

# **PLACENTIA LIBRARY DISTRICT**



**Board of Trustees**

**Regular Meeting**

**August 15, 2001**

**Library Conference Room**

**Minter**



# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT

#### BOARD OF TRUSTEES





August 15, 2001

7:30 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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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.*

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the July 18, 2001 Regular Meeting.

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.*

*Civic Center Authority - this morning  
permits + any rot - basis board - all City Hall - rest of life*

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.*

*See 4 -*

CLAIMS (Items 8 - 11)

*Peggy/Danell*

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 8 - 11 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.*

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

No Nonstandard Claims were processed during this report period.

August 8, 2001, 11:57 AM

*See Fund 13  
Fund 12  
All -  
PWS -  
Culver*

*D. Don't need to  
meet about  
no  
voice raised,  
no written*

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

Claims 4125, 4126 and 4127 forwarded by Library Director for a total of \$9,591.80 during this report period.

10. Current Claims and Payroll (Approve)

Claims 4128, 4129, 4130, 4131 and 4132 for a subtotal for Claims of \$9,939.49; and Payrolls 4133 for \$28,058.00 and 4134 for \$26,961.00, for a subtotal for Payrolls of \$55,019.00; with a combined total of Claims and Payroll of \$64,857.49.

11. FY2001-2002 Cash Flow Analysis through August 15, 2001 and recommendation that no funds be transferred at this time. (Receive & File and Approve)

#### FINANCIAL REPORTS (Items 12 - 17)

Presentation: Library Director  
Recommendation: Approve by Motion

*Dec 1/Reg 01*  
*Items 12 – 17 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.*

12. Financial Reports for July 2001 (Receive & File)  
13. Office General Ledger & Check Registers for July 2001 (Receive & File)  
14. Acquisitions Report for July 2001 (Receive & File)  
15. Collection Agency Report for July 2001 (Receive & File)  
16. Debit Card System Reimbursement Report for July 2001 (Receive & File)  
17. Gifts Report for July 2001 (Receive & File)

#### GENERAL CONSENT CALENDAR (Items 18 – 27)

Presentation: Library Director  
Recommendation: Approve by Motion

*Gen/Reg 01*  
*Items 18 – 27 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.*

18. Building Maintenance Report for July 2001 (Receive & File)  
19. Personnel Report for July 2001 (Receive, File, and Ratify Appointments)  
20. Volunteer Report for July 2001 (Receive & File)

21. Circulation Report for July 2001 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Status report on the Placentia History Room project with the City of Placentia (Receive & File)
24. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2000-2001 (Receive & File)
25. Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 2000-2001 (Receive & File)
26. Letter of Authorization for Munson, Cronick & Associates, CPA to conduct the Fiscal Year 2000-2001 Financial Audit for Placentia Library District (Receive & File)
27. Library of California Board actions, June 27-28, 2001 (Receive & File)

#### CONTINUING BUSINESS

28. Legislative issues for Fiscal Year 2001-2002

Presentation: Library Director

Recommendation: Receive & File the Revised Program Budget Request for the Families for Literacy Grant as submitted to the State Library of California in July 2001; and

Give direction for future action.

29. Public Hearing on the Fines & Fees Schedule for Fiscal Year 2000-2001

Presentation: Library Director

Recommendations: Receive and File the Proof of Publication for the re-notice of public hearing for the Proposed Fines and Fees Schedule for 2001-2002 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 9, 2000; and

Conduct the Public Hearing on the Policy as published; and

Finalize Fines and Fees Schedule for 2001-2002; and

Adopt motion to read Resolution 02-1 by title only; and

Motion to adopt Resolution 02-1

30. Public Hearing on the Budget for Placentia Library District for Fiscal Year 2001-2002

Presentation: Library Director  
Recommendations: Receive and File the Proof of Publication for the notice of public hearing for the Proposed Budget for 2001-2002 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 9, 2000; and

Conduct the Public Hearing on the Budget as published; and

Finalize Placentia Library District Budget for all Funds for 2001-2002 Fiscal Year; and

Adopt motion to read Resolution 00-2 by title only; and

Motion to adopt Resolution 00-2.

**NEW BUSINESS**

31. Sponsorship of Fire Extinguisher Day

*Cousins*

Presentation: Library Board President Shkoler  
Recommendation: Give Direction for Future Action

32. Travel Authorization for Technology Survival Skills for Library Trustees and the California Special Districts Association (CSDA) Annual Conference

Presentation: Library Board President Shkoler  
Recommendation: Determine who will attend the CALTAC Technology Survival Skills Workshop in Cerritos on Saturday, September 29, 2001 and authorize the payment of registration fees and mileage; and

Determine who will attend the CSDA Annual Conference in Sacramento from Wednesday, September 19 through Friday, September 21, 2001 and authorize payment of Conference expenses.

*up to #929*

*Change Bd Meet  
Mon Sep 17*

**STAFF REPORTS (Items 33 - 38)**

*Items 33 – 38 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.*

- 33. Program Committee Report for July 2001 (Roberts)
- 34. Children's Services Report for July 2001 (Smith)
- 35. Placentia Library Literacy Services Report for July 2001 (Roberts)
- 36. Placentia Library Web Site Report for July 2001 (Frizzell)

- 37. Publicity Materials Produced in July 2001. (Rakos)
- 38. Safety Committee Minutes for July 2001 (Matas)

**CLOSED SESSION**

- 39. Review of employment status of an employee.

8:20 pm

*Pursuant to California Government Code Section 54957 a closed session will be held to review and discuss the employment status of an employee, a personnel matter.*

**ADJOURNMENT**

- 40. Agenda Preparation for the September Regular Meeting, which will be held on Wednesday, September 19, 2001.
- 41. Review of Action Items.

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

- 42. Adjourn

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

I, Elisa Herrera-Thomas, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 15, 2001 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 9, 2001.

*Elisa Herrera-Thomas*



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
July 18, 2001**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 18, 2001 at 7:30 P.M..

**ROLL CALL**

**Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustee Peggy Dinsmore; and Library Director Elizabeth Minter.

**Members Absent:** Trustees Sandra Stark and Gaeten Wood.

**Others Present:** Administrative Assistant Elisa Herrera-Thomas; and Literacy Coordinator and Public Services Manager Jim Roberts.

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

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

**MINUTES** Secretary Braun requested that the minutes of the June 26, 2001 Regular Meeting be amended to reflect the fact the Trustee Stark arrived five minutes late and did not vote to accept the minutes of the May 15, 2001 Regular Meeting. It was then moved by Trustee Dinsmore, seconded by Secretary Braun to approve the Minutes of the June 26, 2001 Regular Meeting as printed.

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

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

**PRESIDENT'S REPORT** President Shkoler had nothing to report at this time.

**TRUSTEE'S REPORT** None of the Trustees had anything to report at this time.

**LIBRARY DIRECTOR REPORT** Library Director Minter reported that all staff positions were filled at this time.

**FRIENDS REPORT**

There was no Friends Representative present at this time.

**CLAIMS**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 8 through 11.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4113, 4114, 4115, 4116 and 4117 for a total of \$12,441.61.

Current Claims and Payroll: Claims 4118, 4119, 4120, 4121 and 4122 were forwarded in the amount of \$38,542.74. Payroll Claims 4123 for \$26,705.00 and 4124 for \$26,705.00 for a subtotal of \$53,410.00. The combined total for all Claims and Payroll claims was in the amount of \$91,952.74.

FY2000-2001 Cash Flow Analysis through June 30, 2001 and the FY2001-2002 Cash Flow Analysis through July 18, 2001 with recommendation that no funds be transferred at this time.

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

**FINANCIAL REPORTS**

It was moved by Secretary Braun, seconded by Trustee Dinsmore to receive and file Agenda Items 12 through 17:

Financial Reports for June 2001

Office General Ledger & Check Registers for June 2001

Acquisitions Report for June 2001

Collection Agency Report for June 2001

Debit Card System Reimbursement Report for June 2001

Gifts Report for June 2001

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 18-26:

Building Maintenance Report for June 2001. (Receive & File)

Personnel Report for June 2001 (Receive, File & Ratify Appointments)

Volunteer Report for June 2001 (Receive & File)

Circulation Report for June 2001 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Status report on the Placentia History Room project with the City of Placentia (Receive & File)

Report on Staff Appreciation Dinner held on July 12, 2001 at the Phoenix Club in Anaheim.

Application to the State Library of California for an English Language and Literacy Intensive (ELLI) Grant for Fiscal Year 2001-2002 (Receive & File)

**LEGISLATIVE  
ISSUES**

Library Director Minter reviewed the status of SB74/94 and requested that letters be sent to Governor Davis before August 15, 2001.

**BUDGET**

It was moved by Secretary Braun, seconded by Trustee Dinsmore to adopt the Operating Budget for Fiscal Year 2001-2002 and to set August 15, 2001 at 7:30 P.M. as the date for the Public Hearing.

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

It was moved by Secretary Braun, seconded by Trustee Dinsmore to adopt the Authorization of the publication of the Notice of Public Hearing for the August 15, 2001 Library Board Meeting at 7:30 P.M.

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

**STAFF REPORTS**

It was moved by Secretary Braun, seconded by Trustee Dinsmore, to approve Agenda Items 30-35.

Program Committee Report for June 2001.

Children's Services Report for June 2001.

Placentia Library Literacy Services Report for June 2001.

Placentia Library Web Site Report for June 2001.

Publicity Materials produced for June 2001.

Safety Committee Minutes for June 2001.

AYES: Braun, Dinsmore, Shkoler

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

**AUGUST MEETING**

The August Regular Library Board Meeting will be held on Wednesday, August 15, 2001 at 7:30 P.M. in the Library Conference Room.

**AGENDA  
PREPARATION**

President Shkoler requested a discussion on sponsoring a "Home Fire Extinguisher Inspection and Recharge" Program

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 18, 2001 adjourned at 8:15 P.M.

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Geoff Braun, Secretary

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
August 15, 2001

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elisa Herrera-Thomas



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
August 15, 2001

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	July 23, 2001	4125	4,912.46
	August 6, 2001	4126	2,281.92
	August 6, 2001	4127	2,397.42
	<b>TOTAL</b>		<b>9,591.80</b>

Prepared by : Elisa Herrera-Thomas

LOCALLY GOVERNED ~~DISTRICT~~  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/23/01  
REPORT NO 4125

*pd 7/23/01*

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
N21533 Kelly Paper 1441 E. 16th Street Los Angeles, CA 90021	7/16/01 172197		1800	00		85.79		
N03738B Pitney Bowes CMRS-PB P.O.Box 504766 The Lakes, NV 88905-4766	7/23/01 Acct#32021628		1803	00		250.00		
N15508 Cosmolink 3030 Saturn Street, Suite 204 Brea, CA 92821	7/11/01 200107-44		0700	02		19.95		
	7/11/01 200107-81		0700	02		15.00		
						34.95		
N06573C First American Trust Company 421 N. Main Street Santa Ana, CA 92702	7/6/01 Acct#60-1076-00		1900	00		1,176.38		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O.Box 66012 Anaheim, CA 92816	6/30/01 Acct#00297		1900	00		52.50		
N03645A Blue Shield of California File 55331 Los Angeles, CA 90074-5331	7/13/01 4309331		0300	00		2,991.50		
N0370A Data 2, Inc. P.O.Box 952534 St. Louis, MO 63195-2534	4/12/01 6223		1800	00		321.34		

The claims listed above (totaling \$4912.46) 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.

*[Signature]*  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



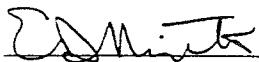
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N13034 OmniGrafix Printing 1571 S. Sunkist Street, Suite L Anaheim, CA 92806	8/2/01 34715		1800	00		83.58		
N03648B Special "T" Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	8/1/01 046974		1800	00		26.00		
N25210 Nicasia Navarrete 840 W. La Jolla Street, Apt.8H Placentia, CA 92870	7/31/01 SS#626-24-0418		1900	01 "2"		322.20		
N25209 Sandra Chavez 955 S. Melrose Street #A Placentia, CA 92870	7/31/01 SS#625-56-6333		1900	01 "2"		287.88		
22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870	7/31/01 SS#557-46-8389		1900	00 "2"		644.76		
N06965 Paychex 200 E. Sandpointe, Suite 100 P.O.Box 25159 Santa Ana, CA 92799	20010726		1900	00		265.80		
N06686D Office Depot Dept.56-6183976509 P.O.Box 9020 Des Moines, IA 50368-9020	Acct#60115661839- 76509		1800	00		232.47		
			1800	09		419.23		
						651.70		

The claims listed above (totaling \$2281.92) 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

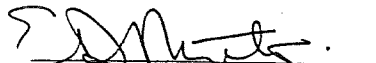
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Southern California Gas Company P.O.Box C Monterey Park, CA 91756	7/23/01 05391188009		2800	00		20.38		
N05030I AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	7/16/01 0182971115001 7/1/01 0508471510001 7/3/01 0519486767001		0700	00	credit	99.39 2.73 0.16		
						96.82		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	7/23/01 312083-9		2800	00		415.52		
N20042 ortis P.O.Box 806644-1 Kansas City, MO 64180-6644	8/1/01 4027912-1		0300	00		61.60		
N19932 Ameritas 5900 "O" Street P.O.Box 81889 Lincoln, NE 68501-1889	8/1/01 010-19000-05435		0300	00		1,127.20		
N03646 VSP P.O.Box 45210 San Francisco, CA 94145-5210	8/1/01 120996030001		0300	00		230.74		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	7145281906 7145288236 3352532062		0700	00		98.52		
			0700	01		17.29		
			0700	01		329.35		
						445.16		

The claims listed above (totaling \$2397.42) 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 15, 2001

TYPE	REPORT NUMBER	AMOUNT
Regular	4128	2,185.13
	4129	1,861.85
	4130	2,061.77
	4131	3,170.61
	4132	559.13
Subtotal for Regular		9,838.49
Payroll	4133	28,058.00
	4134	26,961.00
Subtotal for Payroll		55,019.00
TOTAL CURRENT CLAIMS & PAYROLL		64,857.49

Prepared by: Elisa Herrera-Thomas

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
N03656 Pacific Clippings P.O.Box 11789 Santa Ana, CA 92711	7/27/01 332		1900	00		37.71		
N03769D County of Orange Auditor-Controller P.O.Box 567 Santa Ana, CA 92702	7/1/01 219563		1900	00		1,000.00		
CDW Government, Inc. 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	7/19/01 EC49457		4000	00		721.02		
N15185B G.Neil Companies P.O.Box 451179 Sunrise, FL 33345-1179	7/17/01 5963821		1800	00		18.30		
Jillian C. Rakos c/o Placentia Library 411 E. Chapman Ave. Placentia, CA 92870	7/01		2700	01		105.23		
N15075 Cyrise Smith c/o Placentia Library 411 E. Chapman Ave. Placentia, CA 92870	7/01		2700	01		28.29		
N03660A Elizabeth D. Minter c/o Placentia Library 411 E. Chapman Ave. Placentia, CA 92870	7/01		2700	00		274.58		

The claims listed above (totaling \$2,185.13) 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

2,185.13

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

Agenda Item 10  
Page 3 of 8  
08/15/01  
4129

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
N06569 Demco P.O.Box 8048 Madison, WI 53708-8048	7/10/01 395706		1800	00		27.81		
	7/6/01 393022		1800	00		182.99		
						<b>210.80</b>		
N21086A Grey House Publishing P.O.Box 860 185 Millerton Road Millerton, NY 12546	5/17/01 261574		2400	01		180.50		
	6/25/01 266747		2400	01		265.50		
						<b>446.00</b>		
N23459 Thomas T. Beeler P.O.Box 659 Hampton Falls, NH 03844-0659	7/9/01 55454		2400	01		120.75		
Book Wholesalers Inc. 1847 Mercer Road Lexington, KY 40511	7/23/01 1131483		2400	01		272.12		
N03842A Ingram P.O.Box 502779 St. Louis, MO 63150-2779	7/9/01 75565115		2400	01		17.87		
	75561247		2400	01		18.99		
	75565120		2400	01		37.47		
	75565118		2400	01		163.73		
	75565122		2400	01		30.27		
	75565117		2400	01		77.99		
	75561246		2400	01		11.24		
	7/16/01 75651910		2400	01		17.87		
	75651908		2400	01		343.54		
	75646902		2400	01		93.21		
					<b>812.18</b>			

The claims listed above (totaling \$1,861.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,861.85

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart P.O.Box 3488 Williamsport, PA 17701	7/2/01		2400	01		18.64		
	U536831							
	7/9/01		2400	01		87.82		
	U548018							
	U548019		2400	01		87.82		
	U548020		2400	01		19.40		
	U548021		2400	01		48.52		
	U548017		2400	01		51.39		
	U548016		2400	01		19.40		
	7/10/01							
	U550415		2400	01		19.25		
	7/12/01							
	U557211		2400	01		13.61		
	7/13/01							
	U560571		2400	01		18.64		
	U560572		2400	01		23.88		
	7/16/01							
	U563370		2400	01		9.73		
	U563369		2400	01		22.32		
	U563368		2400	01		16.50		
7/17/01								
U565732		2400	01		16.19			
7/19/01								
U570964		2400	01		18.44			
7/25/01								
041309		2400	03		215.00			
					<b>706.55</b>			
					<b>508.38</b>			
N25348 Ana Maria Garcia 1962 W. La Palma Ave. Anaheim, CA 92801	7/31/01		1900	01"2"	Total			
N25210 Nicasia Navarrete 840 W. La Jolla Apt#8H Placentia, CA 92870	7/31/01 SS#624-24-0418		1900	01"2"		300.72		
N25349 Saundra C. Gutierrez 1636 Orchard Dr. #H, Placentia	7/31/01 SS#616-96-0747		1900	01"2"		546.12		

The claims listed above (totaling \$2,061.77) 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

2,061.77

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/01  
REPORT NO 4131

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
N06896D Aspen Publishers, Inc. P.O.Box 64054 Baltimore, MD 21264-4054	7-24-01 32321716		1800	00		237.61		
	7-17-01 32042132		1800	00		10.34		
						247.95		
N19647 Unique Management Services 515 Michigan Avenue Jeffersonville, IN 47130	8-1-01 8865		1900	00		267.26		
N10223 Watson Label Products 10616 Trenton Avenue St. Louis, MO 63132	8-3-01 01-51224		1800	00		746.75		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	8-1-01 062756		1400	00		1,100.00		
N09140 XCP Incorporated 40 Elm Street Dryden, NY 13053-9624	7-29-01 102958 105614		1800	00		681.75		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O.Box 66012 Anaheim, CA 92816	7-31-01 00297		1900	00		52.50		
N01833 Christenson Electric Unit 75 P.O.Box 4800 Portland, OR 97208-4800	7-27-01 194222		1400	00		74.40		

The claims listed above (totaling \$3,170.61) 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
N13154 Ellison Educational Equipment 25862 Coomercentre Drive Lake Forest, CA 92630-8804	7-27-01 546958		1800	00		59.13		
Dr. Davis & Associates 20101 SW Birch Street, Suite 100 Newport Beach, CA 92660	8-6-01 Acct#3847/1 6		1900	00		500.00		

The claims listed above (totaling \$559.13) 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 08/15/01  
REPORT NO 4133

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	August 15, 2001 Pay period #5 August 24, 2001 September 6, 2001		0100	00		26,086.00		
	FICA		0200	00		1,972.00		
<b>PLEASE WIRE ON THURSDAY, SEPTEMBER 6, 2001</b>								

The claims listed above (totaling \$28,058.00) 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

28,058.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/15/01  
REPORT NO 4134

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	August 15, 2001 Pay period #6 September 7, 2001 September 20, 2001		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
<b>PLEASE WIRE ON THURSDAY, SEPTEMBER 20, 2001</b>								

The claims listed above (totaling \$28,058.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

26,961.00

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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  
**SUBJECT:** Cash Flow Analysis *ew*  
**DATE:** August 15, 2001

**BACKGROUND:**

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

The Property Tax Apportionment Schedule for Fiscal Year 2001-2001 is Attachment B.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through August 15, 2001.



Placentia Library District  
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			323,782.14
06/26/01	4111	Payroll #1 to transfer July 12, 2001		26,705.00	297,077.14
06/26/01	4112	Payroll #2 to transfer July 26, 2001		26,705.00	270,372.14
06/26/01	4113	General by Library Director		5,279.54	265,092.60
07/02/01	4114	General by Library Director		1,134.96	263,957.64
07/02/01	4115	General by Library Director		3,503.60	260,454.04
07/12/01	4116	General by Library Director		2,064.85	258,389.19
07/12/01	4117	General by Library Director		458.66	257,930.53
07/18/01	4118	General		24,254.82	233,675.71
07/18/01	4119	General		8,305.80	225,369.91
07/18/01	4120	General		1,128.82	224,241.09
07/18/01	4121	General		1,750.32	222,490.77
07/18/01	4122	General		3,102.98	219,387.79
07/18/01	4123	Payroll to wire August 9, 2001		26,705.00	192,682.79
07/18/01	4124	Payroll to wire August 23, 2001		26,705.00	165,977.79
07/23/01	4125	General by Library Director		4,912.46	161,065.33
08/06/01	4126	General by Library Director		2,281.92	158,783.41
08/06/01	4127	General by Library Director		2,397.42	156,385.99
08/15/01	4128	General		2,185.13	154,200.86
08/15/01	4129	General		1,861.85	152,339.01
08/15/01	4130	General		2,061.77	150,277.24
08/15/01	4131	General		3,170.61	147,106.63
08/15/01	4132	General		559.13	146,547.50
08/15/01	4133	Payroll to wire September 6, 2001		28,058.00	118,489.50
08/15/01	4134	Payroll to wire September 20, 2001		26,961.00	91,528.50

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2001-2002

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

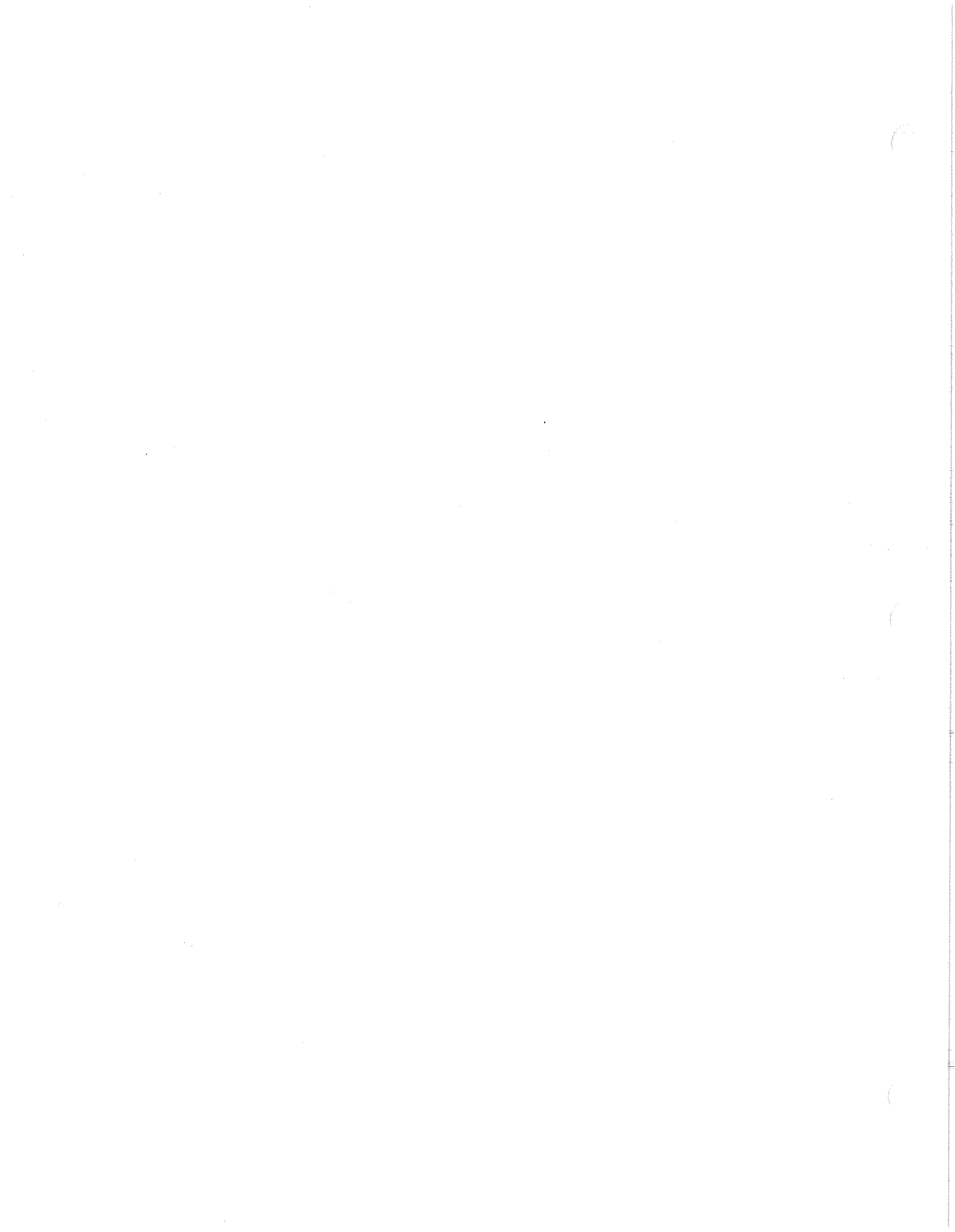
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Financial Reports for July 2001**  
**DATE:** August 15, 2001

The Financial Reports for the month of July 2001 had not been received from the Office of the Orange County Auditor when the Library Board Book for the August 15, 2001 Meeting was sent to the printer on Wednesday, August 8.

If the reports are received prior to the Library Board Meeting on August 15 the analysis will be prepared and distributed at that meeting. Otherwise they will be included in the September Library Board Book.





Placentia Library District  
Balance Sheet  
As of July 31, 2001

08/09/01

Jul 31, '01

ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,974.57
County Exempt - Savings	4,199.32
General Fund - Checking	5,560.13
General Fund - Savings	8,651.75
Literacy Fund - Savings	5,434.49
Payroll Checking	28,035.54
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	32,500.00
Payroll Savings (Fees)	2,376.75
Payroll Savings (Int CDs)	3,278.40
Total Checking/Savings	92,010.95
Total Current Assets	92,010.95
TOTAL ASSETS	<u>92,010.95</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	25,036.54
Total Capital	67,129.24
Net Income	-154.83
Total Equity	<u>92,010.95</u>
TOTAL LIABILITIES & EQUITY	<u>92,010.95</u>

Placentia Library District  
Profit & Loss by Class

July 2001

08/09/01

	County Exempt Fund	General Fund	Literacy Fund	Unclassified	TOTAL
<b>Income</b>					
COE Cash Register - Copy Cards	182.55	0.00	0.00	0.00	182.55
COE Directors Fund (Friends)	-14.26	0.00	0.00	0.00	-14.26
COE Life Insur Suplmt(EDM)	0.00	0.00	0.00	-39.88	-39.88
COE Meeting Room Income	30.00	0.00	0.00	0.00	30.00
COE Passport Chck Reimbursement	3,629.20	0.00	0.00	0.00	3,629.20
GF Account Interest (IEC)	0.00	0.00	0.00	0.00	0.00
GF Bankcard Deposit	0.00	0.00	0.00	-52.67	-52.67
GF Cash Register - Fines	0.00	1,800.05	0.00	0.00	1,800.05
GF Cash Register - Lost Items	0.00	234.71	0.00	0.00	234.71
GF Cash Register - Reserves	0.00	136.00	0.00	0.00	136.00
GF County Reimbursements	0.00	2,727.14	0.00	0.00	2,727.14
GF Miscellaneous Income	0.00	85.00	0.00	0.00	85.00
GF Passport Revenue	0.00	6,962.09	0.00	0.00	6,962.09
GF State Library Reimbursements	0.00	0.00	0.00	0.00	0.00
GF Transfers from County	0.00	0.00	0.00	53,410.00	53,410.00
GF Typewriter Income	0.00	6.00	0.00	0.00	6.00
PA Interest Inc - Savings	0.00	0.00	0.00	24.24	24.24
<b>Total Income</b>	<b>3,827.49</b>	<b>11,950.99</b>	<b>0.00</b>	<b>53,341.69</b>	<b>69,120.17</b>
<b>Expense</b>					
COE Childn's Summer Rdng Prgm	595.00	0.00	0.00	0.00	595.00
COE Credit Card Transactions	0.00	1,622.25	0.00	0.00	1,622.25
COE Life Insurance payment	-39.88	0.00	0.00	0.00	-39.88
COE Passport Expenses	3,567.85	0.00	0.00	277.45	3,845.30
COE Staff Appreciation	704.00	0.00	0.00	0.00	704.00
GF Bank Fees	0.00	0.00	0.00	28.43	28.43
GF credit card transactions	0.00	915.00	0.00	0.00	915.00
GF Food	0.00	0.00	0.00	0.00	0.00
GF Office Expense	0.00	41.60	0.00	0.00	41.60
GF Postage	0.00	30.00	0.00	0.00	30.00
GF Printing	0.00	0.00	78.00	0.00	78.00
GF Refreshments	0.00	78.81	0.00	0.00	78.81
GF Registration/trans/travel	0.00	99.00	0.00	0.00	99.00
GF Transfers to County	0.00	0.00	0.00	6,061.40	6,061.40
PA Employee Benefits	0.00	0.00	0.00	3,012.14	3,012.14
PA Employer Payroll Taxes	0.00	0.00	0.00	15,966.90	15,966.90
PA Payroll Processing Fees	0.00	0.00	0.00	12,066.94	12,066.94
PA Salaries	0.00	0.00	0.00	24,170.11	24,170.11
<b>Total Expense</b>	<b>4,826.97</b>	<b>2,786.66</b>	<b>78.00</b>	<b>61,583.37</b>	<b>69,275.00</b>
<b>Net Income</b>	<b>-999.48</b>	<b>9,164.33</b>	<b>-78.00</b>	<b>-8,241.68</b>	<b>-154.83</b>

### Reconciliation Report

County Exempt - Checking account reconciled for the period ending 08/08/2001

#### Cleared Transactions

Previous Balance		4,577.97
Cleared Checks and Payments	62 Items	-4,973.76
Cleared Deposits and Other Credits	22 Items	4,238.58
Cleared Balance		3,842.79

#### Uncleared Transactions

Uncleared Checks and Payments	35 Items	-3,827.62
Uncleared Deposits and Other Credits	9 Items	410.63

#### New Transactions

Account Balance as of 08/08/2001 (statement closing date)		425.80
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		425.80

