

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

October 17, 2001

**Library Conference Room
Minter**

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

October 17, 2001

4:30 P.M.

(Unusual Meeting Time)

Library Conference Room

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

To accomplish this goal the Library:

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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

- 4:30 *pl Shaban*
1. Roll Call Administrative Assistant
 2. Adoption of Agenda *Wood / Bean*

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 September 16, 2001 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

diff / bio

- 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.

*Ceremonies - John (my) Williams
Sends: 4:32 pm.*

*Advocate
Meyers*

- 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.

*Sends - new
Dues - early in Dinner Receipt.*

*Henry Pardo -
Stage cont. side*

Presentation of Certificates of Appreciation for Summer Reading Program Teen Volunteers.

Discussion and designation of a memorial for Cynthia McClain.

Peggy +

-Thurs. Nov 15 7:15 pm St. Josph.

- 7. Library Director Report

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

*ELL1 - bldg renovation
Friends
New lib system
Build issi*

- 8. Friends of Placentia Library Board of Directors Report

*Sandra
not there*

*Peggy
4:45 pm*

CLAIMS (Items 9 - 12)

Start / Done

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4152, 4154 and 4155 forwarded by Library Director for a total of \$7,398.75 during this report period.

11. Current Claims and Payroll (Approve)

Claims 4156, 4157, 4158, 4159, 4160 and 4161 for a subtotal for Claims of \$23,311.57; and Payrolls 4162 for \$26,961.00, 4163 for \$26,961.00, and 4164 for \$26,961.00 for a subtotal for Payrolls of \$80,883.00; with a combined total of Claims and Payroll of \$104,194.57.

12. FY2001-2002 Cash Flow Analysis through October 17, 2001 and recommendation to transfer funds. (will be distributed at the Board Meeting) (Receive & File and Approve)

\$ 75,000

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

13. Financial Reports for September 2001 (will be distributed at the Board Meeting) (Receive & File)
14. Office General Ledger & Check Registers for September 2001 (Receive & File)
15. Acquisitions Report for September 2001 (Receive & File)
16. Collection Agency Report for September 2001 (Receive & File)
17. Debit Card System Reimbursement Report for September 2001 (Receive & File)
18. Gifts Report for September 2001 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 29)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 29 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for September 2001 (Receive & File)
20. Personnel Report for September 2001 (Receive, File, and Ratify Appointments)
21. Volunteer Report for September 2001 (Receive & File)
22. Circulation Report for September 2001 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
24. Status Report on Fire Extinguisher Day (Receive & File)
25. Notice from the Independent Special Districts of Orange County (ISDOC) of its quarterly meeting on Thursday, October 25, 2001 at 11:30 A.M. at the Municipal Water District of Orange County Headquarters, 10500 Ellis Avenue, Fountain Valley (Receive & File)
26. Placentia Civic Center Authority Minutes of August 15, 2001, the Agenda for the Annual Meeting of the Placentia Civic Center Authority scheduled for October 10, 2001, and the Fiscal Year 2000-2001 Audit for the Placentia Civic Center Authority (Receive & File)
27. Fiscal Year 2001-2002 Assessed Values and Estimated 2001-2002 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller (Receive & File)
28. Fiscal Year 2000-2001 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)
29. California Library Outlets Survey 2000-2001 for Placentia Library District as submitted to the California State Library on September 26, 2001 (Receive & File)

CONTINUING BUSINESS

30. Discussion of Civic Center Authority Remodeling Project funding issues

Presentation: Library Board President
Recommendation: Give direction for future action.

*dest
Civic Center agreement
to all but 1st.*

NEW BUSINESS

(No items of New Business)

STAFF REPORTS (Items 31 - 36)

Items 31 – 36 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.

- 31. Program Committee Report for September 2001 (Roberts)
- 32. Children's Services Report for September 2001 (Smith)
- 33. Placentia Library Literacy Services Report for September 2001 (Roberts)
- 34. Placentia Library Web Site Report for September 2001 (Frizell)
- 35. Publicity Materials Produced in September 2001. (Rakos)
- 36. Safety Committee Minutes for September 2001 (Matas)

ADJOURNMENT

- 37. Agenda Preparation for the November Regular Meeting, which will be held on Wednesday, November 21, 2001 at 4:30 P.M.

- 38. Review of Action Items.

*Credit Card.
Manual system. Time of this Bel next.*

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

- 39. Adjourn

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

I, Elisa Herrera-Thomas, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 17, 2001 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, October 10, 2001.

Elisa Herrera-Thomas



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 16, 2001**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 16, 2001 at 2:00 P.M..

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

Members Absent: Trustee Peggy Dinsmore.

Others Present: Administrative Assistant Elisa Herrera-Thomas; and Technical Services Manager Julie Shook.

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

AYES: Braun, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

MINUTES It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the August 15, 2001 Regular Meeting as printed.

AYES: Braun, Shkoler, Wood

NOES: None

ABSTAIN: Stark

ABSENT: Dinsmore

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

PRESIDENT'S REPORT President Shkoler reported that the Business and Professional Women's Organization of Orange County nominated Orange County Supervisor Cynthia Coad as the 2001 Business Woman of the Year. In addition to this nomination, Lisa Andrews will also be honored as the Outstanding Young Professional of the Year. President Shkoler announced that the Library Board of Trustees received an invitation to attend the awards ceremony on October 17, 2001.

TRUSTEE'S REPORT Trustee Stark reported that she had recently attended the Special Districts Workers Compensation Authority (SDWCA) Board of Director's Meeting in Bakersfield.

Trustee Wood reported that the Foundation's Major Gifts Committee is preparing several solicitations.

**LIBRARY
DIRECTOR
REPORT**

Library Director Minter reported that a Police and Fire Recognition Breakfast will be held by the Chamber of Commerce on October 25, 2001. Library Director Minter also reported that the Placentia Heritage Day Parade will be held on October 13, 2001. Public Services Manager/Literacy Coordinator Jim Roberts has arranged a place for the Library Board of Trustees in the parade. Library Director Minter asked the Trustees attending the California Special District Association in Sacramento to attend the Worker's Compensation and Risk Management workshops so that the District could get the attendance credits.

CLAIMS

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4135, 4136, 4137, 4138, 4139 and 4140 for a total of \$28,001.23.

Current Claims and Payroll: Claims 4141, 4142, 4143, 4144, 4145, 4146, 4147, 4148 and 4149 for \$65,168.30. Payroll Claims 4150 for \$26,961.00 and 4151 for \$26,961.00 for a subtotal of \$53,922.00. The combined total for all Claims and Payroll claims was in the amount of \$119,090.30.

FY2001-2002 Cash Flow Analysis through September 16, 2001 with recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

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

Financial Reports for August 2001

Office General Ledger & Check Registers for August 2001

Acquisitions Report for August 2001

Collection Agency Report for August 2001

Debit Card System Reimbursement Report for August 2001

Gifts Report for August 2001

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19-30:

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

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

Volunteer Report for August 2001 (Receive & File)

Circulation Report for August 2001 (Receive & File)

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

Proofs of Publication from the Placentia News Times for the Notice of Public Hearing for the Proposed Fines & Fees Schedule Published on August 9, 2001 and the Notice of Public Hearing for the Proposed Budget published on August 9, 2001 (Receive & File)

Status Report on Fire Extinguisher Day (Receive & File)

Letter of Understanding from Jeffery P. Thompson, JD, Walsh & Decluse, LLP dated August 23, 2001, who advising Placentia Library District in a current employment matter upon Recommendation of the Special District Risk Management Authority (Receive & File)

Library of California Board Actions, August 15-16, 2001 (Receive & File)

Certification of Eligibility and Funding and Statement of Intent for Fiscal Year 2001-2002 for the California Library Literacy Services (Receive & File and Ratify Submission)

Placentia Civic Center Authority Minutes of June 14, 2001 and Agenda for August 15, 2001 (Receive & File)

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

**LEGISLATIVE
ISSUES**

Library Director Minter recommended that a directive for future action be determined at this time regarding the Legislative Issues for Fiscal Year 2001-2002.

**CIVIC CENTER
AUTHORITY**

The Board discussed the budget and financing issues and requested that this item be carried forward to the October Board Meeting.

**PLACENTIA
HISTORY ROOM**

It was moved by Trustee Wood, Seconded by Secretary Braun to approve the motion to establish Mondays and Wednesdays from 6:00 to 9:00 P.M. as the hours for public access for the Placentia History Room.

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

STAFF REPORTS

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

Program Committee Report for August 2001.

Children's Services Report for August 2001.

Placentia Library Literacy Services Report for August 2001.

Placentia Library Web Site Report for August 2001.

Publicity Materials produced for August 2001.

Safety Committee Minutes for August 2001.

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

OCTOBER MEETING

The October Regular Library Board Meeting will be held on Wednesday, October 17, 2001 at 4:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 16, 2001 adjourned at 4:17 P.M.

Geoff Braun, Secretary

Friends of Placentia Library Board Meeting October 1, 2001

The meeting was called to order by President, Pat Irot. The following Directors were present: Pat Irot, Jan Schwartzkopf, Renee Scott, Camille Himes, Barbara Hemmerling, Virginia Walker, Jill Botha, Eleanor Rankin and Marge Horrocks. Elizabeth Minter, and Jillian Rakos represented the staff.

The minutes of the September 4 board meeting were approved as read. The treasurer reported a balance of \$11,856.52. There were no bills to be paid.

Elizabeth introduced Sandra Murray. She is the Library's Senior Reference Supervisor. Sandra presented the name of Dorene Ludwig for our consideration as speaker at our March 2, Author's Luncheon. She is a published author and performs American Living History Theater. Considerable discussion took place as the Director's looked through material explaining the format. A motion was made by Pat Irot, seconded by Renee Scott, to invite Dorene Ludwig to present The Crossing, the Story of the Pioneers at a cost not to exceed \$600. The motion was carried. Plans are to gather at 9:30 A.M., speaker at 10 A.M., lunch at 11:45 P.M. or noon. Jill and Marge will be in charge of the menu.

Jan Schwartzkopf and Pat Irot met to discuss and plan for a Volunteer Recruitment campaign. This will start after the first of the year.

Second Sunday Book Sale: Renee will contact a charity to pick up discarded books at the end of the October sale.

Library's Alive: Jim reported that all is in place and he is in contact with Gail Tsukiyama. The format will be the same as last year: lunch, meeting with students, dinner, presentation in Council Chambers.

Director's Report:

- 1) Cindy McClain is comatose, and residing at Standford University.
- 2) Donor's Reception will be Friday, November 16
- 3) Chamber of Commerce mixer will be on the third Wednesday in April. Friends will be asked to help in some way.
- 4) Cash register is back in order.
- 5) Jim Roberts wrote a grant that will give \$61,000 to restructure and renovate the Literacy area.
- 6) The History Room will open on November 3, with Pat Irot, Marie Schmidt, and Pat Jerthberg in charge.

- 7) The Library will be weeding out MANY books in the near future. It was decided the Friends did not want the non-fiction, except for biography. They will look through the fiction titles.

President's Report:

- 1) Press release sent to local papers to inform the community of the many services and monetary ways we support the Patrons and other residents.
- 2) Publicity to News-Times about our Second Sunday Sale.
- 3) The Friends are recipients of a \$1000.00 grant from Wells Fargo Bank. Pat Irot wrote the grant request. She will attend the presentation on October 30.
- 4) Christmas 2001 has received a donation of \$100.00 from a life member.

The next board meeting will be Monday, November 5, 2001 at 7 P.M.

Barbara Hemmerling, Secretary

Placentia Library Board Calendar

October 2001 - September 2002

Oct 2001

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Nov 2001

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Jan 2002

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Feb 2002

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October

- 1 7:00 PM Friends Board Meeting, Dinsmore
- 10 8:00 AM Civic Center Authority Annual Meeting, Conference Room, City Hall
- 13 9:00 AM Heritage Parade
- 17 4:30 PM Library Board
- 24 7:00 PM Foundation Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 5 7:00 PM Friends Board Meeting, Stark
- 9 6:00 PM Camp Library
- 11 Library Closed for Veterans Day
- 16 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 21 4:30 PM Library Board
- 22 Library Closed for Thanksgiving

December

- 3 7:00 PM Friends Board Meeting, Braun
- 7 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 19 7:30 PM Library Board Meeting

January

- 7 7:00 PM Friends Board Meeting, Wood
- 16 7:30 PM Library Board Meeting
- 17 5:30 PM Chamber Mixer
- 18 ALA Midwinter Meeting, New Orleans, through Jan 23
- 23 7:00 PM Foundation Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 12 10:42 AM Public Library Association Conference, Phoenix, through March 16

Apr 2002

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Placentia Library Board Calendar

October 2001 - September 2002

Oct 2001						
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Jan 2002						
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Mar 2002						
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March

- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 1 7:00 PM Friends Board Meeting, Stark
- 14 National Library Week begins, through April 20

- 15 6:30 PM Friends Annual Meeting
- 17 7:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 6 7:00 PM Friends Board Meeting, Braun
- 15 7:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 26 3:36 PM Library Closed for Monday Holiday
- 27 Library Closed for Memorial Day

June

- 3 7:00 PM Friends Board Meeting, Wood
- 13 2:35 PM ALA Annual Conference, Atlanta, through June 19
10:39 AM American Librery Association, Atlanta, through June 19
- 19 7:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 17 7:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast
- 18 IFLA Conference, Glasgow, through Aug 24
- 21 7:30 PM Library Board Meeting

August

September

- 1 Library Closed for Monday Holiday
- 2 Library Closed for Labor Day
- 9 7:00 PM Friends Board Meeting, Shkoler
- 18 7:30 PM Library Board Meeting

Apr 2002						
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May 2002						
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Sep 2002						
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PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 17, 2001

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elisa Herrera-Thomas

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
October 17, 2001

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	September 18, 2001	4152*	4,104.85
	October 1, 2001	4154	1,310.44
	October 1, 2001	4155	1,983.46
		TOTAL	7,398.75

* Claim 4153 was voided.

Prepared by : Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/18/01
REPORT NO 4152

pd 9/26/01

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
Consolidated Reprographics P.O. Box 513865 Los Angeles, CA 90051-3865	9-13-01 504184		1800	00		105.54		
N19932 Ameritas Life Insurance Corp. 5900 "O" Street P.O. Box 81889 Lincoln, NE 68501-1889	9-10-2001 010-19000-05435		0300	00		233.30		
N050301 AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	9-1-01 0508471510001		0700	00		52.64		
	9-3-01 0519486767001		0700	00		15.85		
						68.49		
N03645A Blue Shield of California File 55331 Los Angeles, CA 90074-5331	9-12-01 Group Number VH1181		0300	00		3,267.35		
3752 Pacific Bell Payment Center Can Nuys, CA 91388-0001	9-4-01 7145248408		0700	05		44.87		
	9-7-01 3352532062		0700	01		385.30		
						430.17		

The claims listed above (totaling \$4104.85) 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.

[Signature]

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

Agenda Item 10
10/01/01 Page 3 of 4
4154

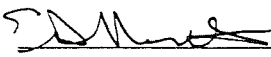
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	7142231698		0700	01		254.18		
N05030I AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	9-16-01 0182971115001		0700	00		7.32		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	9-24-01 312083-9		2800	00		506.38		
Consolidated Reprographics P.O.Box 513865 Los Angeles, CA 90051-3865	9-13-01 504184		1800	00		105.54		
N09141 Dick's Lock & Safe 111 W. Chapman Avenue Placentia, CA 92870	9-21-01 85118 9-19-01 85121		1400	00		82.50 48.91 131.41		
N15508 Cosmolink 3030 Saturn Street, Suite 204 Brea, CA 92821	9-8-01 200109-25		0700	02		19.95		
N04780B The Orange County Register P.O.Box 30217 Los Angeles, CA 90030-0217	9-16-01 70000475		2400	04		77.66		
N03646 VSP P.O.Box 45210 San Francisco, CA 94145-5210	9-21-01 120996030001		0300	00		208.00		

The claims listed above (totaling \$1,310.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

**LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT**

DATE
REPORT NO

10/01/01 Page 4 of 4
4155

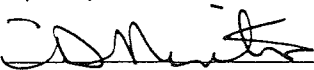
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N20042 Fortis Benefits P.O.Box 806644-1 Kansas City, MO 64180-6644	10-1-01 4027912-1		0300	00		44.95		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870	9-30-01 SSN#557-46-8389		1900	01		461.64		"2"
			1900	01		143.28		"2"
						604.92		
N25209 Sandra Chavez 955 S. Melrose Street, #A Placentia, CA 92870	9-30-01 SSN#625-56-6333		1900	01		260.46		"2"
N25348 Ana Maria Garcia 1962 W. La Palma Avenue Anaheim, CA 92801	9-28-01		1900	01		274.80		"2"
			1900	01		123.66		"2"
						398.46		
N25210 Nicasia Navarrete 840 W. La Jolla, Apt. 8H Placentia, CA 92870	9-28-01 SSN# 626-24-0418 9-27-01		1900	01		286.40		"2"
			1900	01		257.52		"2"
						543.92		
N25795 Jillian Rakos 360 S. Timiken Road Anaheim Hills, CA 92808	9/14/01-9/24/01		2700	01		109.36		
Elisa Herrera-Thomas 4550 Via Corzo Yorba Linda, CA 92886	9/11/01-9/20/01		2700	01		21.39		

The claims listed above (totaling \$1,983.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 17, 2001

TYPE	REPORT NUMBER	AMOUNT
Regular	4156	3,816.65
	4157	3,723.42
	4158	1,142.31
	4159	1,661.64
	4160	9,381.55
	4161	3,586.00
Subtotal for Regular		23,311.57
Payroll	4162	26,961.00
	4163	26,961.00
	4164	26,961.00
Subtotal for Payroll		80,883.00
TOTAL CURRENT CLAIMS & PAYROLL		104,194.57

Prepared by: Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/03/01
REPORT NO 4156

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
N09220A Jim Roberts 3474 Whistler Avenue El Monte, CA 91732	9-20-01		2700	04		111.09		
Geoff Braun 115 Primrose Avenue Placentia, CA 92870	9-20-01		2700	02		33.62		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	7/17/01-10/1/01 (Petty Cash Check)		1000	00		155.59		
			1800	00		18.68		
			1803	00		136.31		
			2400	00		48.00		
			2700	00		295.00		
			2700	01		992.60		
			2700	02		863.00		
			2700	03		177.52		
			2700	04		86.88		
			2700	08		201.50		
						2,975.08		
N25349 Saundra C. Gutierrez 1636 Orchard Drive #H Placentia, CA 92870	9-30-01 SS#616960747		1900	01		485.44		"2"
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870	9-30-01		1900	01		90.00		"2"
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	9-17-01 7145288236 9-17-01 714-528-1906		0700	01		16.83		
			0700	00		104.59		
						121.42		

The claims listed above (totaling \$3,816.65) 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	
Book Wholesalers, Inc. 1847 Mercer Road Lexington, KY 40511	8-31-01 1148918		2400	01		117.80			
	9-6-01 1151885		2400	01		93.40			
	9-12-01 1154694		2400	01		84.42			
	9-19-01 1158819		2400	01		39.96			
	9-27-01 1164197		2400	01		57.47			
						393.05			
	N06686G Dept 56-6183976509 Office Depot Credit Plan P.O.Box 9020 Des Moines, IA 50368-9020	9-21-01 Acct# 6011566183976509		1800	00				1,306.88
	Adhesive Brokers 1342 Bell Avenue, Suite 3H Tustin, CA 92780-6440	9-26-01 1734-1		1800	00				99.64
1734			1800	00		568.85			
						668.49			
N21533 Kelly Paper 1405 Sunkist Street Anaheim, CA 92806	9-24-01		1800	00		146.74			
	205236								
N03660 Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870	9-2001		2700	01		6.21			
	9-21-01		2700	00		644.90			
	CSDA Conf,					651.11			
Alice Kuo 419 E. Broadway #L San Gabriel, CA 91776	9-2001		2700	01		26.00			
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	October 2001 062758		1400	00		1,100.00			

The claims listed above (totaling \$3,723.42) 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

Page Total

3,723.42

~~LOCAL~~ GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/01
REPORT NO 4158

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
Ingram Library Services P.O.Box 502779 St. Louis, MO 63150-2779	9-21-00							
	71312137		2400	01		19.01		
	10-12-00							
	71639880		2400	01		50.72		
	10-23-00							
	71831202		2400	01		16.97		
	11-20-00							
	72276921		2400	01		37.87		
	12-11-00							
	72635543		2400	01		73.29		
	72635544		2400	01		69.96		
	9-10-01							
	76349184		2400	01		20.29		
	76345891		2400	01		124.43		
	76345892		2400	01		17.85		
	76345893		2400	01		91.67		
	76345894		2400	01		21.68		
	76345895		2400	01		16.37		
	76345896		2400	01		25.69		
	76345897		2400	01		18.70		
	76345898		2400	01		18.70		
	9-12-01							
	76382307		2400	01		21.96		
	76377750		2400	01		143.07		
	76377751		2400	01		30.27		
	76377752		2400	01		17.96		
	76377753		2400	01		6.83		
	76377754		2400	01		21.16		
	9-19-01							
	76464429		2400	01		14.98		
76469863		2400	01		21.00			
76469864		2400	01		19.38			
76469865		2400	01		31.14			
76469866		2400	01		38.16			
76469867		2400	01		153.20			
					1,142.31			

The claims listed above (totaling \$1,142.31) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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
N03648B Special T Water Systems 11934 Washington Blvd. Whittier, CA 90606	10-1-01 055025		1800	00		26.00		
N21086B Grey House Publishing P.O.Box 860 185 Millerton Road Millerton, NY 12546	8-21-01 275837 9-24-01 282026		2400	01		178.50 144.50 323.00		
N04953 McGraw Hill Companies P.O.Box 4190 Los Angeles, CA 90096-4190	9-26-01 P079711101		2400	01		56.40		
N03845A Marshall Cavendish Corporation 99 White Plains Road P.O.Box 2001 Tarrytown, NY 10591-9001	9-20-01 563807		2400	01		65.17		
N03832 Books On Tape, Inc. P.O.Box 7900 Newport Beach, CA 92658	9-20-01 4579851P		2400	05		182.75		
N03940 Gaylord Bros. P.O.Box 4901 Syracuse, NY 13221-4901	9-6-01 137664 9-11-01 139176		1800	00		36.65 477.24 513.89		
N03833 Brodart Co. P.O.Box 3488 Williamsport, PA 17705	9-7-01 210813		2400	02		242.12		
N06579B The Gale Group 27500 Drake Road Farmington Hills, MI 48331-3535	3-15-01 10605463 9-7-01 10981757		2400	01		125.93 126.38 252.31		

The claims listed above (totaling \$1,661.64) 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
Culture Grams 1305 N. research Way, Bldg. K Orem, UT 84097-6200	9-17-01 CG233065		2400	01		159.74		
N22769 ABN AMRO, Incorporated c/oLaSalle National Leasing 135 S. LaSalle St., Dept.3859 Chicago, IL 60674-3859	9-18-01 156219		2200	00		7,366.79		
N06569 Demco, Inc. P.O.Box 8048 Madison, WI 53708-8048	9-18-01 465235		1800	00		45.85		
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92870	10-8-01 54579		2800	00		5,964.66		
						-5,321.46		
						643.20		
						650.52		
						107.50		
			1400	00		758.02		
						1,401.22		
N06819A American Library Association 155 North Wacker Drive Chicago, IL 60606	9-1-01 8465171		2400	01		119.80		
N03653 Bear State 3548 Enterprise Drive Anaheim, CA 92807-1640	9-12-01 01-09-1112		1400	00		273.15		
N15508 Cosmolink Internet Services 3030 Saturn Street, Suite 204 Brea, CA 92821	9-8-01 200109-29		0700	02		15.00		

The claims listed above (totaling \$9,381.55 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

9,381.55

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

10/17/01
4161

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
Paper and Ribbon Supply Co., Inc. 29 Olney Ave., Bldg 35, Unit B Cherry Hill, NJ 08003	9-10-01 128665		1800	00		51.73		
Image Concepts 911 Powel Court Costa Mesa, CA 92626	9-6-01 2355		1800	08		3,032.82		
University Products, Inc. P.O.Box 101 517 Main Street Holyoke, MASS 01041	9-14-01 693515-01		1800	00		130.24		
N06557 Care Resources, Inc. 9550 Warner Avenue, Ste.228 Fountain Valley, CA 92708	10-1-01		1900	00		35.00		
N03656 Pacific Clippings P.O.Box 11789 Santa Ana, CA 92711	9-28-01 Sept. Service 332		1900	00		37.71		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O.Box 66012 Anaheim, CA 92816	9-30-01 00297		1900	00		105.00		
N04780B The Orange County Register File 56017 Los Angeles, CA 90074-6017	9-30-01 Acct#0039993004		2400	04		175.50		
N14905 S. CA. Library Literacy Network, Inc. City of Santa Fe Springs Memo: Literacy/SCLLN Jerry Edwards Santa Fe Springs City Library 11700 Telegraph Road Santa Fe Springs, CA 90670	9-13-01		1600	08		18.00		

The claims listed above (totaling \$3,586.00) 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

3,586.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

10/17/01
4162

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	October 17, 2001 Pay period #9 October 19, 2001 November 1, 2001		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 1, 2001								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

26,961.00

Placentia Library District
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	October 17, 2001 Pay period #10 November 2, 2001 November 15, 2001		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 15, 2001								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

26,961.00

Placentia Library District
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	October 17, 2001 Pay period #11 November 16, 2001 November 29, 2001		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 29, 2001								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

26,961.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: October 17, 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 2001-2002 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

In order to have a sufficient fund balance to cover claims presented before the November Board Meeting, I am recommending that \$75,000 be transferred to Fund 707 (General Fund) from Fund 706 (Bond Redemption). This represents a total fund transfer of \$75,000 as compared with \$85,000 in Fiscal Year 2000-2001.

