

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Timberland Library, 500 College St. SE, Lacey, WA 98503

July 24, 1996

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July 24, 1996

M I N U T E S

BOARD MEMBERS PRESENT: Janelle Williams, Vice-President; Art Blauvelt; Jean Davies; Carolyn Dobbs; Amory Peck

BOARD MEMBER EXCUSED: Bill Lawrence; Helen Timm

STAFF PRESENT: Liane Bascou; Jinny Burns; Claire Christiansen; Gwen Culp; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Jim Morgan; Tina Roose; Mary Strohl; Leslie Taggesell; Barbara Winfree

GUESTS PRESENT: Lori Bame; Jana Evans; John Inverso; Kim Kite-Bridgman; Curt Simmons; Betty Taylor; Bill Taylor; Amy Walter

Vice-President Williams called the regular meeting to order at 7:15 p.m.

AGENDA ITEM

NO.

1 Introductions were made.

2 Special Presentation

A portion of TCI Cablevision of Washington, Inc.'s campaign for new subscribers and a portion of its fees for existing customers that upgrade their service in April is donated to Timberland Regional Library. Ms. Kruse expressed her appreciation to TCI which has donated over \$125,000 to TRL the past several years. Ms. Christiansen reported on how this year's donations will be used. Ms. Kruse approved using the TCI funds received this year to develop a program called "Connect Children." Olympia youth services staff purchased 1,100 books, which volunteers labeled and separated into eleven boxes for distribution. The boxes will go to nine sites in Thurston County for a three week period to serve children in various neighborhoods who are unable to go to the library. Children will be allowed to take the books home. Every three weeks the site coordinator will bring the box back to the Olympia library and exchange for a new box. There have been requests to continue this program throughout the year. Youth services staff throughout the district have been asked to identify other sites which need this type of service.

TCI representatives Mr. Simmons of the Olympia office and Ms. Kite-Bridgman of the Aberdeen office presented to TRL donations totaling \$7,134. Mr. Simmons said TCI is happy and proud to be associated with TRL. The "Connect Children" program fits in well with TCI's dedication to education. Certificates of Appreciation were presented to the Aberdeen and Olympia offices of TCI Cablevision expressing appreciation for their contributions toward the enrichment of TRL's collections promoting literacy, life-long learning, education, and leisure reading and viewing. Ms. Dobbs commended Rosanne Thompson, who developed this program, for her creativity.

3 Correspondence and Public Comments

A. Public Comments

There were no public comments.

B. Board Comments

Mr. Blauvelt mentioned he had heard about vandalism at the Elma library. Ms. Burns said she understands vandalism has been an ongoing problem at the Elma

- 3B library. The problem has been discussed with the Elma police chief and a juvenile officer has been talking to the youth who hang out in the parking lot at the library. The city is planning to install security cameras which will be monitored.

C. Correspondence

(1) Certificate of Appreciation

Ms. Strohl presented a Certificate of Appreciation to Dr. John Inverso who is serving his second term and is the current president of the Lacey Timberland Library Board. Dr. Inverso is resigning in August due to relocation of his residence outside the urban growth area of Lacey. Ms. Strohl expressed appreciation to Dr. Inverso for his service on the Lacey library board. She said Dr. Inverso has been a wonderful supporter and advocate for the library and intellectual freedom issues.

4 Approval of Minutes

Since there was not a quorum present who had attended the June 26, 1996 meeting, the board was unable to approve the minutes of that meeting.

5 Unfinished Business

A. Resolution regarding Timberland Regional Library's Defense of Legal Actions

On June 3, 1996, the TRL Board met in special session to discuss TRL's duty to defend trustees, employees and volunteers in the event they are named in a lawsuit resulting from their association with Timberland. TRL has a duty to defend if a trustee, employee or volunteer is making a good faith effort in the performance of his/her job. TRL carries Director and Officers insurance in the event a suit must be defended. At its June 26, 1996 meeting, the board tabled this matter in order to review further concerns with TRL's attorney, in particular the section regarding determination of scope of employment.