Placentia Library District

8/8/2001

Register: County Exempt - Checking

From 07/01/2001 through 07/31/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2001			COE Passport Chck Re...	Deposit			92.25	3,558.30
07/02/2001			COE Passport Chck Re...	Deposit			25.00	3,583.30
07/02/2001	2805	Passport Services	COE Passport Expenses	Maxwell Edwa...	25.00			3,558.30
07/02/2001	2806	Passport Services	COE Passport Expenses	Catrina Michell...	45.00			3,513.30
07/02/2001	2807	Passport Services	COE Passport Expenses	Roy Kim 1/24/...	160.00			3,353.30
07/02/2001	2808	Passport Services	COE Passport Expenses	Alexander Mic...	72.25			3,281.05
07/02/2001	2809	Passport Services	COE Passport Expenses	Lucinda Miche...	45.00			3,236.05
07/03/2001			COE Passport Chck Re...	Deposit			45.00	3,281.05
07/03/2001	2810	Passport Services	COE Passport Expenses	Anthony Mathi...	45.00			3,236.05
07/03/2001	2811	Passport Services	COE Passport Expenses	Riley Patrick ...	45.00			3,191.05
07/03/2001	2812	Passport Services	COE Passport Expenses	Nicholas Orlan...	80.00			3,111.05
07/05/2001			COE Passport Chck Re...	Deposit			70.00	3,181.05
07/05/2001	2813	Smart & Final	COE Directors Fund (F...	Director's Fund	96.48			3,084.57
07/05/2001	2816	Sharon's Bakery	COE Directors Fund (F...	Director's Fund...	61.00			3,023.57
07/05/2001	2818	Passport Services	COE Passport Expenses	Nicole Ming B...	90.00			2,933.57
07/05/2001	2819	Passport Services	COE Passport Expenses	Marco V. 3-15-...	95.00			2,838.57
07/05/2001	2820	Passport Services	COE Passport Expenses	Jose L. 4-29-55...	70.00			2,768.57
07/05/2001	2821	All Star Awards	COE Directors Fund (F...	Director's Fund...	18.78			2,749.79
07/08/2001	2822	Passport Services	COE Passport Expenses	Donald Lee Cri...	45.00			2,704.79
07/09/2001			-split-	Deposit			330.00	3,034.79
07/09/2001			COE Passport Chck Re...	Deposit			1,622.25	4,657.04
07/09/2001	2823	Passport Services	COE Passport Expenses	Lisa Jan Weath...	80.00			4,577.04
07/09/2001	2824	Passport Services	COE Passport Expenses	Jason Bradley ...	80.00			4,497.04
07/09/2001	2825	Passport Services	COE Passport Expenses	Vinay Swamin...	92.25			4,404.79
07/09/2001	2826	Passport Services	COE Passport Expenses	Susan Marie Ai...	80.00			4,324.79
07/09/2001	2827	Passport Services	COE Passport Expenses	Michael Edwar...	80.00			4,244.79
07/10/2001			COE Passport Chck Re...	Deposit			168.25	4,413.04
07/10/2001	2828	Passport Services	COE Passport Expenses	David Gordon ...	80.00			4,333.04
07/10/2001	2829	Passport Services	COE Passport Expenses	Allan Hernand...	25.00			4,308.04
07/10/2001	2830	Passport Services	COE Passport Expenses	VOID: Sherri-...		X		4,308.04
07/11/2001	2831	Passport Services	COE Passport Expenses	Troy Mitchell ...	80.00			4,228.04
07/12/2001	2832	Passport Services	COE Passport Expenses	Mike Siwaku...	45.00			4,183.04
07/12/2001	2833	Passport Services	COE Passport Expenses	Mark Christop...	80.00			4,103.04
07/12/2001	2835	Phoenix Club	COE Staff Appreciation		792.00			3,311.04
07/14/2001	2836	Passport Services	COE Passport Expenses	Reddy, Rajaind...	45.00			3,266.04
07/15/2001	2837	Passport Services	COE Passport Expenses	Teri Sue Love ...	90.00			3,176.04
07/15/2001	2838	Passport Services	COE Passport Expenses	Vicky 6-28-91 ...	100.00			3,076.04
07/16/2001			COE Passport Chck Re...	Deposit			45.00	3,121.04
07/16/2001			COE Passport Chck Re...	Deposit			80.00	3,201.04
07/16/2001			-split-	Deposit			162.00	3,363.04

Placentia Library District

8/8/2001

Register: County Exempt - Checking  
 from 07/01/2001 through 07/31/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/16/2001	2839	Sean Johnson	COE Childn's Summer ...	SRP Performers...	200.00			3,163.04
07/16/2001	2840	John Abrams	COE Childn's Summer ...	SRP Performer...	250.00			2,913.04
07/16/2001	2841	The Wildlife Company	COE Childn's Summer ...	The Wildlife C...	145.00			2,768.04
07/17/2001	2842	Passport Services	COE Passport Expenses	Anton J. Anstet...	45.00			2,723.04
07/17/2001	2843	Passport Services	COE Passport Expenses	Walter Albert ...	45.00			2,678.04
07/17/2001	2844	Passport Services	COE Passport Expenses	Laura Michelle...	45.00			2,633.04
07/17/2001	2845	Passport Services	COE Passport Expenses	Steve Fredinan...	45.00			2,588.04
07/17/2001	2846	Passport Services	COE Passport Expenses	John Edward E...	80.00			2,508.04
07/18/2001	2848	Passport Services	COE Passport Expenses	Larry Albert Pa...	45.00			2,463.04
07/18/2001	2849	Passport Services	COE Passport Expenses	Heng Wang 9-...	45.00			2,418.04
07/18/2001	2850	Passport Services	COE Passport Expenses	Miguel Antoni...	80.00			2,338.04
07/19/2001	2853	Passport Services	COE Passport Expenses	Peter Thomas ...	80.00			2,258.04
07/19/2001	2856	Passport Services	COE Passport Expenses	Daryl Marvin ...	45.00			2,213.04
07/22/2001	2847	Passport Services	COE Passport Expenses	Sokonthea Pea...	45.00			2,168.04
07/23/2001			-split-	Deposit			39.88	2,207.92
07/23/2001			COE Passport Chk Re...	Deposit			347.00	2,554.92
07/23/2001			COE Passport Chk Re...	Deposit			72.45	2,627.37
07/23/2001			COE Passport Chk Re...	Deposit			167.00	2,794.37
07/23/2001			COE Passport Chk Re...	Deposit			15.00	2,809.37
07/23/2001	2857	Passport Services	COE Passport Expenses	Rebecca Erin R...	80.00			2,729.37
07/23/2001	2858	Passport Services	COE Passport Expenses	Rubina Moham...	45.00			2,684.37
07/23/2001	2859	Passport Services	COE Passport Expenses	Shivrat Dang 1...	45.00			2,639.37
07/23/2001	2860	Passport Services	COE Passport Expenses	Erika Victoria ...	45.00			2,594.37
07/24/2001			COE Passport Chk Re...	Deposit			80.00	2,674.37
07/24/2001	2861	Passport Services	COE Passport Expenses	Fernando Joel ...	45.00			2,629.37
07/24/2001	2862	Passport Services	COE Passport Expenses	Emeel Mousa S...	45.00			2,584.37
07/24/2001	2863	Passport Services	COE Passport Expenses	Heather Louise...	25.00			2,559.37
07/24/2001	2864	Passport Services	COE Passport Expenses	Jennifer Moonj...	80.00			2,479.37
07/25/2001			COE Passport Chk Re...	Deposit			45.00	2,524.37
07/25/2001	2865	Ann Mary Bui	COE Passport Expenses	Refund fee for ...	96.00			2,428.37
07/25/2001	2866	Passport Services	COE Passport Expenses	Luis Ismael Jr. ...	80.00			2,348.37
07/25/2001	2867	Passport Services	COE Passport Expenses	Ding Ping Wan...	45.00			2,303.37
07/26/2001			COE Passport Chk Re...	Deposit			25.00	2,328.37
07/26/2001	2868	Passport Services	COE Passport Expenses	VOID: Sherri-...		X		2,328.37
07/26/2001	2869	Passport Services	COE Passport Expenses	VOID: Sherri ...		X		2,328.37
07/26/2001	2870	Passport Services	COE Passport Expenses	Viraj Vinod Pa...	25.00			2,303.37
07/28/2001	2871	Passport Services	COE Passport Expenses	Juan Jose Truji...	80.00			2,223.37
07/28/2001	2872	Passport Services	COE Passport Expenses	Jose Jesus Zara...	320.00			1,903.37
07/30/2001			COE Passport Chk Re...	Deposit			400.00	2,303.37
07/30/2001			-split-	Deposit			88.00	2,391.37

8/8/2001

Placentia Library District

Register: County Exempt - Checking  
 From 07/01/2001 through 07/31/2001  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/30/2001	2873	Passport Services	COE Passport Expenses	Michael Lee M...	57.45		2,333.92
07/30/2001	2875	Passport Services	COE Passport Expenses	Kurt Henry Kar...	45.00		2,288.92
07/30/2001	2876	Passport Services	COE Passport Expenses	Alexander Hu ...	72.45		2,216.47
07/30/2001	2877	Passport Services	COE Passport Expenses	Vincent Rocco ...	80.00		2,136.47
07/31/2001			COE Passport Expenses	Deposit		300.00	2,436.47
07/31/2001	2878	Passport Services	COE Passport Expenses	Yan Kim 4-4-48	90.00		2,346.47
07/31/2001	2879	Passport Services	COE Passport Expenses	Melville Jordan...	92.45		2,254.02

11  
 12  
 13  
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Reconciliation Report

8/8/2001

County Exempt - Savings account reconciled for the period ending 08/08/2001

**Cleared Transactions**

Previous Balance		4,198.83
Cleared Checks and Payments	1 Items	-229.50
Cleared Deposits and Other Credits	21 Items	215.69
Cleared Balance		4,185.02

**Uncleared Transactions**

Uncleared Checks and Payments	1 Items	-482.57
Uncleared Deposits and Other Credits	10 Items	111.14

**New Transactions**

Account Balance as of 08/08/2001 (statement closing date)		3,813.59
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,813.59

Placentia Library District

8/8/2001

Register: County Exempt - Savings  
 From 07/01/2001 through 07/31/2001  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/01/2001			COE Cash Register - C...	Deposit		9.00	3,990.43
07/03/2001			COE Cash Register - C...	Deposit		0.50	3,990.93
07/05/2001			COE Cash Register - C...	Deposit		9.20	4,000.13
07/09/2001			COE Cash Register - C...	Deposit		9.40	4,009.53
07/09/2001			COE Cash Register - C...	Deposit		5.15	4,014.68
07/10/2001			COE Cash Register - C...	Deposit		9.10	4,023.78
07/11/2001			COE Cash Register - C...	Deposit		7.00	4,030.78
07/16/2001			COE Cash Register - C...	Deposit		2.00	4,032.78
07/16/2001			COE Cash Register - C...	Deposit		10.60	4,043.38
07/16/2001			COE Cash Register - C...	Deposit		10.75	4,054.13
07/17/2001			COE Cash Register - C...	Deposit		9.05	4,063.18
07/23/2001			COE Cash Register - C...	Deposit		1.70	4,064.88
07/23/2001			-split-	Deposit		55.50	4,120.38
07/23/2001			COE Cash Register - C...	Deposit		13.25	4,133.63
07/23/2001			COE Cash Register - C...	Deposit		1.20	4,134.83
07/24/2001			COE Cash Register - C...	Deposit		5.45	4,140.28
07/25/2001			COE Cash Register - C...	Deposit		22.40	4,162.68
07/26/2001			COE Cash Register - C...	Deposit		3.45	4,166.13
07/30/2001			COE Cash Register - C...	Deposit		2.50	4,168.63
07/30/2001			COE Cash Register - C...	Deposit		2.20	4,170.83
07/31/2001			COE Cash Register - C...	Deposit		23.15	4,193.98



## Reconciliation Report

General Fund - Checking account reconciled for the period ending 08/09/2001

### Cleared Transactions

Previous Balance		6,534.97
Cleared Checks and Payments	11 Items	-3,638.52
Cleared Deposits and Other Credits	2 Items	2,875.33
Cleared Balance		5,771.78

### Uncleared Transactions

Uncleared Checks and Payments	10 Items	-528.40
Uncleared Deposits and Other Credits	2 Items	90.00

### New Transactions

Account Balance as of 08/09/2001 (statement closing date)		5,333.38
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,333.38

Placentia Library District

Register: General Fund - Checking  
 From 07/01/2001 through 07/31/2001  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/02/2001			GF Bankcard Deposit	EFT Debit Cha...	52.67	X		5,697.65
07/02/2001	4336	AFP/GLAC	GF Registration/trans/t...	VOID: Registr...		X		5,697.65
07/02/2001	4337	AFP/GLAC	GF Registration/trans/t...	Registration for...	69.00	X		5,628.65
07/03/2001			GF County Reimburse...	Deposit		X	2,727.14	8,355.79
07/05/2001	4338	Placentia Library Ge...	GF credit card transacti...	Check for reim...	915.00	X		7,440.79
07/05/2001	4339	PLAcentia Library D...	COE Credit Card Trans...	Check for reim...	1,622.25	X		5,818.54
07/13/2001	4340	Consolidated Reprog...	GF Printing	July Library Bo...	78.00	X		5,740.54
07/17/2001	4342	Smart & Final	GF Refreshments		78.81	X		5,661.73
07/18/2001	4341	Dick's Lock & Safe	GF Office Expense	copies of keys	41.60	X		5,620.13
07/25/2001	4345	Placentia Chamber of...	GF Registration/trans/t...	2700: Dinsmor...	30.00	X		5,590.13
07/26/2001			GF Food	Deposit		X	148.19	5,738.32
07/26/2001	4346	Sam's Club	GF Food	Vending Machi...	148.19	X		5,590.13
07/31/2001	4348	Cooper Delivery Ser...	GF Postage	Invoice# 30668	30.00			5,560.13

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 08/08/2001

### Cleared Transactions

Previous Balance		10,059.87
Cleared Checks and Payments	3 Items	-10,643.73
Cleared Deposits and Other Credits	30 Items	9,235.61
Cleared Balance		8,651.75

### Uncleared Transactions

Uncleared Checks and Payments	1 Items	-0.15
Uncleared Deposits and Other Credits	9 Items	2,210.90

### New Transactions

Account Balance as of 08/08/2001 (statement closing date)		10,862.50
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		10,862.50

Placentia Library District

8/8/2001

Register: General Fund - Savings  
 From 07/01/2001 through 07/31/2001  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/01/2001			-split-	Deposit		247.50	5,725.19
07/02/2001			-split-	Deposit		420.00	6,145.19
07/02/2001			-split-	Deposit		102.35	6,247.54
07/03/2001			-split-	Deposit		273.90	6,521.44
07/05/2001			-split-	Deposit		567.75	7,089.19
07/09/2001			-split-	Deposit		374.95	7,464.14
07/09/2001			-split-	Deposit		463.95	7,928.09
07/09/2001			GF State Library Reim...	Deposit			7,928.09
07/09/2001			GF Account Interest (I...	Deposit			7,928.09
07/09/2001			-split-	Deposit		915.00	8,843.09
07/10/2001			-split-	Deposit		516.20	9,359.29
07/11/2001			-split-	Deposit		346.60	9,705.89
07/16/2001			-split-	Deposit		312.70	10,018.59
07/16/2001			-split-	Deposit		278.55	10,297.14
07/16/2001			-split-	Deposit		106.00	10,403.14
07/16/2001			-split-	Deposit		476.05	10,879.19
07/17/2001			-split-	Deposit		289.60	11,168.79
07/23/2001			-split-	Deposit		320.64	11,489.43
07/23/2001			-split-	Deposit		310.20	11,799.63
07/23/2001			-split-	Deposit		30.00	11,829.63
07/23/2001			-split-	Deposit		178.40	12,008.03
07/23/2001			-split-	Deposit		400.10	12,408.13
07/24/2001			-split-	Deposit		217.10	12,625.23
07/25/2001			-split-	Deposit		371.00	12,996.23
07/26/2001			-split-	Deposit		363.52	13,359.75
07/30/2001			-split-	Deposit		194.55	13,554.30
07/30/2001			GF Typewriter Income	Deposit		6.00	13,560.30
07/30/2001			-split-	Deposit		377.00	13,937.30
07/30/2001			-split-	Deposit		312.00	14,249.30
07/31/2001			-split-	Deposit		351.99	14,601.29
07/31/2001			-split-	Deposit		100.25	14,701.54

8/8/2001

### Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 08/08/2001

#### Cleared Transactions

Previous Balance			5,427.35
Cleared Checks and Payments	0	Items	0.00
Cleared Deposits and Other Credits	1	Items	7.14
Cleared Balance			5,434.49

#### 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 08/08/2001 (statement closing date)			5,434.49
New Checks and Payments	0	Items	0.00
New Deposits and Other Credits	0	Items	0.00
Ending Account Balance			5,434.49

8/8/2001

Placentia Library District

Register: Literacy Fund - Savings  
From 07/01/2001 through 07/31/2001  
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2001			PA Interest Inc - Savings	Interest		X	7.14	5,434.49

### Reconciliation Report

Payroll Checking account reconciled for the period ending 08/08/2001

#### Cleared Transactions

Previous Balance		31,223.53
Cleared Checks and Payments	49 Items	-67,840.98
Cleared Deposits and Other Credits	2 Items	53,410.00
Cleared Balance		16,792.55

#### Uncleared Transactions

Uncleared Checks and Payments	3 Items	-405.05
Uncleared Deposits and Other Credits	0 Items	0.00

#### New Transactions

Account Balance as of 08/08/2001 (statement closing date)		16,387.50
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		16,387.50

Placentia Library District

8/9/2001

Register: Payroll Checking

From 07/01/2001 through 07/31/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/03/2001			GF Transfers from Cou...	DEPOSIT		X	26,705.00	56,593.44
07/03/2001		Paychex	PA Payroll Processing ...		12,066.94	X		44,526.50
07/03/2001		Paychex	PA Employer Payroll T...		6,961.69	X		37,564.81
07/03/2001		Paychex	PA Employer Payroll T...		1,868.66	X		35,696.15
07/03/2001	1775	Jerry S. Choice	PA Salaries		184.50	X		35,511.65
07/03/2001	1776	Frank Frizell	PA Salaries		923.59	X		34,588.06
07/03/2001	1777	Wendy G. Goodson	PA Salaries		1,245.45	X		33,342.61
07/03/2001	1778	Esther P. Guzman	PA Salaries		236.51	X		33,106.10
07/03/2001	1779	Joyce G. Hampton	PA Salaries		259.12	X		32,846.98
07/03/2001	1780	Elisa Herrera-Thomas	PA Salaries		376.93	X		32,470.05
07/03/2001	1788	Beatrice V. Quintanar	PA Salaries		189.08	X		32,280.97
07/03/2001	1789	Jim Roberts	PA Salaries		241.76	X		32,039.21
07/03/2001	1790	Yvette Ronnberg	PA Salaries		400.97	X		31,638.24
07/03/2001	1793	Edward Strysik	PA Salaries		248.29	X		31,389.95
07/03/2001	1794	Man Sun	PA Salaries		210.09	X		31,179.86
07/03/2001	1797	Orange County Audit...	PA Employee Benefits		420.38	X		30,759.48
07/03/2001	1798	Placentia Library Dis...	COE Life Insur Suplmt...		19.94	X		30,739.54
07/03/2001	1799	Orange County Fed ...	PA Employee Benefits		351.00	X		30,388.54
07/03/2001	1800	Nationwide Retireme...	PA Employee Benefits		734.69	X		29,653.85
07/05/2001	1801	Wendy G. Goodson	PA Salaries		2,615.81	X		27,038.04
07/05/2001	1802	Cheryl Willauer	PA Salaries		1,162.44	X		25,875.60
07/18/2001			GF Transfers from Cou...	DEPOSIT		X	26,705.00	52,580.60
07/18/2001		Paychex	PA Employer Payroll T...		7,136.55	X		45,444.05
07/18/2001	1803	Jerry S. Choice	PA Salaries		166.65	X		45,277.40
07/18/2001	1804	Frank Frizell	PA Salaries		997.54	X		44,279.86
07/18/2001	1805	Esther P. Guzman	PA Salaries		246.37	X		44,033.49
07/18/2001	1806	Joyce G. Hampton	PA Salaries		266.24	X		43,767.25
07/18/2001	1807	Elisa Herrera-Thomas	PA Salaries		1,009.19	X		42,758.06
07/18/2001	1809	Nathaniel Jones	PA Salaries		254.53	X		42,503.53
07/18/2001	1810	Alice Kuo	PA Salaries		819.53	X		41,684.00
07/18/2001	1811	Katherine Matas	PA Salaries		731.94	X		40,952.06
07/18/2001	1812	Cynthia MCCLain	PA Salaries		1,278.39	X		39,673.67
07/18/2001	1813	Elizabeth D Minter	PA Salaries		2,067.51	X		37,606.16
07/18/2001	1814	Manuel Perez	PA Salaries		534.00	X		37,072.16
07/18/2001	1815	Beatrice V. Quintanar	PA Salaries		816.33	X		36,255.83
07/18/2001	1816	Jillian Rakos	PA Salaries		798.22	X		35,457.61
07/18/2001	1817	Jim Roberts	PA Salaries		1,894.28	X		33,563.33
07/18/2001	1819	Julie Shook	PA Salaries		1,410.15	X		32,153.18
07/18/2001	1820	Cyrise Smith	PA Salaries		1,228.33	X		30,924.85
07/18/2001	1821	Edward Strysik	PA Salaries		259.12	X		30,665.73



8/9/2001

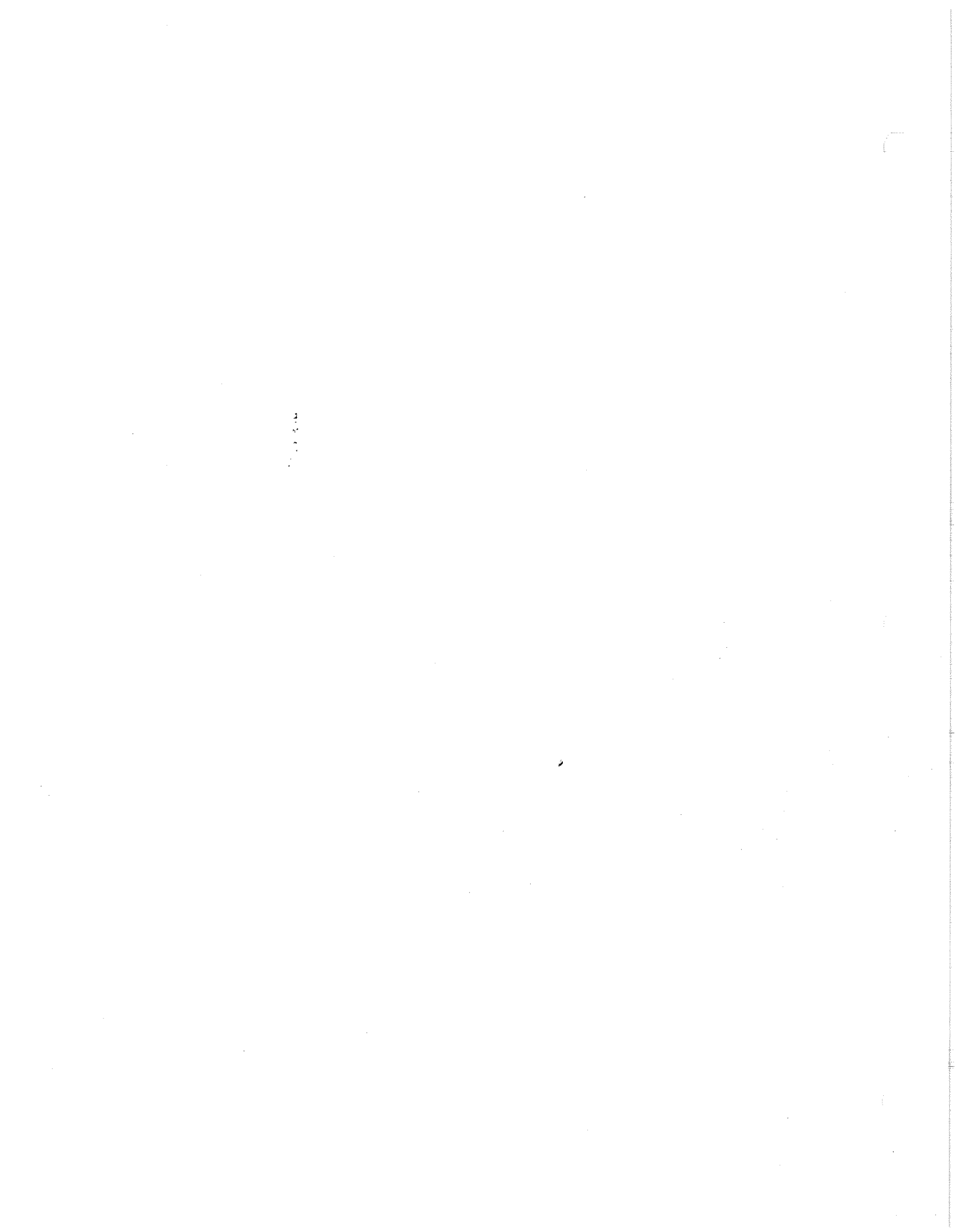
Placentia Library District

Register: Payroll Checking

From 07/01/2001 through 07/31/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/18/2001	1822	Man Sun	PA Salaries		147.13	X		30,518.60
07/18/2001	1823	Estella A. Wnek	PA Salaries		950.12	X		29,568.48
07/18/2001	1824	Orange County Audit...	PA Employee Benefits		420.38	X		29,148.10
07/18/2001	1825	Placentia Library Dis...	COE Life Insur Suplmt...		19.94	X		29,128.16
07/18/2001	1827	Orange County Fed ...	PA Employee Benefits		351.00	X		28,777.16
07/18/2001	1828	Nationwide Retireme...	PA Employee Benefits		734.69	X		28,042.47
07/31/2001			GF Bank Fees	Service Charge	6.93	*		28,035.54



ACQUISITIONS REPORT FOR THE MONTH OF JULY 2001  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,323.70	95	0.00	0	1,323.70	95	236.80	12	1,560.50	107
Adult Circulating Non-Fiction	759.16	42	0.00	0	759.16	42	420.80	22	1,179.96	64
Adult Reference	2,015.25	11	0.00	0	2,015.25	11	281.00	8	2,296.25	19
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	15,845.34	5	0.00	0	15,845.34	5	0.00	0	15,845.34	5
Total Adult Non-Fiction	18,619.75	58	0.00	0	18,619.75	58	701.80	30	19,321.55	88
TOTAL ADULT PRINT MATERIALS	19,943.45	153	0.00	0	19,943.45	153	938.60	42	20,882.05	195
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	309.43	9	0.00	0	309.43	9	0.00	0	309.43	9
Total Adult Audio	309.43	9	0.00	0	309.43	9	0.00	0	309.43	9
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	309.43	9	0.00	0	309.43	9	0.00	0	309.43	9
TOTAL ADULT MATERIALS	20,252.88	162	0.00	0	20,252.88	162	938.60	42	21,191.48	204
Juvenile Fiction	783.31	78	0.00	0	783.31	78	205.80	15	989.11	93
Juvenile Circulating Non-Fiction	301.41	21	0.00	0	301.41	21	25.00	2	326.41	23
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	301.41	21	0.00	0	301.41	21	25.00	2	326.41	23
TOTAL JUVENILE PRINT MATERIALS	1,084.72	99	0.00	0	1,084.72	99	230.80	17	1,315.52	116
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	124.27	5	124.27	5	0.00	0	124.27	5
Total Juvenile Audio	0.00	0	124.27	5	124.27	5	0.00	0	124.27	5
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	124.27	5	124.27	5	0.00	0	124.27	5
TOTAL JUVENILE MATERIALS	1,084.72	99	124.27	5	1,208.99	104	230.80	17	1,439.79	121
Total Fiction	2,107.01	173	0.00	0	2,107.01	173	442.60	27	2,549.61	200
Total Non-Fiction	18,921.16	79	0.00	0	18,921.16	79	726.80	32	19,647.96	111
Total Audio	309.43	9	124.27	5	433.70	14	0.00	0	433.70	14
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	21,337.60	261	124.27	5	21,461.87	266	1,169.40	59	22,631.27	325

OUTSTANDING ORDERS AS OF JULY 31, 2001

General Fund Amount	\$11,062.29	Adopt-A-Book Amount	\$465.26	TOTAL Amount	\$11,467.55
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ACQUISITIONS REPORT FOR FISCAL YEAR 2001-2002 THROUGH THE MONTH OF JULY 2001  
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	1,323.70	95	82	0.00	0	0	1,323.70	95	82	236.80	12	12	1,560.50	107	94
Adult Circulating Non-Fiction	759.16	42	40	0.00	0	0	759.16	42	40	420.80	22	22	1,179.96	64	62
Adult Reference	2,015.25	11	8	0.00	0	0	2,015.25	11	8	281.00	8	8	2,296.25	19	16
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	15,845.34	5	5	0.00	0	0	15,845.34	5	5	0.00	0	0	15,845.34	5	5
Total Adult Non-Fiction	18,619.75	58	53	0.00	0	0	18,619.75	58	53	701.80	30	30	19,321.55	88	83
TOTAL ADULT PRINT MATERIALS	19,943.45	153	153	0.00	0	0	19,943.45	153	135	938.60	42	42	20,882.05	195	177
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	309.43	9	9	0.00	0	0	309.43	9	9	0.00	0	0	309.43	9	9
Total Adult Audio	309.43	9	9	0.00	0	0	309.43	9	9	0.00	0	0	309.43	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	309.43	9	9	0.00	0	0	309.43	9	9	0.00	0	0	309.43	9	9
TOTAL ADULT MATERIALS	20,252.88	162	162	0.00	0	0	20,252.88	162	144	938.60	42	42	21,191.48	204	186
Juvenile Fiction	783.31	78	49	0.00	0	0	783.31	78	49	205.80	15	15	989.11	93	64
Juvenile Circulating Non-Fiction	301.41	21	11	0.00	0	0	301.41	21	11	25.00	2	2	326.41	23	13
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	301.41	21	11	0.00	0	0	301.41	21	11	25.00	2	2	326.41	23	13
TOTAL JUVENILE PRINT MATERIALS	1,084.72	99	60	0.00	0	0	1,084.72	99	60	230.80	17	17	1,315.52	116	77
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	124.27	5	5	124.27	5	5	0.00	0	0	124.27	5	5
Total Juvenile Audio	0.00	0	0	124.27	5	5	124.27	5	5	0.00	0	0	124.27	5	5
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	0.00	0	0	124.27	5	5	124.27	5	5	0.00	0	0	124.27	5	5
TOTAL JUVENILE MATERIALS	1,084.72	99	60	124.27	5	5	1,208.99	104	65	230.80	17	17	1,439.79	121	82
Total Fiction	2,107.01	173	131	0.00	0	0	2,107.01	173	131	442.60	27	27	2,549.61	200	158
Total Non-Fiction	18,921.16	79	64	0.00	0	0	18,921.16	79	64	726.80	32	32	19,647.96	111	96
Total Audio	309.43	9	9	124.27	5	5	433.70	14	14	0.00	0	0	433.70	14	14
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	21,337.60	261	204	124.27	5	5	21,461.87	266	209	1,169.40	59	59	22,631.27	325	268

TO: Elizabeth D. Minter, Library Director  
 FROM: Alice Kuo, Circulation Supervisor *AK*  
 DATE: August 15, 2001  
 SUBJECT: Unique Management Services, Inc. Report for Month of July

This report was received from Unique Management on August 7, 2001.  
 Attachment A is enclosed.

