

# PLACENTIA LIBRARY DISTRICT



**Board of Trustees**

**Regular Meeting**

**November 21, 2001**

**Library Conference Room**

**Minter**



# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT

#### BOARD OF TRUSTEES

November 21, 2001

4:30 P.M.

*(Unusual Meeting Time)*

Library Conference Room

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

To accomplish this goal the Library:

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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

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 October 17, 2001 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

*SDWA Report*

*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

*Dussine \$5,000  
Build Program \$2,000  
Adj. Syst. Program*

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

8. Friends of Placentia Library Board of Directors Report

*-Sandra reported*

9. Placentia Library Foundation Board of Directors Report

*\$5,000 - Cash  
\$5,000 - Direct Link*

9a. Placentia History Room Committee Report

CLAIMS (Items 10 - 13)

Presentation: Library Director  
Recommendation: Approve by Motion

*Depl / Gen*

*Items 10 - 13 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.*

*Minutes Resigned  
Left Lib  
Cancer  
Thank you for fund.*



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

No Nonstandard Claims were processed during this report period.

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

Claims 4165, 4166, 4167, 4168 and 4169 forwarded by Library Director for a total of \$18,228.45 during this report period.

12. Current Claims and Payroll (Approve)

Claims 4170, 4171, 4172, 4173, 4174, 4175, 4176, 4177 and 4178 for a subtotal for Claims of \$36,211.42; and Payrolls 4179 for \$26,961.00 and 4180 for \$26,961.00 for a subtotal for Payrolls of \$53,922.00; with a combined total of Claims and Payroll of \$90,133.42.

13. FY2001-2002 Cash Flow Analysis through October 17, 2001 and recommendation that no funds be transferred at this time (Receive & File and Approve)

**FINANCIAL REPORTS (Items 14 - 19)**

*Gar / Beall*

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 14 – 19 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

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

**GENERAL CONSENT CALENDAR (Items 20 – 35a)**

*Beall / Seaver*

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 20 – 35a may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

20. Building Maintenance Report for October 2001 (Receive & File)
21. Personnel Report for October 2001 (Receive, File, and Ratify Appointments)
22. Volunteer Report for October 2001 (Receive & File)
23. Circulation Report for October 2001 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
25. Staff notes from Placentia Civic Center Authority Meeting, November 7, 2001 (Receive & File)
26. Grant application to American Library Association for Life ! @ your library program for the Friends of Placentia Library Annual Meeting on April 15, 2001 (Matching grant funds have been allocated by the Friends) (Receive & File)
27. Legislative Update from California Special Districts Association (CSDA) of November 6, 2001 (Receive & File)
28. Quarterly Reports to the State Library of California for the Partnerships for Change Implementation Grant for Fiscal Year 2000-2001 (Receive & File)
29. Award Letter from State Librarian Kevin Starr announcing a \$60,000 grant to Placentia Library District for the English Language Literacy Intensive (ELLI) program (Receive & File)
30. Management Letter from Munson, Cronick & Associates for the Placentia Library District financial audit for Fiscal Year 2000-2001 (Receive & File)
31. Plan of Service and Budget Request for Fiscal Year 2001-2002 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted on November 5, 2001 (Receive & File)
32. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2001-2002, as submitted on November 6, 2001 (Receive & File)
33. Claim for distribution of settlement proceeds from the lawsuit United State and the State of California v Baker & Taylor as submitted to the State of California Department of Justice on November 5, 2001 (Receive & File)
34. Annual Report of Employee Benefit Plan (IRS Form 5500) for the Placentia Library District Cafeteria, administered by Woodmen Accident and Life, as submitted to the Internal Revenue Service on October 25, 2001 (Receive & File)
35. Ratification of Certification of Placentia Library District's Intent to adopt the National Retirement Services, Inc. Standardized Money Purchase Pension Plan and Trust, IRS Folder Number: 502B7160701-004 as signed by the Library Director and submitted to National Retirement Services on October 10, 2001 (Receive & File)

- 35a. Letter of Understanding with Robert Borders & Associates for architectural services for the remodeling of the Literacy tutoring area as part of the ELLI Grant (Receive & File)

### CONTINUING BUSINESS

(No items of Continuing Business)

### NEW BUSINESS

36. Presentation by David Verdugo, Placentia/Yorba Linda Unified School District Assistant Superintendent for Executive Services, regarding the District's upcoming bond issue campaign and requesting the Library Board's endorsement.

Presentation: Library Board President

Recommendation: Authorize the Library Director to prepare a resolution of endorsement for the December Library Board Meeting

*Class visit to public library*  
*Textbooks*  
*5 hrs / day hit cash at elem schools.*  
*Gae / Saunders.*

*WD Ben Grant - Dir*

37. Amend Placentia Library District Exempt Salary Scale for Fiscal Year 2001-2002 to include the classification and salary range for the position of Page

Presentation: Library Director

Recommendation: Amend the Exempt Salary Scale for Fiscal Year 2001-2002 as presented

- 37a. Proposal to replace tile floor in the workroom and corridor

Presentation: Library Director

Recommendation: Approve tile replacement by Better Floors and Tiles; and

Authorize the Library Director to solicit bids for floor preparation and asbestos removal

### STAFF REPORTS (Items 38 - 43)

*Gae / Saunders.*

*Items 38 - 43 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.*

38. Program Committee Report for October 2001 (Roberts)  
39. Children's Services Report for October 2001 (Smith)  
40. Placentia Library Literacy Services Report for October 2001 (Roberts)  
41. Placentia Library Web Site Report for October 2001 (Frizell)  
42. Publicity Materials Produced in October 2001. (Rakos)

43. Safety Committee Minutes for October 2001 (Matas)

ADJOURNMENT

*Mom's Club Requests*

44. Agenda Preparation for the December Regular Meeting, which will be held on Wednesday, ~~November~~ *Send* 19, 2001 at ~~7:00~~ *7:30* P.M.
45. Review of Action Items.

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

46. Adjourn

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

I, Elisa Herrera-Thomas, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the November 21, 2001 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 15, 2001.

*Elisa Herrera-Thomas*

# Placentia Library Board Calendar

December 2001 - November 2002

| Dec 2001 |    |    |    |    |    |    |
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## December

- 3 7:00 PM Friends Board Meeting, Braun
- 7 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 9 1:00 PM Friends Book Sale
- 19 7:30 PM Library Board Meeting

| Jun 2002 |    |    |    |    |    |    |
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## January

- 7 7:00 PM Friends Board Meeting, Wood
- 13 1:00 PM Friends Book Sale
- 16 7:30 PM Library Board Meeting
- 17 5:30 PM Chamber Mixer
- 18 ALA Midwinter Meeting, New Orleans, through Jan 23
- 23 7:00 PM Foundation Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

| Jul 2002 |    |    |    |    |    |    |
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## February

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 10 1:00 PM Friends Book Sale
- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

| Aug 2002 |    |    |    |    |    |    |
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## March

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 10 1:00 PM Friends Book Sale
- 12 10:42 AM Public Library Association Conference, Phoenix, through March 16
- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

| Sep 2002 |    |    |    |    |    |    |
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## April

- 1 7:00 PM Friends Board Meeting, Stark
- 9 MCLS/SLS Annual Meeting, Whittier
- 14 1:00 PM Friends Book Sale
- National Library Week begins, through April 20
- 15 6:30 PM Friends Annual Meeting
- 17 5:00 PM Chamber of Commerce Mixer sponsored by the Library
- 7:30 PM Library Board Meeting
- 25 7:15 AM Chamber of Commerce Breakfast, program by the Library

| Oct 2002 |    |    |    |    |    |    |
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# Placentia Library Board Calendar

December 2001 - November 2002

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| May 2002 |    |    |    |    |    |    |
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## May

- 6 7:00 PM Friends Board Meeting, Braun
- 15 7:30 PM Library Board Meeting
- 19 1:00 PM Friends Book Sale
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 26 3:36 PM Library Closed for Monday Holiday
- 27 Library Closed for Memorial Day

## June

- 3 7:00 PM Friends Board Meeting, Wood
- 9 1:00 PM Friends Book Sale
- 13 2:35 PM ALA Annual Conference, Atlanta, through June 19
- 10:39 AM American Librry Association, Atlanta, through June 19
- 19 7:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day
- 14 1:00 PM Friends Book Sale
- 17 7:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

## August

- 11 1:00 PM Friends Book Sale
- 18 IFLA Conference, Glasgow, through Aug 24
- 21 7:30 PM Library Board Meeting

## September

- 1 Library Closed for Monday Holiday
- 2 Library Closed for Labor Day
- 8 1:00 PM Friends Book Sale
- 9 7:00 PM Friends Board Meeting, Shkoler
- 18 7:30 PM Library Board Meeting
- 25 2:02 PM CSDA Annual Conference, San Diego, through Sep 27
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## October

- 7 7:00 PM Friends Board Meeting, Dinsmore

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| Sep 2002 |    |    |    |    |    |    |
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| Nov 2002 |    |    |    |    |    |    |
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# Placentia Library Board Calendar

December 2001 - November 2002

| Dec 2001 |    |    |    |    |    |    |
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| Feb 2002 |    |    |    |    |    |     |
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| Mar 2002 |    |    |    |    |    |     |
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| 24       | 25 | 26 | 27 | 28 | 29 | 30  |
| 31       |    |    |    |    |    |     |

| Apr 2002 |    |    |    |    |    |     |
|----------|----|----|----|----|----|-----|
| S        | M  | T  | W  | T  | F  | S   |
|          |    | 1  | 2  | 3  | 4  | 5 6 |
| 7        | 8  | 9  | 10 | 11 | 12 | 13  |
| 14       | 15 | 16 | 17 | 18 | 19 | 20  |
| 21       | 22 | 23 | 24 | 25 | 26 | 27  |
| 28       | 29 | 30 |    |    |    |     |

| May 2002 |    |    |    |    |    |     |
|----------|----|----|----|----|----|-----|
| S        | M  | T  | W  | T  | F  | S   |
|          |    |    |    | 1  | 2  | 3 4 |
| 5        | 6  | 7  | 8  | 9  | 10 | 11  |
| 12       | 13 | 14 | 15 | 16 | 17 | 18  |
| 19       | 20 | 21 | 22 | 23 | 24 | 25  |
| 26       | 27 | 28 | 29 | 30 | 31 |     |

## October

- 12 9:00 AM Heritage Parade
- 13 1:00 PM Friends Book Sale
- 16 7:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

## November

- 1 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 4 7:00 PM Friends Board Meeting, Stark
- 11 Library Closed for Veterans Day
- 17 1:00 PM Friends Book Sale
- 20 7:30 PM Library Board Meeting
- 28 Library Closed for Thanksgiving

| Jun 2002 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

| Jul 2002 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| Aug 2002 |    |    |    |    |    |       |
|----------|----|----|----|----|----|-------|
| S        | M  | T  | W  | T  | F  | S     |
|          |    |    |    |    |    | 1 2 3 |
| 4        | 5  | 6  | 7  | 8  | 9  | 10    |
| 11       | 12 | 13 | 14 | 15 | 16 | 17    |
| 18       | 19 | 20 | 21 | 22 | 23 | 24    |
| 25       | 26 | 27 | 28 | 29 | 30 | 31    |

| Sep 2002 |    |    |    |    |    |     |
|----------|----|----|----|----|----|-----|
| S        | M  | T  | W  | T  | F  | S   |
|          |    |    |    |    |    | 1 2 |
| 3        | 4  | 5  | 6  | 7  | 8  | 9   |
| 10       | 11 | 12 | 13 | 14 | 15 | 16  |
| 17       | 18 | 19 | 20 | 21 | 22 | 23  |
| 24       | 25 | 26 | 27 | 28 | 29 | 30  |

| Oct 2002 |    |    |    |    |    |           |
|----------|----|----|----|----|----|-----------|
| S        | M  | T  | W  | T  | F  | S         |
|          |    |    |    |    |    | 1 2 3 4 5 |
| 6        | 7  | 8  | 9  | 10 | 11 | 12        |
| 13       | 14 | 15 | 16 | 17 | 18 | 19        |
| 20       | 21 | 22 | 23 | 24 | 25 | 26        |
| 27       | 28 | 29 | 30 | 31 |    |           |

| Nov 2002 |    |    |    |    |    |     |
|----------|----|----|----|----|----|-----|
| S        | M  | T  | W  | T  | F  | S   |
|          |    |    |    |    |    | 1 2 |
| 3        | 4  | 5  | 6  | 7  | 8  | 9   |
| 10       | 11 | 12 | 13 | 14 | 15 | 16  |
| 17       | 18 | 19 | 20 | 21 | 22 | 23  |
| 24       | 25 | 26 | 27 | 28 | 29 | 30  |



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 17, 2001**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 17, 2001 at 4:30 P.M..

