

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

August 28, 2002

**Library Conference Room
Friends**

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

August 28, 2002

UNUSUAL DATE

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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- ☐ Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the August 1, 2002 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Library Director Report

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

8. Placentia Library Foundation Board of Directors Report

CLAIMS (Items 9 - 12)

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.

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

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

CONTINUING BUSINESS

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

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

39. Public Hearing for Fines & Fees Policy

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

Conduct the Public Hearing on the Policy as published; and

Finalize Fines and Fees Schedule for 2002-2003; and

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

Motion to adopt Resolution 02-6

40. Public Hearing for Fiscal Year 2002-2003 Budget

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

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

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

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

Motion to adopt Resolution 02-7

NEW BUSINESS

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

Presentation: Library Board President

Recommendation: Determine the District's vote in the CSDA Board Election; and

Authorize the Library Director to complete, sign and submit the ballot to CSDA on the District's behalf.

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

Presentation: Library Board President

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

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

Presentation: Library Director

Recommendation: Authorize the Library Director to establish a payroll checking account at Wells Fargo Bank and to close the payroll checking account at Bank of America; and

Authorize the Library Director to withdraw the Payroll Savings Account funds at Bank of America and deposit them in the Payroll CD Savings Account at Cal Fed Bank.

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

Presentation: Library Director

Recommendation: Authorize change in the single signature authorization for all bank accounts from \$150 to \$500 effective immediately

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

Presentation: Library Director

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

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

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

STAFF REPORTS (Items 46 - 51)

Items 44 – 49 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

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

ADJOURNMENT

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

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

- 54. Adjourn

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

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



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

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

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

Members Absent: Trustee Peggy Dinsmore.

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

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

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

Trustee Dinsmore arrived at 2:10 P.M.

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

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

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

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

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

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

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

**LIBRARY
DIRECTORS
REPORT**

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

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

**FRIENDS OF
PLACENTIA
LIBRARY**

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

**HISTORY ROOM
COMMITTEE
REPORT**

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

CLAIMS

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director:

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

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

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

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

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

**FINANCIAL
REPORTS**

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

Financial Reports for June 2002

Acquisitions Report for FY 2001-2002

Collection Agency Report for July 2002

Debit Card System Reimbursement Report for June 2002

Gifts Report for June 2002

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL
CONSENT
CALENDAR**

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

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

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

Volunteer Report for June 2002 (Receive & File)

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

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

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

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

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

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

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

LEGISLATIVE

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of August 1, 2002, Page 4.

ISSUES

receive emails from the library of CA board meeting. The meeting covered several issues of interest that will be in the emails.

**OPERATING
BUDGET**

Library Director Minter reported that there have been no changes in the status of the budget since the last meeting. She also reported a property tax increase of 8% in the city of Placentia.

**DIRECTORS
ANNUAL REPORT**

The Directors Annual Report was discussed in closed session. It was reviewed, received and filed.

**HUNSAKER
MEMORIAL**

It was agreed to place a plaque in the children's area near the artwork by Mrs. Hunsaker in memoriam of both Mr. And Mrs. Hunsaker. In addition to this, books will be purchase in their name.

STAFF REPORTS

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 31-36.

Program Committee Report for June 2002.

Children's Services Report for July 17, 2002.

Placentia Library Literacy Services Report for July 9, 2002.

Placentia Library Web Site Report for July 24, 2002.

Publicity Materials produced for June 2002.

Safety Committee Minutes for June 2002.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**AGENDA
PREPARATION**

The August Agenda is to include a public hearing of the budget.

**AUGUST MEETING
ADJOURNMENT**

The August Regular Library Board Meeting will be held on Wednesday, August 21, 2002 at 6:30 P.M. in the Library Conference Room.

Geoff Braun
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 28, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter

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

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

Prepared by : Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

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

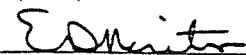
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

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

The claims listed above (totaling \$8,912.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

07/24/02
4296 Page 3 of 7

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N05445A Consolidated Reprographics 31 Musick Ave Irvine, CA 92618-1638	800719		1800	00		109.57		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	7/21/02		1800	00		900.45		
			1800	08		32.84		
						933.29		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA 90060-0062	7/19/02 7/8/02-12/23/02		2400	04		96.00		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	3153125		2400	08		971.36		
N14905 SCLLN, Inc. c/o Jerry Edwards Santa Fe Springs City Library 11700 Telegraph Rd. Santa Fe Springs, CA 90670	7/16/02		2400	08		18.00		
N01074 Southern California Gas P.O. Box C Monterey Park, CA 91756	6/19/02-7/19/02		2800	00		19.62		

The claims listed above (totaling \$2,147.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,147.84

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Agenda Item 10
08.05.02 Page 4 of 7
DATE
REPORT NO 429


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

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


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,270.22

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Agenda Item 10
08.06.02
Page 5 of 7
DATE
REPORT NO 4298

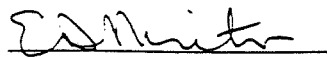
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	062768		1400	00		1,100.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1557		1900	00		42.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	8/1/01		1900	00		35.00		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N11713		2700	01		75.00		
N15075A Cynse Smith c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/16/02		2700	01		16.06		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/18/02-7/25/02		2700	01		15.33		
	7/3/02-7/15/02		2700	01		21.90		
						37.23		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	7/22/02		2800	00		376.72		

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


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,682.01

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08.14.02
REPORT NO 4299
Agenda Item 10
Page 6 of 7

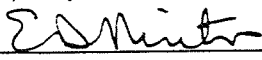
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

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

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


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

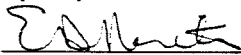
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	9/1/02-9/30/02		0300	00		599.20		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	9/1/02-10/1/02		0300	00		4,191.35		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	8/3/02 714-233-1698		0700	01		16.66		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Aug 7, 2002 335-253-2062		0700	01		349.74		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/31/02		2700	01		14.60		

The claims listed above (totaling \$5,171.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
August 28, 2002

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

Prepared by: Elizabeth D. Minter

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
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55119		0700	00		8.20		
			1400	00		1,938.05		
			2800	00		5,961.61		
						7,907.86		
(New Vendor) Elron Software, Inc. P.O. Box 11306 Boston, MA 02211	041642		1300	01		175.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-08-976		1400	00		295.88		
	02-08-979		1400	00		557.16		
	02-08-984		1400	00		821.00		
						1,674.04		
N10221 The Chronicle Of Philanthropy PO Box 1989 Marion, OH 43306	8/31/02		1800	00		67.50		
N06896E Aspen Publishers Inc. PO Box 64054 Baltimore, MD. 21264-4045	52703983		1800	00		192.06		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	Jun & Jul 2002 Passport Reimb		1803	00		650.00		
N26230 National Retirement Services, Inc. File 56732 Los Angeles, CA 90074-6732	75669		1900	00		1,935.00		

The claims listed above (totaling \$12,601.46) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

08 Agenda Item 11
4302 Page 3 of 6

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	17962		1900	00		275.00		
N01861 Salem Press, Inc. P.O. Box 50062 Pasadena, CA 91115-0062	0321447-IN		2400	01		119.79		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U428175		2400	01		55.40		
	U428176		2400	01		12.99		
						68.39		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	10105740		2400	01		359.34		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	00705239		2400	01		135.06		
(vendor number not in file) Alldata P.O. Box 842568 Dallas, TX 75284-2568	13918096		2400	03		1,500.00		
(need vendor number) Proquest Information and Learning Dept. 77304 Detroit, MI 48277-0304	671468		2400	03		7,090.00		
(new vendor) Publisher's Weekly P.O. Box 16178 North Hollywood, CA 91615-6178	PW046798		2400	04		199.00		

The claims listed above (totaling \$9,746.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

9,746.58

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	4916948P		2400	05		144.90		
N04780D Orange County Register P.O. Box 30217 Los Angeles, CA 90030-0217	8/17/01		2400	04		360.34		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Aug 6-19, 2002		2700	01		12.78		
N03660 Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	6/21/02-8/20/02 Office Petty Cash		1800	00		14.00		
N03660 Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	7/16/02-8/20/02 Petty Cash Check		0900	00		25.11		
			1400	00		5.33		
			1800	00		16.16		
			1900	00		30.00		
			2700	01		602.00		
			2700	03		41.00		
			4000	00		462.25		
						1,181.85		

The claims listed above (totaling \$1,713.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

08/28/02 Agenda Item 11
4304 Page 5 of 6

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	Aug 28, 2002 Pay period #6 Sep 6, 2002 Sep 19, 2002			0100 00		25,764.00		
	FICA			0200 00		1,971.00		
PLEASE WIRE ON THURSDAY, SEPTEMBER 19, 2002								

The claims listed above (totaling \$27,735.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

27,735.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	Aug 28, 2002 Pay period #7 Sep 20, 2002 Oct 3, 2002			0100 00		25,764.00		
	FICA			0200 00		1,971.00		
PLEASE WIRE ON THURSDAY, OCTOBER 3, 2002								

The claims listed above (totaling \$27,735.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

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

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

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

RECOMMENDATION:

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 Property Tax Apportionments
 Fiscal Year 2002-2003

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

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

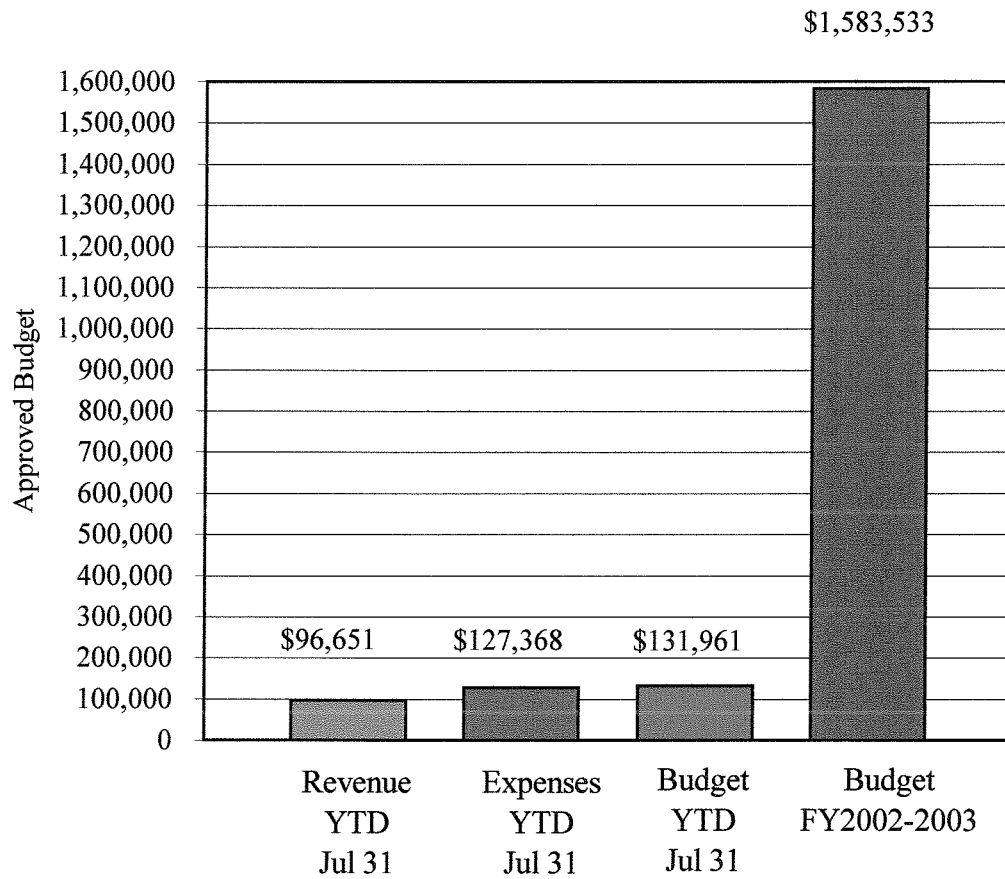
	Fiscal Year 2001-2002					TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-01	116,469.13	9,851.91	83,082.86	295,366.21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