A summary of the current status is as follows:

FY 2001-02	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	15	73	8	466.47	1
August	0	0	0	0.00	0
September	0	0	0	0.00	0
October	0	0	0	0.00	0
November	0	0	0	0.00	0
December	0	0	0	0.00	0
January	0	0	0	0.00	0
February	0	0	0	0.00	0
March	0	0	0	0.00	0
April	0	0	0	0.00	0
May	0	0	0	0.00	0
June	0	0	0	0.00	0
TOTAL YTD	15	73	8	466.47	1

UNIQUE MANAGEMENT SERVICES, INC.  
SUMMARY STATUS REPORT

CREATED: 08/01/2001 12:19 AM RJK

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 07/31/2001

Accounts Submitted	:	497	Dollars Submitted	:	44,471.10	Dollars Received	:	11,360.47
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	9,509.67
Incorrect Addresses	:	65	Dollars in Skips	:	4,299.09	Dollars Waived	:	1,625.13
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	28,257.69
Accounts in Process	:	431	Dollars in Process	:	39,289.92	% of Dollars Activated	:	71.92%
# of Accounts Activated	:	293						
% of Accounts Activated	:	67.98%						

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: August 15, 2001  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT JULY, 2001

SUMMARY OF PRINTER/COPIER ACCOUNTS JULY, 2001

Beginning Balance 6/30/01			(\$7,487.82)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	182.55		
Total Loans from Literacy Fund	0.00		
Total Materials & Supplies			
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in June		0.00	
Total Copier Maintenance Payment in June		0.00	
Debit Card System Loan Payback		229.50	
	<u>1182.55</u>	<u>229.50</u>	
Ending Balance 7/31/01			<u>(\$7,534.77)</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 7/31/01	(8,565.48)
Loan Amount as of 7/31/01 (Literacy Fund)	7,700.00
July Payment (Fund 702)	0.00
July Payment (Literacy Fund)	0.00
Balance 7/31/01	<u>0.00</u>
	<u>\$ 15,694.02</u>

Prepared by: Elisa Herrera-Thomas





TO: Placentia Library Foundation Board of Directors

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

DATE: August 15, 2001

**SUBJECT: GIFTS REPORT**

The following gifts were received from July 1, 2001 through July 31, 2001.

**ADOPT A BOOK DONATIONS**

Ronald Bean	\$25.00
Joyce Larson	\$50.00
Jean Murphy	\$250.00
Jo Ann Nelson	\$90.00
Placentia Round Table	\$109.00

TOTAL AAB DONATIONS \$524.00

**TOTAL ALL DONATIONS** \$524.00



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *wh*  
DATE: August 15, 2001  
SUBJECT: **BUILDING MAINTENANCE REPORT FOR JULY-AUGUST 15, 2001**

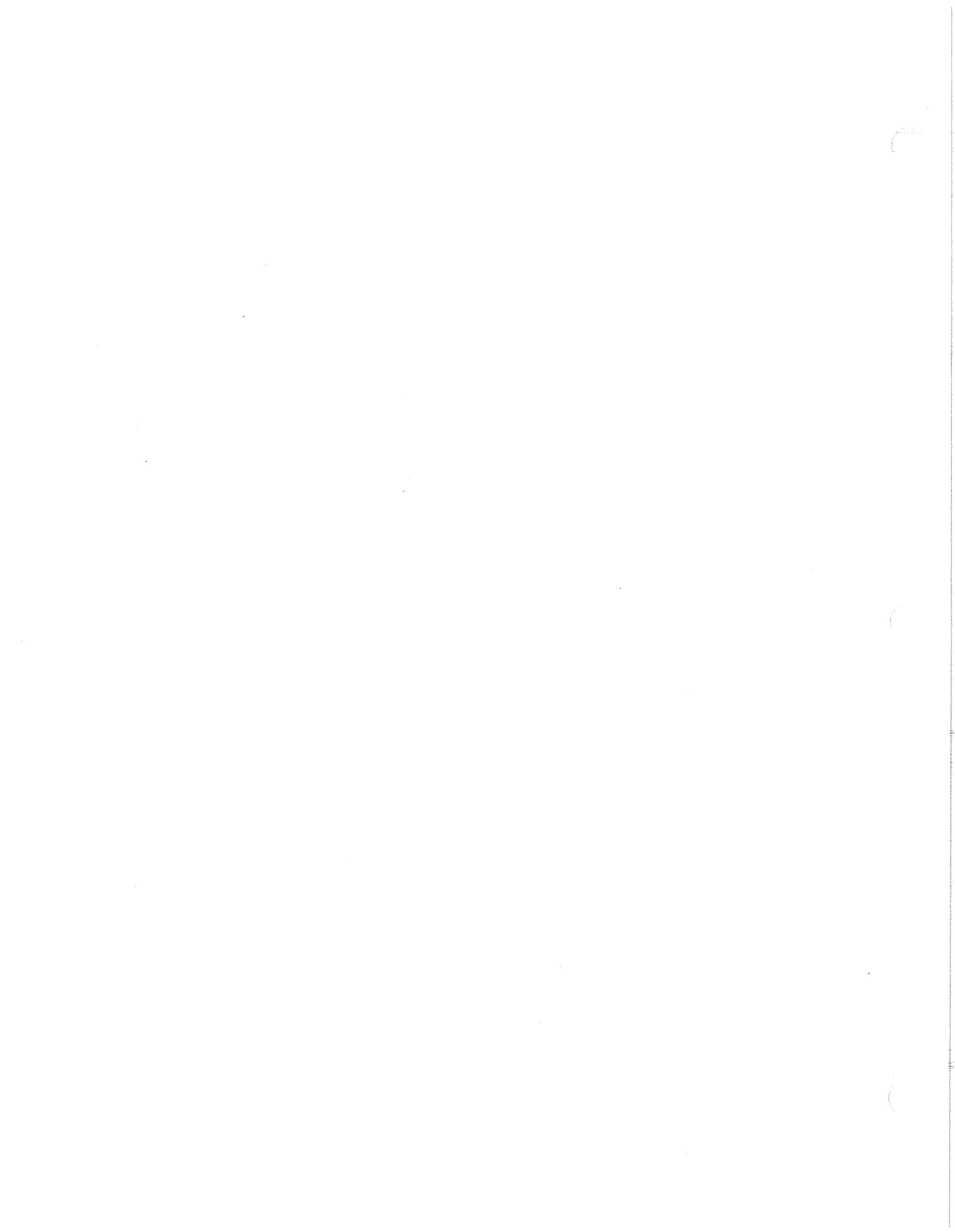
**1. DISASTER KLEENUP BETTER FLOORS & RESTORATION**

Staff members reported that the tiles in the back workroom were raised off of the ground and could be a potential safety hazard. Better Floors & Restoration was called out to review the situation. At this time, they have not yet returned to fix the workroom floor.

**2. CERTIFIED TERMITE AND PEST CONTROL**

Staff members reported that they had seen bugs, on several occasions, and that it was necessary to have the library serviced. Rudy Tovar from Certified Termite and Pest Control came out on Friday, August 3<sup>rd</sup>, 2001 and serviced the entire library.

Prepared by: Elisa Herrera-Thomas



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *em*  
DATE: August 15, 2001  
**SUBJECT: PERSONNEL REPORT FOR JULY-AUGUST 15, 2001**

RESIGNATIONS:

Nothing to report at this time.

APPOINTMENTS:

Nothing to report at this time.

OPEN POSITIONS:

None at this time.

OTHER:

Cynthia McClain has been placed on Administrative Leave of Absence as of Monday, July 30, 2001.

Prepared by: Elisa Herrera-Thomas



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator *JR*

**SUBJECT: Volunteer Report for the Month of July 2001**

**CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)**

REGULAR	FY01/02 July	FY01/02 YTD	Starting	Cumulative
Andrade, Linda	18.00	113.00	Sep-95	562.50
Backes, Theresa	1.50	42.00	6/98	198.00
Bart, Lillian	26.00	40.00	May-01	40.00
Boelman, Marge	13.50	42.50	Apr-01	42.50
Clugston, Patricia	10.00	103.50	6/98	223.00
Cravotta, Leo	0.00	2.00	5/99	46.50
Dell, Lyla	0.00	121.50	8/98	524.25
Dhanna, Dan	12.00	12.00	Jul-01	12.00
Fioroni, Pete	4.00	47.00	3/97	229.00
Fioroni, Ruth	4.00	45.00	3/97	166.00
Fitzgerald, Joan	12.00	150.00	10/93	1,961.75
Godwin, Nita	8.00	100.00	2/96	329.25
Hemmerling, Barbara	5.00	115.00	9/95	431.00
Hochman, Sue	0.00	23.75	1/98	209.50
Horrocks, Marjorie	9.50	45.50	10/95	280.50
Hyams, Rose	15.00	137.00	7/98	496.75
Irot, Pat	27.50	429.75	2/96	1,923.50
Jertberg, Pat	9.50	120.50	4/98	552.25
Livezey, Jane	15.00	123.25	4/96	557.25
Lord, Audrey	6.00	105.50	Jul-00	105.50
Mignot, Shirley	0.00	53.25	9/95	472.00
Myers, Claire	22.00	169.75	10/95	1,006.75
Olson, Bob	13.00	57.00	9/95	358.00
Pence, Thomas	4.00	62.00	1/99	170.00
Project Independence	8.50	387.50		888.50
Rodriguez, Carmen	12.00	75.00	2/00	100.00
Salem, Rose	19.00	71.25	Oct-00	71.25
Schlichter, Allan	8.00	107.00	10/93	791.50
Schmidt, Marie	7.00	142.00	4/98	501.00
Shaw, Dixie	2.00	20.50	5/94	182.00
Stoller, Frances	2.00	2.00	May-96	96.00
Vaughn, Judy	1.50	65.25	8/99	135.00
Walker, Virginia	0.00	11.00	Mar-99	122.50
Wymer, Betty	10.50	141.25	1/96	724.25
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	0.00	25.00		6,727.75
<b>TOTAL</b>	<b>306.00</b>	<b>3,308.50</b>		<b>22,408.00</b>

	FY01/02	
	July	YTD
Banks, Vanessa	18.75	27.50
Bone, Shawnda	0.00	22.50
Chavez, Alfredo	0.00	33.00
Cohen, Darleen	0.00	18.50
Cohma, Milessa	0.00	16.25
Davis, Ken	0.00	12.75
Eng, Jonathon	12.50	19.50
Eng, Lawrence	25.25	34.50
Geli, Elizabeth	9.00	18.00
German, Cody	0.00	11.00
Gonzalez, Omar	0.00	4.00
Guo, James	9.50	13.50
Haag, Jennifer	6.00	11.00
Krisinger, Elizabeth	4.00	14.00
Krisinger, Emily	6.00	6.00
Lada, Steven	16.00	21.25
Lee, James	13.50	25.25
Lin, Cheng	0.00	36.50
Lopez, Daniel	0.00	6.50
Luther, Bill	11.50	13.00
Manzo, Robert	0.00	13.00
Maru, Sid	10.50	43.00
Mendoza, Abel	0.00	2.00
Meza, Jack	11.00	22.75
Mohadro, Steven	7.25	7.25
Molina, Enio	0.00	8.25
Montes, Eric	15.75	40.25

	FY01/02	
	July	YTD
Moya, David	0.00	24.25
McCustian, Nicole	0.00	37.00
Munoz, Maria	24.00	10.00
Nguyen, Andrew	10.00	16.25
Piha, Richard	0.00	14.00
Ramos, Rosa	0.00	11.50
Rehman, Khurram	11.50	43.50
Robinson, Shawn	20.50	0.00
Rodriquez, John	0.00	35.00
Rorex, Jamie	0.00	32.00
Runyon, Beth	0.00	10.00
Shah, Hardik	0.00	24.75
Shah, Soham	4.50	24.75
Simmons, Eric	0.00	1.00
Stark, Jaine	0.00	27.00
Temple, Joerg Ryan	0.00	16.00
Timmermans, Krystle	12.25	21.25
Tonelli, Alyssa	6.75	9.75
Tran, Carrie	29.50	52.50
Vasquez, Joel	0.00	14.00
Vera, Javier	9.00	12.00
Vidovich, Casey	3.50	8.50
Wallace, Briteni	0.00	0.50
Ward, Alan	9.00	13.00
Yada, Julie	0.00	18.00

<b>TOTAL</b>	176.50	501.00
<b>TOTAL Library Volunteer Hours</b>		623.00
<b>TOTAL Literacy Volunteer Hours</b>		1,026.50
<b>TOTAL VOLUNTEERS HOURS</b>		1,649.50

<b>TOTAL</b>	140.50	480.50
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REGULAR VOLUNTEERS are committed to an on-going program each week  
 LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.  
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY99/00	FY00/01	FY 01/02	FY99/00	FY00/01	FY 01/02
July	601.25	562.00	623.00	222.00	658.00	1026.50
August	885.00	563.25		202.00	662.00	
September	471.25	248.00		220.00	581.00	
October	490.00	385.00		458.50	614.00	
November	368.00	369.25		425.00	685.50	
December	330.50	205.25		178.00	564.00	
January	397.00	387.25		142.00	797.00	
February	598.25	376.75		530.00	617.00	
March	616.25	377.25		595.00	622.50	
April	610.75	457.25		632.00	656.00	
May	921.50	393.00		805.00	1,204.50	
June	608.25	580.75		709.00	1,050.50	



CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 01/02 July	FY01/02 YTD	Cumulative		FY01/02 July	FY01/02 YTD	Cumulative
Alcantara, Carmelita	12.00	12.00	52.00	Kumagai, Regina	28.00	28.00	333.00
Anderson, Susan	3.00	3.00	45.00	Larson, Li	8.00	8.00	95.00
Andreyeva, Anna A.	7.00	7.00	67.00	Lee, Anyika	8.00	8.00	62.00
Barrera, Karen	10.00	10.00	97.00	Leslie, Sandra	12.00	12.00	62.00
Belsher, Kristin	8.00	8.00	121.00	Li, Stephanie	6.00	6.00	63.00
Bereiter, Gretchen	11.00	11.00	126.00	Licari, Lynne	10.00	10.00	52.00
Blanco, Ramon	4.00	4.00	54.00	Martlaro, Diane	8.00	8.00	56.00
Bolkovatz, Alta	18.00	18.00	103.00	McCartney, Shannon	6.00	6.00	60.00
Bowler, Nathan	3.00	3.00	9.00	McMahon, Kelly	6.00	6.00	66.00
Bryan, Danny	12.00	12.00	59.00	Medland, Karen	6.00	6.00	32.00
Bryan, Jennyfer	12.00	12.00	59.00	Meza, Jack	9.50	9.50	27.50
Carlson, Grace	-	59.00	59.00	Mitchell, Cheryl	12.00	12.00	254.00
Cassidy, Meghan	8.00	8.00	34.00	Mohan, Kshema	6.00	6.00	62.00
Chen, April	6.00	6.00	54.00	Moore, Kim	12.00	12.00	168.00
Coffee, Nancy	4.00	4.00	192.00	Moyer, Disa	12.00	12.00	154.00
Colenso, Bill	12.00	12.00	75.00	Murray, Edward	14.00	14.00	87.00
Croom, Carolyn	10.00	10.00	209.00	Ngo, Sandy	16.00	16.00	66.00
Del Angel, Laura	9.00	9.00	95.00	Paulson, Valerie	16.00	16.00	469.00
Duffie, Pat	36.00	36.00	192.00	Pham, An	4.00	4.00	34.00
Eckert, Thomas	24.00	24.00	361.00	Pham, Thuy	6.00	6.00	43.00
Elinsky, Janet	24.00	24.00	204.00	Pineda, Juanita	4.00	4.00	19.00
Espinoza, Adriana	8.50	85.00	29.50	Risso, Edith	12.00	12.00	132.00
Fartash, Arian	30.00	30.00	201.00	Rodriguez, Carmen	8.00	8.00	98.00
Favaro, Lee	12.00	12.00	142.00	Roth, Howard	12.00	12.00	72.00
Fuller, Janice	6.00	6.00	62.00	Rowe, Edana	18.00	18.00	120.00
Gast, Polly	40.50	40.50	852.50	Sanchez, Margo	12.00	12.00	170.00
Gonzalez, Lizeth	6.00	6.00	83.00	Sciaini, Matthew	8.00	8.00	52.00
Gonzalez, Veronica	6.00	6.00	66.00	Shah, Krishna	12.00	12.00	78.00
Goodfriend, Louise	12.00	12.00	205.00	Shepherd, Kathy	12.00	12.00	83.00
Goodman, Dale	45.00	45.00	1,588.00	Skimizu, Ken	16.00	16.00	120.00
Graves, David	12.00	12.00	78.00	Skinner, Courtney	8.00	8.00	54.00
Hargett, Sheila	21.50	21.50	75.50	Smith, Charlene	8.00	8.00	44.00
Hawk, John	12.00	12.00	116.00	Stalnaker, Linda	16.00	16.00	203.00
Heer, Kim	8.00	8.00	81.00	Stichter, Julie	8.00	8.00	58.00
Hernandez, Rosy	12.00	12.00	220.00	Tellez, Martha	32.00	32.00	120.00
Hutton, Katherine (Kate)	12.00	12.00	108.00	Tooley Marita	12.00	12.00	110.00
Isaia, Monte	6.00	6.00	45.00	Van Zee, Karin	24.00	24.00	172.00
Johnson, Nicole	7.50	7.50	70.50	Vert, Joann	12.00	12.00	60.00
Keller, Christina	16.00	16.00	121.00	Vue, Kia	6.50	6.50	45.50
Khuu, Michelle	6.00	6.00	70.00	Westfall, Carolyn	16.00	16.00	100.00
Kramer, Bill	28.00	28.00	238.00	Wiegman, Karin	12.50	12.50	97.50
				Zamora, Mary	12.00	12.00	96.00
<b>Total</b>	<b>540.00</b>	<b>675.50</b>	<b>6,719.00</b>	<b>Total</b>	<b>486.50</b>	<b>486.50</b>	<b>4,349.50</b>



Placentia Library District  
Circulation Report  
AUGUST 15, 2001

	FY01-02 YTD	FY00-01 YTD	% CHANGE FY01 TO FY02	FY01-02 JULY 01	FY00-01 JULY 00
1st Time Checkouts	14,387	12,481	15.27%	14,387	12,481
Phone Renewals	1,581	1,894	-16.53%	1,581	1,894
In-Building Renewals	423	338	25.15%	423	338
Total Renewals	2,004	2,232	-10.22%	2,004	2,232
TOTAL CHECKOUTS	16,391	14,713	11.40%	16,391	14,713
On-Time Checkins	14,400	13,824	4.17%	14,400	13,824
Late Checkins	2,408	2,105	14.39%	2,408	2,105
TOTAL CHECKINS	16,808	15,929	5.52%	16,808	15,929
Holds Placed	355	335	5.97%	355	335
Holds Cancelled	65	60	8.33%	65	60
Holds Filled	343	249	37.75%	343	249
Holds Expired	5	7	-28.57%	5	7
Overdue Items	819	643	27.37%	819	643
Overdue Notices	362	276	31.16%	362	276
Billing Notices	442	386	14.51%	442	386
Patrons Registered	276	290	-4.83%	276	290
Titles Added	734	1,223	-39.98%	734	1,223
Volumes Added	1,298	1,240	4.68%	1,298	1,240
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	6,787	6,592	2.96%	6,787	6,592
Juvenile Print	7,883	7,877	0.08%	7,883	7,877
Total Print	14,670	14,469	1.39%	14,670	14,469
Audio	635	644	-1.40%	635	644
Visual	1,073	989	8.49%	1,073	989
Equipment	0	0	100.00%	0	0
Total Audio Visual	1,708	1,633	4.59%	1,708	1,633
TOTAL CIRCULATION	16,378	16,102	1.71%	16,378	16,102
Placentia Circulation	10,569	10,155	4.08%	10,569	10,155
% Placentia Circulation	64.53%	63.07%	2.32%	64.53%	63.07%
Anaheim/Yorba Linda Circulation	2,594	2,493	4.05%	2,594	2,493
% Anaheim/Yorba Linda Circulation	15.84%	15.48%	2.30%	15.84%	15.48%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	10,684	10,281	3.92%	10,684	10,281
Young Adult	427	462	-7.58%	427	462
Juvenile	3,579	3,948	-9.35%	3,579	3,948
New Borrower	1,457	1,412	3.19%	1,457	1,412
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	16,147	16,103	0.27%	16,147	16,103
TOTAL REGISTERED BORROWERS	16,993	23,264	-26.96% *	16,993	23,264
<b>ATTENDANCE</b>					
Adult Reference - In Building	1,046	1,153	-9.28%	1,046	1,153
Adult Reference - Telephone	108	200	-46.00%	108	200
Children's Reference - In Building	1,475	1,463	0.82%	1,475	1,463
Children's Reference - Telephone	32	13	146.15%	32	13
Total Adult Reference	1,154	1,353	-14.71%	1,154	1,353
Total Children's Reference	1,507	1,476	2.10%	1,507	1,476
Total In Building Reference	2,521	2,616	-3.63%	2,521	2,616
Total Telephone Reference	140	213	-34.27%	140	213
TOTAL REFERENCE	2,661	2,829	-5.94%	2,661	2,829

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



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98	1/6/98	0.00	818.37	1,666.85	0.00			2,485.22
Dec-98	2/4/99	2,884.98	818.37	802.75	107.50			4,613.60
Jan-99	3/8/99	2,921.46	818.37	743.32	107.50	3,357.52		7,948.17
Feb-99	3/31/99	3,032.51	818.37	805.98	107.40		2,364.10	7,128.36
Mar-99	4/28/99	3,009.57	892.35	828.49	0.00			4,730.41
Apr-99	6/10/99	3,062.45	833.46	833.96	281.45			5,011.32
May-99	7/7/99	3,302.65	839.51	826.51	107.50			5,076.17
Jun-99	8/1/99	4,547.44		871.47	107.50			5,526.41
TOTAL		43,990.83	9,251.91	9,664.76	1,271.26	3,357.52	2,364.10	69,900.38
AVG		3,665.90	841.08	805.40	105.94			5,825.03

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

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99	8.00	10.00	0.00	0.00	30.00	48.00
Feb-99	8.00	10.00	2.00	0.00	30.00	50.00
Mar-99	8.00	10.00	2.00	0.00	30.00	50.00
Apr-99	8.00	10.00	2.00	0.00	30.00	50.00
May-99	8.00	10.00	2.00	0.00	30.00	50.00
Jun-99	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	120.00	22.00	2.00	360.00	600.00
AVG	8.00	10.00	1.83	0.17	30.00	50.00

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				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	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				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

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99	298.24	300.10	56.90	0.00	784.80	1,440.04
May-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Jun-99	298.24	300.10	56.90	0.00	784.80	1,440.04
TOTAL	3,336.32	3,414.80	593.84	51.72	8,887.20	16,283.88
AVG	278.03	284.57	49.49	4.31	740.60	1,356.99

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

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99	1,263.22	204.00	19.41	1,486.63	743.32
Feb-99	1,315.54	279.00	17.41	1,611.95	805.98
Mar-99	1,440.04	204.00	12.94	1,656.98	828.49
Apr-99	1,440.04	204.00	23.88	1,667.92	833.96
May-99	1,440.04	204.00	8.97	1,653.01	826.51
Jun-99	1,441.04	281.00	21.89	1,743.93	871.97
TOTAL	16,284.88	2,864.00	181.56	19,330.44	9,665.22
AVG	1,357.07	238.67	15.13	1,610.87	805.44

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



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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:** Placentia History Room Committee Report  
**DATE:** August 15, 2001

The Placentia History Room Committee met with Public Services Manager Jim Roberts, Technology Manager Julie Shook and me on July 31, 2001 to review the status of the project. The resulting "To Do" list is Attachment A.

The Committee agreed to discuss with City of Placentia Mayor Chris Lowe the possibility of having the dedication/grand opening of the Placentia History Room as a part of the 75<sup>th</sup> Anniversary festivities the first week of December.

I reported to the Committee that Bill Brown has completed preparing the tracks for the exhibit cases and they are now ready for installation of the glass. Mr. Brown still needs to install shelf brackets in the new bookcases.



*Eliz*

PLACENTIA LIBRARY HISTORY ROOM  
TO DO LIST

Meeting on July 31, 2001 generated following activities.

START/COMPLETION DATE	ACTIVITY	RESPONSIBILITY
ASAP	Order Computer/LaserPrinter	Julie
ASAP	Class in MicroSoft Office for Pat,Pat,Marie	Elysia
ASAP	Locate H.R.back-up disks	Julie
As needed	Determine label size,etc	PatJ,Marie
As needed	Provide labelling assistance	Jillian
9/1/01	Program new computer with HistoryDataBase software & download current data from old computer	Julie
ASAP	Acquire TV & video player	Jim
ASAP	Complete cabinet installation & cabinet security Workroom hardware provision	Eliz
ASAP	Process books for H.R. collection/ProcessingShelf to be designated	Julie
ASAP	Determine list of newspapers to be archived for Julie	Julie/Marie
ASAP	Determine alternatives to microfiche for archival of local newspapers	Julie
8/15 1:30pm	Determine rules for use & security (both areas)	Jim/Pat I
8/21	Written Report to Trustees	Pat I
ASAP	Locate remaining H.R.bboxes	Jim
ASAP	Install Chandelier	Eliz
ASAP	Adobe/build display unit Bill Brown? PRT funds	Pat.I

9/19,9/20	Arrangement of Picture Display	Eliz, et al
August	Arrange for crate label display (PHC & Founders) Acquisiton, Framing, Placement	Marie PatI, PatJ Marie
November	Design/Implement Showcase displays	PatI, PatJ Marie
August	Contact Sunkist, Union Oil for History Room dedication support	PatI, Eliz
September	Develop plan for Donor Reception History Room preview	PatI, PatJ Marie
October	Prepare for State Grant application Determine needs, costs	Eliz, Julie
11/2	Donor Reception	
September	Develop plan for Grand Opening History Room	PatI, PatJ Marie
12/4	Grand Opening Ceremony	
September	Develop plan for volunteers -tasks, recruitment, training assignment/schedule	PatI, PatJ Marie Jillian

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ADDITIONAL CURRENT TASKS OF HISTORY ROOM COMMITTEE

Ongoing/August	Provide PYLUSD local history curriculum materials	PatI, Marie
Ongoing/August	Develop plan with Mayor for child's fiction book based on local history	PatI, PatJ Marie OTHERS
Ongoing	Refine archival storage & retrieval system	Pat J
Onoing	Refine photo storage & retrieval system	Marie
Ongoing	Organize Brower collection	Pat I
August	Provide list children's books to support Gr 3 local history	Pat I

Ongoing	Order books to support Gr 3 local history curriculum	Cerise
September	List on H.R.Website available Gr3 curriculum support mats	PatI, Frank
December	Enter Gr3 CD Rom curriculum	PatI Frank
2002	Provide Or Co Museum with local history display (3mon duration)	HistComm?



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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:** Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2000-2001  
**DATE:** August 15, 2001

**BACKGROUND:**

Attached is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2000-2001.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

**RECOMMENDATION:**

Receive and File







# CLLS Narrative Report

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing 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) was tremendously successful this past fiscal year in recruiting and matching additional adult learners with volunteer tutors. The total number of adult learners receiving instruction during Fiscal Year 2000-2001 increased by more than 50 percent as compared to those receiving instruction during Fiscal Year 1999-2000. This has occurred mainly as the result of additional tutor training workshops. In FY 1999-2000, PLLS conducted nine (9) workshops. In FY 2000-2001, PLLS conducted a total of twenty-three (23), an increase of over 100 percent.

The PLLS FFL component has continued to mature and grow and has also added more participants this FY. In our FFL component we utilize the team-tutoring concept. For each family we have two tutors; one for the mother or father, and one for the child/children. This allows the parent/s to have relatively uninterrupted tutoring sessions and it also allows the child/children the opportunity to be read to or read during each session.

PLLS has formed several community partnerships this Fiscal Year. We have a partnership with the Placentia Head Start Child Development Center, a facility in southwestern Placentia that serves a large Hispanic community and is our largest FFL resource. We have formed a partnership with St. Jude Children's Research Hospital's "Read Out and Read" Program, a pediatric literacy program. And finally, PLLS has formed a partnership with the Placentia and Yorba Linda Rotary Clubs and the Placentia/Yorba Linda Unified School District to recruit local high school volunteers to tutor at local elementary schools.

PLLS's most difficult challenge next fiscal year will be to maintain the level of existing programs.