**ROLL CALL**

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

**Members Absent:** Trustees Peggy Dinsmore and Sandra Stark.

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

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Secretary Braun, seconded by Trustee Wood to approve the Minutes of the September 16, 2001 Regular Meeting as printed.

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

Trustee Stark arrived at 4:40 P.M. No members of the public requested to address the Board.

**PRESIDENT'S  
REPORT**

President Shkoler reported that a profitable time was had by all who attended the Survival Skills Workshop. Joan Frye Williams was the speaker. The Workshop was sponsored by The California Association of Library Trustees and Commissioners (CALTAC) and was held in Cerritos on Saturday, September 29, 2001.

Children's Librarian Cyrise Smith introduced the Summer Teen Volunteers to the Board of Trustees. President Shkoler presented Certificates of Appreciation to each of the volunteers.

**TRUSTEE'S  
REPORT**

Trustee Wood reported that the Foundation was diligently working on plans for the upcoming Donor Reception to be held on Friday, November 16, 2001. Trustee Wood also commented on the fact that the Direct Mailing for the Foundation was successfully sent out on behalf of the Annual Giving Campaign.

Trustee Stark reported on the Placentia Heritage Days Parade. She suggested that in the future, the Library prepare additional signs in order to promote events that are currently taking place at the Placentia Library.

The Trustees discussed a memorial for Cynthia McClain. The staff was asked to investigate a place for a general memorial area in the Library. A memorial mass is to be held at St. Joseph's Church, 717 North Bradford Avenue, Placentia, on Thursday, November 15, 2001 at 7:15 P.M.

Librarian II Sandra Murray was introduced as the new Supervising Reference Librarian.

### **LIBRARY DIRECTOR REPORT**

Public Services Manager & Literacy Coordinator Jim Roberts announced that the Library had received a \$60,000 English Language Literacy Intensive (ELLI) program grant. Interviews were being held on Monday, October 22, 2001 to hire a Library Assistant funded by the ELLI program. Roberts also reported that a portion of the money from the grant will be used to upgrade the current literacy computer system and remodel the literacy tutoring area.

Library Director Minter reported that the Library Staff seemed to be coping with the noise from the Civic Center construction rather well. She also commented on the fact that, due to the construction, patrons must now enter the Library through the All America Way entrance. Because, of this, there is a Library Aide stationed at the back door at all times while the Library is open to the public.

Library Director Minter also reported on the status of the Anaheim, Placentia and Yorba Linda Library system that is being changed to a new system. Most staff members had to attend training sessions at Anaheim Library in order to become familiarized with the new cataloging system.

Trustee Peggy Dinsmore arrived at 4:50 P.M.

### **CLAIMS**

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4152, 4154 and 4155 for a total of \$7,398.75.

Current Claims and Payroll: Claims 4156, 4157, 4158, 4159, 4160 and 4161 for \$23,311.57. Payroll Claims 4162 for \$26,961.00, 4163 for \$26,961.00 and 4164 for \$26,961.00 for a subtotal of \$80,883.00. The combined total for all Claims and Payroll claims was in the amount of \$104,194.57.

FY2001-2002 Cash Flow Analysis through October 17, 2001  
with recommendation to transfer funds at this time.

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

**FINANCIAL  
REPORTS**

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

Financial Reports for September 2001

Office General Ledger & Check Registers for September 2001

Acquisitions Report for September 2001

Collection Agency Report for September 2001

Debit Card System Reimbursement Report for September 2001

Gifts Report for September 2001

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive  
and file Agenda Items 19-29:

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

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

Volunteer Report for September 2001 (Receive & File)

Circulation Report for September 2001 (Receive & File)

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

Status Report on Fire Extinguisher Day (Receive & File)

Notice from the Independent Special Districts of Orange County  
(ISDOC) of its quarterly meeting on Thursday, October 25, 2001

at 11:30 A.M. at the Municipal Water District of Orange County Headquarters, 10500 Ellis Avenue, Fountain Valley (Receive & File)

Placentia Civic Center Authority Minutes of August 15, 2001, the Agenda for the Annual Meeting of the Placentia Civic Center Authority scheduled for October 10, 2001, and the Fiscal Year 2000-2001 Audit for the Placentia Civic Center Authority (Receive & File)

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

Fiscal Year 2000-2001 Report on Audit of Financial Statements For Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)

California Library Outlets Survey 2000-2001 for Placentia Library District as submitted to the California State Library on September 26, 2001 (Receive & File)

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

**CIVIC CENTER  
AUTHORITY**

Discussion of Civic Center Authority Remodeling Project funding issues.

**STAFF REPORTS**

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

Program Committee Report for September 2001.

Children's Services Report for September 2001.

Placentia Library Literacy Services Report for September 2001.

Placentia Library Web Site Report for September 2001.

Publicity Materials produced for September 2001.

Safety Committee Minutes for September 2001.

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

ABSENT:     None

**NOVEMBER  
MEETING**

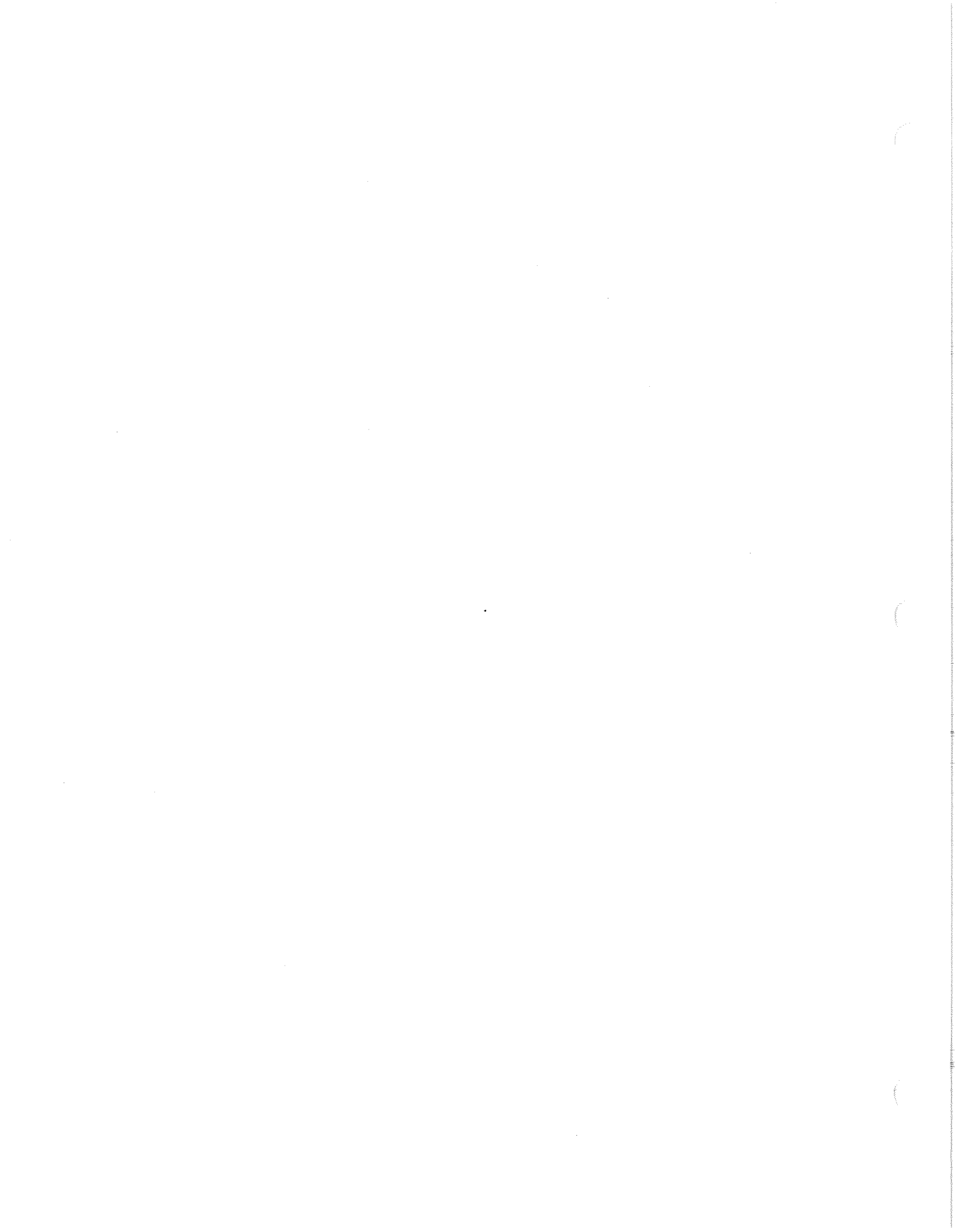
The November Regular Library Board Meeting will be held on Wednesday, November 21, 2001 at 4:30 P.M. in the Library Conference Room.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 17, 2001 adjourned at 5:45 P.M.

---

Geoff Braun, Secretary





## Friends of Placentia Library Board Meeting November 5, 2001

The meeting was called to order by Jan Schwartzkopf, in the absence of President Pat Irot. The following Directors were present: Jan Schwartzkopf, Jill Botha, Camile Himes, Marge Horrocks, Ellie Rankin, Virginia Walker, Frances Stoller. Elizabeth Minter and Jim Roberts represented the staff. Also in attendance was Ted Farkas and Sandra Stark.

The minutes of the October 1 board meeting were approved as read. The treasurer reported a balance of \$12,176.17. She also reported that the new cash register for the inside book store had been installed and paid for. No other bills to be paid at this time.

Virginia Walker introduced Ginny Sanatar, who expressed interest in becoming a member of the Board of Directors.

The following items were discussed regarding the upcoming Author's Luncheon:

Elizabeth informed us that the material for the aprons has been ordered and will be ready in December. Marge and Jill are meeting at Alta Vista the week of November 12th to plan the luncheon menu. ~~No other information was available at this time due to the absence of Barbara Hemmerling.~~ *Barbara Hemmerling left word that Alta Vista could accommodate our proposed schedule change*

Library's Alive Report: Jim reported that everything is set with guest speaker Gail Tsukiyama for the annual meeting in April. Due to the fact that the speaker will have travel expenses, he recommended that we approve an additional \$1000 to the amount already budgeted for this event. He will be receiving a matching grant from the American Library Association on November 15th and will have a copy of the letter at our December meeting.

Pat held a training session related to paperbacks and stocking shelves. One volunteer was present at that session. Pat will continue to keep 3:00 p.m. on Mondays open for this purpose if volunteers are available.