	Fiscal Year 2001-2002					TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33
31-Jul-01	112,716.71	9,534.45	154,010.92	289,334.16	9,303.61	574,899.85	285,565.69
31-Aug-01	113,203.85	9,575.66	154,405.14	211,233.74	9,343.81	497,762.20	286,528.46
30-Sep-01	114,099.58	9,651.43	155,626.87	145,233.28	9,417.75	434,028.91	288,795.63
31-Oct-01	114,087.82	9,650.44	115,610.83	39,293.50	9,416.78	288,059.37	248,765.87
30-Nov-01	114,503.99	9,685.64	81,178.47	101,546.64	9,451.13	316,365.87	214,819.23
31-Dec-01	114,881.74	9,717.60	81,700.45	281,012.77	9,482.31	496,794.87	215,782.10
31-Jan-02	115,199.05	9,744.44	82,141.21	361,235.08	9,508.50	577,828.28	216,593.20
28-Feb-02	115,487.65	9,768.85	82,379.63	260,863.52	9,532.33	478,031.98	217,168.46
31-Mar-02	115,747.71	9,790.85	82,565.13	265,659.32	9,553.79	483,316.80	217,657.48
30-Apr-02	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31
31-May-02	116,481.52	9,852.96	83,091.70	500,101.04	9,614.37	719,141.59	219,040.55
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow



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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeeter Plan - current delinquent	13,000	0.00	13,876.41	0.00	13,876.41	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	0.00	13,876.41	0.00	13,876.41	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	1.97	0.00	1.97	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	14,166.49	12,031.41	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	14,824.78	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	28,991.27	12,031.41	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	2,368.45	0.00	2,368.45	0.00	6.77%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	1,746.82	6.77%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	2,368.45	1,746.82	2,368.45	1,746.82	6.77%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	1,363.50	1,302.90	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	32,725.19	28,957.54	32,725.19	28,957.54	2.68%

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

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

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

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

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	66.92	0.00	66.92	0.00	1.49%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,000.00	0.00	5,000.00	0.00	43.48%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	66.93	0.00	66.93	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	5,133.85	0.00	5,133.85	0.00	29.34%
	HVAC	2,500	3,186.00	201.00	3,186.00	201.00	127.44%
	Carpet Cleaning	3,500	430.98	0.00	430.98	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	2,212.47	1,782.18	2,212.47	1,782.18	7.37%
	Plumbing	1,800	333.86	0.00	333.86	0.00	18.55%
	Electrical	1,500	0.00	0.00	0.00	0.00	0.00%
	Cleaning Service	13,700	1,100.00	950.00	1,100.00	950.00	8.03%
	Locksmith	200	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	0.00	0.00	0.00	0.00	0.00%
1400-00	Total Maintenance of Building & Grounds	58,200	7,263.31	2,933.18	7,263.31	2,933.18	12.48%
1600-00	Memberships - General Fund	3,750	0.00	35.00	0.00	35.00	0.00%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	140.00	480.00	140.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	480.00	175.00	480.00	175.00	10.91%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

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

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

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	35.00	35.00	35.00	35.00	8.33%
	Pension Contribution & Operating Expenses	7,500	1,176.38	1,176.38	1,120.35	1,176.38	14.94%
	Anaheim Consortium Automated Library System	31,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	37.71	37.71	37.71	37.71	7.48%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	1,035.42	30.08	1,035.42	30.08	11.38%
	Advertising (Including WEB Site)	2,000	445.80	0.00	445.80	0.00	22.29%
	Medical Exams	750	157.50	52.50	157.50	52.50	21.00%
	Collection Services - Accounts Receivable	2,500	206.16	184.09	206.16	184.09	8.25%
	Audit & Accounting Services	5,250	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	3,250	243.60	253.70	243.60	253.70	7.50%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	310.00	0.00	310.00	0.00	1.77%
1900-00	Total Specialized Services - General Fund	87,774	3,591.54	1,769.46	3,591.54	1,769.46	4.09%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	2,575.63	0.00	2,575.63	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	290.00	200.00	290.00	200.00	3.05%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	0.00	0.00	0.00	0.00	0.00%
	Total Specialized Services	110,774	3,881.54	4,545.09	3,881.54	4,545.09	3.50%
2000-00	Legal Notices - General Fund	650	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	7,418.32	7,366.79	7,418.32	7,366.79	6.14%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	1,672.48	5,091.79	1,672.48	5,091.79	1.15%
2400-02	Special Department Expense - Video	0	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	16,201.50	15,845.34	16,201.50	15,845.34	
2400-04	Special Department Expense - Periodicals	0	96.00	172.20	96.00	172.20	
2400-05	Special Department Expense - Audio	0	278.75	309.43	278.75	309.43	
2400-07	Special Department Expense - ELLI Grant	5,900	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	0.00	989.36	0.00	49.47%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	19,238.09	21,418.76	19,238.09	21,418.76	12.54%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	280.10	21.75	280.10	21.75	11.20%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	1,182.85	443.12	1,182.85	443.12	15.77%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	126.00	0.00	126.00	0.00	25.20%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	1,000	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	320.00	73.84	320.00	73.84	32.00%
2700-09	Transportation/Travel - Meetings - Families for Lite acy	500	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	14,500	1,908.95	538.71	1,908.95	538.71	13.17%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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August 28, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JUL 2002	FY2001-2002 JUL 2001	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	3,338.44	3,063.28	3,338.44	3,063.28	5.30%
	Gas	5,000	19.62	324.93	19.62	324.93	0.39%
	Water	3,750	365.91	317.97	365.91	317.97	9.76%
	Total Utilities	71,750	3,723.97	3,706.18	3,723.97	3,706.18	5.19%
	TOTAL SUPPLIES & SERVICES	625,726	62,824.54	50,068.81	62,824.54	50,068.81	10.04%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	0.00	1,908.07	0.00	1,908.07	0.00%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	2,726.01	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	2,726.01	1,908.07	2,726.01	1,908.07	12.98%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
5200	TOTAL EQUIPMENT EXPENSE	21,000	2,726.01	1,908.07	2,726.01	1,908.07	12.98%
5600	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	127,367.87	108,065.71	127,367.87	108,065.71	8.04%

08/13/02

Placentia Library District
Balance Sheet
 As of July 31, 2002

	<u>Jul 31, '02</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,112.71
County Exempt - Savings	868.82
General Fund - Checking	4,760.34
General Fund - Savings	7,411.11
Literacy Fund - Savings	7,491.72
Payroll Checking	-2,606.54
Payroll Checking (CDs)	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
Total Payroll Checking (CDs)	<u>35,000.00</u>
Payroll Savings (Fees)	2,396.78
Payroll Savings (Int CDs)	5,164.65
Total Checking/Savings	<u>61,599.59</u>
Total Current Assets	<u>61,599.59</u>
TOTAL ASSETS	<u><u>61,599.59</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,122.78
Total Capital	70,035.89
Net Income	-23,559.08
Total Equity	<u>61,599.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>61,599.59</u></u>

**Placentia Library District
Profit & Loss by Class
July 2002**

08/13/02

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

**Placentia Library District
Profit & Loss by Class
July 2002**

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

Reconciliation Report

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

Cleared Transactions

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

Uncleared Transactions

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

New Transactions

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

Reconciliation Report

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

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

Reconciliation Report

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

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

Reconciliation Report

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

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

Cleared Deposits and Other Credits:

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

Reconciliation Report

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

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

Reconciliation Report

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

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

Ed M...
8/13/02

Reconciliation Report

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

Cleared Transactions

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

Uncleared Transactions

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

New Transactions

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

Reconciliation Report

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

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

Reconciliation Report

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

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

EMM
8/12/02

Reconciliation Report

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

Cleared Transactions

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

Uncleared Transactions

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

New Transactions

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

Reconciliation Report

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

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

Uncleared Transactions as of 08/13/2002:

Uncleared Checks and Payments:

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

Reconciliation Report

Agenda Item 14
General Fund Checking
Page 15 of 28

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

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

*2002
8/13/02*

Reconciliation Report

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

Cleared Transactions

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

Uncleared Transactions

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

New Transactions

Account Balance as of 08/13/2002 (statement closing date)		3,166
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,166.25

Reconciliation Report

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

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
07/22/2002		United California Bank		General Fund - Savings	X	-5.00
07/22/2002		United California Bank		General Fund - Savings	X	-15.00
07/31/2002		United California Bank		General Fund - Savings	X	-15.00
06/23/2002	1123	Placentia Library District	FY 2002 transfer adjustm...	General Fund - Savings	X	-1,314.76
06/26/2002	1124	Orange County Auditor	Local \$266.98 / Passport ...	General Fund - Savings	X	-2,302.63
07/03/2002	1126	Orange County Auditor	State \$54,000.00; Local ...	General Fund - Savings	X	-57,606.61
07/22/2002	1127	Orange County Auditor	Interest \$10.17; Local \$7...	General Fund - Savings	X	-5,751.89
Total Cleared Checks and Payments					7 Items	-67,010.89

Cleared Deposits and Other Credits:

06/30/2002		Deposit		General Fund - Savings	X	226.00
06/30/2002		Deposit		General Fund - Savings	X	45.00
07/01/2002		Deposit		General Fund - Savings	X	556.20
07/02/2002		Deposit		General Fund - Savings	X	54,000.00
07/02/2002		Deposit		General Fund - Savings	X	6.21
07/02/2002		Deposit		General Fund - Savings	X	630.40
07/03/2002		Deposit		General Fund - Savings	X	389.60
07/05/2002		Deposit		General Fund - Savings	X	304.60
07/07/2002		Deposit		General Fund - Savings	X	332.00
07/08/2002		Deposit		General Fund - Savings	X	437.17
07/09/2002		Deposit		General Fund - Savings	X	537.10
07/10/2002		Deposit		General Fund - Savings	X	367.70
07/11/2002		Deposit		General Fund - Savings	X	180.00
07/11/2002		Deposit		General Fund - Savings	X	434.25
07/12/2002		Deposit		General Fund - Savings	X	284.70
07/14/2002		Deposit		General Fund - Savings	X	481.00
07/14/2002		Deposit		General Fund - Savings	X	71.40
07/15/2002		Deposit		General Fund - Savings	X	578.30
07/16/2002		Deposit		General Fund - Savings	X	424.95
07/16/2002		Deposit		General Fund - Savings	X	174.75
07/17/2002		Deposit		General Fund - Savings	X	463.50
07/18/2002		Deposit		General Fund - Savings	X	352.55
07/22/2002		Deposit		General Fund - Savings	X	148.40
07/22/2002		Deposit		General Fund - Savings	X	331.00
7/22/2002		Deposit		General Fund - Savings	X	320.00
07/23/2002		Deposit		General Fund - Savings	X	1,273.23

Reconciliation Report

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

Date	No.	Payee	Memo	Account	C	Amount
07/23/2002			Deposit	General Fund - Savings	X	364.98
07/24/2002			Deposit	General Fund - Savings	X	238.70
07/28/2002			Deposit	General Fund - Savings	X	547.00
07/28/2002			Deposit	General Fund - Savings	X	138.70
07/29/2002			Deposit	General Fund - Savings	X	125.40
07/29/2002			Deposit	General Fund - Savings	X	-432.00
07/29/2002			Deposit	General Fund - Savings	X	479.95
07/29/2002			Deposit	General Fund - Savings	X	534.70
07/31/2002			Deposit	General Fund - Savings	X	481.20
07/31/2002			Interest	General Fund - Savings	X	10.25
Total Cleared Deposits and Other Credits				36 Items		66.702.89
 Total Cleared Transactions				 43 Items		 -308.00
 Uncleared Transactions as of 08/13/2002:						
Uncleared Checks and Payments:						
08/12/2002	1128	Orange County Auditor	Local \$2,502.27/Passport...	General Fund - Savings		-9,083.65
08/12/2002	1129	Placentia Library Foundation	Correct deposit of 8/4/02	General Fund - Savings		-25.00
05/02/2002	3321	Passport Services	Raymond Alegre Gutauc...	General Fund - Savings		-45.00
05/02/2002	3322	Passport Services	Heather Althea Heintz do...	General Fund - Savings		-45.00
Total Uncleared Checks and Payments				4 Items		-9,198.65
 Uncleared Deposits and Other Credits:						
05/22/2002			Deposit	General Fund - Savings		428.50
08/01/2002			Deposit	General Fund - Savings		386.70
08/01/2002			Deposit	General Fund - Savings		792.47
08/04/2002			Deposit	General Fund - Savings		169.35
08/04/2002			Deposit	General Fund - Savings		25.00
08/04/2002			Deposit	General Fund - Savings		256.00
08/05/2002			Deposit	General Fund - Savings		350.75
08/06/2002			Deposit	General Fund - Savings		316.40
08/07/2002			Deposit	General Fund - Savings		337.07
08/08/2002			Deposit	General Fund - Savings		394.05
08/08/2002			Deposit	General Fund - Savings		100.00
08/11/2002			Deposit	General Fund - Savings		330.36
08/11/2002			Deposit	General Fund - Savings		347.00

Reconciliation Report

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

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

Erment
8/13/02

Reconciliation Report

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

Cleared Transactions

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

Uncleared Transactions

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

New Transactions

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

Reconciliation Report

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

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

Reconciliation Report

Agenda Item 14
Literacy Fund Saving
Page 22 of 28

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

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
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Total New Transactions

0 Items

0.00

EDM
8/6/02

Reconciliation Report

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

Cleared Transactions

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

Uncleared Transactions

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

New Transactions

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

Reconciliation Report

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

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

Reconciliation Report

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

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

Uncleared Transactions as of 08/06/2002:

Uncleared Checks and Payments:

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

Reconciliation Report

Agenda Item 14
Payroll Fund Checking
Page 26 of 28

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

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

*2002
8/6/02*

AFFIDAVIT

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

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

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

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

Executed this 7th day of August 2002

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

[Signature]
Signature (and Title if applicable) Address if different from above
714-528-1925 x203
Telephone Number

NOTARIZATION

STATE OF California
COUNTY OF Orange

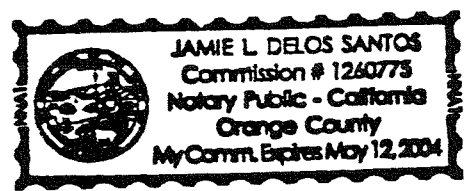
On this 7th day of August, 2002, before me the undersigned, a Notary Public in and for said County and State, personally appeared Elizabeth D Winter (insert name(s) and quality of the officer, if applicable), personally known to me (or proven to me on the basis of satisfactory evidence) to be the person(s)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

Witness my hand and official seal

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

PLEASE HAVE ENCLOSED AFFIDAVIT NOTARIZED AND RETURN TO:

CO. AUDITOR-CONTROLLER
ATTN: CHECK WRITING
PO BOX 367
SANTA ANA, CA 92702-0567



AUG 07 2002

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

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

paid 6.25.02

RETURN TO DISTRICT

Payee Name and Address Social Security/Tax ID	Invoice#	APPROVED CLAIMS		AMOUNT	A C's Use Only	
		BS Acct	Rev		Doc Numcer	SC
N03849 Placentia Library District 411 East Chapman Avenue Placentia, CA 92670-6198 (To reimburse District payroll account for errors in withholding for employee insurance co-payments)	7/1/01 through 6/13/02	0300	00	5,705.22	5138994	

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

[Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

JUN 19 2002
 AUDITOR CONTROLLER

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	38.45	2	507.07	14	543.52	16	189.70	7	735.22	23
Adult Circulating Non-Fiction	81.07	3	1,001.31	37	1,082.38	40	231.80	9	1,314.18	49
Adult Reference	1,312.35	14	0.00	0	1,312.35	14	312.90	12	1,625.25	19
Adult Print Continuations	96.00	1	0.00	0	96.00	1	0.00	0	96.00	1
Adult Electronic Continuations	16,201.50	1	0.00	0	16,201.50	1	0.00	0	16,201.50	1
Total Adult Non-Fiction	17,690.92	19	1,001.31	37	18,692.23	56	544.70	21	19,236.93	77
TOTAL ADULT PRINT MATERIALS	17,729.37	21	1,508.38	51	19,237.75	72	734.40	28	19,972.15	93
Adult Audio/Music	0.00	0	0.00	0	0.00	0	70.00	5	70.00	5
Adult Audio Books	423.65	4	0.00	0	423.65	4	0.00	0	423.65	4
Total Adult Audio	423.65	4	0.00	0	423.65	4	70.00	5	493.65	9
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	423.65	4	0.00	0	423.65	4	70.00	5	493.65	9
TOTAL ADULT MATERIALS	18,153.02	25	1,508.38	51	19,661.40	76	804.40	33	20,465.80	102
Juvenile Fiction	133.40	11	584.49	96	717.89	107	51.83	9	769.72	116
Juvenile Circulating Non-Fiction	0.00	0	239.05	15	239.05	15	0.00	0	239.05	15
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	239.05	15	239.05	15	0.00	0	239.05	15
TOTAL JUVENILE PRINT MATERIALS	133.40	11	823.54	111	956.94	122	51.83	9	1,008.77	131
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	299.11	12	0.00	0	299.11	12	0.00	0	299.11	12
Total Juvenile Audio	299.11	12	0.00	0	299.11	12	0.00	0	299.11	12
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	299.11	12	0.00	0	299.11	12	0.00	0	299.11	12
TOTAL JUVENILE MATERIALS	432.51	23	823.54	111	1,256.05	134	51.83	9	1,307.88	143
Total Fiction	171.85	13	1,091.56	110	1,263.41	123	241.53	16	1,504.94	139
Total Non-Fiction	17,690.92	19	1,240.36	52	18,931.28	71	544.70	21	19,475.98	92
Total Audio	722.76	16	0.00	0	722.76	16	70.00	5	792.76	21
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	18,585.53	48	2,331.92	162	20,917.45	210	856.23	42	21,773.68	252

OUTSTANDING ORDERS AS OF JULY 31, 2002

General Fund	Amount	Adopt-A-Book	Amount	TOTAL	Amount
	\$5,907.08		\$1,571.82		\$7,478.90

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	38.45	2	2	507.07	14	14	545.52	16	16	189.70	7	7	735.22	23	23
Adult Circulating Non-Fiction	81.07	3	3	1,001.31	37	37	1,082.38	40	40	231.80	9	9	1,314.18	49	49
Adult Reference	1,312.35	14	7	0.00	0	0	1,312.35	14	7	312.90	12	12	1,625.25	26	19
Adult Print Constitutions	96.00	1	1	0.00	0	0	96.00	1	1	0.00	0	0	96.00	1	1
Adult Electronic Constitutions	16,201.50	1	1	0.00	0	0	16,201.50	1	1	0.00	0	0	16,201.50	1	1
Total Adult Non-Fiction	17,690.92	19	12	1,001.31	37	37	18,692.23	56	49	544.70	21	21	19,236.93	77	70
TOTAL ADULT PRINT MATERIALS	17,729.37	21	21	1,508.38	51	51	19,237.75	72	65	734.40	28	28	19,972.15	100	93
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	70.00	5	5	70.00	5	5
Adult Audio Books	423.65	4	4	0.00	0	0	423.65	4	4	0.00	0	0	423.65	4	4
Total Adult Audio	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
TOTAL ADULT MATERIALS	18,153.02	25	25	1,508.38	51	51	19,661.40	76	69	804.40	33	33	20,465.80	109	102
Juvenile Fiction	133.40	11	11	584.49	96	62	717.89	107	73	51.83	9	9	769.72	116	82
Juvenile Circulating Non-Fiction	0.00	0	0	239.05	15	15	239.05	15	15	0.00	0	0	239.05	15	15
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Constitutions	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Constitutions	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	239.05	15	15	239.05	15	15	0.00	0	0	239.05	15	15
TOTAL JUVENILE PRINT MATERIALS	133.40	11	11	823.54	111	77	956.94	122	88	51.83	9	9	1,008.77	131	97
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
Total Juvenile Audio	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	299.11	12	12	0.00	0	0	299.11	12	12	0.00	0	0	299.11	12	12
TOTAL JUVENILE MATERIALS	432.51	23	23	823.54	111	77	1,256.05	134	100	51.83	9	9	1,307.88	143	109
Total Fiction	171.85	13	13	1,091.56	110	76	1,263.41	123	89	241.53	16	16	1,504.94	139	105
Total Non-Fiction	17,690.92	19	12	1,240.36	52	52	18,931.28	71	64	544.70	21	21	19,475.98	92	85
Total Audio	722.76	16	16	0.00	0	0	722.76	16	16	70.00	5	5	792.76	21	21
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	18,585.53	48	41	2,331.92	162	128	20,917.45	210	169	856.23	42	42	21,773.68	252	211

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

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

UNIQUE MANAGEMENT SERVICES, INC.