- 96-28 AMORY PECK MOVED TO APPROVE RESOLUTION NO. 96-03 REGARDING TIMBERLAND REGIONAL LIBRARY'S DEFENSE OF LEGAL ACTIONS INVOLVING EMPLOYEES, BOARD MEMBERS AND VOLUNTEERS; ART BLAUVELT SECONDED THE MOTION.

Ms. Davies raised a concern with the section regarding determination of scope of employment. The last sentence states "The individual requesting defense will be given an opportunity to inform that attorney, in writing, as to why the defense request should be granted." She is concerned with limiting the communication to writing only. Ms. Dobbs also expressed concern with excluding oral expression and requiring only written communication since some people have difficulty presenting their thoughts in writing. Mr. Blauvelt responded that he would assume TRL's attorney specified this form of communication because it helps avoid any misunderstandings. Mr. Blauvelt assumes the attorney hired will receive a letter from Ms. Kruse or the TRL Board which will provide background information, plus the attorney will have the complaint. Several board members mentioned the first sentence in this same section is unclear.

- 96-29 ART BLAUVELT MOVED TO SEND THE RESOLUTION BACK TO CRAIG HANSON FOR REVISION OF SECTION 4 DETERMINATION OF SCOPE OF EMPLOYMENT; TO BREAK THE FIRST SENTENCE INTO TWO SENTENCES FOR CLARIFICATION AND ADD "OR PERSONAL CONFERENCE" AFTER "IN WRITING"; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Application from Tenino for Timberland Regional Library Partnership Program for Library Facilities

The City of Tenino has applied for a grant through Timberland Regional Library's Partnership Program for Library Facilities. The expansion project will add 1,120 square feet to the Tenino library.

96-30 CAROLYN DOBBS MOVED TO APPROVE THE CITY OF TENINO'S APPLICATION FOR TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM FOR LIBRARY FACILITIES IN THE AMOUNT OF \$12,320.00; AMORY PECK SECONDED THE MOTION.

Ms. Taggesell said the approval of this grant request is a wonderful example of Timberland working with the community.

MOTION CARRIED UNANIMOUSLY.

B. Support for Litigation of Library Capital Facilities Area legislation

The recently enacted Library Capital Facilities Area legislation allows for the creation of special districts for the purpose of financing and building libraries. These districts would allow bond financing to be extended beyond city limits in order to incorporate the actual service area of a library. The City of Granite Falls and surrounding area, in the Sno-Isle Regional Library District, voted to create a Capital Facilities Area district. Before bonds could be sold, bond counsel gave their opinion that the act, as it was written, was unconstitutional. Sno-Isle Regional Library, King County Library System, the City of Granite Falls, and the Granite Falls Library Capital Facility Area are plaintiffs in a declaratory judgment action which seeks to establish that a Library Capital Facilities Area is a separate taxing district and, therefore, constitutional. Sno-Isle Regional Library and King County Library System have requested that Timberland contribute legal and financial support for the litigation.

96-31 ART BLAUVELT MOVED, SUBJECT TO LEGAL CONSTRAINTS, THAT TIMBERLAND REGIONAL LIBRARY CONTRIBUTE \$5,000 DOLLARS TO SUPPORT THE LITIGATION TO ESTABLISH THAT LIBRARY CAPITAL FACILITIES AREAS ARE SEPARATE TAXING DISTRICTS; CAROLYN DOBBS SECONDED THE MOTION.

TRL's attorney Craig Hanson has reviewed the proposed interlocal agreement which TRL is being requested to sign. He has advised that TRL not sign the interlocal agreement because it would establish an involvement in the litigation by TRL that is broader than anticipated. The reason the words "subject to legal constraints" is included in the motion is because Mr. Hanson is exploring a way for TRL to contribute monetarily for a specified amount. Mr. Morgan has also been in contact with the Attorney General's office and the State Auditor's office to make sure it is legal for TRL to make this type of monetary contribution. Ms. Dobbs said she is inclined to vote against the motion until the board can meet with TRL's attorney and all the legal implications have been reviewed.

