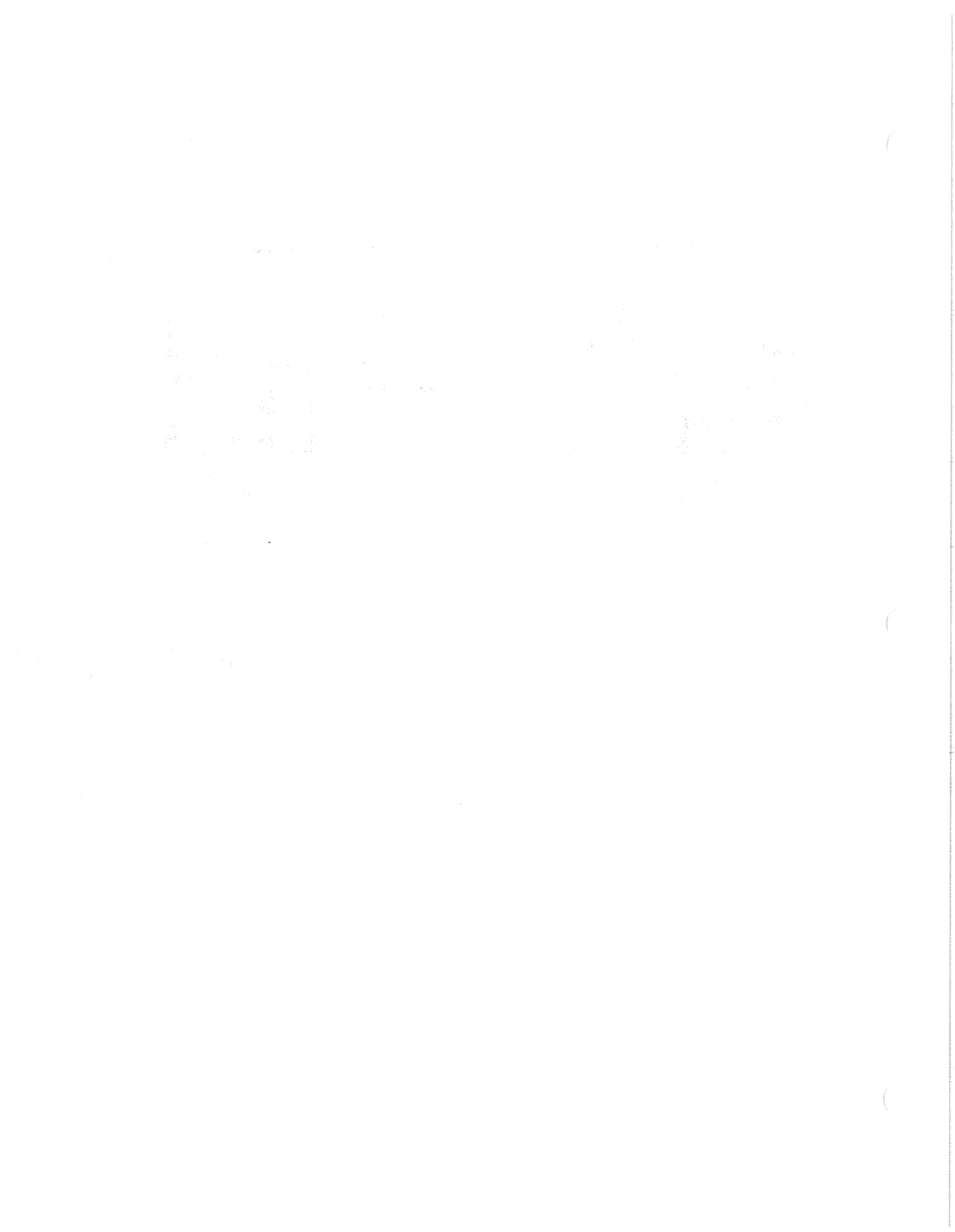
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Spell out the year
2000-2001
2001-2002
2002-2003



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: **Placentia Library Web Site Report for March 2002**
DATE: April 17, 2002

The Placentia Library Web Site Report for March 2002 is in the process of being reformatted. The Report will be distributed at the Library Board Meeting.



TO: Elizabeth Minter, Library Director

FROM: Frank Frizell, Webmaster *FF*

DATE: ; April 17, 2002

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

This report covers the period from March 1 to March 31 for the year 2002. A new method of calculating webpage statistics is being used in order to get a clearer idea of patron use patterns of placentalibrary.org. Requests for files with a .html suffix are tallied and interpreted as patron visits to that page. All the major pages are included. Pages with smaller visit rates are added to the major pages they are linked to. These are as follows:

| District | Children's | Borrower's | Literacy | Passport's | Foundation | Friend's | History Room |
|--------------------|--------------|------------|------------------|------------------|--------------------|-------------------|-----------------------|
| • Agenda | • Storytime | • Fines | • Volunteer Form | • Photoshop List | • 501c3 Form | • Author's Brunch | • History's Mysteries |
| • Public Notices | • Activities | | | | • Adopt - a - Book | • Donation Form | |
| • Board Minutes | • SRP | | | | | | |
| • CLO Survey | | | | | | | |
| • District History | | | | | | | |



PlacentalLibrary.Org Visits

| Pages Visited | 1-Jul | 1-Aug | 1-Sep | 1-Oct | 1-Nov | 1-Dec | 1-Jan | 1-Feb | 1-Mar | 1-Apr | 1-May | 1-Jun | Total |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| District | 0 | 72 | 60 | 85 | 17 | 79 | 96 | 94 | 96 | 0 | 0 | 0 | 599 |
| Catalog | 0 | 326 | 314 | 336 | 351 | 303 | 384 | 310 | 371 | 0 | 0 | 0 | 2,695 |
| Kids | 0 | 72 | 100 | 70 | 86 | 100 | 92 | 54 | 111 | 0 | 0 | 0 | 685 |
| Information | 0 | 49 | 40 | 57 | 59 | 61 | 60 | 48 | 85 | 0 | 0 | 0 | 459 |
| Borrowers | 0 | 65 | 60 | 69 | 80 | 50 | 62 | 75 | 70 | 0 | 0 | 0 | 531 |
| Literacy | 0 | 58 | 54 | 62 | 73 | 64 | 61 | 64 | 65 | 0 | 0 | 0 | 501 |
| Passports | 0 | 87 | 96 | 90 | 102 | 103 | 120 | 106 | 123 | 0 | 0 | 0 | 827 |
| Foundation | 0 | 36 | 57 | 105 | 87 | 108 | 85 | 84 | 95 | 0 | 0 | 0 | 657 |
| Friends | 0 | 67 | 60 | 62 | 62 | 34 | 74 | 66 | 89 | 0 | 0 | 0 | 514 |
| History Room | 0 | 53 | 40 | 53 | 54 | 72 | 45 | 48 | 59 | 0 | 0 | 0 | 424 |
| Links | 0 | 47 | 47 | 65 | 56 | 54 | 75 | 60 | 84 | 0 | 0 | 0 | 488 |
| Hours | 0 | 69 | 73 | 93 | 88 | 77 | 97 | 80 | 14 | 0 | 0 | 0 | 591 |
| Total Views | 0 | 1,001 | 1,001 | 1,147 | 1,115 | 1,105 | 1,251 | 1,089 | 1,262 | 0 | 0 | 0 | 8,971 |



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator *JR*

DATE: April 17, 2002

SUBJECT: Publicity materials produced for March 2002

Information on the Placentia Library cable channel #53:

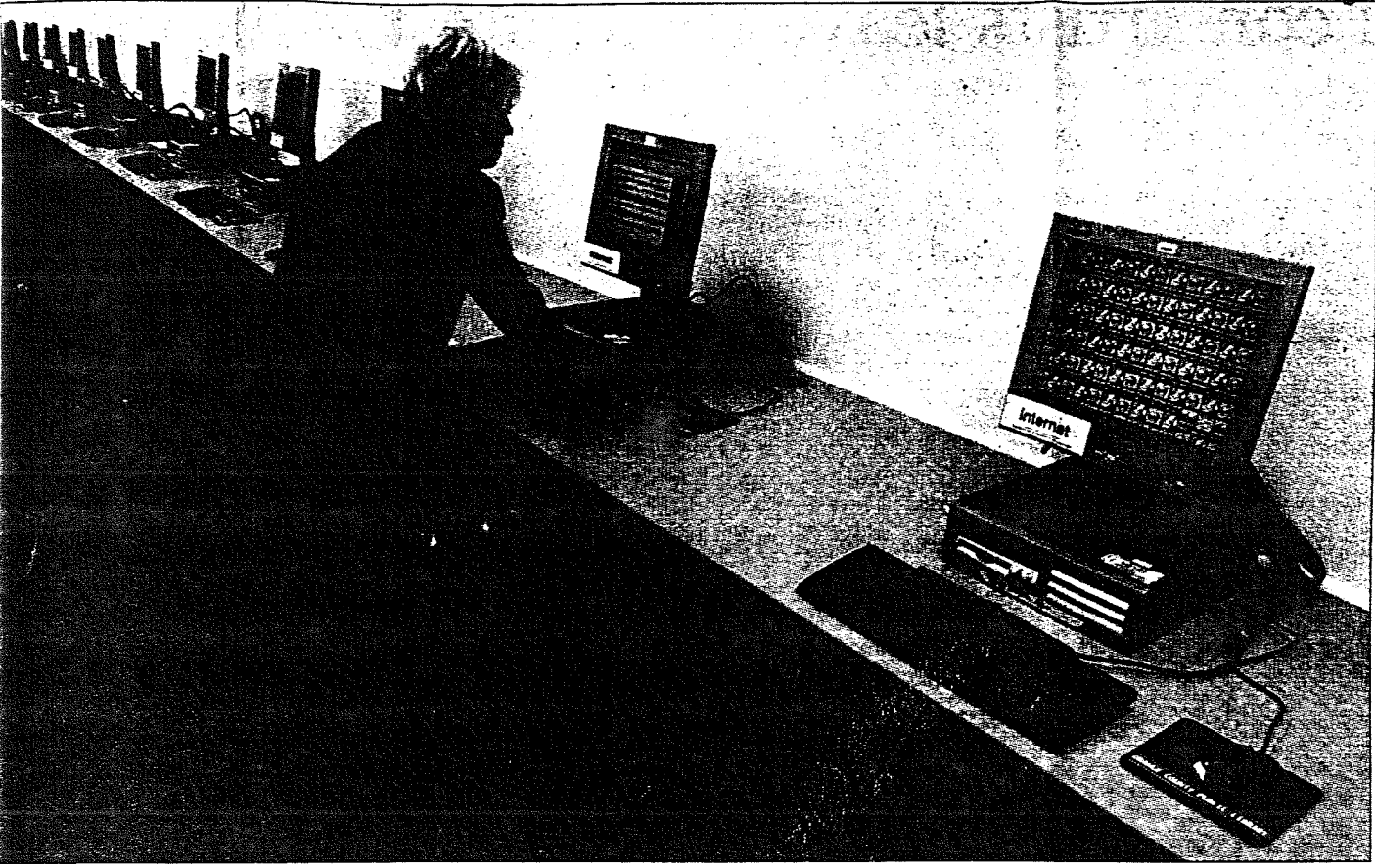
1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday.
9. Passport Hours
10. Slide added with Winter Storytimes, Musictimes, and Lapsits for the Children's Department.
11. Slide added with the announcing the dates and times of the Gomez and Whitten Centers children's program classes.

Newspaper articles published:

1. Check This Out- New Costa Mesa and Cerritos Branch story.
2. Storytime, lapsit and musictime hours in Placentia News Times.
3. Teen poetry- La Palma.
4. Monday Placentia calendar.
5. Author's Luncheon to benefit library.
6. Free literacy program helps South County residents.
7. Community center plans are starting to take shape.
8. Literacy Tutor Training, 3 articles.
10. How would you like a Really big pumpkin?
11. Lights, camera, action-shhh!

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out.
2. Friends membership thank you letters are sent out with membership cards.
3. Chamber Mixer flyer for April 17.
4. Annual Meeting flyer for April 15.
5. Ellie Rankin calls lapsed friends members and sends out thank you renewal membership cards.