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

SUMMARY STATUS REPORT

PAGE: 127

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

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

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

ad.

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

SUMMARY OF PRINTER/COPIER ACCOUNTS JULY 2002

Beginning Balance 6/30/02			(\$7,167.00)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	175.70		
Total Loans from Literacy Fund	0.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in August		0.00	
Total Copier Maintenance Payment in August		253.25	
Debit Card System Loan Payback		0.00	
	175.70	253.25	
Ending Balance 7/31/02			<u>(\$7,244.55)</u>
July payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

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

Prepared by: Elizabeth D. Minter

TO: Placentia Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: August 1, 2002

SUBJECT: GIFT REPORT

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

ADOPT A BOOK DONATIONS

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

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

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

TOTAL AAB DONATIONS \$2,080.00

GENERAL FUND DONATIONS

Jeffrey & Tamera Jean Davis
 Srudhar Venkatesh & Rupa Krish

Susan B. Morris
 Union Bank of California

TOTAL GF DONATIONS \$85.00

BOOK ENDOWMENT DONATIONS

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

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

TOTAL BEF DONATIONS: \$2,200.00

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

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: August 28, 2002

SUBJECT: BUILDING MAINTENANCE REPORT FOR JULY 2002

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

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

Electrical: No service calls in July.

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

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

Prepared by: Elizabeth D. Minter

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

RESIGNATIONS:

None

APPOINTMENTS:

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

OPEN POSITIONS:

None as of August 9, 2002.

WORKER'S COMPENSATION LEAVE:

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

Prepared by: Elizabeth D. Minter

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of July 2002

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

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

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

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

TOTAL	<u>194.75</u>	<u>194.75</u>
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TOTAL	<u>193.50</u>	<u>193.50</u>
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TOTAL Library Volunteer Hours	693.50
TOTAL Literacy Volunteer Hours	644.00
TOTAL VOLUNTEERS HOURS	1,337.50

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY00/01	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	563.25	834.25		662.00	847.00	
September	248.00	802.75		581.00	605.00	
October	385.00	1029.8		614.00	550	
November	369.25	1457.3		685.50	550.00	
December	205.25	203.5		564.00	586.00	
January	387.25	356.5		797.00	586.00	
February	377.75	359.75		617.00	600.00	
March	377.25	399		622.50	600.00	
April	457.25	299.75		656.00	600.00	
May	393.00	371.5		1,204.50	588.00	
June	580.75	454		1,050.50	639.00	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

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

Placentia Library District
Circulation Report
August 21, 2002

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

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Jun-02	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	2,445.98	1,850.24	433.90	0.00	3,526.92	8,257.04
AVG	203.83	154.19	36.16	0.00	293.91	688.09

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-01	8.00	8.00	2.00	0.00		16.00	34.00
Aug-01	8.00	8.00	2.00	0.00		16.00	34.00
Sep-01	10.00	10.00	2.00	0.00		20.00	42.00
Oct-01	0.00	0.00	0.00	0.00		0.00	0.00
Nov-01	0.00	0.00	0.00	0.00		0.00	0.00
Dec-01	0.00	0.00	0.00	0.00		0.00	0.00
Jan-02	0.00	0.00	0.00	0.00		0.00	0.00
Feb-02	0.00	0.00	0.00	0.00		0.00	0.00
Mar-02	8.00	10.00	2.00	0.00		20.00	40.00
Apr-02	8.00	10.00	2.00	0.00		20.00	40.00
May-02	8.00	10.00	2.00	0.00		20.00	40.00
Jun-02	8.00	8.00	2.00	0.00		16.00	34.00
TOTAL	58.00	64.00	14.00	0.00		128.00	264.00
AVG	4.83	5.33	1.17	0.00		10.67	22.00

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

CSDA - Legislative

STATE BUDGET UPDATE

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

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

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

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

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

ASSEMBLY BILL 1948

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

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

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

LOCAL UPDATE

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

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

To: eminter@placentiallibrary.org
Subject: August 9, 2002 Legislative Update



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

LEGISLATIVE UPDATE

STATE BUDGET UPDATE

Friday, August 9, 2002

WAR OF WORDS CONTINUES IN ASSEMBLY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CSDA...keeping special districts informed!

1215 K Street, Suite 930 * Sacramento, CA 95814

(916) 442-7887 * (916) 442-7889 fax

NEWS FROM THE CAPITOL: Legislative Updates 2002

August 7, 2002

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

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

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

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

II. HOW LONG CAN THE STALEMATE LAST?

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

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

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

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

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

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

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

III. FATE OF SCA 10 IN DOUBT

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

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

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

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

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

RECOMMENDATION:

Receive & File

NOTICE

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

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

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

SPEAKER:

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

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

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

**INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
QUARTERLY MEETING
AGENDA**

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

**Auditorium Orange County Water District
Municipal District of Orange County**

Lunch

A. Call to Order - Mary Aileen Matheis, President

1. Pledge of Allegiance

B. Reports

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

C. Introduction of Speaker – Arlene Schaefer

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

D. Questions/Discussion

E. Old Business

F. New Business

G. Adjournment

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

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

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

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



CLLS Budget Report

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

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

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

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

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

Jim Roberts

Prepared by

Public Services Manager

Title

jroberts@placentialibrary.org

E-mail Address

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

Date



CLLS In-Kind Report

Name of Library: Placentia Library District

Fiscal Year: 01 / 02

Filing Period: Year End

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

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

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

Jim Roberts

Prepared by

Literacy Coordinator

Title

jroberts@placentialibrary.org

E-mail Address

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



CLLS Adult Learner Report

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

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

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

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

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

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

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

Jim Roberts
Prepared by

Literacy Coordinator
Title

jroberts@placentialibrary.org
E-mail Address

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



CLLS Tutor Activity Report

Name of Library: **Placentia Library District**

Fiscal Year: **01 / 02**

Filing Period: **Year End**

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

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

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

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

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

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

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

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

Jim Roberts

Prepared by

Literacy Coordinator

Title

jroberts@placentialibrary.org

E-mail Address

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

Date



CLLS Narrative Report

Name of Library: **Placentia Library District**

Fiscal Year: 01 / 02

Filing Period: Year End

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

Significant successes:

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

Problems, challenges, and unresolved issues:

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

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

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

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

E-mail Address

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

Date

Close This Window



Families For Literacy

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

A. Program Participants and Partners

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

2. Family Composition

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

Ethnicity

ADULTS

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

Ethnicity

CHILDREN

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

Primary Language of Children

CHILDREN

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

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

[|]

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Families For Literacy

Name of Library: **Placentia Library District**

Fiscal Year: **01 / 02**

Filing Period: **Year End**

3. Community Partners

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

Community Partner Role

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

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Families For Literacy

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

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

Was this adequate? Explain.

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

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

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FAMILIES FOR LITERACY

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

C. Lessons Learned This Year

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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[|]

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Families For Literacy

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

D. Financial Report

Fiscal Year 01-02

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

Author: **Frank Frizell**
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**California State Library
English Language and Literacy Intensive (ELLI) Program
FINAL REPORT: Part 1
2001/2002 FY**

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

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

of non-duplicated ELLI parents/guardians served 59

Describe your target population:

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

5. Primary Language of ELLI Children:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

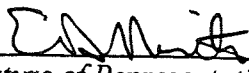
Partner Contributions	Ruby Drive Elementary School	Rio Vista Elementary School	John Tynes Elementary School
Supplemental funding			
Use of facilities	X	X	X
Staffing or volunteers			
Learning materials	X	X	X
Consultation or overall guidance	X		
Test scores for participating students	X		X
Referred students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

--	--	--	--

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

ELLI Financial Report 2001/2002 FY

Placentia Library District
Name of Library


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

Aug 6, 2002
Date

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

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

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

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

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

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

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

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

Full-time	1
Part-time	0

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

Full-time	0
Part-time	0

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

Full-time	0
Part-time	1

2001-02 California Public Library Survey

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

15	Affiliations OCLC, CLC	ALA, LVA, CSDA, CLC, ISDOC, OCLN, SCLLN, NSFRE,PGRT	<i>1</i>
16	ILL Period: # of Weeks	3	<i>3</i>
17	ILL Photocopy free up to 10 pages?	N	<i>N</i>
18	Copy fee. ONLY if answer to #17 is No; otherwise, leave blank.	.15/page.	<i>.15/page.</i>
19	Schedule of Main Library Service Hours	M-W 12-9; Th 10-6; Sun 1-5.	<i>M-W 12-9; Th 10-6; Sun 1-5.</i>

THE FIELDS BELOW ARE FOR CSL USE ONLY

20	LIBRARY_ID	M692	<i>M692</i>
21	LIBR_TYPE	PHDD	<i>PHDD</i>
22	GEOCODE	CI2	<i>CI2</i>
23	MSA_NAME	LAOR	<i>LAOR</i>
24	COUNTY	Orange County	<i>Orange County</i>
25	CA_NETWORK	IV	<i>IV</i>
26	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
27	C_LEGBASE	SD	<i>SD</i>
28	TABLE	5	<i>5</i>
29	INSTITUTIO	Placentia Library District	<i>Placentia Library District</i>
30	STATE	CA	<i>CA</i>
31	FISCAL_YR	2001-02	<i>2000-01</i>
32	C_FSCS	Y	<i>Y</i>
33	INST_CODE	P	<i>P</i>
34	GENDER	Ms.	<i>Ms.</i>
35	CLSASYSTEM	Santiago	<i>Santiago</i>
36	Administrative Structure Code	SO	

Population and Outlets #201-214

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

Library Staff #251-259

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

Income - for Operational Expenses #301-308

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

Income - for Capital Outlay #311-315

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

Standard Operating Expenditures #401-416

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

Expenditures #501-510

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

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

Collections #601-636

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

?

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

Non-English Languages #701-768

Print Materials ADDED as of June 30

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

Print Materials HELD as of June 30

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

THE FIELDS BELOW ARE FOR CSL USE ONLY

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

?