96-32 ART BLAUVELT MOVED TO AMEND THE PREVIOUS MOTION TO TABLE THIS MATTER PENDING FURTHER GUIDANCE FROM COUNSEL AND THAT A SPECIAL BOARD MEETING BE SCHEDULED FOR FURTHER DISCUSSION OF THIS MATTER; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 C. Declaration of Surplus Property

Occasionally the library district declares equipment and supplies to be surplus. These items are then offered for sale to the general public.

96-33 JEAN DAVIES MOVED TO DECLARE SURPLUS THE ITEMS INCLUDED ON THE LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Focus on Lacey

Ms. Strohl reported that since opening this facility in March 1991 circulation has risen 43% and holds have more than doubled. Five years ago there were no Internet stations and today there are two, which are heavily used in a wide variety of ways. The population in east Lacey continues to grow. The Lacey library registered almost 6,000 new library users last year. Lacey is home to many retired citizens, but the largest need for service comes from youth. The Lacey library has 6,183 registered patrons ages 12-17. Since another Youth Services Librarian has been added to the staff, the Lacey library has been able to double its youth programs. Summer Reading Program registrations are 3,376 and the meeting room is filled to capacity at the programs. Youth staff are working with other agencies to offer combined programs. TRL is proud of Lacey's Youth Services Librarian Bob Stalder's membership on the American Library Association's Notable Software for Children Committee. The Lacey Friends have sponsored nine books sales this year and have donated \$10,000 to the library including \$4,000 for a CD-Rom computer for the children's department. The Lacey library has a corps of about 40 volunteers. The Lacey library board has authorized funds from interest earned from a bequest to get an estimate of the cost of a project to enclose the area in the back of the building for courier delivery, which will also provide additional work space for staff. The city will be sending a letter of intent to TRL for a grant from the partnership program for library facilities.

B. Services to the Native American Community

Ms. Dobbs introduced Jana Evans. A faculty team at TESC works with the students to design projects and the students then do their research, write a paper and make a presentation to the class. Students are encouraged to develop projects that have meaning for the community. Ms. Evans said she was able to combine several areas which are very important to her--children's books and Native American issues. She looked at the Amanda Park library and the Nisqually Tribal library. As she was reviewing the population, she noticed the Quinault Reservation is triangular with population centers at each point. The tribal population centers tend to be at Queets and Taholah with a caucasian population centered at Amanda Park. She found a real willingness to serve the populations in these areas. She talked with the librarian at the Nisqually library and learned how she reaches the children. The Nisqually library is situated near the bus stop, but during the summer the children have difficulties getting to the library. At Amanda Park, the children come to the library from school, but have the same difficulties in getting to the library in the summer. She was pleased to discover that her children were able to get online catalog training at the Olympia library. She discovered small communities do not have as much experience using the on-line catalog and recommends more training in this area. She learned that TRL used to have a branch at Taholah but it had to close because of faulty plumbing in the restroom. She understands TRL is addressing better service to Taholah. A new school has been built at Taholah and the

7B school librarian there is interested in dialup access to TRL.

C. Foundation Start-up Committee

Mr. Blauvelt reported the committee has been working on the Bylaws and Articles of Incorporation for the foundation. The committee has not yet settled on a name for the foundation. Letters will go out to local library boards and Friends groups soliciting recommendations for members of the foundation's board of directors. The committee will be reviewing these recommendations for the first 15 members, which will be appointed by the Library Director. Mr. Blauvelt's research indicates that the board of directors must be appointed before the corporation can be formed. The Bylaws being developed are a suggestion for the foundation board of directors' consideration. The committee expects to reach consensus on the Articles of Incorporation by the end of August and make recommendations for the board of directors by the end of September. The foundation is expected to be in place by the end of October.

