

**AGENDA**

**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT**

**BOARD OF TRUSTEES**

August 28, 2002

**UNUSUAL DATE**

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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- ☐ Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

- 6:36
- 1. Roll Call Administrative Assistant *all present*
  - 2. Adoption of Agenda *Wood/Burr*

*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 August 1, 2002 Regular Meeting. Gae / Gerbe

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

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

*Saunders - SDOCA*

*Gae - Orientation for new members  
Gae - no  
Drew's memo*

6. Trustee Reports

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

7. Library Director Report

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

8. Placentia Library Foundation Board of Directors Report

CLAIMS (Items 9 - 12) Pagg / Gae

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.

*SDWCA ends  
July 1, 2003  
1  
Central board  
meeting 2005  
July 1*

↓  
Place on  
Oct Agenda

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

Claims 4292, 4296, 4297, 4298, 4299 and 4300 forwarded by Library Director for a total of \$19,840.20 during this report period.

11. Current Claims and Payroll (Approve)

Claims 4301, 4302 and 4303 for a subtotal for Claims of \$24,061.91; and Payrolls 4304 for \$27,735.00 and 4305 for \$27,735.00 for a subtotal for Payrolls of \$55,470.00; with a combined total of Claims and Payroll of \$79,531.91.

12. FY2002-2003 Cash Flow Analysis through August 21, 2002 and recommendation no funds be transferred at this time. (Receive & File)

**FINANCIAL REPORTS (Items 13 - 18)**

Paggs / Bee  
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 July 2002 (Receive & File)  
14. Office General Ledger & Check Registers for July 2002 (Receive & File)  
15. Acquisitions Report for July 2002 (Receive & File)  
16. Collection Agency Report for July 2002 (Receive & File)  
17. Debit Card System Reimbursement Report for July 2002 (Receive & File)  
18. Gifts Report for July 2002 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 19 – 37)**

Gar / Geoble  
Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 – 37 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 July 2002 (Receive & File)  
20. Personnel Report for July 2002 (Receive, File, and Ratify Appointments)

21. Volunteer Report for July 2002 (Receive & File)
22. Circulation Report for July 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 on the Two Percent Assessment Appeals Case. (Receive & File)
26. Notice and Agenda for the quarterly meeting of the Independent Special Districts of Orange County (ISDOC) to be held on Thursday, August 29, 2002 at 11:30 A.M. at the Municipal Water District of Orange County Headquarters. Trustee Wood, the Board's ISDOC delegate, is unable to attend. (Receive & File)
27. Status Report on Staff Appreciation Dinner scheduled for Thursday, August 8, 2002 at 6:30 P.M. at the home of Sandra and Allan Stark. (Receive & File)
28. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2001-2002 (Receive & File)
29. Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 2001-2002 (Receive & File)
30. Annual Report to the State Library of California for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2001-2002 (Receive & File)
31. California Library Outlets Survey 2001-2002 for Placentia Library District as submitted to the California State Library on August 15, 2002 (Receive & File)
32. Letter from the State Library of California dated July 26, 2002 awarding a grant of \$85,000 to Placentia Library District for the Fiscal Year 2002-2003 English Language and Literacy Intensive (ELLI) Program; and a copy of the Claim Form that was submitted to the State Library on August 1, 2002. (Receive & File)
33. Letter of Authorization for Munson, Cronick & Associates, CPA to conduct the Fiscal Year 2001-2002 Financial Audit for Placentia Library District that was signed and returned to Munson, Cronick & Associates by the Administrative Assistant on June 23, 2002 without discussion with the Library Director. (Receive & File and Ratify Signature by the Library Assistant)
34. Letter from Sweetwater Authority, Chula Vista dated July 12, 2002 requesting the District's support of James "Ski" Wolniewicz for election to the California Special District's Association Board of Directors, Region 6.
35. Letter from S. R. "Al" Lopez, Western Municipal Water District dated July 24, 2002 requesting the District's support of his election to the California Special District's Association Board of Directors, Region 6.
36. Ratification of the Request and Authorization for Services Regarding "GUST" Restatement and EGTRRA Amendment dated July 16, 2002 for Placentia Library District's Money Purchase Pension Plan managed by National Retirement Services. (Receive & File)

37. Final Report to the Special District Workers' Compensation Authority for Fiscal Year 2001-2002 as submitted on August 5, 2002. (Receive & File)

**CONTINUING BUSINESS**

38. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

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

39. Public Hearing for Fines & Fees Policy

Presentation: Library Director Minter  
Recommendation: Receive and File the Proof of Publication for the re-notice of public hearing for the Proposed Fines and Fees Schedule for 2002-2003 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 15, 2002; and

Conduct the Public Hearing on the Policy as published; and

Finalize Fines and Fees Schedule for 2002-2003; and

Adopt motion to read Resolution 02-6 by title only; and

Motion to adopt Resolution 02-6

*Sandra / Peggy*

*open hearing closed*

*Sandra / Peggy*

*Peggy / Sandra*

40. Public Hearing for Fiscal Year 2002-2003 Budget

Presentation: Library Director Minter  
Recommendation: Receive and File the Proof of Publication for the Notice of Public Hearing for the Proposed Budget for 2002-2003 Fiscal Year for the Placentia Library District that was published in the *Placentia News Times* on August 15, 2002; and

Conduct Public Hearing on the Budget for Fiscal Year 2002-2003 as published; and

Finalize Placentia Library District Budget for all Funds for 2002-2003 Fiscal Year; and

Motion to read Resolution 02-7 by title only; and

Motion to adopt Resolution 02-7

*Sandra / Peggy*

*open hearing closed*

*Sandra / Peggy*

*Sandra / Peggy*

**NEW BUSINESS**

- 41. California Special Districts Association (CSDA) Board Election. The District needs to select a candidate to vote for in the CSDA Board Election. The vote is taken by a mail ballot that is due at the CSDA Office by Thursday September 19, 2002.

Presentation: Library Board President *Ray/Gua*  
 Recommendation: Determine the District's vote in the CSDA Board Election; and  
 Authorize the Library Director to complete, sign and submit the ballot to CSDA on the District's behalf.

*skid*

- 42. Temporary Reclassification of Circulation Supervisor (Amnah Darwish) from Library Assistant to Librarian I effective July 23, 2002.

Presentation: Library Board President *Gua / Darwish*  
 Recommendation: Reclassify Circulation Supervisor Position from Library Assistant to Librarian I effective July 23, 2002 and continuing for as long as Amnah Darwish is in this position.

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

Presentation: Library Director *Sawyer/Gua*  
 Recommendation: Authorize the Library Director to establish a payroll checking account at Wells Fargo Bank and to close the payroll checking account at Bank of America; and  
 Authorize the Library Director to withdraw the Payroll Savings Account funds at Bank of America and deposit them in the Payroll CD Savings Account at Cal Fed Bank. *Gua/Goff*

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

Presentation: Library Director *Gua / Ray*  
 Recommendation: Authorize change in the single signature authorization for all bank accounts from \$150 to \$500 effective immediately

- 45. Travel Authorizations for Cal Card orientation and training in Sacramento on September 12, 2002, California Special Districts Association Annual Conference in San Diego, September 24-25, 2002, and Guadalajara International Book Fair, Mexico, November 30-December 8, 2002.

Presentation: Library Director  
 Recommendation: Approve travel to the Cal-Card Program and Accounting Overview in Sacramento for Elizabeth Minter on September 12, 2002 at a cost not to exceed \$292 to be paid from the General Fund; and

*Gua/Gua*

*oppo - Sunde*

*Smith/Gann*

Approve travel to the Annual Conference of the California Special Districts Association in San Diego from September 24 to 26, 2002 for Elizabeth Minter at a cost not to exceed \$885 to be paid from the General Fund; and

*Smith/Gann*

Approve travel to the Guadalajara International Book Fair in Mexico from November 30 through December 6, 2002 for Cyrise Smith at a cost not to exceed \$880 to be paid from the General Fund and Ann Margaret Webb at a cost not to exceed \$880 to be paid from the ELLI Grant.

**STAFF REPORTS (Items 46 - 51)**

*Smith/Pages + Gann*

*no - Saunders*

*Items 44 - 49 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.*

- 46. Program Committee Report for July 2002 (Roberts)
- 47. Children's Services Report for July 2002 (Smith)
- 48. Placentia Library Literacy Services Report for July 2002 (Roberts)
- 49. Placentia Library Web Site Report for July 2002 (Frizell)
- 50. Publicity Materials Produced in July 2002. (Rakos)
- 51. Safety Committee Minutes for July 2002 (Matas)

**ADJOURNMENT**

- 52. Agenda Preparation for the September Regular Meeting, which will be held on Wednesday, September 18, 2002 at 6:30 P.M.
- 53. Review of Action Items.

*date 3 Oct meet. Oct 1-13 (16) 30*

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

- 54. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the August 21, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 15, 2002.

*E D Minter*





**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 1, 2002**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 1, 2002 at 2:08 P.M..

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

**Members Absent:** Trustee Peggy Dinsmore.

**Others Present:** Interim Administrative Assistant Erin M. Fregeau, Friends Board Representative Eleanore Rankin.

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

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

Trustee Dinsmore arrived at 2:10 P.M.

**MINUTES** Friends Board Member Rankin requested that the Minutes of the June 19, 2002 Regular Meeting be corrected on page 4 to state a "grant" was requested, not a "gront". Trustee Wood requested that page 6 be corrected from 2,8% to 2.8%. Trustee Stark requested that on page 7 her name be eliminated from AYES due to her absence from the meeting.

It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the June 19, 2002 Regular Meeting as corrected.

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

**ORAL COMMUNICATIONS** No members of the public requested to address the Board.

**PRESIDENT'S REPORT** President Shkoler did not address the Board.

**TRUSTEE'S REPORT** Trustee Stark informed the board of the merging of insurance information groups. By the end of the summer, a reorganization of the insurance groups will take place forming a new board structure. This includes a revision changing the committee district holding position to

an individual holding position. Members of the insurance groups will have the choice whether to approve this new structure and merge or to decline it and drop out of the program.

**LIBRARY  
DIRECTORS  
REPORT**

Library Director Minter announced the hiring of two new employees, Amnah Darwish, Circulation Supervisor and Erin Fregeau, substitute and Interim Administrative Assistant.

Library Director Minter then deferred her report to the financial issues.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

Friends Board Member Rankin reported that the silent auction set up in the lobby of the library made \$95 for the volunteer program. She also reported that all volunteer hours scheduled during library hours were filled within a month.

**HISTORY ROOM  
COMMITTEE  
REPORT**

No one was present to represent the Placentia Library Placentia History Room Committee.

**CLAIMS**

It was moved by Trustee Wood, seconded by Trustee Stark to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director:

FY 2001-2002: Claims 4275, 4276, 4277, 4278, 4279 and 4280 for a total of \$18,029.52.

FY 2002-2003: Claims 4281, 4282, 4283, 4284, 4285, 4286, 4287, 4288, 4289, 4290, and 4291 for a total of \$52,781.83.

Payroll Claims: 4293 for \$27,735.00, 4294 for \$27,735.00 and 4295 for \$27,735.00 for a subtotal for Payrolls of \$83,205.00.

A total for all claims and payroll is \$154,016.35.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**FINANCIAL  
REPORTS**

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

Financial Reports for June 2002

Acquisitions Report for FY 2001-2002

Collection Agency Report for July 2002

Debit Card System Reimbursement Report for June 2002

Gifts Report for June 2002

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Stark to receive and file Agenda Items 19-27

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

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

Volunteer Report for June 2002 (Receive & File)

Circulation Report for July 24, 2002 (Receive & File)

Status Report on the Two Percent Assessment Appeals Case dated July 24, 2002. (Receive & File)

State Budget Update dated July 19, 2002. (Receive and File)

Memo dated June 14, 2002, from the Local Area Formation Commission (LAFCO), Orange County, regarding the final budget for FY 2002-2003. (Receive & File)

Status Report on Staff Appreciation Dinner scheduled for Thursday, August 8, 2002, at 6:30 PM at the home of Sandra and Allan Stark. (Receive and File)

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

Break was taken from 2:46 P.M. to 3:05 P.M..

**LEGISLATIVE**

Library Director Minter reported that there is still no action taken on the State Budget. She also reported that Board members will soon directly

- ISSUES** receive emails from the library of CA board meeting. The meeting covered several issues of interest that will be in the emails.
- OPERATING BUDGET** Library Director Minter reported that there have been no changes in the status of the budget since the last meeting. She also reported a property tax increase of 8% in the city of Placentia.
- DIRECTORS ANNUAL REPORT** The Directors Annual Report was discussed in closed session. It was reviewed, received and filed.
- HUNSAKER MEMORIAL** It was agreed to place a plaque in the children's area near the artwork by Mrs. Hunsaker in memoriam of both Mr. And Mrs. Hunsaker. In addition to this, books will be purchase in their name.
- STAFF REPORTS** It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 31-36.
- Program Committee Report for June 2002.
  - Children's Services Report for July 17, 2002.
  - Placentia Library Literacy Services Report for July 9, 2002.
  - Placentia Library Web Site Report for July 24, 2002.
  - Publicity Materials produced for June 2002.
  - Safety Committee Minutes for June 2002.
- AYES: Braun, Dinsmore, Shkoler, Stark, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None
- AGENDA PREPARATION** The August Agenda is to include a public hearing of the budget.
- AUGUST MEETING ADJOURNMENT** The August Regular Library Board Meeting will be held on Wednesday, August 21, 2002 at 6:30 P.M. in the Library Conference Room.

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Geoff Braun  
Secretary  
Library Board of Trustees

# Placentia Library Board Calendar

August 2002 - July 2003

Aug 2002						
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## August

- 8 6:30 PM Staff Appreciation Dinner at the home of Sandra Allan Stark
- 11 1:00 PM Friends Book Sale
- 18 IFLA Conference, Glasgow, through Aug 24
- 21 6:30 PM Library Board Meeting

## September

- 1 Library Closed for Monday Holiday
- 2 Library Closed for Labor Day
- 8 1:00 PM Friends Book Sale
- 9 7:00 PM Friends Board Meeting, Dinsmore
- 18 6:30 PM Library Board Meeting

- 24 CSDA Annual Conference, San Diego, through Sep 26
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## October

- 7 7:00 PM Friends Board Meeting, Shkoler
- 12 9:00 AM Heritage Parade

- 13 1:00 PM Friends Book Sale
- 23 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

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W. J. ...

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# Placentia Library Board Calendar

August 2002 - July 2003

Aug 2002						
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Dec 2002						
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Jan 2003						
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## January

- 6 7:00 PM Friends Board Meeting, Wood
- 17 5:30 PM Chamber Mixer
- 22 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 ALA Midwinter Meeting, Philadelphia, through Jan 29  
10:41 AM ALA Midwinter, Philadelphia, through January 29

## February

- 3 7:00 PM Friends Board Meeting, Dinsmore
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 3 7:00 PM Friends Board Meeting, Shkoler
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

## April

- 7 7:00 PM Friends Board Meeting, Stark
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 5 7:00 PM Friends Board Meeting, Braun
- 21 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Library Closed for Monday Holiday
- 26 Library Closed for Memorial Day

## June

- 2 7:00 PM Friends Board Meeting, Wood
- 18 6:30 PM Library Board Meeting
- 19 10:40 AM American Library Association, Toronto, through June 25
- 26 2:36 PM ALA Annual Conference, Toronto, through July 3  
7:15 AM Placentia Chamber of Commerce Breakfast

Feb 2003						
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Apr 2003						
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19	20	21	22	23	24	25
26	27	28	29	30		

May 2003						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2003						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul 2003						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
August 28, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
August 28, 2002

DATE	CLAIM NUMBER	AMOUNT
July 24, 2002	4292	8,902.89
July 24, 2002	4296	2,147.84
August 5, 2002	4297	1,270.22
August 6, 2002	4298	1,682.01
August 14, 2002	4299	665.69
August 20, 2002	4300	5,171.55
TOTAL BY LIBRARY DIRECTOR		<u>\$ 19,840.20</u>

Prepared by : Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/28/02 Agenda Item 10  
REPORT NO 429 Page 2 of 7

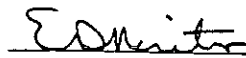
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	8/1/02-9/1/02		0300	00		4,353.45		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	8/1/02-9/1/02		0300	00		86.35		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	8/1/02-8/31/02		0300	00		465.70		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	8/1/02-9/1/02		0300	00		251.75		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	7/7/02 335-253-2062		0700	01		246.66		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-07-834		1400	00		3,078.00		
N22262 Disaster Kleenup/Better Floors 201 W. Santa Fe Ave. Placentia, CA 92870	20858		1400	00		430.98		

The claims listed above (totaling \$8,912.39) 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

07/24/02  
4296  
Agenda Item 10  
Page 3 of 7

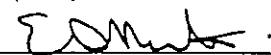
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	800719		1800	00		109.57		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	7/21/02		1800	00		900.45		
			1800	08		32.84		
						933.29		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA 90060-0062	7/19/02 7/8/02-12/23/02		2400	04		96.00		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	3153125		2400	08		971.36		
N14905 SCLLN, Inc. c/o Jerry Edwards Santa Fe Springs City Library 11700 Telegraph Rd. Santa Fe Springs, CA 90670	7/16/02		2400	08		18.00		
N01074 Southern California Gas P.O. Box C Monterey Park, CA 91756	6/19/02-7/19/02		2800	00		19.62		

The claims listed above (totaling \$2,147.84) 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

2,147.84

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08 05 02  
REPORT NO 429  
Agenda Item 10  
Page 4 of 7

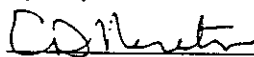
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	7/17/02 714-528-1906		0700	00		91.77		
	7/17/02 714-528-8236		0700	01		17.11		
						108.88		
N050301 AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	7/16/02 714-528-8236		0700	01		113.34		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35320		0700	05		215.50		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-01-72		1400	00		108.00		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	86532		1400	00		481.84		
N21533 Kelly Paper Co. 1441 E. 16th St. Los Angeles, CA 90021	197350		1800	00		88.42		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	061398		1800	00		27.50		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	612544		1800	00		126.74		

The claims listed above (totaling \$1,270.22) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

08/06/02  
4298  
Agenda Item 10  
Page 5 of 7


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	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	062768		1400	00		1,100.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1557		1900	00		42.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	8/1/01		1900	00		35.00		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N11713		2700	01		75.00		
N15075A Cynse Smith c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/16/02		2700	01		16.06		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/18/02-7/25/02		2700	01		15.33		
	7/3/02-7/15/02		2700	01		21.90		
						57.23		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	7/22/02		2800	00		376.72		

The claims listed above (totaling \$1,682.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


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	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev	Objt			Rev	Doc Number
			BS Acct					
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Aug 2, 2002 714-223-1698		0700	01		344.74		
	Aug 4 2002 714-524-8408		0700	08		38.75		
						383.49		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200208-42 200208-74		0700	02		19.95		
			1900	00		15.00		
						34.95		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	800719 Credit Memo		1800	00		109.57		
						-53.64		
						55.93		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20020801		1900	00		78.80		
N06671A MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	7/31/02		1900	00		105.00		
(Vendor Number not in File) Frank Frizell c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Aug 5, 2002		2700	09		7.52		

The claims listed above (totaling \$665.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



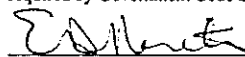
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	9/1/02-9/30/02		0300	00		599.20		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	9/1/02-10/1/02		0300	00		4,191.35		
N050301 AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	8/3/02 714-233-1698		0700	01		16.66		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Aug 7, 2002 335-253-2062		0700	01		349.74		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/31/02		2700	01		14.60		

The claims listed above (totaling \$5,171.55) 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  
August 28, 2002

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4301	12,601.46
	4302	9,746.58
	4303	<u>1,713.87</u>
TOTAL CURRENT CLAIMS		<u>24,061.91</u>
PAYROLL	4304	27,735.00
	4305	<u>27,735.00</u>
		<u>55,470.00</u>
	<b>TOTAL</b>	<b><u>79,531.91</u></b>

Prepared by: Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/24/02 Agenda Item 11  
REPORT NO 4301 Page 2 of 6

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
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55119		0700	00		8.20		
			1400	00		1,938.05		
			2800	00		5,961.61		
						7,907.86		
(New Vendor) Elron Software, Inc. P.O. Box 11306 Boston, MA 02211	041642		1300	01		175.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-08-976		1400	00		295.88		
			1400	00		557.16		
			1400	00		821.00		
						1,674.04		
N10221 The Chronicle Of Philanthropy PO Box 1989 Marion, OH 43306	8/31/02		1800	00		67.50		
N06896E Aspen Publishers Inc. PO Box 64054 Baltimore, MD. 21264-4045	52703983		1800	00		192.06		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	Jun & Jul 2002 Passport Reimb		1803	00		650.00		
N26230 National Retirement Services, Inc. File 56732 Los Angeles, CA 90074-6732	75669		1900	00		1,935.00		

The claims listed above (totaling \$12,701.46) 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

12,601.46

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
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	17962		1900	00		275.00		
N01861 Salem Press, Inc. P.O. Box 50062 Pasadena, CA 91115-0062	0321447-IN		2400	01		119.79		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U428175		2400	01		55.40		
	U428176		2400	01		12.99		
						68.39		
N14997 Berman 4611-F Assembly Drive Lanham, MD 20706-4391	10105740		2400	01		359.34		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	00705239		2400	01		135.06		
(vendor number not in file) Alldata P.O. Box 842568 Dallas, TX 75284-2568	13918096		2400	03		1,500.00		
(need vendor number) Proquest Information and Learning Dept. 77304 Detroit, MI 48277-0304	671468		2400	03		7,090.00		
(new vendor) Publisher's Weekly P.O. Box 16178 North Hollywood, CA 91615-6178	PW046798		2400	04		199.00		

The claims listed above (totaling \$9,746.58) 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

9,746.58

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
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	4916948P		2400	05		144.90		
N04780D Orange County Register P.O. Box 30217 Los Angeles, CA 90030-0217	8/17/01		2400	04		360.34		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Aug 6-19, 2002		2700	01		12.78		
N03660 Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	6/21/02-8/20/02 Office Petty Cash		1800	00		14.00		
N03660 Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	7/16/02-8/20/02 Petty Cash Check		0900	00		25.11		
			1400	00		5.33		
			1800	00		16.16		
			1900	00		30.00		
			2700	01		602.00		
			2700	03		41.00		
		4000	00		462.25			
						1,181.85		

The claims listed above (totaling \$1,713.87) 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

1,713.87

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	Aug 28, 2002 Pay period #6 Sep 6, 2002 Sep 19, 2002			0100 00		25,764.00		
	FICA			0200 00		1,971.00		
<b>PLEASE WIRE ON THURSDAY, SEPTEMBER 19, 2002</b>								

The claims listed above (totaling \$27,735.00) 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 \_\_\_\_\_

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	Aug 28, 2002 Pay period #7 Sep 20, 2002 Oct 3, 2002		0100	00		25,764.00		
	FICA		0200	00		1,971.00		
<b>PLEASE WIRE ON THURSDAY, OCTOBER 3, 2002</b>								

The claims listed above (totaling \$27,735.00) 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

27,735.00



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** August 28, 2002

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2002-2003 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2002-2003 is Attachment B.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through August 28, 2002.



Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/05/02	4297	General by Library Director		1,270.22	112,678.45
08/06/02	4298	General by Library Director		1,682.01	110,996.44
08/14/02	4299	General by Library Director		665.69	110,330.75
08/20/02	4300	General by Library Director		5,171.55	105,159.20
08/28/02	4301	General		12,601.46	92,557.74
08/28/02	4302	General		9,746.58	82,811.16
08/28/02	4303	General		1,713.87	81,097.29
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	53,362.29
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	25,627.29



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2002-2003

Date	Category	Amount
08/14/02	Prior Year Secured Taxes & Penalties #1 Jul	
08/15/02	Supplemental #1 Jul	
09/11/02	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/02	Supplemental #2 Aug	
09/19/02	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/02	Prior Year Secured Taxes & Penalties #3 Sep	
10/17/02	Supplemental #3 Sep	
11/13/02	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/02	Supplemental #4 Oct	
11/27/02	Current secured #1	7% - 10%
12/09/02	Homeowners Property Tax Relief	15%
12/11/02	Prior Year Secured Taxes & Penalties #5 Nov	
12/12/02	Current secured #2	14% - 18%
12/20/02	Current secured #3	20% - 24%
12/20/02	Supplemental #5 Nov	
01/08/03	Homeowners Property Tax Relief	35%
01/15/03	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/03	Unsecured collections at 12/31/02, #2	5% - 10%
01/22/03	Current secured #4	3% - 6%
01/22/03	Supplemental #6 Dec	
02/06/03	State-Assessed Public Utility, #1	49% - 50%
02/13/03	Prior Year Secured Taxes & Penalties #7 Jan	
02/21/03	Supplemental #7 Jan	
03/12/03	Prior Year Secured Taxes & Penalties #8 Feb	
03/21/03	Current secured #5	5% - 7%
03/21/03	Supplemental #8 Feb	
04/09/03	Unsecured collections at 03/31/03, #3	1% - 3%
04/16/03	Prior Year Secured Taxes & Penalties #9 Mar	
04/17/03	Supplemental #9 Mar	
04/18/03	Current secured #6	25% - 30%
05/08/03	Homeowners Property Tax Relief	35%
05/14/03	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/03	Supplemental #10 Apr	
05/21/03	Current secured #7	3% - 5%
05/22/03	State-Assessed Public Utility, #2	49% - 50%
06/09/03	Homeowners Property Tax Relief	15%
06/11/03	Prior Year Secured Taxes & Penalties #11 May	
06/19/03	Supplemental #11 May	
06/19/03	Unsecured collections at 05/31/03, Final	3% - 6%
06/20/03	Prior Year Unsecured	
07/17/03	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/18/03	Current secured final for FY03	1% - 3%
07/18/03	Supplemental, FY03 #12 Jun	
07/22/03	Delinquent Supplemental, FY03	
07/23/03	Secured Teeter Actual Final Delinquencies, FY01	2% - 4%



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 August 28, 2002

	Fiscal Year 2001-2002						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-01	116,469.13	9,851.91	83,082.86	295,366.21	9,613.35	514,383.46	219,017.25
31-Aug-01						0.00	0.00
30-Sep-01						0.00	0.00
31-Oct-01						0.00	0.00
30-Nov-01						0.00	0.00
31-Dec-01						0.00	0.00
31-Jan-02						0.00	0.00
28-Feb-02						0.00	0.00
31-Mar-02						0.00	0.00
30-Apr-02						0.00	0.00
31-May-02						0.00	0.00
30-Jun-02						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 2001-2002						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
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	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31
31-May-02	116,481.52	9,852.96	83,091.70	500,101.04	9,614.37	719,141.59	219,040.55
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
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

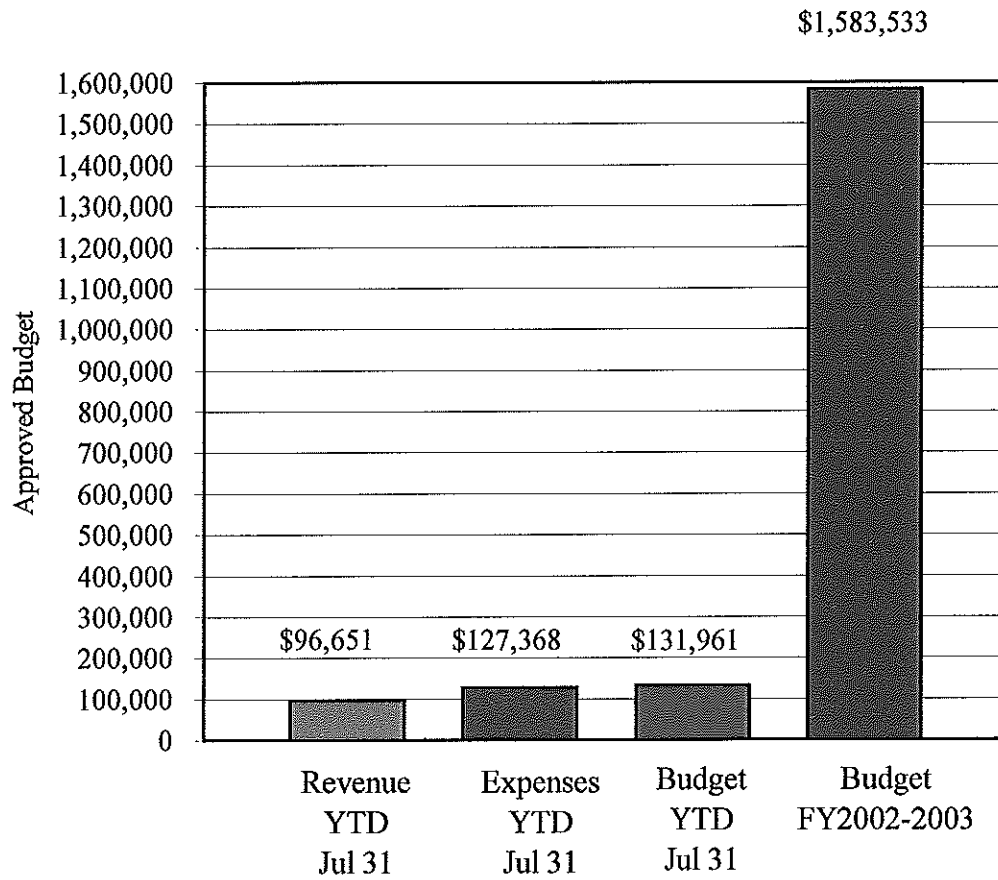


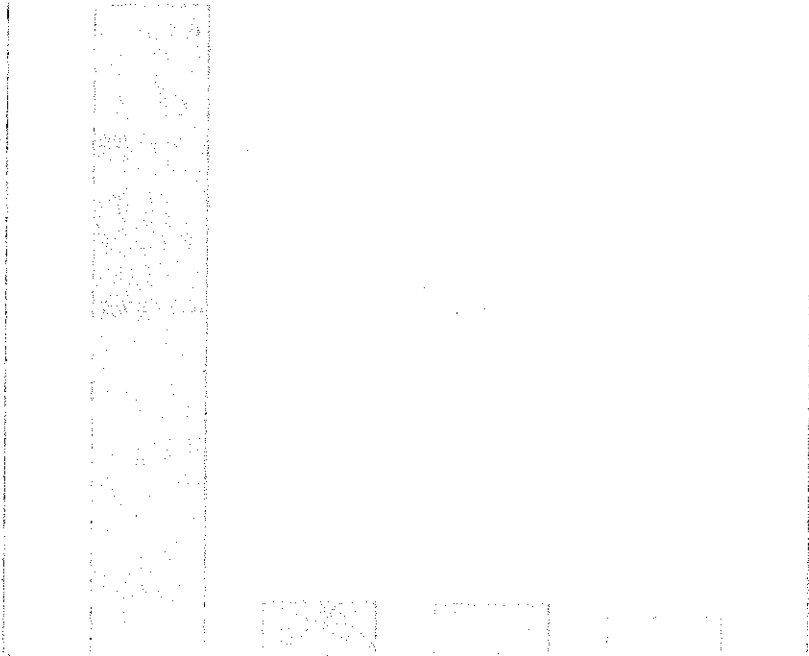


# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2002 - 2003

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	0.00	13,876.41	0.00	13,876.41	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	0.00	13,876.41	0.00	13,876.41	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	1.97	0.00	1.97	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	14,166.49	12,031.41	
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	14,824.78	0.00	14,824.78	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	28,991.27	12,031.41	28,991.27	12,031.41	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	2,368.45	0.00	2,368.45	0.00	6.77%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	1,746.82	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	2,368.45	1,746.82	2,368.45	1,746.82	6.77%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	1,363.50	1,302.90	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	32,725.19	28,957.54	32,725.19	28,957.54	2.68%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	10.17	0.00	10.17	0.00	0.05%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	10.17	0.00	10.17	0.00	0.05%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	0	0.00	0.00	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	54,000.00	0.00	54,000.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	54,000.00	0.00	54,000.00	0.00	36.94%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	1,944.43	1,746.57	1,944.43	1,746.57	6.48%
7670-01	Local Revenue -- Passport	150,000	7,971.65	4,314.83	7,971.65	4,314.83	5.31%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	9,916.08	6,061.40	9,916.08	6,061.40	5.51%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	36,449.18	0.00	36,449.18	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	96,651.44	71,468.12	96,651.44	71,468.12	6.10%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	50,124.00	49,612.00	50,124.00	49,612.00	7.24%
0200	Retirement (Social Security & Pension Contribution)	98,103	3,798.00	3,798.00	3,798.00	3,798.00	3.87%
	Health & Life Insurance/Blue Shield CA	48,584	3,854.61	2,150.74	3,854.61	2,150.74	7.93%
	Long Term Disability/CNA	3,903	522.30	212.65	522.30	212.65	13.38%
	Life Insurance/Fortis & Protective Life	2,194	86.35	84.70	86.35	84.70	3.94%
	Vision Service Plan/VSP	2,886	233.36	230.74	233.36	230.74	8.09%
	Dental/Ameritas	6,918	465.70	0.00	465.70	0.00	6.73%
0300	Total Employee Insurance	64,484	5,162.32	2,678.83	5,162.32	2,678.83	8.01%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	2,733.00	0.00	2,733.00	0.00	24.19%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	61,817.32	56,088.83	61,817.32	56,088.83	7.14%
0700-00	Communications - Telephone	4,000	126.57	132.73	126.57	132.73	3.16%
0700-01	Communications - Modem/Fax	6,000	649.51	74.41	649.51	74.41	10.83%
0700-02	Communications - Internet/Database	2,500	19.95	34.95	19.95	34.95	0.80%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	215.50	215.00	215.50	215.00	7.98%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	4.17	57.36	4.17	57.36	0.83%
	Total Communications	15,950	1,015.70	514.45	1,015.70	514.45	6.37%
0900-00	Food - General Fund	100	42.95	0.00	42.95	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	28.69	0.00	28.69	0.00	
	Total Food	600	71.64	0.00	71.64	0.00	11.94%
1000-00	Household Expense	5,000	1,482.41	0.00	1,482.41	0.00	29.65%
1100-00	Insurance - Liability	6,506	7,505.58	5,279.54	7,505.58	5,279.54	115.36%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	66.92	0.00	66.92	0.00	1.49%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,000.00	0.00	5,000.00	0.00	43.48%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	66.93	0.00	66.93	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	5,133.85	0.00	5,133.85	0.00	29.34%
	HVAC						
	Carpet Cleaning	2,500	3,186.00	201.00	3,186.00	201.00	127.44%
	Groundskeeping, City of Placentia	3,500	430.98	0.00	430.98	0.00	12.31%
	Plumbing	30,000	2,212.47	1,782.18	2,212.47	1,782.18	7.37%
	Electrical	1,800	333.86	0.00	333.86	0.00	18.55%
	Cleaning Service	1,500	0.00	0.00	0.00	0.00	0.00%
	Locksmith	13,700	1,100.00	950.00	1,100.00	950.00	8.03%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Building & Grounds	58,200	7,263.31	2,933.18	7,263.31	2,933.18	12.48%
1400-00							
1600-00	Memberships - General Fund	3,750	0.00	35.00	0.00	35.00	0.00%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	140.00	480.00	140.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	480.00	175.00	480.00	175.00	10.91%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071

(Prepared from the Orange County Auditor's Report)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
1800-00	Library Supplies	10,000	477.02	1,030.87	477.02	1,030.87	4.77%
	Printing	10,000	602.32	157.09	602.32	157.09	6.02%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	0.00	925.27	0.00	925.27	0.00%
	Paper	1,700	64.67	93.92	64.67	93.92	3.80%
	Drinking Water Service	325	27.50	26.00	27.50	26.00	8.46%
	Other Office Supplies	8,500	1,562.78	458.66	1,562.78	458.66	18.39%
	Total Office Supply Expense - General Fund	32,025	2,734.29	2,691.81	2,734.29	2,691.81	8.54%
1800-07	ELLI Grant Supply Expense	2,611	0.00	0.00	0.00	0.00	
1800-08	Printing	1,500	0.00	0.00	0.00	0.00	
	Publications	0	0.00	649.30	0.00	649.30	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	32.84	0.00	32.84	0.00	
	Total Adult Literacy Office Supply Expense	5,000	32.84	649.30	32.84	649.30	0.66%
1800-09	Supply Expense Families for Literacy	500	0.00	0.00	0.00	0.00	
	Total Office Expense	40,136	2,767.13	3,341.11	2,767.13	3,341.11	6.89%
1803-00	Postage Expense - General Fund	5,500	934.05	250.00	934.05	250.00	16.98%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	934.05	250.00	934.05	250.00	16.68%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	35.00	35.00	35.00	35.00	8.33%
	Pension Contribution & Operating Expenses	7,500	1,176.38	1,176.38	1,120.35	1,176.38	14.94%
	Anaheim Consortium Automated Library System	31,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	37.71	37.71	37.71	37.71	7.48%
	Interest Allocation & T: x Collection Charges by Orange County	9,100	1,035.42	30.08	1,035.42	30.08	11.38%
	Advertising (Including WEB Site)	2,000	445.80	0.00	445.80	0.00	22.29%
	Medical Exams	750	157.50	52.50	157.50	52.50	21.00%
	Collection Services - Accounts Receivable	2,500	206.16	184.09	206.16	184.09	8.25%
	Audit & Accounting Services	5,250	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	3,250	243.60	253.70	243.60	253.70	7.50%
	Election Expenses	8,000	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)	17,500	310.00	0.00	310.00	0.00	1.77%
1900-00	Total Specialized Services - General Fund	87,774	3,591.54	1,769.46	3,591.54	1,769.46	4.09%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	2,575.63	0.00	2,575.63	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	290.00	200.00	290.00	200.00	3.05%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	0.00	0.00	0.00	0.00	0.00%
	Total Specialized Services	110,774	3,881.54	4,545.09	3,881.54	4,545.09	3.50%
2000-00	Legal Notices - General Fund	650	0.00	0.00	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	650	0.00	0.00	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)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	7,418.32	7,366.79	7,418.32	7,366.79	6.14%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	1,672.48	5,091.79	1,672.48	5,091.79	1.15%
2400-02	Special Department Expense - Video	0	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	16,201.50	15,845.34	16,201.50	15,845.34	
2400-04	Special Department Expense - Periodicals	0	96.00	172.20	96.00	172.20	
2400-05	Special Department Expense - Audio	0	278.75	309.43	278.75	309.43	
2400-07	Special Department Expense - ELLJI Grant	5,900	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	0.00	989.36	0.00	49.47%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	19,238.09	21,418.76	19,238.09	21,418.76	12.54%
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	280.10	21.75	280.10	21.75	11.20%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	1,182.85	443.12	1,182.85	443.12	15.77%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	126.00	0.00	126.00	0.00	25.20%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	1,000	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	320.00	73.84	320.00	73.84	32.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	14,500	1,908.95	538.71	1,908.95	538.71	13.17%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	3,338.44	3,063.28	3,338.44	3,063.28	5.30%
	Gas	5,000	19.62	324.93	19.62	324.93	0.39%
	Water	3,750	365.91	317.97	365.91	317.97	9.76%
	Total Utilities	71,750	3,723.97	3,706.18	3,723.97	3,706.18	5.19%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>625,726</b>	<b>62,824.54</b>	<b>50,068.81</b>	<b>62,824.54</b>	<b>50,068.81</b>	<b>10.04%</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	0.00	1,908.07	0.00	1,908.07	0.00%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	2,726.01	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	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	21,000	2,726.01	1,908.07	2,726.01	1,908.07	12.98%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>21,000</b>	<b>2,726.01</b>	<b>1,908.07</b>	<b>2,726.01</b>	<b>1,908.07</b>	<b>12.98%</b>
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	<b>TOTAL EXPENSES</b>	<b>1,583,533</b>	<b>127,367.87</b>	<b>108,065.71</b>	<b>127,367.87</b>	<b>108,065.71</b>	<b>8.04%</b>

08/13/02

**Placentia Library District**  
**Balance Sheet**  
 As of July 31, 2002

	<u>Jul 31, '02</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,112.71
County Exempt - Savings	868.82
General Fund - Checking	4,760.34
General Fund - Savings	7,411.11
Literacy Fund - Savings	7,491.72
Payroll Checking	-2,606.54
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)	2,396.78
Payroll Savings (Int CDs)	5,164.65
Total Checking/Savings	<u>61,599.59</u>
Total Current Assets	<u>61,599.59</u>
<b>TOTAL ASSETS</b>	<u><u>61,599.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	15,122.78
Total Capital	70,035.89
Net Income	-23,559.08
Total Equity	<u>61,599.59</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>61,599.59</u></u>

# Placentia Library District Profit & Loss by Class July 2002

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Cash Register - Copy Cards	110.95	0.00	0.00	0.00	110.95
COE Copy Machine Income	64.75	0.00	0.00	0.00	64.75
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	1.34	0.00	0.00	0.00	1.34
COE Life Insur Suplmt(EDM)	59.82	0.00	0.00	0.00	59.82
COE Meeting Room Income	190.00	0.00	0.00	0.00	190.00
COE Miscellaneous Income	1,500.00	0.00	0.00	0.00	1,500.00
COE Passport Chck Reimbursement	2,987.65	0.00	0.00	0.00	2,987.65
COE Staff Appreciation Reimb	40.00	0.00	0.00	0.00	40.00
GF Cash Register - Fines	0.00	1,592.63	0.00	0.00	1,592.63
GF Cash Register - Lost Items	0.00	413.97	0.00	0.00	413.97
GF Cash Register - Reserves	0.00	102.00	0.00	0.00	102.00
GF Interest Inc - Checking	0.00	10.25	0.00	0.00	10.25
GF Miscellaneous Income	0.00	103.03	0.00	0.00	103.03
GF Passport Revenue	0.00	10,304.43	0.00	0.00	10,304.43
GF State Library Grants	0.00	54,000.00	0.00	0.00	54,000.00
GF Transfers from County	0.00	4,471.07	0.00	0.00	4,471.07
GF Typewriter Income	0.00	2.40	0.00	0.00	2.40
LIT Interest Inc - Savings	0.00	0.00	4.77	0.00	4.77
PA Wire Transfer from County	0.00	0.00	0.00	53,922.00	53,922.00
PA Wire Transfer from Paychex	0.00	0.00	0.00	1,761.16	1,761.16
<b>Total Income</b>	<b>5,954.51</b>	<b>70,999.78</b>	<b>4.77</b>	<b>55,683.16</b>	<b>132,642.22</b>
<b>Expense</b>					
COE Bank fees	80.44	0.00	0.00	0.00	80.44
COE Child's Summer Rding Prgm	970.69	0.00	0.00	0.00	970.69
COE Children's Other	119.66	0.00	0.00	0.00	119.66
COE Copler Maintenance Contract	253.25	0.00	0.00	0.00	253.25
COE Friend's Director's Fund	219.18	0.00	0.00	0.00	219.18
COE Office Expense	45.00	0.00	0.00	0.00	45.00
COE Passport Expenses	3,893.65	0.00	0.00	0.00	3,893.65
COE Transfer to COE Checking	1,500.00	0.00	0.00	0.00	1,500.00
COE Transfer to GF Savings	180.00	0.00	0.00	0.00	180.00
GF Bank Fees	0.00	20.00	0.00	0.00	20.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Debit Card Usage Bank Exp	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	692.07	0.00	0.00	692.07
GF Postage	0.00	26.17	0.00	0.00	26.17
GF Printing	0.00	64.65	0.00	0.00	64.65
GF Return Check Item & Fees	0.00	15.00	0.00	0.00	15.00
GF Transfers to County	0.00	63,358.50	0.00	0.00	63,358.50
GF Travel Staff	0.00	325.00	0.00	0.00	325.00
GF Travel Trustees	0.00	35.00	0.00	0.00	35.00
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	35.63	35.63
PA Empl 457 Plan Contribution	0.00	0.00	0.00	3,014.81	3,014.81
PA Employee Benefits	0.00	0.00	0.00	498.84	498.84

Placentia Library District  
 Profit & Loss by Class  
 July 2002

08/13/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Employee Insurance	0.00	0.00	0.00	59.82	59.82
PA Employer Payroll Taxes	0.00	0.00	0.00	24,681.44	24,681.44
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Salaries	0.00	0.00	0.00	55,038.50	55,038.50
<b>Total Expense</b>	<b>7,261.87</b>	<b>64,826.39</b>	<b>0.00</b>	<b>84,113.04</b>	<b>156,201.30</b>
<b>Net Income</b>	<b>-1,307.36</b>	<b>6,173.39</b>	<b>4.77</b>	<b>-28,429.88</b>	<b>-23,559.08</b>

# Reconciliation Report

County Exempt - Checking account reconciled for the period ending 08/13/2002

## Cleared Transactions

Previous Balance		2,159.99
Cleared Checks and Payments	84 Items	-5,984.53
Cleared Deposits and Other Credits	30 Items	5,797.25
Cleared Balance		1,972.71

## Uncleared Transactions

Uncleared Checks and Payments	43 Items	-3,453.46
Uncleared Deposits and Other Credits	9 Items	1,511.50

## New Transactions

Account Balance as of 08/13/2002 (statement closing date)		30
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		30.75