766 FISCAL_YR

2001-02

767 TABLE

5

5

768 LIBR_TYPE

PHDD

PHDD

Library Services, Annual #801-821

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

Salary Survey #901-923

901 Director (monthly rate) - Begin	7,863	7,649
902 Director (monthly rate) - Final	7,863	7,649
903 Assistant Dir. - Begin	N/A	N/A
904 Assistant Dir. - Final	N/A	N/A
905 Chief Lib. Div. - Begin	4,125	4,012
906 Chief Lib. Div. - Final	5,227	5,132
907 Branch Libn - Begin	N/A	N/A
908 Branch Libn - Final	N/A	N/A
909 Entry Level Librarian - Begin	2,988	2,906
910 Entry Level Librarian - Final	3,823	3,717
911 Journeyman Librarian - Begin	3,480	3,384
912 Journeyman Librarian - Final	4,452	4,331
913 Lib. Tech. Asst. - Begin	2,527	2,458
914 Lib. Tech. Asst. - Final	3,232	3,143
915 Clerk Non-Pro. (see help) - Begin	1,882	1,830
916 Clerk Non-Pro. (see help) - Final	2,722	2,340
917 Mgr. Of Spec. Servic (non-MLS) - Begin	4,125	4,012
918 Mgr. Of Spec. Servic (non-MLS) - Final	5,227	5,132
THE FIELDS BELOW ARE FOR CSL USE ONLY		
918 LIBRARY_ID	M692	M692
919 TABLE	5	5
920 SHORT_NAME	Placentia Dist	Placentia Dist
921 FISCAL_YR	2001-02	2000-01
922 POP_CODE	5	5
923 LIBR_TYPE	PHDD	PHDD

Electronic Services #851-867

Electronic Access for your Library

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

Electronic Resources Usage

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

THE FIELDS BELOW ARE FOR CSL USE ONLY

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

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

- 27 COST_NOTE
- 28 LIBRARY_ID
- 29 CIRC_NOTE
- 30 COST_COMNT
- 31 LIB_CODE
- 32 CIRC_COMNT
- 33 GEN_NOTES

Library Outlet #1-316

Library Outlet

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

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



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

July 26, 2002

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

Dear Ms. Minter:

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

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

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

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

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

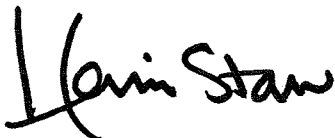
Please plan to attend or send representatives to one of the ELLI meetings we have scheduled:

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

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

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

Sincerely yours,



Dr. Kevin Starr
State Librarian of California

cc: Valerie Reinke
Cindy Tackett
Ann-Margaret Webb

ELLI BUDGET
July 2002 – June 2003

Placentia Library District

Name of Library

E. Meritt

Library Director Signature

June 9, 2002

Date

Budget Categories	(a) ELLI Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved ELLI Budget (Completed by CSL) <i>Kevin Starr</i> Dr. Kevin Starr
1. Personnel	\$43,811.00	\$51,000.00	\$94,811.00	\$ 43,811
2. Operations	\$41,139.00	\$3,000.00	\$44,139.00	\$ 41,139
2a. Contract Services	\$26,778.00		\$26,778.00	26,778
2b. Travel	\$1,000.00		\$1,000.00	1,000
2c. Office Supplies	\$2,611.00	\$250.00	\$2,861.00	2,611
2d. Printing	\$500.00		\$500.00	500
2e. Instructional Resources	\$10,000.00		\$10,000.00	10,000
2f. Communications	\$250.00	\$250.00	\$500.00	250
2g. Other (please explain)		\$2,500.00	\$2,500.00	0
3. Equipment (over \$5,000)				0
4. Indirect (not to exceed 10%)	\$250.00		\$250.00	\$ 250
5. TOTAL	\$85,200.00	\$54,000.00	\$139,200.00	\$ 85,200

CLAIM FORM
English Language and Literacy Intensive Program (ELLI)
FY 2002/2003

California Codes; Education Code; Sections 420-428 • CSL Budget Item 6120-212-0001

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in its ELLI application and in Sections 420 – 428 of the California Education Code.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their ELLI application and in Sections 420 – 428 of the California Education Code.



Library Director (signature)

Elizabeth D. Minter

Typed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
Name of Authorized Library

Address 411 East Chapman Avenue, Placentia CA 92870

Date August 1, 2002

Amount Claimed:

State Library Budget Office Use Only
ELLI Literacy \$

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that the claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

Elizabeth D. Minter
Elizabeth D. Minter

By _____
Official Representative of Fiscal Agent

August 1, 2002
Title

Note: Warrant to be issued for payment to the library to be addressed to:

Placentia Library District
(Authorized agency to receive, disburse and account for ELLI funds)

411 East Chapman Avenue, Placentia CA 92870
(Address of above agency)

Approval by State:

STATE LIBRARY BUDGET OFFICE
BY: _____
DATE: _____

Munson,
Cronick &
Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

June 17, 2002

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

Attn: Elizabeth Minter
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 2002.

We will audit the balance sheet of Placentia Library District as of June 30, 2002, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

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

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

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

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

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

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit. In order to complete the audit and issue our report on or before September 16, 2002, all information must be received by us no later than August 9, 2002.

As part of our engagement, we will also prepare the Annual Report of Financial Transactions of Special Districts for the year ended June 30, 2002.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$4,385 for the audit and \$500 for the preparation, review and submission of the Annual Report of Financial Transactions of Special Districts.

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

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

Sincerely,

Munson, Cronick & Associates, LLP

MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District

Authorized signature: X *Guerra Jenera Thomas*

Title: X *Administrative Asst.*

Date: X *6/23/02*



SWEETWATER AUTHORITY

505 GARRETT AVENUE
 POST OFFICE BOX 2328
 CHULA VISTA, CALIFORNIA 91912-2328
 (619) 420-1413
 FAX (619) 425-7469
<http://www.sweetwater.org>

GEORGE H. WATERS
 MARGARET COOK WELSH
 J.S. SKI WOLNIEWICZ
 CARY F. WRIGHT
 WANDA AVERY
 TREASURER
 MARISA FARFÓN-FRIEDMAN
 SECRETARY

July 12, 2002

Board of Directors
 Placentia Library District
 411 E. Chapman Avenue
 Placentia, CA 92870-6198

Dear Members of the Board:

The Governing Board of Sweetwater Authority has nominated James "Ski" Wolniewicz as a candidate for Seat C of the California Special Districts Association Region 6 Board. He is actually serving in the capacity of Chairman of the California Special Districts Association, San Diego Chapter. Ski was appointed to the Sweetwater Authority and South Bay Irrigation District Boards in 1992 and was reelected in 1994 and 1998. In 1995 he was appointed as a Representative on the SDCWA Reclamation Advisory Committee. He is currently President of the South Bay Irrigation District Board of Directors and past Chairman of the Sweetwater Authority Governing Board. Ski is currently serving in the capacity of Chairman of Sweetwater Authority's Finance and Personnel Committee and has served in the capacity of Chairman of the Public Information and the Operations Committees. He has also served as Chairman on the Chula Vista Interagency Water Task Force and as a member of the ACWA Region 10 Executive Committee, the Membership Committee for the Western Coalition of Arid States (WESTCAS), and the Binational Regional Water Council Board of Directors.

Ski is a retired Naval Officer and holds a Masters Degree in Counseling and a Bachelors Degree in Behavioral Science, both earned at National University. He is deeply concerned about water supply and distribution, including water quality, and how these issues affect the State of California. The Governing Board of Sweetwater Authority is unanimously requesting that your Board of Directors consider authorization of a letter endorsing the nomination of Ski Wolniewicz for Seat C of the California Special Districts Association Region 6 Board.

Sincerely,

SWEETWATER AUTHORITY

Al R. Sorensen
 General Manager

ARS:mff

*A Public Water Agency
 Serving National City, Chula Vista and Surrounding Areas*



Donald L. Schroeder
President

Kevin D. Jeffries
Vice President

S.R. Al Lopez
Secretary/Treasurer

Elizabeth L. Cunnison
Director

Donald L. Harriger
General Manager
Wayne H. Holcomb
Director

July 24, 2002

Ms. Elizabeth Minter
Placentia Library District
411 E. Chapman Avenue
Placentia, California 92870-6198

**Candidate for the position of Director, Region 6
California Special Districts Association**

Dear CSDA Region 6 member:

My name is Al Lopez and I serve on the Western Municipal Water District (WMWD) Board of Directors. I am writing to ask for your support for my candidacy during the upcoming election for the California Special Districts Association, Region 6.

I have a long history of representing local interests. In addition to my service on Western's Board, I served on the city council of Corona from 1982 to 1994 and as mayor during 1986 and 1990. I also served on the Riverside Transit Agency, the Riverside County Transportation Commission, and MetroLink. Currently, I represent Western on the Association of California Water Agencies, the Association of California Water Agencies/JPIA, and the Santa Ana Watershed Project Authority.

I am committed to ensuring that there is recognition at the state and local level for the key role played by special districts. I believe that the special district is the form of government that can best meet the specialized needs of the local community. As your Region 6 director, my primary focus will be on enhancing this understanding among stakeholders – legislators, opinion, business and community leaders, and the public.

Your support is important to me. I respectfully ask for your vote when you receive your ballot during the first week in August. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "AL LOPEZ", is written over a circular stamp or seal.

S. R. "AL" LOPEZ

Director Division 5, Western Municipal Water District
Candidate CSDA Region 6

SRL/mdj



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

Board of Trustees

Geoff Braun

Margaret V. Dinsmore

Al Shkoler

Saundra M. Stark

Gaeten M. Wood

July 16, 2002

Penny Wright, Account Manager
National Retirement Services, Inc.
3030 Old Ranch Parkway, Suite 400
Seal Beach, CA 90740-2752

RE: GUST Restatement & EGTRR Amendment

Dear Penny:

This morning I came across in the District's 457 Plan file your letter and enclosures of February 19, 2002 concerning the GUST Restatement & EGTRR Amendment.

I have enclosed the signed agreement and will schedule it on the Library Board's Agenda for its August 21 Meeting. The agreement should be ratified at that time.

Please give me a call if you have any questions.

Sincerely,

Elizabeth D. Minter
Library Director

NRS

Request and Authorization for Services Regarding "GUST" Restatement and EGTRRA Amendment

The undersigned retirement plan sponsor ("Employer") hereby requests that NRS perform the following services for the Placentia Library District Of Orange County Money Purchase Pension Plan (the "Plan").

- Amend and restate in its entirety the Plan's document, Summary Plan Description and related adopting materials.

Restatement Fees:

Standardized Prototypes -- \$ 750
Non-standardized Prototypes -- \$ 1,000
Volume Submitter Plans -- \$ 1,250

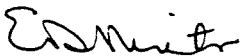
Please note that your Plan is currently on a Standardized Prototype Document.

If appropriate, file with the Internal Revenue Service a request for a Determination Letter as to the qualification of the restated Plan. Most prototype and many volume submitter plans will not require IRS submission because NRS obtains pre-approval on their documents. In the event IRS submission is required, NRS' fees will be \$450 and additional IRS user fee, which is presently \$125 for most plans, may apply. Further, certain Plans may require special consulting.

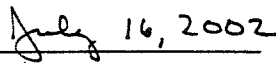
- EGTRRA Good Faith Amendment Fee: \$250

Employer agrees that the services described above are hereby added to the list of services covered under the Plan Services Agreement and that all provisions of that agreement, including the requirement that all legal documentation is for the review of the Employer's legal and tax advisors, will continue to apply to all NRS services.