RECOMMENDATION:

1. Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through October 17, 2001.
2. Authorize transfer of \$75,000 from Fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2002.

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			323,782.14
06/26/01	4111	Payroll #1 to transfer July 12, 2001		26,705.00	297,077.14
06/26/01	4112	Payroll #2 to transfer July 26, 2001		26,705.00	270,372.14
06/26/01	4113	General by Library Director		5,279.54	265,092.60
07/02/01	4114	General by Library Director		1,134.96	263,957.64
07/02/01	4115	General by Library Director		3,503.60	260,454.04
07/12/01	4116	General by Library Director		2,064.85	258,389.19
07/12/01	4117	General by Library Director		458.66	257,930.53
07/17/01		Reverse Interest Admin Fee Jun 2001		(42.11)	257,972.64
07/18/01	4118	General		24,254.82	233,717.82
07/18/01	4119	General		8,305.80	225,412.02
07/18/01	4120	General		1,128.82	224,283.20
07/18/01	4121	General		1,750.32	222,532.88
07/18/01	4122	General		3,102.98	219,429.90
07/18/01	4123	Payroll to wire August 9, 2001		26,705.00	192,724.90
07/18/01	4124	Payroll to wire August 23, 2001		26,705.00	166,019.90
07/19/01		Secured #8	12,031.41	30.08	178,021.23
07/19/01		Supplemental #1	1,745.23		179,766.46
07/23/01		Delinquent Supplemental	1,302.90		181,069.36
07/23/01	4125	General by Library Director		4,912.46	176,156.90
07/24/01		Teeter Secured Current Delinquent	13,876.41		190,033.31
07/24/01		Library Passport Revenue, Jul	4,314.83		194,348.14
07/24/01		Library Revenue, Jul	1,746.57		196,094.71
07/26/01		Supplemental Prior	1.59		196,096.30
07/27/01		Interest Jun		42.11	196,054.19
07/31/01		Canceled out-of-date checks, Dec.	36,449.18		232,503.37
08/02/01		Library Passport Revenue, Jul	2,683.89		235,187.26
08/02/01		Library Revenue, Jul	848.86		236,036.12
08/06/01	4126	General by Library Director		2,281.92	233,754.20
08/06/01	4127	General by Library Director		2,397.42	231,356.78
08/15/01		Supplemental 1st	1,065.31		232,422.09
08/15/01	4128	General		2,185.13	230,236.96
08/15/01	4129	General		1,861.85	228,375.11
08/15/01	4130	General		2,061.77	226,313.34
08/15/01	4131	General		3,170.61	223,142.73
08/15/01	4132	General		559.13	222,583.60
08/15/01	4133	Payroll to wire September 6, 2001		28,058.00	194,525.60
08/15/01	4134	Payroll to wire September 20, 2001		26,961.00	167,564.60
08/16/01	4135	General by Library Director		6,846.89	160,717.71
08/17/01		Library Passport Revenue, Aug	2,665.70		163,383.41
08/17/01		Library Revenue, Aug	960.77		164,344.18
08/20/01	4136	General by Library Director		8,716.09	155,628.09
08/28/01	4137	General by Library Director		1,433.99	154,194.10
08/28/01	4138	General by Library Director		4,658.72	149,535.38
08/31/01		Interest Jul	1,275.95	34.52	150,776.81
09/04/01	4139	General by Library Director		2,967.03	147,809.78
09/06/01		Library Revenue Aug	4,162.40		151,972.18
09/06/01		Library Passport Revenue Aug	1,090.05		153,062.23
09/06/01	4140	General by Library Director		3,378.51	149,683.72
10/10/01	09/16/01	4141	General	847.71	148,836.01

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/16/01	4142	General		8,637.22	140,198.79
09/16/01	4143	General		7,029.04	133,169.75
09/16/01	4144	General		3,720.34	129,449.41
09/16/01	4145	General		3,203.02	126,246.39
09/16/01	4146	General		3,796.27	122,450.12
09/16/01	4147	General		1,134.31	121,315.81
09/16/01	4148	General		900.39	120,415.42
09/16/01	4149	General		35,900.00	84,515.42
09/16/01	4150	Payroll to wire October 4, 2001		26,961.00	57,554.42
09/16/01	4151	Payroll to wire October 18, 2001		26,961.00	30,593.42
09/18/01	4152	General by Library Director		4,104.85	26,488.57
09/20/01		Unsecured 1st	51,992.00	129.98	78,350.59
09/20/01		Supplemental # 2	3,453.58		81,804.17
09/21/01		Interest Aug 01	1,035.40	29.29	82,810.28
10/01/01	4154	General by Library Director		1,310.44	81,499.84
10/01/01	4155	General by Library Director		1,983.46	79,516.38
10/04/01		Reverse Canceled Check (Pension Fund)		36,449.18	43,067.20
10/17/01	4156	General		3,816.65	39,250.55
10/17/01	4157	General		3,723.42	35,527.13
10/17/01	4158	General		1,142.31	34,384.82
10/17/01	4159	General		1,661.64	32,723.18
10/17/01	4160	General		9,381.55	23,341.63
10/17/01	4161	General		3,586.00	19,755.63
10/17/01	4162	Payroll to wire Nonember 1, 2001		26,961.00	-7,205.37
10/17/01	4163	Payroll to wire Nonember 15, 2001		26,961.00	-34,166.37
10/17/01	4164	Payroll to wire Nonember 29, 2001		26,961.00	-61,127.37

Placentia Library District
Property Tax Apportionments
Fiscal Year 2001-2002

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 October 17, 2001

	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
31-Jul-01	112,716.71	9,534.45	154,010.92	289,334.16	9,303.61	574,899.85	285,565.69	
31-Aug-01	113,203.85	9,575.66	154,405.14	211,233.74	9,343.81	497,762.20	286,528.46	
30-Sep-01	*	*	*	145,233.28	*	145,233.28	0.00	
31-Oct-01						0.00	0.00	
30-Nov-01						0.00	0.00	
31-Dec-01						0.00	0.00	
31-Jan-02						0.00	0.00	
28-Feb-02						0.00	0.00	
31-Mar-02						0.00	0.00	
30-Apr-02						0.00	0.00	
31-May-02						0.00	0.00	
30-Jun-02						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

* June 2001 figures are preliminary and are subject to change by the Orange County Auditor as the year-end balances are adjusted. Final Fiscal Year 2000-2001 figures will be available in September 2001.

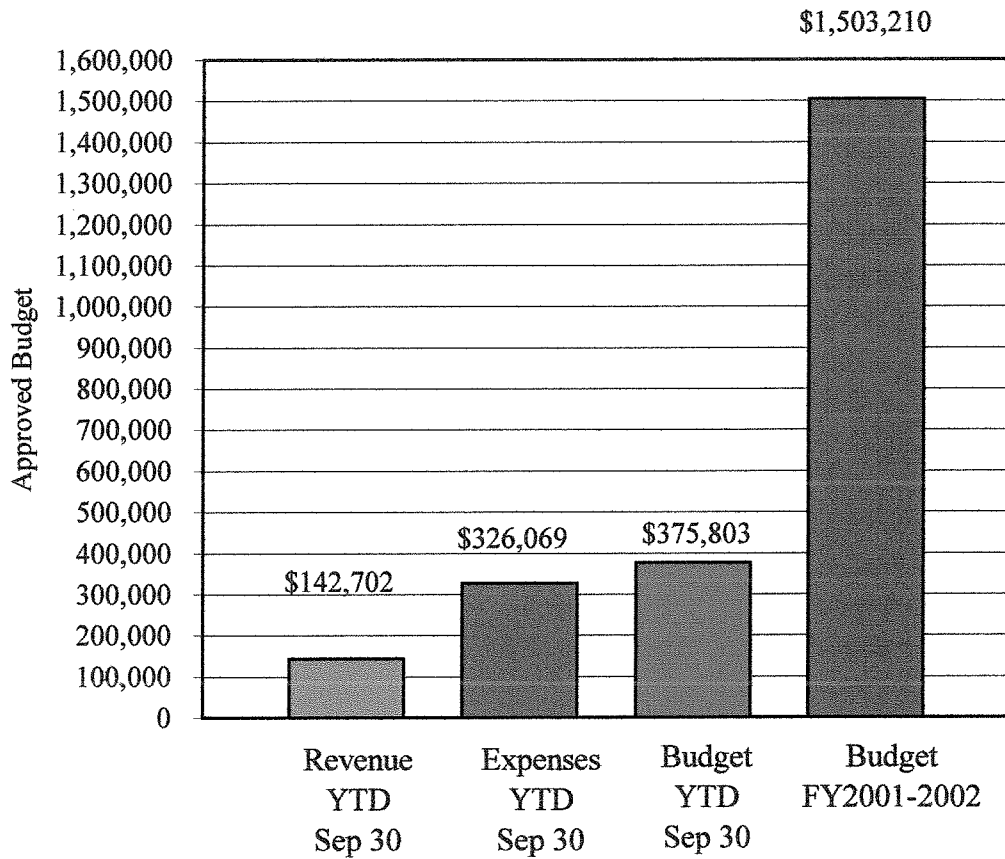
	Fiscal Year 2000-2001						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99	
31-Jul-00	96,171.58	8,957.55	147,823.78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

* The remaining fund balances for September 30, 2001 will be available at the Library Board Meeting

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2001 - 2002

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
6210-00	Prop. Taxes - current secured	993,584	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	23,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	12,500	13,876.41	12,334.14	0.00	0.00	111.01%
	TOTAL PROP. TAXES - CURRENT SECURED	1,029,084	13,876.41	12,334.14	0.00	0.00	1.35%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,992.00	48,209.51	51,992.00	48,209.51	94.53%
6230-00	Prop. Taxes - Prior Secured	12,000	12,031.41	12,028.08	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	12,031.41	12,028.08	0.00	0.00	100.26%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	4,518.89	7,106.51	3,453.58	5,837.89	12.91%
6280-01	Final supplemental for prior years	0	1,746.82	1,592.26	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	35,000	6,265.71	8,698.77	3,453.58	5,837.89	17.90%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,302.90	820.72	0.00	0.00	162.86%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	267.82	0.00	0.00	
	TOTAL TAXES	1,141,634	85,468.43	82,359.04	55,445.58	54,047.40	7.49%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
6610-00	Interest	22,000	2,311.35	2,589.87	1,035.40	4,382.18	10.51%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	2,311.35	2,589.87	1,035.40	4,382.18	10.51%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	11,000	0.00	3,944.38	0.00	3,944.38	0.00%
6970-01	State - CA Foundation Funds	88,826	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	30,000	0.00	0.00	0.00	0.00	0.00%
6970-04	State - Prop 10 Families for Literacy Grant	60,000	0.00	5,000.00	0.00	5,000.00	0.00%
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	0.00%
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER GOVERNMENTAL	209,826	0.00	8,944.38	0.00	8,944.38	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	7,718.60	5,869.67	4,162.40	1,842.18	27.08%
7670-01	Local Revenue -- Passport	85,000	10,754.47	12,145.45	1,090.05	3,643.75	12.65%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	113,500	18,473.07	18,015.12	5,252.45	5,485.93	16.28%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	36,449.18	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,503,210	142,702.03	111,908.41	61,733.43	72,859.89	9.49%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
0100	Salaries & Wages	651,612	150,372.00	145,666.00	51,148.00	45,540.00	23.08%
0200	Retirement (Social Security & Pension Contribution)	93,517	11,467.00	11,232.00	3,871.00	3,486.00	12.26%
	Health & Life Insurance/Blue Shield CA	39,442	6,860.09	11,551.18	2,426.59	5,165.72	17.39%
	Long Term Disability/CNA	3,584	212.65	600.83	0.00	208.54	5.93%
	Life Insurance/Fortis & Protective Life	2,600	164.85	338.80	0.00	254.10	6.34%
	Vision Service Plan/VSP	2,898	700.08	675.47	0.00	230.74	24.16%
	Dental/Ameritas	7,278	1,657.10	1,572.30	233.30	524.10	22.77%
0300	Total Employee Insurance	55,801	9,594.77	14,738.58	2,659.89	6,383.20	17.19%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,600	0.00	918.00	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	807,530	171,433.77	172,554.58	57,678.89	55,409.20	21.23%
0700-00	Communications - Telephone	2,250	1,175.50	481.81	600.54	97.54	52.24%
0700-01	Communications - Modem/Fax	5,500	767.71	1,868.03	17.31	557.39	13.96%
0700-02	Communications - Internet/Database	3,500	722.58	413.24	0.00	324.14	20.65%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	469.81	646.50	215.00	215.50	17.40%
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	57.36	71.06	0.00	0.00	7.17%
	Total Communications	14,750	3,192.96	3,480.64	832.85	1,194.57	21.65%
0900-00	Food - General Fund	150	0.00	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	250	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	66.10	0.00	0.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	400	0.00	66.10	0.00	0.00	0.00%
1000-00	Household Expense	4,500	1,062.24	167.95	1,062.24	89.16	23.61%
1100-00	Insurance - Liability	5,280	5,279.54	5,068.57	0.00	0.00	99.99%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	880.00	3,071.53	880.00	3,071.53	17.60%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,500	4,860.00	6,187.16	4,860.00	2,684.28	38.88%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	(515.43)	
	Total Maintenance of Equipment	17,500	5,740.00	9,258.69	5,740.00	5,240.38	32.80%
	HVAC	2,500	201.00	228.00	0.00	228.00	8.04%
	Carpet Cleaning	3,500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	30,000	2,938.94	4,055.69	729.26	716.16	9.80%
	Plumbing	1,800	167.61	237.93	0.00	237.93	9.31%
	Electrical	1,500	118.77	0.00	44.37	0.00	7.92%
	Cleaning Service	13,700	3,150.00	2,850.00	1,100.00	950.00	22.99%
	Locksmith	200	0.00	146.82	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	234.96	3,127.99	234.96	120.00	4.70%
	Total Maintenance of Building & Grounds	58,200	6,811.28	10,646.43	2,108.59	2,252.09	11.70%
1600-00	Memberships - General Fund	3,750	52.50	253.00	17.50	25.00	1.40%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	157.50	0.00	17.50	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,150	210.00	253.00	35.00	25.00	5.06%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
1800-00	Library Supplies	10,000	4,789.97	1,462.16	898.93	730.77	47.90%
	Printing	9,500	2,794.12	2,918.47	2,388.54	2,411.34	29.41%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	900	1,191.52	403.00	0.00	39.00	132.39%
	Paper	1,700	573.78	348.84	86.68	178.16	33.75%
	Drinking Water Service	325	78.00	77.00	26.00	26.00	24.00%
	Other Office Supplies	8,500	1,445.11	2,504.23	464.56	888.74	17.00%
	Total Office Supply Expense - General Fund	30,925	10,872.50	7,713.70	3,864.71	4,274.01	35.16%
1800-07	ELLI Grant Supply Expense	1,000	0.00	0.00	0.00	0.00	
1803-00	Printing	3,418	0.00	0.00	0.00	0.00	
	Publications	0	649.30	0.00	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	4,200	615.66	1,023.67	615.66	0.00	
	Total Adult Literacy Office Supply Expense	7,618	1,264.96	1,023.67	615.66	0.00	16.60%
1800-09	Supply Expense Families for Literacy	3,000	419.23	0.00	0.00	0.00	
	Total Office Expense	42,543	12,556.69	8,737.37	4,480.37	4,274.01	29.52%
1803-00	Postage Expense - General Fund	4,800	1,511.67	584.56	714.57	60.75	31.49%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	1,511.67	584.56	714.57	60.75	30.85%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
	Care Resources (Employee Assistance)	420	70.00	105.00	35.00	35.00	16.67%
	Pension Contribution & Operating Expenses	7,500	1,176.38	1,238.86	0.00	0.00	15.69%
	Anaheim Consortium Automated Library System	30,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	475	113.13	75.42	37.71	0.00	23.82%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	93.89	79.23	29.29	83.18	1.03%
	Advertising (Including WEB Site)	2,000	0.00	345.80	0.00	0.00	0.00%
	Medical Exams	500	710.00	52.50	105.00	0.00	142.00%
	Collection Services - Accounts Receivable	2,500	626.01	681.75	174.66	357.85	25.04%
	Audit & Accounting Services	5,250	0.00	1,050.00	0.00	0.00	0.00%
	Payroll Preparation	3,000	723.35	733.80	203.85	286.25	24.11%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	9,500	1,644.76	3,886.10	0.00	(1,581.78)	17.31%
1900-00	Total Specialized Services - General Fund	70,245	5,157.52	8,248.46	585.51	(819.50)	7.34%
1900-01	Specialized Services - Partnerships for Change Grant	0	7,293.04	0.00	2,752.11	0.00	
1900-07	Specialized Services - ELLI Grant	13,600	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	0	200.00	475.00	0.00	0.00	#DIV/0!
1900-09	Specialized Services - Families for Literacy	2,000	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	129.98	133.86	129.98	133.86	1.08%
	Total Specialized Services	97,845	12,780.54	8,857.32	3,467.60	(685.64)	13.06%
2000-00	Legal Notices - General Fund	550	0.00	457.92	0.00	259.20	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	550	0.00	457.92	0.00	259.20	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	43,266.79	44,387.75	35,900.00	0.00	35.82%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	11,068.99	9,563.66	3,834.60	(12,794.51)	7.38%
2400-02	Special Department Expense - Video	0	0.00	76.95	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	18,204.97	23,292.30	2,144.63	23,292.30	
2400-04	Special Department Expense - Periodicals	0	335.80	68.04	77.20	0.00	
2400-05	Special Department Expense - Audio	0	3,692.19	563.43	3,382.76	331.76	
2400-07	Special Department Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	6,182	2,282.24	2,915.59	2,282.24	(312.58)	36.92%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	156,182	35,584.19	36,479.97	11,721.43	10,516.97	22.78%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	699.33	164.00	403.00	42.00	27.97%
2700-01	Transportation/Travel - Meetings, Staff Local	4,000	873.69	1,399.47	160.08	724.06	21.84%
2700-02	Transportation/Travel - Meetings, Board Out of Town	600	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	10.00	42.00	10.00	15.00	2.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	250	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	83.84	330.93	10.00	0.00	8.38%
2700-09	Transportation/Travel - Meetings - Families for Literacy	2,000	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,850	1,666.86	1,936.40	583.08	781.06	15.36%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 17, 2001

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 SEP 2001	FY2000-2001 SEP 2000	FY2001-2002 % EXP BUD
2800-00	Electricity	50,000	20,718.14	10,977.17	5,321.46	4,188.72	41.44%
	Gas	7,000	362.10	734.33	0.00	0.00	5.17%
	Water	3,750	1,262.83	893.56	0.00	298.02	33.68%
	Total Utilities	60,750	22,343.07	12,605.06	5,321.46	4,486.74	36.78%
	TOTAL SUPPLIES & SERVICES	599,200	152,005.83	142,987.73	71,967.19	28,494.29	25.37%
3700-00	Taxes, Assessments (Sales Tax)	3,750	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	30,000	2,629.09	4,104.33	0.00	0.00	8.76%
4000-07	Equipment - ELLI Grant	5,142	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Families for Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	37,142	2,629.09	4,104.33	0.00	0.00	7.08%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL EQUIPMENT EXPENSE	37,142	2,629.09	4,104.33	0.00	0.00	7.08%
5200	PROVISION FOR CONTINGENCIES	55,588	0.00	0.00	0.00	0.00	0.00%
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL EXPENSES	1,503,210	326,068.69	319,646.64	129,646.08	83,903.49	21.69%

10/10/01

Placentia Library District
Balance Sheet
As of September 30, 2001

	<u>Sep 30, '01</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,645.96
County Exempt - Savings	881.72
General Fund - Checking	333.64
General Fund - Savings	22,436.45
Literacy Fund - Savings	5,448.45
Payroll Checking	10,915.31
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)	<u>32,500.00</u>
Payroll Savings (Fees)	2,381.32
Payroll Savings (Int CDs)	3,672.56
Total Checking/Savings	<u>80,215.41</u>
Total Current Assets	<u>80,215.41</u>
TOTAL ASSETS	<u><u>80,215.41</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	25,103.67
Total Capital	67,124.99
Net Income	-12,013.25
Total Equity	<u>80,215.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>80,215.41</u></u>

**Placentia Library District
Profit & Loss by Class**

September 2001

10/10/01

	County Exempt Fund	General Fund	Unclassified	TOTAL
Income				
COE Cash Register - Copy Cards	222.00	0.00	0.00	222.00
COE Friends - Summer Reading	7.00	0.00	0.00	7.00
COE Life Insur Suplmt(EDM)	39.88	0.00	-39.88	0.00
COE Meeting Room Income	120.00	0.00	0.00	120.00
COE Passport Chck Reimbursement	950.00	0.00	0.00	950.00
GF Bankcard Deposit	0.00	0.00	-15.00	-15.00
GF Cash Register - Fines	0.00	1,611.96	0.00	1,611.96
GF Cash Register - Lost Items	0.00	336.63	0.00	336.63
GF Cash Register - Reserves	0.00	91.00	0.00	91.00
GF Miscellaneous Income	0.00	50.00	0.00	50.00
GF Passport Revenue	0.00	4,022.80	0.00	4,022.80
GF Rotary	0.00	10.50	0.00	10.50
GF State Library Grants	0.00	5,000.00	0.00	5,000.00
GF Transfers from County	0.00	0.00	49,766.55	49,766.55
PA Interest Inc - CD's	0.00	0.00	44.65	44.65
PA Interest Inc - Savings	0.00	0.00	27.46	27.46
Total Income	1,338.88	11,122.89	49,783.78	62,245.55
Expense				
COE Childn's Strytime (Friends)	450.00	0.00	0.00	450.00
COE Passport Expenses	1,527.25	0.00	0.00	1,527.25
GF Bank Fees	0.00	0.00	26.41	26.41
GF credit card transactions	0.00	-2,068.87	0.00	-2,068.87
GF Household Expenses	0.00	124.78	0.00	124.78
GF Literacy	0.00	50.00	0.00	50.00
GF Literacy Travel	0.00	201.50	21.88	223.38
GF Printing	0.00	0.00	0.00	0.00
GF Registration/trans/travel	0.00	435.00	0.00	435.00
GF Staff Travel	0.00	0.00	65.60	65.60
GF Trustee Travel	0.00	403.00	87.52	490.52
PA Employee Benefits	0.00	0.00	1,575.45	1,575.45
PA Employer Payroll Taxes	0.00	0.00	14,120.43	14,120.43
PA Payroll Processing Fees	0.00	0.00	20,604.89	20,604.89
PA Salaries	0.00	0.00	8,872.25	8,872.25
Total Expense	1,977.25	-854.59	45,374.43	46,497.09
Net Income	-638.37	11,977.48	4,409.35	15,748.46