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
07/31/2002			Service Charge	County Exempt - Checking	X	-33.50
07/03/2002	3453	Sandii Castleberry Daigh	SRP Performer. 7/3/02; I...	County Exempt - Checking	X	-150.00
07/10/2002	3454	David Skale	SRP Performer: Inv. 2/4/...	County Exempt - Checking	X	-175.00
06/24/2002	3467	Passport Services	Simpson Christian. dob 1...	County Exempt - Checking	X	-60.00
06/24/2002	3468	Passport Services	Janes Doyle Gish, dob 5/...	County Exempt - Checking	X	-80.00
06/24/2002	3476	Passport Services	Cecelia Rosa Rubalcaba ...	County Exempt - Checking	X	-93.65
06/24/2002	3477	Passport Services	Christopher Chase Lanca...	County Exempt - Checking	X	-60.00
06/24/2002	3478	Passport Services	James Harold Lake. dob ...	County Exempt - Checking	X	-80.00
06/24/2002	3479	M. F. Blouin	176886	County Exempt - Checking	X	-145.57
06/25/2002	3480	Passport Services	Fareh Salman 10/31/66	County Exempt - Checking	X	-80.00
06/26/2002	3481	Passport Services	Ryan Joseph Nash. dob 4...	County Exempt - Checking	X	-80.00
06/26/2002	3482	Passport Services	Kai-Yun Yu, dob 8/14/73	County Exempt - Checking	X	-80.00
06/26/2002	3483	Passport Services	German Orozco. dob 6/3/...	County Exempt - Checking	X	-80.00
06/26/2002	3484	Passport Services	Vito Anthony Nappi, dob...	County Exempt - Checking	X	-80.00
06/26/2002	3485	Passport Services	Patrick John Bedrosian, ...	County Exempt - Checking	X	-80.00
06/26/2002	3486	Passport Services	Thomas Daniel Anderson...	County Exempt - Checking	X	-80.00
06/26/2002	3487	Passport Services	Paul-Dean Martin, dob 9...	County Exempt - Checking	X	-45.00
06/26/2002	3488	Passport Services	Barbara Jane Windemuth...	County Exempt - Checking	X	-90.00
06/27/2002	3489	Passport Services	Myka Arreza Comia, dob...	County Exempt - Checking	X	-60.00
06/27/2002	3490	Elizabeth D Minter	CEO Director's Fund: 2 ...	County Exempt - Checking	X	-64.62
06/27/2002	3491	Passport Services	Anthony Jay Carney, dob...	County Exempt - Checking	X	-45.00
06/27/2002	3492	Passport Services	David Anthony Huerta, I...	County Exempt - Checking	X	-80.00
06/29/2002	3493	Passport Services	Day Van Huynh 5/25/35 ...	County Exempt - Checking	X	-90.00
06/30/2002	3494	Elizabeth D Minter	Director's Fund	County Exempt - Checking	X	-24.01
07/01/2002	3495	Passport Services	Isabel Maria Garcia-Harp...	County Exempt - Checking	X	-93.65
07/01/2002	3496	Passport Services	Sandy Wei Soo. dob 12/...	County Exempt - Checking	X	-90.00
07/24/2002	3498	Passport Services	Jennifer Michele Gogley ...	County Exempt - Checking	X	-90.00
07/02/2002	3499	Omnigrafix Printing	INV: A35200: SRP	County Exempt - Checking	X	-55.69
07/02/2002	3500	Passport Services	Cina Abedzadeh 4/13/82 ...	County Exempt - Checking	X	-90.00
07/02/2002	3501	Passport Services	Kyan Steven Behnood D...	County Exempt - Checking	X	-45.00
07/02/2002	3502	Passport Services	Arturo Martinez 10/20/86	County Exempt - Checking	X	-60.00
07/03/2002	3503	Christopher's Flowers	Herrera-Thomas: Direct...	County Exempt - Checking	X	-44.18
07/03/2002	3504	Passport Services	Sallie Sue Perumean, do...	County Exempt - Checking	X	-45.00
07/03/2002	3505	Passport Services	Bianca Isabella Jinanez ...	County Exempt - Checking	X	-60.00
07/04/2002	3506	Passport Services	Johnny Villalobos, Jr., d...	County Exempt - Checking	X	-60.00
07/04/2002	3507	Passport Services	Mansoureh Tavakol, dob...	County Exempt - Checking	X	-80.00
07/04/2002	3508	Passport Services	Maryam Sayar. dob 10/2...	County Exempt - Checking	X	-45.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
07/06/2002	3509	Passport Services	Juan Romero Rey, dob 6/...	County Exempt - Checking	X	-45.00
07/06/2002	3510	Passport Services	Monica Vanessa William...	County Exempt - Checking	X	-45.00
07/08/2002	3511	Passport Services	Cathy Juhn, dob 9/28/72	County Exempt - Checking	X	-45.00
07/08/2002	3512	Passport Services	Mark Anthony Tapia, do...	County Exempt - Checking	X	-80.00
07/09/2002	3513	S&S Worldwide	Invoices 3465040: 38365...	County Exempt - Checking	X	-119.66
07/09/2002	3514	Crestline	Ribbons for name badges	County Exempt - Checking	X	-175.00
07/09/2002	3515	Passport Services	Corey Allen Smith, DOB...	County Exempt - Checking	X	-80.00
07/09/2002	3516	Passport Services	Brandee Beth Bower, do...	County Exempt - Checking	X	-80.00
06/28/2002	3517	Passport Services	Richard Charles Stoll, do...	County Exempt - Checking	X	-45.00
07/11/2002	3518	Placentia Library General ...	To correct deposit of 6/4/...	County Exempt - Checking	X	-180.00
07/11/2002	3519	Passport Services	Corliss Martin, 4/22/70	County Exempt - Checking	X	-45.00
07/11/2002	3520	Passport Services	Noemi Zamarripa Medin...	County Exempt - Checking	X	-45.00
07/11/2002	3521	Passport Services	Babrielle Saasta, dob 2/2...	County Exempt - Checking	X	-45.00
07/11/2002	3522	Passport Services	Antonio Serrano, dob 3/2...	County Exempt - Checking	X	-45.00
07/13/2002	3525	Passport Services	Newman, Billy Leon D...	County Exempt - Checking	X	-45.00
07/14/2002	3526	Passport Services	Adrianna Cecilia Artin, d...	County Exempt - Checking	X	-90.00
07/14/2002	3527	Passport Services	Donny Michael Johnson...	County Exempt - Checking	X	-45.00
07/14/2002	3528	Passport Services	Chad Alan Griffin, dob 4...	County Exempt - Checking	X	-45.00
07/14/2002	3529	Passport Services	Alan Lee Cobb, dob 1/17...	County Exempt - Checking	X	-45.00
07/14/2002	3530	Passport Services	Christine Tran, dob 8/23/...	County Exempt - Checking	X	-60.00
07/15/2002	3531	Passport Services	Caitlin 8/12/94, Patrick 6...	County Exempt - Checking	X	-75.00
07/16/2002	3532	Passport Services	Theodore John Perumean...	County Exempt - Checking	X	-45.00
07/16/2002	3533	Passport Services	Todd Kevin Flores, dob ...	County Exempt - Checking	X	-45.00
07/16/2002	3534	Passport Services	Matthew Theodore-Hour...	County Exempt - Checking	X	-80.00
06/30/2002	3535	Passport Services	Terrance Lynn Pastian, d...	County Exempt - Checking	X	-80.00
07/17/2002	3536	Passport Services	Michael Won Suh, dob 9...	County Exempt - Checking	X	-80.00
07/17/2002	3537	Passport Services	Samantha Theresa Daly, ...	County Exempt - Checking	X	-45.00
07/17/2002	3538	Passport Services	Eric Jason Holliday, dob ...	County Exempt - Checking	X	-45.00
07/18/2002	3539	Passport Services	Adrian James Franco Lay...	County Exempt - Checking	X	-25.00
07/18/2002	3540	Passport Services	Erik Kaina Pereira 3/8/80	County Exempt - Checking	X	-80.00
07/20/2002	3541	Passport Services	Lan Tran, dob 8/10/35	County Exempt - Checking	X	-45.00
07/20/2002	3542	Passport Services	Jayne Sungeun Kim, dob...	County Exempt - Checking	X	-80.00
07/20/2002	3543	Passport Services	Elizabeth Grace Crumme...	County Exempt - Checking	X	-80.00
07/20/2002	3544	Passport Services	Michael John Frick, dob ...	County Exempt - Checking	X	-80.00
07/21/2002	3545	Passport Services	Timothy Francis Frick, d...	County Exempt - Checking	X	-80.00
07/22/2002	3546	Passport Services	Ryan Mangindaan, dob 1...	County Exempt - Checking	X	-80.00
07/22/2002	3547	Passport Services		County Exempt - Checking	X	-125.00
07/23/2002	3548	Passport Services	Ileana Ursulescu, dob 7/1...	County Exempt - Checking	X	-70.00
07/23/2002	3549	Passport Services	Oscar Sanchez, dob 9/12...	County Exempt - Checking	X	-45.00
07/23/2002	3550	Passport Services	Karen Kathleen Lawson, ...	County Exempt - Checking	X	-45.00
07/24/2002	3551	Passport Services	David Scott Paekard, dob...	County Exempt - Checking	X	-45.00
07/24/2002	3552	Passport Services	Ida Smith, dob 9/21/46	County Exempt - Checking	X	-45.00



### Reconciliation Report

County Exempt - Checking account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
07/24/2002	3553	Passport Services	Aldrin Cardona Visaya, ...	County Exempt - Checking	X	-45.00
07/24/2002	3554	Passport Services	Devon Lee Ames, dob 6/...	County Exempt - Checking	X	-80.00
07/27/2002	3555	Passport Services	Stanley Ronald Thornton...	County Exempt - Checking	X	-80.00
07/27/2002	3556	Passport Services	Louise Anne Thornton, d...	County Exempt - Checking	X	-80.00
07/27/2002	3557	Passport Services	Sergia Gonzalez, dob 8/1...	County Exempt - Checking	X	-80.00
Total Cleared Checks and Payments				84 Items		-5,984.53

Cleared Deposits and Other Credits:

06/30/2002		Deposit		County Exempt - Checking	X	90.00
07/01/2002		Deposit		County Exempt - Checking	X	1,000.00
07/01/2002		Deposit		County Exempt - Checking	X	95.00
07/02/2002		Deposit		County Exempt - Checking	X	84.80
07/03/2002		Deposit		County Exempt - Checking	X	68.00
07/05/2002		Deposit		County Exempt - Checking	X	230.00
07/08/2002		Deposit		County Exempt - Checking	X	90.00
07/09/2002		Deposit		County Exempt - Checking	X	3.95
07/10/2002		Deposit		County Exempt - Checking	X	2.85
07/11/2002		Deposit		County Exempt - Checking	X	110.00
07/11/2002		Deposit		County Exempt - Checking	X	368.65
07/12/2002		Deposit		County Exempt - Checking	X	90.85
07/14/2002		Deposit		County Exempt - Checking	X	60.00
07/15/2002		Deposit		County Exempt - Checking	X	63.50
07/16/2002		Deposit		County Exempt - Checking	X	14.85
07/16/2002		Deposit		County Exempt - Checking	X	500.00
07/17/2002		Deposit		County Exempt - Checking	X	166.10
07/18/2002		Deposit		County Exempt - Checking	X	113.95
07/18/2002		Deposit		County Exempt - Checking	X	20.00
07/22/2002		Deposit		County Exempt - Checking	X	300.00
07/22/2002		Deposit		County Exempt - Checking	X	84.55
07/22/2002		Deposit		County Exempt - Checking	X	206.00
07/23/2002		Deposit		County Exempt - Checking	X	141.00
07/24/2002		Deposit		County Exempt - Checking	X	135.15
07/24/2002		Deposit		County Exempt - Checking	X	1,500.00
07/28/2002		Deposit		County Exempt - Checking	X	31.90
07/29/2002		Deposit		County Exempt - Checking	X	1.10
07/29/2002		Deposit		County Exempt - Checking	X	80.00
07/29/2002		Deposit		County Exempt - Checking	X	24.45
07/31/2002		Deposit		County Exempt - Checking	X	120.60
Total Cleared Deposits and Other Credits				30 Items		5,797.25

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Total Cleared Transactions</b>				114 Items		-187.28
 <b>Uncleared Transactions as of 08/13/2002:</b>						
<b>Uncleared Checks and Payments:</b>						
05/11/2002	3342	Passport Services	Chrisy Choi 6/26/86: Ev...	County Exempt - Checking		-45.00
07/31/2002	3457	Storytellers & Troubadours	SRP Performer 7/31/02; ...	County Exempt - Checking		-200.00
08/07/2002	3458	Randel McGee	SRP Performer 8/7/02	County Exempt - Checking		-250.00
07/24/2002	3497	LA Puppet Professionals	SRP: Performance	County Exempt - Checking		-25.00
07/13/2002	3524	Passport Services	Newman, Billy Leon DO...	County Exempt - Checking		-45.00
07/28/2002	3558	Passport Services	Tara Elodie Shneider, do...	County Exempt - Checking		-50.00
07/28/2002	3560	Passport Services	Edgar Salvador Zuniga. ...	County Exempt - Checking		-50.00
07/28/2002	3561	Passport Services	Sehar Fatima Ameen, do...	County Exempt - Checking		-50.00
07/29/2002	3562	Passport Services	Thomas Susumu Hayashi...	County Exempt - Checking		-80.00
07/29/2002	3563	Passport Services	Raphael Anthony Diez d...	County Exempt - Checking		-80.00
07/29/2002	3564	Passport Services	Shant Garabed Tashsian ...	County Exempt - Checking		-35.00
07/31/2002	3565	Passport Services	Karen Maltes 8/28/86 an...	County Exempt - Checking		-120.00
08/01/2002	3566	Passport Services	Katherine Leah Sackett, ...	County Exempt - Checking		-45.00
08/03/2002	3567	Passport Services	Lawrence Thomas Nieto,...	County Exempt - Checking		-70.00
08/03/2002	3568	Passport Services	Casey George Starr, dob ...	County Exempt - Checking		-45.00
08/04/2002	3569	Passport Services	Isabel Francesca Cambiaso	County Exempt - Checking		-25.00
08/04/2002	3571	Passport Services	Heath Lowell Nelson do...	County Exempt - Checking		-45.00
08/04/2002	3572	Passport Services	Jamie Lee Ali -dob:03/05...	County Exempt - Checking		-90.00
08/05/2002	3573	Passport Services	Timothy Lee Kistler, dob...	County Exempt - Checking		-80.00
08/05/2002	3574	Passport Services	Antonia Marie Kistler, d...	County Exempt - Checking		-80.00
08/06/2002	3575	Scholastic Inc.	Invoice # 2382264	County Exempt - Checking		-612.02
08/06/2002	3576	American Library Associat...	Invoice # 04539510	County Exempt - Checking		-213.68
07/25/2002	3577	Passport Services	Richard Joseph Bentley 1...	County Exempt - Checking		-80.00
08/07/2002	3579	Passport Services	Victor Quang Pham 7/30...	County Exempt - Checking		-50.00
08/07/2002	3580	Passport Services	Travis Lee Malloy 7/20/9...	County Exempt - Checking		-50.00
08/07/2002	3581	Passport Services	Victor Quang Pham 7/30...	County Exempt - Checking		-50.00
08/07/2002	3581	Passport Services	Angela Nicole Walcek 1...	County Exempt - Checking		-70.00
08/07/2002	3582	Passport Services	Jorge Alan Hernandez 9/...	County Exempt - Checking		-60.00
08/08/2002	3583	Passport Services	Aaron Jordon Ali dob 4/...	County Exempt - Checking		-50.00
08/08/2002	3584	Passport Services	Christian Anthony Quint...	County Exempt - Checking		-25.00
08/08/2002	3585	Passport Services	Arsenio Phil Felipe 1/28/...	County Exempt - Checking		-45.00
08/08/2002	3586	Passport Services	Pai-Ho Chang 6/23/60	County Exempt - Checking		-45.00
08/08/2002	3587	Passport Services	Yesenia Serna 6/28/91	County Exempt - Checking		-25.00
08/10/2002	3588	Passport Services	Heather Danielle Thomp...	County Exempt - Checking		-45.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
08/10/2002	3589	Passport Services	Pedro S Ruiz, dob 11/8/48	County Exempt - Checking		-45.00
08/10/2002	3590	Passport Services	Kristina Garces Saliba, d...	County Exempt - Checking		-90.00
08/10/2002	3591	Passport Services	David Yuh, dob 5/23/75	County Exempt - Checking		-80.00
08/10/2002	3592	Passport Services	Jamie Nguyen, dob 6/7/73	County Exempt - Checking		-80.00
08/11/2002	3593	Passport Services	Mariano Palacios Exito: ...	County Exempt - Checking		-45.00
08/11/2002	3594	Passport Services	Jinesh Jitendra Patel, dob...	County Exempt - Checking		-45.00
08/12/2002	3595	Judy's Hallmark	cards	County Exempt - Checking		-18.80
08/12/2002	3596	Midwest Tape	Inv 500778 & 500779	County Exempt - Checking		-73.96
08/12/2002	3597	Passport Services	Derrick Joseph Thomas, ...	County Exempt - Checking		-45.00
<b>Total Uncleared Checks and Payments</b>				43 Items		<b>-3,453.46</b>
 <b>Uncleared Deposits and Other Credits:</b>						
08/04/2002			Deposit	County Exempt - Checking		130.00
08/04/2002			Deposit	County Exempt - Checking		70.00
08/06/2002			Deposit	County Exempt - Checking		329.85
08/07/2002			Deposit	County Exempt - Checking		101.45
08/08/2002			Deposit	County Exempt - Checking		126.90
08/08/2002			Deposit	County Exempt - Checking		525.00
08/11/2002			Deposit	County Exempt - Checking		2.20
08/11/2002			Deposit	County Exempt - Checking		135.00
08/12/2002			Deposit	County Exempt - Checking		91.10
<b>Total Uncleared Deposits and Other Credits</b>				9 Items		<b>1,511.50</b>
 <b>Total Uncleared Transactions as of 08/13/2002</b>				<b>52 Items</b>		<b>-1,941.96</b>
 <b>New Transactions:</b>						
 <b>New Checks and Payments:</b>						
<b>Total New Checks and Payments</b>				0 Items		<b>0.00</b>
 <b>New Deposits and Other Credits:</b>						
<b>Total New Deposits and Other Credits</b>				0 Items		<b>0.00</b>
 <b>Total New Transactions</b>				<b>0 Items</b>		<b>0.00</b>

*Edmit*  
8/13/02

# Reconciliation Report

County Exempt - Savings account reconciled for the period ending 08/12/2002

## Cleared Transactions

Previous Balance		2,421.75
Cleared Checks and Payments	6 Items	-1,800.19
Cleared Deposits and Other Credits	8 Items	247.26
Cleared Balance		868.82

## Uncleared Transactions

Uncleared Checks and Payments	1 Items	-277.52
Uncleared Deposits and Other Credits	2 Items	71.18

## New Transactions

Account Balance as of 08/12/2002 (statement closing date)		662
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		662.48

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 08/12/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
07/18/2002		United California Bank	Print Checks	County Exempt - Savings	X	-12.00
07/25/2002		United California Bank	Deposit Return Item Fee	County Exempt - Savings	X	-5.00
07/25/2002		United California Bank	Deposit Return Item	County Exempt - Savings	X	-19.94
07/31/2002		United California Bank	Service Charge	County Exempt - Savings	X	-10.00
07/17/2002	1121	IKON	Inv: 21188313	County Exempt - Savings	X	-253.25
07/24/2002	1122	Placentia Library District - ...	Transfer to COE Checking	County Exempt - Savings	X	-1,500.00
<b>Total Cleared Checks and Payments</b>				6 Items		-1,800.19
<b>Cleared Deposits and Other Credits:</b>						
07/05/2002			Deposit	County Exempt - Savings	X	31.45
07/08/2002			Deposit	County Exempt - Savings	X	31.80
07/11/2002			Deposit	County Exempt - Savings	X	51.14
07/17/2002			Deposit	County Exempt - Savings	X	59.94
07/22/2002			Deposit	County Exempt - Savings	X	16.50
07/23/2002			Deposit	County Exempt - Savings	X	35.15
07/23/2002			Deposit	County Exempt - Savings	X	19.94
07/31/2002			Interest	County Exempt - Savings	X	1.34
<b>Total Cleared Deposits and Other Credits</b>				8 Items		247.26
<b>Total Cleared Transactions</b>				14 Items		-1,552.93
<b>Uncleared Transactions as of 08/12/2002:</b>						
<b>Uncleared Checks and Payments:</b>						
08/05/2002	1123	IKON	Copier Maintenance Inv. ...	County Exempt - Savings		-277.52
<b>Total Uncleared Checks and Payments</b>				1 Items		-277.52
<b>Uncleared Deposits and Other Credits:</b>						
08/01/2002			Deposit	County Exempt - Savings		31.30
08/01/2002			Deposit	County Exempt - Savings		39.88
<b>Total Uncleared Deposits and Other Credits</b>				2 Items		71.18

# Reconciliation Report

County Exempt - Savings account reconciled for the period ending 08/12/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
<b>Total Uncleared Transactions as of 08/12/2002</b>					<b>3 Items</b>	<b>-206.34</b>
<b>New Transactions:</b>						
<b>New Checks and Payments:</b>						
<b>Total New Checks and Payments</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Deposits and Other Credits:</b>						
<b>Total New Deposits and Other Credits</b>					<b>0 Items</b>	<b>0.00</b>
<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>

*EWK*  
*8/12/02*

# Reconciliation Report

General Fund - Checking account reconciled for the period ending 08/13/2002

## Cleared Transactions

Previous Balance		1,859.35
Cleared Checks and Payments	13 Items	-1,538.67
Cleared Deposits and Other Credits	2 Items	4,567.89
Cleared Balance		4,888.57

## Uncleared Transactions

Uncleared Checks and Payments	8 Items	-6,923.81
Uncleared Deposits and Other Credits	2 Items	4,692.97

## New Transactions

Account Balance as of 08/13/2002 (statement closing date)		2,657.73
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,657.73