## Problems, challenges, and unresolved issues:

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

Author's Name: Jim Roberts

Author's Title: Literacy Coordinator/Public Services Manager

jroberts@placentialibrary.org

E-mail Address

Monday, July 30, 2001 9:58:21 AM

Date

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# CLLS Adult Learner Report

Name of Library: Placentia Library District

Fiscal Year: 00 / 01

Filing Period: Year End

Bi-Annual Summary		Total
1. Continuing Adult Learners from previous filing period		81
2. Adult Learners who began during this filing period		58
3. Adult Learners who left during this filing period		
a. Learners who met goal		1
b. Learners who became physically inaccessible this filing period		1
c. Learners who left program for other reasons		0
d. Learners who left program WITHOUT notification		17
e. TOTAL		19
4. Adult Learners who received instruction during this filing period		122
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		201
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.		120
9. Prospective Adult Learners awaiting instruction at end of this filing period.		12

10. Ethnicity								
Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
67	2	43	0	0	8	0	0	120

11. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
1	16	44	35	12	7	4	1	120

12. Gender			
Male	Female	Not Specified	Total
34	86	0	120

Jim Roberts

Prepared by

Literacy Coordinator/Public Services Manager

Title

jroberts@placentialibrary.org

E-mail Address



# CLLS Tutor Activity Report

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing Period: **Year End**

Bi-Annual Summary		Total
1. Continuing Tutors instructing from previous filing period		70
2. Tutors who began instructing during this filing period		34
3. Tutors who left during this filing period		
a. Tutors who left with notification		8
b. Tutors who left WITHOUT notification		6
c. TOTAL tutors who left		14
4. Total tutors who instructed during this filing period		98
5. Number of tutors trained during this filing period.		23
6. Number of pre-service tutor workshops offered during this filing period		0

Cumulative Summary		Total
7. Cumulative total tutors who instructed this fiscal year-to-date		180
8. Cumulative total tutors trained this fiscal year-to-date		92

End of Period Status		Total
9. Tutors instructing at end of this filing period		90
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
11	1	9	0	2	67	0	0	90

12. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
2	19	18	14	20	13	4	0	90

13. Gender			
Male	Female	Not Specified	Total
24	66	0	90

14a. Number of library branches used for literacy instruction during this filing period	0
14b. Number of additional sites used for literacy instruction during this filing period	0

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):	39th & 41st

Jim Roberts  
Prepared by

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Monday, July 30, 2001 10:12:04 AM  
Date

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# CLLS Budget Report

Name of Library: **Placentia Library District**  
 Fiscal Year: **00 / 01**  
 Filing Period: **Year End**

Budget Categories	Budget for Year			Expenditures for Filing Period	
	Approved	Other	Total For Year	CLSA	Other
1. Personnel	\$3,000.00	\$85,742.00	\$88,742.00	\$3,000.00	\$85,742.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Equipment	\$1,000.00	\$3,789.00	\$4,789.00	\$1,000.00	\$3,789.00
4. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Operations	\$14,818.00	\$14,151.00	\$28,969.00	\$14,818.00	\$14,151.00
<b>6. Total</b>	<b>\$18,818.00</b>	<b>\$103,682.00</b>	<b>\$122,500.00</b>	<b>\$18,818.00</b>	<b>\$103,682.00</b>

Budget Categories	Budget Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
1. Personnel	\$6,000.00	\$129,406.00	\$135,406.00
2. Library Materials	\$0.00	\$646.00	\$646.00
3. Equipment	\$2,000.00	\$3,850.00	\$5,850.00
4. Indirect	\$0.00	\$0.00	\$0.00
5. Operations	\$15,728.00	\$17,550.00	\$33,278.00
<b>6. Total</b>	<b>\$23,728.00</b>	<b>\$151,452.00</b>	<b>\$175,180.00</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	\$1,000.00	\$1,000.00
5c. Office Supplies	\$7,618.00	\$0.00	\$7,618.00	\$7,618.00	\$0.00
5d. Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
5f. Communications	\$1,200.00	\$10,500.00	\$11,700.00	\$1,200.00	\$10,500.00
5g. Other	\$0.00	\$2,651.00	\$2,651.00	\$0.00	\$2,651.00
<b>Total</b>	<b>\$14,818.00</b>	<b>\$14,151.00</b>	<b>\$28,969.00</b>	<b>\$14,818.00</b>	<b>\$14,151.00</b>

Operations Detail	Operations Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
5a. Contract Services	\$0.00	\$1,841.00	\$1,841.00
5b. Travel	\$1,656.00	\$1,000.00	\$2,656.00
5c. Office Supplies	\$7,684.00	\$0.00	\$7,684.00
5d. Printing	\$0.00	\$1,558.00	\$1,558.00
5e. Instr. Resources	\$5,000.00	\$0.00	\$5,000.00
5f. Communications	\$1,388.00	\$10,500.00	\$11,888.00
5g. Other	\$0.00	\$2,651.00	\$2,651.00
<b>Total</b>	<b>\$15,728.00</b>	<b>\$17,550.00</b>	<b>\$33,278.00</b>

Jim Roberts

Prepared by

Literacy Coordinator/Public Services Manager

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Monday, July 30, 2001 12:13:32 PM

Date

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# CLLS In-Kind Report

Name of Library: Placentia Library District

Fiscal Year: 00 / 01

Filing Period: Year End

1. In-Kind Services (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other
a) Space	\$0.00	\$0.00	\$0.00	\$300.00	\$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	\$375.00	\$0.00	\$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	\$375.00	\$500.00	\$0.00	\$0.00
Column Totals for YTD	\$0.00	\$0.00	\$750.00	\$1,000.00	\$0.00	\$0.00

1. In-Kind Services (In Dollar Equivalents)	This Period's Total Resources	Total Year-To- Date	This Year's Goals
a) Space	\$300.00	\$600.00	\$600.00
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.	\$875.00		Grand Total
Column Totals for YTD		\$1,750.00	\$1,750.00

2. Volunteer Hours	This Period	YTD	Goals
a) Literacy Instruction	5637	9648	3000
b) Talent/Support Services	280	524	800

Jim Roberts

Prepared by

Literacy Coordinator/Public Services Manager

Title

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E-mail Address

Monday, July 30, 2001 9:40:41 AM

Date

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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:** **Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 2000-2001**

**DATE:** August 15, 2001

The Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 2000-2001 had not been received from the Families for Literacy Coordinator when the Library Board Book for the August 15, 2001 Meeting was sent to the printer on Wednesday, August 8.

This report will be distributed at the August 15 Library Board Meeting.




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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   
**SUBJECT:** Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 2000-2001  
**DATE:** August 15, 2001

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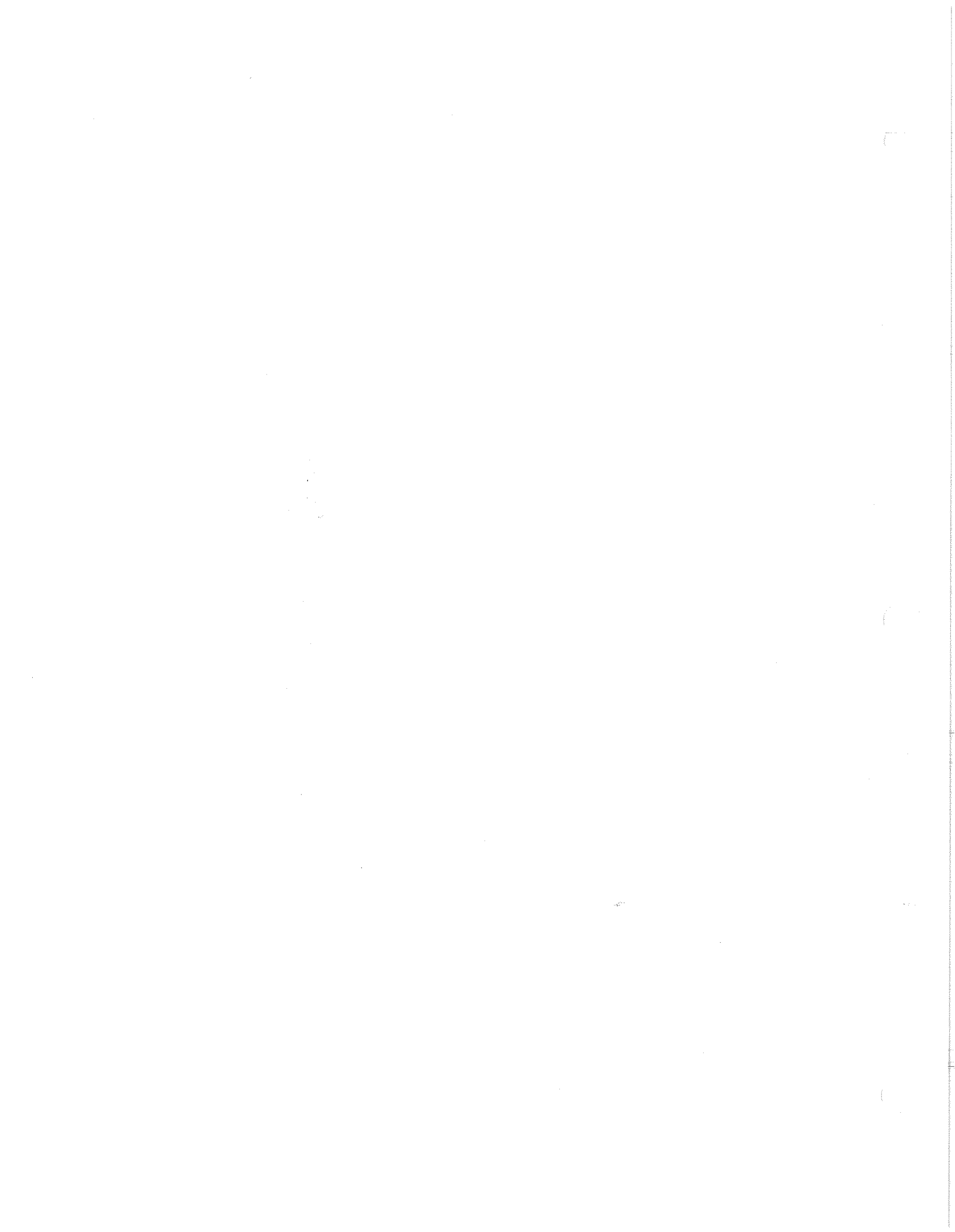
**BACKGROUND:**

Attached is a copy of the District's Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 2000-2001.

Filing this report is required in order for the District to remain eligible for future Families for Literacy Grants.

**RECOMMENDATION:**

Receive and File





# Families For Literacy

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing Period: **Year End**

## A. Program Participants and Partners

1. Number **eligible** Families participation through 6/30/01 (full fiscal year) : **5** (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
5	0	0	3	4	0	0	0

### Ethnicity

#### ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	Unknown	TOTAL
Asian	0	0	2	0	0	0	0	0	0	2
Black	0	0	0	0	0	0	0	0	0	0
Hispanic	0	1	2	0	0	0	0	0	0	3
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	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	1	4	0	0	0	0	0	0	5

### Ethnicity



CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Asian	1	3	0	0	0	4
Black	0	0	0	0	0	0
Hispanic	2	1	0	0	0	3
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>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

Primary Language of Children

CHILDREN

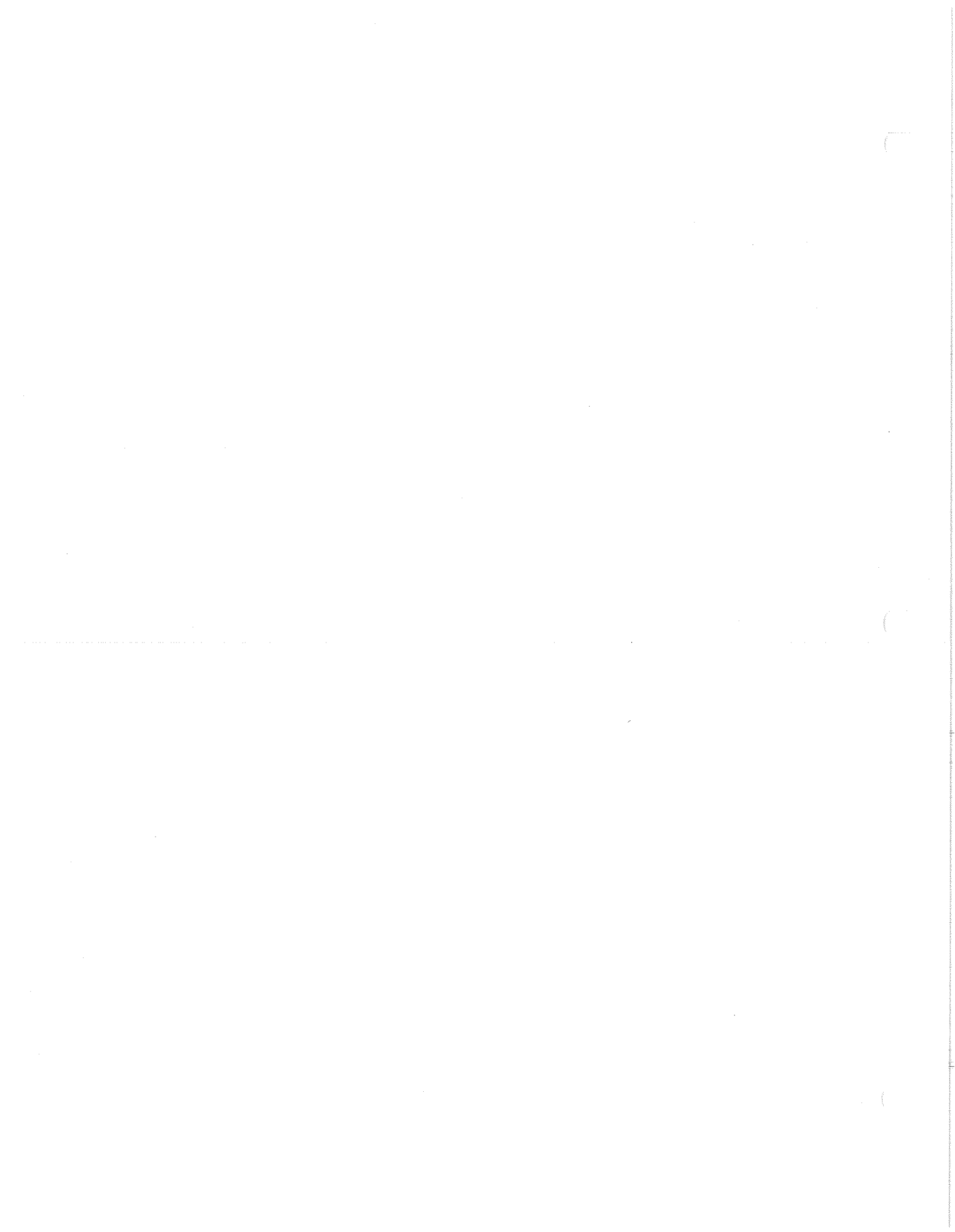
	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Spanish	2	1	0	0	0	3
Portuguese	0	0	0	0	0	0
Vietnamese	1	3	0	0	0	4
English	0	0	0	0	0	0
Hmong	0	0	0	0	0	0
Pacific Island Languages	0	0	0	0	0	0
Other	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

Author: Frank Frizell  
 Author's e-mail address: [ffrizell@placentialibrary.org](mailto:ffrizell@placentialibrary.org)

Last edit date: Monday, August 13, 2001 10:32:05 AM

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California  
State  
Library

## Families For Literacy

Name of Library: Placentia Library District

Fiscal Year: 00 / 01

Filing Period: Year End

### B. Narrative Description of Services Provided

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 12 months.

1) Please explain your procedures for giving books away to children. Do you give to all children in family or only preschoolers? Attach your list of children's books purchased for this purpose.

Once a month parents read to their children in the library. Preschool aged children get to select two books and take them home. As part of our "Placentia Reach Out And Read" partnership, a volunteer reads to children waiting for medical attention and the children pick out books to take home.

#### BOOK LIST FOR FFL

"Spots, Feathers and Curly Tails" by Nancy Tafuri  
 "Bark George" by Jules Feiffer  
 "How the Grinch Stole Christmas" by Dr. Seuss  
 "Chicka Chicka Boom Boom" by Bill Martin & John Archambault  
 "Too Many Tamales" by Gary Soto & Ed Martinez  
 "This is the Farmer" by Nancy Tafuri  
 "Curious George" by H.A.Roy  
 "Black and White Rabbits ABC's" by Alan Baker  
 "Gray Rabbits 123's" by Alan baker  
 "Sheep in a Shop" by Nancy Shaw  
 "McDuff Comes Home" by Rosemary Wells and Susan Jeffers  
 "Max's First Word" by Rosemary Wells  
 "Toad" by Ruth Brown  
 "The Big Hungry Bear" by Don and Audrey Wood  
 "The Napping House" by Audrey Wood  
 "Green Eggs and Ham" by Dr. Seuss  
 "White Rabbit's Color Book" by Alan Baker  
 "Quick as a Cricket" by Audrey Wood  
 "Come Along Daisy" by Jane Simmons  
 "The Very Hungry Caterpillar" by Eric Carle  
 "It Looked Like Spilled Milk" by Charles G. Shaw  
 "Old MacDonald" by Rosemary Wells  
 "Sheep in a Jeep" by Nancy Shaw



"The Very Quiet Cricket" by Eric Carle  
 "Goodnight Moon" by Margaret Wise Brown  
 "Max's Bath" by Rosemary Wells  
 "Brown Rabbit's Shape Book" by Alan Baker  
 "Spot Goes to School" by Eric Hill  
 "McDuff Moves In" By Rosemary Wells and Susan Jeffers  
 "Mama Do You Love Me?" by Barbara Joosse  
 "Brown Bear, Brown Bear What Do You See?" by Bill Martin jr. and Eric Carle  
 "Old teeth, new teeth" by Diana Noonan  
 "Teeth" by Carol Krueger  
 "My Skin" by Alan Whitaker  
 "Skin, skin" by Diana Noonan  
 "Friendly Snowman" by Sharon Gordon  
 "Rain or Shine?" by Rebel Williams

- 1a. Average number of books per child actually distributed: 6
- 1b. Total number of books distributed as of 6/30/01 (full fiscal year) . 39
- 1c. Number of books received by children **under 5**. (12 months) 28
- 1d. Number of books received by children **over 5**. (12 months) 10

2. **Briefly** explain the types, structure and content of the regular meetings of parents and children conducted by FFL in **public library settings**. How often do you hold these meetings? (This should include but not be limited to family parties, events, story times.)

So far our meetings have been limited to tutoring sessions. Tutors work with parents and children separately, then the last part of the meeting is a read along session between parents and children followed by a short discussion of the books read.

- 2a. Total Number of FFL Meetings Held as of 6/30/01 (full fiscal year) (full fiscal year) . 0
- 2b. Total Number of Attendees as of 6/30/01 (full fiscal year) (full fiscal year) . 0
- 2c. Total Number **Different Families** attending programs in public library settings as of 6/30/01 (full fiscal year) (full fiscal year) . 0
- 2d. Total Number **Different, Eligible Families** attending programs in library settings as of 6/30/01 (full fiscal year) (full year) . 0

2e. Do you hold family story times outside of the library? If yes, where and how often? How do you know then mainstream the FFL families into library story times?

Yes. PLLS offers story times and at the local HEADSTART school and the Whitten Community Center twice a week. The Whitten Center program is a Placentia FFL partnership with St. Jude Medical Center, part of a national program entitled "Reach Out And Read". Families are encouraged to come to the library for tours which is when the mainstreaming process begins.

3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings



described in #2 above, please describe.

No.

4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques.

All tutors are trained using the language experience approach and are encouraged to use it with students. When to incorporate language experience and how to use it is left up to the individual tutors.

5) Do you train parents in book selection for their children other than the use of story times and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

5. Parents learn about book selection and things to consider when choosing children's literature during book give aways.

6) Do you provide FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

6. Not at this time. Parenting classes are scheduled for the late fall or early spring.

7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services.

During library tours, families from targeted groups get library cards and are encouraged to check out items. The focus of the tour is what the library can offer vis-à-vis practical solutions to daily and lifelong issues of living. Children and parents are encouraged to explore the Children's Department and learn about activities and programming.

8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.

Not at this time.

9) How do you recruit your families for FFL? Is that effective? Describe any effective retention strategies?

We get many referrals from the Placentia HEADSTART school, and the local CBET program. Retention has been a problem. The longest a family has been involved has been for almost nine months. Problems with conflicts between work, school, commuting to/from work, and tutoring has made for a fairly transient student population that we can do little about.

11) How do you determine or measure success in your FFL program?  
How do you track the progress of your adults and children as they move through their FFL involvement?



Success is measured by how well a parent reads the monthly book to their child and how often a parent moves to the next reading level. For children success is measured by how well they retain vocabulary words read to them by a tutor, and enjoyment expressed during the session. Ease and enjoyment, while not exactly quantifiable, are looked for and considered. The enjoyment of reading is something that must be fostered in order for the students to meet their long-term goals.

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Author's e-mail address: [ffrizell@placentiallibrary.org](mailto:ffrizell@placentiallibrary.org)

Last edit date: Wednesday, August 15, 2001 3:04:15 PM

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Any questions or comments should be directed to  
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Name of Library: Placentia Library District

Fiscal Year: 00 / 01

Filing Period: Year End

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## C. Lessons Learned This Year

The State Library is very much interested in sharing your successes and difficulties with other programs participants and in improving the overall program in future years. Please respond, as fully as possible to the following questions, keeping in mind your original Plan of Service proposal.

1) Describe those elements of your program that you feel have been **most successful**. What are the key factors that have contributed to their success (e.g., talents, library administrative support, communication, etc).

What has been very successful has been the use of teen tutors, work-study staff, and monthly tutor training. Work study staff, paid by "America Reads," read to children while their parents are being tutored. After suitable high school students are found, they take over from the work study staff member. The result is we're able to start tutoring families fairly quickly and work out the scheduling issues early, forming a routine. Since tutor training takes place once a month, we have a steady supply of tutors coming in for matching.

2. An important element of FFL is the cooperation between Children's Services and the adult literacy program/FFL program. Describe your relationship with Children's Services in your library and how you have worked together in FFL.

The children's librarian has helped in book selection for give away's, and has donated books for that purpose. The Literacy and Children's Departments are coordinating fall programming efforts to eliminate conflicts with dates etc. Work Study staff receive training in book selection and library operations in the Children's Department. In short, there is excellent cooperation and communication between FFL and the Children's Department.

3) Describe the **most difficult challenges** you program has faced so far and what actions you have initiated to overcome them. Are these actions proving successful?

Lack of space was a problem as our number of tutor/student pairs increased. Since some had libraries or community centers closer to where they lived, they were encouraged to meet there. Our families continued to meet once a week at the Placentia Library. We've had problems with retention. Families frequently



dropped out for work, infant care, or transportation related reasons. Some moved away, so there's nothing that could have been done. Greater flexibility in scheduling time and location of tutoring has proved quite successful in alleviating some of these problems. Potluck dinner's, holiday events etc. planned for this up coming year will hopefully increase the feeling of community among our pairs.

4) If you knew at the beginning of this fiscal year what you know now, what, if any, changes would you make?

I would have addressed the issues of transportation and child care earlier.

5) Did someone from your program attend any State Library sponsored literacy event this reporting period? No

If yes, briefly describe what was learned at the convocation and how this new knowledge will impact your program.

If no, briefly describe why you were unable to take advantage of this opportunity.

We've laid a good foundation for providing great services that will benefit the targeted populations, and the community as a whole. A close cooperation with the Children's Department will produce coordination between activities and sharing of expertise that will bring more targeted families into the library, and into the mainstream population.

6) How do you see the future of the Families for Literacy Program in your library? What aspects have you already incorporated into regular library services? What aspects of the FFL program could you offer in your setting by reallocating resources of without outside (funding other than that provided by your library or community) funding? What are the barriers to achieving incorporation?

None at this time.

7) Please share any anecdotes or interactions that occurred in the course of your program that would give us a better understanding of the benefits to individual families gained through your FFL program.

*(These are particularly helpful to Dr. Starr and to me as we give presentations about our FFL programs and use these anecdotal stories as illustrations of our impact on individual families)*

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Author's e-mail address: [ffrizell@placentiallibrary.org](mailto:ffrizell@placentiallibrary.org)

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# Families For Literacy

Name of Library: **Placentia Library District**  
 Fiscal Year: **00 / 01**  
 Filing Period: **Year End**

## D. Financial Report

Fiscal Year 00-01

Category	Budget		Expended as of June 30, 01	
	CLSA	Other	CLSA (FFL)	Other
1. Personnel	\$2,000.00	\$0.00	\$2,000.00	\$0.00
2. Library Materials	\$3,000.00	\$0.00	\$3,000.00	\$0.00
3. Operative Total	\$4,000.00	\$0.00	\$4,000.00	\$0.00
3a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00
3b. Travel	\$2,000.00	\$0.00	\$2,000.00	\$0.00
3c. Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
3d. Printing	\$0.00	\$0.00	\$0.00	\$0.00
3e. Instructional Resource	\$2,000.00	\$0.00	\$2,000.00	\$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	\$1,000.00	\$0.00	\$1,000.00	\$0.00
5. Indirect	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>

Author: **Jim Roberts**  
 Author's e-mail address: [jroberts@placentialibrary.org](mailto:jroberts@placentialibrary.org)

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# Families For Literacy

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing Period: **Year End**

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

Was this adequate? Explain.

The FFL program has one staff member. FFL funds were matched from the library general fund to make the position full time, but divided 50% of the time between Literacy and public services. FFL was adequate to a point. It would be better for the program to have a full time staff member thus enabling us to build upon the foundations we have laid. The day to day running of the program doesn't leave much time for planning events and community outreach.

<u>FFL Position</u>	<u>Hours Per Week</u>	<u>FFL funded? If no, where do funds come from?</u>
1. Family Literacy Coordinator	40	Yes

Author: **Frank Frizell**  
 Author's e-mail address: [ffrizell@placntialibrary.org](mailto:ffrizell@placntialibrary.org)

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# Families For Literacy

Name of Library: **Placentia Library District**  
 Fiscal Year: **00 / 01**  
 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)

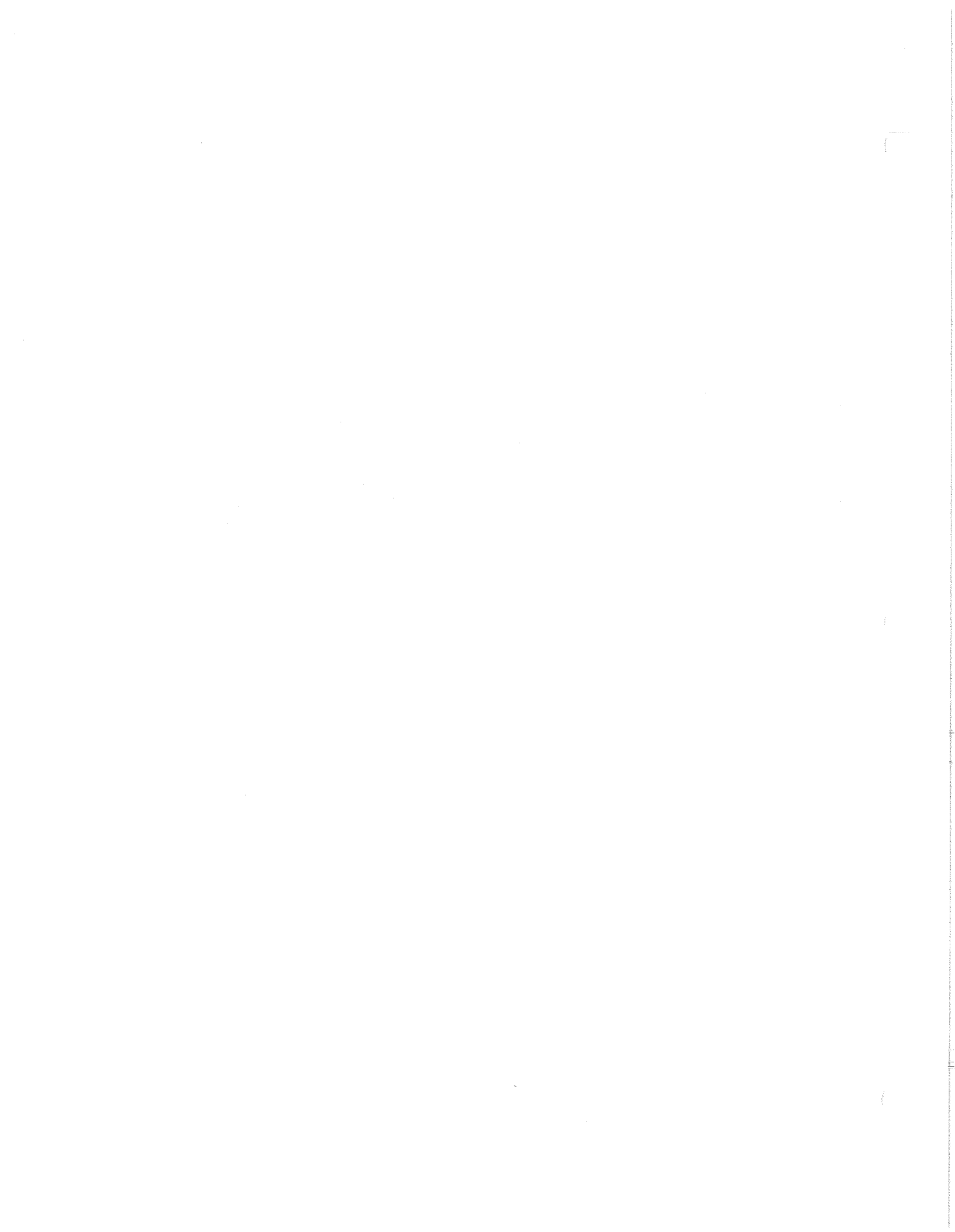
<u>Community Partner</u>	<u>Role</u>
1. Placentia HEADSTART	Outreach and referrals.
2. St. Jude's Hospital	Placentia Reach out and Read. Low income families waiting for subsidized pediatric care get story time and free books.

Author: **Frank Frizell**  
 Author's e-mail address: [ffrizell@placentialibrary.org](mailto:ffrizell@placentialibrary.org)

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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:** **Letter of Authorization for Munson, Cronick & Associates, CPA to conduct the Fiscal Year 2000-2001 Financial Audit for Placentia Library District**  
**DATE:** August 15, 2001

**BACKGROUND:**

Munson, Cronick & Associates provides the financial auditing services for Placentia Library District.

This letter, Attachment A, is required as part of the annual audit process.

**RECOMMENDATION:**

Receive & File, and Authorize Signature by the Library Director



**M**unson,  
**C**ronick &  
**A**ssociates, LLP  
CERTIFIED PUBLIC ACCOUNTANTS

July 19, 2001

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

Attn: Elizabeth Minter  
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 2001.

We will audit the balance sheet of Placentia Library District as of June 30, 2001, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

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

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

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

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

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

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit. In order to complete the audit and issue our report on or before September 17, 2001, all information must be received by us no later than August 10, 2001.

As part of our engagement, we will also prepare the Annual Report of Financial Transactions of Special Districts for the year ended June 30, 2001.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$4,175 for the audit and \$475 for the preparation, review and submission of the Annual Report of Financial Transactions of Special Districts.

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

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

Sincerely,

*Munson, Cronick & Associates, LLP*

MUNSON, CRONICK & ASSOCIATES, LLP  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District

Authorized signature: \_\_\_\_\_

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

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

**CLIENT'S COPY**





LIBRARY OF  
CALIFORNIA

July 9, 2001

To: Members, Library of California Board

From: Diana Paque, Director  
Library of California

Tom Andersen, CLSA Program Coordinator

Subject: Library of California Board actions June 27-28, 2001

**Purpose of the Library of California Act:**

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

**Library of California Board Mission and Vision Statements:**

*Mission Statement:* The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.  
*Vision Statement:* The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Fresno on June 27-28, 2001:

**Adoption of Agenda**

1. It was moved, seconded (Fong/Tuttle) and carried unanimously that the Library of California Board adopts the agenda of the June 28, 2001 meeting as presented.