D. Partnership Program Administrative Guidelines Committee

The TRL Board requested the resolution which established the Partnership Program for Library Facilities be reviewed to make sure it does not require amendment. Mr. Morgan said the resolution provides the board with a great deal of flexibility and he does not see any need to revise it. A committee is revising the administrative guidelines for the partnership program.

E. Local Library Boards Workshop Planning Committee

Ms. Peck reported the workshop is scheduled on September 28 at the Hoquiam library. She hopes all of the TRL board members will be able to attend to help facilitate the afternoon discussion groups for their respective counties. The theme of the workshop is "It's a Whole New World." The day will begin with a presentation by Jim Culp from the Department of Information Services regarding Internet. There will be a tour of the Hoquiam library as well as demonstrations of the technologies available. Sally Nash and Judy Covell of the Intellectual Freedom Committee will give presentations in the afternoon. The registration for the workshop will be sent out in early September.

F. Guidelines for Home Pages

This committee has not met. Ms. Culp will schedule a meeting with Ms. Dobbs, Ms. Peck and Ms. Davies to develop home pages guidelines.

G. Director

Payroll and payroll related vouchers for June 1996 amounted to \$541,776.51.

96-34 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 47026 THROUGH NO. 47239 FOR JULY 1996 IN THE AMOUNT OF \$491,032.84; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

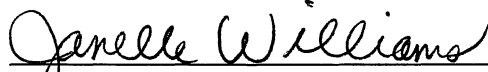
The June 1996 Revenues and Expenditures report indicates the district is at 43% of the budget. Ms. Winfree referred to the Summer Reading Program participants report which indicates 15,343 signups as of July 15 compared to 14,994 signups in 1995. The plastic bags given away this year as an incentive have been a big hit in the libraries. This year staff in some of the areas have been experimenting with a summer reading program for teenagers. Parents and teachers are also encouraged to sign up as role models. Ms. Gorsuch added that Jim Heitzman has been doing an outstanding job this year on news releases about the summer reading programs. Ms. Kruse attended several programs on fund raising

7G and censorship at the ALA Conference. Mr. Blauvelt attended several sessions on intellectual freedom. He always comes away from these conferences grateful that TRL is such a great library system and so technologically far ahead of other libraries. Ms. Dobbs attended a number of sessions regarding children's and young adult literature, as well as a session on fund raising. Ms. Kruse attended a Director's Retreat last week. There is a lot of interest from other library directors in TRL's experiences with Internet. The directors met with WLA lobbyist Steve Duncan about the upcoming legislative session. Other library systems are becoming concerned with insurance issues. Ms. Kruse said she is proud of what TRL is doing and being able to share information with other libraries. Building Projects: Plans are progressing on moving the North Mason building to Hoodsport. The building will be cut into three sections, moved to the canal, loaded onto a barge, unloaded at Hoodsport and moved to the new library site, where the building will be put back together and placed on a new foundation. The North Mason library will close on August 13, move to its temporary quarters on the 14th and 15th, and reopen on August 20. Ground breaking for the new library will take place in early October and it is anticipated the new library will open next July. A feasibility study for a new Olympia library indicated there should be one downtown library rather than two libraries downtown and on the west side. To better serve people on the west side, a book drop will be placed at Top Foods. Top Foods is interested in supporting local libraries and will purchase the book drop as well as pay TRL to pick up the books. A site selection committee is reviewing 13 sites for a new library. The city is appointing a library advisory committee which will hold its first meeting September 18. Public forums will be held September 30, October 24 and November 12 at the Olympia library to allow the public to become involved in the process. The election is tentatively scheduled for February, March or May next year. Fund raising efforts will probably begin after the November election. Toledo is one of six towns in Lewis County which currently does not have library service through TRL. The city has received a grant to do a feasibility study, which will include a survey of residents to determine how much support there is for library service. TRL staff have met with Toledo representatives outlining what is involved in contracting with or annexing to the library district. TRL staff met with Yelm representatives on July 16 to assess the current status of fund raising efforts for a new library. The goal to raise \$600,000 this year has proved to be overly optimistic. Staff are working on a building plan to outline space needs. The increasing population in Yelm is outgrowing the library. The June 1996 Statistics were presented.