Second Sunday Book Sale: The October sale netted \$76.30. Ellie reported that sales have been down for several months now due to the construction going on at the Library. Jan reported that the Goodwill Industries will be happy to pick up our discarded books after the sales. Jillian will be making arrangements for them to come after the November sales. Elizabeth said that she will be pulling cookbooks from the main shelves for the November sales. Pat and Jill will price them the day of the sale. The sale hour will be from 1-4pm, since the 5pm closing was too dark.

Dates were established for the 2002 sales and Jillian will make up the flyers.

Books 2001: Checks amounting to \$1,225 have been received. The Friends need to issue a check for \$500 for book-buying.

Membership campaign dates: Ted Farkas reported that he will need volunteers to make calls to any annual members who have not renewed their dues. He will have a printout in December.

Director's Report:

(1) A memorial mass will be held at St. Joseph's at 7:15 pm on Thursday November 15th for Cindy McClain, who passed away after a traffic accident. Elizabeth requested a check for no more than \$400 to pay for program printing and music.

(2) Construction at the library is slightly behind schedule, but the front entrance will be open by the end of November.

(3) More books have been weeded out from the Geography section. Elizabeth reported that 75% of the books on the Vietnam War are missing entirely.

(4) Donor reception is Friday, November 16th. She urged all to attend and enjoy the occasion.

(5) Special bookmarks will be mailed out, along with thank-you letters, to all donors to the Friends of the Library.

Foundation Report:

(1) The quarterly newsletter has been mailed. Of special note is the article on the Placentia History Room, which will be dedicated on December 4th at 6:00.

(2) Ellie also reported that long-time Placentia resident Virginia Bannister had passed away suddenly with a heart-attack while on vacation.

The meeting was adjourned at 7:35.

Jill Botha  
Acting Secretary

November 13, 2001

TO: TRUSTEES, PLACENTIA LIBRARY DISTRICT  
and PLACENTIA HISTORICAL COMMITTEE

FROM: PAT IRBY HISTORY ROOM LIAISON

RE: ACTIVITIES REPORT

1. Using the \$1,000 donation from the Placentia Round Table Women's Club, a number of photographs have been framed to hang in the History Room. The volunteer team and Elizabeth continue to place them.
2. Members of Dr. deGraaf's graduate level Public History class continue their projects related to Placentia History. One team of three students is working on compiling finding aids for our collections.

One class meeting recently was held in our History Room during which three groups presented progress reports on their projects. The reports heard were on the finding aids, another on the progress of preparing official request for the John Lemke house to be placed on the Historic Register. along with a survey of 1950's houses for possible designation. Another report from one student was on data gathered related to the assimilation of Vietnamese into the Placentia Community.

There are forty students in the class which ends mid December. Their completed work will become part of our collection materials. One student is working on a double master's - one in history and one in library science/archivist. She may be seeking an internship in our Library History Room.

3. Work progresses with the school district related to the Grade 3 Social Studies program which emphasizes the concept of community and includes local history. We have provided the district with the local Anaheim history (available through us from the Anaheim School District) and the Placentia history prepared by this team. But since, the school district serves children who live in in three additional cities (Brea, Fullerton, Yorba Linda) similar materials are sought.

I have attended the first of series of meetings related to Grade 3 Social Studies provided by the Or Co. Dept of Ed. The first was a presentation on the Native Americans

- of this area, presented a former teacher who is a member of the Ajachamen/Juanoes tribe.
4. Dr. D. Smith, Superintendent, has interest in the history of the school district and particularly the old Bradford School; we have provided materials to him.
  5. We are still interested in installing a patron friendly data base system for our collections. Al S. has agreed to provide consulting services. Past Perfect is a system in use locally and we will provide Al with the printed information.
  6. The Heritage Coordinating Council, a group of library representatives of local history rooms held its November meeting which we attended at Orange Main Branch. Orange is digitizing materials, after creating and adopting standards.
  7. The team actively participated in the recent Historic Buildings tour. The Public History class also participated in several ways. Perhaps the number of attendees did not meet expectation; it would appear, however, those who participated were very pleased.
  8. Patron Room cabinets are just completed and display materials need to be placed. Workroom cabinets are not yet fully in use awaiting paint finish.
  8. We are reviewing our 7/31 To Do List. Some items are completed, some in progress and a few begun.
  5. The History Room brochure has been updated and printed.
  6. The TV/VCR/DVD equipment has been purchased and is in place in the History Room.
  7. We continue to urge agencies, institutions and individuals to archive their records/history.
  8. Building Bridges to Placentia's Past spearheaded the special Post Office cancellation at the Heritage Days event. This group meets monthly in the History Room and is open to all groups and individuals interested in the preservation of local history.

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
November 21, 2001

| TYPE | REPORT<br>NUMBER | AMOUNT |
|------|------------------|--------|
|      | TOTAL            | 0.00   |

Prepared by: Elisa Herrera-Thomas



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
November 21, 2001

|          | DATE              | REPORT<br>NUMBER | AMOUNT           |
|----------|-------------------|------------------|------------------|
| DIRECTOR | October 17, 2001  | 4165             | 6,646.39         |
|          | October 17, 2001  | 4166             | 2,148.78         |
|          | November 1, 2001  | 4167             | 5,138.78         |
|          | November 12, 2001 | 4168             | 2,269.56         |
|          | November 12, 2001 | 4169             | 2,024.94         |
|          | <b>TOTAL</b>      |                  | <b>18,228.45</b> |

Prepared by : Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

4165

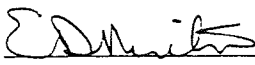
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice#     | Orgn | Objt/           | Sub          | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-----------------------|------|-----------------|--------------|-------------|----------|----------------|----|
|   |                       |      | Rev/<br>BS Acct | Objt/<br>Rev |             |          | Doc<br>Number  | SC |
| N06965<br>Paychex<br>200 E. Sandpointe, Suite 100<br>P.O.Box 25159<br>Santa Ana, CA 92799               | 20010927              |      | 1900            | 00           |             | 435.15   |                |    |
| N03738B<br>CMRS-PB<br>P.O.Box 504766<br>The Lakes, NV 88905-4766  | Acct#<br>32021628     |      | 1803            | 00           |             | 215.70   |                |    |
| N01856<br>Munson, Cronick & Associates<br>2501 E. Chapman Ave, Suite 220<br>Fullerton, CA 92831         | 9-30-01<br>14670      |      | 1900            | 00           |             | 4,650.00 |                |    |
| N13154<br>Ellison Educational Equipment, Inc.<br>25862 Commercentre Drive<br>Lake Forest, CA 92630-8804 | 10-12-01<br>555936    |      | 1800            | 00           |             | 210.38   |                |    |
| N04780B<br>The Orange County Register<br>P.O.Box 51384<br>Los Angeles, CA 90051-5684                    | Acct#<br>0279938304   |      | 1800            | 07           |             | 513.56   |                |    |
| N15508<br>Cosmolink Internet Services<br>3030 Saturn Street, Suite 204<br>Brea, CA 92821                | 10-10-01<br>200110-29 |      | 0700            | 02           |             | 30.00    |                |    |
| N05030I<br>AT&T<br>P.O.Box 78225<br>Phoenix, AZ 85062-8225  | 10-3-01               |      | 0700            | 00           |             | 13.94    |                |    |
|   | 0519486767001         |      |                 |              |             |          |                |    |
|   | 10-1-01               |      | 0700            | 00           |             | 16.48    |                |    |
|   | 0508471510001         |      |                 |              |             | 30.42    |                |    |
| N03752<br>Pacific Bell<br>Payment Center<br>Van Nuys, CA 91388-001                                      | 10-4-01               |      | 0700            | 08           |             | 50.93    |                |    |
|   | 7145248408            |      |                 |              |             |          |                |    |
|   | 10-2-01               |      | 0700            | 01           |             | 510.25   |                |    |
|   | 7142231698            |      |                 |              |             | 561.18   |                |    |

The claims listed above (totaling \$6,646.39 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



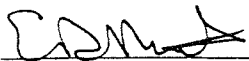
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice#          | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|---|----------------------------|------|---------------|---------------------|-------------|--------|----------------|----|
|   |                            |      | BS Acct       |                     |             |        | Doc<br>Number  | SC |
| Book Wholesalers, Inc.<br>1847 Mercer Road<br>Lexington, KY 40511                                     | 10-8-01<br>1169460         |      | 2400          | 01                  |             | 48.47  |                |    |
|   | 10-8-01<br>1169459         |      | 2400          | 01                  |             | 89.88  |                |    |
|   |                            |      |               |                     |             | 138.35 |                |    |
| N19932<br>Ameritas Life Insurance Corp.<br>5900 "O" Street<br>P.O.Box 81889<br>Lincoln, NE 68501-1889 | 10-8-01<br>010-19000-05435 |      | 0300          | 00                  |             | 543.30 |                |    |
| Unique Management Services<br>515 Michigan Avenue<br>Jeffersonville, IN 47130                         | 10-1-01<br>9462            |      | 1900          | 00                  |             | 180.08 |                |    |
| N25795<br>Jillian Rakos<br>360 S. Timken Road<br>Anaheim Hills, CA 92808                              | 9/26/01-10/11/01           |      | 2700          | 01                  |             | 134.21 |                |    |
| N01833<br>Christenson Electric, Inc.<br>111 S.W. Columbia St., Suite 480<br>Portland, OR 97201-5886   | 10-2-01<br>199464          |      | 1400          | 00                  |             | 92.99  |                |    |
| N06779B<br>3M<br>File # 53056<br>Los Angeles, CA 90074-3056   | 10-4-01<br>OF03262         |      | 1300          | 00                  |             | 941.00 |                |    |
| N06819A<br>American Library Association<br>155 North Wacker Drive<br>Chicago, IL 60606                | 10-2-01<br>8480979         |      | 2400          | 01                  |             | 35.00  |                |    |
| N130348<br>OmniGrafix Printing<br>1571 S. Sunkist Street, Suite L<br>Anaheim, CA 92806                | 10-8-01<br>34808           |      | 1800          | 00                  |             | 83.85  |                |    |

The claims listed above (totaling \$2,148.78) 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 11/01/01  
REPORT NO 4167

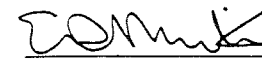
Placentia Library District  
11 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#             | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only   |    |
|--|-------------------------------|------|---------------|---------------------|-------------|----------|------------------|----|
|  |                               |      | BS Acct       |                     |             |          | Doc<br>Number    | SC |
| N03659F<br>Southern California Water<br>500 Cameron Steet<br>Placentia, CA 92870             | Acct#<br>312083-9             |      | 2800          | 00                  |             | 205.18   |                  |    |
| N20042<br>Fortis Benefits<br>P.O.Box 806644-1<br>Kansas City, MO 64180-6644                  | 11-/1/01-12/1/01<br>4027912-1 |      | 0300          | 00                  |             | 53.90    |                  |    |
| Mary J. Andrade<br>La Oferta Review Newspaper<br>1376 N. Fourth Street<br>San Jose, CA 95112 | MA082001                      |      | 2400          | 01                  |             | 118.89   | <i>duplicate</i> |    |
| N03752<br>Pacific Bell<br>Payment Center<br>Van Nuys, CA 91388-0001                          | 3532532062                    |      | 0700          | 01                  |             | 350.17   |                  |    |
| 03645A<br>Blue Shield of California<br>File 55331<br>Los Angeles, CA 90074-5331              | 11/2/01-12/1/01<br>VH1181     |      | 0300          | 00                  |             | 3,805.90 |                  |    |
| N01074<br>Southern California Gas Company<br>P.O.Box C<br>Monterey Park, CA 91756            | 05391188009                   |      | 2800          | 00                  |             | 5.52     |                  |    |
| Alic Kuo<br>419 E. Broadway #L<br>San Gabriel, CA 91776                                      | October 2001                  |      | 2700          | 01                  |             | 22.75    |                  |    |
| N25349<br>Saundra C. Gutierrez<br>1636 Orchard Drive #H<br>Placentia, CA 92870               | October 2001                  |      | 1900          | 01                  |             | 576.46   |                  |    |