Placentia Library District
Profit & Loss by Class
July through September 2001

10/10/01

	County Exempt Fund	General Fund	Literacy Fund	Unclassified	TOTAL
Income					
COE Cash Register - Copy Cards	528.90	0.00	0.00	0.00	528.90
COE Copy Machine Income	44.60	0.00	0.00	0.00	44.60
COE Directors Fund (Friends)	847.37	0.00	0.00	0.00	847.37
COE Friends - Summer Reading	7.00	0.00	0.00	0.00	7.00
COE Life Insur Suplmt(EDM)	79.76	0.00	0.00	-119.64	-39.88
COE Meeting Room Income	300.00	0.00	0.00	0.00	300.00
COE Miscellaneous Income	17.20	0.00	0.00	0.00	17.20
COE Passport Chck Reimbursement	5,102.20	0.00	0.00	0.00	5,102.20
COE Staff Appreciation Reimb	396.00	0.00	0.00	0.00	396.00
GF Account Interest (IEC)	0.00	0.00	0.00	0.00	0.00
GF Bankcard Deposit	0.00	0.00	0.00	-82.67	-82.67
GF Cash Register - Fines	0.00	4,797.86	0.00	0.00	4,797.86
GF Cash Register - Lost Items	0.00	1,051.41	0.00	0.00	1,051.41
GF Cash Register - Reserves	0.00	335.10	0.00	0.00	335.10
GF County Reimbursements	0.00	2,727.14	0.00	0.00	2,727.14
GF Debit Card Income	12.05	0.00	0.00	0.00	12.05
GF Miscellaneous Income	0.00	135.00	0.00	0.00	135.00
GF Passport Revenue	0.00	13,117.84	0.00	0.00	13,117.84
GF Rotary	0.00	10.50	0.00	0.00	10.50
GF State Library Grants	0.00	5,000.00	0.00	0.00	5,000.00
GF State Library Reimbursements	0.00	2,863.00	0.00	0.00	2,863.00
GF Transfers from County	0.00	0.00	0.00	156,495.25	156,495.25
GF Typewriter Income	0.00	6.00	0.00	0.00	6.00
PA Interest Inc - CD's	0.00	0.00	0.00	398.73	398.73
PA Interest Inc - Savings	0.00	0.00	0.00	76.52	76.52
Total Income	7,335.08	30,043.85	0.00	156,768.19	194,147.12
Expense					
COE Bank fees	0.00	0.00	0.00	3,532.75	3,532.75
COE Childn's Strytime (Friends)	900.00	0.00	0.00	0.00	900.00
COE Childn's Summer Rdnng Prgm	1,631.00	0.00	0.00	0.00	1,631.00
COE Copier Lease Payments	0.00	0.00	0.00	0.00	0.00
COE Copier Maintenance Contract	482.57	0.00	0.00	0.00	482.57
COE Credit Card Transactions	0.00	1,622.25	0.00	0.00	1,622.25
COE Library Board Expenses	311.95	0.00	0.00	0.00	311.95
COE Life Insurance payment	-39.88	0.00	0.00	0.00	-39.88
COE Passport Expenses	7,520.60	0.00	0.00	277.45	7,798.05
COE Petty Cash Exp to be reimbu	-3,096.75	0.00	0.00	0.00	-3,096.75
COE Staff Appreciation	704.00	0.00	0.00	0.00	704.00
GF Bank Fees	0.00	0.00	0.00	79.19	79.19
GF credit card transactions	0.00	-1,153.87	0.00	0.00	-1,153.87
GF Food	0.00	0.00	0.00	0.00	0.00
GF Household Expenses	0.00	124.78	0.00	0.00	124.78
GF Literacy	0.00	50.00	0.00	0.00	50.00
GF Literacy Travel	0.00	201.50	0.00	21.88	223.38
GF Miscellaneous	0.00	0.00	0.00	55.99	55.99
GF Office Expense	0.00	41.60	0.00	0.00	41.60
GF Postage	101.75	162.70	0.00	3.61	268.06
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	1,649.00	0.00	0.00	1,649.00
GF Staff Travel	0.00	0.00	0.00	65.60	65.60
GF Transfers to County	0.00	0.00	0.00	6,061.40	6,061.40
GF Trustee Travel	0.00	403.00	0.00	87.52	490.52
PA Employee Benefits	0.00	0.00	0.00	8,252.80	8,252.80
PA Employer Payroll Taxes	0.00	0.00	0.00	56,819.58	56,819.58
PA Payroll Processing Fees	0.00	0.00	0.00	60,889.07	60,889.07
PA Salaries	0.00	0.00	0.00	58,240.52	58,240.52
Total Expense	8,515.24	3,179.77	78.00	194,387.36	206,160.37
Net Income	-1,180.16	26,864.08	-78.00	-37,619.17	-12,013.25

Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/10/2001

Cleared Transactions

Previous Balance		236.18
Cleared Checks and Payments	11 Items	-1,651.89
Cleared Deposits and Other Credits	1 Items	2,068.87
Cleared Balance		653.16

Uncleared Transactions

Uncleared Checks and Payments	11 Items	-802.52
Uncleared Deposits and Other Credits	5 Items	881.59

New Transactions

Account Balance as of 10/10/2001 (statement closing date)		732.23
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		732.23

Placentia Library District

Register: General Fund - Checking
 From 09/01/2001 through 09/30/2001
 Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/06/2001			GF credit card transacti...	Deposit			2,068.87	1,737.92
09/13/2001	4358	CSDA	GF Registration/trans/t...	Registration for...	395.00			1,342.92
09/13/2001	4359	CALTAC	GF Registration/trans/t...	Registration for...	10.00			1,332.92
09/16/2001	4360	Elizabeth D Minter	-split-	Plane ticket rei...	604.50			728.42
09/17/2001	4361	Placentia Chamber of...	-split-	Table reservati...	175.00			553.42
09/17/2001	4362	Monterey Glass Com...	GF Household Expenses					553.42
09/18/2001	4363	Home Depot	GF Household Expenses					553.42
09/24/2001	4364	Placentia Chamber of...	GF Literacy	Ten tickets for ...	50.00			503.42
09/26/2001	4366	CALTAC	GF Registration/trans/t...	Registration Fe...	30.00			473.42
09/30/2001	4367	Photo Hall	GF Printing	CSDA Awards ...				473.42

Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/10/2001

Cleared Transactions

Previous Balance		16,545.80
Cleared Checks and Payments	1 Items	-5,252.45
Cleared Deposits and Other Credits	25 Items	10,621.00
Cleared Balance		21,914.35

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	14 Items	2,656.05

New Transactions

Account Balance as of 10/10/2001 (statement closing date)		24,570.40
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		24,570.40

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/10/2001

Cleared Transactions

Previous Balance		3,894.65
Cleared Checks and Payments	25 Items	-2,303.25
Cleared Deposits and Other Credits	13 Items	871.88
Cleared Balance		2,463.28

Uncleared Transactions

Uncleared Checks and Payments	22 Items	-1,344.90
Uncleared Deposits and Other Credits	13 Items	601.07

New Transactions

Account Balance as of 10/10/2001 (statement closing date)		1,719.45
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		1,719.45

Placentia Library District

Register: County Exempt - Checking
From 09/01/2001 through 09/30/2001
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/05/2001	2925	Passport Services	COE Passport Expenses	Benard Setioha...	80.00			2,557.33
09/06/2001	2926	Passport Services	COE Passport Expenses	Roy Jean Drne...	80.00			2,477.33
09/06/2001	2927	Passport Services	COE Passport Expenses	Danny Heng-F...	45.00			2,432.33
09/08/2001	2928	Passport Services	COE Passport Expenses	Claudia Angeli...	25.00			2,407.33
09/08/2001	2929	Passport Services	COE Passport Expenses	Griffin Alexan...	25.00			2,382.33
09/09/2001			COE Passport Chck Re...	Deposit			45.00	2,427.33
09/09/2001	2930	Passport Services	COE Passport Expenses	Miguel Angel ...	25.00			2,402.33
09/09/2001	2931	Passport Services	COE Passport Expenses	Aldo Nuno12-...	45.00			2,357.33
09/09/2001	2932	Passport Services	COE Passport Expenses	Antonio Cabrill...	80.00			2,277.33
09/09/2001	2933	Passport Services	COE Passport Expenses	Moria Cercea 2...	209.80			2,067.53
09/10/2001			COE Passport Chck Re...	Deposit			335.00	2,402.53
09/10/2001			COE Friends - Summer...	Deposit			7.00	2,409.53
09/11/2001			COE Passport Chck Re...	Deposit			45.00	2,454.53
09/13/2001			COE Passport Chck Re...	Deposit			45.00	2,499.53
09/13/2001	2936	Passport Services	COE Passport Expenses	Natasha Byrd 1...	45.00			2,454.53
09/13/2001	2937	Passport Services	COE Passport Expenses	Kaelyn Jocelyn...	25.00			2,429.53
09/16/2001			COE Passport Chck Re...	Deposit			25.00	2,454.53
09/16/2001			COE Passport Chck Re...	Deposit			15.00	2,469.53
09/16/2001	2943	Lin Baesler	COE Childn's Strytime ...	Musictime-Lin ...	450.00			2,019.53
09/18/2001	2938	Passport Services	COE Passport Expenses	Stephen Georg...	90.00			1,929.53
09/18/2001	2939	Passport Services	COE Passport Expenses	Calvin Michael...	25.00			1,904.53
09/19/2001	2940	Passport Services	COE Passport Expenses	Griselda Mont...	80.00			1,824.53
09/22/2001	2944	Passport Services	COE Passport Expenses	Brady Khiv 1/1...	50.00			1,774.53
09/23/2001			COE Passport Chck Re...	Deposit			95.00	1,869.53
09/23/2001			COE Passport Chck Re...	Deposit			80.00	1,949.53
09/23/2001			COE Life Insur Suplmt...	Deposit			39.88	1,989.41
09/24/2001			COE Passport Chck Re...	Deposit			30.00	2,019.41
09/24/2001	2945	Perla Cabagnet	COE Passport Expenses	Reimbursement...	10.00			2,009.41
09/25/2001			COE Passport Chck Re...	Deposit			30.00	2,039.41
09/25/2001	2947	Passport Services	COE Passport Expenses	Albert John Ga...	92.45			1,946.96
09/25/2001	2948	Passport Services	COE Passport Expenses	Michael Narcis...	80.00			1,866.96
09/25/2001	2950	Passport Services	COE Passport Expenses	Jeffrey Randall...	45.00			1,821.96
09/25/2001	2951	Passport Services	COE Passport Expenses	Ryan Darrell Ja...	45.00			1,776.96
09/25/2001	2953	Passport Services	COE Passport Expenses	Robert Orville ...	45.00			1,731.96
09/26/2001			COE Passport Chck Re...	Deposit			80.00	1,811.96
09/29/2001	2954	Passport Services	COE Passport Expenses	Juan Maria Mu...	45.00			1,766.96
09/29/2001	2955	Passport Services	COE Passport Expenses	Joseph Rhyan ...	80.00			1,686.96
09/30/2001			COE Passport Chck Re...	Deposit			125.00	1,811.96
09/30/2001	2958	Passport Services	COE Passport Expenses	Anthony 10-30...	105.00			1,706.96
09/30/2001	2959	Passport Services	COE Passport Expenses	Allan Noriega ...	50.00			1,656.96

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/10/2001

Cleared Transactions

Previous Balance		529.97
Cleared Checks and Payments	1 Items	-5.00
Cleared Deposits and Other Credits	20 Items	340.10
Cleared Balance		865.07

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	12 Items	165.40

New Transactions

Account Balance as of 10/10/2001 (statement closing date)		1,030.47
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		1,030.47

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/10/2001

Cleared Transactions

Previous Balance		5,441.65
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	6.80
 Cleared Balance		 5,448.45

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	1 Items	1,000.00

New Transactions

Account Balance as of 10/10/2001 (statement closing date)		6,448.45
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 6,448.45

Reconciliation Report

Payroll Checking account reconciled for the period ending 10/03/2001

Cleared Transactions

Previous Balance		8,477.48
Cleared Checks and Payments	36 Items	-52,183.05
Cleared Deposits and Other Credits	2 Items	55,019.00
 Cleared Balance		 11,313.43

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-398.12
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 10/03/2001 (statement closing date)		10,915.31
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 10,915.31

Placentia Library District

Register: Payroll Checking

From 09/01/2001 through 09/30/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/06/2001			GF Transfers from Cou...	DEPOSIT		X	28,058.00	29,177.62
09/11/2001		Paychex	PA Payroll Processing ...		10,348.10	X		18,829.52
09/12/2001		Paychex	PA Employer Payroll T...		6,710.95	X		12,118.57
09/12/2001	1905	Jerry S. Choice	PA Salaries		189.76	X		11,928.81
09/12/2001	1906	Dorothy J. Cummings	PA Salaries		37.43	X		11,891.38
09/12/2001	1909	Frank Frizell	PA Salaries		1,093.95	X		10,797.43
09/12/2001	1911	Joyce G. Hampton	PA Salaries		266.24	X		10,531.19
09/12/2001	1912	Elisa Herrera-Thomas	PA Salaries		1,009.19	X		9,522.00
09/12/2001	1913	Dianne Jackson	PA Salaries		121.40	X		9,400.60
09/12/2001	1919	Beatrice V. Quintanar	PA Salaries		211.33	X		9,189.27
09/12/2001	1920	Jillian Rakos	PA Salaries		855.26	X		8,334.01
09/12/2001	1921	Jim Roberts	PA Salaries		294.28	X		8,039.73
09/12/2001	1924	Edward Strysik	PA Salaries		259.12	X		7,780.61
09/12/2001	1925	Man Sun	PA Salaries		510.80	X		7,269.81
09/12/2001	1927	Orange County Audit...	PA Employee Benefits		420.38	X		6,849.43
09/12/2001	1929	Nationwide Retireme...	PA Employee Benefits		734.69	X		6,114.74
09/20/2001			GF Transfers from Cou...	DEPOSIT		X	26,961.00	33,075.74
09/25/2001		Paychex	PA Payroll Processing ...		10,256.79	X		22,818.95
09/26/2001		Paychex	PA Employer Payroll T...		7,409.48	X		15,409.47
09/26/2001	1930	Jerry S. Choice	PA Salaries		189.76	X		15,219.71
09/26/2001	1931	Dorothy J. Cummings	PA Salaries		391.12	X		14,828.59
09/26/2001	1934	Frank Frizell	PA Salaries		997.54	X		13,831.05
09/26/2001	1935	Esther P. Guzman	PA Salaries		246.37	X		13,584.68
09/26/2001	1936	Joyce G. Hampton	PA Salaries		266.24	X		13,318.44
09/26/2001	1939	Phyllis Humple	PA Salaries		52.38	X		13,266.06
09/26/2001	1940	Dianne Jackson	PA Salaries		37.43	X		13,228.63
09/26/2001	1945	Saundra Murray	PA Salaries		1,337.03	X		11,891.60
09/26/2001	1947	Beatrice V. Quintanar	PA Salaries		211.34	X		11,680.26
09/26/2001	1949	Jim Roberts	PA Salaries		294.28	X		11,385.98
09/26/2001	1955	Orange County Audit...	PA Employee Benefits		420.38	X		10,965.60
09/26/2001	1956	Placentia Library Dis...	COE Life Insur Suplmt...	2 pay periods	39.88	X		10,925.72
09/30/2001			GF Bank Fees	Service Charge	10.41	X		10,915.31

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 10/10/2001

Cleared Transactions

Previous Balance		3,632.48
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	40.08
 Cleared Balance		 3,672.56

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 10/10/2001 (statement closing date)		3,672.56
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 3,672.56

Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 10/10/2001

Cleared Transactions

Previous Balance		2,376.75
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	9.96
Cleared Balance		2,386.71

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 10/10/2001 (statement closing date)		2,386.71
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,386.71

ACQUISITIONS REPORT FOR FISCAL YEAR 2001-2002 THROUGH THE MONTH OF SEPT. 2001
Prepared by Katie Matas, Library Assistant

	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	2,918.87	187	172	885.20	43	43	3,804.07	230	215	572.50	28	28	4,376.57	258	243
Adult Circulating Non-Fiction	2,302.68	174	166	6,756.33	251	248	9,059.01	425	414	1,220.20	67	67	10,279.21	492	481
Adult Reference	2,229.55	15	12	560.26	9	9	2,789.81	24	21	659.00	23	22	3,448.81	47	43
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	17,989.97	6	6	0.00	0	0	17,989.97	6	6	0.00	0	0	17,989.97	6	6
Total Adult Non-Fiction	22,522.20	195	184	7,316.59	260	257	29,838.79	455	441	1,879.20	90	89	31,717.99	545	530
TOTAL ADULT PRINT MATERIALS	25,441.07	382	382	8,201.79	303	300	33,642.86	685	656	2,451.70	118	117	36,094.56	803	773
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	2,085.68	32	32	0.00	0	0	2,085.68	32	32	0.00	0	0	2,085.68	32	32
Total Adult Audio	2,085.68	32	32	0.00	0	0	2,085.68	32	32	0.00	0	0	2,085.68	32	32
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	2,085.68	32	32	0.00	0	0	2,085.68	32	32	0.00	0	0	2,085.68	32	32
TOTAL ADULT MATERIALS	27,526.75	414	414	8,201.79	303	300	35,728.54	717	688	2,451.70	118	117	38,180.24	835	805
Juvenile Fiction	1,523.86	213	133	1,113.37	69	66	2,637.23	282	199	635.60	50	50	3,272.83	332	249
Juvenile Circulating Non-Fiction	1,960.29	118	93	3,650.51	189	184	5,610.80	307	277	580.90	47	44	6,191.70	354	321
Juvenile Reference	638.23	9	9	36.05	2	2	694.28	11	11	0.00	0	0	694.28	11	11
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	2,618.52	127	102	3,686.56	191	186	6,305.08	318	288	580.90	47	44	6,885.98	365	332
TOTAL JUVENILE PRINT MATERIALS	4,142.38	340	235	4,799.93	260	252	8,942.31	600	487	1,216.50	97	94	10,158.81	697	581
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	233.06	10	10	233.06	10	10	0.00	0	0	233.06	10	10
Total Juvenile Audio	0.00	0	0	233.06	10	10	233.06	10	10	0.00	0	0	233.06	10	10
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	233.06	10	10	233.06	10	10	0.00	0	0	233.06	10	10
TOTAL JUVENILE MATERIALS	4,142.38	340	235	5,032.99	270	262	9,175.37	610	497	1,216.50	97	94	10,391.87	707	591
Total Fiction	4,442.73	400	305	1,998.57	112	109	6,441.30	512	414	1,208.10	78	78	7,649.40	590	492
Total Non-Fiction	25,140.72	322	286	11,003.15	451	443	36,143.87	773	729	2,460.10	137	133	38,603.97	910	862
Total Audio	2,085.68	32	32	233.06	10	10	2,318.74	42	42	0.00	0	0	2,318.74	42	42
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	31,669.13	754	623	13,234.78	573	562	44,903.91	1,327	1,185	3,668.20	215	211	48,572.11	1,582	1,396


ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 2001
Prepared by Katie Matas, Library Assistant

	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	864.60	51	49	885.20	43	43	1,749.80	94	92	259.80	13	13	2,069.60	107	105
Adult Circulating Non-Fiction	801.20	72	66	6,756.33	251	248	7,557.53	323	314	587.75	30	30	8,145.28	353	344
Adult Reference	192.80	3	3	560.26	9	9	753.06	12	12	281.00	8	8	1,034.06	20	20
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	994.00	75	69	7,316.59	260	257	8,310.59	335	326	868.75	38	38	9,179.34	373	364
TOTAL ADULT PRINT MATERIALS	1,858.60	126	118	8,201.79	303	300	10,060.39	429	418	1,128.55	51	51	11,188.94	480	469
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	1,776.25	23	23	0.00	0	0	1,776.25	23	23	0.00	0	0	1,776.25	23	23
Total Adult Audio	1,776.25	23	23	0.00	0	0	1,776.25	23	23	0.00	0	0	1,776.25	23	23
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	1,776.25	23	23	0.00	0	0	1,776.25	23	23	0.00	0	0	1,776.25	23	23
TOTAL ADULT MATERIALS	3,634.85	149	141	8,201.79	303	300	11,836.64	452	441	1,128.55	51	51	12,965.19	503	492
Juvenile Fiction	354.17	85	48	1,113.37	69	66	1,467.54	154	114	229.80	17	17	1,697.34	171	131
Juvenile Circulating Non-Fiction	1,522.95	85	77	3,650.51	189	184	5,173.46	274	261	25.00	2	2	5,198.46	276	263
Juvenile Reference	658.23	9	9	36.05	2	2	694.28	11	11	0.00	0	0	694.28	11	11
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	2,181.18	94	86	3,686.56	191	186	5,867.74	285	272	25.00	2	2	5,892.74	287	274
TOTAL JUVENILE PRINT MATERIALS	2,535.35	179	134	4,799.93	260	252	7,335.28	439	386	254.80	19	19	7,590.08	458	405
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	108.79	5	5	108.79	5	5	0.00	0	0	108.79	5	5
Total Juvenile Audio	0.00	0	0	108.79	5	5	108.79	5	5	0.00	0	0	108.79	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	108.79	5	5	108.79	5	5	0.00	0	0	108.79	5	5
TOTAL JUVENILE MATERIALS	2,535.35	179	134	4,908.72	265	257	7,444.07	444	391	254.80	19	19	7,698.87	463	410
Total Fiction	1,218.77	136	97	1,998.57	112	109	3,217.34	248	206	489.60	30	30	3,706.94	278	236
Total Non-Fiction	3,175.18	169	155	11,003.15	451	443	14,178.33	620	598	893.75	40	40	15,072.08	660	638
Total Audio	1,776.25	23	23	108.79	5	5	1,885.04	28	28	0.00	0	0	1,885.04	28	28
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	6,170.20	328	275	13,110.51	568	557	19,280.71	896	832	1,383.35	70	70	20,664.06	966	902

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2001

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$4,559.35	\$2,121.74	\$6,681.09

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES


TO: Library Board of Trustees
FROM: Alice Kuo, Circulation Supervisor 
SUBJECT: Collection Agency Report for September 2001
DATE: October 17, 2001

The Collection Agency Report from Unique Management Systems did not arrive in time for inclusion in the Board Agenda Packet.

The Report will be distributed at the Library Board Meeting on October 17, 2001.



TO: Elizabeth D. Minter, Library Director

FROM: Alice Kuo, Circulation Supervisor 

DATE: October 17, 2001

SUBJECT: Unique Management Services, Inc. Report for Month of August

This report was received from Unique Management on October 15, 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	18	79	4	306.80	2
September	20	94	3	305.45	1
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	53	246	15	1,078.72	4

CREATED: 09/30/2001 1:34 PM 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 09/30/2001

Accounts Submitted	:	535	Dollars Submitted	:	47,744.92	Dollars Received	:	11,972.72
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	10,196.76
Incorrect Addresses	:	73	Dollars in Skips	:	4,631.41	Dollars Waived	:	1,769.13
Patron Disputes/Suspends	:	2	Dollars in Dispute	:	68.40	Total Activated	:	30,225.31
Accounts in Process	:	460	Dollars in Process	:	41,760.42	% of Dollars Activated	:	72.38%
# of Accounts Activated	:	310						
% of Accounts Activated	:	67.39%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EM*
 DATE: October 17, 2001
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT SEPTEMBER 2001**


SUMMARY OF PRINTER/COPIER ACCOUNTS SEPTEMBER 2001

Beginning Balance 8/31/01			(\$7,639.92)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	72.55		
Total Loans from Literacy Fund	0.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in August		0.00	
Total Copier Maintenance Payment in August		229.50	
Debit Card System Loan Payback		0.00	
	<u>72.55</u>	<u>229.50</u>	
Ending Balance 9/30/01			<u>(\$7,796.87)</u>
September payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 9/30/01	(8,565.48)
Loan Amount as of 9/30/01 (Literacy Fund)	7,700.00
September Payment (Fund 702)	0.00
September Payment (Literacy Fund)	0.00
Balance 9/30/01	<u>\$ 15,694.02</u>

Prepared by: Elisa Herrera-Thomas

TO: Placentia Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: October 17, 2001
SUBJECT: **GIFT REPORT**

The following gifts were received from September 1, 2001 through September 30, 2001.