**Approval of Minutes**

2. The draft minutes of the April 25-26, 2001 Library of California Board meeting were approved as presented.

900 N Street, Suite 500  
PO Box 942837  
Sacramento, CA 94237-0001

(916) 653-6033 phone  
(916) 653-8443 fax  
www.library.ca.gov  
csllcc.ca.gov



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

### **Public Awareness**

3. It was moved, seconded (Lowenthal/Purucker) and carried unanimously that the Library of California Board directs its Chief Executive Officer to implement the following public awareness activities on behalf of the Board:
  - a) update and redistribute the basic LoC informational materials, and
  - b) arrange for a LoC booth at the California School Library Association and the California Library Association conferences this fall.

### **Multitype Interlibrary Loan Pilot Program**

4. It was moved by the Access Services Committee (Fong) and carried unanimously that effective July 1, 2001, the Library of California Board continues its interlibrary loan pilot program through June 30, 2002, and that during this period of time all compensation for non-public libraries' interlibrary loans to public libraries be paid from California Library Services Act funds.

### **Statewide Direct Loan Compensation Program**

5. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board delays implementing a statewide direct loan compensation program until such time as adequate funding is available to support such a program.

### **Regional Library Network Development**

6. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 2001/02 Plans of Service of all seven regional library networks.
7. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the membership for the California Rehabilitation Center and the Graduate Theological Union with member services to begin July 1, 2001.
8. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the change in status from participating library to member library for the 8 community colleges listed in Table A, and this change will be effective retroactively to the date of the original Board approval of each library's membership. (See Attachment A)

Board Actions, June 27-28, 2001

Page 3

### **Statewide Information Databases**

9. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board directs its Chief Executive Officer allocate Library of California funds not to exceed \$65,505 for continuing support of the Library of California Periodicals/Serials database.
10. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board directs its Chief Executive Officer to allocate Library of California funds not to exceed \$281,600 for continuing support of the Librarians' Index to the Internet.

### **CLSA Statewide Data Base Program**

11. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the allocation of 2001/02 funds for payment of CLSA Statewide Data Base annual subsidies in the amounts of \$69, \$550, and \$5,500, and instructs its Chief Executive Officer to invite claims for such payments.
12. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board rescinds its policy to transition Z39.50 server software grants to public libraries from CLSA to Library of California funds for the 2001/02 fiscal year and approves the allocation of any 2001/02 CLSA Statewide Data Base funds not required for payment of annual subsidies for
  - competitive grants up to \$10,000 each to individual public libraries for retrospective conversion; and
  - competitive matching grants up to \$10,000 each, with a required 100% local match, to individual public libraries for catalog enhancement or enrichment; and
  - competitive grants up to \$7,500 each to individual public libraries for Z39.50 server software acquisition and installation;

and that the Board instructs its Chief Executive Officer to invite applications for such grants.

### **System Advisory Board Program**

13. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the use of 2001/02 allocated SAB Program funds, where available within each approved SAB budget, and where requested, to reimburse one SAB member from each System for expenses incurred in attending the November 2001 Library of California Board meeting and the California Library Association conference to be held in Long Beach.

### **California Library Literacy Service Program**

14. It was moved by the Literacy Committee (Wang) and carried unanimously that the Library of California Board directs its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 2001 meeting, to seek additional 2002/03 local assistance funding to increase the state match for libraries with established California Library Literacy Service program to 100%.

### **Families for Literacy Program**

15. It was moved, seconded (Lowenthal/Wang) and carried unanimously that the Library of California Board directs its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 2001 meeting, to seek additional 2002/03 local assistance funding to expand Families for Literacy services in California public libraries.

### **Library of California Budget**

16. It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the Library of California Board authorizes the Chief Executive Officer to issue claim forms and other related materials to enable Library of California Regional Library Networks to claim \$200,000 budget allocations from the allocation formula adopted by the Board at its April 2001 meeting. Payment will be made immediately following the signing of the 2001/02 California State Budget by the Governor.
17. It was moved, seconded (Purucker/Wang) and carried by a vote of 7 yeas and 1 nay (Lowenthal) that the Library of California Board revises its meeting schedule in FY 2001/02 by reducing the number of meetings from five to four.

Board Actions, June 27-28, 2001

Page 5

18. It was moved, seconded (Kallenberg/Lowenthal) and carried unanimously that the Library of California Board authorizes the Chief Executive Officer to develop a Budget Change Proposal to augment Library of California services for the 2002/03 fiscal year.

Attached also is the library of California Board Meeting Schedule and a calendar of meetings, events, and deadlines for 2001. (See Attachment B)

Document 1637

**TABLE A**

**Community Colleges Requesting Status Change  
From Participating Library to Member**

**Golden Gateway:**

Diablo Valley College:

Contra Costa College:

participating libraries of the  
Contra Costa College District

Canada College:

College of San Mateo:

Skyline College:

participating libraries of the  
San Mateo College District

**Sierra Valley:**

American River College:

Cosumnes River College:

Sacramento City College:

participating libraries of the  
Los Rios College District

## LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2001

February 14-16, 2001	Riverside
April 25-26, 2001	Sacramento
June 27-28, 2001	Fresno
August 15-16, 2001	San Diego
November 5-6, 2001	Long Beach

## CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2001

July 5	Arroyo Seco Library Network, Board of Directors, Santa Fe Springs
July 15	4 <sup>th</sup> Quarter 2000/2001 ILL Claims due at State Library
July 26	Gold Coast Library Network Board of Directors
July 26	Librarians' Index to the Internet (LII) Advisory Board meeting, San Diego
July 31	2000/2001 final reports for CLLS postmarked to State Library
August 6	Tierra del Sol Regional Library Network, Board of Directors, Temecula
August 9	Arroyo Seco Library Network, Board of Directors, Bellflower
August 15	2000/2001 final reports for FFL postmarked to State Library
August 13-26	1 <sup>st</sup> 2001/2002 CLSA Direct Loan Sample Period
August 15-17	Library of California Board meeting, San Diego
August 30	Gold Coast Library Network Board of Directors meeting
August 30	Sierra Valley Library Network Board of Directors meeting (tentative)
September 1	2000/2001 CLSA System Annual Reports, System Uniform Expenditure Reports and 2001/2002 System Uniform Budget Reports postmarked to State Library
September 4	Heartland Regional Library Network Board of Directors meeting, Visalia
September 5	1 <sup>st</sup> 2001/2002 CLSA Direct Loan Sample data due at State Library
September 10	Tierra del Sol Regional Library Network, Board of Directors, Temecula
September 13	Arroyo Seco Library Network, Board of Directors, Norwalk
September 18	Golden Gateway Library Network Board of Directors meeting, San Mateo
September 27	Gold Coast Library Network Board of Directors
September 28	Sierra Valley Library Network Regional Library Council meeting
September 30	CLSA California Library Literacy Service Matching Funds Certifications postmarked to State Library
September 30	Sierra Valley Library Network Council meeting
October 1-14	2 <sup>nd</sup> 2001/2002 CLSA Direct Loan Sample Period
October 11	Arroyo Seco Library Network, Board of Directors and Council, Norwalk
October 12	Cascade Pacific Library Network Board of Directors meeting, (location to be determined)
October 15	1 <sup>st</sup> Quarter 2001/2002 ILL Claims due at State Library
October 22	Tierra del Sol Regional Library Network, Board of Directors, Temecula
October 22	2 <sup>nd</sup> 2001/2002 CLSA Direct Loan Sample data due at State Library
October 25	Gold Coast Library Network Board of Directors
November 5-7	Library of California Board meeting, Long Beach
November 8	Arroyo Seco Library Network, Board of Directors, Bellflower
November 9	CLLS Plans of Service and Budgets for matching funds postmarked to State Library
December 3	Tierra del Sol Regional Library Network, Board of Directors, Temecula
December 6	Gold Coast Library Network Board of Directors
December 13	Arroyo Seco Library Network, Board of Directors, Bellflower
December 14	Cascade Pacific Library Network Board of Directors and Council meetings, Chico





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Legislative Issues for Fiscal Year 2001-2002  
**DATE:** August 15, 2001

**BACKGROUND**

Review of Property Tax Shift Issues

In 1992-93 and in 1993-94, \$3.6 billion of property tax revenue was transferred from cities, counties and special districts to the Education Revenue Augmentation Fund (ERAF).

This money was directed toward K-14 schools and allowed the State to reduce its general fund spending on education.

The property tax shifts have grown an average of 3% each year and continue today. The shift for Placentia Library District for Fiscal Year 2000-2001 was \$1,040,847.67. (The shift for Buena Park Library District was \$619,610.24.)

ERAF Orphan Bills

SB 74 (Speier) and SB94 (Torlakson) remain in the suspense file in the Assembly Committee on Appropriations. The special dependent and independent library districts have until the end of August to convince Governor Davis that these are worthwhile bills to enact.

Other State Budget Concerns

The Budget message from the California Library Association is Attachment A.

The reduction in the Public Library Fund is equal to 7%. The loss to Placentia Library District will be approximately \$6,500.

The Families for Literacy Program was also cut significantly. Placentia Library District's allocation will be only \$10,000. The District had originally been instructed by the staff at the State Library to apply for \$30,000. The revised budget request for the Families for Literacy Grant as submitted to the State Library is Attachment B.

**RECOMMENDATIONS**

1. Receive & File the Revised Program Budget Request for the Families for Literacy Grant as submitted to the State Library of California in July 2001.
2. Give direction for future action.



## NEWS FROM THE CAPITOL: Legislative Updates 2001

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July 26, 2001

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

### GOVERNOR SIGNS BUDGET – CUTS INTO THE BASE OF THE PUBLIC LIBRARY FOUNDATION

Late this morning, Governor Gray Davis signed the 2001-2002 Budget, and issued a document containing hundreds of “cuts.” In his overview, he notes that “this \$103.3 billion Budget, which reflects a softening of California’s economy and slowing tax revenues, contains an overall year-to-year General Fund expenditure decrease of 1.7 percent,” and highlights a “prudent reserve of \$2.6 billion.” In order to acquire that sizeable reserve level, the Governor had to make significant cuts in the areas of social services, resources, and local projects.

We were tremendously disheartened to see a cut into the existing baseline amount for the Public Library Foundation. The Governor’s comments are as follows:

**“Item 6120-221-0001 – For local assistance, California State Library. I reduce this item from \$56,870,000 to \$52,970,000.**

**I am reducing this item by \$3,900,000. This action is essential due to fiscal constraints and limited resources in the General Fund.”**

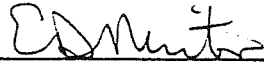
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## CLSA Program Budget Request for Families For Literacy Programs

Fiscal Year 2001/02

Placentia Library District

Name of Library



Library Director Signature

May 3, 2001

Date Revised July 2001

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				_____ Dr. Kevin Starr
1. Personnel	10,000	10,000	20,000	
2. Library Materials				
3. Operations				
3a. Contract Services				
3b. Travel				
3c. Office Supplies				
3d. Printing				
3e. Instructional Resources				
3f. Children's Book Resources				
3g. Communication				
3h. Other				
4. Equipment				
5. Indirect				
6. TOTAL	10,000	10,000	20,000	

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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:** Public Hearing on the Fines & Fees Schedule for Fiscal Year 2001-2002  
**DATE:** August 16, 2000

**BACKGROUND:**

Attachment A is the Fines & Fees Schedule for Fiscal Year 2001-2002 as approved by the Library Board at its Meeting on June 26, 2001 and scheduled for Public Hearing at the Library Board Meeting of August 15, 2001.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2001-2002 for the Placentia Library District was published in the *Placentia News Times* on August 9, 2001 and posted at the Library on August 8, 2001. The Proof of Publication will be available for examination at the Library Board Meeting.

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

Attachment B is Resolution 02-1 adopting the Fines & Fees Schedule for Fiscal Year 2001-2002.

**RECOMMENDATIONS:**

1. Receive and File the Proof of Publication for the notice of Public Hearing for the Proposed Fines and Fees Schedule for 2001-2002 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 9, 2001.
2. Conduct the Public Hearing on the Policy as published.
3. ~~Finalize Fines & Fees Schedule for Fiscal Year 2001-2002~~
4. Read Resolution 02-1 by Title only *Debt / Due*
5. Adopt Resolution 02-1

*John*

*open public hearing  
clear public hearing*

*Goal (Peggy)*



# PLACENTIA LIBRARY DISTRICT FINES AND FEES SCH

*Adopted by the Library Board of Trustees, June 21, 1993  
Revised August 16, 2000  
Ratified June 26, 2001*

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

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

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

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

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

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

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

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

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

## DAMAGES

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

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

RESOLUTION <sup>02-1</sup>~~00-1~~

A RESOLUTION <sup>do</sup> ~~FO~~ THE <sup>do</sup> ~~VO~~ARD OF TRU~~ST~~EEES OF THE PLACENTIA LIBRARY  
DISTRICT OF ORAN~~GE~~ COUNTY TO ADOPT THE FINES AND FEES  
SCHEDULE FOR FY 2001-2002 OF PLACENTIA LIBRARY DISTRICT OF  
ORANGE COUNTY

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2001-2002 dated August 15, 2001, and implements such on August 15, 2001.

- AYES: TRUSTEES:
- NOES: TRUSTEES:
- ABSENT: TRUSTEES:
- ABSTAIN: TRUSTEES:

State of California )  
   )ss.  
 County of Orange )

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the fifteenth of August, 2001.

IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of August, 2001.

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



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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  
**SUBJECT:** Fiscal Year 2001-2002 Budget  
**DATE:** August 16, 2000

**BACKGROUND:**

The Fiscal Year 2001-2002 Budget for Fund 707 (General Fund) was presented to the Library Board at its July 18, 2001 meeting and set for Public Hearing on August 15, 2001.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for 2001-2002 Fiscal Year for the Placentia Library District was published in the *Placentia News Times* on August 9, 2001 and posted at the Library on August 8, 2001. The Proof of Publication will be available for examination at the Library Board Meeting.

Fiscal Year 2001-2002 Budget


The Proposed Fiscal Year 2001-2002 Budget for Placentia Library District was presented to the Library Board at its July 19, 2000 Meeting. The Budget for Fund 707 (General Fund) is Attachment A.

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

A public hearing needs to be conducted for the Proposed Budget for 2001-2002 Fiscal Year for the Placentia Library District.

The Fiscal Year 2001-2002 Budget for all District Funds needs to be adopted by Resolution 02-2. (Attachment C)

**RECOMMENDATIONS:**

1. Receive and File the Proof of Publication for the Notice of Public Hearing for the Proposed Budget for 2001-2002 Fiscal Year for the Placentia Library District that was published in the *Placentia News Times* on August 9, 2001.
2. Conduct Public Hearing on the Budget for Fiscal Year 2001-2002 as published 
3. Finalize Placentia Library District Budget for all Funds for 2001-2002 Fiscal Year

4. Motion to read Resolution 02-2 by title only
5. Motion to adopt Resolution 02-2

*Diff - Perry*  
*Perry / Diff.*

Placentia Library District  
 Revenue Budget for Fund 707 for Fiscal Year 2000-2001  
 As Adopted at the July 18, 2001 Library Board Meeting and Set for Public Hearing on August 15, 2001

Object Code	Category	FY1990-91 Actual	FY1992-93 Actual	FY1994-95 Actual	FY1996-97 Actual	FY1997-98 Actual	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Proposed
6210-00	Current Secured	823,832	824,818	644,816	673,850	710,413	764,422	849,522	921,767	993,584
6210-01	Public Utility	25,633	28,058	25,128	22,568	24,908	24,001	25,854	23,111	23,000
6210-04	Teeter Plan - Current Delinquent	0	0	0	0	0	0	0	12,334	12,500
	SUB-TOTAL CURRENT SECURED	849,465	852,876	669,944	696,419	735,321	788,422	875,376	957,212	1,029,084
6230	Prior Secured	24,856	47,569	6,809	28,818	18,290	19,667	19,936	12,028	12,000
	TOTAL SECURED	874,321	900,445	676,753	725,237	753,611	808,089	895,312	969,240	1,041,084
6220	Current Unsecured	64,438	56,872	47,239	33,588	45,613	50,053	53,807	55,274	55,000
6240	Prior Unsecured	978	435	461	3,528	1,036	1,054	936	962	1,000
	TOTAL UNSECURED	65,416	57,307	47,700	37,115	46,650	51,107	54,743	56,236	56,000
6690	HOMEOWNER	19,790	18,101	12,454	14,896	15,180	15,578	16,224	16,245	16,250
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	975,853	736,908	777,249	815,441	874,774	966,278	1,041,721	1,113,334
6250	SPECIAL DISTRICT AUGMENTATION									
6260/6540	PENALTIES/DELINQUENCIES	4,289	7,676	0	448	3,447	270	249	268	250
6280	SUPPLEMENTAL - CURRENT	72,614	34,058	8,242	9,668	14,786	24,408	33,580	36,813	35,000
6300	SUPPLEMENTAL - PRIOR	2,103	4,939	2,312	1,066	952	781	720	821	800
6610	INTEREST	46,331	36,599	13,041	18,502	13,450	12,734	20,286	21,191	22,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	83,272	23,595	29,684	32,634	47,255	64,618	67,648	66,550
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,059,125	760,503	806,933	848,075	922,030	1,030,896	1,109,369	1,179,884
6970	STATE LIBRARY & STATE	144,764	105,612	74,112	53,648	56,040	78,601	142,922	169,318	209,826
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS			5,324	0	0	0	36,814	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		100,000	0	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	32,866	32,251	25,754	23,454	41,587	108,350	80,563	113,500
7680	6 MO. EXPIRED (OUTLAW) CHECKS		9,102	(750)	7	231	224	101	0	0
	TOTAL REVENUE	1,243,597	1,306,705	871,441	886,342	927,800	1,042,442	1,319,082	1,359,249	1,503,210

PLACENTIA LIBRARY DISTRICT  
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2001-2002  
 As Adopted at the July 18, 2001 Library Board Meeting and Set for Public Hearing on August 15, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 PROPOSED
0100	Salaries & Wages	624,948.00	752,402.94	518,987.81	482,527.00	472,750.00	494,352	537,311	623,836	651,612
0200	Retirement (Social Security & Pension Contribution)	86,162.64	101,063.84	73,368.39	67,885.59	66,159.34	69,130	69,960	84,284	93,517
	Health Insurance/Care America	38,981.19	19,117.42	19,117.42	22,398.24	21,054.70	20,247	28,006	38,227	39,442
	Long Term Disability/CNA	2,485.32	2,492.04	2,492.04	2,093.66	2,055.00	2,431	2,028	2,528	3,584
	Life Insurance/Fortis & Protective Life	0.00	0.00	0.00	0.00	0.00	0	0	2,320	2,600
	Vision/Vision Service Plan	2,013.44	1,263.69	1,188.40	883.00	883.00	2,015	2,430	2,752	2,898
	Dental/Ameritas	5,702.00	4,219.10	4,163.08	4,477.29	4,477.29	5,153	5,737	7,369	7,278
0300	Total Employee Insurance	40,194.04	49,181.95	27,092.25	29,843.38	28,469.99	29,845	38,201	53,196	55,801
0310	Unemployment Insurance	2,115.00	2,579.76	415.46	0.00	0.00	0	0	0	0
0350	Workers Compensation - General	8,979.77	6,098.85	3,864.00	7,125.00	5,502.00	5,136	2,754	6,074	6,600
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	911,327.34	623,727.91	587,380.97	572,881.33	598,463	648,226	767,390	807,530
0700-00	Communications - Telephone	5,841.73	3,554.15	1,928.80	1,708.04	2,561.03	2,169	2,029	2,109	2,250
0700-01	Communications - Modem/Fax/TI/DSL			2,713.84	5,275.50	3,068.14	1,938	4,432	5,345	5,500
0700-02	Communications - Internet Access			483.46	85.28	4,483.15	4,897	6,600	3,232	3,500
0700-05	Communications - Broadband Cataloging Access			5,320.19	5,085.84	4,681.97	5,150	2,649	3,007	2,700
0700-07	Communications - ELLI Grant			134.20	522.53	540.55	380	0	0	0
0700-08	Communications - Adult Literacy			553.09	179.24	308.00	438	412	426	800
	Total Communications	5,841.73	10,543.27	11,133.58	12,856.43	15,642.84	14,973	16,121	14,119	14,750
0900-00	Food - General Fund	0.00	0.00	205.98	0.00	24.75	0	43	162	150
0900-07	Food - ELLI Grant			0.00	0.00	0.00	0	0	0	250
0900-08	Food - Adult Literacy			30.43	7.17	0.00	0	154	281	0
0900-09	Food - Family Literacy			35.74	0.00	32.55	0	0	0	0
	Total Food	0.00	32.26	272.15	7.17	57.30	0	197	443	400
1000-00	Household Expense	3,311.71	3,596.68	3,177.16	2,152.25	4,370.02	3,468	4,271	2,375	4,500
1100-00	Insurance	13,065.63	14,649.00	15,223.66	11,323.44	10,183.10	10,124	6,946	5,069	5,280

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2001-2002  
As Adopted at the July 18, 2001 Library Board Meeting and Set for Public Hearing on August 15, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,003.13	4,453.27	5,377.32	29,098.85	19,065.05	9,712	2,037	4,117	5,000
1300-01	Maintenance of Equipment - General Fund (Computer)							9,961	11,714	12,500
1300-07	Maintenance of Equipment - ELLI Grant			0.00	0.00	0.00	0	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy			969.00	44.95	0.00	0	0	0	0
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant			0.00	0.00	0.00	0	0	0	0
	Total Maintenance of Equipment	3,003.13	4,453.27	6,346.32	29,143.80	19,065.05	9,712	11,998	15,831	17,500
	HVAC									
	Carpet Cleaning		13,623.83	2,390.82	5,560.09	4,448.64	2,852	2,105	1,704	2,500
	Groundskeeping, City of Placentia		2,894.55	800.00	550.00	0.00	0	3,074	0	3,500
	Plumbing		23,537.42	21,979.52	20,188.23	23,276.99	28,653	31,862	23,002	30,000
	Electrical		523.71	765.56	1,111.47	2,083.97	1,681	1,656	1,799	1,800
	Cleaning Service		982.57	3,601.71	2,621.44	3,720.96	4,212	15,520	1,170	1,500
	Locksmith		13,060.20	11,400.00	11,400.00	11,400.00	11,400	11,400	11,550	13,700
	Other (includes fire alarms & seismic retrofit project)		87.45	55.19	245.46	93.95	74	2,041	210	200
1400-00	Total Maintenance of Building & Grounds	44,124.45	1,141.36	3,639.32	1,647.21	2,443.67	1,391	1,331	25,806	5,000
		44,124.45	55,851.09	44,632.12	43,323.90	47,468.18	50,263	68,988	65,240	58,200
1600-00	Memberships - General Fund	2,199.00	3,325.25	2,154.65	2,358.00	2,884.00	2,580	3,356	3,569	3,750
1600-07	Memberships - ELLI Grant			0.00	295.00	75.00	225	0	0	0
1600-08	Memberships - Adult Literacy			135.00	95.00	95.00	240	150	355	400
1600-09	Memberships - Family Literacy			0.00	0.00	0.00	0	0	0	0
	Total Memberships	2,199.00	3,325.25	2,289.65	2,748.00	3,054.00	3,045	3,506	3,924	4,150
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	702.50	0.00	0.00	0	0	0	0
1700-07	Miscellaneous Expense - ELLI Grant			0.00	20.00	0.00	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy			28.03	0.00	0.00	0	0	0	0
1700-09	Miscellaneous Expense - Family Literacy			0.00	0.00	0.00	0	0	0	0
	Total Miscellaneous Expense	0.00	0.00	730.53	20.00	0.00	0	0	0	0

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2001-2002  
As Adopted at the July 18, 2001 Library Board Meeting and Set for Public Hearing on August 15, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 PROPOSED
	Library Supplies									
	Printing	9,042.32	5,618.20	3,673.37	7,108.99	6,818	6,275	8,824	8,824	10,000
	EZ Copy - copy cards for sale to patrons	4,172.71	8,610.34	8,641.63	8,842.42	9,135	8,630	9,262	9,262	9,500
	Publications	1,571.32	0.00	0.00	0.00	0	0	0	0	0
	Paper	1,985.00	850.05	2,742.75	1,999.66	730	560	821	821	900
	Drinking Water Service	1,143.69	885.95	1,126.10	1,274.99	894	1,664	1,694	1,694	1,700
	Other Office Supplies	299.40	299.40	274.45	274.45	274	275	311	311	325
1800-00	Total Office Supply Expense - General Fund	10,585.64	6,462.27	5,895.60	2,653.86	4,883	8,408	8,639	8,639	8,500
		28,800.08	22,726.21	22,353.90	22,154.37	22,734	25,812	29,551	29,551	30,925
1800-07	Literacy - ELLI Grant	0.00	0.00	636.39	1,141.00	1,890	0	0	0	1,000
	Printing									
	Publications	616.54	2,938.36	1,796.25	1,473.04	1,680	784	3,304	3,304	3,418
	Paper	0.00	2,062.86	2,532.02	3,371.73	0	874	631	631	0
	Other Office Supplies	86.93	0.00	0.00	0.00	0	51	0	0	0
1800-08	Total Adult Literacy Office Supply Expense	1,953.93	328.25	1,685.66	401.10	1,034	543	2,148	2,148	4,200
		2,657.40	5,329.47	6,013.93	5,245.87	2,714	2,252	6,083	6,083	7,618
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	4,832.97	6,014.75	0.00	5,181.20	0	0	513	513	3,000
	Total Office Expense	19,390.29	34,070.43	29,004.22	33,722.44	27,337	28,064	36,147	36,147	42,543
1803-00	Postage Expense - General Fund									
1803-01	Postage Expense - LSCA II Grant	2,375.04	1,450.99	692.24	778.77	2,446	4,642	2,437	2,437	4,800
1803-08	Postage Expense - Adult Literacy		19.95	0.00	0.00	0	0	250	250	0
1803-09	Postage Expense - Family Literacy/LSCA Grant		182.42	224.00	75.50	64	9	0	0	100
	Total Postage Expense	2,375.04	1,768.20	916.24	1,063.44	2,510	4,651	2,687	2,687	4,900
		2,893.67	1,768.20	916.24	1,917.71	2,510	4,651	2,687	2,687	4,900

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2001-2002  
As Adopted at the July 18, 2001 Library Board Meeting and Set for Public Hearing on August 15, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 PROPOSED
	Care Resources (Employee Assistance)									
	Pension Fund Operating & Investment Mgmt. Expenses									
	Anaheim Library Automated Library System									
	Anaheim Consortium Computer Technical & Consulting Services									
	Clipping Service									
	Tax Collection Services & Fees by Orange County & LAFCO									
	Advertising (including WEB site)									
	Medical Exams									
	Collection Services - Accounts Receivable									
	Audit & Accounting Services (Munson, Cronick & Assoc.)									
	Payroll Preparation									
	Election Expenses									
	Staff Training in Library									
	Other (Includes contract storyteller)									
1900-00	Total Specialized Services - General Fund	61,688.26	63,563.37	57,610.67	60,723.03	59,614.50	59,761	77,430	72,465	70,245
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	10,278.00	0.00	11,243.26	0.00	0.00	0	0	4,240	0
1900-07	Specialized Services - ELLI Grant									
1900-08	Specialized Services - Adult Literacy	6,093.95	1,077.40	2,653.08	1,333.86	725.00	80	80	8,597	0
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	812.00	5,505.00	0.00	4,003.99	0	0	0	2,000
1900-18	Tax Collection Services & Fees by Orange County	0.00	2,401.91	1,813.96	1,877.98	1,976.08	2,117	8,826	11,939	12,000
	Total Specialized Services	78,060.21	67,854.68	78,825.97	65,559.87	68,640.57	61,958	86,335	97,240	97,845
2000-00	Legal Notices - General Fund	0.00	521.08	141.75	1,064.56	0.00	0	0	458	550
2000-01	Legal Notices - LSCA II Grant	0.00	521.08	141.75	1,064.56	0.00	0	0	458	550
	Total Legal Notices	0.00	521.08	141.75	1,064.56	0.00	0	0	458	550

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2001-2002  
As Adopted at the July 18, 2001 Library Board Meeting and Set for Public Hearing on August 15, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 PROPOSED
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	71,800.00	0.00	35,900.00	1,542.61	66,259.01	72,215	91,373	70,195	120,800
2300-00	Small Tools/Instruments		497.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-00	Special Department Expense - Miscellaneous	0.00	14.95	414.19	644.34	16.03	0.00	0.00	0.00	0.00
2400-01	Special Department Expense- Books	122,463.09	109,878.89	50,853.68	10,246.41	15,769.09	82,661	73,446	100,821	150,000
2400-02	Special Department Expense - Video	5,790.92	957.33	27.45	0.00	592.80	3,400	1,480	2,544	0.00
2400-03	Special Department Expense - Electronic	0.00	0.00	4,431.22	35,441.99	25,292.53	5,230	20,301	23,501	0.00
2400-04	Special Department Expense - Periodicals	10,233.49	39,890.38	9,414.09	5,230.97	4,039.57	4,228	19,827	14,765	0.00
2400-05	Special Department Expense - Audio	5,411.88	4,027.63	0.00	0.00	251.34	347	6,753	7,673	0.00
2400-07	Special Department Expense - ELLI Grant	0.00	0.00	215.34	0.00	36.78	0.00	0.00	0.00	0.00
2400-08	Special Department Expense - Adult Literacy	0.00	118.80	1,381.15	1,980.84	786.57	3,594	6,424	4,292	6,182
2400-09	Special Department Expense - Family Literacy	0.00	1,439.19	3,228.99	0.00	0.00	0.00	0.00	0.00	0.00
	Total Special Department Expense	143,899.38	156,327.17	69,966.11	53,544.55	46,784.71	99,459	128,232	153,595	156,182
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,427.00	6,292.83	6,590.33	1,304.04	1,003.86	1,531	1,445	1,046	2,500
2700-01	Transportation/Travel - Meetings, Staff Local			1,867.75	3,369.52	3,805.34	1,907	2,699	3,755	4,000
2700-02	Transportation/Travel - Meetings, Board Out of Town			61.48	835.92	647.50	1,035	124	582	600
2700-03	Transportation/Travel - Meetings, Board Local			699.00	1,020.09	287.60	534	477	498	500
2700-04	Transportation/Travel - Meetings, LSCA II Grant			0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-07	Transportation/Travel - Meetings, ELLI Grant			2,631.92	260.00	1,380.90	915	0.00	0.00	250
2700-08	Transportation/Travel - Meetings - Adult Literacy		728.00	137.00	25.20	0.00	212	936	1,390	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	941.50	91.65	9.67	0.00	0.00	635	0.00	2,000
	Total Transportation/Travel - Meetings	8,427.00	7,962.33	12,079.13	6,824.44	7,125.20	6,135	6,316	7,270	10,850



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2001-2002  
As Adopted at the July 18, 2001 Library Board Meeting and Set for Public Hearing on August 15, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 PROPOSED
2800-00	Electricity		56,813.70	48,474.74	42,250.50	43,533.26	40,519	40,615	37,795	50,000
	Gas		2,917.30	2,938.78	6,102.59	5,273.78	5,852	3,115	5,884	7,000
	Water		1,888.97	1,803.99	2,955.74	2,466.19	2,266	3,588	3,087	3,750
	Total Utilities	59,583.61	61,619.97	53,217.51	51,308.83	51,273.23	48,637	47,318	46,766	60,750
	TOTAL SUPPLIES & SERVICES	455,081.18	426,417.49	369,774.27	311,340.31	375,563.36	409,835	504,316	571,360	599,200
3700-00	Taxes, Assessments (Sales Tax)	0.00	610.04	1,284.00	778.00	0.00	1,001	3,652	1,160	3,750
4000-00	Equipment	0.00	711.12	4,725.29	2,625.36	0.00	16,445	26,993	29,927	30,000
4000-07	Equipment - ELLI Grant			0.00	0.00	0.00	2,800	0	0	5,142
4000-08	Equipment - CLC Grant	0.00	0.00	2,150.05	877.07	0.00	120	0	558	1,000
4000-09	Equipment - Gates Foundation Grant			0.00	0.00	0.00	0	14,436	0	1,000
4000-11	Equipment	11,181.79	0.00	0.00	0.00	0.00	0	0	0	0
	Total Equipment	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	41,429	30,484	37,142
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0	0	0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	41,429	30,484	37,142
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	0	0	0	55,588
5600	INVESTMENT POOL LOSS	0.00	0.00	34,733.31	0.00	0.00	0	0	0	0
	TOTAL EXPENSES	1,228,662.42	1,339,065.99	1,036,394.83	903,001.71	948,444.69	1,028,664	1,197,624	1,320,395	1,503,210



GENERAL INSTRUCTIONS FOR 2001-2002 FINAL BUDGET

Please complete the cover letter and the following forms in ink (or typewritten) and use whole dollars only:

- 1) Schedule for Reserve Requirements
- 2) Schedule for Fund Balance Available
- 3) Schedule 16 - District Budget Form

Completing the forms in the above order will facilitate the flow of information.