## Reconciliation Report

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General Fund Checking  
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General Fund - Checking account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
07/03/2002		United California Bank		General Fund - Checking	X	-15.00
06/26/2002	4494	Smart & Final	YA Grant / Food	General Fund - Checking	X	-96.82
06/27/2002	4496	Intuit Inc	Reorder 500 County Exe...	General Fund - Checking	X	-89.96
07/01/2002	4497	Buena Park Plaque & Trop...	Printing: MOM's Club P...	General Fund - Checking	X	-48.49
07/08/2002	4498	The Computer Training Ce...	Rakos & Perez, Quickbo...	General Fund - Checking	X	-320.00
07/15/2002	4499	US Postmaster Placentia	Postage	General Fund - Checking	X	-26.17
07/17/2002	4500	Placentia Chamber of Com...	Minter & Dinsmore	General Fund - Checking	X	-10.00
07/22/2002	4501	Foto Hall	Photo development & co...	General Fund - Checking	X	-16.16
07/23/2002	4502	Smart & Final	Young Adult Grant: Ref...	General Fund - Checking	X	-130.59
07/23/2002	4503	Tower Records	YA Grant, gift certificate...	General Fund - Checking	X	-140.00
07/23/2002	4505	First Class Pizza	YA Grant refreshments	General Fund - Checking	X	-561.48
07/24/2002	4506	Placentia Chamber of Com...	Breakfast: Dinsmore/Wo...	General Fund - Checking	X	-30.00
07/24/2002	4507	Jonathan Otis	YA Grant: Entertainment	General Fund - Checking	X	-54.00
<b>Total Cleared Checks and Payments</b>					<b>13 Items</b>	<b>-1,538.67</b>
<b>Cleared Deposits and Other Credits:</b>						
07/02/2002			Deposit	General Fund - Checking	X	4,471.07
07/16/2002			Deposit	General Fund - Checking	X	96.82
<b>Total Cleared Deposits and Other Credits</b>					<b>2 Items</b>	<b>4,567.89</b>
<b>Total Cleared Transactions</b>					<b>15 Items</b>	<b>3,029.22</b>

**Uncleared Transactions as of 08/13/2002:**

**Uncleared Checks and Payments:**

05/21/2002	4486	Julie Shook	reimbursement	General Fund - Checking		-17.23
05/29/2002	4488	Placentia Chamber of Com...	Chamber Breakfast-Shko...	General Fund - Checking		-30.00
07/24/2002	4508	Michael Cousins	YA Grant: Entertainment	General Fund - Checking		-81.00
08/05/2002	4509	Smart & Final	Food: 3 cases water for ...	General Fund - Checking		-25.11
08/05/2002	4510	CTS	Equipment: Refrigerator...	General Fund - Checking		-462.00
08/06/2002	4511	SkillPath Seminars	Administrative Assistants...	General Fund - Checking		-597.00
08/06/2002	4512	Placentia Chamber of Com...	Breakfast: Dinsmore/ Wo...	General Fund - Checking		-6.00



## Reconciliation Report

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General Fund - Checking account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
08/07/2002	4513	Placentia Library District P...	Advance for missing rei...	General Fund - Checking		-5,705.22
Total Uncleared Checks and Payments					8 Items	-6,923.81
Uncleared Deposits and Other Credits:						
08/01/2002			Deposit	General Fund - Checking		3,725.90
08/08/2002			Deposit	General Fund - Checking		967.07
Total Uncleared Deposits and Other Credits					2 Items	4,692.97
<b>Total Uncleared Transactions as of 08/13/2002</b>					<b>10 Items</b>	<b>-2,230.84</b>
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>

*2002  
8/13/02*

# Reconciliation Report

General Fund - Savings account reconciled for the period ending 08/13/2002

## Cleared Transactions

Previous Balance		7,809.11
Cleared Checks and Payments	7 Items	-67,010.89
Cleared Deposits and Other Credits	36 Items	66,702.89
Cleared Balance		7,501.11

## Uncleared Transactions

Uncleared Checks and Payments	4 Items	-9,198.65
Uncleared Deposits and Other Credits	15 Items	4,863.79

## New Transactions

Account Balance as of 08/13/2002 (statement closing date)		3,166.25
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,166.25

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/22/2002		United California Bank		General Fund - Savings	X	-5.00
07/22/2002		United California Bank		General Fund - Savings	X	-15.00
07/31/2002		United California Bank		General Fund - Savings	X	-15.00
06/23/2002	1123	Placentia Library District	FY 2002 transfer adjustm...	General Fund - Savings	X	-1,314.76
06/26/2002	1124	Orange County Auditor	Local \$266.98 / Passport ...	General Fund - Savings	X	-2,302.63
07/03/2002	1126	Orange County Auditor	State \$54,000.00; Local ...	General Fund - Savings	X	-57,606.61
07/22/2002	1127	Orange County Auditor	Interest \$10.17; Local \$7...	General Fund - Savings	X	-5,751.89
Total Cleared Checks and Payments					7 Items	-67,010.89
Cleared Deposits and Other Credits:						
06/30/2002			Deposit	General Fund - Savings	X	226.00
06/30/2002			Deposit	General Fund - Savings	X	45.00
07/01/2002			Deposit	General Fund - Savings	X	556.20
07/02/2002			Deposit	General Fund - Savings	X	54,000.00
07/02/2002			Deposit	General Fund - Savings	X	6.21
07/02/2002			Deposit	General Fund - Savings	X	630.40
07/03/2002			Deposit	General Fund - Savings	X	389.60
07/05/2002			Deposit	General Fund - Savings	X	304.60
07/07/2002			Deposit	General Fund - Savings	X	332.00
07/08/2002			Deposit	General Fund - Savings	X	437.17
07/09/2002			Deposit	General Fund - Savings	X	537.10
07/10/2002			Deposit	General Fund - Savings	X	367.70
07/11/2002			Deposit	General Fund - Savings	X	180.00
07/11/2002			Deposit	General Fund - Savings	X	434.25
07/12/2002			Deposit	General Fund - Savings	X	284.70
07/14/2002			Deposit	General Fund - Savings	X	481.00
07/14/2002			Deposit	General Fund - Savings	X	71.40
07/15/2002			Deposit	General Fund - Savings	X	578.30
07/16/2002			Deposit	General Fund - Savings	X	424.95
07/16/2002			Deposit	General Fund - Savings	X	174.75
07/17/2002			Deposit	General Fund - Savings	X	463.50
07/18/2002			Deposit	General Fund - Savings	X	352.55
07/22/2002			Deposit	General Fund - Savings	X	148.40
07/22/2002			Deposit	General Fund - Savings	X	331.00
7/22/2002			Deposit	General Fund - Savings	X	320.00
07/23/2002			Deposit	General Fund - Savings	X	1,273.23

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
07/23/2002			Deposit	General Fund - Savings	X	364.98
07/24/2002			Deposit	General Fund - Savings	X	238.70
07/28/2002			Deposit	General Fund - Savings	X	547.00
07/28/2002			Deposit	General Fund - Savings	X	138.70
07/29/2002			Deposit	General Fund - Savings	X	125.40
07/29/2002			Deposit	General Fund - Savings	X	432.00
07/29/2002			Deposit	General Fund - Savings	X	479.95
07/29/2002			Deposit	General Fund - Savings	X	534.70
07/31/2002			Deposit	General Fund - Savings	X	481.20
07/31/2002			Interest	General Fund - Savings	X	10.25
<b>Total Cleared Deposits and Other Credits</b>					<b>36 Items</b>	<b>66,702.89</b>

**Total Cleared Transactions** **43 Items** **-308.00**

**Uncleared Transactions as of 08/13/2002:**

Uncleared Checks and Payments:

08/12/2002	1128	Orange County Auditor	Local \$2,502.27/Passport...	General Fund - Savings		-9,083.65
08/12/2002	1129	Placentia Library Foundation	Correct deposit of 8/4/02	General Fund - Savings		-25.00
05/02/2002	3321	Passport Services	Raymond Alegre Gutauc...	General Fund - Savings		-45.00
05/02/2002	3322	Passport Services	Heather Althea Heintz do...	General Fund - Savings		-45.00
<b>Total Uncleared Checks and Payments</b>					<b>4 Items</b>	<b>-9,198.65</b>

Uncleared Deposits and Other Credits:

05/22/2002			Deposit	General Fund - Savings		428.50
08/01/2002			Deposit	General Fund - Savings		386.70
08/01/2002			Deposit	General Fund - Savings		792.47
08/04/2002			Deposit	General Fund - Savings		169.35
08/04/2002			Deposit	General Fund - Savings		25.00
08/04/2002			Deposit	General Fund - Savings		256.00
08/05/2002			Deposit	General Fund - Savings		350.75
08/06/2002			Deposit	General Fund - Savings		316.40
08/07/2002			Deposit	General Fund - Savings		337.07
08/08/2002			Deposit	General Fund - Savings		394.05
08/08/2002			Deposit	General Fund - Savings		100.00
08/11/2002			Deposit	General Fund - Savings		330.36
08/11/2002			Deposit	General Fund - Savings		347.00

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 08/13/2002

Date	No.	Payee	Memo	Account	C	Amount
08/12/2002			Deposit	General Fund - Savings		367.64
08/13/2002			Deposit	General Fund - Savings		262.50
Total Uncleared Deposits and Other Credits					15 Items	4,863.79
Total Uncleared Transactions as of 08/13/2002					19 Items	-4,334.86
<b>New Transactions:</b>						
<b>New Checks and Payments:</b>						
Total New Checks and Payments					0 Items	0.00
<b>New Deposits and Other Credits:</b>						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*Edmund*  
8/13/02

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 08/06/2002

### Cleared Transactions

Previous Balance		7,486.95
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	4.77
Cleared Balance		7,491.72

### Uncleared Transactions

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

### New Transactions

Account Balance as of 08/06/2002 (statement closing date)		7,491.72
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,491.72

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 08/06/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
07/31/2002				Literacy Fund - Savings	X	4.77
Total Cleared Deposits and Other Credits					1 Items	4.77
<b>Total Cleared Transactions</b>					<b>1 Items</b>	<b>4.77</b>
<b>Uncleared Transactions as of 08/06/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 08/06/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00

# Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 08/06/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>

*EW*  
8/6/02



# Reconciliation Report

Payroll Checking account reconciled for the period ending 08/06/2002

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Payroll Fund Checking  
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## Cleared Transactions

Previous Balance		27,256.36
Cleared Checks and Payments	46 Items	-79,037.46
Cleared Deposits and Other Credits	3 Items	55,683.16
Cleared Balance		3,902.06

## Uncleared Transactions

Uncleared Checks and Payments	27 Items	-6,496.57
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 08/06/2002 (statement closing date)		-2,594.51
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		-2,594.51

## Reconciliation Report

Payroll Checking account reconciled for the period ending 08/06/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
07/02/2002		Direct Deposit of Salaries		Payroll Checking	X	-13,529.01
07/03/2002		Payroll Taxes		Payroll Checking	X	-6,834.62
07/16/2002		Direct Deposit of Salaries		Payroll Checking	X	-15,564.64
07/17/2002		Payroll Taxes		Payroll Checking	X	-0.52
07/17/2002		Payroll Taxes		Payroll Checking	X	-10,650.95
07/25/2002		Bank of America		Payroll Checking	X	-35.63
07/31/2002		Direct Deposit of Salaries		Payroll Checking	X	-13,540.01
07/31/2002		Payroll Taxes		Payroll Checking	X	-7,170.49
07/31/2002		Payroll Taxes		Payroll Checking	X	-24.86
07/03/2002	0679	Nationwide Retirement Sol...	Replace payroll check 25...	Payroll Checking	X	-1,063.27
07/03/2002	0680	Orange County Auditor	Replace payroll check 2...	Payroll Checking	X	-249.42
07/17/2002	0681	Orange County Auditor		Payroll Checking	X	-249.42
07/18/2002	0682	Alice Kuo	Final Paycheck: 7/12-7/18	Payroll Checking	X	-770.62
04/24/2002	2369	Paul Zaharia		Payroll Checking	X	-58.51
06/05/2002	2451	Joshua Robbins		Payroll Checking	X	-81.0
06/19/2002	2474	Rebecca Messenger		Payroll Checking	X	-110.17
06/19/2002	2477	Barbara Phillips		Payroll Checking	X	-108.37
06/19/2002	2480	Joshua Robbins		Payroll Checking	X	-124.46
07/03/2002	2494	Frank Frizell		Payroll Checking	X	-1,022.85
07/03/2002	2495	Esther P. Guzman		Payroll Checking	X	-248.35
07/03/2002	2496	Joyce G. Hampton		Payroll Checking	X	-297.44
07/03/2002	2497	Margarita Hernandez		Payroll Checking	X	-164.22
07/03/2002	2498	Elisa Herrera-Thomas		Payroll Checking	X	-668.63
07/03/2002	2499	Phyllis Humple		Payroll Checking	X	-55.01
07/03/2002	2504	Rebecca Messenger		Payroll Checking	X	-93.50
07/03/2002	2507	Barbara Phillips		Payroll Checking	X	-332.90
07/03/2002	2508	Beatrice V. Quintanar		Payroll Checking	X	-226.38
07/03/2002	2510	Joshua Robbins		Payroll Checking	X	-124.46
07/03/2002	2515	Edward Stryzik		Payroll Checking	X	-281.62
07/03/2002	2519	Placentia Library District - ...		Payroll Checking	X	-19.94
07/03/2002	2520	Katherine L. Roberts		Payroll Checking	X	-392.00
07/17/2002	2522	Irani Bhattacharya		Payroll Checking	X	-40.12
07/17/2002	2525	Dorothy J. Cummings		Payroll Checking	X	-62.38
07/17/2002	2527	Frank Frizell		Payroll Checking	X	-1,048.87
07/17/2002	2528	Esther P. Guzman		Payroll Checking	X	-256.4
07/17/2002	2529	Joyce G. Hampton		Payroll Checking	X	-319.18
07/17/2002	2530	Margarita Hernandez		Payroll Checking	X	-176.53

## Reconciliation Report

Payroll Checking account reconciled for the period ending 08/06/2002

Date	No.	Payee	Memo	Account	C	Amount
07/17/2002	2532	Phyllis Humple		Payroll Checking	X	-247.05
07/17/2002	2542	Barbara Phillips		Payroll Checking	X	-306.44
07/17/2002	2543	Beatrice V. Quintanar		Payroll Checking	X	-413.83
07/17/2002	2545	Joshua Robbins		Payroll Checking	X	-124.02
07/17/2002	2552	Edward Strysik		Payroll Checking	X	-263.28
07/17/2002	2557	Placentia Library District - ...		Payroll Checking	X	-19.94
07/17/2002	2558	Kathryn L. Roberts		Payroll Checking	X	-392.00
07/17/2002	2559	Nationwide Retirement Sol...		Payroll Checking	X	-988.27
07/31/2002	2579	Beatrice V. Quintanar		Payroll Checking	X	-285.76
Total Cleared Checks and Payments					46 Items	-79,037.46
Cleared Deposits and Other Credits:						
07/11/2002				Payroll Checking	X	26,961.00
07/16/2002				Payroll Checking	X	1,761.16
07/25/2002				Payroll Checking	X	26,961.00
Total Cleared Deposits and Other Credits					3 Items	55,683.16
<b>Total Cleared Transactions</b>					<b>49 Items</b>	<b>-23,354.30</b>

**Uncleared Transactions as of 08/06/2002:**

**Uncleared Checks and Payments:**

08/03/2002	683	Irani Bhattacharya	Reimb. Payroll Return C...	Payroll Checking		-5.00
08/06/2002	684	Phyllis E. Humple	Reimb. payroll return che...	Payroll Checking		-5.00
02/14/2001	1556	Manuel Perez		Payroll Checking		-271.14
06/05/2002	2434	Jerry S. Choice		Payroll Checking		-215.60
06/05/2002	2445	Rebecca Messenger		Payroll Checking		-99.12
06/19/2002	2463	Jerry S. Choice		Payroll Checking		-215.60
07/03/2002	2493	Jerry S. Choice		Payroll Checking		-113.47
07/17/2002	2523	Jerry S. Choice		Payroll Checking		-121.52
07/17/2002	2526	Erin Fregeai		Payroll Checking		-259.71
07/17/2002	2538	Rebecca Messenger		Payroll Checking		-187.05
07/31/2002	2563	Irani Bhattacharya		Payroll Checking		-40.12
07/31/2002	2564	Jerry S. Choice		Payroll Checking		-231.70
07/31/2002	2565	Dorothy J. Cummings		Payroll Checking		-248.62
07/31/2002	2566	Amnah Alaa Darwish		Payroll Checking		-339.05
07/31/2002	2567	Erin Fregeai		Payroll Checking		-350.14

## Reconciliation Report

Agenda Item 14  
Payroll Fund Checking  
Page 26 of 28

Payroll Checking account reconciled for the period ending 08/06/2002

Date	No.	Payee	Memo	Account	C	Amount
07/31/2002	2568	Frank Frizell		Payroll Checking		-1,061.78
07/31/2002	2569	Esther P. Guzman		Payroll Checking		-238.62
07/31/2002	2570	Joyce G. Hampton		Payroll Checking		-319.18
07/31/2002	2571	Margarita Hernandez		Payroll Checking		-256.01
07/31/2002	2572	Phyllis Humple		Payroll Checking		-132.87
07/31/2002	2576	Rebecca Messenger		Payroll Checking		-132.13
07/31/2002	2581	Joshua Robbins		Payroll Checking		-104.96
07/31/2002	2586	Edward Stryzik		Payroll Checking		-291.18
07/31/2002	2589	Placentia Library District - ...		Payroll Checking		-19.94
07/31/2002	2590	Nationwide Retirement Sol...		Payroll Checking		-963.27
07/31/2002	2591	Barbara Phillips		Payroll Checking		-146.81
04/28/1999	4420	Hai Vuu		Payroll Checking		-126.98
Total Uncleared Checks and Payments					27 Items	-6,496.57
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 08/06/2002					27 Items	-6,496.57
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*Ernie*  
8/6/02

### AFFIDAVIT

I/We Placentia Library District, Payee of check numbered AD0001-5138994, dated June 28, 2002 and issued by the County of Orange Auditor-Controller's Office on the Accounts Payable or Trust Fund in the amount of \$ \*\*\*\*\*5,705.22\*\*\*\*\*, hereby declare and certify that said check has been undelivered, lost or destroyed, and further that I/we did not cash said check, cause said check to be cashed or receive proceeds therefrom.

I/We also declare and certify that any endorsement that may now appear on said check was not made by me/us or under my/our direction, nor made by any second party with whom I/we have a joint tenancy agreement, and further that I/we am/are the rightful payee and have first hand knowledge of the truth of the facts contained therein for this check which was issued in payment for invoice/case/parcel# 70101-61302.

My/Our address at the date the check was issued was: Placentia Library District  
411 East Chapman Ave.  
Placentia, CA 92870

I/We certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct

Executed this 7<sup>th</sup> day of August 2002

Elizabeth D. Winter / E. Winter Library Director  
Signature (and Title if applicable) President - Trustees

[Signature]  
Signature (and Title if applicable) Address if different from above  
714-528-1925 #203  
Telephone Number

### NOTARIZATION

STATE OF California  
COUNTY OF Orange

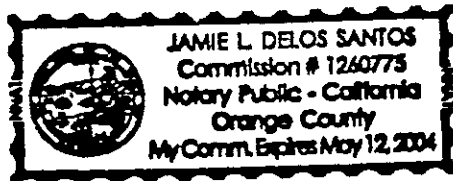
On this 7<sup>th</sup> day of August, 2002, before me the undersigned, a Notary Public in and for said County and State, personally appeared Elizabeth D Winter (insert name(s) and quality of the officer, if applicable), personally known to me (or ~~proven to me on the basis of satisfactory evidence~~) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity(ies), on behalf of the entity therein named and acknowledged to me that the person(s)/entity acted, executed the instrument.

Witness my hand and official seal

Signature Jamie L. Delos Santos  
Date 8/7/2002 (Seal)

PLEASE HAVE ENCLOSED AFFIDAVIT NOTARIZED AND RETURN TO:

CO. AUDITOR-CONTROLLER  
ATTN: CHECK WRITING  
PO BOX 567  
SANTA ANA, CA 92702-0567



AUG 07 2002

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

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

*paid 6.25.02*

**RETURN TO DISTRICT**

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	APPROVED CLAIMS			AMOUNT	A C's Use Only	
		BS Acct	Rev	Rep		Doc Numcer	SC
N03849 Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198  (To reimburse District payroll account for errors in withholding for employee insurance co-payments)	7/1/01 through 6/13/02	0300	00		5,705.22	5138994	

The claims listed above (totaling \$5,705.22) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*[Signature]*  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

AUDITOR-CONTROLLER  
 JUN 19 2002

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	38.45	2	2	507.07	14	14	545.52	16	16	189.70	7	7	735.22	23	23
Adult Circulating Non-Fiction	81.07	3	3	1,001.31	37	37	1,082.38	40	40	231.80	9	9	1,314.18	49	49
Adult Reference	1,312.35	14	7	0.00	0	0	1,312.35	14	7	312.90	12	12	1,625.25	26	19
Adult Print Collections	96.00	1	0	0.00	0	0	96.00	1	1	0.00	0	0	96.00	1	1
Adult Electronic Collections	16,201.50	1	1	0.00	0	0	16,201.50	1	1	0.00	0	0	16,201.50	1	1
Total Adult Non-Fiction	17,690.92	19	12	1,001.31	37	37	18,692.23	56	49	544.70	21	21	19,236.93	77	70
TOTAL ADULT PRINT MATERIALS	17,729.37	21	14	1,508.38	51	51	19,237.75	72	65	734.40	28	28	19,972.15	100	93
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	70.00	5	5	70.00	5	5
Adult Audio Books	423.65	4	4	0.00	0	0	423.65	4	4	0.00	0	0	423.65	4	4
Total Adult Audio	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
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	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
TOTAL ADULT MATERIALS	18,153.02	25	18	1,508.38	51	51	19,661.40	76	69	804.40	33	33	20,465.80	109	102
Juvenile Fiction	133.40	11	11	584.49	96	62	717.89	107	73	51.83	9	9	769.72	116	82
Juvenile Circulating Non-Fiction	0.00	0	0	239.05	15	15	239.05	15	15	0.00	0	0	239.05	15	15
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	239.05	15	15	239.05	15	15	0.00	0	0	239.05	15	15
TOTAL JUVENILE PRINT MATERIALS	133.40	11	11	823.54	111	77	956.94	122	88	51.83	9	9	1,008.77	131	97
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	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
Total Juvenile Audio	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
TOTAL JUVENILE MATERIALS	432.51	23	23	823.54	111	77	1,256.05	134	100	51.83	9	9	1,307.88	143	109
Total Fiction	171.85	13	13	1,091.56	110	76	1,263.41	123	89	241.53	16	16	1,504.94	139	105
Total Non-Fiction	17,690.92	19	12	1,240.36	52	52	18,931.28	71	64	544.70	21	21	19,475.98	92	83
Total Audio	722.76	16	16	0.00	0	0	722.76	16	16	70.00	5	5	792.76	21	21
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	18,585.53	48	41	2,331.92	162	128	20,917.45	210	169	856.23	42	42	21,773.68	252	211