MARIANNA HOF, Laguna Beach branch manager for the Orange County Public Library, tries out a computer terminal at the library's new Costa Mesa branch • Photo: Michael Goulding / The Register

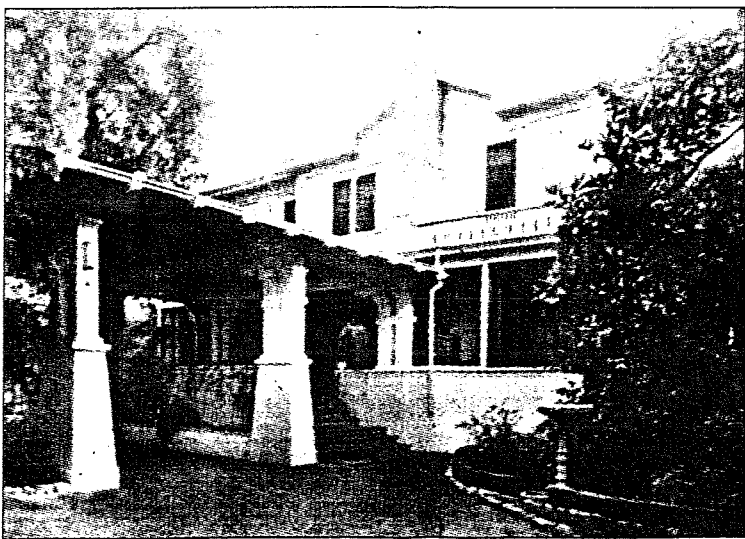
CHECK THIS OUT

Orange County is enjoying a boom in libraries of a wide variety of evolving styles and sizes.

By **ANDRE MOUCHARD**
The Orange County Register

They had libraries in ancient Egypt. Alexander the Great gathered info for libraries when working on the whole world during the Middle Ages, philosophers of the 18th century, and your Uncle who eventually sold Buicks but on-atching most of his junior year at Fullerton - they all had access to

hing like the one that opened a s ago in Costa Mesa. It's a tiny libraries go, with 27 computer ons and a short-term lease in a . It also has a modest - no, mi- supply of books: about 3,000.



NEW IRVINE library will be built on site of Irvine family's old ranch house - Photo: Courtesy Orange County Public Library

Orange County's chief librarian, John Adams, refers to the new Costa Mesa library as a "technology branch."

He does not refer to it as "the future."

"It's an answer," Adams says, "but it's not the answer."

Turns out, libraries aren't all what they seem to be. There are big libraries, tiny ones, computerized libraries and libraries aimed at serving specific needs, such as the law or medicine or the arts. What's more, libraries are evolving fast, in part because of budget issues but also because the information flow of modern life is so blindingly fast that nobody, no matter how smart, can expect to know enough to get by without at least a little extra study and research, often at a library.

Amid all of this, Orange County (and some neighboring cities) is about to enter a golden age of libraries. More library construction is under way or on the books than at any time in the past 15 years. When the local library boom ends, about two years from now, local card holders will be able to read newspapers and other fine literature in a virtual smorgasbord of library styles and sizes. The Costa Mesa branch is just one example of the trend.

Contact Mouchard at (714) 796-7926 or amouchard@ocregister.com

OLD-SCHOOL WHOPPERS

Where: Cerritos (Not O.C., but close)

What: A neo-traditional library, complete with more than 200 computers, 1,200 laptop ports, conference halls, a theater, plasma television screens, aquariums, postal services, retail, maps and a scale-model space shuttle. Oh yeah, and books. It'll have about 300,000 books: nearly six for every city resident. Book usage will be tracked via an internal radio-frequency system.

The 88,500-square-foot building is similar in design to the Guggenheim in Bilbao, Spain, including the titanium roofing. The parking structure includes room for two tour buses.

When: It opened Saturday.

Why: Waynn Pearson, city librarian of Cerritos, says the idea is that each library user is a repository and processor of information. "The product is the guest," he says.

Where: Irvine

What: A traditional-sized modern library (about 12,000 square feet, lots of books a built to resemble the ranch house where the Irvine family lived when the Irvine Ranching ranch. The building will be on the exact site of the house and a consultant on the Wheeler, an Irvine family member who was born in the old ranch house.

When: Mid-2003

Why: Fun. The library, with its historical theme, is expected to attract users who do not go to the library.

JOINT-USE BRANCH

Where: Ladera Ranch Elementary and Intermediate Schools

What: A decent-sized, traditional library (about 5,000 square feet, more than 50,000 computers) that serves both the students and residents of Ladera Ranch. Adams' downside is that the county is spending extra money on security to make sure residents are kept apart during school hours.

When: Spring 2003

Why: "Rather than two tiny libraries we have one pretty good one. It's a good answer," Adams says.

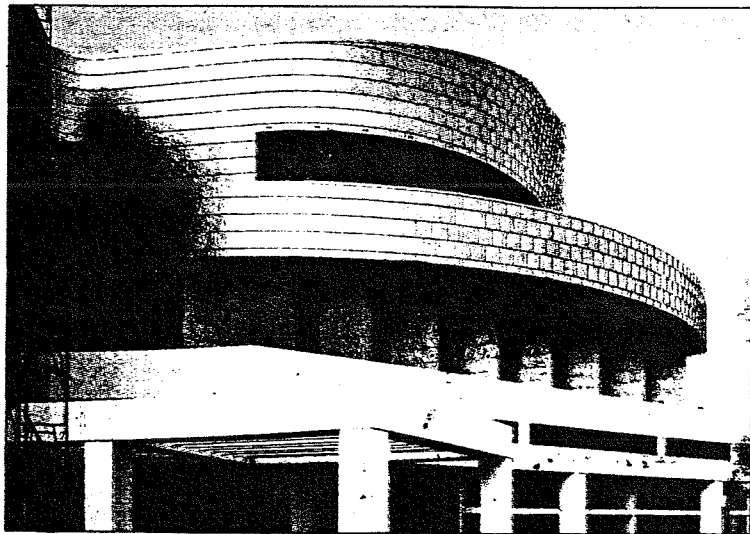
MIDS TRADITIONAL

Where: Foothill of Lake Forest

What: A 12,000-foot multipurpose building with 50,000 computers and areas for children and students. The branch will be a traditional regional public library, a comprehensive area for all residents.

When: Late 2003

Why: It'll be a library in Foothill which originally planned as a community.



SOUTHEAST VIEW of new Cerritos Library shows its striking titanium-clad exterior • Photo: Tom Bonner / For the Register

TECHNO-BRANCH(ES)

Where: Costa Mesa, Laguna Hills

What: Tiny, low-budget libraries for people willing to use computers to check out books. The Orange County...

ian Adams.

The downside, he adds, is obvious: "When...

Hypnosis Screening
Touham Valley
(714) 965-6999
Tiffy Childress
Dental Hygienist

al con artists leave their latest wives

Page 2 of the Register Daily Nov. 19, 2002
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Costa Mesa Calif - 92711

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Placentia News
Weekly

FEB 28 2002

Author's Luncheon to benefit library

The Friends of the Placentia Library will host the Author's Luncheon 2002, beginning at 9:30 a.m. Saturday at the Alta Vista Country Club, 777 E. Alta Vista St.

Historical dramatist Dorene Ludwig will present "The Crossing," a literary tour across the nation's deserts, mountains, prairies and plains.

Admission is \$35 per person; proceeds will benefit the library's book budget. Local celebrities will serve lunch.

Tickets are on sale at the library, 411 E. Chapman Ave.
Information: (714) 528-1906.

...and learner at mutually convenient times and locations.

Learner confidentiality is strictly maintained at all times. Tutoring sessions are held in the local Orange County Public Libraries and other locations.

Nationwide estimates indicate that one in every five adults is functionally illiterate.

"Functionally illiterate" is a term used to define adults who have not mastered basic skills of reading, writing, and consumer math. That equates to 350,000 to 450,000 in Orange County alone. And, these numbers grow yearly due to school dropouts, low-skilled graduates, and immigration.

For more information about getting reading help or becoming a volunteer tutor, please call READ/Orange County at 714-566-3070 or visit their website at www.readoc.org

This article goes with this one!

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Placentia News
Weekly

FEB 28 2002

TODAY 332

'Lapsit' Stories for ages 2 and younger and Story Times for ages 3 to 6 will hold their final sessions from 10:15 to 10:35 a.m. and 11 to 11:30 a.m., respectively, at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

santa ana, calif. 92711

Laguna Coastline
Agenda Item 34
Weekly
Page 4 of 5
MAR 17 5 2002

READ/Orange County Free literacy program helps South County residents

332

Trained literacy volunteers are available to tutor adult learners who cannot read or who want to improve their reading and writing skills. The free adult literacy program provided by READ/Orange County has openings for new learners in Laguna Beach and throughout South County.

If you know an adult friend or family member who can't read, have them call READ/Orange County at 714-566-3070 for more information.

READ/Orange County is the literacy service of the Orange County Public Library. Its mission is to create a more literate community by providing diversified services of the highest quality to all that seek them.

READ/Orange County provides no-cost, direct one-to-one or small group tutoring in reading and writing to adults requesting these services.

Lessons are individualized, confidential, and highly goal-oriented. Tutors structure the learning process around the goals of the learner, using materials that relate to those goals.

Learners must be at least 16 years old and out of the traditional high school environment. A learner must be able to speak and understand English-speaking staff and tutors. Learners are interviewed and assessed by READ/Orange County Team members and/or trained volunteers prior to being matched with a tutor.

Three types of assessment are used: Basic, Wilson and ... Following assessment, learners are matched with a tutor and are asked to make a 50 hour commitment in the program. Learners meet with his/her tutor once or twice a week

Community center plans are starting to take shape

Karen Robes
Placentia News-Times

Residents might soon have more space for meetings, classes or parties in a new and approved Backs Community building.

The city recently announced preliminary plans to expand the existing 4,600-square-foot facility to create a comprehensive community/senior center on Bradford Avenue.

The proposed 9,662-square-foot expansion would be built on the south side of the Backs building, toward Chapman Avenue. Costs to build and maintain the expanded space are being discussed, Human Services Manager Marisa Corvo said.

For more than two years, a handful of residents have lobbied for a bigger, better center that would meet the needs of the city's growing youth and senior populations.

Community center supporters, such as Ray Kalderbach, say that none of the city's current facilities can fulfill the needs of Placentia's 50,000 people.

"There's a real deficiency here," Kalderbach said. "We have quite a few from Placentia going to Yorba Linda. There's no reason why Placentia should not have one."

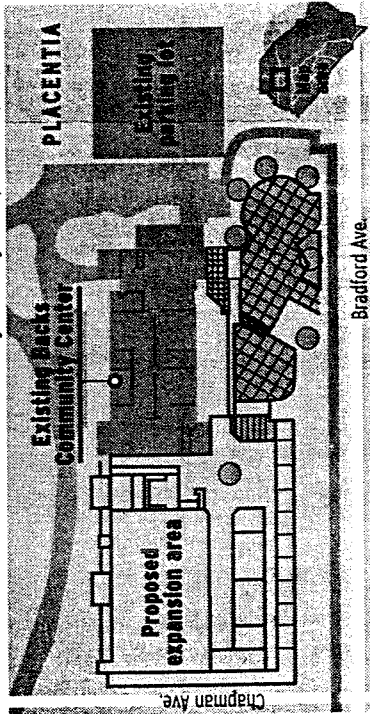
Councilman Norman Eckenrode agreed, saying Backs has outgrown its use to the community.

"When the Backs Building was built in the 1960s, the city had a population of about 18,000 people. Now, it's totally inadequate," Eckenrode said.

But city officials have had concerns about the viability of a bigger community/senior center. And City Administrator Robert D'Amato discouraged moving forward with the project because of costs to build a community center and that it

Building expansion?

Placentia is considering enlarging its 4,600-square-foot Backs Community Building at 201 N. Bradford Ave. to create a 14,262-square-foot Community Center. It would provide space for a Senior Center and have room for gatherings of up to 500 people.



Laura Czingula/Placentia News-Times

would not add dollars to city revenue.

Supporters hope part of the construction money will come from the city's recent sale of a portion of McFadden Park,

"I love it," Councilwoman Judy Dickinson said of the concept. "I love that we're creating something new and attaching it to the Backs Building."

"There are so many groups meeting outside of Placentia because there is no central point in the city for them," she added.

The Edwin T. Powell Building farther south on Bradford, which is being used as the Senior Center, would not be vacant. If the seniors move to the new complex, the Powell Building could be used as a teen center, a computer lab or as a meeting area for local clubs.