Once the cover letter and all of the forms have been completed, please mail them along with a certified copy of the Resolution or Minute Order adopting the budget to the following address:

County of Orange  
Auditor-Controller  
P.O. Box 567  
Santa Ana, CA 92702-0567  
**ATTN: Revenue and Budgets**

SCHEDULE 16 - District Budget FormRevenue Estimates (Columns 1 through 6):

1. Column 2: Actual 1999-2000.  
Column 3: Actual 2000-2001.  
Column 4: Revenue estimates for 2001-2002.  
Leave Columns 5 and 6 blank.
2. Fund Balance Available: Complete the supporting schedule for fund balance available and transfer the figure to Schedule 16, Column 4, Fund Balance Available.

Expenditure Estimates (Columns 7 through 12):

3. Column 8: Actual 1999-2000.  
Column 9: Actual 2000-2001.  
Column 10: Expenditure estimates for 2001-2002.  
Leave Columns 11 and 12 blank.
4. Provision for Reserves: Only include the amount of **increases** to reserves. Column 9 should show any increases for the current fiscal year, (from 2000-2001 District Budget - Schedule 16, Column 11). Column 10 should show any increases for fiscal year 2001-2002, (posted from schedule for Reserve Requirements, Column 3).
5. Total Means of Financing in Column 4 **must** equal Total Requirements in Column 10.

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair  
FISCAL YEAR 2001-2002

At a meeting held on August 15, 2001, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2001-2002 in the amount of \$ 119,456 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

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

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting 3rd Wednesday, 7:30P.M.

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

Gaeten Wood \_\_\_\_\_

Saundra M. Stark \_\_\_\_\_

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

Attorney: None Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

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

Person to contact regarding budget: Elisa Herrera-Thomas

Telephone: (714) 528-1925 x202

COUNTY OF ORANGE

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

Line

1.	Fund Balance - 6/30/00 (from last year's schedule, Line 4)	97,186
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2000/2001	78,874
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2000/2001	( 62,832 )
4.	Fund Balance - 6/30/01	113,228
5.	Less: Total Reserves @ 6/30/01 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves -0-	
7.	Other Reserves -0- Total Reserves ( -0- )	
8.	Subtotal (Lines 4 through 7)	113,228
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	-0-
10.	Total Fund Balance Available 7/1/01. Post this number to Schedule 16, Column 4	113,228

Prepared by:

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

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2001-2002

	<u>1</u> 2000-2001 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2001-2002
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 2001-2002 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: \_\_\_\_\_

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

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2001-02

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
Mjr. eqt. structure								
<b>SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)</b>								
<b>SUMMARY BY SOURCE</b>								
(1)	Actual 1999-00 (2)	Actual 2000-01 (3)	Recommended 2001-02 (4)	Approved 2001-02 (5)	Fund Identification Other Than District General Fund (6)			
Fund Balance Available	84,714	97,186	113,228					
6610 Interest	2,255	72,571	6,228					
7130 Other Governmental Agencies	10,266	6,303	-0-					
<b>TOTAL MEANS OF FINANCING</b>	<b>97,235</b>	<b>176,060</b>	<b>119,456</b>					
<b>SUMMARY OF FINANCING REQUIREMENTS</b>								
<b>SUMMARY OF FINANCING REQUIREMENTS</b>								
(7)	Actual 1999-00 (8)	Actual 2000-01 (9)	Recommended 2001-02 (10)	Approved 2001-02 (11)	Fund Identification Other Than District General Fund (12)			
<b>SERVICES AND SUPPLIES</b>								
1300 Maintenance - Equipment		10,345	-0-					
1400 Maintenance - Buildings and Improvements		52,367	-0-					
1900 Professional and Specialized Services	49	120	120					
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>49</b>	<b>62,832</b>	<b>120</b>					
5200 Appropriation for Contingencies		-0-	119,336					
<b>TOTAL FINANCING REQUIREMENTS</b>	<b>49</b>	<b>62,832</b>	<b>119,456</b>					
702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND								

GENERAL INSTRUCTIONS FOR 2001-2002 FINAL BUDGET

Please complete the cover letter and the following forms in ink (or typewritten) and use whole dollars only:

- 1) Schedule for Reserve Requirements
- 2) Schedule for Fund Balance Available
- 3) Schedule 16 - District Budget Form

Completing the forms in the above order will facilitate the flow of information.

Once the cover letter and all of the forms have been completed, please mail them along with a certified copy of the Resolution or Minute Order adopting the budget to the following address:

County of Orange  
Auditor-Controller  
P.O. Box 567  
Santa Ana, CA 92702-0567  
**ATTN: Revenue and Budgets**

SCHEDULE 16 - District Budget Form

Revenue Estimates (Columns 1 through 6):

1. Column 2: Actual 1999-2000.  
Column 3: Actual 2000-2001.  
Column 4: Revenue estimates for 2001-2002.  
Leave Columns 5 and 6 blank.
2. Fund Balance Available: Complete the supporting schedule for fund balance available and transfer the figure to Schedule 16, Column 4, Fund Balance Available.

Expenditure Estimates (Columns 7 through 12):

3. Column 8: Actual 1999-2000.  
Column 9: Actual 2000-2001.  
Column 10: Expenditure estimates for 2001-2002.  
Leave Columns 11 and 12 blank.
4. Provision for Reserves: Only include the amount of **increases** to reserves. Column 9 should show any increases for the current fiscal year, (from 2000-2001 District Budget - Schedule 16, Column 11). Column 10 should show any increases for fiscal year 2001-2002, (posted from schedule for Reserve Requirements, Column 3).
5. Total Means of Financing in Column 4 **must** equal Total Requirements in Column 10.



COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement  
FISCAL YEAR 2001-2002

At a meeting held on August 15, 2001, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2001-2002 in the amount of \$ 10,105 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

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

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting 3rd Wednesday, 7:30P.M.

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

Gaeten Wood

Saundra M. Stark

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

Attorney: None Auditors: Munson, Cronick&Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

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

Person to contact regarding budget: Elisa Herrera-Thomas

Telephone: (714) 528-1925 x202

COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/00 (from last year's schedule, Line 4)	<u>9,052</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2000/2001	<u>536</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2000/2001	<u>( 10 )</u>
4.	Fund Balance - 6/30/01	<u>9,578</u>
5.	Less: Total Reserves @ 6/30/01 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves <u>( 0-0- )</u>	
8.	Subtotal (Lines 4 through 7)	<u>9,578</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/01. Post this number to Schedule 16, Column 4	<u>9,578</u>

Prepared by:

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

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2001-2002

	<u>1</u> 2000-2001 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2001-2002
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 2001-2002 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

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

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_  
 4

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2001-02

FUND 703	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY									
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT					
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL	TAX RATE
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
(1)										
Fund Balance Available			Actual 1999-00 (2)	Actual 2000-01 (3)	Recommended 2001-02 (4)	Approved 2001-02 (5)	Fund Identification Other Than District General Fund (6)			
6610 Interest			3,189	9,052	9,578					
7130 Other Governmental Agencies			254	536	527					
7817 Operating Transfer In			5,614	-0-	-0-					
TOTAL MEANS OF FINANCING			9,057	9,588	10,105					
SUMMARY OF FINANCING REQUIREMENTS										
SUMMARY OF FINANCING REQUIREMENTS										
(7)										
SERVICES & SUPPLIES			Actual 1999-00 (8)	Actual 2000-01 (9)	Recommended 2001-02 (10)	Approved 2001-02 (11)	Fund Identification Other Than District General Fund (12)			
1800 Office Expense										
1900 Professional and Specialized Services			5	10	10					
TOTAL SERVICES & SUPPLIES			5	10	10					
5200 Appropriation for Contingencies					10,095					
TOTAL FINANCING REQUIREMENTS			5	10	10,105					
703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND										

GENERAL INSTRUCTIONS FOR 2001-2002 FINAL BUDGET

Please complete the cover letter and the following forms in ink (or typewritten) and use whole dollars only:

- 1) Schedule for Reserve Requirements
- 2) Schedule for Fund Balance Available
- 3) Schedule 16 - District Budget Form

Completing the forms in the above order will facilitate the flow of information.

Once the cover letter and all of the forms have been completed, please mail them along with a certified copy of the Resolution or Minute Order adopting the budget to the following address:

County of Orange  
Auditor-Controller  
P.O. Box 567  
Santa Ana, CA 92702-0567  
**ATTN: Revenue and Budgets**

SCHEDULE 16 - District Budget Form

Revenue Estimates (Columns 1 through 6):

1. Column 2: Actual 1999-2000.  
Column 3: Actual 2000-2001.  
Column 4: Revenue estimates for 2001-2002.  
Leave Columns 5 and 6 blank.
2. Fund Balance Available: Complete the supporting schedule for fund balance available and transfer the figure to Schedule 16, Column 4, Fund Balance Available.

Expenditure Estimates (Columns 7 through 12):

3. Column 8: Actual 1999-2000.  
Column 9: Actual 2000-2001.  
Column 10: Expenditure estimates for 2001-2002.  
Leave Columns 11 and 12 blank.
4. Provision for Reserves: Only include the amount of **increases** to reserves. Column 9 should show any increases for the current fiscal year, (from 2000-2001 District Budget - Schedule 16, Column 11). Column 10 should show any increases for fiscal year 2001-2002, (posted from schedule for Reserve Requirements, Column 3).
5. Total Means of Financing in Column 4 **must** equal Total Requirements in Column 10.

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S  
FISCAL YEAR 2001-2002

At a meeting held on August 15, 2001, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2001-2002 in the amount of \$ 162,932 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

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

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting 3rd Wednesday, 7:30P.M.

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

Gaeten Wood \_\_\_\_\_

Saundra M. Stark \_\_\_\_\_

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

Attorney: None Auditors: Munson, Croncik & Associates

Mailing address of district: 411 East Chapman Avenue  
Placentia, CA 92870-6198

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

Person to contact regarding budget: Elisa Herrera-Thomas

Telephone: (714) 528-1925 x202

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/00 (from last year's schedule, Line 4)	<u>149,383</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2000/2001	<u>5,146</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2000/2001	<u>( 91 )</u>
4.	Fund Balance - 6/30/01	<u>154,438</u>
5.	Less: Total Reserves @ 6/30/01 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves <u>( -0- )</u>	
8.	Subtotal (Lines 4 through 7)	<u>154,438</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/01. Post this number to Schedule 16, Column 4	<u>154,438</u>

Prepared by:

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

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - I & S DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2001-2002

	<u>1</u> 2000-2001 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2001-2002
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
  2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
  3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
  4. Reserves for 2001-2002 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).
- Prepared by: \_\_\_\_\_
- For the District: Elizabeth D. Minter Phone No. 714-528-1925x203
- For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_



SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2001-02

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT			
	ASSESSED VALUATION			ROLL CHANGE/REFUND			SECURED	UNSECURED	TOTAL	TAX RATE
	SECURED	UNSECURED		SECURED	UNSECURED					
Interest and Sinking										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
	(1)	(2)	(3)	(4)	(5)	(6)				
Fund Balance Available	117,114	149,383	154,438				Fund Identification Other Than District General Fund			
6610 Interest	3,355	5,146	8,494							
7130 Other Governmental Agencies	28,985	-0-								
7817 Operating Transfer In	149,454	154,529	162,932							
TOTAL MEANS OF FINANCING										
SUMMARY OF FINANCING REQUIREMENTS										
SUMMARY OF FINANCING REQUIREMENTS										
	(7)	(8)	(9)	(10)	(11)	(12)				
SERVICES AND SUPPLIES							Fund Identification Other Than District General Fund			
1900 Professional and Specialized Services	71	91	120				706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTION			
TOTAL SERVICES AND SUPPLIES	71	91	120							
4807 Operating Transfers Out										
5200 Appropriation for Contingencies										
Provision for Reserves			162,812							
TOTAL FINANCING REQUIREMENTS	71	91	162,932							

GENERAL INSTRUCTIONS FOR 2001-2002 FINAL BUDGET

Please complete the cover letter and the following forms in ink (or typewritten) and use whole dollars only:

- 1) Schedule for Reserve Requirements
- 2) Schedule for Fund Balance Available
- 3) Schedule 16 - District Budget Form

Completing the forms in the above order will facilitate the flow of information.

Once the cover letter and all of the forms have been completed, please mail them along with a certified copy of the Resolution or Minute Order adopting the budget to the following address:

County of Orange  
Auditor-Controller  
P.O. Box 567  
Santa Ana, CA 92702-0567  
**ATTN: Revenue and Budgets**

SCHEDULE 16 - District Budget FormRevenue Estimates (Columns 1 through 6):

1. Column 2: Actual 1999-2000.  
Column 3: Actual 2000-2001.  
Column 4: Revenue estimates for 2001-2002.  
Leave Columns 5 and 6 blank.
2. Fund Balance Available: Complete the supporting schedule for fund balance available and transfer the figure to Schedule 16, Column 4, Fund Balance Available.

Expenditure Estimates (Columns 7 through 12):

3. Column 8: Actual 1999-2000.  
Column 9: Actual 2000-2001.  
Column 10: Expenditure estimates for 2001-2002.  
Leave Columns 11 and 12 blank.
4. Provision for Reserves: Only include the amount of **increases** to reserves. Column 9 should show any increases for the current fiscal year, (from 2000-2001 District Budget - Schedule 16, Column 11). Column 10 should show any increases for fiscal year 2001-2002, (posted from schedule for Reserve Requirements, Column 3).
5. Total Means of Financing in Column 4 **must** equal Total Requirements in Column 10.

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library  
FISCAL YEAR 2001-2002

At a meeting held on August 15, 2001, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2001-2002 in the amount of \$ 1,840,847 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

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

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting 3rd Wednesday, 7:30P.M.

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

Gaeten Wood

Saundra M. Stark

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

Attorney: None Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

ATTN: E.D. Minter Telephone: (714) 528-1925 ext. 203

Person to contact regarding budget: Elisa Herrera-Thomas

Telephone: (714) 528-1925 ext. 202

## COUNTY OF ORANGE

Placentia Library DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/00 (from last year's schedule, Line 4)	<u>298,810</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2000/2001	<u>1,359,249</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2000/2001	<u>( 1,320,395 )</u>
4.	Fund Balance - 6/30/01	<u>337,664</u>
5.	Less: Total Reserves @ 6/30/01 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>- 0 -</u>	
7.	Other Reserves <u>- 0 -</u> Total Reserves ( <u>0</u> )	
8.	Subtotal (Lines 4 through 7)	<u>337,664</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>- 0 -</u>
10.	Total Fund Balance Available 7/1/01. Post this number to Schedule 16, Column 4	<u>337,664</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. 714-528-1925 ext203

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library DISTRICT RESERVE REQUIREMENTS  
FOR FISCAL YEAR 2001-2002

	<u>1</u> 2000-2001 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2001-2002
General Reserves (Object 9850)		0	-0-	
Imprest Cash (Object 9920)	10,000			10,000
Other Reserves (Provide Detail):				
TOTAL	10,000	0	0	10,000

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 2001-2002 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. 714-528-1925 ext 203

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_  
4

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2001-02

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
707 General Fund							
<b>SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)</b>							
<b>SUMMARY BY SOURCE</b>							
(1)	Actual 1999-00 (2)	Actual 2000-01 (3)	Recommended 2001-02 (4)	Approved 2001-02 (5)			
Fund Balance Available	167,352	288,810	337,664				
6210 Property Taxes - Current Secured	849,522	934,101	1,006,084				
6210 Public Utility Secured Taxes (Sub-revenue 01)	25,854	23,111	23,000				
6220 Property Taxes - Current Unsecured	53,806	55,274	55,000				
6230 Property Taxes - Prior Secured	19,936	12,028	12,000				
6240 Property Taxes - Prior Unsecured	936	962	1,000				
6250 Property Taxes - Special District Augmentation	9,782	8,555	8,500				
6280 Property Taxes - Current Supplemental	33,580		35,000				
6300 Property Taxes - Prior Supplemental	720	821	800				
6540 Penalties & Costs on Delinquent Taxes	249	268	250				
6610 Interest	20,286	21,191	22,000				
6690 State - Homeowners' Property Tax Relief	16,224	16,245	16,250				
6970 State - Other	142,922	169,318	209,826				
7130 Other Governmental Agencies	36,814	-0-	-0-				
7670 Miscellaneous Revenue	108,350	80,562	113,500				
7680 Six-Month Expired (Outlawed) Checks	101	-0-	-0-				
TOTAL MEANS OF FINANCING	1,486,434	1,648,059	1,840,874				
<b>SUMMARY OF FINANCING REQUIREMENTS</b>							
<b>SUMMARY OF FINANCING REQUIREMENTS</b>							
(7)	Actual 1999-00 (8)	Actual 2000-01 (9)	Recommended 2001-02 (10)	Approved 2001-02 (11)	Fund Identification Other Than District General Fund (12)		
SALARIES AND EMPLOYEE BENEFITS	537,311	623,836	651,612		707 - PLACENTIA LIBRARY DISTRICT		
0100 Salaries and Wages	69,960	84,284	93,517				
0200 Retirement	38,201	53,196	55,801				
0300 Employee Group Insurance	2,754	6,074	6,600				
0350 Workers Compensation	648,226	767,390	807,530				
TOTAL SALARIES AND EMPLOYEE BENEFITS							

Cont.

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2001-02

SUMMARY OF FINANCING REQUIREMENTS					
SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 1999-00 (8)	Actual 2000-01 (9)	Recommended 2001-02 (10)	Approved 2001-02 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES					707 - PLACENTIA LIBRARY DISTRICT
0700 Communications	16,121	14,119	14,750		
0900 Food	197	443	400		
1000 Household Expense	4,271	2,375	4,500		
1100 Insurance	6,946	5,069	5,280		
1300 Maintenance - Equipment	11,998	15,831	17,500		
1400 Maintenance - Buildings & Improvements	68,988	65,240	58,200		
1600 Memberships	3,506	3,924	4,150		
1700 Miscellaneous Expense	-0-	-0-	-0-		
1800 Office Expense	28,064	36,147	42,543		
1803 Postage	4,651	2,687	4,900		
1900 Professional and Specialized Services	86,335	97,240	97,845		
2000 Publications and Legal Notices		458	550		
2200 Rents and Leases - Buildings & Improvements	91,373	70,196	120,800		
2400 Special Departmental Expense	128,232	153,595	156,182		
2700 Transportation and Travel - Mtgs/Conferences	6,316	7,270	10,850		
2800 Utilities	47,318	46,766	60,750		
3000 Bad Debts		-0-	-0-		
TOTAL SERVICES AND SUPPLIES	504,316	521,360	599,200		
OTHER CHARGES					
3700 Taxes and Assessments	3,652	1,160	3,750		
TOTAL OTHER CHARGES	3,652	1,160	3,750		
FIXED ASSETS					
4000 Equipment	41,430	30,485	37,142		
TOTAL FIXED ASSETS	41,430	30,485	37,142		
4807 Operating Transfer Out		-0-	-0-		
5200 Provision for Contingencies		-0-	393,252		
Provision for Reserves		-0-	-0-		
TOTAL FINANCING REQUIREMENTS	1,197,624	1,320,395	1,840,874		

GENERAL INSTRUCTIONS FOR 2001-2002 FINAL BUDGET

Please complete the cover letter and the following forms in ink (or typewritten) and use whole dollars only:

- 1) Schedule for Reserve Requirements
- 2) Schedule for Fund Balance Available
- 3) Schedule 16 - District Budget Form

Completing the forms in the above order will facilitate the flow of information.

Once the cover letter and all of the forms have been completed, please mail them along with a certified copy of the Resolution or Minute Order adopting the budget to the following address:

County of Orange  
Auditor-Controller  
P.O. Box 567  
Santa Ana, CA 92702-0567  
**ATTN: Revenue and Budgets**

SCHEDULE 16 - District Budget Form

Revenue Estimates (Columns 1 through 6):

1. Column 2: Actual 1999-2000.  
Column 3: Actual 2000-2001.  
Column 4: Revenue estimates for 2001-2002.  
Leave Columns 5 and 6 blank.
2. Fund Balance Available: Complete the supporting schedule for fund balance available and transfer the figure to Schedule 16, Column 4, Fund Balance Available.

Expenditure Estimates (Columns 7 through 12):

3. Column 8: Actual 1999-2000.  
Column 9: Actual 2000-2001.  
Column 10: Expenditure estimates for 2001-2002.  
Leave Columns 11 and 12 blank.
4. Provision for Reserves: Only include the amount of **increases** to reserves. Column 9 should show any increases for the current fiscal year, (from 2000-2001 District Budget - Schedule 16, Column 11). Column 10 should show any increases for fiscal year 2001-2002, (posted from schedule for Reserve Requirements, Column 3).
5. Total Means of Financing in Column 4 **must** equal Total Requirements in Column 10.



COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff  
FISCAL YEAR 2001-2002

At a meeting held on August 15, 2001, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2001-2002 in the amount of \$ 9,860 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

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

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting 3rd Wednesday, 7:30P.M.

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

Gaeten Wood

Saundra M. Stark

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

Attorney: None Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue  
Placentia, CA 92870-6198

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

Person to contact regarding budget: Elisa Herrera-Thomas

Telephone: (714) 528-1925 x202

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/00 (from last year's schedule, Line 4)	<u>8,832</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2000/2001	<u>523</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2000/2001	<u>( 9 )</u>
4.	Fund Balance - 6/30/01	<u>9,346</u>
5.	Less: Total Reserves @ 6/30/01 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves <u>( -0- )</u>	
8.	Subtotal (Lines 4 through 7)	<u>9,346</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/01. Post this number to Schedule 16, Column 4	<u>9,346</u>

Prepared by:

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

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS  
FOR FISCAL YEAR 2001-2002

	<u>1</u> 2000-2001 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2001-2002
General Reserves (Object 9850)	0	- 0 -	- 0 -	- 0 -
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	- 0 -	- 0 -	- 0 -

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2001-2002 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

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

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_  
4

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

FOR FISCAL YEAR 2001-02

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
General							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)	Actual 1999-00 (2)	Actual 2000-01 (3)	Recommended 2001-02 (4)	Approved 2001-02 (5)			
Fund Balance Available	7,664	8,832	9,346				
6610 Interest	458	523	514				
7130 Other Governmental Agencies	720	-0-	-0-				
TOTAL MEANS OF FINANCING	8,842	9,355	9,860				
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
(7)	Actual 1999-00 (8)	Actual 2000-01 (9)	Recommended 2001-02 (10)	Approved 2001-02 (11)	Fund Identification Other Than District General Fund (12)		
SERVICES AND SUPPLIES					708 - PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF		
1900 Professional and Specialized Services	10	9	10				
TOTAL SERVICES AND SUPPLIES	10	9	10				
5200 Appropriation for Contingencies			9,850				
TOTAL REQUIREMENTS	10	9	9,860				

RESOLUTION <sup>02-2</sup>~~00-2~~

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY  
DISTRICT OF ORANGE COUNTY TO ADOPT FISCAL YEAR 2001-2002

BUDGETS FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2001-2002 were reviewed at the Regular Meeting of the Board of trustees on August 15, 2001; and

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

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2001-2002, and implements such on July 1, 2001 as follows: FUND Budget Unit 702 for \$119,456, FUND Budget Unit 703 for ~~\$9,452~~<sup>10,106</sup>, FUND Budget Unit 706 for ~~\$150,132~~<sup>162,932</sup>, FUND Budget Unit 707 for \$1,840,874, and FUND Budget Unit 708 for \$9,860.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California )  
 )ss.  
County of Orange )


I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the fifteenth of August, 2001.

IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of August, 2001.

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



**Agenda Item 31**

**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator   
**DATE:** August 7, 2001  
**SUBJECT:** Library Sponsorship of a Fire Extinguisher Recharging Day.

**BACKGROUND:**

At the July 18, 2001, Library Board of Trustees monthly meeting, President Al Shkoler, Board of Trustees, asked that offering an opportunity for patrons to recharge home fire extinguishers be added to the agenda.

**DISCUSSION:**

Acting on this agenda item, I contacted Andy Foster, Jr., Manager of Oxygen Service Company, the company that services the Placentia Library District's fire extinguishers. Mr. Foster stated that Oxygen Service Company could provide fire extinguisher maintenance and recharging services at a Library-sponsored community event. He stated that the cost would be from \$8.50-10.00 per fire extinguisher regardless of size, and that a Saturday in the future would be acceptable. Mr. Foster also said that each recharged fire extinguisher would receive a tag with an expiration date.

**RECOMMENDATION:**

That the Board of Trustees approve Staff to organize a fire extinguisher maintenance/recharge day for the community on a Saturday in the future, preferably in October, with Oxygen Service Company. Also recommend that the recharge cost be a flat \$10.00 fee, and that Staff can coordinate with Oxygen Service Company for any appropriate donation to the Library. Finally, if both recommendations are approved, authorize staff to contact the local county fire authority to invite them to participate and provide fire and safety expertise.





**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Travel Authorization for Technology Survival Skills for Library Trustees and the California Special Districts Association (CSDA) Annual Conference  
**DATE:** August 15, 2001

**BACKGROUND**

Technology Survival Skills

The California Association of Library Trustees and Commissioners is sponsoring a Technology Survival Skills workshop on Saturday, September 29, 2001 from 9:00 A.M. to NOON at the Cerritos City Council Chambers. The cost per trustee is \$10.00.

The workshop leader, Joan Frye Williams, is considered to be a national expert in library automation implementation issues.

The cost of the workshop will be \$10.00 per person plus mileage.

The workshop flyer is Attachment A.

*Al  
Beth  
Dae  
Peggy*

California Special Districts Association (CSDA) Annual Conference

The CSDA Annual Conference will be held at the Sheraton Grand Hotel in Sacramento from Wednesday, September 19 through Friday, September 21, 2001. The District has reserved four rooms for the Conference. Trustee Stark's Conference expenses are paid by the Special District Workers' Compensation Authority.

The conference flyer is Attachment B.

The Awards Banquet is scheduled for Thursday evening, September 20.

The approximate Conference cost per person is:

Transportation (air, mileage, parking and ground)	\$ 300.00
Registration for member (before August 31)	\$ 115.00
Meals	\$ 150.00
Meals not provided at Conference	\$ 50.00
Hotel – 2 nights at \$157 per night	\$ 314.00

The total cost per person/room would be approximately \$929.00.

**RECOMMENDATION**

1. Determine who will attend the CALTAC Technology Survival Skills Workshop in Cerritos on Saturday, September 29, 2001 and authorize the payment of registration fees and mileage.
2. Determine who will attend the CSDA Annual Conference in Sacramento from Wednesday, September 19 through Friday, September 21, 2001 and authorize payment of Conference expenses.

**Workshop Description:**

This half-day workshop will teach trustees and commissioners, as well as those responsible for or interested in future planning for libraries, what they need to know about new library and information technology. Without jargon, this course covers the major technology issues most likely to come up and presents the material from a non-technical, policy level perspective.

**Highlights:**

- The Big Picture: Our role in bringing new technology to the library.
- Trends to Watch: What's hot and what's not.
- Service: How technology will affect traditional library services.
- Facilities: How technology will affect library buildings.
- Keeping up: How we can stay informed about technology.

Please note: This is an interactive seminar, not a long lecture or a hands-on "how to use my PC" course. Attendees will participate in group discussion sessions and there will be plenty of opportunity for questions.

**Workshop Instructor: Joan Frye Williams**

Ms. Williams is best known as an acute--and sometimes irreverent--observer of trends in what she calls "the cultural anthropology of libraries and library automation." Her greatest interest is in how people behave when confronted by new technology and she always offers practical advice for coping with the changes that technology can bring.

She has had more than 20 years of experience in many fields including librarian,"vendor, planner, designer, consultant and evaluator. She is the president of her own consulting firm, specializing in information technology planning, management and marketing.