OUTSTANDING ORDERS AS OF JULY 31, 2002

General Fund	Amount	Adopt-A-Book	Amount	TOTAL
	\$3,907.08		\$1,571.82	\$5,478.90

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF JULY 2002  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	38.45	2	2	507.07	14	14	548.52	16	16	189.70	7	7	735.22	23	23
Adult Circulating Non-Fiction	81.07	3	3	1,001.31	37	37	1,082.38	40	40	231.80	9	9	1,314.18	49	49
Adult Reference	1,312.35	14	7	0.00	0	0	1,312.35	14	7	312.90	12	12	1,625.25	26	19
Adult Print Combinations	96.00	1	1	0.00	0	0	96.00	1	1	0.00	0	0	96.00	1	1
Adult Electronic Combinations	16,201.50	1	1	0.00	0	0	16,201.50	1	1	0.00	0	0	16,201.50	1	1
Total Adult Non-Fiction	17,690.92	19	12	1,001.31	37	37	18,692.23	56	49	544.70	21	21	19,236.93	77	70
TOTAL ADULT PRINT MATERIALS	17,729.37	21	21	1,508.38	51	51	19,237.75	72	65	734.40	28	28	19,972.15	100	93
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	70.00	5	5	70.00	5	5
Adult Audio Books	423.65	4	4	0.00	0	0	423.65	4	4	0.00	0	0	423.65	4	4
Total Adult Audio	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
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	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
TOTAL ADULT MATERIALS	18,153.02	25	25	1,508.38	51	51	19,661.40	76	69	804.40	33	33	20,465.80	109	102
Juvenile Fiction	133.40	11	11	584.49	96	62	717.89	107	73	51.83	9	9	769.72	116	82
Juvenile Circulating Non-Fiction	0.00	0	0	239.05	15	15	239.05	15	15	0.00	0	0	239.05	15	15
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Combinations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Combinations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	239.05	15	15	239.05	15	15	0.00	0	0	239.05	15	15
TOTAL JUVENILE PRINT MATERIALS	133.40	11	11	823.54	111	77	956.94	122	88	51.83	9	9	1,008.77	131	97
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	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
Total Juvenile Audio	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
TOTAL JUVENILE MATERIALS	432.51	23	23	823.54	111	77	1,256.05	134	100	51.83	9	9	1,307.88	143	109
Total Fiction	171.85	13	13	1,091.56	110	76	1,263.41	123	89	241.53	16	16	1,504.94	139	105
Total Non-Fiction	17,690.92	19	12	1,240.36	52	52	18,931.28	71	64	544.70	21	21	19,475.98	92	85
Total Audio	722.76	16	16	0.00	0	0	722.76	16	16	70.00	5	5	792.76	21	21
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	18,585.53	48	41	2,331.92	162	128	20,917.45	210	169	856.23	42	42	21,773.68	252	211



Summary of Current Status of Unique Management Accounts  
August 21, 2002

FY 2002-2003	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>TOTAL YTD</b>	<b>12</b>	<b>405</b>	<b>4</b>	<b>312.49</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 08/01/2002 11:46 PM RJK

SUMMARY STATUS REPORT

PAGE: 127

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 07/31/2002

Accounts Submitted :	652	Dollars Submitted :	60,234.15	Dollars Received :	16,320.93
Bankruptcies :	1	Dollars in Bankruptcy :	101.75	Material Returned :	12,104.02
Incorrect Addresses :	99	Dollars in Skips :	5,750.95	Dollars Waived :	2,514.53
Patron Disputes/Suspends :	1	Dollars in Dispute :	0.00	Total Activated :	39,234.52
Accounts in Process :	561	Dollars in Process :	52,585.02	% of Dollars Activated :	74.61%
# of Accounts Activated :	405				
% of Accounts Activated :	72.19%				

*aad.*



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: August 28, 2002  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT JULY 2002

SUMMARY OF PRINTER/COPIER ACCOUNTS JULY 2002

Beginning Balance 6/30/02			(\$7,167.00)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	175.70		
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		253.25	
Debit Card System Loan Payback		0.00	
	<u>175.70</u>	<u>253.25</u>	
Ending Balance 7/31/02			<u>(\$7,244.55)</u>
July payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 7/31/02	(8,565.48)
Loan Amount as of 5/31/02 (Literacy Fund)	7,700.00
July Payment (Fund 702)	0.00
July Payment (Literacy Fund)	0.00
Balance 7/31/02	<u>\$ 15,694.02</u>

Prepared by: Elizabeth D. Minter



TO: Placentia Library Board of Trustees

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

DATE: August 1, 2002

**SUBJECT: GIFT REPORT**

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

**ADOPT A BOOK DONATIONS**

A1 A Auto Transportation & Towing	Marilyn Martin & Eileen Gross
Haldon & Judith Anderson	Mary Kay & Gerald McMahon
F. Maragert Barnes	Patrick McDonald
Wolhemina Blom	James & Nancy Mikoloski
Thomas W. Byne	Travis Miller & Mary Busam
John & Beverly Brombach	Thomas & Linda Morrison
Clyde & Faye Christlieb	JoAnn Nelson
Marcella Constantine	William & Lois Nettleship
Francis Cromier	Chaiya & Javier Ortiz
Margaret Coston	James & Arlene Morikawa
Bob & Sue d'Amato	Sumi Okura
Billy & Carolyn Davis	Bob & Jean Olson
James Derichsweiler	Gary & Laurie Oshiro
Marcia Derrico	Walter & Maureen Plegel
Lawrence & Carol Doeling	Michael & Jeanna Preston
Norman Eckenrode	Charles & Virginia Quintero
Michael Fagan	Eleanore Rankin
Ali & Becky Fartash	Brian D. Reese
Carol Fizzard	Cindy Roberts
Brenda Garcia	Laurel K. Roberts
Mary greene	Phillip Rothstein
Ronald & Mary Hayes	Howard & Harriet Rubin
Patricia A. Higgins	Naomi Rusu & John Scull
Ben & Carolyn Johnson	James, Barbara, & Margaret Seter
Ivan & Phyllis Johnson	Richard & Maggie Simmermacher
Loris Jones	Judith & Edward Sowell
Stephen & Janice Kilian	William & Audrey Snow
Michael & Brenda King	Marlene Tan
Huey & Margaret Laird	Kathe & Robert Todd
Vi & Chau Lam	Katherine Jacobs, Marie&Richard Tourne

Rina & Radames Lamboy  
 Elizabeth Langmore  
 Chen Chi Lee  
 Donald Livezey  
 Lolly Accounting Services, Corp.

Kathleen Roe Trevena  
 Deborah Vincent  
 John & Gayle Wheatly  
 Michael & Margaret Zella

TOTAL AAB DONATIONS \$2,080.00

**GENERAL FUND DONATIONS**

Jeffrey & Tamera Jean Davis  
 Srudhar Venkatesh & Rupa Krish

Susan B. Morris  
 Union Bank of California

TOTAL GF DONATIONS \$85.00

**BOOK ENDOWMENT DONATIONS**

Bank of America  
 Jerry Choice  
 Shannon Dailey  
 Thomas Dressel  
 Dee Erman  
 Harry Gushikuma  
 The Hamilton Family  
 John & Patrick Hayes  
 Edward & Barbara Hemmerling  
 Anna Irot  
 Robert & Kathy McKinnell

W.H. Johnson  
 Nancy Keating  
 Jacon & Vera Paperman  
 AP & Jean Pappas  
 Elliot & Joyce Rosenthal  
 Janet & Allen Sheehan  
 Allan Ross Stark  
 Darwin & Shirley Sulzle  
 Linda Izant Wilson  
 William & Julia Whalen

TOTAL BEF DONATIONS: \$2,200.00

**TOTAL ALL DONATIONS** **\$4,365.00**

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: August 28, 2002  
SUBJECT: **BUILDING MAINTENANCE REPORT FOR JULY 2002**

HVAC: The long-awaited replacement compressor and dryer for the one beside the refrigerator in the HVAC Room arrived and was installed at the end of July. An emergency call was made for a burned-out pump coupling. Routine maintenance with filter replacement was also performed.

Plumbing: The new back flow was installed and inspected. The final test was on July 13, 2002.

Electrical: No service calls in July.

Locksmith: The safe in the Library Director's Office was replaced and installed. The staff key issuance system was updated.

Carpet Cleaning: Better Floors cleaned the Meeting Room, Staff Lounge and Story Hour Room carpets.

Prepared by: Elizabeth D. Minter





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EMM*  
DATE: August 28, 2002  
SUBJECT: **PERSONNEL REPORT FOR JULY**

RESIGNATIONS:

None

APPOINTMENTS:

July 1, 2002 Substitute Library Assistant and Substitute Library Clerk, Erin Fregeau  
July 7, 2002 Substitute Library Clerk, Irani Bhattacharya  
July 20, 2002 Substitute Administrative Assistant, Erin Fregeau  
July 23, 2002 Library Assistant (Circulation Supervisor), Amnah Darwish  
July 25, 2002 Substitute Library Clerk, William John Colenso

OPEN POSITIONS:

None as of August 9, 2002.

WORKER'S COMPENSATION LEAVE:

Elisa Herrera Thomas, Administrative Assistant, June 20 through September 4, 2002

Prepared by: Elizabeth D. Minter



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

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 July	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	10.00	10.00	Sep-95	645.50
Backes, Theresa	0.50	0.50	6/98	221.75
Bart, Lillian	10.00	10.00	May-01	161.75
Bass, Donna	2.00	2.00	Jul-02	2.00
Boelman, Marge	7.00	7.00	Apr-01	88.50
Botha, Jill	6.00	6.00	Nov-01	22.00
Clugston, Patricia	10.25	10.25	6/98	338.25
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	7.25	7.25	8/98	589.00
Fioroni, Pete	3.50	3.50	3/97	240.50
Fitzgerald, Joan	9.25	9.25	10/93	2,029.00
Frazee, Kathy	2.50	2.50	Jul-02	2.50
Godwin, Nita	8.00	8.00	2/96	400.75
Haagan, John	6.00	6.00	Jan-00	24.50
Hemmerling, Barbara	3.50	3.50	9/95	505.75
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	2.00	2.00	10/95	218.50
Hunsinger, Debbie	9.00	9.00	Jul-02	2.00
Irot, Pat	50.50	50.50	2/96	2,353.50
Jertberg, Pat	0.00	0.00	4/98	695.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lord, Audrey	13.50	13.50	Jul-00	233.75
Mehta, Neela	13.00	13.00	Jun-02	23.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	7.50	7.50	10/95	1,097.75
Olson, Bob	4.00	4.00	9/95	412.00
Pence, Thomas	5.00	5.00	1/99	225.50
Peterson, Ruth	16.00	16.00	Mar-02	167.50
Rankin, Eleanore	6.50	6.50	May-02	46.75
Reid, Barbara	7.50	7.50	Jul-02	7.50
Rodriguez, Carmen	4.00	4.00	2/00	166.00
Salem, Rose	6.00	6.00	Oct-00	139.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Schlichter, Allan	7.00	7.00	10/93	868.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	22.75
Schmidt, Marie	54.00	54.00	4/98	722.00
Shaw, Dixie	0.00	0.00	5/94	196.50
Stoller, Frances	4.00	4.00	May-96	110.00
Walker, Virginia	0.00	0.00	Mar-99	129.50
Wymer, Betty	10.00	10.00	1/96	801.75
<b>TOTAL</b>	<b>305.25</b>	<b>305.25</b>		<b>14,674.90</b>

	FY02/03	
	July	YTD
Afsar, Asif	0	0
Banks, Vanessa	0.00	0.00
Battaglia, Emelie	0.00	0.00
Beauchamp, Elder	6.00	6.00
Behmaran, Roxana	11.00	11.00
Born, Ashley	6.00	6.00
Camacho, Ana Lilia	8.00	8.00
Chopra, Reema	20.00	20.00
Dolan, Adam	5.00	5.00
Eng, Jonathon	8.00	8.00
Eng, Lawrence	28.00	28.00
Enomoto, Esther	0.00	0.00
Guo, James	22.00	22.00
Ju, Christina	0.00	0.00
Kim, Joseph	0.00	0.00
Haag, Elisha	0.00	0.00
Haag, Jennifer	10.75	10.75
Haag, Katie	0.00	0.00
Haag, Stephanie	10.25	10.25
Hill, Joseph	0.00	0.00
Lada, Steven	35.00	35.00
Le, Brian	0.00	0.00
Le, Phillip	0.00	0.00
Lee, James	24.75	24.75
Maru, Sid	0.00	0.00

<b>TOTAL</b>	<hr/> <hr/>	<hr/> <hr/>
	194.75	194.75

<b>TOTAL Library Volunteer Hours</b>	693.50
<b>TOTAL Literacy Volunteer Hours</b>	644.00
<b>TOTAL VOLUNTEERS HOURS</b>	1,337.50

	FY02/03	
	July	YTD
McCarthy, Shannon	0.00	0.00
McClung, Elder	6.00	6.00
Meza, Jack	16.00	16.00
Miladi, Omid	20.50	20.50
Montes, Eric	0.00	0.00
Nolen, Chris	2.00	2.00
Pecot, Zipporah	0.00	0.00
Peechaphand, Thanin	0.00	0.00
Piol, Nick	36.00	36.00
Sindi, Fred	21.00	21.00
Sy, Victoria	4.00	4.00
Takata, Michael	10.50	10.50
Torres, Daniel	0.00	0.00
Tran, Michael	27.25	27.25
Turczynskyi, Stephen	0.00	0.00
Vaziri, Ali	11.50	11.50
Villarreal, Tania	1.50	1.50
Vu, Elizabeth	0.00	0.00
Vu, Thomas	5.25	5.25
Ward, Alan	0.00	0.00
Wills, Gessica	0.00	0.00
Wong, Winston	9.75	9.75
Yu, Lillian	22.25	22.25

<b>TOTAL</b>	<hr/> <hr/>	<hr/> <hr/>
	193.50	193.50

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

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03	FY02/03	Cumulative		FY02/03	FY02/03	Cumulative
	July	YTD			July	YTD	
Akantara, Carmelita	6.00	6.00	166.00	Morales, Gabriela	6.00	6.00	33.00
Anderson, Susan	6.00	6.00	81.00	Morrissey, Jean-Marie	6.00	6.00	9.00
Belsher, Kristin	6.00	6.00	197.00	Moyer, Disa	-	-	170.00
Bereiter, Gretchen	6.00	6.00	222.00	Murray, Snell	6.00	6.00	6.00
Bolkovatz, Alta	6.00	6.00	217.00	Murray, Edward	6.00	6.00	144.00
Brackett, Jim	6.00	6.00	6.00	Naples, David	6.00	6.00	6.00
Braun, Geoff	6.00	6.00	6.00	Narcisco, Dennis	18.00	18.00	36.00
Casias, Michelle	6.00	6.00	24.00	Nguyen, Kelly	6.00	6.00	42.00
Chen, April	6.00	6.00	114.00	Norwood, Sophie	6.00	6.00	36.00
Choi, Jason	12.00	12.00	48.00	Nozot, Helena	6.00	6.00	60.00
Coffee, Nancy	6.00	6.00	198.00	Oropeza, Mikela	6.00	6.00	36.00
Croom, Carolyn	6.00	6.00	290.00	Pandya, Prema	6.00	6.00	38.00
Duffie, Pat	12.00	12.00	300.00	Patel, Deepa	6.00	6.00	111.00
Fakoufar, Reihaneh	3.00	3.00	3.00	Patterson, John	3.00	3.00	3.00
Favaro, Lee	-	-	202.00	Pelto, Ernest	6.00	6.00	24.00
Fay, Sonia	12.00	12.00	50.00	Purcell, Lisa	6.00	6.00	18.00
Fitsimons-Diaz, Chelsea	3.00	3.00	3.00	Pydeski, Linda	6.00	6.00	36.00
Gary, Kenneth	6.00	6.00	21.00	Quintana, Michele	3.00	3.00	3.00
Gast, Polly	12.00	12.00	1,010.00	Rahmani, Razi	6.00	6.00	18.00
Gaspar, Chris	6.00	6.00	17.00	Record, Ben	6.00	6.00	60.00
Gomez, Yesenia	24.00	24.00	24.00	Risso, Edith	-	-	240.00
Gonzalez, Veronica	-	-	120.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	6.00	36.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	3.00	3.00	3.00	Sanchez, Margo	-	-	230.00
Goodman, Dale	30.00	30.00	2,133.00	Schaal, Linda	6.00	6.00	18.00
Graves, David	6.00	6.00	181.00	Schultheis, William	6.00	6.00	42.00
Healey, Kathleen	6.00	6.00	162.00	Serafica, Christina	6.00	6.00	30.00
Heer, Kim	6.00	6.00	151.00	Shah, Sheadeha	6.00	6.00	6.00
Hernandez, Rosy	-	-	340.00	Shepherd, Kathy	6.00	6.00	149.00
Ho, Irene	6.00	6.00	36.00	Singer, Stephanie	6.00	6.00	36.00
Homrighausen, Scott	6.00	6.00	36.00	Skimizu, Ken	6.00	6.00	196.00
Humple, Phyllis	6.00	6.00	66.00	Soto, Nina	3.00	3.00	3.00
Hugar, Jessica	3.00	3.00	3.00	Springston, Madlyn	6.00	6.00	66.00
Hutton, Katherine (Kate)	6.00	6.00	2,166.00	Stalnaker, Linda	-	-	281.00
Jemigan, Melissa	6.00	6.00	6.00	Stichter, Julie	-	-	130.00
Jiminez, Daisy	6.00	6.00	27.00	Tran, Chi	6.00	6.00	9.00
Jiven, Neesha	6.00	6.00	47.00	Troumby, Pamela	6.00	6.00	18.00
Keller, Christina	-	-	201.00	Truong, Christine	3.00	3.00	3.00
Knightinger, Dana	6.00	6.00	15.00	Tenong, Will	3.00	3.00	3.00
Kelly, Jeny	6.00	6.00	9.00	Truong, Richard	6.00	6.00	52.00
Knant, Sam	6.00	6.00	21.00	Truong, Steven	6.00	6.00	52.00
Knudson, Chip	6.00	6.00	36.00	Turczyasfy, Stephan	3.00	3.00	18.00
Lada, Stephan	6.00	6.00	9.00	Van Zee, Karin	-	-	180.00
Lasker, Marilyn	6.00	6.00	103.00	Vester, Ricki	12.00	12.00	48.00
Larson, Li	6.00	6.00	134.00	Villareal, Tanya	8.00	8.00	40.00
Leslie, Sandra	6.00	6.00	164.00	Vu, Elizabeth	6.00	6.00	36.00
Livezey, June	12.00	12.00	42.00	Vukovick, Kathy	6.00	6.00	84.00
Malkowicz, Edward	18.00	18.00	44.00	Vue, Kia	-	-	52.00
Martinez, Diane	6.00	6.00	30.00	Walters, Catherine	6.00	6.00	36.00
Martlaro, Diane	24.00	24.00	196.00	Wang, Sue	6.00	6.00	15.00
McMahon, Kelly	-	-	72.00	Westfall, Carolyn	-	-	180.00
Medland, Karen	6.00	6.00	80.00	Wiegman, Karin	-	-	188.00
Meza, Jack	-	-	116.00	Yang, Yale	6.00	6.00	18.00
Mohr, Kelsey	6.00	6.00	9.00	Yang, Gina	6.00	6.00	12.00
				Zamora, Mary	6.00	6.00	6.00
<b>Total</b>	<b>378.00</b>	<b>378.00</b>	<b>9,993.00</b>	<b>Total</b>	<b>266.00</b>	<b>266.00</b>	<b>3,712.00</b>



Placentia Library District  
Circulation Report  
August 21, 2002

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 July-02	FY 01-02 July-01
<b>1st Time Checkouts</b>	15,792	14,387	9.77%	15,792	14,387
<b>Phone Renewals</b>	1,488	1,581	-5.88%	1,488	1,581
<b>In-Building Renewals</b>	511	423	20.80%	511	423
<b>Total Renewals</b>	1,999	2,004	-0.25%	1,999	2,004
<b>TOTAL CHECKOUTS</b>	17,791	16,391	8.54%	17,791	16,391
<b>On-Time Checkins</b>	16,708	14,400	16.03%	16,708	14,400
<b>Late Checkins</b>	1,097	2,408	-54.44%	1,097	2,408
<b>TOTAL CHECKINS</b>	17,805	16,808	5.93%	17,805	16,808
<b>Holds Placed</b>	406	355	14.37%	406	355
<b>Holds Cancelled</b>	44	65	-32.31%	44	65
<b>Holds Filled</b>	396	343	15.45%	396	343
<b>Holds Expired</b>	6	5	20.00%	6	5
<b>Overdue Items</b>	654	819	-20.15%	654	819
<b>Overdue Notices</b>	213	362	-41.16%	213	362
<b>Billing Notices</b>	420	442	-4.98%	420	442
<b>Patrons Registered</b>	349	276	26.45%	349	276
<b>Titles Added</b>	211	734	-71.25%	211	734
<b>Volumes Added</b>	252	1,298	-80.59%	252	1,298
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
<b>Adult Print</b>	6,390	6,787	-5.85%	6,390	6,787
<b>Juvenile Print</b>	9,095	7,883	15.37%	9,095	7,883
<b>Total Print</b>	15,485	14,670	5.56%	15,485	14,670
<b>Audio</b>	845	635	33.07%	845	635
<b>Visual</b>	1,434	1,073	33.64%	1,434	1,073
<b>Equipment</b>	-	-	-	-	-
<b>Total Audio Visual</b>	2,279	1,708	33.43%	2,279	1,708
<b>TOTAL CIRCULATION</b>	17,764	16,378	8.46%	17,764	16,378
<b>Placentia Circulation</b>	11,257	10,569	6.51%	11,257	10,569
<b>% Placentia Circulation</b>	63.37%	64.53%	-1.80%	63.37%	64.53%
<b>Anaheim/Yorba Linda Circulation</b>	2,940	2,594	13.34%	2,940	2,594
<b>% Anaheim/Yorba Linda Circulation</b>	16.55%	15.84%	4.48%	16.55%	15.84%
<b>TYPES OF ACTIVE BORROWERS</b>					
<b>Adult</b>	9,893	10,684	-7.40%	9,893	10,684
<b>Young Adult</b>	754	427	76.58%	754	4,247
<b>Juvenile</b>	3,679	3,579	2.79%	3,679	3,579
<b>New Borrower</b>	502	1,457	-65.55%	502	1,457
<b>Non Resident</b>	-	-	-	-	-
<b>Other</b>	-	-	-	1,104	-
<b>TOTAL ACTIVE BORROWERS</b>	14,828	16,147	-8.17%	15,932	16,147
<b>TOTAL REGISTERED BORROWERS</b>	16,270	16,993	-4.25%	16,270	16,993
<b>ATTENDANCE</b>	34,044	30,339	12.21%	34,044	30,339
<b>Adult Reference- In Building</b>	1,046	1,046	0.00%	1,046	1,046
<b>Adult Reference- Telephone</b>	158	108	46.30%	158	108
<b>Children's Reference- In Building</b>	1,945	1,475	31.86%	1,945	1,475
<b>Children's Reference- Telephone</b>	415	32	1196.88%	415	32
<b>Total Adult Reference</b>	1,204	1,154	4.33%	1,204	1,154
<b>Total Children's Reference</b>	2,360	1,507	56.60%	2,360	1,507
<b>Total In Building Reference</b>	2,991	2,521	18.64%	2,991	2,521
<b>Total Telephone Reference</b>	573	140	309.29%	573	140
<b>TOTAL REFERENCE</b>	3,564	2,661	33.93%	3,564	2,661





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	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92



TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00	1,732.42	324.00	6.48	2,062.90	1,031.45
Feb-00	1,194.52	234.00	6.48	1,435.00	717.50
Mar-00	976.84	234.00	6.48	1,217.32	608.66
Apr-00	976.84	234.00	12.94	1,223.78	611.89
May-00	976.84	234.00	6.48	1,217.32	608.66
Jun-00	976.84	234.00	4.48	1,215.32	607.66
TOTAL	15,757.92	3,069.00	125.46	18,952.38	9,476.19
AVG	1,313.16	255.75	10.46	1,579.37	789.68

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

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	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Jun-02	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	2,445.98	1,850.24	433.90	0.00	3,526.92	8,257.04
AVG	203.83	154.19	36.16	0.00	293.91	688.09

TIME BY TYPE OF WORKER

FY1999-2000	BLDG MAINT					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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	BLDG MAINT					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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	BLDG MAINT					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02	8.00	10.00	2.00	0.00	20.00	40.00
May-02	8.00	10.00	2.00	0.00	20.00	40.00
Jun-02	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	58.00	64.00	14.00	0.00	128.00	264.00
AVG	4.83	5.33	1.17	0.00	10.67	22.00



To: eminter@placentialibrary.org  
From: gneill@csda.net  
Subject: CSDA Weekly Legislative Update  
Date: Fri, 16 Aug 2002 16:54:12 -0700

CSDA - Legislative

### STATE BUDGET UPDATE

With two weeks remaining before the scheduled August 31 Final Recess, the Assembly did nothing public this week relative to the state budget impasse. The Davis Administration continues to remind the Assembly that each day the budget is not passed costs the state \$5 million. Total to date is \$80 million. Additionally, some 35,000 college-bound students will not receive their Cal Grants until the budget is adopted.