The claims listed above (totaling \$5,138.78) 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 11/12/01  
REPORT NO 4168

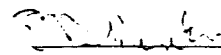
Placentia Library District  
11 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice#        | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|---|--------------------------|------|--------------------------|---------------------|-------------|--------|----------------|----|
|   |                          |      |                          |                     |             |        | Doc<br>Number  | SC |
| N03646<br>Vision Service plan (CA)<br>P.O.Box 45210<br>San Francisco, CA 94145-5210   | November 2001            |      | 0300                     | 00                  |             | 220.68 |                |    |
| N050301<br>AT&T<br>P.O.Box 78225<br>Phoenix, AZ 85062-8225  | 11-16-01                 |      | 0700                     | 00                  |             | 143.92 |                |    |
| N03752<br>Pacific Bell<br>Payment Center<br>Van Nuys, CA 91388-0001   | 10-17-01                 |      | 0700                     | 00                  |             | 226.10 |                |    |
|   | 10-17-01                 |      | 0700                     | 01                  |             | 33.86  |                |    |
|   |                          |      |                          |                     |             | 259.96 |                |    |
| N03833<br>Bro Dart Automation<br>P.O.Box 3488<br>Williamsport, PA 17705   | 10-24-01                 |      | 0700                     | 05                  |             | 215.00 |                |    |
| N06819A<br>American Library Association<br>Membership Cust. Service 77-6499<br>Chicago, IL 60678-6499                             | Membership #<br>0003235, |      | 1600                     | 00                  |             | 245.00 |                |    |
| <b>Please Pay Immediately</b><br>N03738B<br>United States Postal Service<br>CMRS-PB<br>P.O.Box 504766<br>The Lakes, NV 88905-4766 | Meter Acct#<br>32021628  |      | 1803                     | 00                  |             | 250.00 |                |    |
|   | For Oct. Passports       |      | 1803                     | 00                  |             | 330.50 |                |    |
|   |                          |      |                          |                     |             | 580.50 |                |    |
| <b>Please Pay Immediately</b><br>Walsh & Decluse, LLP<br>P.O.Box 22021<br>Santa Ana, CA 92702-2021                                | November 7, 2001<br>1349 |      | 1900                     | 00                  |             | 604.50 |                |    |

The claims listed above (totaling \$2,269.56) 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

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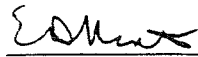
Placentia Library District  
111 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID                               | Date/<br>Invoice#  | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|--|--------------------|------|---------------|---------------------|-------------|--------|----------------|----|
|  |                    |      | BS Acct       |                     |             |        | Doc<br>Number  | SC |
| N25348<br>Ana Maria Garcia<br>1962 W. La Palma<br>Anaheim, CA 92801            | 10-30-01-Morning   |      | 1900          | 01                  |             | 432.81 |                |    |
|  | 10-30-01-Afternoon |      | 1900          | 01                  |             | 370.72 |                |    |
|  |                    |      |               |                     |             | 803.53 |                |    |
| N25210<br>Nicasia Navarrete<br>840 W. La Jolla, Apt. 8H<br>Placentia, CA 92870 | 10-30-01-Morning   |      | 1900          | 01                  |             | 276.21 |                |    |
|  | 10-30-01-Afternoon |      | 1900          | 01                  |             | 300.44 |                |    |
|  |                    |      |               |                     |             | 576.65 |                |    |
| N22558<br>Nancy L. Mory<br>1136 Moro Circle<br>Placentia, CA 92870             | 10-30-01           |      | 1900          | 01                  |             | 644.76 |                |    |

The claims listed above (totaling \$2,024.94) 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  
November 21, 2001

| TYPE                           | REPORT<br>NUMBER | AMOUNT    |
|--------------------------------|------------------|-----------|
| Regular                        | 4170             | 96.57     |
|                                | 4171             | 2,518.07  |
|                                | 4172             | 537.22    |
|                                | 4173             | 9,535.71  |
|                                | 4174             | 4,317.36  |
|                                | 4175             | 2,175.93  |
|                                | 4176             | 2,417.26  |
|                                | 4177             | 13,394.00 |
|                                | 4178             | 1,219.30  |
| Subtotal for Regular           |                  | 36,211.42 |
| Payroll                        | 4179             | 26,961.00 |
|                                | 4180             | 26,961.00 |
|                                |                  | 53,922.00 |
| Subtotal for Payroll           |                  |           |
| TOTAL CURRENT CLAIMS & PAYROLL |                  | 90,133.42 |

Prepared by: Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/21/01  
REPORT NO. 4170

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<br>Social Security/Tax ID                                     | Date/<br>Invoice#           | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|--|-----------------------------|------|--------------------------|---------------------|-------------|--------|----------------|----|
|  |                             |      |                          |                     |             |        | Doc<br>Number  | SC |
| N03849<br>Placentia Library District<br>411 E. Chapman Avenue<br>Placentia, CA 92870 | Petty CASH<br>reimbursement |      | 1800                     | 00                  |             | 88.99  |                |    |
|  |                             |      | 1803                     | 00                  |             | 0.96   |                |    |
|  |                             |      | 1803                     | 08                  |             | 6.62   |                |    |
|  |                             |      |                          |                     |             | 96.57  |                |    |

The claims listed above (totaling \$96.57 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

11/21/01 Page 3 of 12  
4171

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<br>Social Security/Tax ID                                      | Date/<br>Invoice#                 | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-----------------------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
|   |                                   |      |                          |                     |             |          | Doc<br>Number  | SC |
| N03849<br>Placentia Library District<br>411 E. Chapman Avenue<br>Placentia , CA 92870 | Petty cash CHECK<br>reimbursement |      | 0300                     | 00                  |             | 911.09   |                |    |
|   |                                   |      | 1800                     | 00                  |             | 313.10   |                |    |
|   |                                   |      | 2700                     | 00                  |             | 34.00    |                |    |
|   |                                   |      | 2700                     | 03                  |             | 100.00   |                |    |
|   |                                   |      | 2700                     | 07                  |             | 373.50   |                |    |
|   |                                   |      | 2700                     | 08                  |             | 34.00    |                |    |
|   |                                   |      | 4000                     | 00                  |             | 752.38   |                |    |
|   |                                   |      |                          |                     |             | 2,518.07 |                |    |

The claims listed above (totaling \$2,518.07) 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

Agenda Item 12  
11/21/01 Page 4 of 12  
4172

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<br>Social Security/Tax ID  | Date/<br>Invoice#     | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|---|-----------------------|------|--------------------------|---------------------|-------------|--------|----------------|----|
|   |                       |      |                          |                     |             |        | Doc<br>Number  | SC |
| N15508<br>Cosmolink Internet Services<br>3030 Saturn street, Suite 204<br>Brea, CA 92821                | 10-10-01<br>200110-25 |      | 0700                     | 02                  |             | 39.90  |                |    |
| N06788<br>Pro Systems<br>P.O.Box 4282<br>Laguna Beach, CA 92652   | 10-25-01<br>02PLC024  |      | 1300                     | 00                  |             | 170.00 |                |    |
| N01833<br>Christenson Electric, Inc.<br>111 S.W. Columbia, Suite 480<br>Portland, OR 97201-5886         | 10-25-01<br>201800    |      | 1400                     | 00                  |             | 101.43 |                |    |
| N15185B<br>G.Neil Direct Mail, Inc.<br>P.O.Box 451179<br>Sunrise, FL 33345-1179                         | 6016676               |      | 1800                     | 00                  |             | 18.57  |                |    |
| Rasmussen Software, Inc.<br>10240 SW Nimbus Ave., Suite L9<br>Portland, OR 97223                        | 10-29-01<br>99413     |      | 1800                     | 00                  |             | 25.00  |                |    |
| N03648B<br>Special T Water Systems, Inc.<br>11934 Washington Blvd.<br>Whittier, CA 90606                | 11-1-01<br>058056     |      | 1800                     | 00                  |             | 26.00  |                |    |
| N03650C<br>Kinko's Inc.<br>Customer Administrative Services<br>P.O.Box 530257<br>Atlanta, GA 30353-0257 | Acct #<br>0400200305  |      | 1800                     | 00                  |             | 49.89  |                |    |
| N13034A<br>Omnigrafix Printing<br>1571 S. Sunkist Street, Suite L<br>Anaheim, CA 92806                  | 34807                 |      | 1800                     | 00                  |             | 106.43 |                |    |

The claims listed above (totaling \$537.22 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

537.22



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/21/01  
REPORT NO 4173

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<br>Social Security/Tax ID   | Date/<br>Invoice#                        | Orgn | Objt/ |      | Rept<br>Cat | AMOUNT                    | A C's Use Only |    |
|--|--|------|-------|------|-------------|---------------------------|----------------|----|
|  |  |      | BS    | Acct |             |                           | Doc<br>Number  | SC |
| N06819<br>American Library Association<br>Membership Cust. Service 77-6499<br>Chicago, IL 60678-6499   | Membership #<br>0210042                  |      | 1600  | 08   |             | 100.00                    |                |    |
| N25646<br>Association of Fundraising Prof.<br>1101 King Street, Suite 700<br>Alexandria, VA 22314-2967 | Member ID #<br>143700                    |      | 1600  | 00   |             | 340.00                    |                |    |
| N03649C<br>Dept. 31-0000073264<br>Staples Credit Plan<br>P.O.Box 9020<br>Des Moines, IA 50368-9020     | 10-31-01                                 |      | 1800  | 00   |             | 79.30                     |                |    |
| N06686G<br>Dept 56-6183976509<br>Office Depot Credit Plan<br>P.O.Box 9020<br>Des Moines, IA 50368-9020 | 11-15-01                                 |      | 1800  | 00   |             | 1,773.78                  |                |    |
| N21533<br>Kelly Paper<br>1405 Sunkist Street<br>Anaheim, CA 92806                                      | 10-18-01<br>178353<br>11-05-01<br>207352 |      | 1800  | 00   |             | 71.60<br>119.65<br>191.25 |                |    |
| CW Performance Technology, LLC<br>Century Centre<br>2603 Main Street, Suite 600<br>Irvine, CA 92614    | 38291                                    |      | 1900  | 00   |             | 5,886.34                  |                |    |
| N06573C<br>First American Trust<br>421 N. Main Street<br>Santa Ana, CA 92702                           | Acct #<br>60-1076-00                     |      | 1900  | 00   |             | 1,095.04                  |                |    |
| N06557<br>Care Resourcesn Inc.<br>9550 Warner Ave., Suite 228<br>Fountain Valley, CA 92708             | 11-1-01                                  |      | 1900  | 00   |             | 70.00                     |                |    |

The claims listed above (totaling \$9,535.71) 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