Factors still to be decided as part of the Backs expansion include: delivery of food in and out of the kitchen, storage space and exercise rooms for various age groups.

"With a community center, we'll be able to address outgrowing older and youth populations," Cordova said. "We can expand classes in the recreation department."

After working out the details, the next step is to go to City Council with a proposal. The project timeline is yet to be determined.

Kalderbach said he is glad plans are taking shape on their idea.

"I'm really happy that it's at least being taken seriously," he said. "It's a good start, but we won't know until a motion is made. And I'll believe it when I see it."

along with state and federal grants.

The city struck a deal for the Placentia-Yorba Linda Unified School District to buy about 7.2 acres of parkland for \$3.5 million, to build an elementary school.

Cordova said the city is looking at using money from the land sale to renovate and add to the Backs Building.

As planned, the addition would include a banquet room for 300 people, a kitchen reception area and two activity rooms. Other new features could be a cafe-style outdoor dining area, pathway for walkers and exercise stations.

Basketball courts outdoors would be moved to make way for more parking.

The city is working on a

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Placentia News
Weekly
MAR 07 2002
TUESDAY 3/3/02
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) 93-8117.

How would you like a

Agenda Item 34

Page 6 of 7

pacific clippings

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santa ana, calif. 92711

The Register
Daily

MAR 28 2002

LA PALMA 332

Teen poetry: Monday is the final day for teens to submit an original poem in the library's Teen Poetry Contest, open to youths 12-18. So far, eight teens have entered. The winner will receive \$50, and the winning entry will be published in an anthology by the Orange County Public Library. Information: (714) 523-8585

- Debbie Talanian
(714) 704-3788
talanian@ocregister.com

pacific clippings

post office box 11789
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Placentia News

Weekly MAR 21 2002

TUESDAY 332

MOM's Club or 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.

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

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

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

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

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call (714) 528-5000.

332
BY THERESA WALKER
The Orange County Register

Maybe you associate pumpkins with fall, what with the Halloween connection and all.

But really, spring is the time to be thinking about pumpkins. Especially if you want to try growing giant pumpkins.

It's a great family activity that requires loving patience. The payoffs can be huge, however.

Just ask Stuart B. Shim, a financial consultant from Rancho Santa Margarita, who grows giant pumpkins as an avocation.

Grows them, that is, in his mother's back yard in Huntington Beach because he doesn't have the space for the likes of the 475-pound whopper he nurtured last year.

Shim loves to share his love for big pumpkins. And now is the time, he says, to start your soil preparation.



STUART SHIM has grown a 470-pound pumpkin in his parents' Huntington Beach back yard. It was grown for the Giant Pumpkin Tour 2001 • Photo: Cindy Yamana / The Register

He'll be holding two workshops - one this month and one in April - to pass along his knowledge. He'll also be giving away free giant-pumpkin seeds courtesy of Ironite Products.

Called "Mother and Me: Adventures in Growing a 500-Pound Pumpkin Workshop and Demonstration," the workshops will cover tips and

secrets on growing a 500-pound pumpkin.

The March workshop takes place noon-1:30 p.m. Saturday at Batavia Gardens, 1730 N. Batavia St., Orange. The next one will be held 6-7:15 p.m. April 18 at Laguna Hills Nursery, 25290 Jeronimo Road, Lake Forest.

Reservations are requested, Shim says, so that he'll know

NOTEBOOK



Pacific Clippings pmb 11789 santa ana, calif.
The Register pmb 3124/02 92711

REALLY big pumpkin?

how many pumpkin seeds to have on hand. Call him at (949) 955-7562.

Fresh rhymes: Poets ages 12-18 are invited to submit an original poem in the 2002 Teen Poetry Contest sponsored by the Orange County Public Library.

Deadline to submit a poem is April 1.

Winners will be announced during National Library Week, April 14-20. First-, second- and third-place poems from each branch in the library system will be printed in a book to be distributed in early summer to the winners and to the libraries.

Some libraries will give cash awards, others gift certificates and acknowledgment to the winners.

Entry forms are available at all Orange County Public Library branches. One original form should be typed on an

For more information visit your local Orange County Public Library branch.

Teaching reading: The Santa Ana Public Library will host a free distant-learning literacy course Tuesday for parents, day-care providers, teachers and others interested in helping children learn to read.

"Early Steps to Reading Success" will be offered in via direct-broadcast satellite television. The class, taught in English, runs 6-8 p.m.

Materials also will be free. The course covers ways to help children develop a love of reading, how reading and writing skills develop, and how to create an environment and curriculum to nurture children's literary skills.

The Santa Ana Public Library is at 26 Civic Center Plaza, Santa Ana.

For more information call

administration at (714) 647-5253.

Theater for kids: The South Coast Repertory Youth Players will perform an adaptation of the book "The Hundred Dresses" on April 13 to kick off National Library Week at the Huntington Beach Public Library.

"The Hundred Dresses" is a Newbery Honor book that tells a story of tolerance and understanding. The theater group will perform at 2 p.m. at the central library, 7111 Talbert Ave., Huntington Beach.

Tickets are \$2 per person. Advance ticket purchase is recommended.

For more information (714) 375-5107.

• Family Notebook runs Sundays in Accent. Items should be submitted at least two weeks before the event and addressed to Theresa Walker, c/o Accent, The Orange County Register, P.O.

Pacific Clippings 3/21/02

Lights, camera, action - shh!!

By Elisabeth Defner
For Placentia News-Times

"We had a video we'd been using for 10 years, but it was so old and so outdated," children's librarian Danis Kreimeier said. "We searched to try to find a new one...[but then] the Friends of the Library gave us a grant to [tape] a new one."
The result? A library humming with activity on two Sundays in a row this month, as actors, camera crew, a makeup artist and Kreimeier worked

The library is supposed to be a quiet place - but that sure doesn't mean it's boring. Just ask the game show contestants, the Hollywood reporter, the MTV Veejay and the news anchorman. They're all characters in a new video about the Yorba Linda Library.



on the new production, which will be used to help third-graders in town learn their way around the library.
Each year, Friends of the Library members fund library field trips for all third-graders in Yorba Linda public schools. The video is a key component of the outing, which provides an overview and introduction to the library and all the services it offers.
Enjoyable as the field trip is, though, it can't quite compare to the experience some local youths had participating in this video project.

"It's a lot of fun," said Stacy Heald, an El Dorado High School sophomore, who stepped in front of the lights as game-show host "Suzy Search."

"I've always enjoyed being onstage, but I never did anything on camera [before]."
This production might be small, but it's utterly professional. The teen-agers portraying the noncontestant roles - Suzy, the anchorman and actors in the four commercials sprinkled throughout the pseudo show, "Questions Quest" - auditioned for their roles.

Just as if they were trying out for a real television role, they were photographed, they filled out autobiographical information and ran through some of the scripted lines.
There's even a touch of pseudo-nepotism, which landed two Brookhaven Elementary sixth-graders roles as "Questions Quest" contestants.

Placentia resident Melissa Breault, 12, is one of Kreimeier's neighbors; and Yorba Linda resident Chris White,



Stephen Weissbart / Placentia News-Times

EL DORADO HIGH SCHOOL student Stacy Heald rehearses her lines as game show host Suzy Search, during the videotaping for a Yorba Linda Library production. At left, Chris White, 12, plays out a segment of the video in front of camera man Nik Stanjevich.

also 12 and a classmate of Melissa's, was handpicked as someone who not only could play the part, but is also about the same height as his friend.

"You've got to find the talent where the talent is," quipped Kreimeier.
Actually, Melissa's landing the role of Mary is right in keeping with this project, which has - to a certain extent - relied on already-forged contacts.

Without the Friends grant - for instance, the library couldn't have made the video. Its production is budgeted for \$15,000, but the final project cost is yet to be determined.

Also, without the librarian's longstanding friendship with Wendy Weiss, a makeup artist who has worked on such TV shows as "Home Improvement," the project might not have had its professional look.

And if it weren't for the fact that another librarian, Mary Ellen Bowman, is married to Russell Sindt, the owner of TOT Production Services, the library wouldn't have gotten such a good deal on its script-writing, audition-observing, producing-directing-filming package.

Watching Chris and show host Stacy race around the library with a cameraman close on their heels, Kreimeier was already looking forward to having the completed video in hand.

"It'll be up-to-date," she said. "It'll have computer stuff, how to search the Internet, and it will be specific to our library. Students will be able to see our library in the video as they get the tour."

"It's a fun way to make that connection and reinforce the learning."

TUESDAY 3:32
Library Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Pacific Clippings Placentia News Weekly
3/14/02



RRAP sessions match up tutors, young readers

By Karen Robes and Zaheera Wahid
 Placentia News-Times

What do you get when you bring together volunteers from service clubs in two communities and eager students in their local libraries?

You get a successful literacy program and a tremendous three-way partnership of the Placentia and Yorba Linda libraries, Placentia Rotary and Yorba Linda Sunrise Rotary clubs and the Placentia-Yorba Linda Unified School District. The Rotary Reading Assistance Program was founded three years ago by Jeff White, a member of the Yorba Linda Sunrise Rotary.

The program evolved out of a corporate-sponsored literacy campaign - involving the Placentia Rotary club as well - designed to help young children learn to read.

"We wanted to go beyond that and involve high school students," said Jim Roberts, president of Placentia Rotary. "It's a good way to get these youngsters out into the community."

The Rotary reading efforts - which began as a book giveaway - is now a comprehensive program with 138 trained tutors from El Dorado, Esperanza and Valencia high schools and after-school sessions in 18 elementary schools.

"There's more empowerment by training young people

to work in schools than there is providing the books," White said.

There are three elements to the program: after-school read-aloud sessions, open tutoring at the two libraries and a one-on-one tutoring program. The tutors work with young readers - mostly second-through sixth-graders - who need to improve their skills.

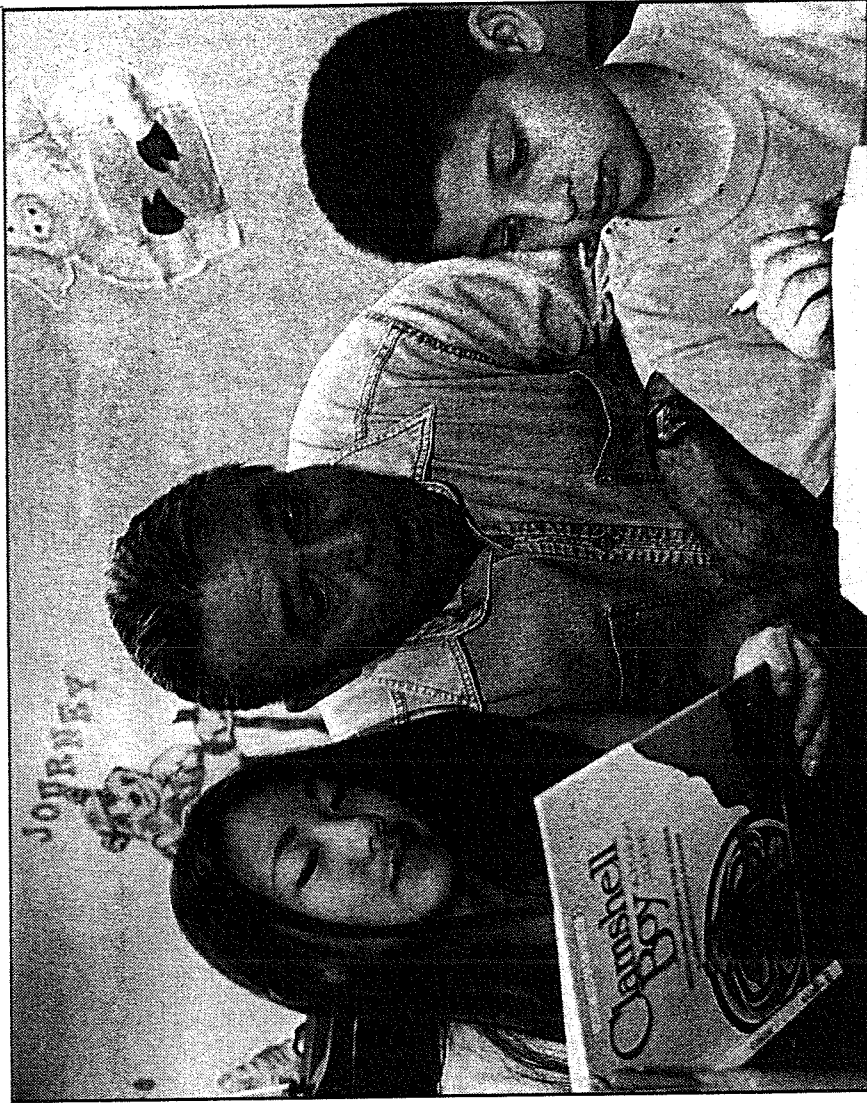
Interested high school juniors and seniors go through training sessions at the Placentia Library. They don't get paid, but they receive volunteer hours for helping in the community. In the Placentia-Yorba Linda district, each high school student must record at least 40 hours of community service to graduate.