The Employer has attached its check for \$300 payable to NRS as a deposit toward the applicable restatement fees.



(Employer's Signature)



Date

(For Defined Contribution Plans)

EGTRRA AMENDMENT TO

Placentia Library District

(name of plan)

(Pursuant to IRS Notice 2001-57)

Preamble

1. Adoption and effective date of amendment. This amendment of the plan is adopted to reflect certain provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"). This amendment is intended as good faith compliance with the requirements of EGTRRA and is to be construed in accordance with EGTRRA and guidance issued thereunder. Except as otherwise provided, this amendment shall be effective as of the first day of the first plan year beginning after December 31, 2001.

2. Supersession of inconsistent provisions. This amendment shall supersede the provisions of the plan to the extent those provisions are inconsistent with the provisions of this amendment.

3. Increase in Compensation Limit. The annual compensation of each participant taken into account in determining allocations for any plan year beginning after December 31, 2001, shall not exceed \$200,000, as adjusted for cost-of-living increases in accordance with Section 401(a)(17)(B) of the Code. Annual compensation means compensation during the plan year or such other consecutive 12-month period over which compensation is otherwise determined under the plan (the determination period). The cost-of-living adjustment in effect for a calendar year applies to annual compensation for the determination period that begins with or within such calendar year.

4. Modification of Top-heavy Rules

4.1 Effective date. This section shall apply for purposes of determining whether the plan is a top-heavy plan under Section 416(g) of the Code for plan years beginning after December 31, 2001, and whether the plan satisfies the minimum benefits requirements of Section 416(c) of the Code for such years. This Section amends the sections of the plan that include top-heavy provisions.

4.2 Determination of top-heavy status.

4.2.1 Key employee. Key employee means any employee or former employee (including any deceased employee) who at any time during the plan year that includes the determination date was an officer of the employer having annual compensation greater than \$130,000 (as adjusted under Section 416(i)(1) of the Code for plan years beginning after December 31, 2002), a 5-percent owner of the employer, or a 1-percent owner of the employer having annual compensation of more than \$150,000. For this purpose, annual compensation means compensation within the meaning of Section 415(c)(3) of the Code. The determination of who is a key employee will be made in accordance with Section 416(i)(1) of the Code and the applicable regulations and other guidance of general applicability issued thereunder.

4.2.2 Determination of present values and amounts. This Section 4.2.2 shall apply for purposes of determining the present values of accrued benefits and the amounts of account balances of employees as of the determination date.

4.2.2.1 Distributions during year ending on the determination date. The present values of accrued benefits and the amounts of account balances of an employee as of the determination date shall be increased by the distributions made with respect to the employee under the plan and any plan aggregated with the plan under Section 416(g)(2) of the Code during the 1-year period ending on the determination date. The preceding sentence shall also apply to distributions under a terminated plan which, had it not been terminated, would have been aggregated with the plan under section 416(g)(2)(A)(i) of the Code. In the case of a distribution made for a reason other than separation from service, death, or disability, this provision shall be applied by substituting 5-year period for 1-year period.

4.2.2.2 Employees not performing services during year ending on the determination date. The accrued benefits and accounts of any individual who has not performed services for the employer during the 1-year period ending on the determination date shall not be taken into account.

4.3 Minimum benefits.

4.3.1 Matching contributions. Employer matching contributions shall be taken into account for purposes of satisfying the minimum contribution requirements of Section 416(c)(2) of the Code and the plan. The preceding sentence shall apply with respect to matching contributions under the plan or, if the plan provides that the minimum contribution requirement shall be met in another plan, such other plan. Employer matching contributions that are used to satisfy the minimum contribution requirements shall be treated as matching contributions for purposes of the actual contribution percentage test and other requirements of Section 401(m) of the Code.

4.3.2 Contributions under other plans. The employer may provide, in a supplemental writing that is an adoption agreement, schedule, appendix or addendum, that the minimum benefit requirement shall be met in another plan (including another plan that consists solely of a cash or deferred arrangement which meets the requirements of Section 401(k)(12) of the Code and matching contributions with respect to which the requirements of Section 401(m)(11) of the Code are met). Said supplement will include the name of the other plan, the minimum benefit that will be provided under such other plan, and the employees who will receive the minimum benefit under such other plan.

4.4 Safe Harbor Plan Provisions. The top-heavy requirements of Section 416 of the Code and the plan shall not apply in any year beginning after December 31, 2001, in which the plan consists solely of a cash or deferred arrangement which meets the requirements of Section 401(k)(12) of the Code and matching contributions with respect to which the requirements of Section 401(m)(11) of the Code are met.

5. Limitation on Contributions.

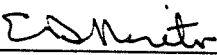
5.1 Effective date. This section shall be effective for limitation years beginning after December 31, 2001, and shall supersede the comparable prior plan provisions that limit annual additions under Section 415(c).

5.2 Maximum Annual Addition. Except to the extent permitted under any plan provision that permits catch-up contributions and Section 414(v) of the Code, if applicable, the annual addition that may be contributed or allocated to a participant's account under the plan for any limitation year shall not exceed the lesser of:

- (a) \$40,000, as adjusted for increases in the cost-of-living under Section 415(d) of the Code, or
- (b) 100 percent of the participant's compensation, within the meaning of Section 415(c)(3) of the Code, for the limitation year.

The compensation limit referred to in (b) shall not apply to any contribution for medical benefits after separation from service (within the meaning of Section 401(h) or Section 419A(f)(2) of the Code) which is otherwise treated as an annual addition.

Executed this 16th day of July, 2002.

By: 

Name of Employer: Placencia Library District

REQUEST FOR FINAL PAYROLL INFORMATION FOR FISCAL YEAR 200.

Please complete the following form, and return it to the office of SDWCA, 1481 River Park Drive Sacramento, CA 95815.

Code	Classification	Final Annual Payroll
0005	Nursery Operations	\$ _____
0050	Orchard Spraying	\$ _____
0251	Irrigation, Drainage or Reclamation Works	\$ _____
3724	Mechanic Supervisor, Electrical Repair	\$ _____
4511	Air Quality Inspector	\$ _____
6220	Heavy Equipment Operator	\$ _____
7382	Drivers	\$ _____
7429	Airport Operations	\$ _____
7520	Waterworks Operations	\$ _____
7539	Electric Light or Power Operations	\$ _____
7580	Sanitary or Sanitation District Operations	\$ _____
7706	Firefighters	\$ _____
7707	Volunteer Firefighters (# of volunteers _____)	
7720	Police/Sheriff	\$ _____
7721	Patrol or Guard Services	\$ _____
7722	Volunteer Police/Sheriff (# of volunteers _____)	
9066	Homeowners' Association Patrol Officers (unarmed)	\$ _____
8389	Heavy Equipment/Truck Mechanic	\$ _____
8392	Automobiles - Storage Garages/Parking Lots	\$ _____
8601	Engineer/Consulting - not engaged in actual construction/operation	\$ _____
8720	Weighmasters	\$ _____
8742	Salesmen - Outside	\$ _____
8742	District Directors (# of Directors _____)	
8810	Clerical (including Dispatchers) (Library Staff & Volunteers)	\$ 708,963.45
9015	Libraries - not Librarians or Clerks	\$ _____
9015	Building Operations including Janitorial	\$ _____
9031	Pest Control	\$ _____
9048	Camps - Recreational	\$ _____
9220	Cemetery Operations	\$ _____
9402	Street or Sewer Cleaning	\$ _____
9403	Garbage, Ashes, or Refuse Collection	\$ _____
9410	Municipal/County, Non-Manual	\$ _____
9420	Municipal/County, Other	\$ _____
9422	County Road Districts or Departments	\$ _____
9424	Garbage, Ashes or Refuse Dump Operations	\$ _____

Dated: Aug. 4, 2002

By: Elizabeth D. Minter



Title: Library Director

District: Placentia Library District

(1) Have you included in the above payroll report all earnings paid to all employees of your district during fiscal year 2001-02?

Yes No

(2) Does the total payroll shown above reconcile with the total wages you reported to the State of California on Form DE 6 or the total wages you reported to the IRS on Form 941?

Yes No (Please explain) _____

(3) Have you classified your district payroll in accordance with the Policy for Classification of Payroll which is attached?

Yes No

(4) Has your Board of Directors adopted a resolution covering volunteer for workers' compensation purposes?

Yes No (Please explain) _____

Yes, it was before my time (1991) but I cannot find it. It will be in the agenda to reconfirm in August 2002.

(5) If you answered yes to Question 4, have you included in your total district payroll in the appropriate classification the compensation of such volunteers based on the number of hours worked times the federal minimum wage for each hour worked?

Yes No Not Applicable

(6) If you use personnel who receive indirect compensation from the district in the form of on-the-job training, work furlough, or jail sentence credit, have you included in your total district payroll in the appropriate classification the compensation of such personnel based on the number of hours worked times the federal minimum wage for each hour worked? Such volunteers include Work Furlough, Youth Employment Services, and Senior Employment Program.

Yes No Not Applicable


(7) Have you included in your payroll report in the appropriate classification the compensation of all part-time employees who are employed by the district on an hourly or commission basis?

Yes No Not Applicable

Dated: Aug. 4, 2002

Placentia Library District

District Name

By: Elizabeth D. Minter 

Title: Library Director

ADDENDUM #1 TO FINAL PAYROLL REPORT

The Department of Industrial Relations, Office of Self-Insurance Plans, requires that the Annual Report for Joint Powers Authorities be submitted for each JPA, including all of its members. In order to prepare the Annual Report on behalf of your district, it is necessary for you to report to SDWCA the total number of your individual employees during fiscal year 2001-02 as determined by the Form DE 6, Quarterly Wage Report, which are submitted to the Employment Development Department. Please indicate in the space below the total number of separate employees reported to the Employment Development Department on this form during fiscal year 2001-02, regardless of the length of that employee's employment during the year.

Second, we are also required to set forth in the Annual Report the total wages and salaries paid by your agency to all employees during fiscal year 2001-02. Therefore, in the space provided below, please report total wages and salaries paid to all employees during fiscal year 2001-02 as reported on Form DE 6 and return to SDWCA with your payroll information.

Finally, please enclose a copy of each of the four quarterly Form DE 6 which you filed with EDD for fiscal year 2001-02.

(1)	Number of Employees (Number of individual employees listed on Form DE 6 for year ending June 30, 2002)	<u>37</u>
(2)	Total Wages and Salaries Paid (As reported on DE 6)	<u>\$ 616,065.43</u>

Dated: August 4, 2002 Placentia Library District
District Name


By: Elizabeth D. Minter

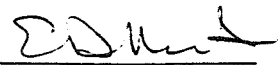
SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY
REQUEST FOR ESTIMATED PAYROLL INFORMATION FOR FISCAL YEAR 20

Please complete the following form, and return it to the office of SDWCA, 1481 River Park Drive Sacramento, CA 95815. This information is required to compute a coverage quote.