9,535.71

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

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4174

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<br>Social Security/Tax ID  | Date/<br>Invoice#       | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------------|------|---------------|---------------------|-------------|----------|----------------|----|
|   |                         |      | BS Acct       |                     |             |          | Doc<br>Number  | SC |
| Image Concepts<br>911 Powell Court<br>Costa Mesa, CA 92626  | 11-2-01<br>2416         |      | 1800          | 08                  |             | 2,224.77 |                |    |
| Altrusa International, Inc.<br>of Placentia/Yorba Linda<br>P.O.Box 133<br>Placentia, CA 92870       | 10-2001                 |      | 1800          | 08                  |             | 100.00   |                |    |
| N24062<br>Evergreen Publishing & Stationery<br>760 W. Garvey Avenue<br>Monterey Park, CA 91754-2727 | 10-8-01<br>14637        |      | 1800          | 08                  |             | 1,000.41 |                |    |
| N06671<br>MD Medical Clinics<br>1300 N. Kraemer Blvd.<br>P.O.Box 66012<br>Anaheim, CA 92816         | 10-31-01<br>Acct# 00297 |      | 1900          | 00                  |             | 52.50    |                |    |
| N03656<br>Pacific Clippings<br>P.O.Box 11789<br>Santa Ana, CA 92711,                                | October Service<br>332  |      | 1900          | 00                  |             | 37.71    |                |    |
| Hands On Computer Services<br>P.O.Box 52292<br>Irvine, CA 92619-2292                                | 11-12-01<br>162         |      | 1900          | 00                  |             | 65.00    |                |    |
| Intertel Technologies<br>1667 N. Batavia Street<br>Orange, CA 92867-3508                            | 10-29-01<br>739672      |      | 1900          | 00                  |             | 190.00   |                |    |
| N19647<br>Unique Management Services, Inc.<br>515 Michigan Avenue<br>Jeffersonville, IN 47130       | 11-1-01<br>9759         |      | 1900          | 00                  |             | 421.97   |                |    |
| N22558<br>Nancy L. Mory<br>1136 Moro Circle<br>Placentia, CA 92870-3078                             | 10-30-01                |      | 1900          | 08                  |             | 225.00   |                | 2  |

The claims listed above (totaling \$4,317.36 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

Agenda Item 12  
11/21/01 Page 7 of 12  
4175

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<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT        | A C's Use Only |    |
|---|-------------------|------|--------------------------|---------------------|-------------|---------------|----------------|----|
|   |                   |      |                          |                     |             |               | Doc<br>Number  | SC |
| Book Wholesalers, Inc.<br>1847 Mercer Road<br>Lexington, KY 40511                                       | 9-27-01           |      |                          |                     |             |               |                |    |
|   | 1164198           |      | 2400                     | 01                  |             | 59.08         |                |    |
|   | 10-11-01          |      |                          |                     |             |               |                |    |
|   | 1169458           |      | 2400                     | 01                  |             | 17.58         |                |    |
|   | 1171179           |      | 2400                     | 01                  |             | 12.30         |                |    |
|   | 1171180           |      | 2400                     | 01                  |             | 14.52         |                |    |
|   | 1171181           |      | 2400                     | 01                  |             | 47.34         |                |    |
|   | 1171182           |      | 2400                     | 01                  |             | 18.67         |                |    |
|   | 1171184           |      | 2400                     | 01                  |             | 46.76         |                |    |
|   | 1171185           |      | 2400                     | 01                  |             | 12.86         |                |    |
|   | 10-24-01          |      |                          |                     |             |               |                |    |
|   | 1178581           |      | 2400                     | 01                  |             | 5.14          |                |    |
|   | 1178582           |      | 2400                     | 01                  |             | 28.36         |                |    |
|   | 1178583           |      | 2400                     | 01                  |             | 32.33         |                |    |
|   | 1178584           |      | 2400                     | 01                  |             | 3.19          |                |    |
| 1178585   |                   | 2400 | 01                       |                     | 71.66       |               |                |    |
| 10-25-01  |                   |      |                          |                     |             |               |                |    |
| 1179145   |                   | 2400 | 01                       |                     | 57.11       |               |                |    |
|   |                   |      |                          |                     |             | <b>426.90</b> |                |    |
| N03845A<br>Marshall Cavendish<br>99 White Plains Road<br>P.O.Box 2001<br>Tarrytown, New York 10591-9001 | 565726            |      | 2400                     | 01                  |             | 142.81        |                |    |
|   | 565727            |      | 2400                     | 01                  |             | 152.92        |                |    |
|   | 566383            |      | 2400                     | 01                  |             | 93.78         |                |    |
|   |                   |      |                          |                     |             | <b>389.51</b> |                |    |
| N06579B<br>The Gale Group<br>27500 Drake Road<br>Farmington Hills, MI 48331-3535                        | 11054747          |      | 2400                     | 01                  |             | 218.60        |                |    |
|   | 11049632          |      | 2400                     | 01                  |             | 125.93        |                |    |
| N22268<br>Midwest Tape<br>P.O.Box 820<br>Holland, OH 43528  | 10-25-01          |      | 2400                     | 01                  |             | 16.99         |                |    |
|   | 389181            |      |                          |                     |             |               |                |    |
| N06737C<br>Facts on File<br>General Post Office<br>P.O.Box 26223<br>New York, NY 10087-6223             | 10-15-01          |      | 2400                     | 03                  |             | 998.00        |                |    |
|   | 310108            |      |                          |                     |             |               |                |    |

The claims listed above (totaling \$2,175.93 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

2,175.93

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

11/21/01  
4176

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<br>Social Security/Tax ID                                 | Date/<br>Invoice#   | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT          | A C's Use Only |    |
|--|---------------------|------|--------------------------|---------------------|-------------|-----------------|----------------|----|
|  |                     |      |                          |                     |             |                 | Doc<br>Number  | SC |
| N03842A<br>Ingram Library Services<br>P.O.Box 502779<br>St. Louis, MO 63150-2779 | 9-27-01             |      |                          |                     |             |                 |                |    |
|  | 76572435            |      | 2400                     | 01                  |             | 7.45            |                |    |
|  | 76572436            |      | 2400                     | 01                  |             | 17.25           |                |    |
|  | 76572437            |      | 2400                     | 01                  |             | 35.11           |                |    |
|  | 76572438            |      | 2400                     | 01                  |             | 156.48          |                |    |
|  | 10-3-01             |      |                          |                     |             |                 |                |    |
|  | 76646601            |      | 2400                     | 01                  |             | 20.43           |                |    |
|  | 76646602            |      | 2400                     | 01                  |             | 97.95           |                |    |
|  | 10-17-01            |      |                          |                     |             |                 |                |    |
|  | 76814678            |      | 2400                     | 01                  |             | 72.55           |                |    |
|  | 76821932            |      | 2400                     | 01                  |             | 19.44           |                |    |
|  | 76821933            |      | 2400                     | 01                  |             | 17.16           |                |    |
|  | 76821934            |      | 2400                     | 01                  |             | 40.95           |                |    |
|  | 76821935            |      | 2400                     | 01                  |             | 18.68           |                |    |
|  | 76821936            |      | 2400                     | 01                  |             | 39.20           |                |    |
|  | 76821937            |      | 2400                     | 01                  |             | 13.00           |                |    |
|  | 76821938            |      | 2400                     | 01                  |             | 153.94          |                |    |
|  | 76821939            |      | 2400                     | 01                  |             | 60.82           |                |    |
|  | 10-24-01            |      |                          |                     |             |                 |                |    |
|  | 76917364            |      | 2400                     | 01                  |             | 212.67          |                |    |
|  | 76917365            |      | 2400                     | 01                  |             | 107.53          |                |    |
|  | 76917366            |      | 2400                     | 01                  |             | 19.30           |                |    |
|  | 10-26-01            |      |                          |                     |             |                 |                |    |
| 76949088   |                     | 2400 | 01                       |                     | 20.76       |                 |                |    |
| 76949089   |                     | 2400 | 01                       |                     | 771.20      |                 |                |    |
| 76949090   |                     | 2400 | 01                       |                     | 15.30       |                 |                |    |
| 76949091   |                     | 2400 | 01                       |                     | 17.39       |                 |                |    |
| 76945711   |                     | 2400 | 01                       |                     | 37.93       |                 |                |    |
| 10-29-01   |                     |      |                          |                     |             |                 |                |    |
| 76972485   |                     | 2400 | 01                       |                     | 30.36       |                 |                |    |
| 76972486   |                     | 2400 | 01                       |                     | 21.31       |                 |                |    |
|  |                     |      |                          |                     |             | <b>2,024.16</b> |                |    |
| N03643<br>Recorded Books, LLC<br>P.O.Box 64900<br>Baltimore, MD 21264-4900       | 10-29-01<br>1349185 |      | 2400                     | 05                  |             | 393.10          |                |    |

The claims listed above (totaling \$2,417.26) 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

Agenda Item 12  
11/21/01 Page 9 of 12  
4177

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<br>Social Security/Tax ID  | Date/<br>Invoice#                     | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT    | A C's Use Only |    |
|---|---------------------------------------|------|--------------------------|---------------------|-------------|-----------|----------------|----|
|   |                                       |      |                          |                     |             |           | Doc<br>Number  | SC |
| N25795<br>Jillian Rakos<br>360 S. Timken<br>Anaheim Hills, CA 92808                                   | 10/15-11/13/01                        |      | 2700                     | 01                  |             | 256.00    |                |    |
| Elisa Herrera-Thomas<br>4550 Via Corzo<br>Yorba Linda, CA 92886                                       | 10/1/01-11/15/01                      |      | 2700                     | 01                  |             | 70.38     |                |    |
| Frank Frizell<br>201 E. Chapman Ave., #12F<br>Placentia, CA 92870                                     | 10-24-01                              |      | 2700                     | 01                  |             | 44.90     |                |    |
| N01035<br>City of Placentia<br>401 East Chapman Avenue<br>Placentia, CA 92870                         | 54646                                 |      | 2800                     | 00                  |             | 6,525.77  |                |    |
|   |                                       |      | 1400                     | 00                  |             | 3,516.55  |                |    |
|   |                                       |      | 1800                     | 00                  |             | 153.79    |                |    |
|   |                                       |      |                          |                     |             | 10,196.11 |                |    |
| County of Orange<br>Treasurer-Tax Collector<br>P.O.Box 1980<br>Santa Ana, CA 92702-1980               | Secured Property<br>Tax Bill FY 00-01 |      | 3700                     | 00                  |             | 2,028.68  |                |    |
| N19932<br>Ameritas Life insurance Corp.<br>5900 "O" Street<br>P.O.Box 81889<br>Lincoln, NE 68501-1889 | 11-5-01<br>010-19000-05435            |      | 0300                     | 00                  |             | 649.50    |                |    |
| N05030I<br>AT&T<br>P.O.Box 78225<br>Phoenix, AZ 85062-8225  | 11-3-01<br>0519486767001              |      | 0700                     | 00                  |             | 28.04     |                |    |
| N03752<br>Pacific Bell<br>Payment Center<br>Van Nuys, CA 91388-0001                                   | 11-2-01<br>714-223-1698               |      | 0700                     | 01                  |             | 120.39    |                |    |

The claims listed above (totaling \$13,394.00) 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

13,394.00

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<br>Social Security/Tax ID   | Date/<br>Invoice#            | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|--|------------------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
|  |                              |      |                          |                     |             |          | Doc<br>Number  | SC |
| N06785<br>Hector Vargas Cleaning Service<br>318 Capistrano Street<br>Placentia, CA 92870       | For November 2001            |      | 1400                     | 00                  |             | 1,100.00 |                |    |
| N06965<br>Paychex<br>200 E. Sandpointe, Suite 100<br>P.O.Box 25159<br>Santa Ana, CA 92799-5159 | 9/28/01-11/01/01<br>20011101 |      | 1900                     | 00                  |             | 119.30   |                |    |

The claims listed above (totaling \$1,219.30 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

1,219.30

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/21/01  
REPORT NO 4179

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<br>Social Security/Tax ID   | Date/<br>Invoice#   | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT    | A C's Use Only |    |
|--|---|------|--------------------------|---------------------|-------------|-----------|----------------|----|
|  |   |      |                          |                     |             |           | Doc<br>Number  | SC |
| BANK OF AMERICA<br>Placentia Branch 760<br>for the Placentia Library<br><br>Account # 07605-80156<br>Route #12100358 | November 21, 2001<br>Pay period #12<br>November 30, 2001<br>December 13, 2001 |      | 0100                     | 00                  |             | 25,062.00 |                |    |
|  | FICA  |      | 0200                     | 00                  |             | 1,899.00  |                |    |
| <b>PLEASE WIRE ON THURSDAY, DECEMBER 13, 2001</b>  |   |      |                          |                     |             |           |                |    |

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

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

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

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

Page Total

26,961.00

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

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#   | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT    | A C's Use Only |    |
|--|---|------|--------------------------|---------------------|-------------|-----------|----------------|----|
|  |   |      |                          |                     |             |           | Doc<br>Number  | SC |
| BANK OF AMERICA<br>Placentia Branch 760<br>for the Placentia Library<br><br>Account # 07605-80156<br>Route #12100358 | November 21, 2001<br>Pay period #13<br>December 14, 2001<br>December 27, 2001 |      | 0100                     | 00                  |             | 25,062.00 |                |    |
|  | FICA  |      | 0200                     | 00                  |             | 1,899.00  |                |    |
| <b>PLEASE WIRE ON THURSDAY, DECEMBER 27, 2001</b>  |   |      |                          |                     |             |           |                |    |

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

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

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** November 21, 2001

**BACKGROUND:**

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

The Property Tax Apportionment Schedule for Fiscal Year 2001-2002 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through November 21, 2001.