What did occur in the Assembly this week was the continuation of an escalating war of words between Assembly Democrats and Assembly Republicans. Assembly Speaker Wesson held a press conference with representatives from the health community to decry the Republicans' lack of support for the Speaker's proposal to raise the tax on a pack of cigarettes to \$3.14 in exchange for taking the Vehicle License Fee (VLF) increase off-the-table. "This is the only tax that will save lives and allow the state to continue to fund education and other vital health and welfare programs," stated Speaker Wesson.

Assembly Republican Leader Dave Cox responded with: "The Democrats just don't get it. The state's budget problems were caused by over-spending and our caucus is united in our opposition to the cigarette tax or any other tax on Californians that the Democrats propose. We remain willing to meet and discuss what we believe are the spending cuts that are necessary to adopt a responsible spending plan."

While legislative employees, state vendors and the legislators themselves are not being paid during this budget impasse, state employees received some good news this week when the State Supreme Court agree to hear the case brought by the Howard Jarvis Taxpayers' Association that argues that state employees can only receive minimum wages until the budget is adopted. The high court is not expected to hear the case until sometime next year.

As reported last week, opinions have been rendered that confirms the Legislature may continue to meet pass the August 31 Final Recess without the need for a special session. Some think they will, while other are optimistic a budget compromise will be reached within the next two weeks. Stay tuned.

### ASSEMBLY BILL 1948

The much-amended Assembly Bill 1948 by Assembly Member Kelly, relating to the special districts' share of LAFCO operational costs and hospital districts, was amended on August 12 and passed the Senate on consent Tuesday. The bill is back in the Assembly for concurrence in Senate amendments and will probably be taken-up next week.

The August 12 amendments clarify that no single special district shall pay more than 50% of the total special districts' share of the LAFCO operational budget and continues to allow special districts to develop alternative formulas in lieu of the statutes default formula.

CSDA has a continuing dialogue with CALAFCO relative to a number of other issues relating to this issue and may jointly sponsor legislation next year to address those issues. One such issue is the provision in current law that states: **...the independent special districts' share may be apportioned by an alternative method approved by a majority of the districts, representing a majority of the combined populations.** Issues have been raised relative to calculating the "majority of the combined populations" and CALAFCO has expressed an interest in working with CSDA to clarify that provision through legislation next year.

### LOCAL UPDATE

Leave Our Community Assets Local (LOCAL) Coalition continues to schedule editorial boards and meetings with legislators to carry forth our message  keep local revenues to pay for local services.  It is imperative that local officials continue to advocate for a state budget that is not balanced on the backs of local government. As state budget deliberations continue, there is always an opportunity for local revenues to be put back on the table. Keep current on all LOCAL activities via their website  [www.calocal.org](http://www.calocal.org).

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

To: [eminter@placentiallibrary.org](mailto:eminter@placentiallibrary.org)  
Subject: August 9, 2002 Legislative Update



## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### LEGISLATIVE UPDATE

### STATE BUDGET UPDATE

**Friday, August 9, 2002**

#### WAR OF WORDS CONTINUES IN ASSEMBLY

For the entire month of July the Assembly took no action on the state budget. All of that changed on Monday, August 5, 2002, when the Senate returned to Sacramento after its month-long summer recess.

While the Senate's return may have had nothing to do with the Assembly's budget debates of this week, it did, nevertheless, signal the start of the final four (4) weeks of this year's session--or maybe not. There are still many in this town that believe the August 31 final recess may come and go without the Assembly adopting the 2002-03 state budget. Since the 2001-02 Regular Session does not adjourn until midnight, November 30, a budget bill may be taken up and passed any time after August 31, but no later than November 15 without the need for a special session.

On Monday, in response to the Assembly Republicans insistence on deeper cuts in the Senate-passed version of the state budget, Assembly Democrats proposed \$3.7 billion in cuts to education and numerous health and welfare programs. Yes, it was a political drill to make a point and the proposal netted not a single Republican vote.

On Tuesday, Assembly Speaker Herb Wesson offered a more dramatic proposal. Since Assembly Republicans have long stated that they will never vote for a budget that contains an increase in the "car tax" – Vehicle License Fee (VLF), Speaker Wesson announced that the Democrats were taking the VLF off-the-table and proposed an amendment to Senate Bill 1849 that replaced the VLF with a \$2.13 per pack tax on cigarettes and a few other tax increases. The amendment passed on a 50 to 23 vote after Assembly Republicans argued that they will never vote for any tax increases--PERIOD!

On Wednesday, Senate Bill 1849 was debated on the floor, with Democrats arguing that the cigarette tax increase is the only tax that will save lives and allow the state to continue funding education and other important health and welfare programs. They further accused the Republicans of protecting "Joe Camel" over the best interests of the state.

Taking their turn, Assembly Republicans argued that the state's budget problems stem from the Legislature over-spending and that they are united in their opposition to any tax increase,



including the proposed cigarette tax. "It's the spending, stupid," one Assembly Republican quipped in his speech against SB 1849. Another Republican asked the Democrats: "Who and/or what will you tax when it becomes clear that his proposed budget is a fiscal train wreck waiting to happen. We're prepared to stay here until November, or longer if necessary, if that's how long it takes to convince you that we will never vote for a tax increase to balance the budget." WOW!

Ugly debate. The lines in the sand grow deeper and when it was all over, SB 1849 failed on a 50 to 20 vote with reconsideration granted.

Governor Davis, who Republicans argue is "missing in action," for not calling "Big Five" meetings to resolve the budget impasse, issued the following statement regarding the cigarette tax proposal: **"When I presented my revised budget in May, I stated again my willingness to consider alternative budget plans. It is clear to me that the elimination of any vehicle license fee increase is the Republicans' highest priority. The Speaker's proposal to swap the VLF for an increase in the cigarette tax is something I can support."**

In response to the Governor's press statement, one Assembly Republican stated that he was not surprised the Governor would support yet another tax increase, because the Governor, like the Legislature's Democrats, believe taxing Californians, rather than living within our fiscal means, is the answer to the budget impasse.

The Assembly Republicans also seized on a Budget Letter recently issued by Tim Gage, Director of the Department of Finance. In that letter to all state agencies, Gage painted a very bleak picture for next year's fiscal condition and warned of layoffs and deep cuts in state spending. "At least the Governor's own Department of Finance gets it," quipped one Assembly Republican.

Finally, Assembly Democrats reminded the Republicans that every day the budget is not passed is costing the state millions--\$46 million to date--because the state has been prevented from utilizing certain cost-saving measures contained in the Senate-passed version of the budget.

So, when will it end? When there are 54 votes in the Assembly, no sooner.

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

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

CSDA...keeping special districts informed!

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## NEWS FROM THE CAPITOL: Legislative Updates 2002

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August 7, 2002

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

### I. "THE DANCE IS ON, AND IT'S GONNA BE A LONG ONE!"

The Senate returned from its month-long summer recess on Monday to finish business before the scheduled adjournment date of August 31<sup>st</sup>. The Assembly also resumed committee hearings, with some members still grumbling about not having a summer recess because of the Assembly's inability to pass a state Budget. On Monday evening the Assembly Democrats put forward a budget balancing plan that dropped the vehicle license fee increase in the current version of the Budget in favor of huge spending cuts, including a \$1.5 billion cut in education funding. The idea was to force the Republicans' hand on cuts versus tax increases. The plan received no "aye" votes.

Yesterday the Assembly Democrats put forth a second plan. This time the plan substituted other tax increases, including a \$3.00 a pack cigarette tax, in lieu of the vehicle license fees, which the Republicans say they oppose. While this amendment to the Budget passed on a majority vote of 50 to 24, four more votes will still be needed to pass the Budget. Typically, during the debate, each party was blaming the other for the continuing stalemate. As Assemblymembers were leaving the chambers after the debate on the cigarette tax amendment, we heard one Democrat member say to another, "The dance is on, and it's gonna be a long one."

### II. HOW LONG CAN THE STALEMATE LAST?

While budgets in recent years have seldom passed by the June 30<sup>th</sup> constitutional deadline, they normally have been passed by at least mid August. This year may be the exception. With Republicans wanting to embarrass the Governor in an election year, and with virtually all Democratic as well as Republican seats "safe" - due to redistricting - as members seek election in November, neither side appears willing to give in. This situation prompted the following message from Greg Schmidt, the Secretary of the Senate to all Senate Offices:

"In these perilous times, a number of people have made inquiries regarding the end of the session and what may or may not be done after the August 31 adjournment date. The following is provided for your edification.

*The actual day the 2001-02 Session ends is November 30, 2002. That is the date of adjournment sine die. The August 31 date is set by Joint Rule 51 (b)(3) as the beginning of the Final Recess.*

*The August 31 date is set to accommodate the provisions of the Constitution which give the Governor one month to sign bills and the public 90 days to review them, for purposes of potential*

*referendum, prior to their January 1, 2003, effective date. All regular bills, therefore, must be passed by August 31. Urgency bills, statutes calling elections, tax levies, or 'appropriations for the usual current expenses of the state,' can be taken up and passed after the August 31 deadline because they go into effect immediately and are not subject to referendum. However, they must be sent to the Governor by November 15, providing twelve days for him to sign or veto and three days for the Legislature to consider an override.*

Bottom line: a budget bill may be taken up and passed any time after August 31 but no later than November 15 without any need for a special session. Urgency bills may be taken up. Tax levies may be taken up.

And if, after all this, everyone decides that enough is enough, special elections may be called as necessary.”

### III. FATE OF SCA 10 IN DOUBT

SCA 10 by Senator Jackie Speier, which would allow for a 55% vote, rather than a 2/3rds vote for local library construction bonds, remains on the Senate Floor. Twenty seven votes are needed for the passage of a constitutional amendment. Until recently, Senator Ed Vincent had been on extended leave from the Senate, recovering after major heart surgery. With at least one Republican vote needed for passage, along with all 26 Democrats, Senator Speier was reluctant to take up the measure in Senator Vincent's absence. Recently, we did a vote count, and found one Democratic Senator unwilling to vote for SCA 10, and only one Republican Senator – SCA 10 co-author, Bruce McPherson, willing to vote for it. Thus, SCA 10 remains one vote short in the Senate, and time is running out. Were it to pass the Senate, the measure would still have difficulty garnering four Republican votes in the Assembly, assuming all Democrats voted for it.

The fate of SCA 10 is not unlike Senator Jack O'Connell's SCA 12 of several years ago that would have allowed a simple majority vote for local school bonds. It was defeated in the legislature and was subsequently placed on the March ballot by the initiative process. When that measure failed, education organizations circulated another petition, which led to passage of the 55% initiative on the November ballot of that same year.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Two Percent Assessment Appeal Case  
**DATE:** August 28, 2002

**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

Receive & File



**NOTICE**

**MARK YOUR CALENDAR!**  
**Independent Special Districts of Orange County**  
**QUARTERLY MEETING**

**Luncheon Meeting**  
**Thursday, August 29, 2002**  
**11:30 AM**

**MWDOC Headquarters**  
**10500 Ellis Avenue, Fountain Valley**  
**(Ellis & Ward)**

**SPEAKER:**

**Lisa Murphy, OCSD**  
**"Life after the Waiver"**

**Luncheon Charge: \$12.00**  
**\$15.00 without a reservation**

**RSVP:** Please make reservations by August 20 to Arlene Schaefer at 714/546-1429. Mail your check to Joan Finnegan. Address: 258 Sherwood Street, Costa Mesa, CA 92627. She can be reached at 949/548-3690. Also, please make your check payable to ISDOC.

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY  
QUARTERLY MEETING  
AGENDA

Thursday, August 29, 2002  
11:30 a.m.

Auditorium Orange County Water District  
Municipal District of Orange County

Lunch

A. Call to Order - Mary Aileen Matheis, President

1. Pledge of Allegiance

B. Reports

1. Treasurer's Report – Joan Finnegan
2. LAFCO Report – John Withers
3. CSDA Report – Arlene Schaefer
4. Legislative Report – Keith Coolidge

C. Introduction of Speaker – Arlene Schaefer

Lisa Murphy, OCSD  
"Life After the Waiver"

D. Questions/Discussion

E. Old Business

F. New Business

G. Adjournment



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Report on Staff Appreciation Dinner for 2002  
**DATE:** August 28, 2002

**BACKGROUND:**

The 2002 Staff Appreciation Dinner was held at the home of Trustee Sandra Stark on Thursday, August 8, 2002 at 6:30 P.M. It was a wonderful meal featuring salmon and steak.

Forty-two staff members, Library Trustees, Friends Board Members, Foundation Board members and guests attended.

The cost was \$628.73. There were four paid guests. The cost for the Library Board and Friends was \$548373 or \$274.37 per organization.





# CLLS Budget Report

Name of Library: **Placentia Library District**  
 Fiscal Year: **01 / 02**  
 Filing Period: **Year End**

Budget Categories	Budget for Year			Expenditures for Filing Period	
	Approved	Other	Total For Year	CLSA	Other
1. Personnel	\$4,393.00	\$104,149.00	\$108,542.00	\$2,196.50	\$52,074.50
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Equipment	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
4. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Operations	\$14,200.00	\$16,000.00	\$30,200.00	\$7,100.00	\$8,000.00
<b>6. Total</b>	<b>\$19,593.00</b>	<b>\$120,149.00</b>	<b>\$139,742.00</b>	<b>\$10,296.50</b>	<b>\$60,074.50</b>

Budget Categories	Budget Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
1. Personnel	\$4,393.00	\$104,149.00	\$108,542.00
2. Library Materials	\$0.00	\$0.00	\$0.00
3. Equipment	\$1,000.00	\$0.00	\$1,000.00
4. Indirect	\$0.00	\$0.00	\$0.00
5. Operations	\$14,200.00	\$16,000.00	\$30,200.00
<b>6. Total</b>	<b>\$19,593.00</b>	<b>\$120,149.00</b>	<b>\$139,742.00</b>

Operations Detail	Budget for Year			Expenditures for Filing Period	
	Approved	Other	Total for Year	CLSA	Other
5a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5b. Travel	\$1,000.00	\$1,000.00	\$2,000.00	\$500.00	\$500.00
5c. Office Supplies	\$7,000.00	\$0.00	\$7,000.00	\$3,500.00	\$0.00
5d. Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$5,000.00	\$4,500.00	\$9,500.00	\$2,500.00	\$2,250.00
5f. Communications	\$1,200.00	\$0.00	\$1,200.00	\$600.00	\$0.00
5g. Other	\$0.00	\$10,500.00	\$10,500.00	\$0.00	\$5,250.00
<b>Total</b>	<b>\$14,200.00</b>	<b>\$16,000.00</b>	<b>\$30,200.00</b>	<b>\$7,100.00</b>	<b>\$8,000.00</b>

Operations Detail	Operations Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
5a. Contract Services	\$0.00	\$0.00	\$0.00
5b. Travel	\$1,000.00	\$1,000.00	\$2,000.00
5c. Office Supplies	\$7,000.00	\$0.00	\$7,000.00
5d. Printing	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$5,000.00	\$4,500.00	\$9,500.00
5f. Communications	\$1,200.00	\$0.00	\$1,200.00
5g. Other	\$0.00	\$10,500.00	\$10,500.00
<b>Total</b>	<b>\$14,200.00</b>	<b>\$16,000.00</b>	<b>\$30,200.00</b>

Jim Roberts  
Prepared by

Public Services Manager  
Title

jr Roberts@placentalibrary.org  
E-mail Address

Wednesday, July 24, 2002 11:26:51 AM  
Date



## CLLS In-Kind Report

Name of Library: Placentia Library District  
Fiscal Year: 01 / 02  
Filing Period: Year End

I. In-Kind Services (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other
a) Space	\$0.00	\$0.00	\$0.00	\$5,250.00	\$0.00	\$0.00
b) Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00
e) Professional Services	\$0.00	\$0.00	\$0.00	\$375.00	\$0.00	\$0.00
f) Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column Totals for period.	\$0.00	\$0.00	\$0.00	\$5,825.00	\$0.00	\$0.00
Column Totals for YTD	\$0.00	\$0.00	\$0.00	\$11,650.00	\$0.00	\$0.00

I. In-Kind Services (In Dollar Equivalents)	This Period's Total Resources	Total Year-To- Date	This Year's Goals
a) Space	\$5,250.00	\$10,500.00	\$10,500.00
b) Materials	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00
d) Printing	\$200.00	\$400.00	\$400.00
e) Professional Services	\$375.00	\$750.00	\$750.00
f) Other	\$0.00	\$0.00	\$0.00
Column Totals for period.	\$5,825.00		Grand Total
Column Totals for YTD		\$11,650.00	\$11,650.00

2. Volunteer Hours	This Period	YTD	Goals
a) Literacy Instruction	5714	10392	8000
b) Talent/Support Services	488	740	500

Jim Roberts  
Prepared by

Literacy Coordinator  
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Wednesday, July 24, 2002 10:30:27 AM  
Date



## CLLS Adult Learner Report

Name of Library: Placentia Library District  
Fiscal Year: 01 / 02  
Filing Period: Year End

Bi-Annual Summary		Total
1. Continuing Adult Learners from previous filing period		160
2. Adult Learners who began during this filing period		68
3. Adult Learners who left during this filing period		
a. Learners who met goal		4
b. Learners who became physically inaccessible this filing period		0
c. Learners who left program for other reasons		0
d. Learners who left program WITHOUT notification		27
e. TOTAL		31
4. Adult Learners who received instruction during this filing period		201
5. Adult Learners referred to other programs (never instructed) this filing period		0

Cumulative Summary		Total
6. Cumulative total adult learners who received instruction this fiscal year-to-date		230
7. Cumulative total adult learners referred to other programs this fiscal year-to-date		0

End of Period Status		Total
8. Adult Learners receiving instruction at end of this filing period.		197
9. Prospective Adult Learners awaiting instruction at end of this filing period.		100

10. Ethnicity								
Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
98	2	59	0	10	10	18	0	197

11. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
3	31	54	56	39	8	6	0	197

12. Gender			
Male	Female	Not Specified	Total
49	148	0	197

Jim Roberts

Prepared by

Literacy Coordinator

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E-mail Address

Wednesday, July 24, 2002 10:36:59 AM

Date



# CLLS Tutor Activity Report

Name of Library: **Placentia Library District**

Fiscal Year: **01 / 02**

Filing Period: **Year End**

Bi-Annual Summary		Total
1. Continuing Tutors instructing from previous filing period		158
2. Tutors who began instructing during this filing period		42
3. Tutors who left during this filing period		
a. Tutors who left with notification		10
b. Tutors who left WITHOUT notification		45
c. TOTAL tutors who left		55
4. Total tutors who instructed during this filing period		155
5. Number of tutors trained during this filing period.		42
6. Number of pre-service tutor workshops offered during this filing period		6

Cumulative Summary		Total
7. Cumulative total tutors who instructed this fiscal year-to-date		205
8. Cumulative total tutors trained this fiscal year-to-date		105

End of Period Status		Total
9. Tutors instructing at end of this filing period		145
10. Prospective tutors awaiting training/matching at end of this filing period.		22

11. Ethnicity								
Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
25	1	21	0	0	86	12	0	145

12. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
6	15	20	41	31	25	7	0	145

13. Gender			
Male	Female	Not Specified	Total
36	109	0	145

14a. Number of library branches used for literacy instruction during this filing period	1
14b. Number of additional sites used for literacy instruction during this filing period	4

Legislative districts in which instruction occurred during this filing period	
a: State Assembly District #(s):	72d
b: State Senate District #(s):	33d
c: U.S. Congressional District #(s):	39 & 41st

Jim Roberts  
Prepared by

Literacy Coordinator  
Title

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E-mail Address

Wednesday, July 24, 2002 10:43:51 AM

Date



## CLLS Narrative Report

Name of Library: Placentia Library DistrictFiscal Year: 01 / 02Filing Period: Year End

The State Library is interested in the areas of your program that you find most significant. This includes both successful and unsuccessful events, methods, materials and other components.