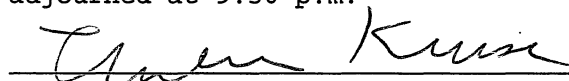
8 Other Agenda Items

Ms. Davies referred to the Youth Programs report by Tumwater staff at the June meeting. She is concerned that there are not school personnel accompanying the teens in the library. If students are there for class work, she thinks school representatives should be there to supervise. Ms. Kruse said there is an open campus and flexible schedules and the students appear to be at the library on legitimate breaks from school. Ms. Davies requested TRL look further into this situation. She thinks there needs to be some kind of agreement with the school to make sure the library is protected.

There was no further business and the meeting adjourned at 9:50 p.m.



President



Secretary

ITEM #	QUANTITY	DESCRIPTION OF ITEM	TRL #
1		BOXES OF VIDEO CASES	N/A
2		AV SCREENS & AV SCREEN PARTS	N/A
3	2	GREEN UPHOLSTERED CHAIR	N/A
4	2	DRAWER FILE CABINET	N/A
5	5	ELECTRIC TYPEWRITERS	1210 6374 3 W/O NUMBERS
6	2	SLIDE PROJECTORS	0603 2764
7		BOXES OF AUDIO CASES	N/A
8	4	PORTABLE RECORD PLAYERS	0992 0512 2428 1 W/O NUMBER
9	1	SAVIN COPIER WITH BASE	NO NUMBER
10	8	OFFICE CHAIRS & PARTS	2488 2485 0729 4 W/O NUMBERS
11	1	CASSETTE HOLDER WITH SPINNER BASE, BROWN	5291
12	2	BROWN UPHOLSTERED CHAIRS	1587 1588
13	3	PAPER CUTTERS	NO NUMBERS
14	8	FAX MACHINES	05831 05549 05880 05862 05879 3 W/O NUMBERS
15		ASSORTMENT OF HEADPHONES	N/A
16		ASSORTMENT OF BINDERS	N/A
17	5	TAPE RECORDERS	06259 3386 0604 2 W/O NUMBERS

ITEM #	QUANTITY	DESCRIPTION OF ITEM	TRL #
18	8	ANSWERING MACHINES	2847 2998 04079 2838 2839 2850 2 W/O NUMBERS
19	10	TELEPHONES	05807 3115 3143 3155 3114 3122 3152 3 W/O NUMBERS NO NUMBERS
20	4	CAR RADIOS & CASSETTE PLAYERS	NO NUMBERS
21	1	PORTABLE TELECOMMUNICATION DEVICE	NO NUMBER
22		WOODEN CARD CATALOG BOXES	N/A
23	3	PENCIL SHARPENER	2490 23023 1 W/O NUMBER
24		AMPLIFIED SPEAKERS	NO NUMBER
25	1	COLLATOR	845
26	1	ADDRESSOGRAPH	937
27	4	MICRO FILM READER	2503 3 W/O NUMBERS
28	4	MAGAZINE INDEX READERS	NO NUMBERS
29	1	FILM STRIP READER WITH CASSETTE PLAYER	NO NUMBER
30	3	ADDING MACHINES	2490 2023 1 W/O NUMBER
31	1	SMALL WOODEN SHELF WITH SPINNER BASE	N/A
32		BOX OF OUTGOING MESSAGE TAPES	N/A
33	4	BOXES OF MISC. OFFICE SUPPLIES	N/A
34	3	TYPEWRITER TABLES	0612 2 W/O NUMBERS
35	2	DESK LAMPS	N/A
36	1	BOX OF ELECTRIC AND MANUAL STAPLERS	N/A