ADOPT A BOOK DONATIONS

Edward C. Hartman
Champa Ra

TOTAL AAB DONATIONS \$59.91

BANK OF AMERICA MATCHING GIFT PROGRAM

Peggy Dinsmore

TOTAL MATCHING GIFT PROGRAM DONATIONS \$195.00

TOTAL ALL DONATIONS \$254.91

Prepared by: Elisa Herrera-Thomas



TO: Library Board of Trustees

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

DATE: October 17, 2001

SUBJECT: BUILDING MAINTENANCE REPORT FOR SEP-OCT 17, 2001

1. DISASTER KLEENUP BETTER FLOORS & RESTORATION

Better Floors & Restoration is in the process of scheduling an appropriate time to return to review the status of the workroom floor.

2. CHRISTENSON LIGHTING

Staff members reported that the lights in the women's restroom, as well as a few lights in the Administration Office, were in need of replacing. Christenson Electric was called on Monday, September 17, 2001 in order to change out the light bulbs and rectify the situation. Christenson dispatched a technician who came out and replaced the light bulbs on Tuesday, September 18, 2001.

Prepared by: Elisa Herrera-Thomas



TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director *EM*

DATE: October 17, 2001

SUBJECT: PERSONNEL REPORT FOR SEPTEMBER-OCTOBER 17, 2001

APPOINTMENTS:

Vincent Howard, Substitute-on call, effective September 9, 2001.

Phyllis Humple, Substitute-on call, effective September 18, 2001.

Clarice Cooper, Library Page, effective September 30, 2001.

OPEN POSITIONS:

Library Assistant for English Language & Literacy Intensive (ELLI) program Grant.

Prepared by: Elisa Herrera-Thomas



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator *JR.*

SUBJECT: Volunteer Report for the Month of September 2001

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY01/02 September	FY01/02 YTD	Starting	Cumulative
Andrade, Linda	10.00	56.00	Sep-95	582.50
Backes, Theresa	5.75	7.75	6/98	202.25
Bart, Lillian	41.00	67.00	May-01	55.00
Boelman, Marge	21.75	35.25	Apr-01	50.75
Clugston, Patricia	29.50	39.50	6/98	242.50
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	0.00	0.00	8/98	524.25
Dhanna, Dan	0.00	45.75	Jul-01	33.75
Fioroni, Pete	0.00	4.00	3/97	229.00
Fioroni, Ruth	0.00	4.00	3/97	166.00
Fitzgerald, Joan	0.00	14.00	10/93	1,963.75
Godwin, Nita	11.00	19.00	2/96	340.25
Hemmerling, Barbara	22.50	27.50	9/95	453.50
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	23.50	33.00	10/95	294.50
Hyams, Rose	39.00	45.00	Feb-00	505.75
Irot, Pat	136.50	164.00	2/96	2,060.00
Jertberg, Pat	38.00	47.50	4/98	590.15
Livezey, Jane	0.00	42.00	4/96	569.25
Lord, Audrey	14.00	20.00	Jul-00	119.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	41.50	63.50	10/95	1,026.25
Olson, Bob	6.00	19.00	9/95	364.00
Pence, Thomas	16.50	20.50	1/99	182.50
Project Independence	10.25	23.00		903.50
Rodriguez, Carmen	28.00	40.00	2/00	116.00
Salem, Rose	18.00	37.00	Oct-00	89.25
Schlichter, Allan	22.00	30.00	10/93	805.50
Schwartzkopf, Jan	5.50	13.50	Mar-01	9.50
Schmidt, Marie	37.00	44.00	4/98	538.00
Shaw, Dixie	6.00	8.00	5/94	186.00
Stoller, Frances	0.00	2.00	May-96	96.00
Vaughn, Judy	0.00	1.50	8/99	135.00
Walker, Virginia	2.00	0.00	Mar-99	122.50
Wymer, Betty	2.50	16.50	1/96	730.25
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	0.00	0.00		6,727.75
TOTAL	587.75	989.75		22,913.15

	FY01/02	
	September	YTD
Banks, Vanessa	0.00	27.25
Bone, Shawnda	0.00	0.00
Carmona, Jillian	7.50	7.50
Cathoy, John	0.00	8.00
Chavez, Alfredo	0.00	2.50
Cohen, Darleen	0.00	0.00
Cohma, Milessa	0.00	2.50
Davis, Ken	0.00	2.50
Eng, Jonathon	0.00	24.50
Eng, Lawrence	0.00	37.25
Geli, Elizabeth	0.00	23.00
German, Cody	0.00	0.00
Golriz, Yasmin	6.00	6.00
Gonzalez, Omar	0.00	0.00
Guo, James	0.00	0.00
Ju, Christina	2.00	2.00
Kim, Joseph	6.00	6.00
Haag, Jennifer	0.00	9.25
Krisinger, Elizabeth	0.00	16.00
Krisinger, Emily	0.00	6.00
Lada, Steven	0.00	6.00
Lewis, Tiffany	0.00	37.25
Le, Phillip	4.00	4.00
Lee, James	0.00	2.50
Lin, Cheng	7.00	7.00
Lopez, Daniel	0.00	13.25
Luther, Bill	0.00	0.00
Manzo, Robert	0.00	11.50
Maru, Sid	0.00	0.00
Mendoza, Abel	0.00	28.25
Messenger, Rebecca	0.00	0.00
Meza, Jack	23.00	23.00
Miyawaki, Manami	2.75	2.75
Mirza, Shawn	0.00	27.25
Mohadro, Steven	0.00	38.50
Molina, Enio	0.00	23.00
Montes, Eric	0.00	0.00
	0.00	0.00
	0.00	20.75
TOTAL	58.25	425.25

	FY01/02	
	September	YTD
Moya, David	0.00	
McCustian, Nicole	0.00	0.00
Munoz, Maria	0.00	45.00
Nguyen, Andrew	0.00	32.00
Pecot, Zipporah	11.75	11.75
Piha, Richard	0.00	0.00
Ramos, Rosa	0.00	0.00
Regala, Daniel	23.50	23.50
Rehman, Khurram	0.00	29.00
Robinson, Shawn	0.00	0.00
Rodriquez, John	0.00	0.00
Rosette, Shandie	0.00	2.50
Rorex, Jamie	0.00	0.00
Sewell, Krystal	0.00	1.50
Sewell, Ashley	0.00	1.50
Runyon, Beth	0.00	0.00
Shah, Hardik	0.00	0.00
Shah, Soham	0.00	5.25
Simmons, Eric	0.00	0.00
Smith, Jason	8.75	8.75
Stark, Jaine	0.00	0.00
Temple, Joerg Ryan	0.00	0.00
Timmermans, Krystle	0.00	12.25
Tonelli, Alyssa	4.75	11.50
Tran, Carrie	66.00	95.50
Turczynski, Stephen	5.00	5.00
Vasquez, Joel	0.00	0.00
Vera, Javier	9.00	18.00
Vidovich, Casey	0.00	0.00
Wagner, Michelle	2.25	2.25
Wallace, Briteni	0.00	0.00
Ward, Alan	14.75	2.00
Wills, Gessica	6.00	6.00
Yada, Julie	0.00	0.00
Yoseph, Karen	5.00	5.00
TOTAL	156.75	340.00

TOTAL Library Volunteer Hours 802.75
TOTAL Literacy Volunteer Hours 605.00

TOTAL VOLUNTEERS HOURS 1,407.75

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

LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.
TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY99/00	FY00/01	FY 01/02	FY99/00	FY00/01	FY 01/02
July	601.25	562.00	623.00	222.00	658.00	1026.50
August	885.00	563.25	834.25	202.00	662.00	847.00
September	471.25	248.00	802.75	220.00	581.00	605.00
October	490.00	385.00		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	
	6,898.00	4,905.00		5,118.50	9,325.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 01/02 September	FY01/02 YTD	Cumulative		FY01/02 September	FY01/02 YTD	Cumulative
Alcantara, Carmelita	12.00	36.00	76.00	Kumagai, Regina	12.00	68.00	373.00
Anderson, Susan	3.00	9.00	54.00	Larson, Li	8.00	24.00	111.00
Andreyeva, Anna A.	-	14.00	81.00	Lee, Anyika	8.00	24.00	76.00
Barrera, Karen	10.00	30.00	117.00	Leslie, Sandra	12.00	36.00	86.00
Belsher, Kristin	8.00	24.00	137.00	Li, Stephanie	6.00	18.00	75.00
Bereiter, Gretchen	11.00	33.00	148.00	Licari, Lynne	10.00	30.00	72.00
Blanco, Ramon	-	4.00	54.00	Martlaro, Diane	16.00	34.00	90.00
Bolkovatz, Alta	9.00	45.00	148.00	McCartney, Shannon	-	12.00	66.00
Bowler, Nathan	3.00	9.00	15.00	McMahon, Kelly	-	12.00	72.00
Bryan, Danny	6.00	24.00	71.00	Medland, Karen	6.00	18.00	44.00
Bryan, Jennyfer	6.00	24.00	71.00	Meza, Jack	10.00	30.00	48.00
Carlson, Grace	-	59.00	59.00	Mitchell, Cheryl	12.00	36.00	278.00
Cassidy, Meghan	-	8.00	34.00	Mohan, Kshema	-	12.00	68.00
Chen, April	6.00	18.00	66.00	Moore, Kim	6.00	30.00	186.00
Coffee, Nancy	-	4.00	192.00	Moyer, Disa	12.00	36.00	178.00
Colenso, Bill	6.00	30.00	93.00	Murray, Edward	6.00	34.00	107.00
Croom, Carolyn	10.00	30.00	229.00	Ngo, Sandy	8.00	32.00	82.00
Del Angel, Laura	-	9.00	95.00	Paulson, Valerie	8.00	40.00	509.00
Duffie, Pat	12.00	48.00	204.00	Pham, An	6.00	14.00	44.00
Eckert, Thomas	12.00	60.00	397.00	Pham, Thuy	6.00	18.00	55.00
Elinsky, Janet	12.00	60.00	240.00	Pineda, Juanita	6.00	14.00	33.00
Espinoza, Adriana	6.00	99.00	99.00	Risso, Edith	12.00	36.00	156.00
Fartash, Arian	-	30.00	201.00	Rodriguez, Carmen	8.00	24.00	114.00
Favaro, Lee	6.00	30.00	160.00	Roth, Howard	12.00	36.00	96.00
Fuller, Janice	6.00	18.00	74.00	Rowe, Edana	-	18.00	120.00
Gast, Polly	20.00	101.00	914.00	Sanchez, Margo	6.00	30.00	188.00
Gonzalez, Lizeth	6.00	18.00	95.00	Sciaini, Matthew	-	16.00	60.00
Gonzalez, Veronica	6.00	18.00	78.00	Shah, Krishna	-	24.00	90.00
Goodfriend, Louise	12.00	36.00	229.00	Shepherd, Kathy	6.00	30.00	101.00
Goodman, Dale	45.00	135.00	1,678.00	Skimizu, Ken	8.00	32.00	136.00
Graves, David	12.00	36.00	102.00	Skinner, Courtney	-	16.00	62.00
Hargett, Sheila	12.00	56.00	110.00	Smith, Charlene	8.00	24.00	60.00
Hawk, John	6.00	30.00	134.00	Stalnaker, Linda	8.00	40.00	225.00
Heer, Kim	8.00	24.00	97.00	Stichter, Julie	8.00	24.00	74.00
Hernandez, Rosy	12.00	36.00	246.00	Tellez, Martha	16.00	80.00	168.00
Hutton, Katherine (Kate)	12.00	36.00	132.00	Tooley Marita	-	12.00	110.00
Isaia, Monte	6.00	18.00	57.00	Van Zee, Karin	-	32.00	180.00
Johnson, Nicole	8.00	24.00	87.00	Vert, Joann	-	12.00	60.00
Keller, Christina	8.00	40.00	145.00	Vue, Kia	-	12.00	52.00
Khuu, Michelle	-	12.00	76.00	Westfall, Carolyn	8.00	40.00	124.00
Kramer, Bill	14.00	70.00	278.00	Wiegman, Karin	10.00	33.00	118.00
				Zamora, Mary	6.00	30.00	114.00
Total	331.00	1,445.00	7,573.00	Total	274.00	1,173.00	5,061.00



Placentia Library District
Circulation Report
OCTOBER 17, 2001

	FY01-02 YTD	FY00-01 YTD	% CHANGE FY01 TO FY02	FY01-02 SEPTEMBER 01	FY00-01 SEPTEMBER 00
1st Time Checkouts	36,820	34,024	8.22%	9,999	9,070
Phone Renewals	4,633	4,679	-0.98%	1,420	1,190
In-Building Renewals	1,266	986	28.40%	305	262
Total Renewals	5,899	5,665	4.13%	1,725	1,452
TOTAL CHECKOUTS	42,719	39,689	7.63%	11,724	10,522
On-Time Checkins	36,577	35,188	3.95%	9,384	8,168
Late Checkins	6,488	6,007	8.01%	2,189	1,686
TOTAL CHECKINS	43,065	41,195	4.54%	11,573	9,854
Holds Placed	875	810	8.02%	219	180
Holds Cancelled	187	173	8.09%	60	52
Holds Filled	912	815	11.90%	244	214
Holds Expired	12	11	9.09%	1	1
Overdue Items	2,125	2,049	3.71%	664	607
Overdue Notices	943	877	7.53%	289	281
Billing Notices	1,102	1,029	7.09%	324	277
Patrons Registered	868	845	2.72%	318	279
Titles Added	2,731	3,229	-15.42%	1,220	1,070
Volumes Added	4,201	4,105	2.34%	1,647	1,375
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	18,006	17,868	0.77%	5,128	4,701
Juvenile Print	19,801	18,895	4.79%	5,180	4,751
Total Print	37,807	36,763	2.84%	10,308	9,452
Audio	1,791	1,756	1.99%	545	486
Visual	3,115	2,577	20.88%	868	361
Equipment	0	0	100.00%	0	0
Total Audio Visual	4,906	4,333	13.22%	1,413	847
TOTAL CIRCULATION	42,713	41,096	3.93%	11,721	10,522
Placentia Circulation	26,907	25,404	5.92%	7,025	6,301
% Placentia Circulation	62.99%	61.82%	1.91%	59.94%	59.88%
Anaheim/Yorba Linda Circulation	6,963	7,020	-0.81%	2,106	2,031
% Anaheim/Yorba Linda Circulation	16.30%	17.08%	-4.57%	17.97%	19.30%
TYPES OF ACTIVE BORROWERS					
Adult	28,379	27,230	4.22%	8,012	7,286
Young Adult	1,013	1,094	-7.40%	291	261
Juvenile	9,291	9,248	0.46%	2,373	2,110
New Borrower	3,470	3,525	-1.56%	921	865
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	42,153	41,097	2.57%	11,597	10,522
TOTAL REGISTERED BORROWERS	17,560	19,928	-11.88% *	17,560	19,928
ATTENDANCE					
Adult Reference - In Building	3,065	3,260	-5.98%	930	957
Adult Reference - Telephone	473	1,292	-63.39%	186	142
Children's Reference - In Building	2,890	2,640	9.47%	434	447
Children's Reference - Telephone	75	53	41.51%	22	27
Total Adult Reference	3,538	4,552	-22.28%	1,116	1,099
Total Children's Reference	2,965	2,693	10.10%	456	474
Total In Building Reference	5,955	5,900	0.93%	1,364	1,404
Total Telephone Reference	548	1,345	-59.26%	208	169
TOTAL REFERENCE	6,503	7,245	-10.24%	1,572	1,573

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

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

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01								0.00
Oct-01								0.00
Nov-01								0.00
Dec-01								0.00
Jan-02								0.00
Feb-02								0.00
Mar-02								0.00
Apr-02								0.00
May-02								0.00
Jun-02								0.00
TOTAL		11,286.12	0.00	1,272.28	215.00	0.00	0.00	12,773.40
AVG		5,643.06	0.00	636.14	107.50			6,386.70

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01				0.00	0.00
Oct-01				0.00	0.00
Nov-01				0.00	0.00
Dec-01				0.00	0.00
Jan-02				0.00	0.00
Feb-02				0.00	0.00
Mar-02				0.00	0.00
Apr-02				0.00	0.00
May-02				0.00	0.00
Jun-02				0.00	0.00
TOTAL	2,001.16	528.00	15.40	2,544.56	1,272.28
AVG	1,000.58	264.00	7.70	1,272.28	636.14

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01						0.00
Oct-01						0.00
Nov-01						0.00
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	564.32	453.44	119.72	0.00	863.68	2,001.16
AVG	282.16	226.72	59.86	0.00	431.84	1,000.58

TIME BY TYPE OF WORKER

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

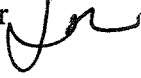
TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-01	8.00	8.00	2.00	0.00		16.00	34.00
Aug-01	8.00	8.00	2.00	0.00		16.00	34.00
Sep-01							0.00
Oct-01							0.00
Nov-01							0.00
Dec-01							0.00
Jan-02							0.00
Feb-02							0.00
Mar-02							0.00
Apr-02							0.00
May-02							0.00
Jun-02							0.00
TOTAL	16.00	16.00	4.00	0.00		32.00	68.00
AVG	8.00	8.00	2.00	0.00		16.00	34.00

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 7, 2001

SUBJECT: Library Sponsorship of a Fire Extinguisher Recharging Day.

BACKGROUND:

At the August 15, 2001, Library Board of Trustees monthly meeting, the Board of Trustees approved sponsoring home/auto fire extinguishers recharging day on October 20 from 10 AM to 2 PM.

DISCUSSION:

At the last Board Meeting, I reported that 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, and that October 20 would be acceptable. Mr. Foster also said that each recharged fire extinguisher would receive a tag with an expiration date. Mr. Foster and I decided that Oxygen Service Company would charge a flat rate of \$10.00 per fire extinguisher. I contacted Mr. Foster again to verify the date and everything appears to be a "go."

This event has been publicized in the Fall Library Quarterly Newsletter and the Fall Quarterly "Notations." We have also made flyers and laminated signs and sent out press releases to promote fire extinguisher recharge day.

RECOMMENDATION:

No Board action is required.



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

Luncheon Meeting
Thursday, October 25, 2001
11:30 AM

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

MARK YOUR CALENDAR!
Independent Special Districts of Orange County

QUARTERLY MEETING
SPEAKERS:
JOHN SCHATZ
General Manager

Santa Margarita Water District
Thursday, October 25, 2001
and
11:30 AM

ROBIN B. HAMERS
General Manager

Mesa Sanitary District
10500 Ellis Avenue, Fountain Valley
(Ellis & Ward)

"What is New in These Special Districts"

Independent Special Districts of Orange County

QUARTERLY MEETING
Luncheon Charge: \$12.00
\$15.00 without a reservation

RSVP: Please make reservations by October 19 and mail
your check to Joan Finnegan. Address: 258
Sherwood Street, Costa Mesa, CA 92627. She can
be reached at 949/548-3690. Also, please make your
check payable to ISDOC.



**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION**

August 15, 2001 – 8:00 a.m.
Community Meeting Room

The meeting of the Placentia Civic Center Authority Commission was called to order at 8:05 a.m. by Commissioner Castner.

ROLL CALL:

Present: Lee Castner, Commissioner
Chris Lowe, Commissioner
Constance Underhill, Commissioner
Al Shkoler, Commissioner

Absent: Gaeten Wood, Commissioner
Elizabeth D. Minter, Placentia Library Director

Others Present: Robert D. Amato, City Administrator
Carolyn Davis, City Treasurer
Steven L. Brisco, Director of Finance/Secretary
Chris Becker, Director of Public Works
Kris Gundel, Public Works Management Analyst

The meeting of the Placentia Civic Center Authority Commission was called to order at 8:05 a.m. by Commissioner Castner.

**MINUTES OF
PREVIOUS MEETING:**

Present: Lee Castner, Commissioner
Minutes of the June 14, 2001 meeting were approved.
Constance Underhill, Commissioner
NEW BUSINESS: Al Shkoler, Commissioner

Public Works Director Chris Becker reported on the work that has been completed to date and distributed itemized list of costs.

- Corner sign was removed.
- Facia and trellis wood replaced and additional cost was due to so much damaged wood.
- Next week paint contractor will work on trellis.
- Will review plans from manufacturer for corner monument.
- Plaza rehab low bid was \$442,636.95 – Advanced Construction. Bid summary was distributed to members.

The meeting of the Placentia Civic Center Authority Commission was called to order at 8:05 a.m. by Commissioner Castner.

At this point the cost estimates total \$688,505.73. Discussion followed on what steps to take to lower costs. Moved by Commissioner Lowe to approve Advanced Construction with contingency that Public Works Director will discuss contract to cut some costs. Seconded by Commissioner Underhill and passed by unanimous vote.

Finance Director Brisco presented an update on the lease financing. The contract negotiations should be completed within two weeks and agreements finalized.

Public Works Director Chris Becker reported on the work that has been completed to date and distributed itemized list of costs.

- Corner sign was removed.
- Facia and trellis wood replaced and additional cost was due to so much damaged wood.
- Next week paint contractor will work on trellis.
- Will review plans from manufacturer for corner monument.
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The meeting of the Placentia Civic Center Authority Commission was called to order at 8:05 a.m. by Commissioner Castner.

At this point the cost estimates total \$688,505.73. Discussion followed on what steps to take to



PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue
Placentia, CA 92870

AGENDA

WEDNESDAY, OCTOBER 10, 2001

8:00 A.M.

**Administrative Conference Room
PLACENTIA CIVIC CENTER AUTHORITY**

401 E. Chapman Avenue
Placentia, CA 92870



ROLE CALL:

Commissioners Castner, Lowe, Shkoler, Underhill, Wood

ORAL COMMUNICATIONS:

At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.

MINUTES OF

AGENDA

PREVIOUS MEETING:

Minutes of the meeting of August 15, 2001

ELECTION OF OFFICERS:

WEDNESDAY, OCTOBER 10, 2001

8:00 A.M.

FINANCIAL REPORT:

For the period ending June 30, 2001

**Administrative Conference Room
PLACENTIA CIVIC CENTER AUTHORITY**

401 E. Chapman Avenue
Placentia, CA 92870

NEW BUSINESS:

Chris Becker - Civic Center Renovation Project Update

Commissioners Castner, Lowe, Shkoler, Underhill, Wood

ADJOURNMENT:

At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.

MINUTES OF

AGENDA

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the October 10, 2001 meeting of the Placentia Civic Center Authority was posted on October 4, 2001.

ELECTION OF OFFICERS:

WEDNESDAY, OCTOBER 10, 2001

8:00 A.M.

FINANCIAL REPORT:

For the period ending June 30, 2001

**Administrative Conference Room
PLACENTIA CIVIC CENTER AUTHORITY**

401 E. Chapman Avenue
Placentia, CA 92870

NEW BUSINESS:

Chris Becker - Civic Center Renovation Project Update

Commissioners Castner, Lowe, Shkoler, Underhill, Wood

ADJOURNMENT:

At this time the public is invited to address the members of

Steven L. Brisco
Secretary

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2001

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2001

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Board of Directors
Placentia Civic Center Authority
Placentia, California

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of and for the year ended June 30, 2001. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

Conrad and Associates, L.L.P.