Roberts, who works at the Placentia Library, and White oversee the program and the tutors.

"We have 30 kids waiting for tutors now," Roberts said, "but we hope to get half of them matched up with El Dorado volunteers over the spring break. We've just recruited a bunch of new ones."

Typically, Roberts added, a tutor and student are paired for about six months or a school year.

"It's really rewarding to see young people take the time to get trained and go back in their own neighborhood where they grew up to help somebody who needs a hand," White said. "Grass-roots efforts and activities like this can still make a



Stan Bird / Placentia News-Times

ROTARY CLUBS READING PROGRAM pairs up Lisa Hu, 10th-grader at Esperanza High School, left, with Travis Ranch School third-grader Joe Wachter at the Yorba Linda Library. James Roberts of the Placentia Library, center, helps coordinate the more than 130 teen-age tutors.

difference. ... That's what it's all about."

El Dorado senior Karina Domingo said she enjoys tutoring even though she's completed her community service hours.

"It's a passion to help others out," the 17-year-old said. "I get satisfaction in knowing I'm there to help."

Domingo tutors Travis Ranch School third-grader Joe

Wachter, one of the 50 students who has improved his reading through the program.

"We try new things every week," Domingo said. "Sometimes we do flashcards and games to make it fun."

Joe's mother, Laura Wachter, said her son's work has greatly improved since he started the program.

"He needed someone else to work with," Wachter said.

"With Mom, it's a chore. But with Karina, it's more fun. He relates to her and has fun with her."

White said he hopes to expand the program regionally and perhaps even nationally.

For more information on the Rotary Reading Assistance Program or other literacy programs, call Jim Roberts at (714) 524-8408, Ext. 213.

SAFETY COMMITTEE MEETING
MARCH 27, 2002
MINUTES

- I. Call to Order: 11:30 A.M.
- II. Members Attending: Esther Guzman
Elisa Herrera-Thomas
Katie Matas
Jillian Rakos
Cyrise Smith
- III. Old Business
1. A risk management consultant for the Special District Risk Management Authority inspected the building and will present the library with a report.
 2. There are some loose ceiling tiles in the main library area that need to be checked. Repair has been scheduled.
 3. The grout around several of the lobby tiles needs to be repaired. The circulation staff will label any loose tiles.
 4. The loose square of carpet next the circulation desk was replaced.
- IV. New Business
1. Fire extinguisher training for staff will be held Thursday, April 11, 2002 at 9:00 A.M.

The next meeting will be April 24, 2002 at 11:30 A.M.

Respectfully submitted,



Katie Matas

Board & Administrator

FOR BOARD MEMBERS

April 2002 Vol. 18, No. 8

Editor: Jeff Stratton

An involved community is a supportive community

Planning with community insight

No nonprofit can exist comfortably without community support. Communities can and do support their nonprofit organizations in a variety of ways: some support nonprofits with tax dollars, through contributions to fund raising campaigns and with insights into the nonprofit's operations, programs and services.

One essential contribution that board members make to their organizations is to provide the staff with a "read" on what the community is thinking—or might think. Is this a good idea for the nonprofit? Will the community support it?

Those are the types of questions that board members can and should provide perspective on. And nowhere is this more valuable than in strategic, long-range planning for the nonprofit.

Strategic planning is a key responsibility for any nonprofit board. It also gives board members a chance to provide insights into the community "mindset."

Here are a couple of ideas of what I'm talking about, in action.

1. **A speaker of the month program that provides insights.** Washington Board Member Penny Martin says the board brings in a speaker from the community every other month to update the board on what's happening in the community. "We have invited people to speak who run innovative programs, people who work in govern-

ment with a handle on what's coming in the future; and people who are involved in programs that we are interested in.

"A wide perspective from a diverse group of speakers is valuable when we are setting goals for two to five years down the road."

One essential contribution that board members make to their organizations is to provide the staff with a "read" on what the community is thinking—or might think.

2. **In terms of developing a strategic plan, board members can bring a perspective to the job about the population of the area the nonprofit serves.** "Board members can give their executive director a good understanding of what the community wants," says Illinois Board Member JoAnn Foster.

"We also may understand what the community might consider a bad idea. People in the community may not support an idea when they see something they consider out of line." ■

Finding board members who are as committed as you are

I am hearing plenty of stories these days from nonprofit executive directors AND board members who are plainly frustrated with what they call “lazy” board members. They are talking about board members who miss more meetings than they attend, volunteer to help but don’t honor commitments, and are essentially serving because a boss or friend asked them to.

But there’s no real passion for board service.

I think that one cure for this ill is for board nominating committees to better screen prospective board members before inviting them to join. Use the following questions to help determine whether a potential board member has real passion for what you do, or the ability to develop it. ■

Questions to emphasize board member “passion”

Candidate’s Name: _____ Date: _____

1. Why are you interested in serving on this board?
2. Do you have a connection to this nonprofit (family member, colleague, friend receiving services, etc.)?
3. Have you ever served on a board or board committee before? If yes, please describe the rewards or frustrations of this service?
4. How can you help this nonprofit make a difference in the community?
5. Why do you care about this nonprofit?
6. How much time can you give to this organization?
7. What do you want to receive from your service to the organization?
8. Our meeting attendance requirement is XYZ. Will this be difficult for you to achieve?



CONNECTION

LIBRARY OF CALIFORNIA

ISSUE NUMBER 22
April 2002

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Gold in Placer County's Libraries

By Sarah Dalton
Connection editor

Since 1849, Placer County's gold has lured people to its oaky rolling hills, its craggy evergreen gulches. But 19th century mining veins have worn thin. Adventurers now beat trails to Placer County in the Sierra foothills for the rich peacefulness it offers just 140 miles from San Francisco.

Placer County's libraries, many in Placer County's surviving Gold Rush towns, are shaping their services to meet the needs of the county's growing population of telecommuters and retirees. Elaine Reed, director of library services in Placer County, says that many patrons she sees in her libraries have moved to the Sierra foothills to escape urban pressures, yet still remain close to their bay area roots. Reed says that Placer County's new library patrons are an educated, and technologically savvy group who crave the personalized touches that rural libraries can offer.

To better serve whom Reed calls "these real library users," Placer County's libraries are smashing tired myths of stern librarians amid dusty stacks. By opening new branches with dazzling new texts in seemingly tiny hamlets, by providing branches with Library of California statewide search and loan services, and by encouraging community members to "hang out" (with the inevitable to-go coffee cup) in their libraries, the Placer County library system is bringing a 2002 brand of customer service to the legendary foothills.

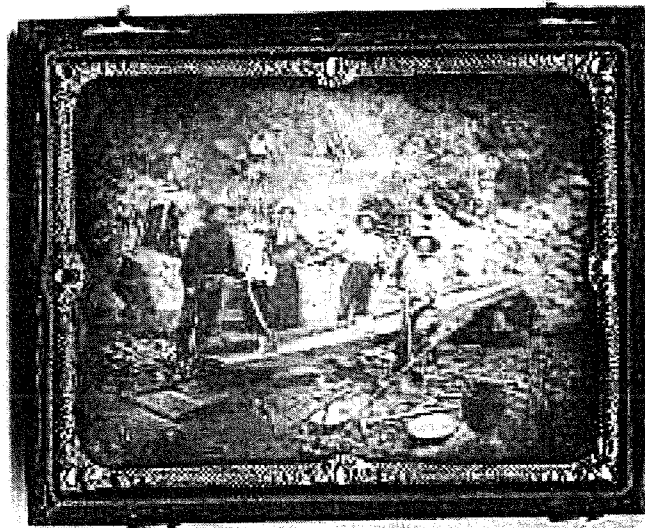
With so many telecommuters sailing down Interstate 80 to the bay area one to two times a week, Placer's libraries have a huge circulation of books-on-tape: they fly off the shelves of every branch in the district. But the small branches do more than just feed tapes to commuters.

One of those is Placer's Meadow Vista branch.

Just north of Auburn, the Meadow Vista library opened December 18, 2002. It started out with 6000 mostly brand new items, and public response to the library was tremendous. In its first month Meadow Vista circulated 3000 items. "The community looks upon the branch as a new bookstore in town, but better,"

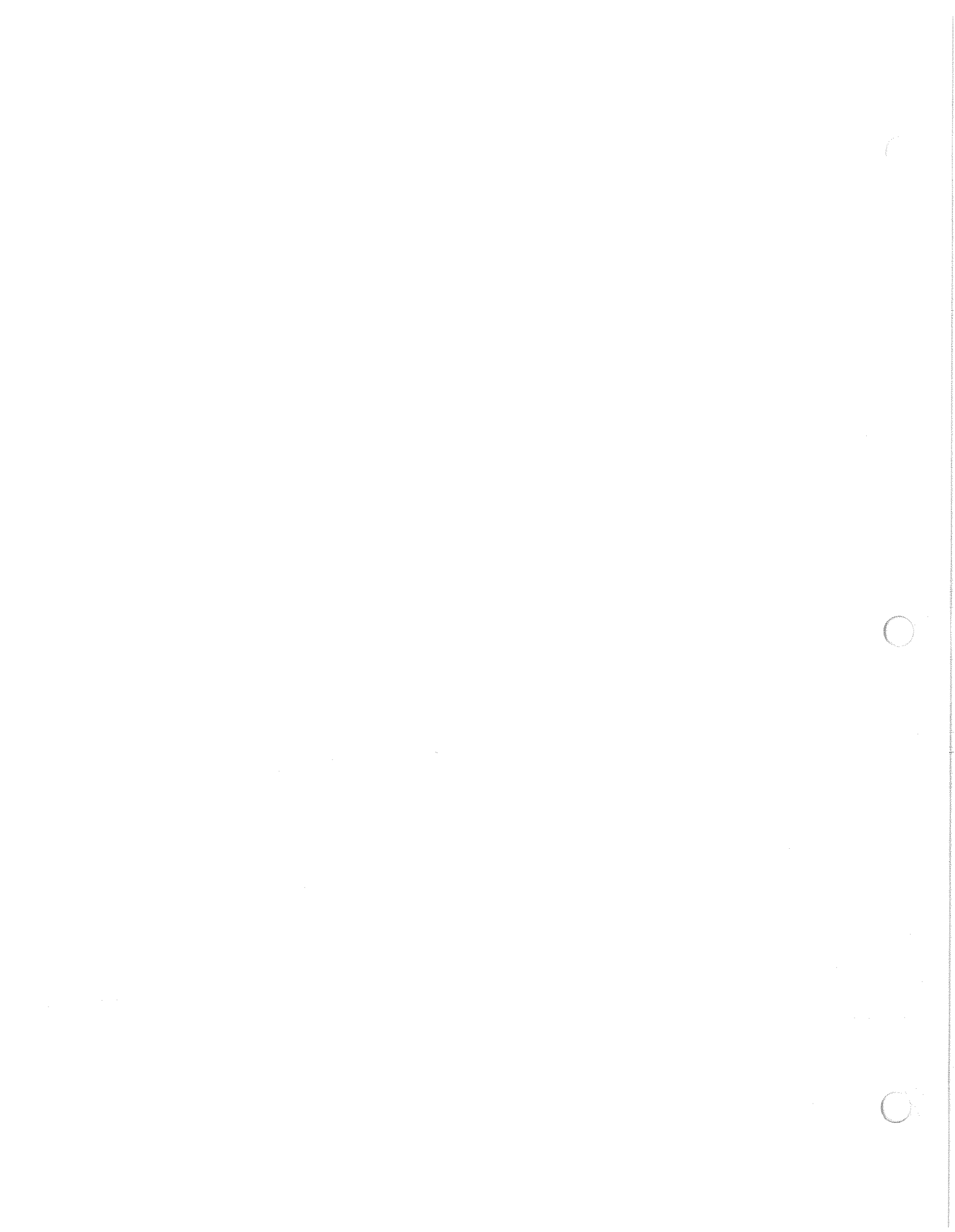
says branch manager Debbie Centi. While Meadow Vista's shiny collection gives the library a bookstore feel, the charming branch has what only libraries can offer - information specialists trained to give patrons access to the information the patrons need. The library has the best interest of the community as its mission, not profits.