ITEM #	QUANTITY	DESCRIPTION OF ITEM	TRL #
37	1	BOX OF PROECTOR BULBS & FILM REELS	N/A
38	1	BOX OF MISC. PHONE CORDS & JACKS	N/A
39	4	BOXES OF MISC ELECTRICAL & COMPUTER CORDS	N/A
40	1	BOX OF MISC ITEMS	N/A
41	1	BOX OF PLASTIC MAGAZINE COVERS	N/A
42	1	PAPERBACK SPINNER WITH RACK	5079
43	1	WOODEN BASE FOR PHOTOCOPIER	N/A
44	4	BOXES OF UNUSED TELEPHONE CABLE AND TWO REELS OF CABLE	N/A
45	1	SHOWCART MACHINE (PRINTING AREA)	849
46	1	SMALL METAL RACK	N/A
47	1	LARGE CASSETTE SPINNER	NO NUMBER
48	1	91" DODGE VAN (#7)	
49	1	84" CHEVY CITATION	

ITEM #	DESCRIPTION & MODEL #	SERIAL #
1	CD ROM HITACHI	600090611
2	CD ROM HITACHI	6000921H
3	CD ROM HITACHI	6000921H
4	CD ROM HITACHI	6000995H
5	CD ROM HITACHI	600894H
6	CD ROM HITACHI	7000077C
7	CD ROM HITACHI	7001866E
8	CD ROM HITACHI	7001870E
9	CD ROM HITACHI	700265A
10	CD ROM HITACHI	7002676B
11	CD ROM HITACHI	7002681B
12	CPU COMPAQ	4107AM1B0561
13	CPU COMPAQ	4907AN1B0263
14	CPU COMPAQ	4907AM1B0528
15	CPU COMPAQ	NONE
16	CPU COMPAQ	4907AM1B0151
17	CPU COMPAQ	4907AM1B0226
18	CPU COMPAQ	4939HZ2H0150

ITEM #	DESCRIPTION & MODEL #	SERIAL #
19	CPU GENERIC	4906AM1B3301
20	CPU GENERIC	4907AM1B0014
21	CPU GENERIC	49394Z3H0076
22	CPU GENERIC	51604315587
23	CPU GENERIC	T00013817
24	CPU IBM	4315660
25	CPU IBM	8476385150
26	CPU IBM	10835625150
27	CPU IBM	11983745150
28	CPU IBM	20839565150
29	CPU IBM	FCCID-ANO9SA515
30	CPU IBM	NONE
31	KB AMDEK	NONE
32	KB COMPAQ	8241146PD293
33	KB COMPAQ	NONE
34	KB COMPAQ	0211146CB380
35	KB COMPAQ	9031146 PC601
36	KB COMPAQ	9031146PC439
37	KB COMPAQ	9031146PC978
38	KB COMPAQ	9031146PC437
39	KB COMPAQ	9031146PC979
40	KB IBM	NONE
41	KB IBM	NONE
42	KB IBM	NONE
43	KB IBM	1191313

ITEM #	DESCRIPTION & MODEL #	SERIAL #
44	KB IBM	2911-51-01-85
45	KB IBM	FT082911-51-01-08
46	KB IBM	FT102911-51-01-08
47	KB IBM	FT102911-51-8-84
48	KB IBM	NONE
49	KB IBM	NONE
50	KB OMNI	035208
51	KB WLBPC	NONE
52	KB WYSE50	00019101522
53	KB WYSE50	00019A03642
54	KB WYSE50	0019200375
55	KB WYSE50	0019503631
56	KB WYSE50	19101527
57	KB WYSE50	19101541
58	KB WYSE50	19101556
59	KB WYSE50	19200188
60	KB WYSE50	19200535
61	KB WYSE50	19200578
62	KB WYSE50	19200581
63	KB WYSE50	19200583
64	KB WYSE50	19200596
65	KB WYSE50	19200598
66	KB WYSE50	1920445
67	KB WYSE50	19503636