**Questions: Please contact Catherine Penprase at (805) 986-2348 or [Cpenprase@aol.com](mailto:Cpenprase@aol.com)**

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*These workshops are supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.*

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*The workshops are developed and presented by the InFoPeople Project. For more information about InFoPeople, go to the InFoPeople web site at [www.infopeople.org](http://www.infopeople.org)*

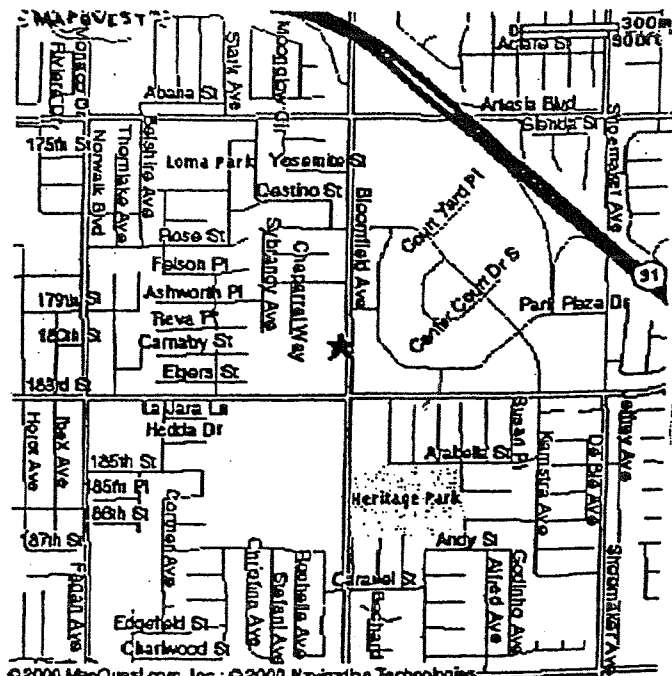
**Cerritos City Council Chambers**  
18125 Bloomfield Ave.  
Cerritos, CA 90725  
(562) 860-0311

**LOCATION:** In the City Council chambers at the corner of 183<sup>rd</sup> and Bloomfield Ave.

**DIRECTIONS:**

**From the West:** Exit the Artesia Freeway (91) at the Bloomfield off-ramp and go south.  
**From the East:** Exit the Artesia Freeway (91) at the Shoemaker off-ramp and go south.

**PARKING:** Public parking is free and available.



**WORKSHOP REGISTRATION**

\_\_\_\_\_ North - San Francisco - San Francisco Main Library - Sept. 22, 2001 - 9 a.m. to noon.  
Registration deadline: Sept. 4

\_\_\_\_\_ South - Cerritos - City of Cerritos Council Chambers - Sept. 29, 2001 - 9 a.m. to noon.  
Registration deadline: Sept. 11 - Includes a VIP tour of the new Cerritos Millennium Library!

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\$10 CALTAC member; \$13 Non-member. Check payable to "CALTAC". Please mail to:

**Northern Workshop**  
Mark Weinberger  
49 Creston Ave.  
Daly City, CA 94015

**Southern Workshop**  
Virginia Warren  
97 Aspen Way  
Rolling Hill Estates, CA 90274

TENTATIVE PROGRAM SCHEDULE

TRACK DEFINITION  
Track A - Administrative  
Track B - Board Related  
Track C - Miscellaneous

SEPTEMBER 19, 2001  
**WEDNESDAY**

REGISTRATION WILL BEGIN AT 8:00AM  
look here!

Wednesday, September 19, 2001

11:00 a.m. - 12:15 p.m.

**OPENING LUNCH**

President's Welcome - *Chuck Beesley*  
Mayor's Welcome - *Heather Fargo (Invited)*

12:15 p.m. - 1:00 p.m.

**KEYNOTE PRESENTATION**

Annual Report - *Chuck Beesley*

1:15 p.m. - 2:30 p.m.

**STRATEGIC WORKSHOPS - SESSION I**

**Track A - Finding and Keeping Great Employees,** *Brent Ives, BHI Management Consulting* - Having difficulty finding the right person, or maybe even finding a dependable person for that job opening? Good recruiting and retention practices can be the cornerstone to solid district operations. Find out how your district may be able to improve.

**Track B - Grand Juries,** *Bruce Olsen* - So, exactly what do grand juries have to do with special districts? Some districts have found out and the experience isn't always a pleasant one. Find out the authority of the Grand Jury. Also, learn how you can inform and educate the Grand Jury and, when necessary, even work with them.

**Track C - Consolidation/Reorganization,** *Sacramento Metro FPD* - It sounds painful and maybe even a little scary, but it doesn't have to be. When does it make sense? What are the steps? What are the implications? Find out from a representative of the recently consolidated Sacramento Metropolitan Fire District.

2:30 p.m. - 2:45 p.m.

**REFRESHMENT BREAK**

2:45 p.m. - 4:00 p.m.

**STRATEGIC WORKSHOPS - SESSION II**

**Track A - PERB - SB 739,** *Steve Limas, Nossaman, Guthner, Knox and Elliott* - Working with unions and employee organizations just got more complicated. Get informed on what the implementation of SB 739 means for districts and employee organizations.

**Track B - Take Control of Your District's Future,** *Bob Rauch* - Take the long view with a prominent consultant who has worked with special districts throughout California. Gain the tools to help your district overcome challenges and move forward effectively in a fast changing world.

**Track C - Workplace Safety,** *Dennis Timoney, Special District Risk Management Authority.*

4:15 p.m. - 5:30 p.m.

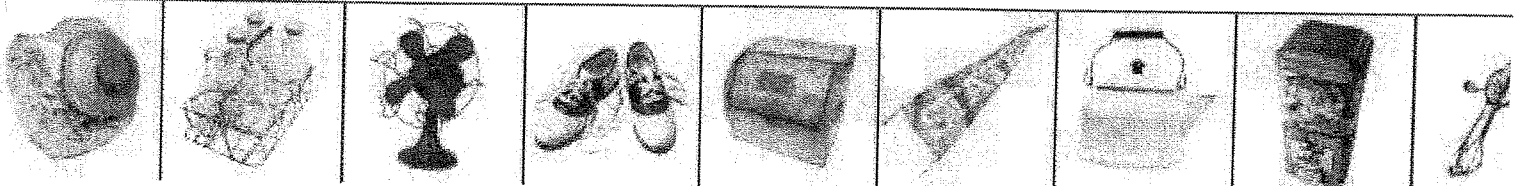
**STRATEGIC WORKSHOPS - SESSION III**

**Track A - Taking the Mystery out of Public Finance** Determining when to borrow money is one of the fundamental responsibilities of governing officials and district administrators, yet many remain intimidated by the process. This workshop presents the process in layman terms, while addressing prudent finance practices and related legal issues.

**Tracks B and C - Complying with the Brown Act - Two perspectives,** *Tom Newton, California Newspaper Association and Mike Jenkins, Richard Watson & Gershon* - Applying the Brown Act to real-life scenarios in an interactive presentation.

5:45 p.m. - 7:00 p.m.

**EVENING RECEPTION - Capitol Rotunda**



TRACK DEFINITION  
Track A - Administrative  
Track B - Board Related  
Track C - Miscellaneous

# THURSDAY

EXHIBITOR TRADE SHOW 8:30AM - 4:00PM

look here!

Thursday, September 20, 2001

7:00 a.m. - 8:30 a.m.

### LOCAL CHAPTER ROUNDTABLE

8:30 a.m. - 9:30 a.m.

### STRATEGIC WORKSHOPS - SESSION IV

**Track A - Special Assessment Districts: Past and Future**, *Tim Seufert, NBS Finance Group* - Find out more about this important finance tool, the changes that SADS have gone through and how your district can benefit from the establishment of assessment districts.

**Track B - Strategic Planning**, *Chuck Beesley* - This workshop offers insight into the strategic planning process and provides tools to help you map your district's future.

**Track C - AB 2838 and the impact on LAFCO Budgets**, *Jim Roddy, SanBernardino* - Workshop panelists will discuss the impacts on LAFCO budgets emanating from the recently enacted Cortese-Knox-Hertzberg Act of 2000.

9:45 a.m. - 10:45 a.m.

### GENERAL SESSION

**Municipal Service Review - Panel of Experts**

11:00 a.m. - 12:00 p.m.

### GENERAL SESSION

**Ed Rollins** - Author of the bestseller, "Bare Knuckles and Back Rooms: My Life in American Politics". A native of California, Mr. Rollins got his start working as a staff member in the California Legislature. Mr. Rollins went on to manage the most lopsided presidential campaign in history (Ronald Reagan's re-election in 1984), serve as chairman of Jack Kemp's 1988 presidential bid, and manage Ross Perot's campaign in 1992.

12:00 p.m. - 1:30 p.m.

### PARTICIPANTS ON THEIR OWN FOR LUNCH

1:30 p.m. - 2:30 p.m.

### GENERAL SESSION

**The Special District Perspective on Energy** - *Jan Schori, General Manger, Sacramento Municipal Utility District. (Invited)*

2:30 p.m. - 3:15 p.m.

### EXHIBIT AND REFRESHMENT BREAK

3:15 p.m. - 4:45 p.m.

### STRATEGIC WORKSHOPS - SESSION V

**Track A - What's so special about the Special District Leadership Foundation?** *David Aranda* - Are you a management employee interested in career development and professional recognition? Are you a governing official interested in ensuring you perform your role as effectively as possible? If you answered "yes" then you'll want to find out more about SDLF and what it means to special districts.

**Track B - Changes in Employment Law**, *Dennis Timoney, Special District Risk Management Authority*

**Track C - Mandated Costs - SB 90**, *Andy Nichols, Centration* - We hear the words "mandated costs" and we flinch. Those words tell you that your district is going to spend money on something that very likely is being imposed on you through no request or fault of your own. Yet, it also tells you that you can get reimbursed for the costs you incur. Find out more about this important process and what costs might be eligible for reimbursement.

SEPTEMBER 21, 2001

# FRIDAY

## GENERAL CONFERENCE INFORMATION look here!

Friday, September 21, 2001

7:00 a.m. - 8:00 a.m.

**CSDA BOARD MEETING**

8:00 a.m. - 9:00 a.m.

**CSDA ANNUAL BREAKFAST BUFFET**

9:00 a.m. - 10:15 a.m.

**GENERAL SESSION - KEYNOTE**

*The Honorable Roy Romer, Superintendent,  
Los Angeles Unified School District (Invited)*

10:15 a.m. - 11:30 a.m.

**CSDA LEGISLATIVE REVIEW 2001**

11:30 a.m.

**ADJOURN - SEE YOU NEXT YEAR IN SAN DIEGO!**



### Conference Information

#### HOW TO REGISTER

Register immediately for CSDA's Annual Conference by completing the registration form. Please return it on or before August 31, 2001 to receive the early-bird rate. All conference pre-registrations must be received by September 14, 2001. Registration after September 14 will be subject to space availability. Send your payment to 1215 K Street, Suite 930, Sacramento, CA 95814.

#### HOTEL ACCOMMODATIONS

The 2001 Conference will be held at the Sheraton Grand Hotel in Sacramento. The hotel has set aside a block of rooms for CSDA that are available on a first-come, first-serve basis at a special rate of \$145 single/double. You can make your reservations by calling the Sheraton Grand at 916.447.1700 and identifying your-self as a CSDA conference delegate. **The deadline for making your hotel reservations is August 22, 2001.**

#### CANCELLATION POLICY

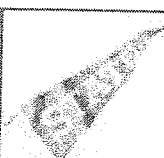
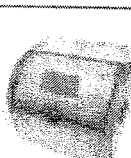
Cancellations must be made **IN WRITING** and faxed or mailed by September 14, 2001. All cancellations received by September 14 will be refunded less a \$25 processing fee. There will be **NO** refunds for cancellations made after September 14, 2001. **NO EXCEPTIONS.**

#### GUESTS

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

#### EXHIBITORS, SPONSORS AND PRIZES

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



CHECK APPROPRIATE BOXES & COPY FORM FOR ADDITIONAL REGISTRANTS.

# REGISTRATION

**BEST VALUE!**

**FULL REGISTRATION**

Before August 31, 2001  
**CSDA Members: \$ 295.00**  
**Non-members: \$ 370.00**

After August 31, 2001  
**CSDA Members: \$ 330.00**  
**Non-members: \$ 405.00**

Full registration includes admittance to the entire program, including your choice of sessions from the strategic workshops offered, all conference materials which includes program and accessories, as well as all refreshment breaks, evening reception, murder mystery and awards banquet, and breakfast buffet.

**① ONE-DAY REGISTRATION - WEDNESDAY**  
*(includes conference materials and Wednesday meals)*

Before August 31, 2001  
 CSDA Members: \$ 115.00  
 Non-members: \$ 140.00

After August 31, 2001  
 CSDA Members: \$ 150.00  
 Non-members: \$ 175.00

**① ONE-DAY REGISTRATION - FRIDAY**  
*(includes conference materials and Friday breakfast)*

Before August 31, 2001  
 CSDA Members: \$ 115.00  
 Non-members: \$ 140.00

After August 31, 2001  
 CSDA Members: \$ 150.00  
 Non-members: \$ 175.00

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

Before August 31, 2001  
 CSDA Members: \$ 150.00  
 Non-members: \$ 175.00

After August 31, 2001  
 CSDA Members: \$ 185.00  
 Non-members: \$ 210.00

**Ⓒ GUEST MEAL PASSES**  
*(guests will be given separate meal tickets)*

**All Meal Pass: \$ 150.00**  
 Opening Lunch (Wed.): \$ 40.00  
 Evening Reception (Wed.): \$ 25.00  
 Awards Banquet (Thurs.): \$ 65.00  
 Breakfast Buffet (Fri.): \$ 40.00

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

**PLEASE CHECK ONE:**  
 Full Conference Registration  
 Wednesday - One-Day Registration  
 Thursday - One-Day Registration  
 Friday - One-Day Registration

TOTAL AMOUNT ENCLOSED: \$ \_\_\_\_\_

TOTAL ATTENDING MURDER MYSTERY & AWARDS BANQUET: \_\_\_\_\_  
 (Guests \$ 65.00 each)

NAME/TITLE: \_\_\_\_\_

DISTRICT/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

GUEST NAME (if applicable): \_\_\_\_\_

METHOD OF PAYMENT:  CHECK  VISA  MASTERCARD

PRINT ACCT. NAME: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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



Agenda Item 33

TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 DATE: August 6, 2001  
 SUBJECT: Program Committee Report for the month of July

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

***CHILDREN'S SERVICES***

Wed. PM Story Times	3	57
Thurs. AM Story Times	4	65
Way Out Wednesdays	3	351
Lapsits	4	170
Summer Reading Program	1	291
<b>TOTAL FOR JULY</b>	<b>15</b>	<b><u>934</u></b>
<b>YTD TOTAL</b>	<b><u>15</u></b>	<b><u>934</u></b>

<i>LITERACY SERVICES</i>	<i>July 2001-02</i>	<i>FY 2001-02 YTD</i>
Total Tutors	124	124
Total Students	154	154
Total Hours	1,381	1,381

For more detailed literacy statistics, see Agenda Item 32, page 2 of 2.



To: Elizabeth Minter, Library Director  
 From: Cyrise Smith, Children's Librarian *CMS*  
 Date: August 15, 2001  
 Subject: **July Activities in the Children's Department**

**Programming-** Programming began in July. There were 8 storytimes and 4 lapsits. There were no MusicTimes in July. They will resume in August.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	89 children / 81 adults
Storytimes (a.m.) 3 - 6 year olds	4	44 children / 21 adults
Storytimes (p.m.) 3 - 6 year olds	3	36 children / 21 adults
MusicTime	0	0
<b>TOTALS</b>	<b>11</b>	<b>169 children / 123 adults</b>

**School Visits-** There were no school visits this month.

**Summer Reading Program-** Registration continues for the Summer Reading Program. Two hundred and ninty-one children registered for SRP in July, brining the total registered to 774. By the end of July we were beginning the seventh week of SRP. Teen volunteers continued to help out in the children's department. They were involved in manning the SRP table, reshelving books, and cleaning and relabeling the picture books.

**Way Out Wednesdays-** There were three Way Out Wednesday shows in July with a total of 351 children and adults attending. The shows included: a magician, an old time radio show and a musician recreating the Lewis and Clark expedition.



## Agenda Item 35

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager *JR*

**DATE:** August 6, 2001

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

**Tutor Training.** The Literacy Coordinator conducted a tutor training workshop on Sunday, July 1 and twelve tutors were trained, eight adults and two teens. Additionally, one adult and one teen tutor received accelerated training for a total of fourteen for the month. All fourteen new tutors are matched and tutoring in the Library. The next tutor training is scheduled for August 5.

**Families for Literacy (FFL) Program Status.** We had no new families begin in June. Erin, one of our FWS staff, continues to be on site at Placentia Head Start every Monday morning. She is there to interface with the Head Start classes and to recruit FFL families.

**Partnership for Change (PFC) Coalition Spanish Literacy Continues.** PFC is a coalition, consisting of the Library, the City of Placentia, Placentia Head Start, and Altrusa. There are two classes: one is an intermediate class and the second is a beginning one. There are currently a total of eight students enrolled in both classes.

**Rotary Reading Assistance Program (RRAP) on Hold.** RRAP, a partnership with the Placentia and Yorba Linda Rotary Clubs, the Placentia/Yorba Linda Unified School District, and the Library, concluded at the end of school year 2000-2001 in June. RRAP offers high school students the opportunity to get community service hours by volunteering at local elementary schools. RRAP Tutors began going to local elementary schools the last week of March and continued in April and May. Placentia Library's Literacy Coordinator developed the training for the program, and had trained over 100 volunteers high school volunteers by the end of the school year. We plan to meet with the school district in August to strategize RRAP for the upcoming school year.

**Reach Out and Read Partnership Continues.** In July, the Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to especially recognize one of our volunteers, Diane Martlo, who goes to the Whitten Center in Placentia on Wednesday mornings and reads to children in the waiting room while they are waiting to see the St. Judes pediatric staff.

**Literacy Presentation.** On July 19, I gave a literacy presentation to the California Federation of Women's Clubs Orange District #22 at their meeting at Cal State Fullerton. During the program, I gave a description of library programs and suggestions on how to get involved. There were about 20 in attendance, and based on the numerous questions asked, the presentation was well received.

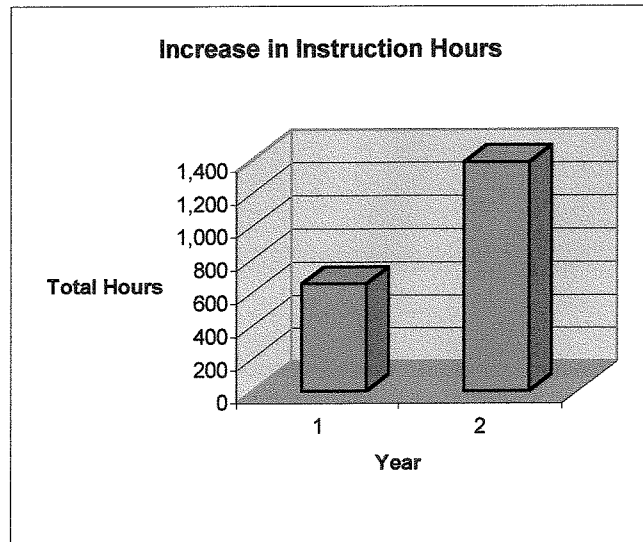
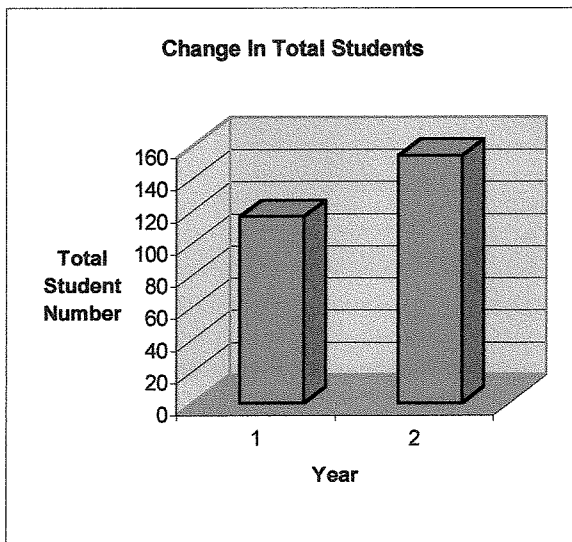
**Literacy statistics.** See Agenda Item 32, page 2 of 2.



## Placenta Library Literacy Services

Report of Growth and Progress

	July 2000-01	July 2001-02	YTD 2000-01	YTD 2001-02
<b>Tutors:</b>				
Adult	79	88	79	88
Teen	19	36	19	36
Hours Instruction	647	1,381	647	1,381
Other Volunteer Hours	44	48	44	48
<b>Total Hours</b>	<b>691</b>	<b>1,429</b>	<b>691</b>	<b>1,429</b>
<b>Training Workshops</b>				
Workshops Held	1	2	1	2
Tutors Trained	19	14	19	14
<b>Students</b>				
With Adult Tutors	83	118	83	118
With Teen Tutors	23	32	23	73
In Groups	10	10	10	10
<b>Total Active Students</b>	<b>116</b>	<b>154</b>	<b>116</b>	<b>154</b>
<b>Families for Literacy</b>				
Family Students	NA	5	NA	5
Family Tutors	NA	10	NA	10
Hours of Instruction	NA	60	NA	60
<b>Total Tutors</b>	<b>101</b>	<b>124</b>	<b>101</b>	<b>124</b>
<b>Total Students</b>	<b>116</b>	<b>154</b>	<b>116</b>	<b>154</b>
<b>Total Instruction Hours</b>	<b>647</b>	<b>1,381</b>	<b>647</b>	<b>1,381</b>







TO: Elizabeth Minter, Library Director  
 FROM: Frank Frizell, Webmaster *FF*  
 DATE: August 7, 2001  
 SUBJECT: Placentia Library Web Site Development Report for the month of August.

In July there were 23,488 hits on the web page averageing 810 hits daily. Following is the hit breakdown of the most visited pages.

PlacentiaLibrary.Org Visits getting the most hits.

Pages Visited	1-Feb	1-Mar	1-Apr	1-May	1-Jun	1-Jul
Borrowers	865	901	1,143	1,256	NA	654
Friends	858	916	1,129	1,232	NA	637
Hours	879	904	1,148	1,261	NA	660
Information	877	914	1,151	1,247	NA	657
Foundation	858	897	1,125	1,232	NA	643
History Room	851	892	1,121	1,229	NA	644
Literacy/CLC Logo	1,302	1,367	1,716	1,248	NA	1,350
Passports	863	912	1,136	1,245	NA	642
Total Views Most Hit	7,353	7,703	9,669	9,950	0	5,887



TO: Elizabeth Minter, Library Director  
FROM: Jillian Rakos, Library Assistant *JR.*  
DATE: August 7, 2001  
SUBJECT: **Publicity materials produced for July 2001**

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

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Program asking for volunteers
6. Children's storytime, lapsit and musictime programs
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday except May's sale will be May 20<sup>th</sup>
9. Closed for Independence Day holiday Wednesday, July 4<sup>th</sup>
10. Books and Beyond summer reading program starts June 17<sup>th</sup> and ends Aug. 30<sup>th</sup>.
11. Way Out Wednesdays summer reading program held every Wednesday for ages 4-13.

**Newspaper articles published:**

1. Ideas unveiled to give historic Old Town a fresh, new look.
2. Library Incident a model of Public-Net-use debate.
3. Community Opinions, "Airport A Great Resource" and "Memorial & Low-Income Housing at El Toro."
4. Library offers chance to cool off with summer activities.
5. Historic George Key Ranch.
6. Canyon Beat.
7. Villa Park Library Events. Orange County Public Library's La Palma Branch photo entitled, "Library's summer reading program is a big draw."
9. Placentia Plans a Face-Lift.

**Flyers and Notices:**

1. Civic Center Rehabilitation Project memorandum and press release.

# of public-Net-use debate

**Social issues • An adult's right to access material is pitted against the need to protect children from offensive sites.**

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By **KATHERINE NGUYEN**  
The Orange County Register

## LOS ALAMITOS

Kathy Ayres couldn't resist jumping into a heated debate at her local library when a nearby conversation caught her ear: A woman who was with her young daughter was arguing with an older man at a computer terminal.

"The mother was raising an objection to the man because he was looking at porn on the Internet," Ayres, 55, of Seal Beach, said. "She told him she didn't appreciate him making the material available to her 8-year-old daughter."

Ayres said the man retorted that he wouldn't stop looking at porn because it was his right.

When Ayres and the mother complained to officials at the county's Los Alamitos/Rossmore Library, they were told that nothing could be done.

According to the American Library Association, the incident illustrates the dilemma libraries nationwide face daily: providing access to information vs. protecting children from potentially obscene material.

"That man has the right to access any information he wants to, even porn," said Judith Krug, director of the ALA's Office for Intellectual Freedom in Chicago. "What if he was looking up information about penile implants or explicit medical research that was misunderstood as porn?"

There are no federal or California laws prohibiting access to Internet pornography on public computers, with the exception of child pornography. Congress has tried unsuccessfully to pass two laws banning minors from access-

**Speak your mind:**  
To discuss Internet access to pornography on public computers, click on West County and Los Alamitos in the Communities forum at [talk.ocregister.com](http://talk.ocregister.com)

**To learn more:**  
For more about the American Library Association and its stance on Internet access, check [www.ala.org](http://www.ala.org)

ing indecent material on public computers. The latest attempt, called the Children's Internet Protection Act, is scheduled to go into effect next year but is being challenged by the ALA, which filed suit in March.

CIPA would require public libraries that receive certain federal funding to put filters on all computers to block material deemed harmful to minors.

In Orange County libraries, filters are usually placed only on children's-use computers.

Huntington Beach's city libraries have signs posted near computers, asking users to be mindful of nearby minors when looking at potentially explicit material. Huntington Beach's Central Library also has an enclosed area for adults who want to access certain material on the Web.

But County Librarian John Adams said such privacy may encourage a peep-show environment.

"The fact that computers are in the open may inhibit people from wanting to look at porn," he said.

At the Mission Viejo city library, notices posted at computer terminals warn patrons that anyone found accessing text or graphics construed as offensive, obscene or pornographic will be asked to leave and Internet privileges revoked for three months.

ALA officials say that's an infringement on people's right to access information.

"There is no law against accessing legal information such as porn," Krug said. "If a library-goer or parent is offended, they can go to another area of the library."

• Contact Nguyen at (714) 445-6685 or [knguyen@ocregister.com](mailto:knguyen@ocregister.com)

# Ideas unveiled to give history Old Town a fresh, new look

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**PLANNING:** The city planners expect to have a package ready for the council by October.

By **ERIC CARPENTER**  
Placentia News-Times

A concept to revitalize the city's historic downtown and create a plaza there to act as a central gathering place has been unveiled by city planners. The initial concept, presented to Old Town business owners last week, includes closing off Bradford Avenue at the train tracks to create a town plaza, building an underpass on Melrose Avenue and

Business owners and residents in the area will help decide a theme for street improvements as the plan is refined.

City Administrator Bob D'Amato said some businesses may be moved to make room for the Melrose underpass, but the city isn't planning massive redevelopment.

"Property values may ultimately dictate who stays and who goes," D'Amato said. "But we're not talking about coming in with bulldozers and tearing down. We talking about helping to fix up."

The meeting with Old Town merchants kicked off a process expected to take about four months, as planners talk to residents and business owners

open houses, one with merchants, tentatively scheduled for July 27 and another with residents, around Aug. 12.

Planners hope to present a polished plan to the City Council for consideration in October. Construction would probably begin in spring 2002.

"The early concepts look good," said Dennis Blake, who owns six buildings along Santa Fe.

"It's good to see some money being spent downtown."

Even a business owner who might be displaced by the improvements said the changes could be good for downtown.

"I agree that my business may not fit in with a new theme," said Ralph Dubois, who has owned a car-repair

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

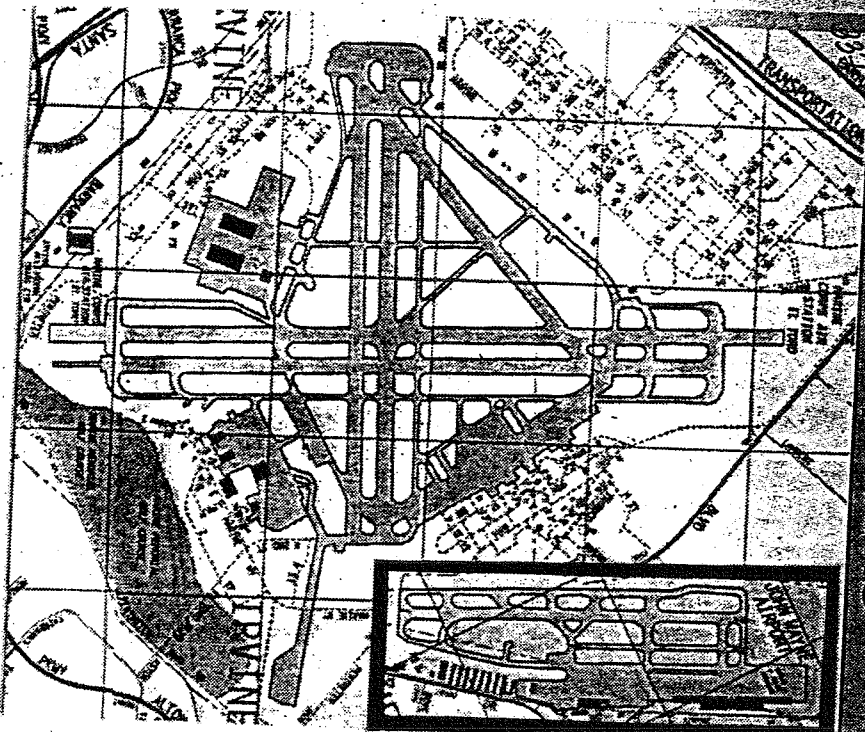
Placentia News  
Weekly  
JUL 05 2001

**pacific clippings**  
m b 11789  
santa ana, calif. 92711

The Register  
Daily  
JUL 9 - 2001

JUL XX 2001

## Community Opinions



### Airport A Great Resource

Can you imagine destroying the valuable resource of El Toro Marine Airport for a "Great Park" that is unnecessary for Orange County? At the present time we have a wealth of parks and hiking trails in our beautiful county to enjoy. How many have you taken advantage of? There is NO need for another botanical garden, soccer field, 100-acre lake, golf course, swimming pool etc. Where could we obtain enough water for this and an additional if course in drought situation, and at what

### Memorial & Low-Income Housing at El Toro

As a memorial to Lee Podolak, lets re-dedicate ourselves to the achievement of the conversion of the military base residential and commercial neighborhood of El Toro to a demonstration community for very low income families and couples in the single resident occupancy buildings and with a homeless facility, which could be a neighborhood project. Let's dedicate a memorial marker to Lee in an appropriate place in the community, such as the

The "Great Park" would cost the Orange County taxpayers millions and millions for maintenance and buildings. It is obvious that a major international airport is going to be a necessity for our growing county in the future. An airport would be a great financial asset whereas a "Great Park" would continue to be a costly obligation. The number of citizens that would use the park's resources would not compare to the thousands that would eagerly utilize an El Toro International Airport.