The Meadow Vista library, which is secluded on the backside of the town's only supermarket mall, is leasing its space with county money. But, the library will soon apply for bond act money from the California Public Library Construction and Renovation Board to build a new library (see www.olc.library.ca.gov for Bond Act info and how your library can apply for state public library construction grant funds). Because "word of



Auburn Ravine, c. 1852. Quarter plate daguerreotype. Attributed to J. B. Starkweather. California State Library collection

Please see Gold, page 2



LSTA helps county law library patrons access the Internet

By Ira Bray

*Electronic Information Resources Consultant
Library Development Services Bureau, California State Library*

County law libraries fulfill a unique public service role. Most provide not only varied legal resources such as standard, treatises and codes, but also online legal services and Internet access for legal research. But not all of the 58 county law libraries have Internet access.

The California State Library (CSL), through the federal Library Services and Technology Act (LSTA) grant program, has given 15 county law libraries Internet access for their patrons. Now in its second year, the CSL's program will enable 15 county law library branches to do the following:

- Enhance library services by providing Internet access for public use and computer and Internet training for staff;
- Explore Internet technologies and provide guidance in the use of the Internet in a county law library setting; and
- Build partnerships between all types of libraries, community organizations, and local institutions.

Branches of the following 11 libraries are participating in this targeted grant program:

Alameda County Law Library
Marin County Law Library
Plumas County Law Library
Riverside County Law Library
San Diego County Law Library
San Joaquin County Law Library
Siskiyou County Law Library
Solano County Law Library
Sonoma County Law Library
Yolo County Law Library
Yuba County Law Library



The Internet access project for county law libraries is supported in part by the U.S. Institute of Museum and Library Services (IMLS) under the provisions of LSTA, administered in California by the State Librarian. Libraries participating in the project agree to provide direct public Internet access for five years or the life of the equipment.

For information about this project, contact Ira Bray by phone at (916) 653-0171, or send an email to ibray@library.ca.gov.

from page 1

Gold

mouth travels fast" - at the local school, at the market, at the locally-owned coffee place - in Meadow Vista, old and new residents know exactly where the branch is, and what the branch offers: customer service.

Meadow Vista's patrons embody, at the local level, the shifting demographic of Placer County. Some are longtime residents and some, like Reg Boyt, an independent researcher who moved to Meadow Vista from San Jose in December because he wanted "a simpler-life and less of the desperateness of the city," are urban refugees. Boyt has volunteered to give basic web surfing and Microsoft Word classes to computer phobic patrons at the library's six Internet stations. "It's the least I can do," he says. "This place is the heart of the community and I want to give something back."

Longtime resident Susan Dewitt exalts that she is the library's "biggest fan." After a childhood without books, Dewitt, 47, is, with Debbie Centi's help and research, discovering and reading the treasures of children's literature. Centi uses interlibrary loans and Library of California searches to get Dewitt all the children's books possible because DeWitt reads one or two a day. "I never got to go to the library when I was a little girl," says Dewitt. "I'm trying

to catch up. The library has saved my sanity."

In even more remote Foresthill, up 20 winding miles on a two-lane road from Auburn, miners still work claims in the canyons around Foresthill's tiny library. The miners are "real can-do people," says Reed. In the Indian summer of 1999, wildfire threatened Forest Hill and five guys came, unasked, with pick-ups, station wagons and trucks to move their community's books.

Foresthill branch manager, Robin Guthries, says that, in addition to the old-timers, she has "lots of new residents" who commute "off the hill" to Sacramento everyday. Guthries has also seen an increase in home-schooling families who use the computer stations and Guthrie's on-line searching skills profusely.

Still, the miners who volunteered to haul the library's books to safety also make steady use of the Foresthill library. Guthries reports that the "summer river rats" working nearby claims are "true romantics" beneath their gruff exteriors. As they regularly trudge out of the canyons for western novels and poetry (they love Kipling and Tennyson), these patrons know where the truly precious gold is "in them thar' hills."

ELLI: The English Language & Literacy Intensive program sees results

By Valerie Reinke

Literacy Consultant

Library Development Services Bureau
California State Library

California's public libraries have been actively working to advance adult literacy since 1984 and family literacy since 1988. Now libraries are helping even more Californians learn to read and write.

In 2000 Governor Gray Davis budgeted \$10 million in new funding--to be distributed over three years--for a new family literacy program called the English Language and Literacy Intensive program or ELLI. ELLI brings public library-based literacy programs to families who do not speak English at home. ELLI helps non-native speaking children in grades K-12 succeed in school by strengthening their English skills, including speaking, listening, reading, and writing. It improves the literacy skills of non-native speaking children and their parents by using some of the same inductive and engaging strategies that public libraries have successfully used in adult and family literacy programs.

In fiscal year 2000/2001, twenty-two libraries statewide received funding for ELLI programs: 4,900 at-risk schoolchildren and over 1,500 of their parents were helped. Forty-nine libraries have received ELLI grant awards for fiscal year 2001/2002, which means nearly 12,000 English-language learning children benefit from these customized services.

Reaction to ELLI has been very positive according to a staff member working with the ELLI program at the Bruggemeyer Memorial Library in Monterey Park: "One of the parents of the program was a speaker for our annual Volunteer Recognition Event on June 30, 2001. She said that before participating in ELLI she never read with her two daughters. Now she reads a half hour with each of them every day."

Creative approaches to outreach and instruction are hallmarks of these ELLI programs. The California State Library has encouraged public libraries to target low-performing schools in their jurisdictions and to work closely with the schools to ensure that library efforts complement those of the schools. Aside from this advice, ELLI gives



Selected middle school students participate in an after-school creative writing group that incorporates computer use and research techniques. This after-school ELLI program operates in four branches of the Los Angeles Public Library System.

libraries the freedom to design a program that best fits their local needs. Some of these innovative programs include:

- Weekly audio book discussions at middle and high schools (Berkeley);
- An ELLI van that brings programs to remote schools (Escondido);
- Therapy dogs to encourage children to read aloud in English (Los Angeles County);
- Art, music, creative writing, and storytelling classes (various libraries);
- Curriculum tailored to the Hmong culture (Butte County);
- Videoconferencing with classes in other parts of the U.S. (National City); and
- A bilingual poetry magazine written by the students (San Mateo).

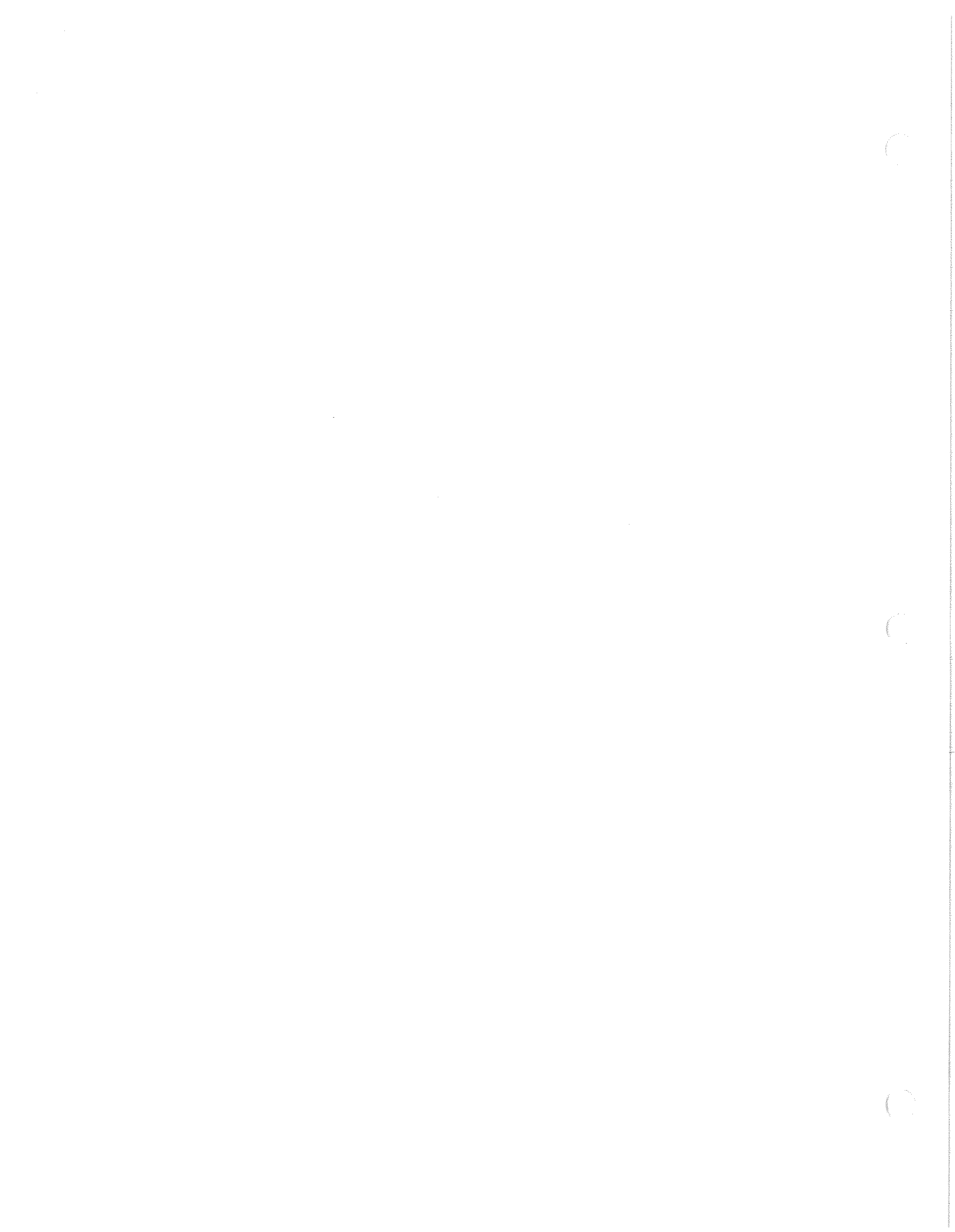
For schoolchildren participating in ELLI, scores from Standardized Testing and Reporting (STAR), and the Stanford Achievement Test, 9th edition (SAT 9) have already shown improvement in reading, language, and mathematics. In addition to improved SAT 9 scores, the Huntington Beach Public Library reported that the ELLI children from Oak View Elementary School all showed improvement in their reading levels based on the results of the Basic Reading Fundamental Assessment (BRFA) test they took. Many of these children were in danger of not being promoted to the third grade before participating in ELLI, but by the end of the year they had scored almost one level higher on the BRFA than the general Oak View Elementary second grade population.

An ELLI staff member from Plumas County Library notes, "All in all, our students in ESL (English as a Second Language) and ELLI are becoming more comfortable in the community thanks to exposure through our literacy programs. Improved self-esteem is apparent, as our students are more visible and active in the community. Essentially, their improved communication has led to greater inclusion."The following libraries have ELLI programs:

Berkeley Public Library

Bruggemeyer Memorial Library (Monterey Park)

Please see ELLI, page 4



from page 3

ELLI

Butte County Library
Chula Vista Public Library
Commerce Public Library
Del Norte Public Library
Downey City Library
Escondido Public Library
Fresno County Public Library
Glendale Public Library
Huntington Beach Public Library
Lake County Library
Lompoc Public Library
Long Beach Public Library
County of Los Angeles
Public Library
Los Angeles Public Library
Madera County Library
Monrovia Public Library
Monterey Public Library
Napa City-County Public Library
National City Public Library
Nevada County Public Library
Oceanside Public Library
Placentia Library District
Plumas County Library
Pomona Public Library
Porterville Public Library
Redwood City Public Library
Richmond Public Library
Riverside County Library System

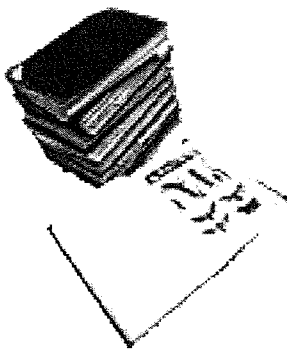
Sacramento Public Library
San Bernardino Public Library
San Diego Public Library
San Jose Public Library
San Mateo County Library
Santa Ana Public Library
Santa Barbara Public Library
Santa Clara County Library
A.K. Smiley Public Library
(Redlands)
Solano County Library
Sonoma County Library
South San Francisco Public Library
Stanislaus County Free Library
Sutter County Library

Tulare County Public Library
Tulare Public Library
Ventura County Public Library
Willows Public Library
Woodland Public Library

For general information about ELLI, visit their website at www.literacynet.org/elli/. For further information about ELLI programs, contact Valerie Reinke by phone at (909) 786-0455, or by email to vreinke@library.ca.gov.