August 24, 2001

PLACENTIA CIVIC CENTER AUTHORITY
 Combined Balance Sheet -
 All Governmental Fund Types and Account Groups

June 30, 2001

<u>Assets</u>	Debt Service Funds		Account Group	Totals (Memorandum Only)	
	Series A	Series B		2001	2000
Investments held by trustee (note 3)	\$ -	69,023	-	69,023	105,014
Lease payment receivable	-	-	274,469	274,469	314,482
Unearned lease finance charges	-	-	(32,205)	(32,205)	(49,305)
Amount available for debt service	-	-	27,736	27,736	64,823
Total assets	\$ -	69,023	270,000	339,023	435,014
<u>Liabilities and Fund Balances</u>					
Liabilities:					
Revenue bonds payable (note 4)	\$ -	-	270,000	270,000	330,000
Total liabilities	-	-	270,000	270,000	330,000
Fund balances:					
Reserve for debt service	-	27,736	-	27,736	64,823
Reserve for bond reserve	-	35,900	-	35,900	35,900
Reserve for working capital	-	1,000	-	1,000	1,000
Unreserved	-	4,387	-	4,387	3,291
Total fund balances	-	69,023	-	69,023	105,014
Total liabilities and fund balances	\$ -	69,023	270,000	339,023	435,014

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Combined Statement of Revenues, Expenditures and Changes in Fund Balances -
All Governmental Fund Types

Year ended June 30, 2001

	Debt Service Funds		Totals (Memorandum Only)	
	<u>Series A</u>	<u>Series B</u>	<u>2001</u>	<u>2000</u>
Revenues:				
Lease payments received	\$ -	35,900	35,900	71,800
Investment income	-	5,209	5,209	8,832
Total revenues	-	41,109	41,109	80,632
Expenditures:				
Payment to City of Placentia	-	-	-	11,762
Principal	-	60,000	60,000	255,000
Interest	-	17,100	17,100	25,978
Total expenditures	-	77,100	77,100	292,740
Other financing sources (uses):				
Operating transfers in	-	78,228	78,228	385,902
Operating transfers out	-	(78,228)	(78,228)	(385,902)
Total other financing sources (uses)	-	-	-	-
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	-	(35,991)	(35,991)	(212,108)
Fund balances at beginning of year	-	105,014	105,014	317,122
Fund balances at end of year	\$ -	69,023	69,023	105,014

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

June 30, 2001

(1) Summary of Significant Accounting Policies

- a. The financial statements have been prepared on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.
- c. Investments in U.S. Government securities are stated at cost which does not materially differ from fair value required to be reported by Statement No. 31 of the Governmental Accounting Standards Board, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools". (See Note 3).
- d. The accounts of the Authority are organized on the basis of the following debt service funds and account groups as follows:
 - Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.
 - Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.
 - Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.
 - Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.
- e. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(1) Summary of Significant Accounting Policies, (Continued)

- f. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

(2) History and Organization

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District) for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and Library District in proportion to the contributions made by each.

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and Library District for semiannual rental payments of \$94,600 and \$35,900, respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(3) Cash and Investments

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Cash and investments at June 30, 2001 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>
Deposits:		
Money Market Funds	\$ 4,275	4,275
Investments:		
U.S. Treasury Bills	<u>64,748</u>	<u>64,776</u>
Total cash and investments	<u>\$ 69,023</u>	<u>69,051</u>

Authorized Investments:

Per Section 7.02 of the bond indenture, moneys in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Per Section 7.03 of the bond indenture, moneys may also be invested in any security in which the Authority may legally invest.

Classification of Cash and Investments by Credit Risk:

Deposits:		
Category 1		
Deposits which are insured by the FDIC		\$ 4,275
Investments:		
Category 3		
Investments which are uninsured, where the investments are acquired through a financial institution's trading department and held in the same financial institution's trust department and recorded in the Authority's name in the records of the financial institution		<u>64,748</u>
		<u>\$ 69,023</u>

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(4) Revenue Bonds Payable

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with BYN Western Trust Company as successor trustee. The Series A Bonds mature serially from October 1, 1975 to October 1, 2000, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Bonds maturing on or after October 1, 1986 (Series A) or on or after October 1, 1990 (Series B) are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

Changes in revenue bonds payable for the year ended June 30, 2001 were as follows:

Balance at July 1, 2000	\$330,000
Principal payments	<u>60,000</u>
Balance at June 30, 2001	<u>\$270,000</u>

Future debt service requirements are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>		<u>Interest</u>		<u>Total</u>
	<u>Series A</u>	<u>Series B</u>	<u>Series A</u>	<u>Series B</u>	
2002	-	60,000	-	13,680	73,680
2003	-	65,000	-	10,118	75,118
2004	-	70,000	-	6,556	76,556
2005	-	<u>75,000</u>	-	<u>1,851</u>	<u>76,851</u>
	<u>\$ -</u>	<u>270,000</u>	<u>-</u>	<u>32,205</u>	<u>302,205</u>

(5) Fund Balances

Per Section 5.02 of the bond indentures, excess moneys from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and Library District for base or additional rent previously paid.

SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series B Bonds

June 30, 2001

	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>	
				<u>2001</u>	<u>2000</u>
<u>Assets</u>					
Investments held by trustee	\$ 3,279	27,736	38,008	69,023	105,014
Total assets	<u>\$ 3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>
<u>Liabilities and Fund Balances</u>					
Liabilities:	\$ -	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances:					
Reserve for debt service	-	27,736	-	27,736	64,823
Reserve for bond reserve	-	-	35,900	35,900	35,900
Reserve for working capital	1,000	-	-	1,000	1,000
Unreserved	<u>2,279</u>	<u>-</u>	<u>2,108</u>	<u>4,387</u>	<u>3,291</u>
Total fund balances	<u>3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>
Total liabilities and fund balances	<u>\$ 3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>

PLACENTIA CIVIC CENTER AUTHORITY

Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series B Bonds

Year ended June 30, 2001

	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>	
				<u>2001</u>	<u>2000</u>
Revenues:					
Lease payments received	\$ -	35,900	-	35,900	71,800
Investment income	116	2,985	2,108	5,209	4,267
Total revenues	<u>116</u>	<u>38,885</u>	<u>2,108</u>	<u>41,109</u>	<u>76,067</u>
Expenditures:					
Principal	-	60,000	-	60,000	55,000
Interest	-	17,100	-	17,100	20,378
Total expenditures	<u>-</u>	<u>77,100</u>	<u>-</u>	<u>77,100</u>	<u>75,378</u>
Other financing sources (uses):					
Operating transfers in	-	78,228	-	78,228	77,071
Operating transfers out	-	(77,100)	(1,128)	(78,228)	(77,071)
Total other financing sources (uses)	<u>-</u>	<u>1,128</u>	<u>(1,128)</u>	<u>-</u>	<u>-</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	116	(37,087)	980	(35,991)	689
Fund balances at beginning of year	<u>3,163</u>	<u>64,823</u>	<u>37,028</u>	<u>105,014</u>	<u>104,325</u>
Fund balances at end of year	<u>\$ 3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2001-2002 Assessed Values and Estimated 2001-2002 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller
DATE: October 17, 2001

BACKGROUND:

Each year the Orange County Auditor provides the District with its Assessed Values (Attachment A) and Estimated Basic Levy Property Tax Revenue (Attachment B).

Page 3 of Attachment A is the Library Director's analysis of the history of the District's property tax revenues.

RECOMMENDATION:

Receive and File the Fiscal Year 2001-2002 Assessed Values and Estimated 2001-2002 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller



DAVID E. SUN
AUDITOR -CO

Hall Of Finance & Records
12 Civic Center Plaza
P.O. Box 567
Santa Ana, California 92702-0567

(714) 834-2450 FAX: (714) 834-2569

AUDITOR-CONTROLLER


August 8, 2001

TO: All Cities and Special Districts
ATTENTION: Finance Directors
SUBJECT: 2001-2002 Assessed Values (ATO4VC74)

We are submitting herewith reports showing the assessed valuation of property within your city/district boundaries. For those cities/districts which have a Community Redevelopment Agency within their boundaries, incremental value has been excluded.

For those taxing agencies on the alternate allocation system, or "Teeter" Plan, we have estimated a 2.0 percent combined roll change/refund factor for secured taxes. For non-Teeter funds, we have estimated a 3.5 percent combined delinquency/roll change/refund factor for secured taxes. For all taxing agencies, the unsecured combined delinquency/roll change/refund factor is 6.0 percent.

Should you have questions or desire additional information in this matter, please call Neal Gruber or Lindsey Brede at 834-4437.


Kathy Permenter
Manager, Tax Unit

NG:lb
Enclosure

ATO4VC ATO4VC-74
ACRTR04

2001-2002 ORANGE COUNTY AUDITOR CONTROLLER
DISTRICT VALUES USED TO SET TAX RATES -- DISTRICT SEQUENCE
(EXCLUDES INCREASES WITHIN REDEVELOPMENT AGENCIES)
DISTRICT - 717 PLACENTIA LIBRARY DISTRICT

PAGE -88-
DATE 08/07/01
TIME 11:29:37

TAX TYP	FUND	DISTRICT/ AGENCY	TYPE OF VALUE	SECURED VALUE	PUBLIC UTILITY VALUE	TOTAL SECURED VALUE	UNSECURED VALUE	TOTAL SECURED & UNSECURED VALUE	
A1	707-707	717A	PLACENTIA LIBRARY DISTRICT						
			MIN RTS	14,881,256		14,881,256			
			LAND	1,273,071,753	2,341,904	1,275,413,657	3,277,586	14,881,256 1,278,691,243	
			IMPS	1,522,554,408	731,550	1,523,285,958	32,924,688	1,556,210,646	
			TOTAL L&I	2,810,507,417	3,073,454	2,813,580,871	36,202,274	2,849,783,145	
			PERS PROP	20,303,033	381,729	20,684,762	68,480,836	89,165,598	
			OTH EXEMP	12,659,798		12,659,798	60,098	12,719,896	
			TOT VALUE	2,818,150,652	3,455,183	2,821,605,835	104,623,012	2,926,228,847	
			H/O EXEMP	61,552,833		61,552,833	-7,600	61,545,233	
			NET VALUE	2,756,597,819	3,455,183	2,760,053,002	104,630,612	2,864,683,614	
			707-707 717 DISTRICT TOTAL						
			MIN RTS	14,881,256		14,881,256			
			LAND	1,273,071,753	2,341,904	1,275,413,657	3,277,586	14,881,256 1,278,691,243	
			IMPS	1,522,554,408	731,550	1,523,285,958	32,924,688	1,556,210,646	
			TOTAL L&I	2,810,507,417	3,073,454	2,813,580,871	36,202,274	2,849,783,145	
			PERS PROP	20,303,033	381,729	20,684,762	68,480,836	89,165,598	
			OTH EXEMP	12,659,798		12,659,798	60,098	12,719,896	
			TOT VALUE	2,818,150,652	3,455,183	2,821,605,835	104,623,012	2,926,228,847	
			H/O EXEMP	61,552,833		61,552,833	-7,600	61,545,233	
			NET VALUE	2,756,597,819	3,455,183	2,760,053,002	104,630,612	2,864,683,614	

Placentia Library District Property Tax Revenues

Obj Code	Description	FY1990-1991	Actual	FY1991-1992	Actual	FY1992-1993	Actual	FY1993-1994	Actual	FY1994-1995	Actual	FY1995-1996	Actual	FY1996-1997	Actual	FY1997-1998	Actual	FY1998-1999	Actual	FY1999-2000	Actual	FY2000-2001	Actual	Budgeted FY2001-2002
6210-00	Current Secured	823,832		824,818		824,818		668,080		644,816		643,684		673,850		710,413		764,422		849,522		934,101		1,006,084
6210-01	Current Secured - Public Utility	25,633		27,090		28,058		24,362		25,128		24,898		22,568		24,908		24,001		25,854		23,111		23,000
6210	Total Current Secured	849,465		852,876		852,876		692,442		669,944		668,582		696,419		735,321		788,423		875,376		957,212		1,029,084
6220	Current Unsecured	64,438		72,956		56,872		46,640		47,239		47,311		33,588		45,613		50,053		53,807		55,274		55,000
6230	Prior Secured	24,856		37,363		47,569		88,689		6,809		26,545		28,818		18,290		19,667		19,936		12,028		12,000
6240	Prior Unsecured	978		1,258		435		815		461		1,221		3,528		1,036		1,054		936		962		1,000
6250	Spec. Dist. Augmentation Fund (SDAF)	0		0		0		11,971		0		0		0		0		9,062		9,782		8,555		8,500
6260	Penalties & Costs on Delinquent	4,289		6,019		7,676		2,158		0		0		448		3,447		270		249		268		250
6280	Current Supplemental	72,614		48,227		34,058		10,037		8,242		10,682		9,668		14,786		24,408		33,580		36,813		35,000
6300	Prior Supplemental	2,103		3,704		4,939		3,644		2,312		430		1,066		952		781		720		821		800
	TOTAL TAXES	1,018,742		1,089,350		1,004,425		856,396		735,008		754,771		773,534		819,445		893,718		994,386		1,071,933		1,141,634
6540	Penalties & Costs on Delinquent	0		0		0		0		0		399		0		0		0		0		0		0
6690	State Homeowners	19,790		20,375		18,101		13,993		12,454		17,059		14,896		15,180		15,578		16,224		16,245		16,250
	ACTUAL PROPERTY TAX REVENUE RECEIVED	1,038,532		1,109,724		1,022,526		870,388		747,462		772,229		788,431		834,625		909,296		1,010,610		1,088,178		1,157,884
	% Change from Previous Year			6.86%		-7.86%		-14.88%		-14.12%		3.31%		2.10%		5.86%		8.93%		11.14%		7.68%		6.41%
	SDAF Diverted by Orange County	400,957		400,957		400,957		400,957		0		0		0		0		0		0		0		0
	TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor)	1,439,489		1,510,681		1,423,483		1,271,345		747,462		772,229		788,431		834,625		909,296		1,010,610		1,088,178		1,157,884
	% Change from Previous Year			4.95%		-5.77%		-10.69%		-41.21%		3.31%		2.10%		5.86%		8.95%		11.14%		7.68%		6.41%
	Placentia Valuation (Secured & Unsecured)	1,742,400,695		1,871,985,331		1,955,832,524		1,983,866,179		1,998,150,349		2,018,326,929		2,026,766,015		2,089,162,828		2,250,369,894		2,445,203,617		2,646,887,381		2,864,683,614
	% Change from Previous Year			7.44%		4.48%		1.43%		0.72%		1.01%		0.42%		3.08%		7.72%		8.66%		8.25%		8.23%
	1% of Valuation for Total Property Tax	17,424,007		18,719,853		19,558,325		19,838,662		19,981,503		20,183,269		20,267,660		20,891,628		22,503,699		24,452,036		26,468,874		28,646,836
	% of Property Tax to Library District	5.96%		5.93%		5.23%		4.39%		3.74%		3.83%		3.89%		4.00%		4.04%		4.13%		4.11%		4.04%
	Amt. Library Rec'd of Each Property Tax Dollar	\$0.06		\$0.06		\$0.05		\$0.04		\$0.04		\$0.04		\$0.04		\$0.04		\$0.04		\$0.04		\$0.04		\$0.04





DAVID E. SUN
AUDITOR -CONTROLLER

Hall Of Finance & Records
12 Civic Center Plaza
P.O. Box 567
Santa Ana, California 92702-0567

(714) 834-2450 FAX: (714) 834-2569

AUDITOR-CONTROLLER

September 26, 2001

TO: All Orange County Property Tax Receiving Agencies
ATTENTION: Finance Directors
SUBJECT: Estimated 2001-2002 Basic Levy Property Tax Revenue

Enclosed are estimates of property tax revenues for your agency for FY 2001-2002. The countywide increase on the secured roll was 9.40 percent, while the unsecured tax roll increased by 3.35 percent.

For those funds on the alternate allocation system, or "Teeter" plan, we have used a 2.0 percent combined roll change/refund factor for secured taxes. For non-Teeter funds we have used a 3.0 percent combined delinquency/roll change/refund factor for secured taxes. For all taxing agencies the unsecured combined delinquency/roll change/refund factor is 6.0 percent.

The refund/roll change rates remain material in nature due to the continuation of large numbers of assessment appeals being processed. You should allow for these adjustments to your tax revenue estimates in preparing your 2001-2002 revenue projections.

The 2001-2002 State-assessed public utility unitary roll decreased by 5.50 percent. The enclosure reflects your share of the revenue attributable to the public utility unitary roll. The sum of the "Secured" and "Public Utility" revenue estimates shown on the enclosure is the total secured tax revenue estimate for your agency.

We estimate that revenue from the supplemental tax roll will be approximately 90-100 percent of your FY 2000-2001 actual supplemental tax revenue. The supplemental roll estimate is highly variable due to the uncertainties associated with preparing the supplemental roll.

The enclosed estimates again reflect the State property tax shift as computed under the current statutes following statewide guidelines. Future legal interpretations or Legislative clean-up bills may change the tax shift computations. In these cases, we will adjust our tax allocation files as necessary to ensure that each taxing agency receives the correct amount of property taxes under the latest interpretation of the law.

We hope this information will help you in preparing or amending your FY 2001-2002 budget. If you have any questions or desire additional information, please contact Neal Gruber or Lindsey Brede at 834-4437.

Kathy Permenter
Kathy Permenter
Manager A/C Tax Unit

NG:lb
Enclosure



DAVID E. SU
AUDITOR-CC

Agenda Item 27
Attachment B
Page 2 of 4

Hall of Finance
12 Civic Center
P.O. Box 567
Santa Ana, California 92702-0567

(714) 834-2450 Fax: (714) 834-2569
A/C Tax Unit (714) 834-4437

SEPTEMBER 26, 2001

PLACENTIA LIBRARY DISTRICT
FINANCE DEPT-REVENUE
411 E. CHAPMAN AVE.
PLACENTIA, CA 92670

ESTIMATED 2001-2002 PROPERTY TAX REVENUE
AT68AF-72

FUND/AGENCY FUND DESCRIPTION

707 -707.01 PLACENTIA LIBRARY DIST-GEN FUND

SECURED	1,010,264.90
PUBLIC UTILITY	24,925.09
HOMEOWNER	15,846.45
UNSECURED	<u>55,970.21</u>
TOTAL	1,107,006.65

ORANGE COUNTY AUDITOR CONTROLLER
2001 - 2002 TAX LEDGER - DETAIL
PRINT DETAIL TAX LEDGER - AS OF 09/25/01

FUND: 707 707 01 PLACENTIA LIBRARY DIST-GEN FUND

REPORT TOTALS	DATE	TAX CHARGE	AMOUNT APPORTIONED	REFUNDS IMPOUNDS/ADJ.	COLLECTION CHARGE	UNPAID
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FUND: 707 707 01 PLACENTIA LIBRARY DIST-GEN FUND

SECURED TAX LEDGER

SECURED INITIAL TAX CHARGE	09 10	1,032,107.63				
LOCAL ROLL		1,032,107.63	.00	.00	.00	1,032,107.63
SECURED H/O NET TAX CHARGE	09 10	15,705.62				
HOMEOWNER		15,705.62	.00	.00	.00	15,705.62
PUBLIC UTILITY LEVY	09 25	24,925.09				
PUBLIC UTILITY		24,925.09	.00	.00	.00	24,925.09
TOTAL SECURED TAX LEDGER		1,072,738.34	.00	.00	.00	1,072,738.34 *

SUPPLEMENTAL TAX LEDGER

SUPPL TAX LEVY - 1985+	08 04					
SUPPL ROLL APPORT 1985+ #1	08 15	3,011.83				
SUPPLEMENTAL ROLL REFUNDS 1	08 15		1,144.03	78.72		
SUPPL ROLL APPORT 1985+ #2	09 20		5,589.07			
SUPPLEMENTAL ROLL REFUNDS 1	09 20		-2,135.49	2,135.49		
SUPPLEMENTAL ROLL TOTALS		3,011.83	4,518.89	2,214.21	.00	-3,721.27
TOTAL SUPPLEMENTAL TAX LEDGER		3,011.83	4,518.89	2,214.21	.00	-3,721.27 *

UNSECURED TAX LEDGER

UNSECURED INITIAL TAX CHARGE	09 15					
UNSECURED 1ST COLLECTION	09 20	61,090.18				
UNSECURED REFUNDS	09 20		53,699.45	1,707.45		
COLLECTION CHARGE	09 20		-1,707.45		129.98	
LOCAL ROLL		61,090.18	51,862.02	1,707.45	129.98	7,390.73
UNSEC HOX ROLL CHANGES	06 30	-18.57				
HOMEOWNER		-18.57	.00	.00	.00	-18.57
TOTAL UNSECURED TAX LEDGER		61,071.61	51,862.02	1,707.45	129.98	7,372.16 *

ORANGE COUNTY AUDITOR CONTROLLER
 2001 - 2002 TAX LEDGER - DETAIL
 PRINT DETAIL TAX LEDGER - AS OF 09/25/01

FUND: 707 707 01 PLACENTIA LIBRARY DIST-GEN FUND

REPORT TOTALS	DATE	TAX CHARGE	AMOUNT APPORTIONED	REFUNDS/ADJ. IMPOUNDS/ADJ.	COLLECTION CHARGE	UNPAID
FUND ID 707 70701 TOTAL		1,136,821.78	56,380.91	3,921.66	129.98	1,076,389.23 **
FUND TOTAL		1,136,821.78	56,380.91	3,921.66	129.98	1,076,389.23 ***

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Fiscal Year 2000-2001 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates**
DATE: October 17, 2001

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 2000-2001. The Audit is Attachment A.

The Trustee copies were mailed by District staff on October 9, 2001.

The Management Letter for the Fiscal Year 2000-2001 has not yet been received. It will be included with the General Consent Calendar items as soon as it is received.

RECOMMENDATION:

Receive and File the Audit for Fiscal Year 2000-2001 as prepared by Munson, Cronick & Associates.