Code	Classification	Estimated Annual Payroll
0005	Nursery Operations	\$ _____
0050	Orchard Spraying	\$ _____
0251	Irrigation, Drainage or Reclamation Works	\$ _____
3724	Mechanic Supervisor, Electrical Repair	\$ _____
4511	Air Quality Inspector	\$ _____
6220	Heavy Equipment Operator	\$ _____
7382	Drivers	\$ _____
7429	Airport Operations	\$ _____
7520	Waterworks Operations	\$ _____
7539	Electric Light or Power Operations	\$ _____
7580	Sanitary or Sanitation District Operations	\$ _____
7706	Firefighters	\$ _____
7707	Volunteer Firefighters (# of volunteers _____)	\$ _____
7720	Police/Sheriff	\$ _____
7721	Patrol or Guard Services	\$ _____
7722	Volunteer Police/Sheriff (# of volunteers _____)	\$ _____
9066	Homeowners' Association Patrol Officers (unarmed)	\$ _____
8389	Heavy Equipment/Truck Mechanic	\$ _____
8392	Automobiles - Storage Garages/Parking Lots	\$ _____
8601	Engineer/Consulting - not engaged in actual construction/operation	\$ _____
8720	Weighmasters	\$ _____
8742	Salesmen - Outside	\$ _____
8742	District Directors (# of Directors <u>5</u>)	\$ _____
8810	Clerical (including Dispatchers) (Library Staff & Volunteers)	\$ 855,196.35
9015	Libraries - not Librarians or Clerks	\$ _____
9015	Building Operations including Janitorial	\$ _____
9031	Pest Control	\$ _____
9048	Camps - Recreational	\$ _____
9220	Cemetery Operations	\$ _____
9402	Street or Sewer Cleaning	\$ _____
9403	Garbage, Ashes, or Refuse Collection	\$ _____
9410	Municipal/County, Non-Manual	\$ _____
9420	Municipal/County, Other	\$ _____
9422	County Road Districts or Departments	\$ _____
9424	Garbage, Ashes or Refuse Dump Operations	\$ _____

Dated: August 4, 2002

By: Elizabeth D. Minter



Title: Library Director

District: Placentia Library District

Placentia Library District
SDWCA Final Payroll Report
Fiscal Year 2001-2002 Final Report
August 2002

Employees

Quarter	Wages Reported
Jul - Sep 2001	161,296.48
Oct - Dec 2001	143,341.96
Jan - Mar 2002	169,832.35
Apr - Jun 2002	141,594.64
TOTAL	\$ 616,065.43

Volunteers	Hours	Value at \$5.15/Hr.
Library (not Literacy)	3,069.85	15,809.73
Temporary (not Literacy)	7,191.10	37,034.17
Literacy	7,777.50	40,054.13
TOTAL	18,038.45	\$ 92,898.02

TOTAL STAFF & VOLUNTEERS \$ 708,963.45

Fiscal Year 2002-2003 Budget

Staff Salaries Exempt	312,941.87
Staff Salaries Non Exempt	439,254.48
TOTAL SALARIES	\$ 752,196.35


Volunteers 20,000 \$ 103,000.00

TOTAL STAFF & VOLUNTEERS \$ 855,196.35

*Edmund
8/4/02*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**

DATE: August 28, 2002

BACKGROUND

At the time of this writing no action has been finalized on the State Budget.

Information about the State Budget process will be presented at the Library Board Meeting.

At its meeting August 15 and 16 in Sacramento the Library of California Board decided to change its funding cutbacks for Fiscal Year 2002-2003. The Board decided to take a 2.7% cut across the board rather than eliminating the direct loan/interlibrary loan reimbursement program. The Governor's Office has sent a letter to State departments informing them to expect a 21% cut next year.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Public Hearing on the Fines & Fees Schedule for Fiscal Year 2002-2003**
DATE: August 28, 2002

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2002-2003 as approved by the Library Board at its Meeting on June 19, 2002 and scheduled for Public Hearing at the Library Board Meeting of August 21, 2002. The Public Hearing was rescheduled for August 28, 2002.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2002-2003 for the Placentia Library District was published in the *Placentia News Times* on August 15, 2002 and posted at the Library on August 15, 2002. The Proof of Publication should be available for examination at the Library Board Meeting.

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

Attachment B is Resolution 02-6 adopting the Fines & Fees Schedule for Fiscal Year 2002-2003.

RECOMMENDATIONS:

1. Receive and File the Proof of Publication for the notice of Public Hearing for the Proposed Fines and Fees Schedule for 2002-2003 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 15, 2002.
2. Conduct the Public Hearing on the Policy as published.
3. Finalize Fines & Fees Schedule for Fiscal Year 2002-2003
4. Read Resolution 02-6 by Title only
5. Adopt Resolution 02-6

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted by the Library Board of Trustees, June 21, 1993

Revised August 16, 2000

Reviewed June 19, 2002

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20
There is a two day <i>grace period</i> on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.	

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

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

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

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

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

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

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

DAMAGES

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

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

RESOLUTION 02-6

A RESOLUTION FO THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE FINES AND FEES SCHEDULE FOR FY 2002-2003 OF PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2002-2003 dated August 28, 2002, and implements such on August 28, 2002.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California)
)ss.

County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twenty eighth day of August, 2002.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty eighth day of August, 2002.

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2002-2003 Budget
DATE: August 28, 2002

BACKGROUND:

The Fiscal Year 2002-2003 Budget for Fund 707 (General Fund) was presented to the Library Board at its August 1, 2002 meeting and set for Public Hearing on August 21, 2002. The Public Hearing was rescheduled for August 28, 2002.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for 2002-2003 Fiscal Year for the Placentia Library District was published in the *Placentia News Times* on August 15, 2002 and posted at the Library on August 15, 2002. The Proof of Publication should be available for examination at the Library Board Meeting.

Fiscal Year 2002-2003 Budget

The Proposed Fiscal Year 2002-2003 Budget for Placentia Library District was presented to the Library Board at its August 1, 2002 Meeting. The Budget for Fund 707 (General Fund) is Attachment A.

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

A public hearing needs to be conducted for the Proposed Budget for 2002-2003 Fiscal Year for the Placentia Library District.

The Fiscal Year 2002-2003 Budget for all District Funds needs to be adopted by Resolution 02-7. (Attachment C)

RECOMMENDATIONS:

1. Receive and File the Proof of Publication for the Notice of Public Hearing for the Proposed Budget for 2002-2003 Fiscal Year for the Placentia Library District that was published in the *Placentia News Times* on August 15, 2002.
2. Conduct Public Hearing on the Budget for Fiscal Year 2002-2003 as published.
3. Finalize Placentia Library District Budget for all Funds for 2002-2003 Fiscal Year.

4. Motion to read Resolution 02-7 by title only
5. Motion to adopt Resolution 02-7

Placentia Library District
 Revenue Budget for Fund 707 for Fiscal Year 2002-2003
 Proposed August 1, 2002

Object Code	Category	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Proposed	% CHANGE PREV YR
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,068,983	7.4%
6210-01	Public Utility	24,001	25,854	23,111	25,158	25,000	-0.6%
6210-04	Teeter Plan - Current Delinquent	0	0	12,334	13,876	13,000	-6.3%
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,106,983	7.0%
6230	Prior Secured	19,667	19,936	12,028	12,031	12,000	-0.3%
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,118,983	6.9%
6220	Current Unsecured	50,053	53,807	55,274	56,067	55,000	-1.9%
6240	Prior Unsecured	1,054	936	962	668	1,000	49.8%
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	56,000	-1.3%
6690	HOMEOWNER	15,578	16,224	16,245	16,101	15,800	-1.9%
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	874,774	966,278	1,041,721	1,119,118	1,190,783	6.4%
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,500	-6.5%
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	250	
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	35,000	-12.1%
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	800	-38.6%
6610	INTEREST	12,734	20,286	21,191	11,628	22,000	89.2%
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	47,255	64,618	67,648	61,829	66,550	7.6%
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,257,333	6.5%
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	146,200	16.7%
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUND	0	0	0	0	0	
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	180,000	57.1%
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	-100.0%
	TOTAL REVENUE	1,042,442	1,319,082	1,359,249	1,420,881	1,583,533	11.4%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
0100	Salaries & Wages	494,352	537,311	623,836	645,313	691,920	7.2%
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	98,104	4.4%
	Health Insurance/Care America	20,247	28,006	38,227	41,981	48,584	15.7%
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,903	38.2%
	Life Insurance/Fortis & Protective Life	0	0	2,320	1,862	2,194	17.8%
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,886	-4.1%
	Dental/Ameritas	5,153	5,737	7,369	6,055	6,918	14.2%
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	64,484	15.7%
0310	Unemployment Insurance	0	0	0	0	0	
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	11,300	-0.6%
	TOTAL SALARIES & EMPLOYEE BENEFITS	598,463	648,226	767,390	806,397	865,807	7.4%
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	4,000	15.1%
0700-01	Communications - Modem/Fax/T1/DSL	1,938	4,432	5,345	6,818	6,000	-12.0%
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	2,500	141.0%
0700-05	Communications - Brodart Cataloging Access	5,150	2,649	3,007	2,225	2,700	21.3%
0700-07	Communications - ELLI Grant	380	0	0	265	250	-5.7%
0700-08	Communications - Adult Literacy	438	412	426	406	500	23.1%
	Total Communications	14,973	16,121	14,119	14,228	15,950	12.1%
0900-00	Food - General Fund	0	43	162	1,253	100	-92.0%
0900-07	Food - ELLI Grant	0	0	0	30	500	1548.0%
0900-08	Food - Adult Literacy	0	154	281	0	0	
090-009	Food - Family Literacy	0	0	0	0	0	
	Total Food	0	197	443	1,283	600	-53.2%
1000-00	Household Expense	3,468	4,271	2,375	20,637	5,000	-75.8%
1100-00	Insurance	10,124	6,946	5,069	5,280	6,506	23.2%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	4,500	126.0%
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	11,500	109.5%
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)	0	-100.0%
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	1,500	-72.0%
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0	
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	17,500	133.9%
	HVAC						
	Carpet Cleaning	2,852	2,105	1,704	2,174	2,500	15.0%
	Groundskeeping, City of Placentia	0	3,074	0	2,806	3,500	24.7%
	Plumbing	28,653	31,862	23,002	14,923	30,000	101.0%
	Electrical	1,681	1,656	1,799	4,725	1,800	-61.9%
	Cleaning Service	4,212	15,520	1,170	2,151	1,500	-30.3%
	Locksmith	11,400	11,400	11,550	13,050	13,700	5.0%
	Other (includes fire alarms & seismic retrofit project)	74	2,041	210	287	200	-30.2%
	Total Maintenance of Building & Grounds	1,391	1,331	25,806	4,581	5,000	9.1%
1400-00		50,263	68,988	65,240	44,698	58,200	30.2%
	Memberships - General Fund	2,580	3,356	3,569	2,771	3,750	35.3%
1600-07	Memberships - ELLI Grant	225	0	0	0	250	
1600-08	Memberships - Adult Literacy	240	150	355	426	400	-6.0%
1600-09	Memberships - Family Literacy	0	0	0	0	0	
	Total Memberships	3,045	3,506	3,924	3,197	4,400	37.7%
	Miscellaneous Expense - General Fund	0	0	0	0	0	
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	
	Total Miscellaneous Expense	0	0	0	0	0	