The whole family is absorbed in creating an album of stories and pictures at Napa City-County Library. This ELLI program targets 675 English language-learning children with Family Book Clubs and other library and school-based activities.



Irvine Museum Book Collection Free to California Libraries

Good news for all California's libraries unfolded on March 20th, 2002 when the California State Library hosted a luncheon in the State Librarian's office honoring writer and philanthropist, Joan Irvine Smith whose family helped to found the Irvine Museum. Smith has co-written, with museum director, Jean Stern, a number of gorgeous "coffee-table" books on California art and art history, the most recent of which is *California: This Golden Land of Promise*.

At the luncheon, Stern announced that *any library* that sends a request, on library letterhead, to the Irvine Museum, will receive the full exquisite collection free.

If your library would like a free set please write a request *on your library's letterhead* to:

The Irvine Museum
Attn: Christine DeWitt, Curator of Education
18881 Von Karman Avenue, Suite 100
Irvine, California 92612
(949) 476-0294



Homework has just gotten easier with online tutors program

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

What is a Golden Rectangle? Who was Harriet Tubman? How long is the Milky Way?

For California children and young adults in grades 5 through 12, these and other homework questions or assignments can be daunting. Fortunately, students at these grade levels can now take advantage of a new homework help program called "Live Homework Help" that uses the Internet to link students with professional tutors located in cities all over the U.S. and that is being developed and tested via the federally-funded LSTA.

Live Homework Help is a unique partnership that began when Tutor.com, a leading provider of online tutoring services for educational institutions and individual students, approached State Librarian Dr. Kevin Starr about working together on a technologically-based homework help project. Starr referred the organization to Bessie Condos Tichauer, the children and youth services consultant for the California State Library.

The result of this partnership was Live Homework Help, the first homework help partnership between Tutor.com and a state library agency in the nation.

The project's purpose is to provide online homework help using public libraries. Tutor.com's specially trained and certified teachers, college professors, professional tutors, and graduate students who are experts in math, science, social studies, and English provide the homework help. More than 50

public library jurisdictions applied for funding, with 39 of these applicants being accepted into the program. As a result, 5th through 12th graders can visit one of 47 public library branches from San Diego to San Francisco to receive much needed help with their homework.

"I'm excited about this program," said Bessie Condos Tichauer, children and youth services consultant for the California State Library. "It is directly responsive to the needs identified by teens during a series of statewide focus groups

this past summer. Live Homework Help is the best of two worlds: technology and homework assistance."

But how does it work? California students in grades 5 through 12 can use Live Homework Help at designated computer terminals in their local public library. The service is available 26 hours a week, Monday through Friday from 3:00 to 8:00 p.m. and Saturday from 11:00 a.m. to 5:00 p.m. The student types in his or her grade level and the homework help subject. Students then use the Tutor.com website to connect with a tutor through a special online classroom. This virtual classroom allows tutors and students to review homework questions or assignments using information technology features such as chat, interactive white board, or shared

GOT HOMEWORK?

Get LIVE Homework Help

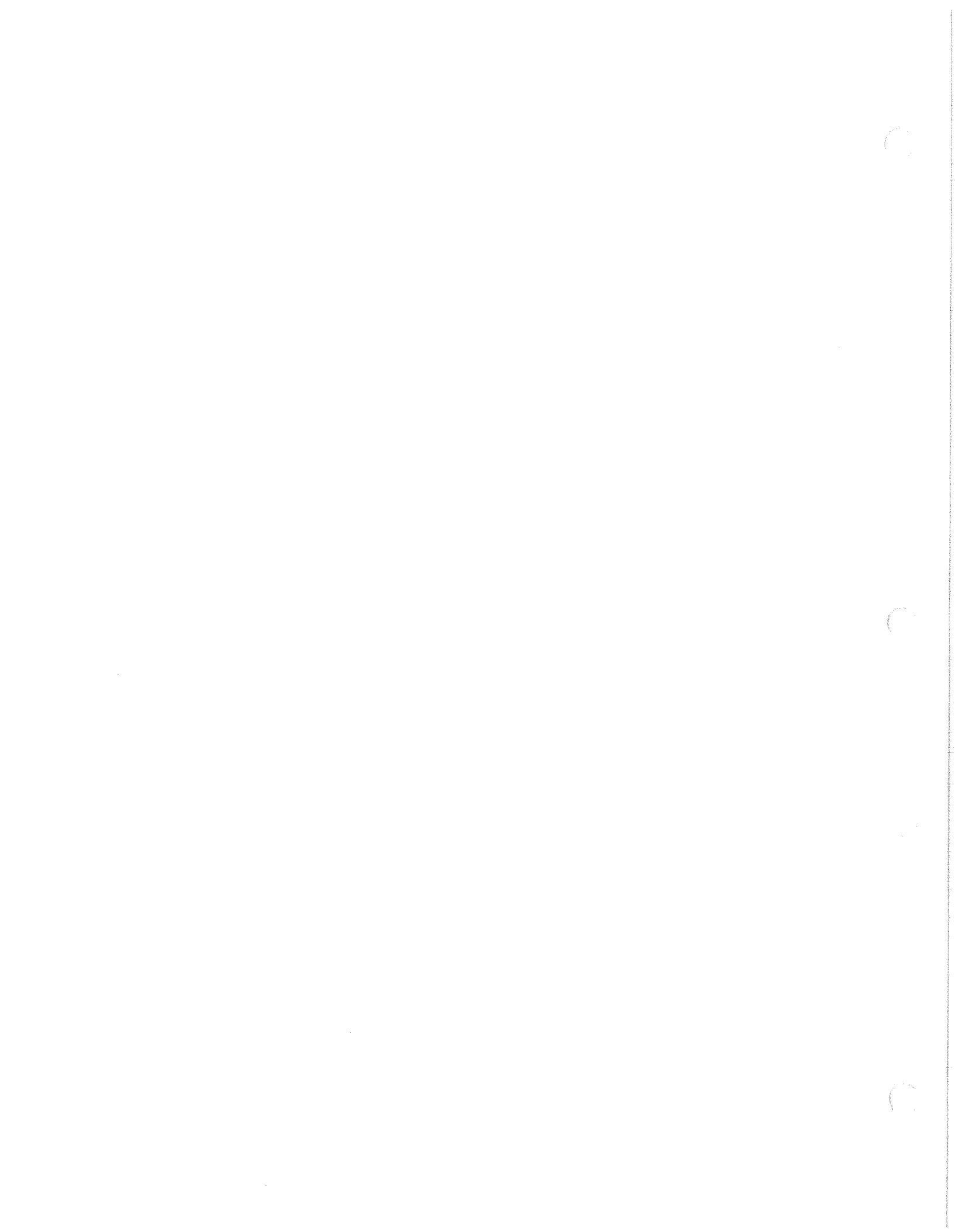
web browsing. Tutoring sessions last 20 minutes, but students can use Live Homework Help again if they need additional assistance. A different tutor, however, may help them each time they reconnect.

Live Homework Help is supported in part by the U.S. Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA), administered in California by the State Librarian. "Thanks to the Internet, students will now enjoy the availability of a real-time one-on-one tutor as they grapple with complex subjects they must master to succeed in the 21st century," said Dr. Kevin Starr, State Librarian of California.

Live Homework Help is available at the following public libraries:

- Alhambra Public Library
- Anaheim Public Library
- Azusa City Library
- Berkeley Public Library
- Bruggemeyer Memorial Library
(Monterey Park)
- Buena Park Library District
- Burbank Public Library
- Burlingame Public Library
- Chula Vista Public Library
- Colton Public Library
- Contra Costa County Library
- Pittsburg Branch
- San Pablo Branch
- Fresno County Library
- Cedar-Clinton Branch





Let's Talk Outcomes

Editor's Note: This is the second in a four-part series about the Library Services and Technology Act (LSTA)

By Liz Gibson

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

Want to get your corporate CEO to see the benefits of your special library to the organization? Trying to get a private foundation to understand why they should fund your Teen Center? Hoping to show your state or federal legislators that your library services really do make a difference to the taxpayers and potential voters? Then talk "Outcomes" to them.

So what do we mean by Outcomes? Well, it's a lot like what we used to talk about as *impact* on the end user -- but not quite. We've always talked about wanting to show the impact of our programs on the end user and lamented that we couldn't show real cause and effect for such impact. Nor have we had the resources to mount a huge evaluative effort to statistically prove such a connection to the results of our programs. Thanks to the original work of the United Way, almost a decade ago, and that of other large human service providers, Outcomes takes a less broad but equally-rigorous approach to assessing impact. The developers of this approach postulate that formally providing some evidence of the differences that their programs have made on their clients, even if that evidence is not as detailed as impact measurement implies, is still better than not providing any such evidence at all.

Outcomes tries to show that there has been a positive change in the target audience for a particular program, project, or service: to rigorously and statistically show that after the intervention there was a beneficial change in the attitudes, skills, knowledge, behavior, or even status or life condition of the program's clients or users. It does not try to prove (or assert) that all of the positive change can be directly attributable to their single specific program, project, or service. Instead, the proposal is that, without spending inordinate amounts of resources on evaluation (or proof of impact), this method uses a small amount of resources to show, rigorously, that a positive change has occurred after the organization's efforts. It asserts that it is logical and reasonable to assume that some, if not all, of that positive change is a result of those efforts.

More and more potential funders of human services are requiring this method of program design and evaluation. It is appropriate to many of the services and programs developed in libraries. It is not, however, appropriate to all library efforts. For example, installation or upgrade of an integrated, online library system, while a very important library effort, is not usually appropriate to Outcomes measurement as an indicator of success. Rather, such an effort is usually more appropriate to the more-traditional Outputs measurement



techniques (i.e., did we accomplish the activities we originally intended in the timeframe and budget originally proposed?) -- still an important success indicator for most efforts.

The California State Library (CSL) is currently engaged in a concerted effort to use Outcomes measurement as the basic design for most of our programs and projects, particularly those coming from the Library Development Services Bureau. We have been working on a deliberate implementation of these principles both internally and with the external programs with which we work. So far the efforts have been extremely positive. These efforts and the products of them are being documented for reference via the State Library's website at www.library.ca.gov and in future *Connection* articles.

You will certainly be hearing lots more about this tool, which is proving very valuable in the funding and justification efforts of those libraries that have tried it. In the meantime, if you would like to read more about the Outcomes approach to program management and evaluation, the following three publications should be helpful (there are **many** more):

United Way of America. *Measuring Program Outcomes: A Practical Approach*. Alexandria VA: United Way, 1996. (a good basic and complete guide, developed by the "granddaddy" of this approach)

Horn, Claudia B. *Outcome-Based Evaluation for Literacy Programs*. Syracuse, NY: Literacy Volunteers of America, Inc, 2001. (useful for literacy services as well as other services in libraries)

Hernon, Peter and Robert E. Dugan. *An Action Plan for Outcomes Assessment in Your Library*. Chicago: ALA, 2002 (focussing particularly on use in academic libraries)

For more information about CSL Outcomes measures efforts, contact Rhea Rubin, consultant to the California State Library, by phone at (510) 339-1274) or by email to rjrubin@mindspring.com; or contact Liz Gibson by phone at (916) 653-6752 or send an email to lgibson@library.ca.gov.





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OLC prepares for Library Bond Act Grant Applications

The Office of Library Construction (OLC) is preparing for the first cycle of Library Bond Act Grant Applications, which will be due by June 14, 2002, and is busy answering the myriad questions coming in from potential grant applicants. Questions from the field, which are of general interest to potential applicants, are being answered via an email alert system. You may subscribe to this system at the following page: <http://www.olic.library.ca.gov/news/newsflash.asp>, or link to this page by clicking on "OLC News Flash" from any of the OLC website pages.