### Significant successes:

The Placentia Library Literacy Services (PLLS) had another banner year in Fiscal Year 2001-02. This was particularly true in the increased number of adult students matched with volunteer tutors. During this past Fiscal Year PLLS had an increase of more than ten percent in the number of adult students in the program as compared to Fiscal Year 2000-01. PLLS was able to recruit more tutors this Fiscal Year because of offering twenty-three tutor training workshops throughout the year. This gave volunteers more windows of opportunity to become tutors. The most significant success PLLS enjoyed during Fiscal Year 2001-02 was being awarded the English Language and Literacy Intensive (ELLI) Grant and hiring an ELLI Coordinator, Ann-Margaret Webb. By the end of her year as ELLI Coordinator, Ann-Margaret was so tremendously successful (she exceeded her goal of student enrollment by more than ten percent) that other ELLI programs have often sought her advice.

### Problems, challenges, and unresolved issues:

PLLS has no problems or unresolved issues. The biggest challenge that we faced in Fiscal Year 2000-01 and still faced in Fiscal Year 2001-02 was recruiting and retaining volunteer tutors. We have an adult waiting list of more than 100 learners because we don't have volunteer tutors to match them with. In fact, before the end of this Fiscal Year, PLLS stopped registering adult students and putting them on the waiting list until the list becomes smaller. The PLLS did continue to bring adults into the FFL Program.

### Anything you would like to share that other CLC programs could use:

The PLLS Families for Literacy (FFL) began to grow this past fiscal year, thanks mainly to the free staff that PLLS received from the Federal Work Study (FWS) Program. Throughout the year, PLLS had a total of sixteen FWS staff from the Western State University College of Law tutor in the Program. Many colleges and universities have the FWS Program, and we've found them to be an extremely valuable resource. PLLS highly recommends that other literacy programs research existing FWS Programs that may be available.

Author's Name: Jim RobertsAuthor's Title: Literacy Coordinatorjroberts@placentialibrary.org

E-mail Address

Wednesday, July 24, 2002 11:20:42 AM

Date

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# FAMILIES FOR LITERACY

Name of Library: Placentia Library District  
 Fiscal Year: 01 / 02  
 Filing Period: Year End

## A. Program Participants and Partners

1. Number eligible Families participation through 6/30/02 (full fiscal year) : 28 (families can participate in a number of different ways; not all must attend programs to participate)

### 2. Family Composition

Parents/ Guardians	Other Adult Family Members	Adult Unknown Age	Children 0-4	Children 5-8	Children 9-11	Children Over 12	Children Unknown Age
36	5	1	24	23	6	3	0

### Ethnicity

#### ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	Unknown	TOTAL
Asian	0	1	12	1	0	0	0	0	0	14
Black	0	0	0	0	0	0	0	0	0	0
Hispanic	0	6	16	4	0	0	0	0	1	27
Native American	0	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0	0
White	1	0	0	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>7</b>	<b>28</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>42</b>

### Ethnicity

#### CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Asian	8	11	1	1	0	21
Black	0	0	0	0	0	0
Hispanic	16	12	5	2	0	35
Native American	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0
White	0	0	0	0	0	0
Other	0	0	0	0	0	0
<b>Total</b>	<b>24</b>	<b>23</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>56</b>

**Primary Language of Children**

**CHILDREN**

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Spanish	16	12	5	2	0	35
Portuguese	0	0	0	0	0	0
Vietnamese	0	0	0	0	0	0
English	0	0	0	0	0	0
Hmong	0	0	0	0	0	0
Pacific Island Languages	0	0	0	0	0	0
Other	8	11	1	1	0	21
<b>Total</b>	<b>24</b>	<b>23</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>56</b>

Author: Frank Frizell  
 Author's e-mail address: literacy@placentialibrary.org

Last edit date: Thursday, August 08, 2002 12:10:56 PM

[ | ]

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# Families For Literacy

Name of Library: Placentia Library District  
Fiscal Year: 01 / 02  
Filing Period: Year End

### 3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburgh HeadStart/Canal Day Care - Referrals of low literacy parents with preschool children)

#### Community Partner Role

1. Placentia Headstart Referrals of low literacy/ESL parents with preschool aged children.

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Last edit date: Thursday, August 08, 2002 12:49:58 PM

[ | ]

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# FAMILIES FOR LITERACY

Name of Library: Placentia Library District

Fiscal Year: 01 / 02

Filing Period: Year End

10) How many FFL staff were budgeted for with FFL or library funds? 1

Was this adequate? Explain.

The funding is less than we had hoped for. Twenty hours were budgeted for the position originally with FFL funds. Since then we have had to reduce the hours by half because the position is now partly funded by ELLI. We could more efficiently meet our goals, objectives, and responsibilities if the FFL Coordinator could concentrate his energies and efforts in Families For Literacy and dilute them as little as possible elsewhere.

<u>FFL Position</u>	<u>Hours Per Week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
1. FFL Coordinator/LAI	10	Yes	

Author: Frank Frizell

Author's e-mail address: literacy@placentialibrary.org

Last edit date: Monday, August 12, 2002 6:14:11 PM

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## FAMILIES FOR LITERACY

Name of Library: Placentia Library District  
Fiscal Year: 01 / 02  
Filing Period: Year End

### C. Lessons Learned This Year

The State Library is interested in learning about your successes and difficulties with the FFL program. Please respond, as fully as possible to the following questions:

1) Describe how your FFL program uses the Parent Pre/Post Survey. Include in your description when you give the pre and post. Describe how you train staff and volunteers to use the survey.

The parent survey is used as part of the intake process and again at the end of the school year/beginning of summer. Generally, either the FFL Coordinator or a Federal work-study student does intake. A tutor administers the post survey during a regular tutoring session when staff is there and can clarify questions. The program is small enough there is not a set training procedure.

2. Describe barriers your FFL program encountered using the Parent pre/post survey.

There have been a few problems using the parent pre/post form most often during intake. Some parents will give the answer they think the interviewer wants to hear. Others (many of them ESL students) are confused when there is a relative scale involved. So, when an intake is scheduled to take place a bilingual staff member is usually present. To verify the validity of the survey results, the interviewer sometimes rephrases the question after the survey is finished.

3) Describe successes your FFL program discovered using the Parent pre/post survey.

Our Parent Survey results show, among other things, that most parents have library cards at the end of the year. That's no surprise since applying for a card is part of the intake procedure. However, the survey also shows families coming to the library more often, more time spent reading to children, and a greater awareness about where to obtain information about health issues (effects of smoking etc.).

4) What are the best messages your program used to explain your FFL program to stakeholders and the public?

The themes we emphasize in our program tend to be "success" "Fun" and "Family". Everyone would like to have their children do well in school. When parents hear "You are your child's first teacher and if you read regularly to him/her, he/she will begin school with a greater intellectual advantage" they are prepared to work hard to improve their literacy skills in order to help their children have an advantage. Since nobody really likes "work" but everyone loves "fun" we emphasize the enjoyment to be had from reading, that learning can be fun, and the activities sponsored by the library and FFL can be enjoyed by the entire family.

5) Share one positive FFL experience that represents your program's success in helping families with early literacy skills. Your

example can include a testimony, anecdote, or observation from staff, parents, children or community partners.

Young Jessica is a metaphor for the whole program. When her family first started coming to tutoring she was only interested in drawing and puzzles. She still enjoys these activities, but now the first thing she does is she selects a picture book out of the Children's Department and reads it. She may select another one, or she might want a puzzle or to color. But she now spends as much time if not more looking at books or having someone read to her. That in itself is wonderful, but I'm seeing that pattern among all the children of families who have been coming to the library over the past six months to a year.

6) Share a fun storytime theme your program used this year. Select something you would recommend to other family literacy programs. Include names of books, materials, songs, fingerplays, crafts, etc. Provide advice or tips to someone who might want to replicate your idea.

A good storytime theme I've used is Differences. First talk about Penguins (they're birds, but they can't fly!) and then read "Tacky the Penguin" by Helen Lester. Using little paper Penguin finger puppets have the group sing "Five Little Penguins Jumping on the Bed". Ask the group what it would be like if they could fly, then ask would they like to be able to fly, what would they do, then read "Abuela" by Arthur Dorros and "Angela's Wings" by Eric Jon Nones. Finish by affirming that being different isn't always a bad thing, and differences make us all very interesting.

Author: Frank Frizell  
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Last edit date: Thursday, August 08, 2002 12:45:22 PM

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# Families For Literacy

Name of Library: Placentia Library District  
Fiscal Year: 01 / 02  
Filing Period: Year End

## D. Financial Report

Fiscal Year 01-02

Category	Budget		Expended as of June 30. 02	
	CLSA	Other	CLSA (FFL)	Other
1. Personnel	\$9,000.00	\$3,500.00	\$9,000.00	\$63.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00
3. Operative Total	\$1,000.00	\$500.00	\$1,000.00	\$957.00
3a. Contract Services	\$0.00	\$0.00	\$0.00	\$184.00
3b. Travel	\$300.00	\$500.00	\$300.00	\$284.00
3c. Office Supplies	\$500.00	\$0.00	\$500.00	\$108.00
3d. Printing	\$200.00	\$0.00	\$200.00	\$381.00
3e. Instructional Resource	\$0.00	\$0.00	\$0.00	\$0.00
3f. Children's Book Resource	\$0.00	\$0.00	\$0.00	\$0.00
3g. Communications	\$0.00	\$0.00	\$0.00	\$0.00
3h. Other	\$0.00	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5. Indirect	\$0.00	\$0.00	\$0.00	\$0.00
	10,000.00	4,000.00	10,000.00	1,020.00

Author: Frank Frizell  
Author's e-mail address: literacy@placentialibrary.org

Last edit date: Thursday, August 08, 2002 12:20:41 PM

[ | ]

Any questions or comments should be directed to  
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**California State Library  
English Language and Literacy Intensive (ELLI) Program  
FINAL REPORT: Part 1  
2001/2002 FY**

Submit in three (3) copies postmarked by Friday, August 9, 2002, to Attn: Valerie Reinke, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Express delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: Tel. (909) 786-0455 or (916) 651-6980.

---

1. Library name: Placentia Library District
2. Program name: Placentia Literacy Expanded English Services (PLEES)
2. Contact person: Ann-Margaret Webb Phone: (714) 524-8408 ext. 213  
 FAX: (714) 528-8236 E-mail: awebb@placentialibrary.org
3. District: Assembly 72 State Senate 33
4. Population: # of non-duplicated eligible ELLI children served 219\*  
 # of non-duplicated ELLI parents/guardians served 59

Describe your target population:

The target population for the Placentia Library Literacy Services' ELLI Program is kindergarten through 6<sup>th</sup> grade students who attend Ruby Drive, Rio Vista and John Tynes Elementary schools and their families. In particular the ELLI Program focuses on those children who are emerging English learners or who come from homes where English is spoken as a second language or not at all. Many of these children come from low income families with low literacy rates and limited formal education. The PLLS also focuses on reaching the parents of children attending the Placentia Child Development Center, a Head Start facility. These parents also have children attending the elementary schools in the ELLI Program, and represent an underserved population with limited English skills.

5. Primary Language of ELLI Children:

<i>Primary Language</i>	<b># of Children</b>
Spanish	121
Vietnamese	0
Hmong	2
Other: English	91
Other: <u>Korean, Farsi, Hindi, Sinhalese,</u> <u>Punjabi</u>	5 (1 each)
<b>TOTAL *</b>	<b>219</b>

The number of ELLI children served in # 4. should match the primary language total in # 6.

6. Program Overview. Give a brief overview of your ELLI program. Please include a bullet point for each of these items: recruitment techniques, specific activities, the instructional model and curriculum used, scheduling details (sites and frequency of meetings), and staff responsibilities.
  - Recruitment. Once the ELLI Coordinator met with the administration at each school and established the partnership, students were selected by the administration and teachers at each school. Principals decided which group of students needed help the most (for example 1<sup>st</sup> graders, students in kindergarten extended day programs, emerging English learners). We then either worked with the entire group, or asked teachers to select specific students within the group who were behind or having the most difficulties. The exception to this was at John Tynes Elementary, where in addition to the students identified by the principal and teachers as needing help, ELLI staff chose to also work with children whose parent were attending CBET classes, as we knew they were a group at risk for problems speaking, reading and writing in English. The ELLI staff also obtained a list from the Placentia Child Development Center (Head Start) of students from their program who were attending each school. This list was submitted to each school's administration and ELLI staff indicated this was an at risk group of students who should be included in the program if possible. Working with the Director of the Placentia Child Development Center, the PLLS recruited parents for an ESL class that was taught at the nearby Whitten Community Center. In collaboration with CBET instructors, ELLI staff met with parents and recruited them for tutoring, library events, classes and workshops.
  - Specific Activities. ELLI tutors worked in existing programs and classrooms at all three schools. Activities varied at each school, depending upon when and where we were tutoring the students. At Rio Vista, all tutoring took place in the classroom, once or twice a week. Tutors were under the direction of individual teachers in each classroom. Each tutor at Rio Vista focused on bringing up the reading level of the students and utilized classroom materials and curriculum provided by the teacher. At John Tynes, tutors also worked in the classroom every week with students and used the materials and curriculum preferred by the teachers. Tutors who helped children whose parents were attending CBET classes at John Tynes read with students, using books from the Placentia Library and the school library, and assisted each child with his or her language arts homework. At Ruby Drive, tutors worked with the teachers of a kindergarten extended day program (KED). Activities included games that focused on learning the alphabet, shapes and colors in English; art activities that also involved spelling simple words; and singing with song books. Tutors also assisted students in writing workshops, read to them and listened to the students' first attempts to read. Tutors provided homework assistance in language arts and other subjects in an after school program called Project Casa at Ruby Drive. For the children whose parents were in CBET classes at Ruby Drive, tutors were able to provide homework assistance as well as a variety of fun, literacy based activities. These activities included word games, spelling bees, journal writing, story rounds, poetry reading, making scrapbooks and photography/essay projects. A limited number of students were also signed up by their parents to receive tutoring in the library. For the adult family members of these students, the ELLI Program provided books, language tapes and other educational materials. The ELLI Coordinator hosted the parents at the Library for a special tour, and visited the classroom to sign up

parents and children for different Library events. Adult family members of the ELLI students also signed up for one-to-one tutoring at the Library, and attended ESL classes.

- Instructional model and curriculum used. Tutors used materials students were using in class: textbooks, homework assignments and works of fiction available in each school. Tutors also used books from the Library, educational games from the PLLS and literacy based art activities developed by the ELLI Coordinator. Tutors worked one-to-one and in small groups with students. For adult students, ELLI tutors used the Challenger or Laubach series of workbooks as well as the Oxford Picture Dictionary.
- Scheduling details. Tutors met with students between once a week to four times a week, depending on the student, from the beginning of January through the beginning of June. Tutors met with students at the three elementary schools in the program and the Whitten Center. Students in the KED were rotated; 40 students participated from January through February and 40 more participated from March through the beginning of June. Student attendance fluctuated in the CBET Programs and in Project Casa. New students joined the program throughout the year, others attended Monday-Thursday and some came off and on throughout the school year.
- Staff Responsibilities. The ELLI Coordinator was responsible for all aspects of the PLLS's ELLI Program including: establishing partnerships with all of the community organizations involved in the project; meeting with the appropriate staff at each school to determine when, where and how tutors would work with the students; recruiting, assisting with training, scheduling and supervising tutors; developing and implementing activities for students; providing tutoring for a certain percentage of the students; conducting all outreach to publicize the program; and preparing all reports and correspondence related to the ELLI Program. The Literacy Coordinator/Public Services Manager was responsible for supervising the ELLI Coordinator, training tutors for the program and assisting with outreach activities. The Families for Literacy Coordinator provided 10 hours a week of tutoring at John Tynes Elementary School. There were six FWS students whose wages were paid entirely through the America Reads Program who were responsible for tutoring students. Two interns from Cal State Fullerton also tutored in the ELLI Program.

8. Program Goals. What goals did you set for yourself in your initial grant proposal and have you reached those goals?

The PLLS's overall goal was to increase literacy services to an underserved population in the community. Specifically, the PLLS wanted to provide tutors for 150-200 K-6<sup>th</sup> grade students at three elementary schools: Ruby Drive, Rio Vista and John Tynes. In addition to this goal the PLLS wanted to provide literacy and library services for family members of these children, and renovate its existing literacy area. All of these goals were achieved. Tutors were provided for over 200 K-6<sup>th</sup> grade students at these three schools. The parents of ELLI students were hosted at the Library, provided with books and educational materials, offered an ESL class and tutors at the Library. The literacy area was completely renovated, including the purchase of three new computers, a color printer, whiteboards and new tables and chairs, enabling the PLLS to implement the additional services offered to the ELLI families.

9. **Outcomes Measures.** Detail the results or outcomes that demonstrate how your ELLI program has had a positive impact on families and learning. Include results from any parent or teacher surveys, attendance and retention data, and any anecdotes that reflect increased English language literacy skills and improved self-esteem among your participants.

Since the ELLI Coordinator and ELLI tutors worked side by side with the teachers on a weekly basis in the schools, they had the opportunity to receive verbal feedback from the teachers regarding students' progress. In addition to verbal feedback, teachers were asked to fill out end of year surveys. The feedback was overwhelmingly positive. All of the teachers felt the ELLI tutors helped their students improve their ability to read, write and speak English. Specifically, teachers felt having ELLI tutors provided the extra "nudge" students needed to begin reading or become more proficient readers. Scores on spelling and grammar tests went up and reading comprehension improved. End of year testing of the KED students revealed significant improvements. Homework grades for 3<sup>rd</sup>-5<sup>th</sup> graders also improved after they began working with tutors. Teachers also felt that the ELLI tutors ability to work one to one with students benefited not only the neediest students but the entire class. Having tutors to focus on those students in need of extra help allowed teachers to work with the rest of the class. Students looked forward to the special time spent with their tutors, most of whom were college students. Many students began articulating plans for college after being mentored and encouraged by their tutors.

10. **Successes.** Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success?

Through the ELLI Program the library has been able to reach out to a previously underserved, diverse and bilingual community. The ELLI Program has established the Library's commitment to provide literacy and other library services to this community. This was accomplished through the strong partnerships formed with individual teachers at Ruby Drive; the principal of Ruby Drive; the Director of the Placentia Child Development Center; and with individual students and their families. This commitment has led to increased use of the library by this community as well as strong and enthusiastic participation in the ELLI Program. In particular, the ELLI Program's involvement in the KED program at Ruby Drive was successful. This KED Program primarily served children who were emerging English learners. Tutors were directed by the KED Program's two teachers, both of whom felt the tutors were instrumental in helping these children acquire the English skills they needed. Working with the children of CBET adult students was another strong component of the ELLI Program. These children were essentially being babysat while their parents took CBET classes until ELLI tutors started working with them. These children received homework assistance and help with reading; participated in literacy based arts and craft activities and bonded with their tutors.

11. **Challenges.** Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Have these actions proved successful?

The biggest challenge faced was parental and family involvement in the ELLI Program. The majority of parents worked and had limited time, lacked transportation that would get them to the Library and needed childcare while they were at the Library. As often as possible, ELLI staff went offsite to accommodate the parents. Instead of having parents come to the Library to sign up for reading programs and events, the ELLI Coordinator went to the CBET classes. Materials from the PLLS Literacy Library were donated to the CBET classes so they could be used there. Parents were provided with library card applications ahead of time, and the Library opened early to accommodate

a tour and the processing of their applications. After repeated visits from the ELLI Coordinator, family members began signing up for one to one tutoring at the Library. By the end of the school year, families that had obtained library cards earlier began coming to the Library on Sundays. An ESL class was offered offsite at a community center near where many of the parents lived. Through a partnership with the Placentia Child Development Center babysitting was also provided. These steps took care of the problems of transportation and child care. Parent and family involvement in the ELLI Program continued to fluctuate due to changing work schedules and long hours at work. One additional challenge was staffing. Originally the ELLI Program was to be staffed primarily by volunteer teen tutors from the Rotary Reading Assistance Program (RRAP). However, upon meeting with each school administration it became apparent that tutors would be needed primarily during school hours, not after school. As a result of this, the ELLI Program utilized a much smaller group of Federal Work Study students in place of the high school RRAP tutors. The ELLI Coordinator also established an internship program with Cal State Fullerton, and accepted volunteers on a rotating, short term basis rather than the usual six month commitment required by the PLLS. The ELLI Coordinator also spent a considerable portion of her time working with the children as well. The combination of these efforts enabled the ELLI Coordinator to not only meet but exceed the original goal of serving between 150-200 students.

12. Changes. What changes (if any) have you made to your initial grant proposal and what necessitated those changes?

As stated before, fewer RRAP tutors were used, and there was more small group tutoring and less one-to-one tutoring due to a lack of tutors.

13. Community Partners. List any schools, agencies, or organizations that acted as community partners for your ELLI program and indicate with an "X" how they have assisted you. (If you have more than six community partners please copy this page.)

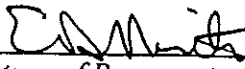
Partner Contributions	Ruby Drive Elementary School	Rio Vista Elementary School	John Tynes Elementary School
Supplemental funding			
Use of facilities	X	X	X
Staffing of volunteers			
Lending materials	X	X	X
Consultation or overall guidance	X		
Test scores for participating students	X		X
Referred students to program	X	X	X
Referred parents/families to program	X		
Other (please specify)			

--	--	--	--

<b>Partner Contributions</b>	Placentia Child Development Center (Head Start)		
<b>Supplemental funding</b>			
<b>Use of facilities</b>	X		
<b>Sharing of volunteers</b>	X		
<b>Learning materials</b>			
<b>Consultation or overall guidance</b>	X		
<b>Test scores for participating students</b>			
<b>Referred students to program</b>	X		
<b>Referred parents/families to program</b>	X		
<b>Other (please specify)</b>			

## ELLI Financial Report 2001/2002 FY

Placentia Library District  
*Name of Library*

  
*Signature of Representative of Fiscal Agent  
or of Library Receiving Funds*

Aug 6, 2002  
*Date*

Budget Categories	ELLI Budget 2001/2002	Other Budget 2001/2002	ELLI Budget Expended as of June 30, 2002	Other Budget Expended as of June 30, 2002	Unexpended ELLI Funds for Carryover to 2002/2003
1. Personnel	39,758	64,847	33,904	1,813	5,854
2. Operations	14,850	10,550	14,850	19,668	0
2a. Contract Services	13,600	1,000	13,600	17,428	0
2b. Travel	250	1,300	250	858	0
2c. Office Supplies	500	1,325	500	359	0
2d. Printing	250	2,625	250	900	0
2e. Instructional Resources	0	3,500	0	78	0
2f. Communications	250	800	250	15	0
2g. Other (food)	0	0	0	30	0
3. Equipment (over \$5,000)	5,142	0	5,142	858	0
4. Indirect (not to exceed					

10%)	250	0	250	0	0
<b>6. TOTAL</b>	60,000	79,397	54,146	22,339	5,854

If you are reporting any "Unexpended ELLI Funds for Carryover to 2002/2003" on the ELLI Financial Report, please answer Question 14.