Placentia Library District  
 FY2001-2002 General Fund Cash Flow

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

Placentia Library District  
 FY2001-2002 General Fund Cash Flow

| DATE     | CLAIM # | DESCRIPTION                           | CREDIT      | DEBIT     | BALANCE    |
|----------|---------|---------------------------------------|-------------|-----------|------------|
| 09/16/01 | 4142    | General                               |             | 8,637.22  | 140,198.79 |
| 09/16/01 | 4143    | General                               |             | 7,029.04  | 133,169.75 |
| 09/16/01 | 4144    | General                               |             | 3,720.34  | 129,449.41 |
| 09/16/01 | 4145    | General                               |             | 3,203.02  | 126,246.39 |
| 09/16/01 | 4146    | General                               |             | 3,796.27  | 122,450.12 |
| 09/16/01 | 4147    | General                               |             | 1,134.31  | 121,315.81 |
| 09/16/01 | 4148    | General                               |             | 900.39    | 120,415.42 |
| 09/16/01 | 4149    | General                               |             | 35,900.00 | 84,515.42  |
| 09/16/01 | 4150    | Payroll to wire October 4, 2001       |             | 26,961.00 | 57,554.42  |
| 09/16/01 | 4151    | Payroll to wire October 18, 2001      |             | 26,961.00 | 30,593.42  |
| 09/18/01 | 4152    | General by Library Director           |             | 4,104.85  | 26,488.57  |
| 09/20/01 |         | Unsecured 1st                         | 51,992.00   | 129.98    | 78,350.59  |
| 09/20/01 |         | Supplemental # 2                      | 3,453.58    |           | 81,804.17  |
| 09/21/01 |         | Interest Aug 01                       | 1,035.40    | 29.29     | 82,810.28  |
| 10/01/01 | 4154    | General by Library Director           |             | 1,310.44  | 81,499.84  |
| 10/01/01 | 4155    | General by Library Director           |             | 1,983.46  | 79,516.38  |
| 10/04/01 |         | State Library -- Family Literacy      | 5,000.00    |           | 84,516.38  |
| 10/04/01 |         | Library Passport Revenue Sep          | 3,887.80    |           | 88,404.18  |
| 10/04/01 |         | Library Revenue Sep                   | 2,355.94    |           | 90,760.12  |
| 10/04/01 |         | Reverse Canceled Check (Pension Fund) | (36,449.18) |           | 54,310.94  |
| 10/17/01 | 4156    | General                               |             | 3,816.65  | 50,494.29  |
| 10/17/01 | 4157    | General                               |             | 3,723.42  | 46,770.87  |
| 10/17/01 | 4158    | General                               |             | 1,142.31  | 45,628.56  |
| 10/17/01 | 4159    | General                               |             | 1,661.64  | 43,966.92  |
| 10/17/01 | 4160    | General                               |             | 9,381.55  | 34,585.37  |
| 10/17/01 | 4161    | General                               |             | 3,586.00  | 30,999.37  |
| 10/17/01 | 4162    | Payroll to wire November 1, 2001      |             | 26,961.00 | 4,038.37   |
| 10/17/01 | 4163    | Payroll to wire November 15, 2001     |             | 26,961.00 | -22,922.63 |
| 10/17/01 | 4164    | Payroll to wire November 29, 2001     |             | 26,961.00 | -49,883.63 |
| 10/17/01 | 4165    | General by Library Director           |             | 6,646.39  | -56,530.02 |
| 10/17/01 | 4166    | General by Library Director           |             | 2,148.78  | -58,678.80 |
| 10/18/01 |         | Supplemental # 3                      | 5,171.94    |           | -53,506.86 |
| 10/22/01 |         | Library Passport Revenue Oct          | 1,953.45    |           | -51,553.41 |
| 10/22/01 |         | Library Revenue Sep                   | 1,065.10    |           | -50,488.31 |
| 10/31/01 |         | Interest Sep 01                       | 711.08      |           | -49,777.23 |
| 11/01/01 |         | Transfer from Fund 706                | 75,000.00   |           | 25,222.77  |
| 11/01/01 | 4167    | General by Library Director           |             | 5,138.78  | 20,083.99  |
| 11/12/01 | 4168    | General by Library Director           |             | 2,269.56  | 17,814.43  |
| 11/12/01 | 4169    | General by Library Director           |             | 2,024.94  | 15,789.49  |
| 11/21/01 | 4170    | General                               |             | 96.57     | 15,692.92  |
| 11/21/01 | 4171    | General                               |             | 2,518.07  | 13,174.85  |
| 11/21/01 | 4172    | General                               |             | 537.22    | 12,637.63  |
| 11/21/01 | 4173    | General                               |             | 9,535.71  | 3,101.92   |
| 11/21/01 | 4174    | General                               |             | 4,317.36  | -1,215.44  |
| 11/21/01 | 4175    | General                               |             | 2,175.93  | -3,391.37  |
| 11/21/01 | 4176    | General                               |             | 2,417.26  | -5,808.63  |
| 11/21/01 | 4177    | General                               |             | 13,394.00 | -19,202.63 |
| 11/21/01 | 4178    | General                               |             | 1,219.30  | -20,421.93 |
| 11/21/01 | 4179    | Payroll to wire December 13, 2001     |             | 26,961.00 | -47,382.93 |
| 11/21/01 | 4180    | Payroll to wire December 27, 2001     |             | 26,961.00 | -74,343.93 |

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2001-2002

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 November 21, 2001

|                  | Fiscal Year 2001-2002 |             |              |              |                |            | TOTAL         | TOTAL |
|------------------|-----------------------|-------------|--------------|--------------|----------------|------------|---------------|-------|
|                  | Fund 702              | Fund 703    | Fund 706     | Fund 707     | Fund 708       | TOTAL      |               |       |
|                  | Maj Equip/Struc       | Auto Replac | Bond Redempt | General Fund | Sick Lv Payoff | ALL FUNDS  | EXCL GEN FUND |       |
| 30-Jun-01        | 111,953.60            | 9,492.81    | 153,762.94   | 323,782.14   | 9,262.98       | 608,254.47 | 284,472.33    |       |
| 31-Jul-01        | 112,716.71            | 9,534.45    | 154,010.92   | 289,334.16   | 9,303.61       | 574,899.85 | 285,565.69    |       |
| 31-Aug-01        | 113,203.85            | 9,575.66    | 154,405.14   | 211,233.74   | 9,343.81       | 497,762.20 | 286,528.46    |       |
| 30-Sep-01        | 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        |                       |             |              |              |                | 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 2000-2001 |             |              |              |                |            | TOTAL         | TOTAL |
|------------------|-----------------------|-------------|--------------|--------------|----------------|------------|---------------|-------|
|                  | Fund 702              | Fund 703    | Fund 706     | Fund 707     | Fund 708       | TOTAL      |               |       |
|                  | Maj Equip/Struc       | Auto Replac | Bond Redempt | General Fund | Sick Lv Payoff | ALL FUNDS  | EXCL GEN FUND |       |
| 30-Jun-00        | 96,051.74             | 8,934.70    | 147,599.35   | 258,136.41   | 8,700.20       | 519,422.40 | 261,285.99    |       |
| 31-Jul-00        | 96,171.58             | 8,957.55    | 147,823.78   | 231,138.46   | 8,740.35       | 492,831.72 | 261,693.26    |       |
| 31-Aug-00        | 96,677.61             | 9,004.54    | 148,600.96   | 92,114.90    | 8,785.99       | 355,184.00 | 263,069.10    |       |
| 30-Sep-00        | 97,165.52             | 9,049.92    | 149,350.71   | 78,481.43    | 8,830.18       | 342,877.76 | 264,396.33    |       |
| 31-Oct-00        | 97,697.97             | 9,099.51    | 55,169.11    | 113,941.72   | 8,878.56       | 284,786.87 | 170,845.15    |       |
| 30-Nov-00        | 87,890.22             | 9,149.56    | 56,003.03    | 110,828.97   | 8,878.56       | 272,750.34 | 161,921.37    |       |
| 31-Dec-00        | 88,417.19             | 9,198.67    | 56,823.25    | 259,208.69   | 8,975.31       | 422,623.11 | 163,414.42    |       |
| 31-Jan-01        | 89,526.99             | 9,300.58    | 57,570.97    | 491,153.97   | 9,074.74       | 656,627.25 | 165,473.28    |       |
| 28-Feb-01        | 162,088.15            | 9,299.59    | 57,564.82    | 379,847.44   | 9,073.77       | 617,873.77 | 238,026.33    |       |
| 31-Mar-01        | 162,580.42            | 9,350.78    | 57,881.70    | 347,353.21   | 9,123.72       | 586,289.83 | 238,936.62    |       |
| 30-Apr-01        | 110,693.74            | 9,401.52    | 58,201.45    | 444,151.50   | 9,173.91       | 631,622.12 | 187,470.62    |       |
| 31-May-01        | 111,139.78            | 9,446.11    | 153,477.49   | 402,753.93   | 9,217.42       | 686,034.73 | 283,280.80    |       |
| 30-Jun-01        | 111,953.60            | 9,492.81    | 153,762.94   | 323,782.14   | 9,262.98       | 608,254.47 | 284,472.33    |       |
| Petty Cash       | 0.00                  | 0.00        | 0.00         | 10,000.00    | 0.00           | 10,000.00  | 0.00          |       |
| General Reserves | 0.00                  | 0.00        | 0.00         | 0.00         | 0.00           | 0.00       | 0.00          |       |