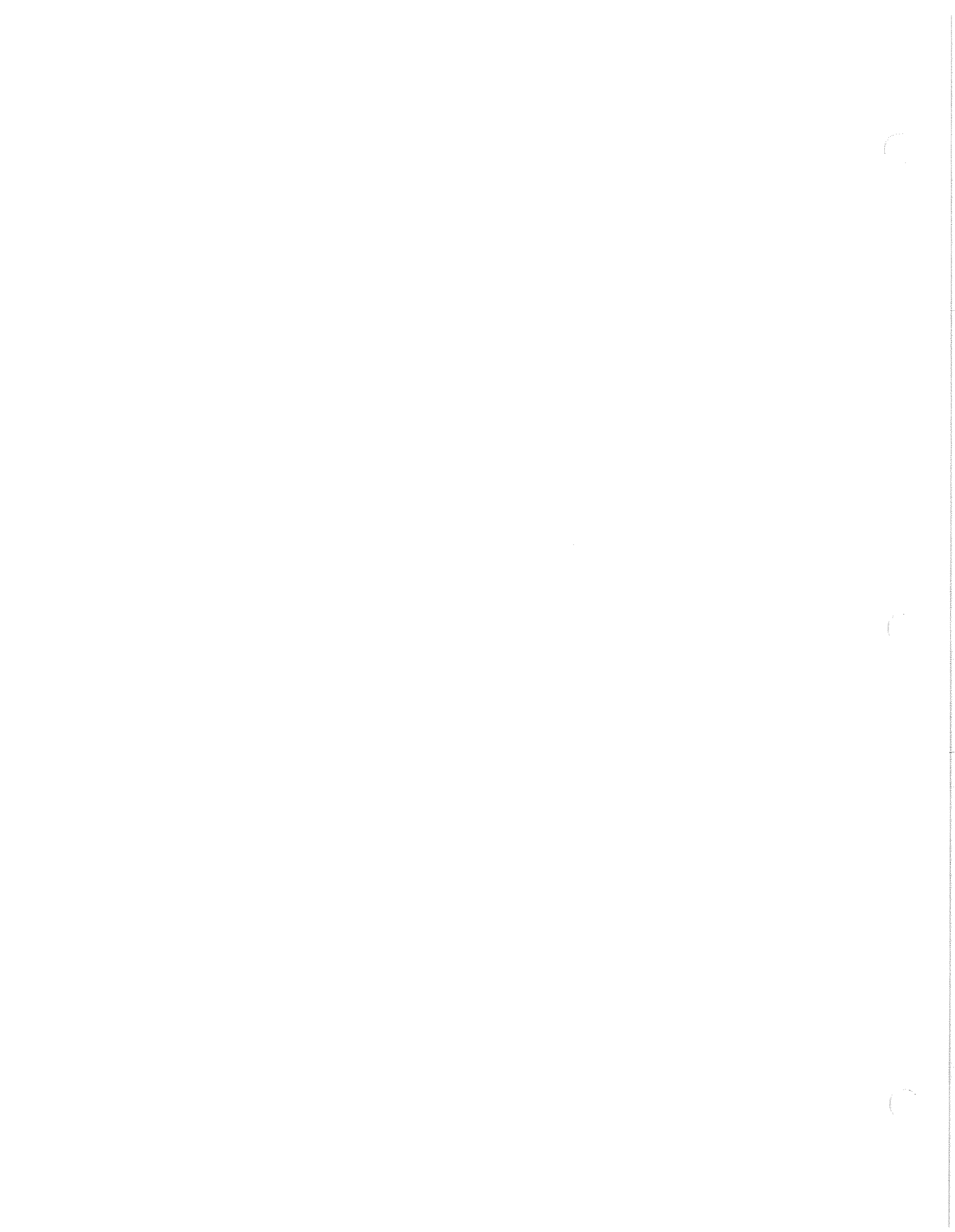
The major announcement this month is that the Application Form, in both Excel and Word formats, is now available for downloading from the OLC website at www.olic.library.ca.gov by clicking on "Application Form" in the gray navigation bar. These forms will be much easier to fill out using a computer than the version currently printed in the Title 5 regulations.

The Excel version includes many formulae and linked fields that provide automatic calculations for the user. It is not necessary to have extensive knowledge of Excel to use this version of the form. In fact, the form was created assuming the user would have no knowledge of Excel. In order to use the Excel version all you have to be able to do is point, click and type in information.

The following OLC staff is available to answer questions about using the forms:

Primary Contact:
Karen Davies
(916) 445-9610
kdavies@library.ca.gov

Secondary Contact:
Stacy Caves
(916) 445-9590
scaves@library.ca.gov



**The Rhythm of Library Change:
*Becoming a part of the composition!***

Featuring: Tinker Massey

Co-sponsored by Council on Library-media Technicians and the California State Library

- Learn to change the staccato of work life to a smooth ebb and flow.
- Explore technological change, training and mentoring.
- Integrate personal development and mentoring into your work.
- Learn how to survive changes in the library world without losing your individuality or sacrificing customer service.

Date: April 26, 2002
 Time: 8:30 a.m. to 4:00 p.m.
 Location: Auditorium
 California Resources Agency Building
 1416 Ninth Street
 Sacramento, California 95814

Questions or to request confirmation of your registration:

email: April26conference@yahoo.com

Mail: NCCC/CSL Conference Registration
 c/o California State Library Acquisitions
 P. O. Box 942837
 Sacramento, CA 94237-0001

Make checks payable to COLT.

from page 5

tutor.com

- Fig Garden Regional Branch
- Glendale Public Library
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- Kern County Library
- Long Beach Public Library
- County of Los Angeles Public Library
- Huntington Park Library
- Lynwood Library
- Monrovia Public Library
- National City Public Library
- Nevada County Library
- Grass Valley Branch
- Oceanside Public Library
- Civic Center Library
- Paso Robles Public Library
- Placentia Library District
- Redwood City Public Library
- Riverside County Library System
- Desert Hot Springs Library
- Robidoux Library
- Sacramento Public Library
- Arcade Learning Center

- Salinas Public Library
- El Gabilan Library
- San Benito County Free Library
- San Bernardino County Library
- Highland Branch Library
- Montclair Branch Library
- San Bernardino Public Library
- Dorothy Inghram Branch Library
- San Diego Public Library
- Central Library
- Otay Mesa Branch
- San Francisco Public Library
- Bayview Branch
- Excelsior Branch
- San Jose Public Library
- Berryessa Branch
- Hillview Branch
- Santa Monica Public Library
- Stockton-San Joaquin County Public Library
- Manteca Branch Library
- Ventura County Library
- Fillmore Library



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Training Corner

Provider: InfoPeople

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

Dates and locations:

Tuesday, April 23, Ventura County Library-E.P.Foster

Wednesday, April 24, Cerritos Public Library

Monday, May 13, Fresno County Public Library

Wednesday, May 15, Salinas Public Library

Thursday, May 30, San Francisco Public Library

<http://infopeople.org/WS/workshop/Workshop/66>

Provider: InfoPeople

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

Dates and locations:

Friday, April 12, Cerritos Public Library

Friday, May 10, Arcadia Public Library

Friday, May 24,

Sacramento County Office of Education

<http://infopeople.org/WS/workshop/Workshop/71>

Provider: InfoPeople

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

Date and location:

Monday, April 22,

San Francisco Public Library

<http://infopeople.org/WS/workshop/Workshop/62>

Provider: InfoPeople

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

Dates and locations:

Wednesday, April 10,

Vallejo-John F. Kennedy Library Branch

Tuesday, April 30,

Fresno County Public Library

Tuesday, May 21,

San Jose Public Library

Wednesday, June 5,

Los Angeles Public Library

Thursday, June 13,

Sacramento County Office of Education

<http://infopeople.org/WS/workshop/Workshop/73>

Provider: InfoPeople

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

Dates and locations:

Wednesday, April 17, San Francisco Public Library

Tuesday, May 7,

San Jose Public Library

Tuesday, May 21,

Sacramento County Office of Education

Tuesday, June 4, Arcadia Public Library

<http://infopeople.org/WS/workshop/Workshop/79>

Provider: InfoPeople

Course: **Introduction to Microsoft Access 2000**

Dates and locations:

Monday, April 8, Salinas Public Library

Wednesday, April 17,

Sacramento County Office of Education

<http://infopeople.org/WS/workshop/Workshop/78>

Provider: Infopeople

Course: **Designing Accessible Websites**

Dates and Locations:

Thursday, April 11, San Jose Public Library

Tuesday, April 30,

Sacramento County Office of Education

<http://infopeople.org/WS/workshop/Workshop/74>

Provider: InfoPeople

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

Dates and Locations:

Monday, April 15, San Francisco Public Library

Tuesday, April 23, National City Public Library

Tuesday, May 14,

Sacramento County Office of Education

Thursday, May 30, Los Angeles Public Library

Tuesday, June 11, Fresno County Public Library

Tuesday, July 16, Cerritos Public Library

Thursday, July 25, San Jose Public Library

<http://infopeople.org/WS/workshop/Workshop/81>

Please see training corner, page 10



Training Corner

Provider: InfoPeople

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

Dates and locations:

Thursday and Friday, April 11 and 12,
San Francisco Public Library

<http://infopeople.org/WS/workshop/Workshop/43>

Provider: InfoPeople

Course: **Network Security 101**

Dates and Locations

Tuesday, June 4,
Pleasant Hill-Contra Costa County Library

Wednesday, June 5,
San Jose Public Library

Friday, June 7,
Cerritos Public Library (LA area-south)
<http://infopeople.org/WS/workshop/Workshop/82>

Provider: InfoPeople

Course: **Secrets of the Super Grant Writers**

Dates and Locations:

Tuesday, April 30, 2002, Arcadia Public Library

Monday, May 6, 2002, San Jose Public Library

<http://infopeople.org/WS/workshop/Workshop/80>

Provider: InfoPeople

Course: **PowerSearch 1 and PowerSearch 2, the Internet searching workshops (also available as distance learning courses)**

Dates and Locations:

Wednesday, May 1,
Vallejo-John F. Kennedy Library Branch

Wednesday, May 15, National City Public Library

Thursday, May 30, San Jose Public Library

Thursday, June 20, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/38>

Provider: InfoPeople

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

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

Provider: OCLC

Course: **Cooperative Online Resource Catalog (CORC)**

Dates and location:

Thursday, May 2, 2002 / Thursday, May 30 2002

Contra Costa County Library / OCLC Ontario

<http://www.oclc.org/western/training/corc.htm>

Provider: OCLC

Course: **Get It: Resource Sharing Automation Options**

Dates and location:

Thursday, May 2, 2002

Long Beach Public Library

http://www.oclc.org/western/training/get_it.htm

Provider: OCLC

Course: **ILLiad Demo**

Dates and location:

Friday, May 3, 2002

Long Beach Public Library

http://www.oclc.org/western/training/illiad_demo.htm

Provider: OCLC

Course: **ILL Web Basics**

Dates and location:

Wednesday, May 15, 2002

Fresno County Free Library

http://www.oclc.org/western/training/ill_web.htm

Provider: OCLC

Course: **ILL Beyond the Basics**

Dates and location:

Thursday, May 16, 2002

Fresno County Free Library

http://www.oclc.org/western/training/ill_beyond.htm

If you would like your library-related training event included in Connection, please send event information to Sarah Dalton, Connection editor at sdalton@library.ca.gov



April

April 14-20, 2002
National Library Week

May

May 17-23, 2002
Medical Library Association (MLA) annual meeting, Dallas, Texas

May 29-30, 2002
Library of California board meeting, Sacramento

June

June 8-13, 2002
Special Libraries Association (SLA) Annual Conference, Los Angeles

June 13-20, 2002
American Library Association (ALA) Annual Conference, Atlanta

June 14, 2002
Library Services and Technology Act (LSTA) grant applications for fiscal year 2002/2003 are due at 4:30 p.m. at the Library Development Services bureau of the California State Library.
No faxed grant applications will be accepted.