PLACENTIA LIBRARY DISTRICT

Report On Audit Of Financial Statements

**For The Year Ended
June 30, 2001**

PLACENTIA LIBRARY DISTRICT

CONTENTS

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Independent Auditor's Report	1
Combined Balance Sheet, All Fund Types And Account Groups	2
Statement Of Revenues, Expenditures And Changes In Fund Balances - Budget And Actual	3
Notes To Financial Statements	4

Munson,
Cronick &
Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 2001, and the related statement of revenues, expenditures and changes in fund balances - budget and actual, for the year then ended. These financial statements are the responsibility of management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted government auditing standards and the State Controller's minimum audit requirement for California Special Districts. Those standards require that we plan and perform the government audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District at June 30, 2001, and the revenues, expenditures and changes in fund balances - budget and actual, for the year then ended, in conformity with generally accepted accounting principles, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Munson, Cronick & Associates, LLP

MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

Fullerton, California
September 21, 2001

PLACENTIA LIBRARY DISTRICT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 2001

<u>Assets</u>	Government Fund <u>General</u>	<u>Account Groups</u>		Total (Memorandum Only)
		<u>Fixed Assets</u>	<u>Long-Term Debt</u>	
Current assets:				
Cash and cash equivalents	\$ 746,995			\$ 746,995
Certificates of deposit	32,500			32,500
Taxes receivable	18,755			18,755
Due from other county and agency	8,839			8,839
Accrued interest receivable	9,016			9,016
Prepaid expenses	<u>31,046</u>			<u>31,046</u>
Total current assets	847,151			847,151
Amount to be provided for retirement of general long-term debt			\$ 270,000	270,000
Property, plant and equipment		<u>\$2,106,187</u>		<u>2,106,187</u>
Total assets	<u>\$ 847,151</u>	<u>\$2,106,187</u>	<u>\$ 270,000</u>	<u>\$3,223,338</u>
<u>Liabilities And Fund Equity</u>				
Current liabilities:				
Accounts payable	\$ 14,332			\$ 14,332
Wages and taxes payable	23,476			23,476
Accrued interest	3,847			3,847
Accrued sickleave and vacation	<u>45,750</u>			<u>45,750</u>
Total current liabilities	87,405			87,405
Long-term lease payable			<u>\$ 270,000</u>	<u>270,000</u>
Total liabilities	<u>87,405</u>		<u>270,000</u>	<u>357,405</u>
Fund equity:				
Fund balances				
Reserved for prepaid expenses	31,046			31,046
Unreserved:				
Designated	185,719			185,719
Undesignated	542,981			542,981
Investment in general fixed assets		<u>\$2,106,187</u>		<u>2,106,187</u>
Total fund equity	<u>759,746</u>	<u>2,106,187</u>		<u>2,865,933</u>
Total liabilities and fund equity	<u>\$ 847,151</u>	<u>\$2,106,187</u>	<u>\$ 270,000</u>	<u>\$3,223,338</u>

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Statement Of Revenues, Expenditures And Changes In
Fund Balances - Budget And Actual

For The Year Ended June 30, 2001

	General Fund		Variance Favorable (Unfavorable)	Plant Funds
	Budget	Actual		
Revenues:				
Property taxes, current year	\$1,012,789	\$1,001,385	\$ (11,404)	
Property taxes, prior year	21,800	13,811	(7,989)	
Homeowners property tax relief	16,500	16,245	(255)	
Other state funds	163,450	169,318	5,868	
Interest income	20,609	15,310	(5,299)	
Other county revenue	85,750	198,927	113,177	
Other revenue	-	41,831	41,831	
Total revenues	1,320,898	1,456,827	135,929	
Expenditures:				
Salaries and employee benefits	724,618	756,603	(31,985)	
Insurance	10,470	11,143	(673)	
Maintenance	80,400	89,395	(8,995)	
Utilities	37,250	48,144	(10,894)	
Interest expense	-	16,245	(16,245)	
Special department expense	155,300	158,744	(3,444)	
Office expense	36,950	40,648	(3,698)	
Specialized services	91,490	91,934	(444)	
Other county expenditures	170,200	91,641	78,559	
Other expenditures	-	35,190	(35,190)	
Total expenditures	1,306,678	1,339,687	(33,009)	
Excess of operating revenues over expenditures	14,220	117,140	102,920	
Additions to property, plant and equipment	(4,500)	(52,367)	(47,867)	\$ 52,367
Lease payments (principal portion)	(60,000)	(60,000)	-	
Excess (deficit) of revenues over expenditures	\$ (50,280)	4,773	\$ 55,053	52,367
Fund balance, beginning		754,973		2,053,820
Fund balance, ending		\$ 759,746		\$ 2,106,187

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements

June 30, 2001

1. Summary Of Significant Accounting Policies

Fund Accounting

The accounts of the Placentia Library District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Placentia Library District has created several types of funds. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The individual funds account for the governmental resources that are allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

The funds are grouped into one fund type and two account groups as described below:

Government Fund Type - these are funds through which most governmental functions typically are financed. The funds included in this category are as follows:

General Fund - this fund is established to account for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue used to finance the fundamental operations of the District are included in this fund. The fund is charged with all costs of operating the district for which a separate fund has not been established.

Fixed Assets Account Group - this is not a fund, but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

Long-Term Debt Account Group - this is not a fund, but rather an account group that is used to account for the outstanding principal balances of general lease obligations bonds and other long-term debt.

Government funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Licenses and permits, charges for service, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, current and prior, and special state tax allocations are recorded when earned (when they are measurable and available).

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2001

1. Summary Of Significant Accounting Policies, Continued

Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for debt service and other long-term obligations which are recognized when paid.

Budgetary controls for the Library District are based on Appropriations Limits set by the California Constitution, Article XIII B. This limitation states that the appropriations may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or California per capita income, whichever is less. The State of California provides the factors annually to each district in order that the budgets may be prepared. All budgets are approved by Board of Trustees and then by the County of Orange. Appropriations do not lapse at year end, as the Library District reverts these funds to their General Fund Balance.

Total-Memorandum Only

When combined financial statements include a "Total-Memorandum Only" column, it should be noted that they are presented to facilitate financial analysis and that data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles nor is such data comparable to a consolidation. Interfund eliminations are not made in the aggregation of these totals.

Designated Fund Balance

The Board of Trustees of Placentia Library District sets aside specific funds to be used for future lease payments. The amount of funds designated as of June 30, 2001, was \$185,719. Interest earned on these funds for the year ended June 30, 2001, was \$5,669. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2001

2. Cash And Cash Equivalents

Cash reported in the accompanying combined balance sheet is comprised of:

Fiscal agents	\$ 618,254
Cash, including interest	59,731
Investments, cash equivalents	<u>69,010</u>
	<u>\$ 746,995</u>

The District considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

The District maintains a portion of their cash and investments in a bank deposit account in excess of federally insured limits (FDIC) of \$100,000. There is no amount in excess of the FDIC limit as of June 30, 2001. The District has not experienced any losses as a result of this balance.

The Board of Trustees has approved and designated annual payments of \$71,800 to the bond redemption fund. Although actual lease payments per the amortization schedule are for lesser amounts, the funds set aside as designated by the Board have resulted in an excess of funds. The excess funds have been held in a restrictive trust by the County of Orange under the name of Placentia Civic Center Authority. Funds in the account can only be applied toward bond redemption. The fair market value in this account was \$69,010 at June 30, 2001.

3. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is considered a government unit. As of June 30, 2001, property, plant and equipment are comprised of:

Building and improvements	\$ 1,435,586
Furniture and equipment	589,103
Land	<u>81,498</u>
	<u>\$ 2,106,187</u>

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2001

4. Long-Term Lease Payable

The lease of the Library facilities from the Placentia Civic Center Authority has been accounted for as a direct financial lease. The assets related to the long-term lease, with a value of \$1,320,927, have been included in plant, property and equipment. Annual lease payments include principal and interest at approximately 6.0% per annum. The Library is required to pay property taxes, insurance, assessments and maintenance allocated to its' facilities and grounds. The maturity date is October 1, 2004. Minimum future lease payments including principal and interest are:

<u>Year Ending June 30,</u>	<u>Amount</u>
2002	\$ 72,825
2003	74,191
2004	75,273
2005	<u>76,069</u>
	298,358
Interest expense	<u>(28,358)</u>
Net long-term lease payable	<u>\$ 270,000</u>

5. Retirement Plan

The Library has a retirement plan covering all employees with six months of service and who are at least twenty-one years of age. The Library contributes 7% of eligible employee wages on an annual basis.

The plan is a defined contribution plan and benefits under the plan are provided through a trust fund. Plan contributions were \$36,449 during the year ended June 30, 2001.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2001

6. Compensated Absences

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

The Board of Trustees has established a reserve for unused sickleave. As of June 30, 2001, there was a balance of \$31,173 including accrued interest, which is included in cash held by fiscal agents.

7. Relationship to Placentia Civic Center

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District, was formed in May, 1972 for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility and a library. The Authority is the owner of the facility and leases the facilities back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and Library. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the Library based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2001

8. Lease Commitment

The Library is committed under two equipment leases. The minimum lease commitments as of June 30, 2001, are as follows:

Year Ending June 30,

2002	\$ 29,570
2003	29,780
2004	29,686
2005	29,588
2006	29,798
2007 to 2013	<u>228,518</u>

\$376,940

9. Contract Funding

The Library receives property tax revenues from the County of Orange which represents approximately 71% of total revenues.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: California Library Outlets Survey 2000-2001 for Placentia Library District
as submitted to the California State Library on September 26, 2001
DATE: October 17, 2001

BACKGROUND:

Attachment A is a copy of the Library's annual report to the State Library of California for Fiscal Year 2000-2001.

Completion of this report is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

RECOMMENDATION:

Receive & File



California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA LIBRARY OUTLETS SURVEY 2000-2001

Outlets Survey Due September 30, 2001 Mail to:	Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Liz Gibson (916) 653-6752	Placentia Dist. M692 CA0096.001
--	---	---------------------------------------

1. Outlet: *Placentia Library*

2. Director: *Elizabeth D. Minter*

3. Title: *Library Director*

4. Street Address: *411 E. Chapman Ave.*

5. Mail Address:

6. City: *Placentia*

7. Mail City:

8. Zip: *92870-6198* 9. Mail Zip:

10. FAX Phone: *(714) 528-8236*

11. Public Phone: *(714) 528-1906* Ext:

12. Outlet's Website: *placentialibrary.org*

13. Type of Outlet: CE

BR = Branch; ST = Station; CE = Central Library; OT = Other Outlet

14. This Facility is Owned by: SPDT

*City = CITY *County = CNTY *Special District = SPDT *Public School = PSCH
*Other Public Agency = PUAG *Private Agency/Person/etc. = PRIV *Multiple = MULT

15. This Facility is in need of: RMDL

*Remodeling = RMDL *Expansion = EXPN *Remodel & Exp = RMEX *Replacement = RPLC

16. State Senate District: <u>33</u>	18. U.S. House District: <u>39</u>
17. State Assembly District: <u>72</u>	

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA PUBLIC LIBRARY REPORT 2000/2001

REPORT YEAR equals Fiscal Year 2000-2001 ending June 30, 2001	Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Liz Gibson (916) 653-6752	Due September 30, 2001 M692 DCR BASE Placentia Dist Code: P Table: 5
---	---	---

Type or Handwrite Changes on this page.

DIRECTORY UPDATE

1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i> <i>Director</i>	
3. Street Address. <i>411 E. Chapman Ave.</i> <i>Placentia</i> <i>92870-6198</i>	4. Mailing Address. <i>411 E. Chapman Ave.</i> <i>Placentia</i> <i>92870-6198</i>
5. Public Phone. <i>(714) 528-1906</i>	6. Reference Phone. <i>(714) 528-1906</i>
7. Library Director's INTERNET e-mail Address. <i>eminter@placentialibrary.org</i>	7.a. Library's INTERNET e-mail Address. <i>reference@placentialibrary.org</i>
8. Library's Website Address. <i>placentialibrary.org</i>	
9. FAX Phone. <i>(714) 528-8236</i>	10. TDD for Deaf.
11. Size Sq. Miles. <i>7.10</i>	12. House Dist. <i>39</i>
13. State Senate. <i>31</i>	14. Assembly. <i>64</i>
15. Affiliations. (NOT CLSA System nor LoC Regional Network) <i>ALA, LVA, CSDA, CLC, ISDOC, OCLN, SCLLN, NSFRE, PGRT</i>	
16. ILL Period: # Weeks. <i>3</i>	17. ILL Photocopy free up to 10 pages? <i>N</i>
18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank. <i>.15/page.</i>	
19. Schedule of Main Library Service Hours. <i>M-W 12-9; Th 10-6; Sun 1-5.</i>	

Elisa Herrera-Thomas

NAME OF CONTACT FOR QUESTIONS REGARDING REPORT DATA (Type or Print)

714-528-1925x202
Phone # of Contact

Signature of Library Director. *EMinter*

Date. *Sep 26, 2001*

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

**Response for
FY 1999-00**

**Type Response for
2000-2001 in box below.**

POPULATION and OUTLETS

201. Pop. Children Age 0-5

100. 692

100. 692

201. 3,068

201. 3,399

203. Pop. Children Age 6-14

203. 5,955

203. 5,174

205. Registered Borrowers as of June 30.

205. 22,994

205. 16,993

206. Children Borrowers Age 0-14

206. 2,295

206. 3,579

207. Main Library.
(if open for public service)

207. 1

207. 1

208. Branches.
(at least 1400 sq.ft. 7000 vols)

208. 0

208. 0

209. Stations.

209. 0

209. 0

210. Bookmobiles. Vehicle count.

210. 0

210. 0

211. Other Outlets, Deposits.

211. 0

211. 0

212. Hours per week Main Library is open.

212. 39.00

212. 39,000

LIBRARY STAFF

251. Total count of persons employed.
full and part time. (PERSONS NOT FTE)

251. 18

251. 18

252. ALA Librarians.(Full Time Equivalent)
who have accredited ALA Masters.

252. 5.00

252. 4.00

253. FTE Total Librarians
(ALA or other.)

253. 2.50

253. 4.00

254. FTE Special Professionals

254. 4.00

254. 4.75

255. FTE Lib. Tech. Assistants.

255. 0.00

255. 0

256. FTE other.

256. 5.50

256. 6.0

257. FTE Volunteers,
Average FTE per week (not hours)

257. 5.78

257. 6.55

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

Response for
FY 1999-00

Type Response for
2000-2001 in box below.

INCOME - for OPERATIONAL EXPENSES

Report whole dollars only, omit cents.

Enter funds for OPERATIONAL EXPENSES.

Exclude capital outlay income.

- 301. Local Government:
taxes and allocations. (includes \$'s from 305. & 307.)
- 302. State funds:
CLSA and PLF.
- 303. Federal funds:
LSCA or other.
- 304. Other Income.
(includes \$'s detailed in 306, below.)
- 305. Special District Augmentation
funds for counties and districts.
- 306. Gifts, Fines, Fees
and local fund raising.
- 307. Contract Payments.
from another jurisdiction.

100. 692

100. 692

301. 1,084,098

301. 1,109,369

302. 125,741

302. 169,318

303. 0

303. 0

304. 108,350

304. 80,563

305. 27,963

305. 8,555

306. 179,958

306. 183,003

307. 0

307. 0

INCOME - for CAPITAL OUTLAY

Report whole dollars only, omit cents.

Enter funds for CAPITAL OUTLAY ONLY.

Exclude income for Operational Expenses.

- 311. Local Government:
taxes and allocations. (includes \$'s from SDAF, Contract
Payments, etc, as appropriate.)
- 312. State funds:
CLSA and PLF.
- 313. Federal funds:
LSCA or other.
- 314. Other Income.
(includes capital outlay dollars from any other
income source, such as Gifts, Fines, & Fees,
etc, as appropriate.)

311. 0

311. 0

312. 0

312. 0

313. 0

313. 0

314. 0

314. 0

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

**Response for
FY 1999-00**

**Type Rspnse for
2000-2001 in box below.**

STANDARD OPERATING EXPENDITURES

Local, State and Federal funds.

	100. 692	100. 692
401. Salaries.	401. 537,311	401. 623,837
402. Benefits. If paid by Library.	402. 110,915	402. 143,552
403. Print Materials.	403. 88,807	403. 126,891
404. Current Serial Subscriptions.	404. 19,827	404. 14,765
405. Microforms.	405. 0	405. 0
406. Audiovisual materials.	406. 8,215	406. 10,217
407. Library Materials in Electronic Formats	407. 20,301	407. 23,501
408. Other materials.	408. 0	408. 0
409. Operating Expenditures for Electronic Access	409. 91,974	409. 97,760
410. All other Operating Expenditures.	410. 329,178	410. 301,648
411. Capital outlay. Include sites, buildings, vehicles, original equipment.	411. 0	411. 0

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

**Response for
FY 1999-00**

**Type Response for
2000-2001 in box below.**

EXPENDITURES - Detail

501. Postage and Delivery.

100. 692

501. 4,651

100. 692

501. 2,687

502. Telephone and Other
Telecommunications.

502. 16,121

502. 14,119

503. Contracted Computer Services.

503. 0

503. 43,978

504. Online Database Searching.

504. 0

504. 0

505. Preservation.

505. 0

505. 1,500

506. Expenditure for Children's
Materials.

506. 22,087

506. 42,585

507. Adult Literacy Program.

507. 62,309

507. 175,180

508. Transfer to City/County divisions
for services: maint, accounting, etc.

508. 10,269

508. 12,248

509. Payments for Contract Service
to another jurisdiction.

509. 40,584

509. 0

510. Estimate of Services & Supplies
benefiting the library that were
paid for by other City/County
Division for report year.

510. 0

510. 0

PUBLIC LIBRARY FUND

511. Amount of PLF funds included in
Total Operating Budget.

511. 88,459

511. 88,826

512. PLF expended for Library Materials.

512. 88,459

512. 88,826

513. PLF expended for Personnel.

513. 0

513. 0

514. Hours of service provided by
PLF-paid Personnel.

514. 0.00

514. 0

515. PLF expended on General Operations.

515. 0

515. 0

516. PLF expended on Special Projects.

516. 0

516. 0

517. PLF difference from Allocation.

517. 0

517. 0

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

COLLECTIONS.

All entries are annual for fiscal year,
and are in units or items.

**Response for
FY 1999-00**

**Type Response for
2000-2001 in box below.**

	100. 692	100. 692
601. Books Added Cataloged.	601. 8,657	601. 10,643
602. Books Adult/YA Added Cataloged.	602. 5,628	602. 5,887
603. Books Added Uncataloged.	603. 2,521	603. 2,676
604. Children's Books. Added, Cataloged.	604. 3,029	604. 4,181
605. Children's Books. Added, Uncataloged.	605. 1,005	605. 1,122
606. Books Total Held as of June 30.	606. 152,972	606. 156,429
607. Books Children Held as of June 30.	607. 42,505	607. 44,142
608. Books Adult/YA Held as of June 30.	608. 110,467	608. 112,287
609. Leased Books. Inventory on hand.	609. 0	609. 0
610. Government Documents in separate collections.	610. 89	610. 109
611. Microfilm (reels).	611. 922	611. 922
612. Microforms (not microfilm).	612. 873	612. 873
613. Children's Audio Materials held as of June 30.	613. 190	613. 310
614. Total Audio Materials.	614. 9,476	614. 9,684
615. Films.	615. 0	615. 0
616. Children's Video Materials held as of June 30.	616. 345	616. 429
617. Total Video Materials.	617. 2,291	617. 2,217
618. Number of Current Periodical and Serial Subscriptions.	618. 125	618. 148
619. Book Titles Added (Cataloged)	619. 5,505	619. 8,469
620. CD-ROMS Data disks only, not Audio/Video or public catalog.	620. 160	620. 208
621. Other (non CD-ROM) Library Materials in Electronic Formats.	621. 0	621. 0
622. Serial Volumes held as of June 30.	622. 405	622. 428

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

**Response for
FY 1999-00**

**Type Response for
2000-2001 in box below.**

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

- 701. Armenian
- 702. Chinese
- 703. French
- 704. German
- 705. Hmong
- 706. Italian
- 707. Japanese
- 708. Korean
- 709. Laotian
- 710. Russian
- 711. Spanish
- 712. Vietnamese

100. 692	100. 692
701. 0	701. 0
702. 0	702. 166
703. 0	703. 0
704. 0	704. 0
705. 0	705. 0
706. 0	706. 0
707. 0	707. 0
708. 0	708. 78
709. 0	709. 0
710. 0	710. 0
711. 267	711. 474
712. 75	712. 29

Print Materials HELD as of June 30.

- 751. Armenian
- 752. Chinese
- 753. French
- 754. German
- 755. Hmong
- 756. Italian
- 757. Japanese
- 758. Korean
- 759. Laotian
- 760. Russian
- 761. Spanish
- 762. Vietnamese

751. 0	751. 0
752. 0	752. 152
753. 0	753. 0
754. 0	754. 0
755. 0	755. 0
756. 0	756. 0
757. 0	757. 0
758. 0	758. 75
759. 0	759. 0
760. 0	760. 0
761. 922	761. 1,132
762. 1,391	762. 1,340

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

Response for
FY 1999-00

Type Response for
2000-2001 in box below.

LIBRARY SERVICES, ANNUAL.

100. 692	100. 692
801. Total Public Service Hours.	801. 1,934
802. Attendance in Library.	802. 370,976
803. Reference Questions. Omit Directional.	803. 26,536
804. Online Database Searches.	804. 7,322
805. Circulation of Children's Materials.	805. 80,336
806. Circulation Non-English.	806. 4,101
807. Circulation Non-Book.	807. 16,379
808. Total Circulation.	808. 166,094
809. This data element is no longer collected.	
810. In-Library use of Materials.	810. 68,829
811. ILL loans to others.	811. 3,549
812. ILL loans received.	812. 2,034
813. Pre-School Programs. Number.	813. 395
814. Pre-School Programs. Attendance.	814. 8,414
815. School Age Programs. Number.	815. 167
816. School Age Programs. Attendance.	816. 11,523
817. Adult Programs. Number.	817. 2
818. Adult Programs. Attendance.	818. 156
819. Total Programs. Number.	819. 564
820. Total Programs. Attendance.	820. 20,093

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

**Response for
FY 1999-00**

**Type Response for
2000-2001 in box below.**

SALARY SURVEY.

Survey is of monthly ranges
for selected classifications.
Leave sections blank if inappropriate.
But do not divide sections or
add new ones. List monthly ranges,
whole dollars only, omit cents.

100. 692

100. 692

901. Director (monthly rate)	Begin	901. 7,411	901. 7,649
902. Director (monthly rate)	Final	902. 7,411	902. 7,649
903. Assistant Dir.	Begin	903.	903.
904. Assistant Dir.	Final	904.	904.
905. Chief Lib. Div.	Begin	905. 4,347	905. 4,012
906. Chief Lib. Div.	Final	906. 5,562	906. 5,132
907. Branch Libn.	Begin	907.	907.
908. Branch Libn.	Final	908.	908.
909. Entry Level Librarian	Begin	909.	909. 2,906
910. Entry Level Librarian	Final	910.	910. 3,717
911. Journeyman Librarian	Begin	911.	911. 3,384
912. Journeyman Librarian	Final	912.	912. 4,331
913. Lib. Tech. Asst.	Begin	913. 2,304	913. 2,458
914. Lib. Tech. Asst.	Final	914. 2,946	914. 3,143
915. Clerk Non-Pro. (Beginning) (general clerical; no library skills requirement)	Begin	915. 1,714	915. 1,830
916. Clerk Non-Pro. (Beginning)	Final	916. 2,192	916. 2,340
917. Mgr. of Spec. Service. (non-MLS) (e.g. Literacy, A-V, or I&R Specialist)	Begin	917. 2,633	917. 4,012
918. Mgr. of Spec. Service. (non-MLS)	Final	918. 3,367	918. 5,132

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

Type Responses in indicated area.

**Response for
FY 1999-00**

**Type Response for
FY 2000-2001 in box below.**

	100. 692	100. 692
ELECTRONIC SERVICES		
INTERNET ACCESS FOR YOUR LIBRARY		
851. Library has access to the Internet for electronic mail? (N = No; Y = Yes)	851. Y	851. Y
852. Library has access for other Internet services other than e-mail? (e.g. Telnet, gopher, ftp, WWW, etc.) (N= No; Y = Yes)	852. Y	852. Y
INTERNET AVAILABILITY (Answer 853. only if your answer to 852 is Y (Yes))		
853. Under what circumstances is Internet access available? ...if ONLY to library staff (no patron access), type ST ...if patrons have access but ONLY through staff, type PI ...if patrons can have their own direct use or can access through staff intermediary, at their own option, type PE	853. PE	853. PE
OTHER ELECTRONIC SERVICES		
856. Is direct patron access to other electronic services available? (e.g. bibliographic & full text databases; multi-media products) (N = No; Y = Yes)	856. Y	856. Y
TELECOMMUNICATIONS SUBSIDIES		
857. Took advantage of CA Teleconnect subsidies during this report year. (Yes=Y; No=N)	857. Y	857. Y
858. Took advantage of federal E-RATE subsidies during this report year. (Yes=Y; No=N)	858. Y	858. N
ELECTRONIC RESOURCES USAGE		
859. Number of Users of Electronic Resources per Typical Week.	859.	859. 175



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Discussion of Civic Center Authority Remodeling Project funding issues
DATE: October 17, 2001

BACKGROUND

President Shkoler and Trustee Wood will report on the Civic Center Authority Annual Meeting held on October 10, 2001. The documents from that meeting are Attachment A.

Attachment B the Library Director's analysis of the initial Civic Center Remodeling Project estimate and the most recent progress report.

RECOMMENDATION

Give direction for future action.