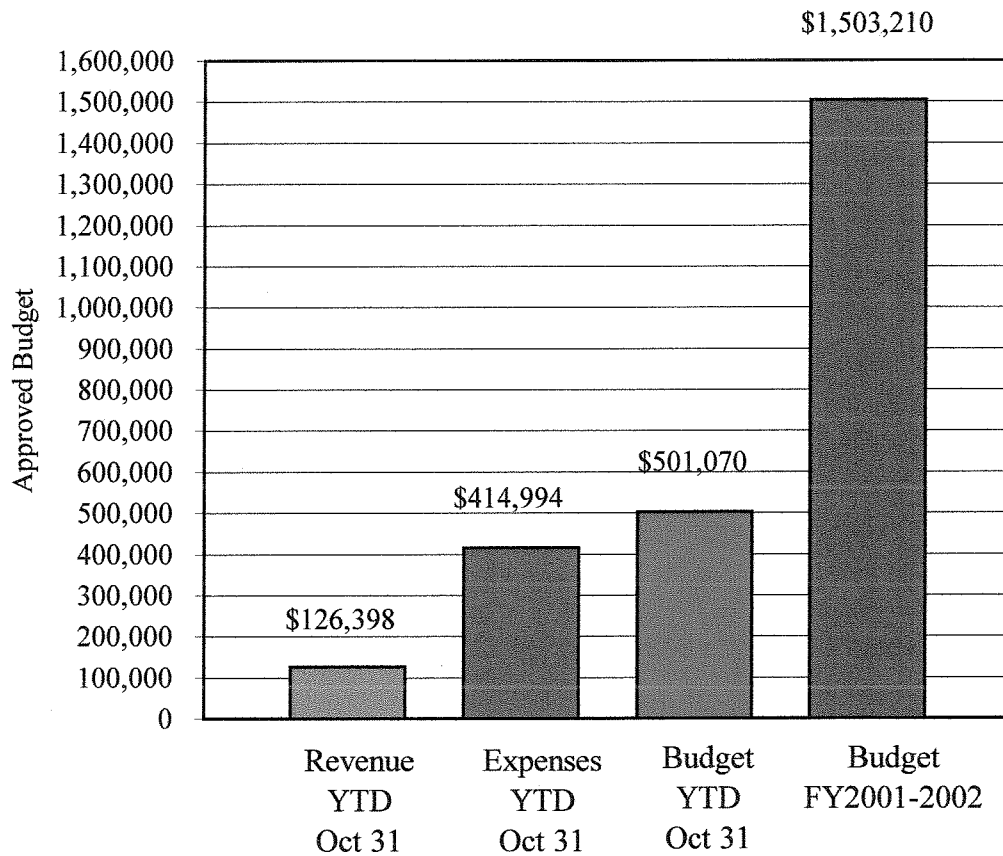




# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2001 - 2002

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
November 21, 2001

| OBJECT CODE | DESCRIPTION                              | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 6210-00     | Prop. Taxes - current secured            | 993,584              | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6210-01     | Public Utility                           | 23,000               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6210-04     | Teeter Plan - current delinquent         | 12,500               | 13,876.41       | 12,334.14       | 0.00                 | 0.00                 | 111.01%               |
|             | TOTAL PROP. TAXES - CURRENT SECURED      | 1,029,084            | 13,876.41       | 12,334.14       | 0.00                 | 0.00                 | 1.35%                 |
| 6220        | PROP. TAXES - CURRENT UNSECURED          | 55,000               | 51,992.00       | 48,209.51       | 0.00                 | 0.00                 | 94.53%                |
| 6230-00     | Prop. Taxes - Prior Secured              | 12,000               | 12,031.41       | 12,028.08       | 0.00                 | 0.00                 |                       |
| 6230-01     | Prior year's secured final apportionment | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 6230-02     | Secured prior years                      | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 6230-03     | Tax deed land sales                      | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 6230-04     | Teeter Plan buyout - FY1993-1994 only    | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 6230-10     | Release of impounds                      | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 6230-11     | (1994 ERAF Refund)                       | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | TOTAL PROP. TAXES - PRIOR SECURED        | 12,000               | 12,031.41       | 12,028.08       | 0.00                 | 0.00                 | 100.26%               |
| 6240        | TOTAL PROP. TAXES PRIOR UNSECURED        | 1,000                | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6250        | TAXES - SPECIAL DISTRICT AUGMENTATION    | 8,500                | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 6260        | PENALTIES & COSTS ON DELINQUENT TAXES    | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 6280-00     | Property taxes current supplemental      | 35,000               | 9,690.83        | 7,406.35        | 5,171.94             | 299.84               | 27.69%                |
| 6280-01     | Final supplemental for prior years       | 0                    | 1,746.82        | 1,592.26        | 0.00                 | 0.00                 |                       |
|             | TOTAL PROP. TAXES SUPPLEMENTAL - CURREN  | 35,000               | 11,437.65       | 8,998.61        | 5,171.94             | 299.84               | 32.68%                |
| 6300        | PROP. TAXES SUPPLEMENTAL - PRIOR         | 800                  | 1,302.90        | 820.72          | 0.00                 | 0.00                 | 162.86%               |
| 6540        | PENALTIES & COSTS ON DELINQUENT TAXES    | 250                  | 0.00            | 267.82          | 0.00                 | 0.00                 |                       |
|             | TOTAL TAXES                              | 1,141,634            | 90,640.37       | 82,658.88       | 5,171.94             | 299.84               | 7.94%                 |

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
November 21, 2001

| OBJECT CODE  | DESCRIPTION                                 | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|--------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 6610-00      | Interest                                    | 22,000               | 3,022.43        | 3,126.52        | 711.08               | 536.65               | 13.74%                |
| 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               | 3,022.43        | 3,126.52        | 711.08               | 536.65               | 13.74%                |
| 6690         | STATE - HOMEOWNER PROP TAX RELIEF           | 16,250               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6970-00      | State - ILL & Direct Loan Reimbursement     | 11,000               | 0.00            | 3,944.38        | 0.00                 | 0.00                 | 0.00%                 |
| 6970-01      | State - CA Foundation Funds                 | 88,826               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6970-02      | State - CA Literacy Campaign                | 20,000               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6970-03      | State - Family Literacy                     | 30,000               | 5,000.00        | 0.00            | 5,000.00             | 0.00                 |                       |
| 6970-04      | State - Prop 10 Families for Literacy Grant | 60,000               | 0.00            | 15,000.00       | 0.00                 | 10,000.00            |                       |
| 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            | 209,826              | 5,000.00        | 18,944.38       | 5,000.00             | 10,000.00            | 2.38%                 |
| 7130-00      | BANKRUPTCY RECOVERY DISTRIBUTIONS           | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 7670-00      | Local Revenue                               | 28,500               | 11,139.64       | 8,049.61        | 3,421.04             | 2,179.94             | 39.09%                |
| 7670-01      | Local Revenue -- Passport                   | 85,000               | 16,595.72       | 14,814.45       | 5,841.25             | 2,669.00             | 19.52%                |
| 7670-02 & 56 | Local Revenue -- Non-Gov't. Grants & Gifts  | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|              | TOTAL LOCAL REVENUE                         | 113,500              | 27,735.36       | 22,864.06       | 9,262.29             | 4,848.94             | 24.44%                |
| 7680         | 6-MONTH EXPIRED (OUTLAWED) CHECKS           | 0                    | 0.00            | 0.00            | (36,449.18)          | 0.00                 |                       |
| 7810         | TRANSFER FROM/TO OTHER LIBRARY FUNDS        | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|              | FUND 707 TOTAL                              | 1,503,210            | 126,398.16      | 127,593.84      | (16,303.87)          | 15,685.43            | 8.41%                 |

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

November 21, 2001

| OBJECT CODE | DESCRIPTION   | FY2001-2002 BUDGETED | FY2001-2002 YTD   | FY2000-2001 YTD   | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-------------------|-------------------|----------------------|----------------------|-----------------------|
| 0100        | Salaries & Wages                                    | 651,612              | 200,496.00        | 191,206.00        | 50,124.00            | 45,540.00            | 30.77%                |
| 0200        | Retirement (Social Security & Pension Contribution) | 93,517               | 15,265.00         | 14,718.00         | 3,798.00             | 3,486.00             | 16.32%                |
|             | Health & Life Insurance/Blue Shield CA              | 39,442               | 6,019.33          | 10,710.42         | (840.76)             | (840.76)             | 15.26%                |
|             | Long Term Disability/CNA                            | 3,584                | 212.65            | 809.37            | 0.00                 | 208.54               | 5.93%                 |
|             | Life Insurance/Fortis & Protective Life             | 2,600                | 209.80            | 338.80            | 44.95                | 0.00                 | 8.07%                 |
|             | Vision Service Plan/VSP                             | 2,898                | 908.08            | 906.21            | 208.00               | 230.74               | 31.34%                |
|             | Dental/Ameritas                                     | 7,278                | 2,200.40          | 2,255.70          | 543.30               | 683.40               | 30.23%                |
| 0300        | Total Employee Insurance                            | 55,801               | 9,550.26          | 15,020.50         | (44.51)              | 281.92               | 17.11%                |
| 0310        | Unemployment Insurance                              | 0                    | 0.00              | 0.00              | 0.00                 | 0.00                 |                       |
| 0350        | Workers Compensation - General                      | 6,600                | 0.00              | 918.00            | 0.00                 | 0.00                 | 0.00%                 |
|             | <b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>       | <b>807,530</b>       | <b>225,311.26</b> | <b>221,862.50</b> | <b>53,877.49</b>     | <b>49,307.92</b>     | <b>27.90%</b>         |
| 0700-00     | Communications - Telephone                          | 2,250                | 1,317.83          | 569.42            | 142.33               | 87.61                | 58.57%                |
| 0700-01     | Communications - Modem/Fax                          | 5,500                | 1,548.97          | 1,907.52          | 781.26               | 39.49                | 28.16%                |
| 0700-02     | Communications - Internet/Database                  | 3,500                | 787.53            | 866.35            | 64.95                | 453.11               | 22.50%                |
| 0700-05     | Communications - Cataloging & Acquisitions Vendor   | 2,700                | 469.81            | 646.50            | 0.00                 | 0.00                 | 17.40%                |
| 0700-07     | Communications - ELLI Grant                         | 0                    | 0.00              | 0.00              | 0.00                 | 0.00                 |                       |
| 0700-08     | Communications - Adult Literacy                     | 800                  | 108.29            | 71.06             | 50.93                | 0.00                 | 13.54%                |
|             | Total Communications                                | 14,750               | 4,232.43          | 4,060.85          | 1,039.47             | 580.21               | 28.69%                |
| 0900-00     | Food - General Fund                                 | 150                  | 0.00              | 0.00              | 0.00                 | 0.00                 |                       |
| 0900-07     | Food - ELLI Grant                                   | 250                  | 0.00              | 0.00              | 0.00                 | 0.00                 |                       |
| 0900-08     | Food - Adult Literacy                               | 0                    | 0.00              | 66.10             | 0.00                 | 0.00                 |                       |
| 0090-09     | Food - Families for Literacy                        | 0                    | 0.00              | 0.00              | 0.00                 | 0.00                 |                       |
|             | Total Food  | 400                  | 0.00              | 66.10             | 0.00                 | 0.00                 | 0.00%                 |
| 1000-00     | Household Expense                                   | 4,500                | 1,217.83          | 177.97            | 155.59               | 10.02                | 27.06%                |
| 1100-00     | Insurance - Liability                               | 5,280                | 5,279.54          | 5,068.57          | 0.00                 | 0.00                 | 99.99%                |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 21, 2001