ITEM #	DESCRIPTION & MODEL #	SERIAL #
68	KB WYSE50	19A00328
69	KB WYSE50	19A00571
70	KB WYSE50	00019200436
71	LIGHT WAND AMERICAN MICRO SYS MH94IE	159241010
72	LIGHT WAND CAERE	05-27781
73	LIGHT WAND RECOGNITION 1001 OCR WAND	01-102316A
74	LIGHT WAND RECOGNITION 1001 OCR WAND	01-102338A
75	LIGHT WAND RECOGNITION 1001 OCR WAND	01-109333
76	LIGHT WAND RECOGNITION 1001 OCR WAND	0108211-1
77	LIGHT WAND RECOGNITION 1001 OCR WAND	0265720
78	LIGHT WAND RECOGNITION 1001 OCR WAND	102302A
79	LIGHT WAND RECOGNITION 1001 OCR WAND	102347A
80	LIGHT WAND RECOGNITION 1001 OCR WAND	102352A
81	LIGHT WAND RECOGNITION 1001 OCR WAND	NONE
82	MODEM MICROCOM	1103337997
83	MODEM MICROCOM	1303084419
84	MODEM MICROCOM	1303084420
85	MODEM MICROCOM	1303084421
86	MODEM MICROCOM	NONE
87	MODEM ZOOM	NONE

ITEM #	DESCRIPTION & MODEL #	SERIAL #
88	MONITOR AMDEK	83601577
89	MONITOR ARCHE	N910800859
90	MONITOR COMPAQ	40445350A958
91	MONITOR GENERIC	1335789
92	MONITOR IBM	1453367
93	MONITOR IBM	1339880
94	MONITOR IBM	1340841
95	MONITOR IBM	1453391
96	MONITOR IBM	1455038
97	MONITOR IMPRESSION3	S9252636
98	MONITOR IMTEC	90800408
99	MONITOR NEC	JC14109DA6005085
100	MONITOR PACKARD BELL	MC80803019
101	MONITOR RELISYS RE 1420	20222186
102	MONITOR RELISYS RE 1420	20222194
103	MONITOR SYSDYNE ! ACD1431	0110080
104	MONITOR SYSDYNE ! ACD1431	7180929
105	MONITOR SYSDYNE ! ACD1431	9081029
106	MONITOR SYSDYNE ! ACD1431	9081059
107	MONITOR SYSDYNE ! ACD1431	9081063

ITEM #	DESCRIPTION & MODEL #	SERIAL #
108	MONITOR SYSDYNE ! ACD1431	9081090
109	MONITOR SYSDYNE ! ACD1431	9220173
110	MONITOR TATUNG	72470090
111	MONITOR TATUNG	93470363
112	MONITOR TATUNG	93470533
113	MONITOR VIEWSONIC	1624391023
114	MONITOR VIEWSONIC	1624391021 P1
115	MONITOR WYSE30	OJ18C03339
116	MONITOR WYSE30 WY30	00J18C00035
117	MONITOR WYSE30 WY30	00J18C00342
118	MONITOR WYSE30 WY30	00J18C00426
119	MONITOR WYSE30 WY30	00J18C00477
120	MONITOR WYSE30 WY30	00J18C01426
121	MONITOR WYSE30 WY30	00J18C01436
122	MONITOR WYSE30 WY30	00J18C01438
123	MONITOR WYSE30 WY30	00J18C03271
124	MONITOR WYSE30 WY30	00J18C03296
125	MONITOR WYSE30 WY30	00J18C04085
126	MONITOR WYSE30 WY30	00J18C04338

ITEM #	DESCRIPTION & MODEL #	SERIAL #
127	MONITOR WYSE30 WY30	00J18C05438
128	MONITOR WYSE30 WY30	00J18C05455
129	MONITOR WYSE50	0001910522
130	MONITOR WYSE50 WY50	00013900245
131	MONITOR WYSE50 WY50	00013900257
132	MONITOR WYSE50 WY50	00013900261
133	MONITOR WYSE50 WY50	00019101525
134	MONITOR WYSE50 WY50	00019101527
135	MONITOR WYSE50 WY50	00019101528
136	MONITOR WYSE50 WY50	00019200164
137	MONITOR WYSE50 WY50	00019200306
138	MONITOR WYSE50 WY50	00019200307
139	MONITOR WYSE50 WY50	00019200364
140	MONITOR WYSE50 WY50	00019200445
141	MONITOR WYSE50 WY50	00019200575
142	MONITOR WYSE50 WY50	00019200577