July

July 20-24, 2002
American Association of Law Libraries (AALL), Annual Meeting and Conference, Orlando, Florida

August

August 14-15, 2002
Library of California board meeting, location to be arranged

November

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

November 19-20, 2002
Library of California board meeting, Sacramento

2003

April

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

CONNECTION

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

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Library of California Board
Victoria Fong
President

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



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

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



To: Al Shkoler, Gaeten Wood, Geoff Braun, Sandra Stark
From: Elizabeth Minter <eminter@placentiallibrary.org>
Subject: Fwd: CSDA Legislative Update
Cc:
Bcc:
Attached:

Al Shkoler
Dec
Sandra

To: eminter@placentiallibrary.org
From: msoria@csda.net
Subject: CSDA Legislative Update
Date: Fri, 12 Apr 2002 15:49:28 -0700

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION<?xml:namespace prefix = o ns =
"urn:schemas-microsoft-com:office:office" />

LEGISLATIVE UPDATE – April 12, 2002

RUMORS ABOUT AS BUDGET DEFICIT GROWS

While no one in an official capacity has so stated, it appears that the state's projected budget deficit continues to grow. The Davis Administration will release the May Revision in a few weeks and it is anticipated that the current projected state budget deficit of \$17.5 billion will be somewhat higher--some think as much as \$20-plus billion. Could be a very long summer in Sacramento.

LOCAL COALITION

CSDA has recently joined the California State Association of Counties (CSAC) and the League of California Cities in the Leave Our Community Assets Local (LOCAL) Coalition. The purpose of this coalition is to protect local government dollars from being pirated in order to balance the state budget. LOCAL will be hosting Legislative Action Days, a FREE state-wide news conference, on May 15-16, 2002 in Sacramento at the Sheraton Grand Hotel. Watch your mail for more information!

It is important to have a strong showing at this event – the Coalition is hoping to have hundreds of local government officials and other supporters at the action days. A number of activities will be scheduled during those two days including legislative office visits, news conference, budget updates, and outreach training. Please mark your calendars – and bring all of your governing officials – to Sacramento on May 15-16, 2002. Join your city and county colleagues speaking out for local government revenue protection.

LAFCO BILL PASSES COMMITTEE

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

RECEIVED
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On Wednesday, the Assembly Local Government Committee passed Assembly Bill 1948 by Assembly Members Kelley, Dickerson and Aanestad. As amended on April 1, AB 1948 would modify the manner in which health care districts' share of the 1/3 share of the LAFCO general operational budget is calculated. Current law, for those LAFCOs with special district representation, requires special districts to pay a 1/3 share of the LAFCO's general operational budget. In addition to the provisions relating to health care districts, AB 1948 would also cap at 50% any single special district's share of the 1/3 total. Currently there are numerous special districts that contribute well in excess of 50%. AB 1948 would modify the revenues that are counted toward calculating each special district's share of the 1/3: (1) Proceeds from the sale of bonds, and federal and state grants and loans; and (2) Assessments, fees, and charges collected for the purpose of making loan or debt service payments. AB 1948 does not change current law allowing special districts to develop an alternative funding formula, with the exception noted regarding health care districts. AB 1948 passed the Committee with a unanimous vote and was recommended for "consent" when the bill reaches the Assembly Floor.

ERAF LEGISLATION

Assembly Bill 2100 by Assembly Member Simitian, which would cap the ERAF over a period of years, passed the Assembly Local Government Committee on Wednesday on Consent. The bill moves to the Assembly Appropriations Committee.

A second ERAF bill, Assembly Bill 1865 by Assembly Member Canciamilla, which is similar to AB 2100, was considered on Wednesday by the Assembly Appropriations Committee and referred to the Committee's Suspense File. Given the Davis Administration's opposition to prior ERAF-relief legislation, we are not optimistic that either of these bills will reach the Governor's desk.

POLICE PROTECTION BILL ADVANCES

Also on Wednesday, the Assembly Local Government Committee passed Assembly Bill 2951 by Assembly Member Aroner, which simplifies language relating to special districts that provide police protection that qualify to receive supplemental law enforcement funding.

MEMBERS ONLY!

Remember that your district can track legislation or review pending bills through the "Members Only" section of the CSDA website (www.csda.net). This legislative tracking service is provided as part of your CSDA membership dues at no extra charge. Check it out and keep a close eye on the happenings in the State Capitol.

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

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax

Al Shkoler, Gaeten Wood, Geoff Braun, Sandra Stark, 08:34 AM 4/13/02 -0700, Fwd: CSDA Legislative U

To: Al Shkoler, Gaeten Wood, Geoff Braun, Sandra Stark
From: Elizabeth Minter <eminter@placentialibrary.org>
Subject: Fwd: CSDA Legislative Update
Cc:
Bcc:
Attached:

To: eminter@placentialibrary.org
From: msoria@csda.net
Subject: CSDA Legislative Update
Date: Fri, 12 Apr 2002 15:49:28 -0700

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Budget Remedies Could Hurt O.C.

By STEVEN B. FRATES

The looming state budget deficit does not augur well for Orange County residents or the local governments that serve them. Preliminary estimates indicate that the state's budget shortfall will be at least \$17 billion.

Some observers, including the highly respected Legislative Analyst's Office, indicate the budget deficit could even be in the \$24- to \$25-billion range. Incredibly enough, the state has gone from a budget surplus to a budget deficit in a few short years.

There are many reasons for this looming budget crisis, but the primary cause has been a Legislature that could not restrain itself from spending the money that gushed into the state coffers during the strong economy of the late 1990s. Examples of fiscal imprudence in Sacramento abound.

The huge increase in salary and benefits for state prison guards is only the most recent example. Taxpayers writing checks to the California Franchise Tax Board this evening might want to reflect on the fact that state prison guards now make as much, or more than, police officers or credentialed teachers.

Prison guards need only have a high school education and minimal training. Police officers must undergo rigorous training and of course face criminals when they are not behind bars. Teachers need a college degree, a credential and experience to pursue their profession.

No matter how you slice it, the governor and the Legislature are in financial trouble. Clearly, they do not want to raise taxes until after the election. So Californians can expect to see some financial sleight of hand to conceal the budget shortfall until, say, the second Wednesday in November.

The last time the state was in a budget crisis, the Legislature and then-governor gleefully gouged local governments. They took local property tax revenues from cities and counties and gave some of it to the schools, thereby reducing the amount of state revenue that went to local education.

Expect more of the same. Cities and counties are most vulnerable to this tactic, but maybe this time the Legislature will be unable to resist taking money from the cash-flush special districts. The Little Hoover Commission report of May 2000 gave some idea of just how many billions of dollars these special districts have sloshing around.

But special districts in California, and especially water districts, have jealously guarded their financial assets over the years. They have successfully turned back attempts by the state Legislature to get its hands on their money.

Now, special districts, especially water districts, are furiously designating dollars for capital improve-

ment projects, thereby hiding behind the fig leaf that such funds are "already committed." Their tactic is encouraged by recent changes in government accounting standards (the arcane but significant GASB 34 standard), which sanctions local governments to develop cash reserves for capital projects.

What will the swirling political currents in Sacramento mean for Orange County? The short answer is Orange County taxpayers had better get a tight hold on their wallets.

There are many things the Legislature might do to sidestep the budget deficit problem that would potentially hurt Orange County. For starters, the Legislature might change formulas for state funds going to local governments. Orange County school districts, cities and the county itself are already short-changed by the state.

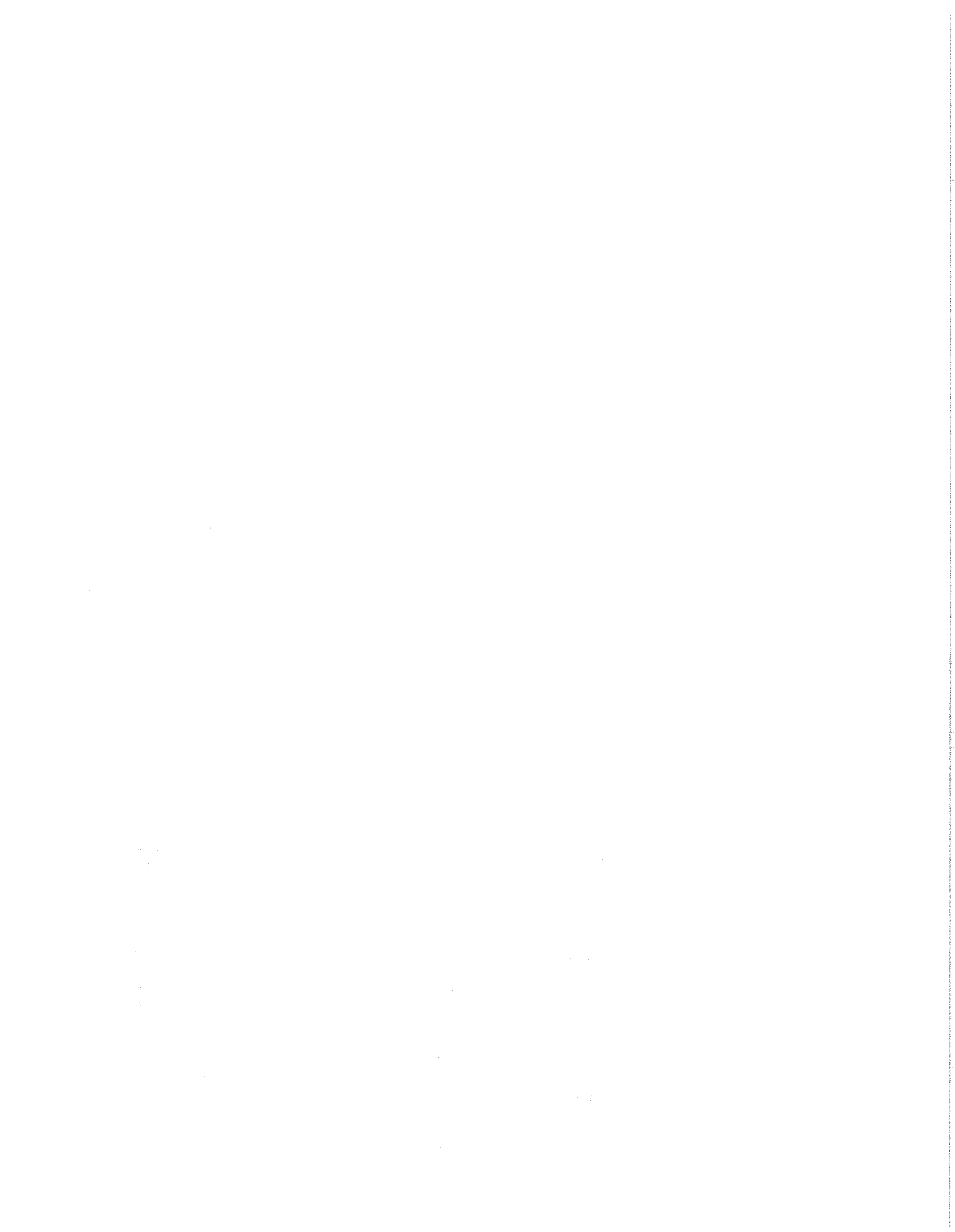
Orange County's legislative delegation has been spectacularly ineffective in looking out for the interests of county schools and cities. Orange County was getting less than other counties before the huge increase in the state budget that occurred in the late 1990s. The local legislative delegation couldn't even improve the financial circumstances of Orange County schools and cities when times were fat in Sacramento. Given their mediocre record, it doesn't seem likely they will do any better in the current downturn.

Another tactic the state Legislature is likely to employ is to shift money to the general fund from various restricted funds, some of which fund freeways, roads and capital projects. What this means to Orange County residents is less state money for infrastructure improvement, or higher taxes. There are more subtle but no less painful ways in which the Legislature is hurting the Orange County economy. For example, recent state legislative actions have resulted in skyrocketing unemployment insurance costs.

This sop to the trial lawyers and unions will directly suppress the entrepreneurial activity and, hence, job creation, which is the font of Orange County's comparatively healthy economy. The Legislature is also on the verge of putting a series of multibillion-dollar bond issues on future ballots. Orange County taxpayers will surely pay a larger share of the taxes to finance these bonds, and just as surely will get a smaller share of the proceeds.

The Legislature's response to the state budget deficit is going to hurt some Californians much more than others. Unfortunately, the citizens of Orange County are probably going to bear a disproportionate share of the pain.

Steven B. Frates is a fellow at the Rose Institute of State and Local Government at Claremont McKenna College.



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