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY 1998-1999 ACTUAL	FY 1999-2000 ACTUAL	FY 2000-2001 ACTUAL	FY 2001-2002 ACTUAL	FY 2002-2003 PROPOSED	% CHANGE PREV YR
	Library Supplies	6,818	6,275	8,824	10,755	10,000	-7.0%
	Printing	9,135	8,630	9,262	12,209	10,000	-18.1%
	EZ Copy - copy cards for sale to patrons	0	0	0	0	0	
	Publications	730	560	821	3,252	1,500	-53.9%
	Paper	894	1,664	1,694	1,613	1,700	5.4%
	Drinking Water Service	274	275	311	289	325	12.5%
	Other Office Supplies	4,883	8,408	8,639	13,327	8,500	-36.2%
1800-00	Total Office Supply Expense - General Fund	22,734	25,812	29,551	41,444	32,025	-22.7%
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,611	-82.7%
	Printing	1,680	784	3,304	2,325	1,500	-35.5%
	Publications	0	874	631	1,730	0	-100.0%
	Paper	0	51	0	0	0	
	Other Office Supplies	1,034	543	2,148	4,378	3,500	-20.1%
1800-08	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,433	5,000	-40.7%
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	500	-17.7%
	Total Office Expense	27,337	28,064	36,147	65,594	40,136	-38.8%
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	5,500	8.9%
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	0	-100.0%
1803-08	Postage Expense - Adult Literacy	64	9	0	42	100	135.9%
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	0	
	Total Postage Expense	2,510	4,651	2,687	5,628	5,600	-0.5%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
	Care Resources (Employee Assistance)	385	420	420	420	420	0.0%
	Pension Fund Operating & Investment Mgmt. Expenses	6,863	6,665	6,558	3,479	7,500	115.6%
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	31,000	22.9%
	Anaheim Consortium Computer Technical & Consulting Services		0	0	900	0	-100.0%
	Clipping Service	417	397	453	453	504	11.4%
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	9,100	40.0%
	Advertising (including WEB site)	734	1,200	787	2,350	2,000	-14.9%
	Medical Exams	473	368	315	1,183	750	-36.6%
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	2,500	16.1%
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	5,250	1.9%
	Payroll Preparation	2,349	2,622	2,949	3,069	3,250	5.9%
	Election Expenses	0	0	0	0	8,000	
	Staff Training in Library	0	0	0	0	0	
	Other (Includes contract storyteller)	3,511	18,151	9,329	25,794	17,500	-32.2%
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	87,774	14.5%
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	0	0	4,240	12,293	0	-100.0%
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	0	-100.0%
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	9,500	151.2%
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	1,500	716.6%
1900-18	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,000	11.2%
	Total Specialized Services	61,958	86,335	97,240	108,992	110,774	1.6%
2000-00	Legal Notices - General Fund	0	0	458	0	650	
2000-01	Legal Notices - LSCA II Grant	0	0	0	0	0	
	Total Legal Notices	0	0	458	0	650	

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2100-00	Rents/Leases-Equipment	0	0	0	0	0	
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	120,800	19.2%
2300-00	Small Tools/Instruments	0	0	0	0	0	
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	0	-100.0%
2400-01	Special Department Expense- Books	82,661	73,446	100,821	82,829	145,460	75.6%
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	0	-100.0%
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	0	-100.0%
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	0	-100.0%
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	0	-100.0%
2400-07	Special Department Expense - ELLI Grant	0	0	0	78	5,900	7418.8%
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	2,000	-46.3%
2400-09	Special Department Expense - Family Literacy	0	0	0	76	0	-100.0%
	Total Special Department Expense	99,459	128,232	153,595	139,132	153,360	10.2%
2600-00	Transportation/Travel - General	0	0	0	0	0	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,500	49.4%
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,755	5,983	7,500	25.3%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,500	11.6%
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	500	-46.8%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	0	-100.0%
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	1,000	-9.7%
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,000	-11.0%
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	500	
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	14,500	17.2%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2002-2003
Proposed August 1, 2002

OBJECT CODE	DESCRIPTION	FY 1998-1999 ACTUAL	FY 1999-2000 ACTUAL	FY 2000-2001 ACTUAL	FY 2001-2002 ACTUAL	FY 2002-2003 PROPOSED	% CHANGE PREV YR
2800-00	Electricity	40,519	40,615	37,795	58,119	63,000	8.4%
	Gas	5,852	3,115	5,884	3,002	5,000	66.6%
	Water	2,266	3,588	3,087	3,681	3,750	1.9%
	Total Utilities	48,637	47,318	46,766	64,801	71,750	10.7%
	TOTAL SUPPLIES & SERVICES	409,835	504,316	521,360	594,688	625,726	5.2%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	4,000	97.2%
4000-00	Equipment	16,445	26,993	29,927	18,050	20,000	10.8%
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,000	-64.3%
4000-08	Equipment - CLC Grant	120	0	558	0	0	
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	0	
4000-11	Equipment	0	0	0	0	0	
	Total Equipment	19,365	41,429	30,484	20,848	21,000	0.7%
4200-00	Structures/Improvements	0	0	0	0	0	
	TOTAL EQUIPMENT EXPENSE	19,365	41,429	30,484	20,848	21,000	0.7%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	67,000	
5600	INVESTMENT POOL LOSS	0	0	0	0	0	
	TOTAL EXPENSES	1,028,664	1,197,624	1,320,395	1,423,962	1,583,533	11.2%
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293	11,511	-40.3%
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	20,000	-14.2%
	FFL Grant Summary Object Code 09	0.00	15,071	513	867	2,500	188.4%
	Partnerships for Change Grant			4,240	12,293	0	-100.0%
	TOTAL LITERACY (Excluding Personnel)	13,671.91	25,488	22,494	43,462	34,011	-21.7%

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair
FISCAL YEAR 2002-2003

At a meeting held on August 21, 2002, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2002-2003 in the amount of \$ 120,762 (from Schedule 16, Column.10, Total Requirements).

BUDGET BALANCING ACCOUNT

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

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Wednesday falling on 18-24 of each month

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

Saundra Stark _____

Gaeten Wood _____

Secretary: Geoff Braun Mgr/Supt: Elizabeth Minter

Attorney: (none) Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapman Avenue

Placentia, CA 92870-6198

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

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 2002-2003

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

N.A.

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

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

Line

1.	Fund Balance - 6/30/01 (from last year's schedule, Line 4)	113,678
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2001/2002	3,597
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2001/2002	(113)
4.	Fund Balance - 6/30/02	117,162
5.	Less: Total Reserves @ 6/30/02 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves - 0 -	
7.	Other Reserves - 0 - Total Reserves (- 0 -)	
8.	Subtotal (Lines 4 through 7)	117,162
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	- 0 -
10.	Total Fund Balance Available 7/1/02. Post this number to Schedule 16, Column 4	117,162

Prepared by:

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

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2002-2003

	<u>1</u> 2001-2002 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2002-2003
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2002-2003 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

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

For County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED			
702									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE (1)									
Fund Balance Available	Actual 2000-01 (2)	Actual 2001-02 (3)	Recommended 2002-03 (4)	Approved 2002-03 (5)	Fund Identification Other Than District General Fund (6)				
6610 Interest	97,186	113,678	117,162						
7130 Other Governmental Agencies	72,571	3,597	3,600						
TOTAL MEANS OF FINANCING	6,765	-0-	-0-						
	176,522	117,275	120,762						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS (7)									
SERVICES AND SUPPLIES	Actual 2000-01 (8)	Actual 2001-02 (9)	Recommended 2002-03 (10)	Approved 2002-03 (11)	Fund Identification Other Than District General Fund (12)				
1300 Maintenance - Equipment	10,345	-0-	-0-						
1400 Maintenance - Buildings and Improvements	52,367	-0-	-0-						
1900 Professional and Specialized Services	132	113	115						
TOTAL SERVICES & SUPPLIES	62,844	113	115						
5200 Appropriation for Contingencies			120,647						
TOTAL FINANCING REQUIREMENTS	62,844	113	120,762						
702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND									

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement
FISCAL YEAR 2002-2003

703
Agenda Item 40
Attachment B
Fund 703
Page 6 of 26

At a meeting held on August 21, 2002, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2002-2003 in the amount of \$ 10,209 (from
Schedule 16, Column.10, Total Requirements).

BUDGET BALANCING ACCOUNT

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

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Wednesday falling on 18 or 24 each month

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

Saundra M. Stark

Gaeten Wood

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

Attorney: (none) Auditors: Munson, Cronick & Associates

Mailing address of district: 411 East Chapran Avenue

Placentia, CA 92870-6198

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

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 2002-2003

703

Agenda Item 40
Attachment B
Fund 703
Page 7 of 26

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

N.A.

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/01 (from last year's schedule, Line 4)	9,616
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 2001/2002	304
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2001/2002	(11)
4.	Fund Balance - 6/30/02	9,909
5.	Less: Total Reserves @ 6/30/02 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____ -0-	
7.	Other Reserves _____ -0- Total Reserves (_____ -0-)	
8.	Subtotal (Lines 4 through 7)	9,909
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	-0-
10.	Total Fund Balance Available 7/1/02. Post this number to Schedule 16, Column 4	9,909

Prepared by:

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

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2002-2003

	<u>1</u> 2001-2002 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 2002-2003
General Reserves (Object 9850)	0	-0-	-0-	-0-
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 2002-2003 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

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

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2002-03

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY									
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				TAX RATE	
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL			
703										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
(1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Recommended 2002-03 (4)	Approved 2002-03 (5)	Fund Identification Other Than District General Fund (6)					
Fund Balance Available	9,052	9,616	9,909							
6610 Interest	575	304	300							
7130 Other Governmental Agencies										
7817 Operating Transfer In										
TOTAL MEANS OF FINANCING	9,627	9,920	10,209							
SUMMARY OF FINANCING REQUIREMENTS										
(7)	Actual 2000-01 (8)	Actual 2001-02 (9)	Recommended 2002-03 (10)	Approved 2002-03 (11)	Fund Identification Other Than District General Fund (12)					
SERVICES & SUPPLIES					703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND					
1800 Office Expense	11	11	15							
1900 Professional and Specialized Services	11	11	15							
TOTAL SERVICES & SUPPLIES	22	22	30							
5200 Appropriation for Contingencies	11	11	10,194							
TOTAL FINANCING REQUIREMENTS	33	33	10,209							