Civic Center Authority Budget Update 10-10-01

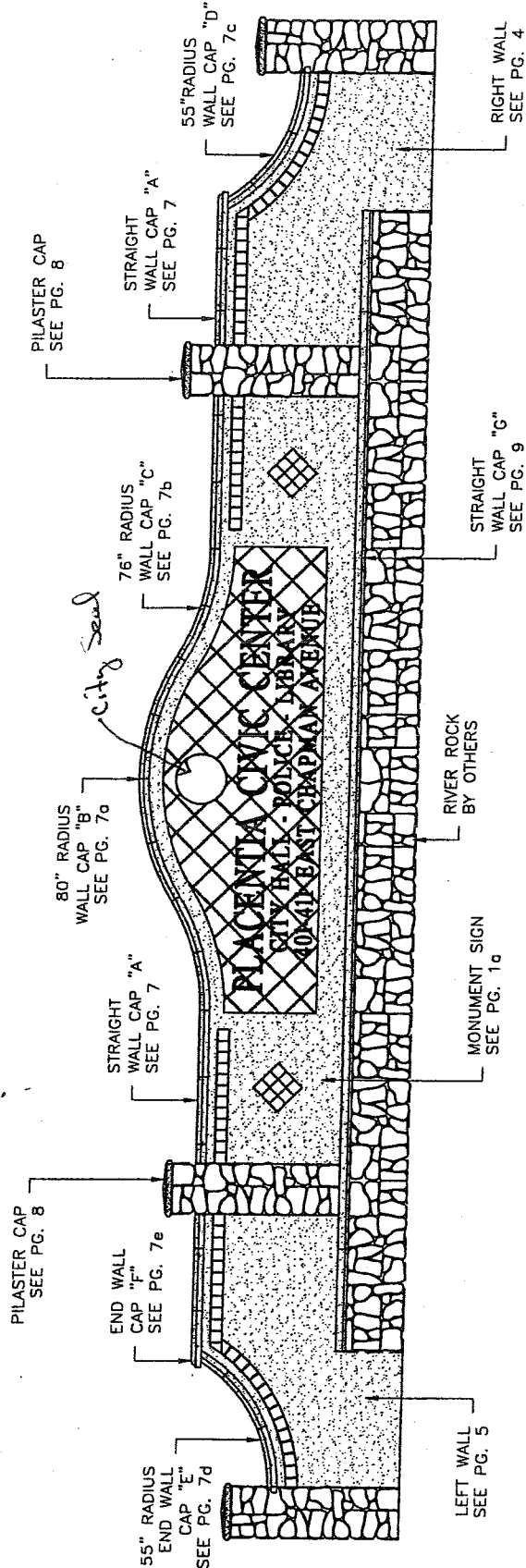
Item	Contract Cost	Status/Change Orders:	Actual Cost:	Contractor
Plaza Rehab	442,636.95	Contract awarded per CCA Board; Deducted +/- \$17,000 (1 irrig. Controller, trees, shrubs)	425,636.95	Advanced Construction
Architectural Design	55,000.00	Completed	55,000.00	Borders Architects/ V2C Group
Painting	37,200.00	Added \$3100 (More green fascia trim, changed stucco color)	40,500.00	Royal Construction
Sign Demo	3,100.00	90 percent complete; demo footings scheduled	3,100.00	Mariposa Horticultural Enterprises
Landscape/Irrigation Corner of Chapman/ Kraemer	24,120.00	Scheduled	24,120.00	Mariposa Horticultural Enterprises
Facia & Trellis Wood Replacement	11,600.00	Completed	11,600.00	Premier Contractors
Add'l Facia & Trellis Wood Replacement	47,023.00	Completed	47,023.00	Premier Contractors
New Monument sign faces	13,025.78	Plans revised per CCA Board--order pending	13,695.00	Quickcrete
New Monument sign support structure and foundation	10,000.00	Structural plans in design	10,000.00	V2C Group/Robert Chang
Other signage	4,042.00	Master sign plan in design per CCA Board	4,042.00	John Bishop Design
Electrical Work	30,000.00	Demo completed; temp. lighting completed; fixtures ordered	30,000.00	Causey Electric
Construction Management	14,800.00	Ongoing	14,800.00	Borders/V2C Group
TOTAL	692,547.73		679,516.95	

RETE PRODUCTS CORP.
W. Parkridge Ave.
P.O. Box 639
TGO, CO 92860
6240 Fax (909) 737-7032

ASSEMBLED PLAN
SIGN WALL
PLACENTIA CIVIC CENTER

SHEET
1
OF
9

Authorized Signature _____ **Date** _____
By signing above or stamping this drawing "approved" or
no exception taken" authorization is given to Quick Crete
to produce this drawing as shown within a 1/4" tolerance.



ASSEMBLED ELEVATION VIEW
(UNFOLDED)

FILE NO.	0341-1
DATE:	9/26/01
SCALE:	3/16" = 1'
DRAFTER:	J.U.

Placentia Library District
2001 Civic Center Remodeling Project
Project Cost Estimates

Category	15-Jan-01	10-Oct-01
Mobilization	5,000	
Demolition-concrete and 2 fountains (25,000 sq. ft.)	12,500	
Interlocking pavers with base, grading, drains (25,000 sq. ft.)	200,000	425,637
Building ID Signage (6)	3,000	4,042
Upgrade bench bases (16)	6,000	
Drinking fountain replacement (1)	2,000	
New trees (48)	43,000	
New shrub/turf area (13,700 sq. ft.)	28,000	
Irrigation system adds and upgrades (13,700 sq. ft.)	20,500	24,120
Irrigation controller replacement (1)	8,000	
Electrical upgrades/lighting	30,000	30,000
Design fees	4,600	55,000
Construction Management		14,800
Subtotal Item 1	362,600	553,599
Painting of building exteriors	40,000	87,523
Trellis vine removal and painting	5,000	11,600
Flagpole base upgrade (new tile)	4,000	
Main fountain tile R and R and upgrade	20,000	
Subtotal Item 2	69,000	99,123
Corner monument sign and planters	40,000	26,795
TOTAL Items 1, 2 & 3	471,600	679,517
Contingency (Library agree to 7 1/2%)	35,370	
TOTAL	506,970	679,517
50% Library Share	253,485	



Agenda Item 31

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: October 7, 2001
 SUBJECT: Program Committee Report for the month of September.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	0	0
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	00
Thurs. AM Story Times	0	00
3-4 year-old music times	0	00
5-6 year-old music times	0	00
Lapsits	0	00
Group tours	1	22
Comm Center Storytimes	2	16
Head Start Storytimes	21	420
TOTAL FOR AUGUST	23	<u>458</u>
YTD TOTAL	64	<u>2,084</u>

<i>LITERACY SERVICES</i>	<i>Sep 2001-02</i>	<i>FY 2001-02 YTD</i>
Total Tutors	131	145
Total Students	217	221
Total Hours	1,105	3,950

For more detailed literacy statistics, see Agenda Item 33, page 2 of 2.

TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian *cmg*

DATE: October 17, 2001

SUBJECT: September activities in the Children's Department

Programming- There were no programs in September. All children's library programming will resume in October.

Class/Group Visits- There were no class visits during the month of September. Class visits are scheduled to resume in October. One Brownie troop visited in September. The 18 girls received a tour of the library, instruction on the on-line catalog, and book bags and book marks to take home. As part of their visit, the girls researched animals.

Community Outreach- Flyers for students and teachers have gone out to all the Placentia public schools. The students received the "Every child a library card" flyer and teachers received copies of the "Information for Teachers" newsletter. Over 9,000 copies of the flyer were distributed to students.

Offsite Programming- Both the Head Start and Community Center storytimes have begun. Nancy Mory has completed two community center storytimes with a combined audience of 16. Due to health concerns, Donna Bass is no longer contracting for the Head Start storytimes. Lauren Andrews, who has subbed for Donna in the past, has taken over those storytimes. She has completed ¹² ~~3~~ Head Start storytimes with a combined audience of 420.


New Programs- Plans are under way for the new Teen Advisory Board. Ten local teens have confirmed plans to participate in the council. First Class Pizza in Placentia has agreed to donate pizza for all the board meetings. The first meeting will be in October.

A series of parenting lectures have been planned. They are schedule quarterly: November, February, May and August. There will be two lectures each evening, the first in Spanish, the second in English. Flyers have been prepared in both languages, and will be distributed through Placentia Head Start, Placentia Human Services and Fullerton WIC, as well as through the libraries storytimes and lapsits. These lectures are being given free of charge through the Healthy Steps program, funded by the Commission of Children and Families of Orange County.



Agenda Item 33

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 9, 2001

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

Tutor Training. The Literacy Coordinator conducted three accelerated tutor training workshops during September and six tutors were trained, three adults and five teens. All eight new tutors are matched and tutoring in the Library. The next tutor training is scheduled for October 7.

Families for Literacy (FFL) Program Status. We had one new family begin in September. We now have six families in the FFL component. Because of her school schedule, Lilly, one of our new FWS staff, will not be on site at Placentia Head Start. We will replace her as soon as possible.

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 fifteen students enrolled in both classes.

Rotary Reading Assistance Program (RRAP) to Began in September. RRAP, a partnership with the Placentia and Yorba Linda Rotary Clubs, the Placentia/Yorba Linda Unified School District (PYLUSD), and the Library, began in September and we have already visited, recruited and trained 111 high school volunteers for this school year. RRAP offers high school students the opportunity to get community service hours by volunteering at local elementary schools. Placentia Library's Literacy Coordinator developed the training for the program last year.

Reach Out and Read Partnership Continues. In September, 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 Monday mornings and reads to children in the waiting room while they are waiting to see the St. Judes pediatric staff.

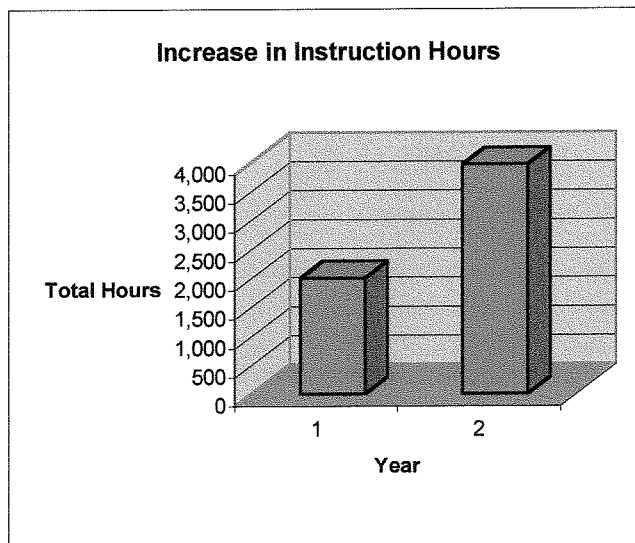
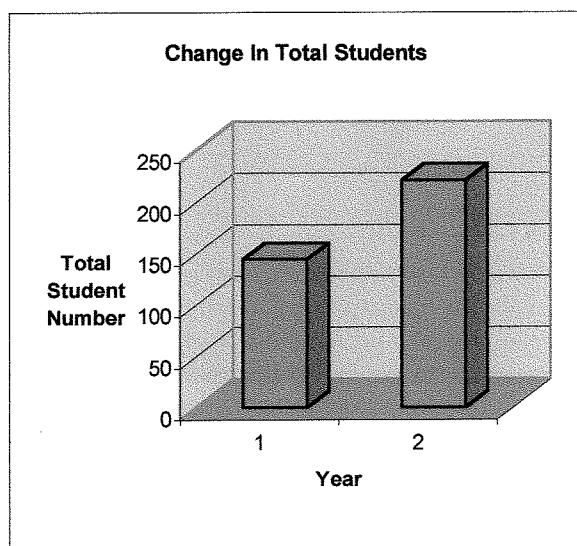
English Language and Literacy Intensive (ELLI) Grant. According to the State Library, Placentia Literacy will receive the \$60,000 ELLI Grant that we submitted earlier this year. I will be able to provide more detailed information at the November Library Board Meeting.

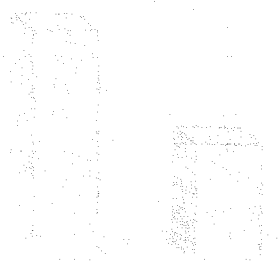
Literacy statistics. See Agenda Item 33, page 2 of 2.

Placenta Library Literacy Services

Report of Growth and Progress

	Sep 2000-01	Sep 2001-02	YTD 2000-01	YTD 2001-02
Tutors:				
Adult	76	91	93	96
Teen	25	41	28	51
Hours Instruction	586	1,105	1,995	3,950
Other Volunteer Hours	36	24	134	104
Total Hours	698	1,505	2,129	4,054
Training Workshops				
Workshops Held	2	2	6	8
Tutors Trained	16	8	45	37
Students				
With Adult Tutors	92	94	107	129
With Teen Tutors	23	51	33	81
In Groups	12	16	14	24
Total Active Students	127	217	144	221
Families for Literacy				
Family Students	NA	7	NA	7
Family Tutors	NA	12	NA	12
Hours of Instruction	NA	68	NA	200
Total Tutors	127	131	140	145
Total Students	127	217	144	221
Total Instruction Hours	586	1,105	1,995	3,950





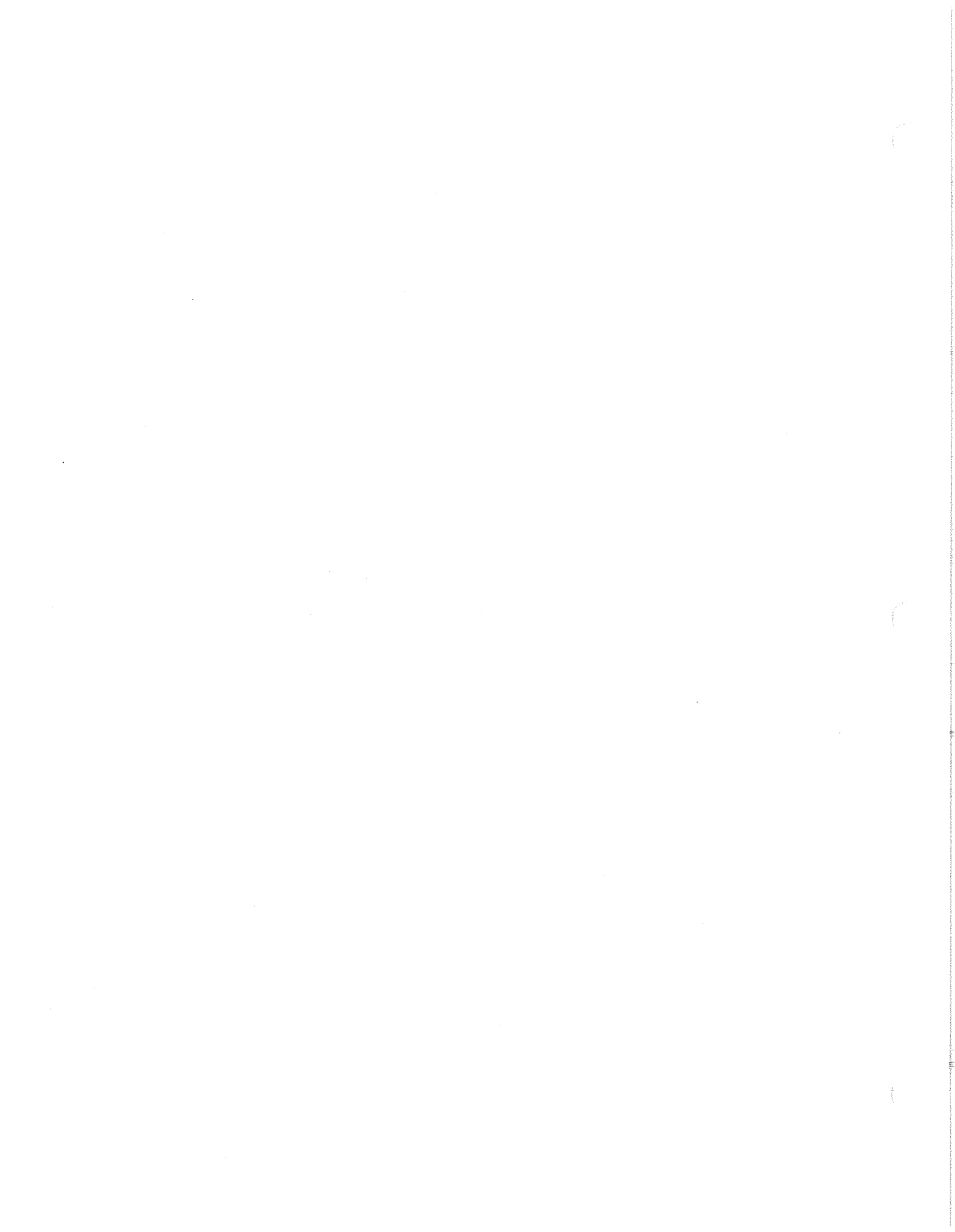
Agenda Item 34

TO: Elizabeth Minter, Library Director
 FROM: Frank Frizell, Webmaster *FF*
 DATE: October 17, 2001
 SUBJECT: Placentia Library Web Site Development Report for the month of September.

This report covers the period of September 1 through September 30. During this time, there were 19,976 hits on the web page averaging 666 hits daily. Following is the hit breakdown of the most visited pages.

PlacentiaLibrary.Org Visits getting the most hits.

Pages Visited	1-Apr	1-May	1-Jun	1-Jul	1-Aug	1-Sep
Borrowers	1,143	1,256	NA	1,208	1,002	1,077
Friends	1,129	1,232	NA	1,174	980	1,060
Hours	1,148	1,261	NA	1,220	1,004	1,077
Information	1,151	1,247	NA	1,214	994	1,075
Foundation	1,125	1,232	NA	1,186	978	1,051
History Room	1,121	1,229	NA	1,288	968	1,052
Literacy/CLC Logo	1,716	1,248	NA	1,350	1,023	1,115
Passports	1,136	1,245	NA	1,184	986	1,057
Total Views Most Hit	9,669	9,950	0	9,824	7,935	8,564



TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator *JR*
DATE: October 9, 2001
SUBJECT: **Publicity materials produced for September 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. Friends of Placentia Library Bookstore offering great bargains
7. Special Back Room Book Sale Every 2nd Sunday except November 18, where it will be on the third Sunday.

Newspaper articles published:

1. Placentia Founders Society seeks new members.
2. Placentia's total crime drops slightly in 2000.
3. New option to mark 75th anniversary.
4. Lapsit stories and calendar.
5. Literacy Tutor Training, 2 articles.
6. Camp Library set up kid's overnight.
7. Student storytellers perform at library.
8. Placentia city art honored.
8. Orange Coast Magazine's monthly calendar.

Flyers and Notices:

1. Notice of Cindy McClain's bereavement sent to all Library Board of Trustees, Foundation, and Friends Directors.
2. Fire Extinguisher Day press release, sent to the O.C. Register, and the Placentia News-Times.
3. Change of Donor Reception date to November 16, 2001 sent to all Library Board of Trustees, Foundation, and Friends Directors.
4. Teacher Newsletter/ assignment alert information packet, sent to all high school and elementary schools in the Placentia-Linda Unified School District.



pacific clippings

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

The Register Daily
SEP 6 - 2001

PLACENTIA 332

Membership: To celebrate the 100th birthday of Bradford House, the Placentia Founders Society is seeking 100 new members for 2001-02. The house belonged to Albert Sumner Bradford, the city's founding father. Information: (714) 993-2470, or Web site www.bradford-house.com.

- Karen Robes
(714) 704-3796
krobes@ocregister.com

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post office box 11789
santa ana, calif. 92711

Placentia News
Weekly
AUG 30 2001

New option to mark 75th anniversary

A new way to celebrate Placentia's 75 years of cityhood will be available in the fall: a commemorative postmark.

Two groups - Placentia Round Table Women's Club and Building Bridges to Placentia's Past - will offer post-marked envelopes for sale, at \$2.50, as a fund-raiser during the Heritage Days Festival on Oct. 13.

Proceeds will benefit recipients of the city's Christmas Clearing Bureau.

Residents can learn more about the postmark at the Building Bridges meeting at 6:45 p.m. Sept. 26 in the Placentia Library workroom, 411 E. Chapman Ave.

Information: Pat Irot, 528-1906.

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Placentia News
Weekly
AUG 30 2001

PLACENTIA CRIME STATISTICS

	1999	2000	5-year change	10-year change
Property	807	802	-28.2%	-48.1%
Violent	135	131	-14.2%	-47.1%
Total	942	933	-25.5%	-48.0%

Source: state Department of Justice. Annual figures are actual numbers. Percentage change is generated by figures per 10,000 residents.

Placentia's total crime drops slightly in 2000

By Karen Robes
Placentia News-Times

Although the number of theft and robbery incidents has risen since 1999, overall crime in Placentia declined in 2000, the latest state and FBI statistics show.

The city's waning statistics are connected to the status of the economy, which has been booming in the last 10 years, Police Services Manager Matthew Reynolds said.

"When the economy is very good, more people have more jobs and are less likely to steal," Reynolds said.

"But when there are fewer jobs, those people who are on the cusp are more likely to steal to support themselves and their family."

Neighborhood Watch board President Paula Mihalow agreed.

"There is a definite economic trend," Mihalow said.

"(If) there are a lot of people that are out of work, there will likely be more crime. But that's something that's happening all over the county."

Of the 942 crimes reported in 1999, 807 incidents were des-

ignated as property crimes - such as car thefts or home break-ins - while 135 incidents were violent crimes, which includes murder, rape, aggravated assault and robbery.

The top four offenses in 1999 were:

- ▶ Thefts - 493
- ▶ Burglaries - 200
- ▶ Aggravated assaults - 108
- ▶ Vehicle thefts - 104

Overall incidents last year were lower by an average of 10 incidents.

Of the 933 crimes reported in 2000, there were 802 incidents designated as property crimes and 131 were violent crimes.

Matt Reynolds
police services manager

The top four incidents came from:

- ▶ Thefts - 508

- ▶ Burglaries - 179
 - ▶ Vehicle thefts - 107
 - ▶ Aggravated assaults - 102
- Mihalow said she notices more police presence in the city and a higher attendance in the Neighborhood Watch meetings.

"There's more interest and we're constantly putting the word out for residents to be aware and to know their neighbors," she said.

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Placentia News
Weekly
AUG 30 2001

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THIS WEEK

TODAY
 'Lapsit' stories for ages 2 and younger will hold its last session from 10:15 to 10:45 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

Community Band meets at 6:30 p.m. at Kraemer Middle School, 645 N. Angelina Drive. Call 993-8117.

3 to 6 will hold last session from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

FRIDAY
 Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford St. Call 986-2332.

SATURDAY
 Placentia-Yorba Linda Y's Men's Club meets at 7:30 a.m. at the Alta Vista Country Club, 777 Alta Vista. Call club President Roscoe Johnson, 996-5835.

Recreation programs are offered from 11 a.m. to 2 p.m. at the Whitten Community Center, 900 S. Melrose Ave., and the Gomez Community Center, 1701 Atwood Ave. Call 630-1172 for Whitten or 524-5452 for Gomez.

scheduled. Call (714) 993-2470.

Teen Mass is held from 5 to 6:15 p.m. in the Main Sanctuary of St. Joseph's Catholic Church, 717 N. Bradford Ave. Call 528-0720.

Life Night is held from 6:30 to 8 p.m. in the Parish Hall of St. Joseph's Catholic Church, 717 N. Bradford Ave. Dinner is served. Call 528-0720.

MONDAY
 Labor Day

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

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

Overcomers Outreach meets at 7 p.m. at Rose Drive Friends Church's Room 106. 4221 Rose

Drive. Call 528-6496.

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

WEDNESDAY
 Breakfast at JOE'S is held from 6:15 to 7:30 a.m. in the Parish Hall of St. Joseph's Catholic Church, 717 N. Bradford Ave. Breakfast is served. Call (714) 528-0720.

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call 986-2332.

Canasta players meet at 12:30 p.m. the Senior Center, 134 Bradford St. Call 986-2332.