ITEM #	DESCRIPTION & MODEL #	SERIAL #
143	MONITOR WYSE50 WY50	00019200586
144	MONITOR WYSE50 WY50	00019200594
145	MONITOR WYSE50 WY50	00019200598
146	MONITOR WYSE50 WY50	00019503617
147	MONITOR WYSE50 WY50	00019503631
148	MONITOR WYSE50 WY50	00019503636
149	PRINTER CITH	R108217
150	PRINTER EPSON	06030349
151	PRINTER EPSON	06030349
152	PRINTER EPSON	06030366
153	PRINTER EPSON FX-1050 FX1050	OE11022787
154	PRINTER EPSON FX-850	00C1028443
155	PRINTER EPSON FX-850 P82PA	000C102819
156	PRINTER EPSON FX-850 P82PA	00C1028440
157	PRINTER EPSON FX-850 P82PA	00C1028938
158	PRINTER EPSON FX-850 P82PA	00C1029795
159	PRINTER EPSON FX-850 P82PA	ODN1098323
160	PRINTER EPSON LQ-510 P78SA	0631014768
161	PRINTER EPSON LQ-800	06030347

ITEM #	DESCRIPTION & MODEL #	SERIAL #
162	PRINTER HP DESKJET DESK JET	2843A22612
163	PRINTER HP THINK JET	2518S60173
164	PRINTER HP THINK JET	24334115892
165	PRINTER HP THINK JET	2450S34255
166	PRINTER HP THINK JET	2452S31855
167	PRINTER HP THINK JET	2507S40046
168	PRINTER HP THINK JET	2620S40969
169	PRINTER HP THINK JET	2634S40457
170	PRINTER HP THINK JET	2703S40494
171	PRINTER HP THINK JET	2707S40832
172	PRINTER HP THINK JET	2721S40638
173	PRINTER HP THINK JET	2752S22266
174	PRINTER HP THINK JET	2811S08759
175	PRINTER HP THINK JET	2825S17751
176	PRINTER HP THINK JET	2829S19791
177	PRINTER HP THINK JET	2837S24320
178	PRINTER HP THINK JET	2837S24327
179	PRINTER HP THINK JET	2913S40717
180	PRINTER HP THINK JET	2913S40721
181	PRINTER HP THINK JET	2913S40760
182	PRINTER HP THINK JET	2913S40860
183	PRINTER HP THINK JET	2939S58677
184	PRINTER HP THINK JET	2945S62325
185	PRINTER HP THINK JET	2947S63449

ITEM #	DESCRIPTION & MODEL #	SERIAL #
186	PRINTER HP THINK JET	3003S69337
187	PRINTER HP THINK JET	3003S67532
188	PRINTER HP THINK JET	3043S89121
189	PRINTER HP THINK JET	3043S89949
190	PRINTER HP THINK JET	3050S82597
191	PRINTER HP THINK JET	3124S91815
192	PRINTER HP THINK JET	2507S40046
193	PRINTER HP THINK JET 2225C	2538S40252
194	PRINTER HP THINK JET 2225C	2628S40252
195	PRINTER HP THINK JET 2225C	3115S94182
196	PRINTER HP THINK JET 2225D	2913S40734
197	PRINTER HP THINK JET 2225D	2913S40742
198	PRINTER HP THINK JET 2225D	2913S40843
199	PRINTER HP THINK JET 2225D	2913S82576
200	PRINTER LASER JET	NONE
201	PRINTER OLYMPIA ELECTRONIC	4400970
202	PRINTER SHARP LASER	3602683
203	PRINTER SHARP LASER	3603503
204	PRINTER SHARP LASER	NONE