14. Which of the following best reflect the reason(s) for your ELLI program's unspent funds?  
Please check all that apply.

- Fewer participating students than expected.
- Fewer participating parents/guardians than expected.
- Supplemental funding from partner organizations.
- Overestimated program expenses.
- Other (please specify): Personnel for program year through August 2002

15. Please indicate the number of staff you employ and the number of volunteers who serve in your ELLI program:

Paid full-time		1
Paid part-time	4	7
Volunteer	2	6

15a. Please indicate the number of staff members who have 100% of their salaries and benefits paid for by ELLI funds.

Full-time	1
Part-time	0

15b. Please indicate the number of staff members who have between 50% and 99% of their salaries and benefits paid for by ELLI funds.

Full-time	0
Part-time	0



- 15c. Please indicate the number of staff members who have less than 50% of their salaries and benefits paid for by ELLI funds.

Full-time	0
Part-time	1



2001-02 California Public Library Survey

	CURRENT YEAR	PREVIOUS YEAR
<b>Directory Update #1-36</b>		
1 Library	Placentia Library District	<i>Placentia Library District</i>
Director (If position is filled, you must enter First and Last name, at least; if position is not filled, enter "VACANT" in 2a and leave 2b & 2c blank)		
2A First Name	Elizabeth	<i>Elizabeth</i>
2B Middle Name	D.	<i>D.</i>
2C Last Name	Minter	<i>Minter</i>
2D Title	Director	<i>Director</i>
3 Street Address	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
3B City	Placentia	<i>Placentia</i>
3C Zip	92870-6198	<i>92870-6198</i>
4 Mailing Address	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
4A Mail City	Placentia	<i>Placentia</i>
4C Mail Zip	92870-6198	<i>92870-6198</i>
5 Public Phone Number	(714) 528-1906	<i>(714) 528-1906</i>
6 Reference Phone Number	(714) 528-1906	<i>(714) 528-1906</i>
7 Library Director's INTERNET email address	eminter@placentialibrary.org	<i>eminter@placentialibrary.org</i>
7a Library's INTERNET email address	reference@placentialibrary.org	<i>reference@placentialibrary.org</i>
8 Library's Website Address (Omit "http://www.")	placentialibrary.org	<i>placentialibrary.org</i>
9 Fax	(714) 528-8236	<i>(714) 528-8236</i>
10 TDD for Deaf.	N/A	<i>N/A</i>
11 Size Sq. Miles	7.10	<i>7.10</i>
12 House Dist.	39	<i>39</i>
13 State Senate	29	<i>31</i>
14 Assembly	64	<i>64</i>

15	Affiliations OCLC, CLC	ALA, LVA, CSDA, CLC, ISDOC, OCLN, SCLLN, NSFRE, PGRT	
16	ILL Period: # of Weeks	3	3
17	ILL Photocopy free up to 10 pages?	N	N
18	Copy fee. ONLY if answer to #17 is No; otherwise, leave blank.	.15/page.	.15/page.
19	Schedule of Main Library Service Hours	M-W 12-9; Th 10-6; Sun 1-5.	<i>M-W 12-9; Th 10-6; Sun 1-5.</i>
THE FIELDS BELOW ARE FOR CSL USE ONLY			
20	LIBRARY_ID	M692	<i>M692</i>
21	LIBR_TYPE	PHDD	<i>PHDD</i>
22	GEOCODE	CI2	<i>CI2</i>
23	MSA_NAME	LAOR	<i>LAOR</i>
24	COUNTY	Orange County	<i>Orange County</i>
25	CA_NETWORK	IV	<i>IV</i>
26	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
27	C_LEGBASE	SD	<i>SD</i>
28	TABLE	5	<i>5</i>
29	INSTITUTIO	Placentia Library District	<i>Placentia Library District</i>
30	STATE	CA	<i>CA</i>
31	FISCAL_YR	2001-02	<i>2000-01</i>
32	C_FSCS	Y	<i>Y</i>
33	INST_CODE	P	<i>P</i>
34	GENDER	Ms.	<i>Ms.</i>
35	CLSASYSTEM	Santiago	<i>Santiago</i>
36	Administrative Structure Code	SO	

**Population and Outlets #201-214**

201	Population Children Age 0-5	3,460	3,399
203	Population Children Age 6-14	7,072	5,174
205	Registered Borrowers as of June 30	15,926	16,993
206	Children Borrowers Age 0-14	3,582	3,579
207	Main Library	1	1
208	Branches	0	0
209	Stations	0	0
210	Bookmobiles. Vehicle count.	0	0
211	Other Outlets, Deposits	0	0
212	Hours per week Main Library is open	39	39
213	Total Branches + Stations (#208+#209)	0	0.00
214	TOT_OUTLET(#207+#208+#209+#210+#211)	1	1.00

**Library Staff #251-259**

251	Total count of persons employed - full and part time.	22	18
252	ALA Librarians (FTE) who have accredited ALA Masters	3	4.00
253	FTE Total Librarians (ALA or other)	7	4.00
254	FTE Special Professionals	2.5	4.75
255	FTE Lib. Tech. Assistants	0	0
256	FTE Other	6.5	6.0
257	FTE Volunteers (Average FTE per week - not hours)	8.67	6.55
258	ALL_SUPPRT (#254+#255+#256)	9.00	10.75
259	TOTAL_STAF (#253+#258)	16.00	14.75

**Income - for Operational Expenses #301-308**

301	Local Government (taxes and allocations - see help)	\$1,182,221	<i>\$1,109,369</i>
302	State Funds (CLSA and PLF)	\$125,236	<i>\$169,318</i>
303	Federal Funds (LSCA or other)	\$0	<i>\$0</i>
304	Other income (see help)	\$114,699	<i>\$80,563</i>
305	Special District Augmentation (funds for counties and districts)	\$9,088	<i>\$8,555</i>
306	Gifts, Fines, Fees (and local fund raising)	\$167,725	<i>\$183,003</i>
307	Contract Payments (from another jurisdiction)	\$0	<i>\$0</i>
308	TOT_INC (#301+#302+#303+#304)	\$1,422,156	<i>1,359,250.00</i>

**Income - for Capital Outlay #311-315**

311 Local Government (taxes and allocations - see help)	\$0	\$0
312 State Funds (CSLA and PLF)	\$0	\$0
313 Federal Funds (LSCA or other)	\$0	\$0
314 Other Income	\$0	\$0
315 CAPOUT_INC (#311+#312+#313+#314)	\$0	0.00



**Standard Operating Expenditures #401-416**

401 Salaries	\$645,313	\$623,837
402 Benefits (If paid by Library)	\$161,084	\$143,552
403 Print Materials	\$100,720	\$126,891
404 Current Serial Subscriptions	\$15,962	\$14,765
405 Microforms	\$0	\$0
406 Audiovisual materials	\$8,809	\$10,217
407 Library Materials in Electronic Formats	\$28,698	\$23,501
408 Other materials	\$0	\$0
409 Operating Expenditures for Electronic Access	\$62,537	\$97,760
410 All other Operating Expenditures	\$400,889	\$301,648
411 Capital Outlay (see help)	\$0	\$0
412 SUB_SB (#401+#402)	\$806,397	767,389.00
413 SUB_COLL (#403+#404+#405+#406+#407+#408)	\$154,189	175,374.00
414 TOTAL_OTH (#409+#410)	\$463,426	399,408.00
415 TOTAL_OPR (#412+#413+#414)	\$1,424,012	1,342,171.00
5 TOTAL_EXP (#411+#415)	\$1,424,012	1,342,171.00

**Expenditures #501-510**

501 Postage and Delivery	\$5,628	\$2,687
502 Telephone and Other (telecommunications)	\$14,228	\$14,119
503 Contracted Computer Services	\$26,119	\$43,978
504 Online Database Searching	\$0	N/A
505 Preservation	\$1,500	\$1,500
506 Expenditure for Children's Materials	\$40,103	\$42,585
507 Adult Literacy Program	\$139,742	\$175,180
508 Transfer to City/County divisions for services: maint, accounting, etc.	\$17,343	\$12,248
509 Payments for Contract Services to another jurisdiction	\$0	\$0
510 Estimate of Services and Supplies benefiting the library that were paid for other City/County Division for report year	\$0	\$0

**Public Library Fund #511-517**

511	Amount of PLF funds included in Total Operating Budget	\$77,328	\$88,826
2	PLF expended for Library Materials	\$77,328	\$88,826
513	PLF expended for Personnel	\$0	\$0
514	Hours of service provided by PLF-paid Personnel	0	0
515	PLF expended on General Operations	\$0	\$0
516	PLF expended on Special Projects	\$0	\$0
517	PLF difference from Allocation	\$0	\$0

**Collections #601-636**

601 Books Added Cataloged	7,690	10,643
602 Books Adult/YA Added Cataloged	4,154	5,887
603 Books Added Uncataloged	1,310	2,676
604 Children's Books (added, cataloged)	3,536	4,181
605 Children's Books (added, uncataloged)	974	1,122
606 Books Total Held as of June 30	110,478	156,429
607 Books Children Held as of June 30	39,069	44,142
608 Books Adult/YA Held as of June 30	71,409	112,287
609 Leased Books (inventory on hand)	0	0
610 Government Documents in separate collections	148	109
611 Microfilm (reels)	922	922
612 Microforms (not microfilm)	873	873
613 Children's Audio Materials held as of June 30	417	310
614 Total Audio Materials	2,819	9,684
615 Films	0	0
616 Children's Video Materials held as of June 30	472	429
617 Total Video Materials	2,919	2,217
618 Number of Current Periodical and Serial Subscriptions	156	148
619 Books Titles Added (Cataloged)	5,296	8,469
620 CD-ROMs Data discs only, not Audio/Video or public catalog	235	208
621 Other (non CD-ROM) Library Materials in Electronic Formats	0	0
622 Serial Volumes held as of June 30	491	428
623 Number of Library Materials in Electronic Format (#620+#621)	235	208.00
THE FIELDS BELOW ARE FOR CSL USE ONLY		
624 LIBRARY_ID	M692	M692
625 FISCAL_YR	2001-02	2000-01
626 POPULATION	51500	50800

?

627	CLSA_DB	0	0
628	PLF_ALLOC	0	0
629	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
630	LIBR_TYPE	PHDD	<i>PHDD</i>
631	POP_CODE	5	5
632	CLSA_LIT	0	0
633	TABLE	5	5
634	CLSASYSTEM	Santiago	<i>Santiago</i>
635	CLSA_TBR	0	0
636	PLF_LOCAL	0	0

**Non-English Languages #701-768**

## Print Materials ADDED as of June 30

701 Armenian	0	0
702 Chinese	4	166
703 French	0	0
704 German	0	0
705 Hmong	0	0
706 Italian	0	0
707 Japanese	0	0
708 Korean	5	78
709 Laotian	0	0
710 Russian	0	0
711 Spanish	107	474
712 Vietnamese	0	29

## Print Materials HELD as of June 30

751 Armenian	0	0
752 Chinese	100	152
753 French	0	0
754 German	0	0
755 Hmong	0	0
756 Italian	0	0
757 Japanese	0	0
758 Korean	72	75
759 Laotian	0	0
760 Russian	0	0
761 Spanish	1,215	1,132
762 Vietnamese	286	1,340

## THE FIELDS BELOW ARE FOR CSL USE ONLY

763 LIBRARY_ID	M692	M692
764 POP_CODE	5	5
765 SHORT_NAME	Placentia Dist	Placentia Dist

?

766 FISCAL\_YR

2001-02

Agenda Item 31  
2000-01 Page 13 of 20

767 TABLE

5

5

768 LIBR\_TYPE

PHDD

*PHDD*

**Library Services, Annual #801-821**

801 Total Public Service Hours	1,907	1,934
802 Attendance in Library	308,301	370,976
803 Reference Questions (omit directional)	24,388	26,536
804 Online Database Searches	7,865	7,322
805 Circulation of Children's Materials	81,987	80,336
806 Circulation Non-English	5,072	4,101
807 Circulation Non-Book	19,486	16,379
808 Total Circulation	172,306	166,094
810 In-Library use of Materials	34,880	68,829
811 ILL loans to others	4,010	3,549
812 ILL loans received	2,060	2,034
813 Pre-School Programs - Number	370	395
814 Pre-School Programs - Attendance	8,504	8,414
815 School Age Programs - Number	132	167
816 School Age Programs - Attendance	4,615	11,523
817 Adult Programs - Number	6	2
818 Adult Programs - Attendance	207	156
819 Total Programs - Number (Totals question 813, 815, 817)	508	564
820 Total Programs - Attendance (Totals question 814, 816, 818)	13,326	20,093
821 Children's Program Attendance (Totals question 814, 816)	13,119	19,937



**Salary Survey #901-923**

901 Director (monthly rate) - Begin	7,863	7,649
902 Director (monthly rate) - Final	7,863	7,649
903 Assistant Dir. - Begin	N/A	N/A
904 Assistant Dir. - Final	N/A	N/A
905 Chief Lib. Div. - Begin	4,125	4,012
906 Chief Lib. Div. - Final	5,227	5,132
907 Branch Libn - Begin	N/A	N/A
908 Branch Libn - Final	N/A	N/A
909 Entry Level Librarian - Begin	2,988	2,906
910 Entry Level Librarian - Final	3,823	3,717
911 Journeyman Librarian - Begin	3,480	3,384
912 Journeyman Librarian - Final	4,452	4,331
913 Lib. Tech. Asst. - Begin	2,527	2,458
914 Lib. Tech. Asst. - Final	3,232	3,143
915 Clerk Non-Pro. (see help) - Begin	1,882	1,830
916 Clerk Non-Pro. (see help) - Final	2,722	2,340
917 Mgr. Of Spec. Servic (non-MLS) - Begin	4,125	4,012
918 Mgr. Of Spec. Servic (non-MLS) - Final	5,227	5,132

THE FIELDS BELOW ARE FOR CSL USE ONLY

918 LIBRARY_ID	M692	M692
919 TABLE	5	5
920 SHORT_NAME	Placentia Dist	Placentia Dist
921 FISCAL_YR	2001-02	2000-01
922 POP_CODE	5	5
923 LIBR_TYPE	PHDD	PHDD

**Electronic Services #851-867**

## Electronic Access for your Library

851	Library has access to the Internet for electronic mail?	Yes	<i>Yes</i>
852	Library has access for other Internet services other than email (e.g. Telnet, gopher, ftp, WWW, etc.)	Yes	<i>Yes</i>
853	(Answer 853 only if your answer to 852 is Yes) Under what circumstances is Internet access available?	PE	<i>PE</i>
856	Is direct patron access to other electronic services available? (e.g. bibliographic & full text databases; multi-media products)	Yes	<i>Yes</i>
857	Took advantage of CA Teleconnect subsidies during this report year.	Yes	<i>Yes</i>
858	Took advantage of federal E-RATE subsidies during this report year.	No	<i>No</i>

## Electronic Resources Usage

859	Number of Users of Electronic Resources per Typical Week.	190	<i>175</i>
860	NET_TRM_SO (#20+#302)	14	<i>3.00</i>
861	NET_TRM_GP (#21+#303)	14	<i>9.00</i>

## THE FIELDS BELOW ARE FOR CSL USE ONLY

862	LIBRARY_ID	M692	<i>M692</i>
863	LIBR_TYPE	PHDD	<i>PHDD</i>
864	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
865	TABLE	5	<i>5</i>
866	FISCAL_YR	2001-02	<i>2000-01</i>
867	INST_CODE	P	<i>P</i>

- 1 Street:
- 2 City:
- 3 Zip + 4:
- 4 Phone:
- 5 Type:
- 6 Make:
- 7 Model:
- 8 Year:
- 9 Chassis Manufacturer:
- 10 Length:
- 11 Book Capacity in Volumes:
- 12 Miles traveled/year:
- 13 Number of individual stops:
- 14 Total hours per month in public service (omit travel time):
- 15 Librarians on vehicle - FTE
- 16 Driver/clerks on vehicle - FTE
- 17 Support Staff off vehicle - FTE
- 18 Total materials circulation per year
- 19 Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts)
- 20 Number of Internet Terminals - Staff Only
- 21 Number of Internet Terminals - General Public
- 22 Number of Browser Access Terminals - General Public (this is a subset of Internet Terminals - General Public)
- 23 Has adult or children's programming been conducted from a bookmobile?
- 24 Cite example
- 25 SHORT\_NAME
- 26 FISCAL\_YR

- 27 COST\_NOTE
- 28 LIBRARY\_ID
- 29 CIRC\_NOTE
- 30 COST\_COMNT
- 31 LIB\_CODE
- 32 CIRC\_COMNT
- 33 GEN\_NOTES

**Library Outlet #1-316**

Library Outlet

1	Outlet:	Placentia Library	<i>Placentia Library</i>
	Director: First Name (If position is filled, you must enter First and Last name, at least; if position is not filled, enter "VACANT" in 2a and leave 2b & 2c blank)	Elizabeth	<i>Elizabeth</i>
2B	Director: Middle Name	D.	<i>D.</i>
2C	Director: Last Name	Minter	<i>Minter</i>
3	Title:	Library Director	<i>Library Director</i>
4	Street Address:	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
5	Mail Address:	N/A	<i>N/A</i>
6	City:	Placentia	<i>Placentia</i>
7	Mail City:	N/A	<i>N/A</i>
8	Zip+4:	92870-6198	<i>92870-6198</i>
9	Mail Zip:	N/A	<i>N/A</i>
10	FAX Phone:	(714) 528-8236	<i>(714) 528-8236</i>
11A	Phone:	(714) 528-1906	<i>(714) 528-1906</i>
	3 Ext:	N/A	<i>N/A</i>
12	Outlet's Website: (Omit "http://www.")	placentialibrary.org	<i>placentialibrary.org</i>
13	Type of Outlet:	CE	<i>CE</i>
14	This Facility is Owned by:	SPDT	<i>SPDT</i>
15	This Facility is in need of:	RMDL	<i>RMDL</i>
16	State Senate District:	33	<i>33</i>
17	State Assembly District:	72	<i>72</i>
18	U.S. House District:	39	<i>39</i>
285	Population Served By Outlet.	50,800	<i>50,800</i>
286	Total Outlet Staff, in FTE.	16	<i>14.75</i>
287	Hours Open, Weekly.	39	<i>39</i>
288	Hours Open, Annually.	1,907	<i>1,934</i>
289	Total Number of Volumes Held by Outlet.	110,478	<i>156,429</i>

290	Total Annual Circulation by Outlet.	172,306	166,094
291	Total Outlet Operating Expenditures.	1,424,012	1,342,171
292	Year in which Outlet was Originally Built.	1974	1974
293	Year in which Outlet was Remodeled.	N/A	N/A
294	Size of Outlet, in sq. ft.	22,800	28,800
295	Number of Reader Seats in Outlet	227	138
296	Days per week outlet is open to the public.	5	5
297	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes	Yes
298	Housed in separate quarters?	Yes	Yes
299	Established schedule of hours for public service?	Yes	Yes
300	MSA (Metropolitan Statistical Area) Status:	NC	NC
301	Degree of Adequacy of this Facility.	8	8
302	Number of Internet Terminals--Staff Only.	14	3
303	Number of Internet Terminals--General Public.	14	9
304	Number Browser Access Terminals-General Public. 11 The subset of 303 providing general, open, graphical browser access to the WorldWide Web.		9
305	SHORT_NAME	Placentia Dist.	<i>Placentia Dist.</i>
306	OUTLET_ID	CA0096.001	<i>CA0096.001</i>
307	FISCAL_YR	2001-02	<i>2000-01</i>
308	COUNTY	Orange County	<i>Orange County</i>
309	LIBRARY_ID	M692	<i>M692</i>
310	LIBR_TYPE	PHDD	<i>PHDD</i>
311	INSTITUTIO	Placentia Library District	<i>Placentia Library District</i>
312	CLSASYSTEM	Santiago	<i>Santiago</i>
313	LIB_CODE	M692.001	<i>M692.001</i>
314	INST_CODE	O	<i>O</i>
315	LIBRARY	Placentia Library District	<i>Placentia Library District</i>
316	STATE	CA	<i>CA</i>

?



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

July 26, 2002

Elizabeth Minter, Library Director  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870-6198

Dear Ms. Minter:

I am pleased to approve your grant application for the English Language and Literacy Intensive (ELLI) program entitled, PLEES, to serve a school age population of 284 English language learners for a total of \$85,200 in California State Library funds, effective immediately for the period ending June 30, 2003.

The State Library primary consultant assigned to this project is Valerie Reinke, telephone (909) 786-0455. Our Literacy Programs Administrator is Cindy Tackett, telephone (916) 653-7172. Please work with them in implementing your project.

Please complete the enclosed claim form and return it to the Budget Office at the State Library as soon as possible. Once the form is received we will begin the process required to send you the check. Initially you will receive 90% of your request; 10% will be withheld until your final report for the 2002/03 FY is received.

An ELLI Mid-Year Report will be due on February 14<sup>th</sup>, 2003; the first part of a Final Report will be due on August 8<sup>th</sup>, 2003; and the second part of a Final Report will be due on September 30<sup>th</sup>, 2003. Remember, a part of your reporting responsibility is the collection of STAR scores (or other standardized data for children in kindergarten and first grade) for the children you've served. Be sure to start planning for the collection of these scores early in the grant cycle. Reporting materials will be sent to you at least a month prior to these respective dates.

One other reporting note: the State Library has contracted with an outside evaluator, MGT of America, to examine the impact of ELLI on a statewide basis. Your participation could include responding to on-line or phone surveys or even hosting a site visit. I ask for your cooperation in all aspects of this evaluation and I assure you that it has been designed to be as unobtrusive as possible. I think you will agree that there is a huge benefit to having statewide data that demonstrates the overall positive outcomes that ELLI generates.

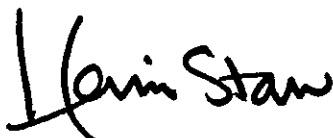
Please plan to attend or send representatives to one of the ELLI meetings we have scheduled:

- **August 13<sup>th</sup>, 9:30 – 4:30 p.m. - Northern California ELLI Meeting**  
Sacramento Public Library, 828 "I" Street, Downtown Sacramento
- or
- **August 20<sup>th</sup>, 9:30 – 4:30 p.m. - Southern California ELLI Meeting**  
Country Suites by Ayres, 1945 E. Holt Blvd., Ontario

Complete the enclosed RSVP form and return it as directed by Monday, August 5<sup>th</sup>.

Finally, remember to credit the California State Library and use the ELLI logo where possible in all publications, publicity, and promotional items you generate through ELLI funds.

Sincerely yours,



Dr. Kevin Starr  
State Librarian of California

cc: Valerie Reinke  
Cindy Tackett  
Ann-Margaret Webb