What is happening in your club, organization or civic group? Call 704-3796 or fax information to 704-3714. Listings must include phone numbers.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

AUG 13 2001

TUESDAY 3/3/2

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

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

Overcomers Outreach meets at 7 p.m. at Rose Drive Friends Church's Room 106, 4221 Rose Drive. Call 528-6496.

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at the Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37

for 17 classes. Call 777-5639.

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Placentia News

Weekly AUG 13 2001

Camp Library sets up kids' overnight

Friends of Placentia Library will host its 15th annual Camp Library Week beginning at 7:30

p.m. Nov. 9.

Youngsters ages 4 through 12 will spend the night at the library, enjoying special performances, making crafts and snacking on goodies.

Registration opens Oct. 14 and is limited to the first 50 children who sign up. Admission is \$5.

Parents must register in person at the library, 411 E. Chapman Ave. Information: 528-1906, Ext. 212.

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post office box 11789
santa ana, calif. 92711

Brea Progress
Weekly SEP 06 2001

TUESDAY 332

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

Cultural Arts Commission meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call 993-8117.

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

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at the Backs Community Building, 201 N. Bradford Ave. Call 777-5639.

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santa ana, calif. 92711

Brea Progress
Weekly SEP 06 2001

Student storytellers perform at library

El Dorado High School theater students will continue the class' storytelling tradition at 7 p.m. Nov. 5 in the Placentia Library.

The theater group, led by director Gai Jones, will present a program based on selected picture books from this year's California Young Readers' Medal nominees.

The event is tentatively scheduled for the library meeting room, 411 E. Chapman Ave. Information: 528-1906.

master calendar
 OF ORANGE COUNTY

march

332

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY



1 2

Women of Valor Tribute Gala
 American Diabetes
 Association, 714-662-
 7940, extension 7443.

6 7 8 9

Mount Women Afternoon Tea,
 Mission Hospital
 Foundation, 949-364-
 4573.

10 11 12 13 14 15 16



Mayor's Golf Tournament, City
 of Placentia, 714-993-
 8232



Fight Night, Marconi
 Foundation for Kids, 714-
 258-3001.

Black and White Ball, Olive
 Crest, 714-543-5437, ex-
 tension 1172 or 1179.

Spring Swing Dinner Dance,
 Arthritis Foundation
 714-436-1623.

17 18 19 20 21 22 23



24 25 26 27 28 29 30

31



EASTER

PASSOVER 266 VS 4' SUNDOWN

No date: Celebration of Children, Court Appointed Special Advocates 714-663-8271.
 No date: Scott Run, Newport-Mesa Unified School District Parent Teacher Student Association,
 714-944-7112.
 No date: Golden Touch Awards Breakfast, Assessment and Treatment Services Center, 949-756-0993.
 No date: Dinner by the Bay, Project Cuddle, 714-432-9681.
 No date: Annual Author's Luncheon, Friends of Placentia Library, 714-528-5375.



SAFETY COMMITTEE MEETING
SEPTEMBER 26, 2001
MINUTES

- I. Call to Order: 11:37 A.M.
- II. Members Attending: Esther Guzman
Elisa Herrera-Thomas
Katie Matas
Cyrise Smith
- Members Absent: Jillian Rakos
- III. Old Business
1. The linoleum floor in the workroom is uneven near the door to the cubicles. Repair is being scheduled.
 2. A risk management consultant for the Special District Risk Management Authority inspected the building and will present the library with a report.
 3. A policy needs to be established for children bringing scooters into the library. The circulation staff will make recommendations to the Library Director.
- IV. New Business
- none

The next meeting will be October 31, 2001 at 11:30 A.M.

Respectfully submitted,



Katie Matas



CONNECTION

LIBRARY OF CALIFORNIA

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

ISSUE NUMBER 16
October 2001

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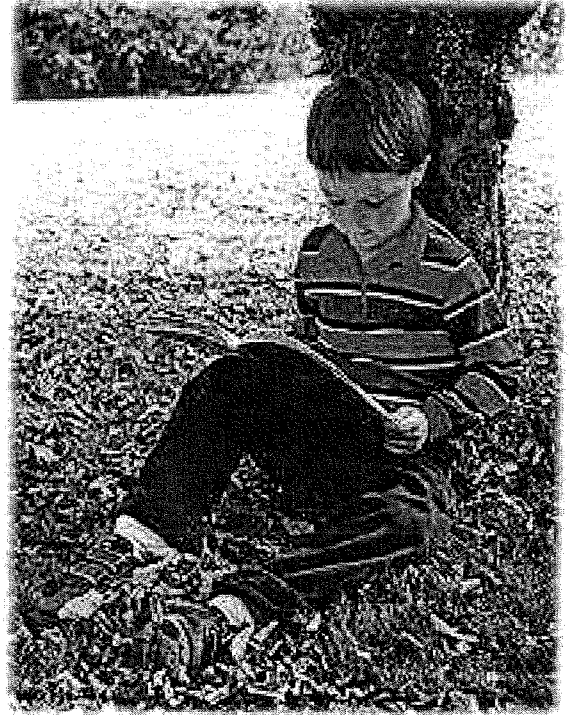
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A letter from the State Librarian of California



The tragedy of 11 September 2001 and our subsequent (and future) ordeal as a nation should challenge all of us working in libraries to reaffirm the core values of the library as an institution and the values of those of us serving the public through libraries. At a time of violence and fanaticism, we should remember that libraries stand for an informed and open society pursuing the path of peace through knowledge. At a time of intolerance and cruelty, we should remember that libraries are dedicated to tolerance and compassion. For as long as we have enjoyed civilization itself, the library -- as an institution, as a mode of service, as a way of life -- has been dedicated to the work of memory, wisdom, and healing knowledge. It was through the library that civilization was preserved and transmitted in previous eras of barbarism and slaughter. Throughout the history of this great nation, especially since the rise of the free public library movement in the mid-19th century, the library has embodied a persistent democratic ideal: a belief in, and a commitment to, the intrinsic value and dignity of each and every citizen. In this time of national challenge, it is more important than ever that the library community reaffirm its core commitment to knowledge, democracy, moral and intellectual value. We in the library field serve an ancient and ever-new institution: the library, repository and enabler of knowledge, value, and dreams -- and civilization itself.

~ Dr. Kevin Starr
State Librarian of California

CLA Conference offers opportunity for cutting edge continuing education

Cindy Mediavilla, president of the California Library Association, wrote the following email to California's library community on September 17, 2001:

"I want to encourage you all to follow-through on your original plans to attend this year's California Library Association (CLA) conference. Certainly we were all devastated by the events of last week and may even be worried about leaving home during such uneasy times. However, I can think of no better way to rejuvenate service to our communities than by coming together in Long Beach and reaffirming our commitment to the profession. Please join me and other CLA officials in celebrating librarianship in California, Nov. 2-5."

~ Cindy Mediavilla,
President, California Library Association

The California Library Association's 103rd Annual Conference and Exhibition, scheduled for November 2-5, in Long Beach, promises four days of thought-provoking continuing education for librarians and library staff.

The program begins on Friday with a full day of pre-conference activities offered by experts on project management, library administration, automation, services to Spanish speakers, readers' advisory, and youth book discussion groups. On Saturday morning, the opening general session will feature author and radio personality Sandra Tsing Loh. Sunday's membership meeting features best-selling authors Faye and Jonathan Kellerman, and the president's luncheon on Monday will spotlight the contributions made by library

leaders during the profession's golden age, the 1950s and 1960s. Between the key speakers, the conference will host over 90 workshops on topics like literacy services, Children's Internet Protection Act (PIPA) and Internet filtering, recruitment for public librarians, and preparing for library disasters.

The California State Library breakfast kicks off Saturday's program. Then at noon, in the 200 booth exhibit hall, vendors will display the latest in products, services and technologies.

Among this year's new offerings are eight Sunrise Seminars on Sunday and Monday, during which vendors will demonstrate their products over breakfast. Usual conference events, including the Beatty breakfast, the Annual Coulter lecture and luncheon, the California Young Reader Medal Awards luncheon, and the California Association of Library Trustees and Commissioners (CALTAC) Annual Awards luncheon round out the program. Social events include the conference reception Saturday night at the Aquarium of the Pacific, the annual Chinese Banquet, and "Death By Chocolate: Murder at the Library," an interactive mystery evening that benefits the Edna Yelland Scholarship.

The complete conference announcement is available on CLA's website, www.cla-net.org. On-line registration is available on the website, as well. To receive a copy of the conference program by mail, contact CLA at info@cla-net.org or call 916-447-8541.

When you register online, you will receive an automatic receipt. You will also be entered in a drawing to win a free registration to the 2002 CLA Conference in Sacramento. Don't delay. Register today!

CSLA 2001, A Beach Odyssey

On October 31st, school librarians from throughout California will converge on Long Beach for the 25th anniversary of the annual California School Library Association (CSLA) Conference.

The conference will be packed with informative, yet entertaining, special events. Dr. Harry Wong, the featured keynote speaker on Thursday morning, will tell attendees how to "run a library that hums like a well-rehearsed orchestra."

Concurrent sessions, workshops,

exhibits, author autographing, and off-site tours to area school libraries will fill the four days of the conference which will conclude with Barney Salzberg talking and singing about "Not All Barneys Are Purple." The Primary California Young Reader Medal will be presented to Rod Clement on Friday evening, in a room with a magnificent view of the lighted Long Beach harbor.

The conference will also offer a Paraprofessional Academy, with sessions of special interest to classified personnel. And there will be an "Each



One Reach One" recruitment day on Saturday, when librarians are encouraged to bring teachers who might consider becoming librarians.

For more information log on to www.schoollibrary.org

MyCalifornia website earns national praise

In February 2001, *Connection* reported that California's new Web portal, *MyCalifornia*, would provide citizens information and services from every segment of state government. Since the launch, *MyCalifornia*, whose content the California State Library developed, has received more than one million visitors a day. Further, the site has garnered high praise from e-government's top leaders, developers and writers.

In August 2001, *MyCalifornia*, along with New York City's Web portal, won *Government Technology's* "Best of the Web" contest put on by the Center for Digital Government and *Government Technology* magazine. Calling California's and New York City's portals a "cut above the rest," Cathilea Robinett, the Center's executive director, said that *MyCalifornia* is a "beautiful site that is easy to navigate and offers a variety of online services. It offers personalization and is the only portal with an array of wireless capabilities."

Governor Gray Davis acknowledged the award saying that "Californians have more access to their government than ever before. This award is a tribute to increased empowerment." Arun Baheti, California's e-government director in the Office of the Governor, said that California "developed *MyCalifornia* to deliver a superior level of customer service to citizens and businesses, while streamlining government processes... It's an honor [for California] to be named the nation's best by the Center for Digital Government."

In *E-Government* magazine, Baheti emphasized the State

Library team's work on the site. He said that as California's leaders were thinking about what the *MyCalifornia* architecture should look like and what group could help in developing the site, the leaders recalled that the State Library once owned the web site. "Who," according to Baheti, "could better help organize information and make it easier to find than librarians?" The California State Library "was the obvious solution."

Baheti said later in an article on the Center for Digital Government's web site that the State Library's librarians "did the heavy lifting" on how to present content on the site. He concluded that librarians' services "have become integral to the future of e-government in the Golden State."

Librarians have long known the value they bring in organizing and presenting information. Now top leaders in e-government in the state recognize librarians' role in the development of the content for a successful, award-winning portal. It is happening in local government as well, as county and city librarians become involved with web sites for their communities. Because librarians, rather than information technology specialists, are responding to visitors' questions in what John Jewell, bureau chief, State Library Services at the California State Library, calls "plain English," the answers are accurate and on target. And, Jewell says, "information technology people are free to do their job; to focus on their specialties in hardware and software."

What do Mentor, Ohio and Weaverville, California have in common? *Much more than you think...*

[Editor's Note: Bessie Condos Tichauer, Children and Youth Services Consultant at the California State Library wrote this about an interesting postcard she received recently.]

Last week, I received a postcard addressed to the California State Library. It was from a Rose Henninge of Mentor, Ohio, who stated that her American Association of University Women (AAUW) group wanted to donate "almost new" kindergarten through grade 8 children's book to the library in Weaverville, California. She wrote that her group had learned about the fires in Weaverville earlier in the summer and wanted to help the Weaverville library by donating children's books. All Henninge asked of me was to provide the Weaverville library's address so the AAUW could ship the books. I called the director of the Trinity County Free Library, Oresta Esquibel, who was thrilled to learn the news.

Like me, you may be curious about the origin of

the name *Mentor* and where the town is located. In Greek literature, Mentor was the tutor of Telemachus, the son of Odysseus. The city of Mentor is in the northeastern part of Ohio, some 30 miles from Cleveland and 153 miles from Columbus. It is remarkable that this Ohio town, which is more than 2,500 miles away from Weaverville, should decide to help the rural California library. It's good to know that a town this far away from California thinks enough of libraries and children that it sends children's books to replace ones destroyed by fire. This common feeling is the tie that can bind many communities together during a crisis, and in this case, created a common link between Weaverville and Mentor.

OFFICE OF LIBRARY CONSTRUCTION
STAFF SUMMARY OF BOARD ACTIONS

SEPTEMBER 6, 2001 BOARD MEETING

California Public Library Construction and Renovation Board

The following is an unofficial summary of the Board actions created by the California State Library, Office of Library Construction staff. It is not an official record of Board action, only the approved Board minutes are the official record. This document is being promulgated at this time because the official Board minutes will not be finalized until the next Board meeting, which will not be until December, 2001.

Agenda Item Identifier

Approve Proposed Modifications to Title 5 Regulations, including the Title 5 Application Form

Actions:

1. The Board voted unanimously to incorporate an outline from Bond Counsel regarding land which is leased from another entity, and allowing for technical and conforming changes, through counsel.
2. The Board voted unanimously to adopt modifications as presented, with staff authorized to make necessary minor technical adjustments. Staff should then submit the modified proposed Title 5 regulations for a 15-day comment period. If there are no subsequent changes of substance to be made at the end of the 15-day comment period, staff will then submit the proposed Title 5 regulations to the Office of Administrative Law for review and approval.

Agenda Item Identifier

Approve Proposed Modifications to Title 24 Regulations

1. The Board voted unanimously to adopt modifications as presented, with staff authorized to make necessary minor technical adjustments. Staff should then submit the modified proposed Title 24 regulations for a 15-day comment period. If there are no subsequent changes of substance to be made at the end of the 15-day comment period, staff will then submit the proposed Title 24 regulations to the Building Standards Commission for review and approval.

Notice from the Office of Library Construction

On September 19, 2001, the Office of Library Construction mailed out the notice for the 15-Day comment period along with the "Modified Proposed Regulations" for both Title 5 and Title 24 (see www.library.ca.gov). The comment period is over at 5 p.m. on October 4, 2001. Comments can only be made on the changes from the original proposed regulations, (i.e., only those words or phrases which are underlined twice or have a strike through for deletion). See the Notice information on our website (www.library.ca.gov) if you want more information. If no other changes are needed, staff will finish out the rulemaking files and submit them by mid-October.



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Essay contest sets December 1st deadline



The Letters About Literature competition, open to students in grades four through twelve, is inviting children to write letters to the authors of their favorite books. The first- and second-place winners on two levels will receive cash awards and be flown to Sacramento for an awards ceremony in the spring.

Sponsored nationwide by the Library of Congress and the Weekly Reader Corporation, the competition is conducted in more than 30 states and involves tens of thousands of students. Prizes are given on both the national and state levels. In California, prizes are awarded for those letters that express most eloquently the importance of a particular book to a child.

Entries are judged on two levels: Level I for grades four through seven, and Level II for grades eight through twelve. In May of this year First Lady Sharon Davis presented prizes and certificates to the winners in a ceremony in the governor's office in Sacramento, \$250 apiece for the two first-place winners, and \$150 apiece for the second-place winners.

This fall there will be a third category for adult learners of English enrolled in literacy programs in California. As with the children, there will be first- and second-place prizes for the adults.

Judges of the children's competition in California include Eve Bunting, the children's author; John Gilmore, education editor at the San Diego Union-Tribune; David Kipen, book editor at the San Francisco Chronicle; Patt Morrison, a columnist at Los Angeles Times; Mort Saltzman, deputy managing editor at the Sacramento Bee; and several children's librarians. A separate panel of judges will select winners in the competition for adult learners of English.

The deadline for the competition is December 1. Winners will be announced in the spring. For entry forms, students and teachers may write to:

Robert Daseler
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

Letters About Literature in California is sponsored by the California State Library, the California Center for the Book, the California Department of Education, the California School Library Association, the Children's Literature Council for Southern California, and Southwest Airlines.

For more information on Letters About Literature, you may call Robert Daseler at (916) 654-0108 or Natalie Cole at (310) 206-9361.

League of Women Voters announces new quality of life project

Public discussion plays a vital role in helping communities develop a better understanding of their needs. This year the League of Women Voters of California is helping communities do just that by hosting community issues forums in different California communities where people talk about the need for quality of life in California and in their communities.

During the past year, the League held test forums in several communities using an issue book called *Choices for a Vital Community: Which Way Do We Go?* Forum participants shared encouraging remarks about what they learned. Many said they heard new perspectives and developed a new understanding and appreciation for ideas that were very different from their own. As a result of attending the forums they:

- became more aware of the different quality of life issues in their community and how to address them;
- learned more ways to help improve their community's quality of life.

The League hopes to team up with partners like public libraries and community-based organizations to provide more forums where people can engage in public talk about the quality of life they want for their community and for the state. A grant from The William Flora Hewlett Foundation will provide issue books with tips on organizing community forums for participants. Forum moderators will also get guides containing scripts on how to promote public discussion on issues aired during the forum and on what the participants decided on each issue. The League has begun promoting the

- became more aware of the different quality of life

Please see Project, page 6

Provider: Librarians Association of the University of California, Berkeley

Course: "Forging Library Partnerships in the Networked Age"

Date and locations: "

Friday, Nov. 2, 2001; 9:15 a.m.- 4 p.m.

Clark Kerr Campus, UC Berkeley

<http://www.lib.berkeley.edu/LAUC/Partner>

Provider: InFoPeople

Course: E-books 101

Dates and location:

Monday, October 29

San Francisco Public Library

Tuesday, November 13

Sacramento County Office of Education

Wednesday, November 28

Courtyard Los Angeles Old Pasadena

Tuesday, December 11

San Jose Public Library

<http://infopeople.org/WS/workshop/Workshop/61>

Provider: InFoPeople

Course: Mastering Tough Public Service Situations

Dates and location:

Wednesday, October 3

Belvedere-Tiburon Public Library

Thursday, October 4

Pleasant Hill-Contra Costa County Library Gates Lab

Tuesday, October 16

Los Angeles Public Library

Mid-Valley Regional Branch

<http://infopeople.org/WS/workshop/Workshop/55>

Provider: UCLA Graduate School of Education and Information Studies, Department of Information Studies

Course: Web Design Using Photoshop and Dreamweaver

Date: November 9, 9:30a.m.-3:30p.m.

Course: Health Information at Your Fingertips!

Date: November 16, 9:30a.m.-1p.m.

Course: Collection Development 101

Date: December 7, 9a.m.-4p.m.

<http://is.gseis.ucla.edu/conted>

Provider: InfoPeople

Course: Survival Skills for School Librarians: Using Web Technology

Dates and locations:

Monday, October 1

Los Angeles Public Library

Monday, October 22

National City Public Library

Friday, November 9

San Jose Public Library - GATES Lab

<http://infopeople.org/WS/workshop/Workshop/57>

Provider: InFoPeople

Course: Gumby Meets Dewey: Rethinking Library Staffing Issues

Dates and Locations:

Friday, November 30

Sacramento County Office of Education

Please see Training Corner, page 7

from page 5

Project

forums by mailing the convener's guidebook, moderator book, and the issue book *Choices for a Vital Community: Which Way Do We Go?* to public library directors throughout the state. This 28-page booklet and a two-page summary of the issues to be discussed are also available in PDF format on the League of Women Voters Website at www.ca.lwv.org.

For public libraries seeking to enhance adult services programming, the forums offer a unique way for them to bring diverse community groups together to discuss common quality of life issues that are vital to the community and its future well-being.

Find out how one community forum at a public library brought that community together to improve services for

children and youth in a future issue of *Connection*.

Choices for a Vital Community: Which Way Do We Go? is available on the League of Women Voters Web site at www.ca.lwv.org/lwvc/edfund/citizened/sustcomm.html. To find out more about the League of Women Voters organization itself, visit their Web site at www.ca.lwv.org. To learn more about the issues forum, contact Seena Alenick-Clark, League of Women Voters of California Sustainable Communities project coordinator, at (510) 568-2388. You can also contact Cindy Costales, literacy consultant, California State Library, at (916) 651-8304, or by email to ccostales@library.ca.gov.

Training Corner

Provider: InFoPeople...continued...

Course: Gumby Meets Dewey:
Rethinking Library Staffing Issues

Dates and Locations:

Friday, December 7
Fullerton Public Library
<http://infopeople.org/WS/workshop/Workshop/59>

Provider: InFoPeople

Course: Computer and Internet Troubleshooting 101

Dates and Locations:

Tuesday, October 9
Riverside County Library-Robidoux Branch
Tuesday, October 23
Bakersfield-Beale Memorial Library
Kern County Library
Wednesday, October 31
Vallejo-John F. Kennedy Library Branch
Solano County Library
Wednesday, November 7
National City Public Library
Monday, November 19
San Jose Public Library - GATES Lab
Friday, December 7
Los Angeles Public Library
Electronic Resources Training Center
<http://infopeople.org/WS/workshop/Workshop/51>

Provider: InFoPeople

Course: Readers' Advisory on the Web

Dates and Locations:

Wednesday, October 24
San Francisco Public Library
Wednesday, November 28
Los Angeles Public Library
Electronic Resources Training Center
<http://infopeople.org/WS/workshop/Workshop/49>

Provider: InFoPeople

Course: Virtual Reference: Is it for you?

Dates and Locations:

Wednesday, October 17
Los Angeles Public Library
Electronic Resources Training Center
Wednesday, October 31
Fresno County Public Library Gates Computer Lab
Friday, November 16
Sacramento County Office of Education
Friday, November 30
Ventura County Library-E.P.Foster
Monday, December 10
San Jose Public Library - GATES Lab

To register for this workshop:

Use the online registration form at
<http://infopeople.org/WS/workshop/Workshop/60>

Provider: InFoPeople

Course: Getting the Most from PowerPoint

Dates and locations:

Friday, October 19
Los Angeles Public Library
Electronic Resources
Tuesday, October 30
San Francisco Public Library
Thursday, November 15
Bakersfield-Beale Memorial Library
Tuesday, November 27
Ventura County Library-E.P.Foster
Tuesday, December 11
Salinas Public Library

To register for this workshop:

Use the online registration form at
<http://infopeople.org/WS/workshop/Workshop/10>



Coming in the November issue of CONNECTION

State Librarian Dr. Kevin Starr is in the process of deciding which Library Services and Technology Act (LSTA) grants to fund for the 2001/2002 grant cycle. The November issue of *Connection* will list the grant projects funded to date and the amounts awarded.

Stay Tuned!

calendar of events

2001

October

October 14-20, 2001

Teen Read Week

October 31-November 2, 2001

California School Libraries Association (CSLA)
Annual Conference, Long Beach

November

November 2-5, 2001

California Library Association (CLA)
Annual Conference, Long Beach

November 5-6, 2001

Library of California board meeting, Long Beach

November 14-18, 2001

American Association of School Librarians (AASL)
National Conference, Indianapolis

2002

January

January 18-23, 2002

American Library Association (ALA) Midwinter Meeting,
New Orleans

March

March 13-16, 2002

Public Libraries Association (PLA) National Conference,
Phoenix

April

April 14-20, 2002

National Library Week

June

June 13-20, 2002

American Library Association (ALA) Annual Conference,
Atlanta

November

November 15-18, 2002

California Library Association (CLA), Annual Conference,
Sacramento

CONNECTION

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



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

California Public Library Construction
and Renovation Board:
<http://www.library.ca.gov/html/libser17h.html>