Compare the Thomas Guide maps of the El Toro and John Wayne Airports (shown above). To destroy the billion dollar centrally located El Toro Airport would be a disastrous mistake. I propose we abandon the "Great Park" idea since it is a costly unnecessary venture. Let's put our efforts towards the development of a beautiful commercial airport which is very important for the economic future of Orange County.

As Congressman Dana Rohrabacher wrote on June 4, 2001 in the LA Times, "Orange County residents are facing a major decision that will determine the quality of life for the next generation... It is a comedy to watch but a tragedy to experience, the irrational yet intentional destruction of an asset worth billions of dollars to create a nonfunctional billion dollar liability. If this...alliance wins, Orange County loses."

**Don Bauman, MD**  
Fullerton

We could have a whole wall of commemorative markers in appreciation to the groups and their leaders who have devoted so many years of their lives to the effort to assist our very low income and homeless, and other abused persons in our midst.

We could have another wall memorializing all those who make monetary, or in kind, donations to refurbish some of the buildings that need it (most of them are habitable, now). And another wall for those who contribute to a fund to support the running of child-care facilities for the neighborhood's working mothers, so that charges for the children's care could be affordable.....and maybe, even funding for establishment of individual gardens and fruit and nut trees.

Wouldn't this be an amazing demonstration of optimism which a coalition of government and volunteer service organizations could design and achieve? It is immoral to let that beautiful little community deteriorate in emptiness for years and years, when it is so desperately needed.

Let's do it! Call our individual Supervisors; ask what we can do to speed the action. Our shoulders are already behind the wheel, and we have been pushing for years...it's time for an extra push.

**Lyn Harris Hicks**  
(Scripoptinist International of Capistrano Bay)  
lynharris.hicks@home.com 949-492-5078 - home & fax

# Library offers chance to cool off with summer activities

## SUMMER: Story time for tots, evenings with published authors.

By LOIS EVEZICH  
Aliso Viejo News

When summer temperatures reach into the 90s during the day in Aliso Viejo, there's a place you can go every afternoon to cool off, relax in comfortable chairs, take your choice of thousands of books, and even access the Internet.

It's the Aliso Viejo Branch of the Orange County Library. Children's librarian Jenny Gas-set and her assistant, Lori Artzner, have been busy making plans for children from tots to teens.

Wednesdays are special days for children at the library. All the Wednesday programs start at 3:30 p.m. and are free for kids only from ages 5 to 12.

Next week, on July 11, Craig Newton will appear with his program, "America's Multicultural Music." Newton plays 20 instruments, and brings them to entertain the children.

The Wildlife Company will appear on July 18. They talk about animals and their habits, and how they have

adapted to their environment. Children will be thrilled to see live animals during this program, including a monkey, kangaroo, possum, chinchilla, coati and alligator.

The Lizard Lady arrives on July 25 with reptiles and insects. The Lizard Lady? Maybe a better title would be "Lady with Lizards." We'll have to wait and see.

On Aug. 1, the Science Guy comes with live science experiments. Kids will thrill to results of mixing (safe) chemicals and how one substance interacts with another.

The L.A. Puppet Professionals will be in the library on Aug. 8, from 3:45 to 4:30 p.m. Please note the time change for this program. The puppets are Jackal and Hedgehog, and Gasset said they are remarkable.

Asha's Baba will appear at 3:30 on Aug. 15, a storyteller extraordinaire. He brings an instrument to accompany his stories, and tells them in the West African tradition.

Pajama time at 7 p.m. on Tuesdays is a favorite with tod-

dlers. Gasset and Artzner read to little ones. Hopefully, it settles them down for bedtime.

Also for those under age 5 is the Flight of Fantasy program at 3 p.m. on Tuesday, July 24. The library will present a group performing classic stories in song and theater.

The library has organized a "Read to Me" program through the county system. Especially for children under 5, parents can register their child at their local library, where they will receive a reading log. For every 20 minutes spent together reading books checked out from the library, the child can color one train on his or her reading log. When the complete train is colored, the parent and child have spent two hours reading together.

After eight hours of reading, the program is complete. Come to the library and receive a reward when all the trains are colored in.

Gasset said that books on cassette are also permitted for the reading log.

Please see LIBRARY Page 22

# LIBRARY

FROM 17

This program actually started on June 25, but it's never to late to get started.

There are programs for the young adult and parents at the library this summer. Barbara Seranella is the author of "Unfinished Business," and this summer will be living in Laguna Beach. Seranella will appear at the library on Wednesday, July 18, at 7 p.m. to meet the public and talk about her book. Light refreshments will be served.

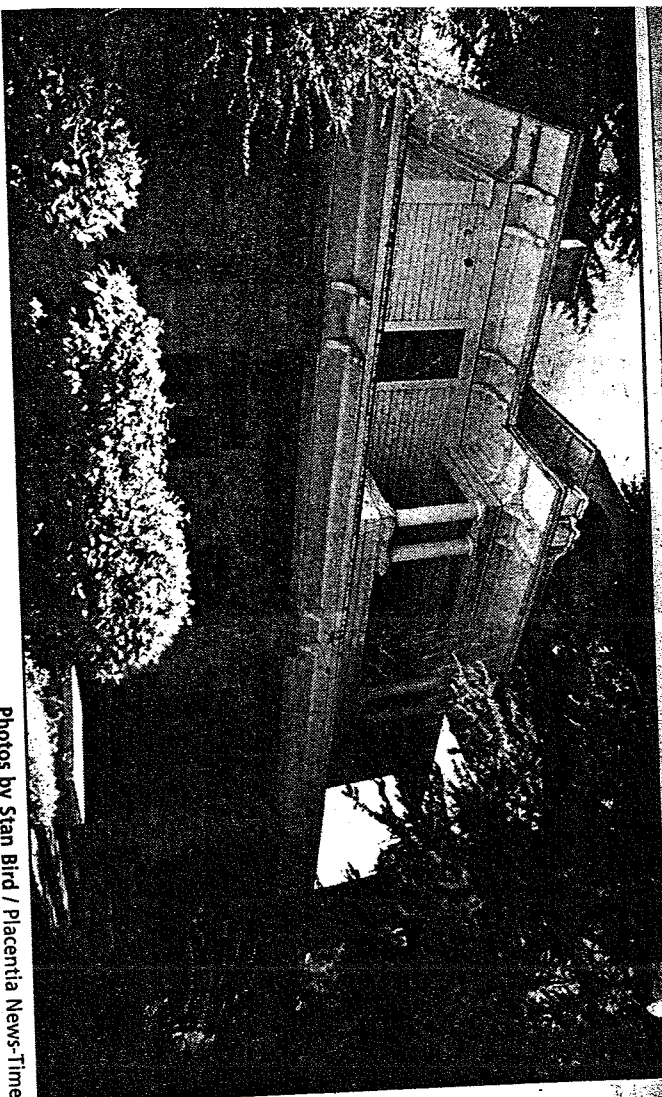
Sonya Somes will come to

Aliso Viejo at 2 p.m. on Tuesday, Aug. 7, to meet with young adult readers. Somes is the author of "Stop Pretending: What Happened When My Big Sister Went Crazy." Her books are written in poetry, and Somes will read from her work, discuss how she became a writer, and offer tips for young writers and poets.

If you're looking for a cool retreat this summer, and the children are needing some quiet time, the Aliso Viejo Library is the place to relax.

"We encourage people to participate in the summer reading program," said Gasset. "Come in and have a good time."

**Historic clippings**  
 at office box 11789  
 Placentia, Calif. 92711  
 Placentia News  
 Weekly JUL 05 2001



Photos by Stan Bird / Placentia News-Times

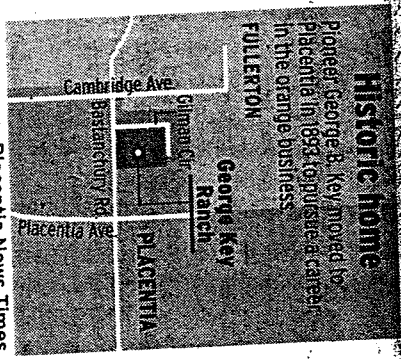
332  
 HISTORIC GEORGE KEY RANCH masonry house in Placentia draws more than 20,000 visitors a year.

## Founders' homes

Recent changes to the homes of Placentia's founding fathers and the celebration of the city's 75th anniversary prompted this four-week series on the city's historical houses, which began June 28.

The series will present the history and status of each site and its connection to a city founder.

- ▶ Week 1: A look at the Bradford House and its struggles
- ▶ This week: A visit to the George Key Ranch, home to the city's summer concerts



**Historic home**  
 Pioneer George B. Key moved to Placentia in 1894 to pursue a career in the orange business.

- ▶ Week 3: A glimpse at the Wagner House, where a successful bridal business resides
- ▶ Week 4: Looking back at the Kraemer House, finally ready for renovation

Placentia News Times

# A taste of history grows at Key ranch.

By Karen Robes  
Placentia News-Times

Outwardly, the historic George Key Ranch house looks like many other home on Bastanchury Road, nestled within an alcove of shady trees and modern dwellings.

But inside the walls of the site's 2.2 acres, it becomes a Placentia time machine — a place filled with work-worn farming equipment, old rusty orchard heaters and the citrus scent of Valencia orange trees heavy with fruit in the summer heat.

Oranges so ripe you can taste the city's history in each sweet bite.

Untouched by the city's growth, the ranchhouse that was home to George Benn Key draws more than 4,000 school-children each year eager to learn about local history. And

the part that orange groves played in Placentia's beginnings.

"This is a perfect example of an Orange County orange grove home of the past," caretaker Mike Miniaci said. "It is one of the few places where you can still see the way people lived back then."

In 1980, the county bought the ranch to guarantee the preservation of the house, added Miniaci, who is a county park ranger specializing in historic sites.

The 39-year-old Key never thought his home would be a historical landmark when he came to California from Ontario, Canada, in 1889 with his wife, Mary. Four years later, the couple settled in Placentia with their four children.

George Key replaced his brother-in-law Richard Gilman as superintendent of the

Semi-Tropical Fruit Co. property, also in Placentia.

Key bought 20 acres of land for \$2,800 northwest of what are now Placentia Avenue and Bastanchury Road. He managed his ranch and was an original director of the Placentia Orange Growers Exchange. Like city founding father Albert Sumner Bradford, Key was a major player in the community, serving two terms on the Placentia School Board and organizing the Placentia Presbyterian Church in 1912, the city's first church.

But he did not live in the house very long. George B. Key died in 1916, two years later, his son, George Gilman Key, and his daughter-in-law, Hanna, moved in.

They did extensive remodeling — adding a south wing, a porch, a trellis and balconies to the five-bedroom home. Their kitchen was moved to three different places in the house.

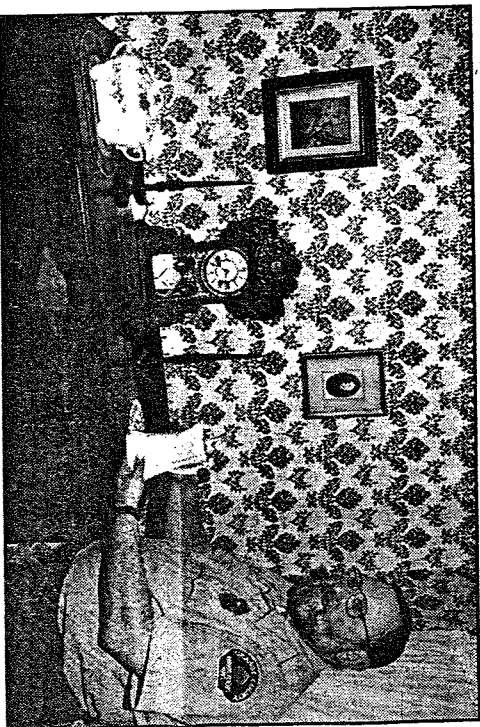
In addition to the orange groves, the "green-shade" garden is a memorable feature of the ranch.

George G. Key planted the 19th century-style garden in the 1940s and included a variety of shrubs, ferns and palms, as well as San Joaquin Valley oaks.

The garden path is also sprinkled with wooden blocks printed with excerpts from his poetry inspired by love and nature.

Today, the ranch continues to be a paradigm of the town's pioneering days, when horses pulled plows and orange groves stretched over miles of rolling land.

More than 20,000 visitors tour the Key historic site each



**PARK RANGER** Mike Miniaci displays hot-chocolate pitcher that was presented to George and Mary Key on their 21st anniversary.

year and in the summertime, ranch caretakers organize monthly outdoor concerts.

It is also the romantic location for many anniversary parties and weddings.

Preserved inside the bride's room is Mary Key's 1886 wedding dress, a brown taffeta gown with lace trim. The garment predated the concept of a white bridal gown, which was not in fashion until the 1920s.

In the dining room are a variety of historical knickknacks, including a turn-of-the-century hot-chocolate pitcher George G. Key gave his parents, as well as Hanna Key's collection of chinaware in a cabinet, in the same place where the dishes stood at her death in 1983.

When asked why the cabinet is undisturbed, Miniaci smiled. "Because we have no key to it," he said, laughing. "We don't know where it is, but it lends an authenticity to the home."

Miniaci had an opportunity to get to know George G. Key before he died in 1989.

"There's a story that best describes George," he recalled.

He told of an old grandfather clock that once stood in the corner of a staircase landing — a clock that had been in the Key family since 1715. Key's mischievous young grandson Tom came for a visit.

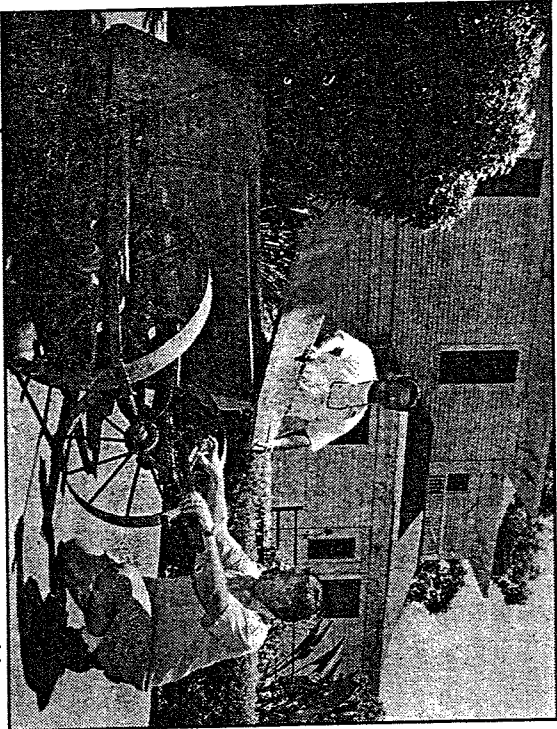
"He was playing with one of those rubber dart guns," the ranger said.

"He shoots one that landed behind the clock. And ... he reaches back to retrieve it. The clock tips over and falls down the stairs — breaking to pieces.

"When Mr. Key came home, he looked at the clock and said, 'Well, Tom, I think we can fix it.' And they did. I think Tom still has that clock."

The house also remains, in many ways, a symbol of a community of families.

"The Key family was a good family," Miniaci said. "When you look at the house, you'll see a plain grand house, but the house was for the kids."



**MAINTENANCE WORKER** James Muzica, left, and groundskeeper Eric Frederickson prepare antique farm equipment at the ranch for display at the Orange County Fair in Costa Mesa, July 13 to 29.

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# Canyon Beat

332

Silverado - Williams  
- Ladd - Blackstar  
By Cybele Rowe

As the week of the Fourth of July draws to an end I am thinking just how important the "Declaration Of Independence" is. Even here in our small microcosm we call "The Canyons". Now bear with me here ...English Philosopher John Locke was Jeffersons' inspiration for his declaration. Locke argued against the philosophy that human beings were born with certain ideas. He believed that the mind was blank and only through experience, a person would begin to enter ideas. He was totally against the divine right of kings and argued that governments depended on the consent of the governed. The main ideas brought forth were that "all men were created equal" that man had natural rights which were created by God; that government could only have so much power in the lives of people, and could only be governed by the agreement of the people; and the right of the people to rebel against a government which wanted to impose dictatorship or tyranny to its people.

I am an Australian and where I come from we do not have this declaration. We in the Canyons have been experiencing much change of late and the very nature of change is that it must happen otherwise there is stagnation and death. We can as a community direct that change as it is in this state of flux. The Canyons being so small ' the changes being

so large we must find a way to communicate with each other so all knowledge and needs are known and can be discussed in order to determine the metamorphosis of what the canyons will become. It is ours, the Canyon land owners, oldtimer and newcomer equally to design and create. If our motivations remain pure of heart and not purely for private gains we will succeed in bringing peace, harmony and strength to our community. The following are some of the points of interest our canyon community is experiencing:

The Code Enforcement and the Orange County Sheriffs Office have created the Neighbourhood Enhancement Team (appropriate acronym). The last meeting had over sixty residents in attendance, but despite the great input from community members it seems that the "governing bodies" have set an agenda that they will impose on us, the governed. Focusing on the removal of "old cars", now we must be careful here as one man's trash is another mans treasure. I'm thinking "Silverado Art Cars" just a little sign out front will do or Silverado Sculpture garden.... As a community we must unite more than just talk at these meetings once every couple of months otherwise we will end up sideswiped before we know it.

(cont. on page 23)

(cont. from page 6 Canyon Beat)

The Toll Road dope/gangsters are threatening our forest's welfare. The idea of a toll road ripping through our canyons is a very real threat. Just look at the development along the shores of Crystal Cove, a once protected environment sold off to developers. If you would like to get active on this issue you can contact Mike Beck our Canyon activist/authority at [rookdad@earthlink.net](mailto:rookdad@earthlink.net) For those who attended the last Water Board Meeting the Turkey Ranch developers, Marnell Corroto Associates of Las Vegas, are planning their new community, consisting of 12 homes. This sounds like a utopic solution but just to make sure the wild animal isnt just being tamed vigilance on this development should remain present.

The Parks and Recreation board is financially liquid, boasting over one hundred thousand in cash and over a million dollars in assets. The last meeting was attended by Rick Hale our district auditor for the last decade. It was a packed house. He informed all residents that the Parks and Rec district is financially secure for at least the next four years and that is without any improved business savvy or grant funds. Board Vice President Bob Hunt apologised to concerned residents for some incorrect accounting information

which made it's way into both the local Silverado Sentinel newsletter. This inadvertently damaged the childrens center streputation and alarmed a lot of parents unnecessarily. The facts are: The Silverado Children's Center is thriving financially and in spirit. The financial books just closed for the year many thousands of dollars in the black. The center is the only enterprise fund that we as a community own that can and will generate money back into the community for youth programs which the Parks and Rec board presently has no money for. Let's support the canyons youngest residents and look towards the future of the childrens center with th same hope and enthusiasm the little ones look at life.

If you want to be a part of the community and navigate its welfare here is a list of meetings in which your voice will be heard: The Parks and Recreation Board Meetings is held at the Silverado Community Center on the second Thursday of each month at 7pm. The Santiago County Water District holds its monthly board meeting every third Tuesday of the month at 7pm, call 714/ 649-2630 for information. The Inter Canyon League holds its meeting at the Silverado Community Center on the third Sunday at 3pm. I have been informed that the population of our local school and daycare center will double in the next 3 years. That's huge growth by any standard let alone a community

that has been left largely unchanged for over 20 years.

The Canyon Go-Gain festival on August 11th still has booth space available call Leslie Parks Amador on 714/649-3038 or Connie Carter on 714/649-2022 to book yours now. The Umparade starts at 10am and there will be live bands, folk singers, Darias School of Dance, contests, arts and craft, a jump castle, and games for everyone. So come along and spend a fun filled Saturday at the Silverado Community Center. The admission is only a dollar and the fun goes on til dusk.

The Silverado Library is holding its Summer Reading Program from June 25th til August 16th. The program is aimed at young adults, school age children and also a special preschool program is offered. The library wishes to thank Firestations 14 and 16 for their generous contributions to help fund this years Summer Reading Program. Call the library on 714/649-2216 for further information.

The Orange County Fire Authority hosted a drowning prevention night at the Silverado Children's Center. Parents were given the hardcore facts of the abundant drownings and dangers associated with pools and spas. Please call OCEFA Community Relations for information on 714/532-7266. I'd learn one shocking piece of information, Orange County considers "Doughboy" pools the same as inground pools hence requiring a fence!

**pacific clippings**

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Foothill Sentry  
Monthly JUL 1 0 2001

**Villa Park 332  
Library events**

Kristina Jones of east Orange assumed the duties of Children's Librarian at the Villa Park Library on July 2. Ms. Jones graduated from Villa Park High School and went on to obtain her Master of Library Science degree. The Library staff and community of Villa Park welcomed her back home.

Thursday, July 17, 10:30-11:30a.m.

**Villa Park Library Chat Group - All True Travels and Adventures of Liddle Newton** by Jane Smiley will be the topic at the July gathering of the Villa Park Library Chat Group. No registration is required and prospective members are invited to join the group for coffee and discussion. The Library is located in the Ralph's shopping center at 17865 Santiago Blvd. Information may be obtained by calling 714/998-0861.

Saturday, July 21, 3 pm

**Laser Spectacular - Jeff Korman** of Spectra Laser Systems will present a laser show for participants in the Summer Reading Program, "2001: a Reading Odyssey." Everyone is invited to this free program.

Library hours: Mon. & Wed., 1-8 p.m.; Tues. & Thurs., 12-6 p.m.; Saturday, 10 a.m.-5 p.m.; Closed Fri. & Sun.

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**Library's summer reading program is a big draw**

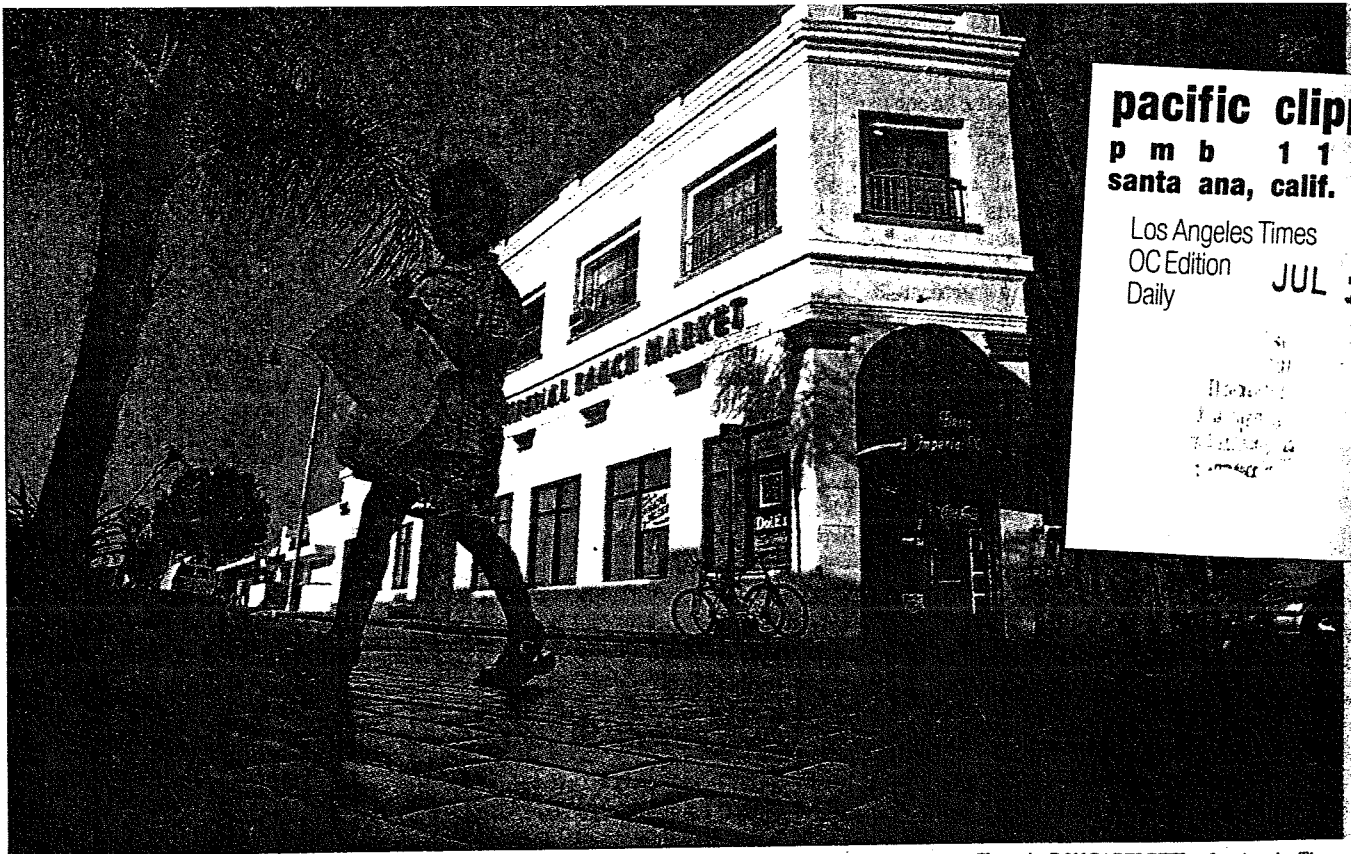
**pacific clippings**

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The Register  
Daily JUL 2 5 2001



**CATHY HWANG, 7**, of Buena Park bridges over her chalk drawing to avoid smearing it Tuesday afternoon at the Orange County Public Library's La Palma branch. She joined dozens of young people in a competition that rewards prolific readers with trophies and other incentives. The space-inspired theme this year was "Take Me to Your Reader." • Photo: H. Lorren Au Jr. / The Register



**pacific clippings**

**p m b 1178**  
**santa ana, calif. 9271**

Los Angeles Times  
 OC Edition  
 Daily  
**JUL 17 20**

Photos by DON BARTLETTI / Los Angeles Times

Sunlight washes the Imperial Ranch Market in Placentia's Placita Santa Fe. The area needs a make-over, residents say.

# Placentia Plans a Face-Lift

**Revitalization: A pedestrian plaza and new shops would spruce up neglected downtown. Residents pleased, but skeptical.**

By **JERRY HICKS**  
 TIMES STAFF WRITER

When the Valencia orange was king in Placentia, when the old train depot was hopping, the city's downtown thrived.

But that ended almost 30 years ago, when the last of the citrus packing houses was shut down and the depot leveled. Now many residents say the city abandoned the area once it became a largely Latino neighborhood during the 1970s. Despite the efforts of Latino business leaders, part of the neighborhood called Placita Santa Fe remains shabby.

"What we need," said Lily Herrera, 65, a second-generation Santa Fe resident, "is a good face-lift."

It may be coming, city officials say.

The City Council has taken



Revitalization plans include two railroad underpasses to ease traffic in the neighborhood.

calls Santa Fe Revitalization.

If it comes together, millions of dollars will enter the local economy, mostly private money from developers the city hopes to interest. Initial plans include a new pedestrian plaza that would mean closing Bradford Avenue at the railroad tracks, an added shopping district, and new businesses on the two main intersecting boulevards, Brad-

city is negotiating with the owner of the old, sprawling Sunkist packing house on Melrose Street, to convert it into shops.

"We want to give people a reason to shop and stroll," said City Administrator Robert D'A-mato.

The City Council this month approved formation of a 15-member advisory focus group to consider a master plan for the

revitalization project, including a theme, before it is written in the fall.

Area residents are generally pleased, but skeptical.

"We've heard it before," said Ed Garcia, who owns a human resources consulting business on Santa Fe Avenue. "We're waiting to hear someone say when."

City Councilman Norman  
 Please see **SANTA FE: BLD**



# MEMORANDUM

City of Placentia

TO: PLACENTIA LIBRARY EMPLOYEES  
FROM: PUBLIC WORKS DEPARTMENT  
DATE: JULY 25, 2001  
SUBJECT: CIVIC CENTER REHABILITATION PROJECT

As most of you know, our Civic Center is receiving a facelift. The first element to the project occurred last Monday when City Council, Civic Center Authority and Library Board members officially "tore down" the corner sign. The following day, it was completely removed and a temporary identification sign was put up for the interim.

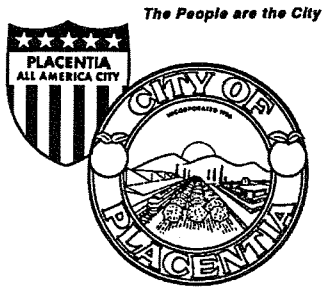
Tomorrow, Thursday, July 26, work will commence on the exterior of the building. Trellis and fascia board replacement will be done beginning early in the morning. This first phase of work will not impede you from entering and exiting the building from the main doors, nor will it require alternative parking. Ladders and scaffolding will be in and around the trellis area and building edges, so just watch your step. As we move further into the project, employees will be notified well in advance of any work being completed that WILL AFFECT entrances and parking. Again, this first phase that begins tomorrow will not require alternate entrances or parking arrangements. We will notify employees when we move into a phase where side doors must be utilized while work is being done to the main entrances.

The scope of the rehabilitation effort includes the demolition of concrete in and around the Civic Center, installation of pavers, removal and replacement of tile and signage, painting of all buildings, removal of fountains, the rehabilitation of the bell tower as well as landscaping improvements. We aim to have a completion ceremony in mid-November.

Please do not hesitate to contact myself or others in Public Works should you have any questions regarding this matter. Thank you, in advance, for your cooperation and understanding as we work to enhance our facilities!



KRISTIN GUNDEL  
MANAGEMENT ANALYST  
(714) 993-8245



# City of Placentia

## Press Release

***For Immediate Release***  
July 12, 2001

**Contact: Robert D'Amato**  
**City of Placentia**  
**714/993-8117**

PLACENTIA – Monday, July 16, 2001 at 4:00 p.m., Placentia City Council, Placentia Civic Center Authority Members, and the Placentia Library Board will kick off the Civic Center Rehabilitation project by beginning the tear down of the monument sign at the corner of Chapman and Kraemer Blvd.

The Placentia Civic Center, which includes City Hall, the Police Department and the Placentia Library, will receive a significant face-lift over the next few months. The major project elements involve the demolition of concrete in and around the Civic Center, installation of pavers, removal and replacement of tile and signage, removal of fountains, the rehabilitation of the bell tower as well as landscaping improvements. This is the first major rehabilitation of the facility since its construction in 1973. The completion and rededication of the Civic Center is anticipated to take place in mid-November.

The kick-off – or “tear down” – of the corner monument sign will take place at the corner of Chapman Ave. and Kraemer Blvd., 401 - 411 E. Chapman Avenue. For further information, please contact Placentia Administration at (714) 993-8117.

-- end --

TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Library Assistant *KM*  
DATE: August 15, 2001  
SUBJECT: **Safety Committee report for July**

There was no safety committee meeting in July. The next meeting is scheduled for Thursday, August 23, 2001 at 9:15 A.M.