| OBJECT CODE | DESCRIPTION   | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 1300-00     | Maintenance of Equipment - General Fund (Other than Computer) | 5,000                | 1,821.00        | 4,057.02        | 941.00               | 985.49               | 36.42%                |
| 1300-01     | Maintenance of Equipment - General Fund (Computer)            | 12,500               | 4,860.00        | 6,263.16        | 0.00                 | 76.00                | 38.88%                |
| 1300-07     | Maintenance of Equipment - ELLI Grant                         | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1300-08     | Maintenance of Equipment - Adult Literacy                     | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1300-09     | Maintenance of Equipment - Families for Literacy              | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Maintenance of Equipment                                | 17,500               | 6,681.00        | 10,320.18       | 941.00               | 1,061.49             | 38.18%                |
|             | HVAC  | 2,500                | 474.15          | 228.00          | 273.15               | 0.00                 | 18.97%                |
|             | Carpet Cleaning   | 3,500                | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
|             | Groundskeeping, City of Placentia                             | 30,000               | 3,696.96        | 6,781.43        | 758.02               | 2,725.74             | 12.32%                |
|             | Plumbing  | 1,800                | 167.61          | 237.93          | 0.00                 | 0.00                 | 9.31%                 |
|             | Electrical  | 1,500                | 211.76          | 0.00            | 92.99                | 0.00                 | 14.12%                |
|             | Cleaning Service  | 13,700               | 4,250.00        | 3,800.00        | 1,100.00             | 950.00               | 31.02%                |
|             | Locksmith   | 200                  | 131.41          | 146.82          | 131.41               | 0.00                 | 65.71%                |
|             | Other (Includes Fire Alarm & Seismic Retrofit Project)        | 5,000                | 234.96          | 3,255.49        | 0.00                 | 127.50               | 4.70%                 |
| 1400-00     | Total Maintenance of Building & Grounds                       | 58,200               | 9,166.85        | 14,449.67       | 2,355.57             | 3,803.24             | 15.75%                |
|             | Memberships - General Fund                                    | 3,750                | 52.50           | 253.00          | 0.00                 | 0.00                 | 1.40%                 |
| 1600-07     | Memberships - ELLI Grant                                      | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1600-08     | Memberships - Adult Literacy                                  | 400                  | 175.50          | 0.00            | 18.00                | 0.00                 |                       |
| 1600-09     | Memberships - Families for Literacy                           | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Memberships   | 4,150                | 228.00          | 253.00          | 18.00                | 0.00                 | 5.49%                 |
|             | 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  
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November 21, 2001

| OBJECT CODE | DESCRIPTION                                | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
|             | Library Supplies                           | 10,000               | 5,742.06        | 1,982.03        | 952.09               | 519.87               | 57.42%                |
|             | Printing                                   | 9,500                | 2,877.97        | 2,918.47        | 83.85                | 0.00                 | 30.29%                |
|             | EZ Copy - copy cards for sale to patrons   | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Publications                               | 900                  | 1,191.52        | 422.99          | 0.00                 | 19.99                | 132.39%               |
|             | Paper                                      | 1,700                | 720.52          | 465.00          | 146.74               | 116.16               | 42.38%                |
|             | Drinking Water Service                     | 325                  | 104.00          | 103.00          | 26.00                | 26.00                | 32.00%                |
|             | Other Office Supplies                      | 8,500                | 3,517.16        | 3,413.28        | 2,072.05             | 909.05               | 41.38%                |
| 1800-00     | Total Office Supply Expense - General Fund | 30,925               | 14,153.23       | 9,304.77        | 3,280.73             | 1,591.07             | 45.77%                |
| 1800-07     | ELLI Grant Supply Expense                  | 1,000                | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Printing                                   | 3,418                | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Publications                               | 0                    | 649.30          | 0.00            | 0.00                 | 0.00                 |                       |
|             | Paper                                      | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Other Office Supplies                      | 4,200                | 3,648.48        | 1,023.67        | 3,032.82             | 0.00                 |                       |
| 1800-08     | Total Adult Literacy Office Supply Expense | 7,618                | 4,297.78        | 1,023.67        | 3,032.82             | 0.00                 | 56.42%                |
| 1800-09     | Supply Expense Families for Literacy       | 3,000                | 419.23          | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Office Expense                       | 42,543               | 18,870.24       | 10,328.44       | 6,313.55             | 1,591.07             | 44.36%                |
| 1803-00     | Postage Expense - General Fund             | 4,800                | 2,377.24        | 619.52          | 865.57               | 34.96                | 49.53%                |
| 1803-01     | Postage Expense - LSCA II Grant            | 0                    | 0.00            | 250.00          | 0.00                 | 250.00               |                       |
| 1803-08     | Postage Expense - Adult Literacy           | 100                  | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 1803-09     | Postage Expense - Families for Literacy    | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Postage Expense                      | 4,900                | 2,377.24        | 869.52          | 865.57               | 284.96               | 48.52%                |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 21, 2001

| OBJECT CODE | DESCRIPTION   | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
|             | Care Resources (Employee Assistance)                          | 420                  | 105.00          | 140.00          | 35.00                | 35.00                | 25.00%                |
|             | Pension Contribution & Operating Expenses                     | 7,500                | 1,176.38        | 2,482.32        | 0.00                 | 1,243.46             | 15.69%                |
|             | Anaheim Consortium Automated Library System                   | 30,000               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
|             | Anaheim Consortium Computer Technical & Consulting Services   | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Clipping Service  | 475                  | 150.84          | 113.13          | 37.71                | 37.71                | 31.76%                |
|             | Interest Allocation & Tax Collection Charges by Orange County | 9,100                | 115.33          | 89.31           | 21.44                | 10.08                | 1.27%                 |
|             | Advertising (Including WEB Site)                              | 2,000                | 0.00            | 345.80          | 0.00                 | 0.00                 | 0.00%                 |
|             | Medical Exams   | 500                  | 815.00          | 210.00          | 105.00               | 157.50               | 163.00%               |
|             | Collection Services - Accounts Receivable                     | 2,500                | 806.09          | 878.60          | 180.08               | 196.85               | 32.24%                |
|             | Audit & Accounting Services                                   | 5,250                | 4,650.00        | 3,975.00        | 4,650.00             | 2,925.00             | 88.57%                |
|             | Payroll Preparation   | 3,000                | 1,158.50        | 934.70          | 435.15               | 200.90               | 38.62%                |
|             | Election Expenses   | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Staff Training in Library                                     | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Other (Includes Contract Storyteller)                         | 9,500                | 1,644.76        | 4,021.10        | 0.00                 | 135.00               | 17.31%                |
| 1900-00     | Total Specialized Services - General Fund                     | 70,245               | 10,621.90       | 13,189.96       | 5,464.38             | 4,941.50             | 15.12%                |
| 1900-01     | Specialized Services - Partnerships for Change Grant          | 0                    | 9,676.24        | 0.00            | 2,383.20             | 0.00                 |                       |
| 1900-07     | Specialized Services - ELLI Grant                             | 13,600               | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1900-08     | Specialized Services - Adult Literacy                         | 0                    | 200.00          | 475.00          | 0.00                 | 0.00                 | #DIV/0!               |
| 1900-09     | Specialized Services - Families for Literacy                  | 2,000                | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1900-18     | Tax Collection Services & Fees by Orange County               | 12,000               | 129.98          | 133.86          | 0.00                 | 0.00                 | 1.08%                 |
|             | Total Specialized Services                                    | 97,845               | 20,628.12       | 13,798.82       | 7,847.58             | 4,941.50             | 21.08%                |
| 2000-00     | Legal Notices - General Fund                                  | 550                  | 0.00            | 457.92          | 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   | 550                  | 0.00            | 457.92          | 0.00                 | 0.00                 | 0.00%                 |
| 2100-00     | Rents/Leases-Equipment  | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 21, 2001

| OBJECT CODE | DESCRIPTION   | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 2200-00     | Semi-Annual Bond Payment & Quarterly Energy Loan Payment              | 120,800              | 50,633.58       | 52,875.50       | 7,366.79             | 8,487.75             | 41.92%                |
| 2300-00     | Small Tools/Instruments   | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 2400-00     | Special Department Expense - Miscellaneous                            | 0                    | 48.00           | 0.00            | 48.00                | 0.00                 |                       |
| 2400-01     | Special Department Expense- Books                                     | 150,000              | 13,634.32       | 10,420.75       | 2,565.33             | 857.09               | 9.09%                 |
| 2400-02     | Special Department Expense - Video                                    | 0                    | 242.12          | 184.05          | 242.12               | 107.10               |                       |
| 2400-03     | Special Department Expense - Electronic                               | 0                    | 18,204.97       | 23,292.30       | 0.00                 | 0.00                 |                       |
| 2400-04     | Special Department Expense - Periodicals                              | 0                    | 588.96          | 68.04           | 253.16               | 0.00                 |                       |
| 2400-05     | Special Department Expense - Audio                                    | 0                    | 3,874.94        | 563.43          | 182.75               | 0.00                 |                       |
| 2400-07     | Special Department Expense - ELLI Grant                               | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 2400-08     | Special Department Expense - Adult Literacy                           | 6,182                | 2,282.24        | 2,915.59        | 0.00                 | 0.00                 | 36.92%                |
| 2400-09     | Special Department Expense - Families for Literacy                    | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Special Department Expense                                      | 156,182              | 38,875.55       | 37,444.16       | 3,291.36             | 964.19               | 24.89%                |
| 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                | 1,639.23        | 164.00          | 939.90               | 0.00                 | 65.57%                |
| 2700-01     | Transportation/Travel - Meetings, Staff Local                         | 4,000                | 2,163.46        | 1,667.46        | 1,289.77             | 267.99               | 54.09%                |
| 2700-02     | Transportation/Travel - Meetings, Board Out of Town                   | 600                  | 896.62          | 0.00            | 896.62               | 0.00                 | 149.44%               |
| 2700-03     | Transportation/Travel - Meetings, Board Local                         | 500                  | 187.52          | 42.00           | 177.52               | 0.00                 | 37.50%                |
| 2700-04     | Transportation/Travel - Meetings, LSCA II Grant                       | 0                    | 197.97          | 0.00            | 197.97               | 0.00                 |                       |
| 2700-07     | Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant | 250                  | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 2700-08     | Transportation/Travel - Meetings - Adult Literacy                     | 1,000                | 285.34          | 375.93          | 201.50               | 45.00                | 28.53%                |
| 2700-09     | Transportation/Travel - Meetings - Families for Literacy              | 2,000                | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Transportation/Travel - Meetings                                | 10,850               | 5,370.14        | 2,249.39        | 3,703.28             | 312.99               | 49.49%                |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 21, 2001

| OBJECT CODE | DESCRIPTION                       | FY2001-2002 BUDGETED | FY2001-2002 YTD | FY2000-2001 YTD | FY2001-2002 OCT 2001 | FY2000-2001 OCT 2000 | FY2001-2002 % EXP BUD |
|-------------|-----------------------------------|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 2800-00     | Electricity                       | 50,000               | 21,361.34       | 15,354.52       | 643.20               | 4,377.35             | 42.72%                |
|             | Gas                               | 7,000                | 362.10          | 734.33          | 0.00                 | 0.00                 | 5.17%                 |
|             | Water                             | 3,750                | 1,769.21        | 1,337.69        | 506.38               | 444.13               | 47.18%                |
|             | Total Utilities                   | 60,750               | 23,492.65       | 17,426.54       | 1,149.58             | 4,821.48             | 38.67%                |
|             | TOTAL SUPPLIES & SERVICES         | 599,200              | 187,053.17      | 169,846.63      | 35,047.34            | 26,858.90            | 31.22%                |
| 3700-00     | Taxes, Assessments (Sales Tax)    | 3,750                | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 4000-00     | Equipment - General Fund          | 30,000               | 2,629.09        | 4,104.33        | 0.00                 | 0.00                 | 8.76%                 |
| 4000-07     | Equipment - ELLI Grant            | 5,142                | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 4000-08     | Equipment - Adult Literacy        | 1,000                | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 4000-09     | Equipment - Families for Literacy | 1,000                | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 4000-11     | Equipment - County Assigned Fund  | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
|             | Total Equipment                   | 37,142               | 2,629.09        | 4,104.33        | 0.00                 | 0.00                 | 7.08%                 |
| 4200-00     | Structures/Improvements           | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
|             | TOTAL EQUIPMENT EXPENSE           | 37,142               | 2,629.09        | 4,104.33        | 0.00                 | 0.00                 | 7.08%                 |
| 5200        | PROVISION FOR CONTINGENCIES       | 55,588               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 5600        | INVESTMENT POOL LOSS              | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
|             | TOTAL EXPENSES                    | 1,503,210            | 414,993.52      | 395,813.46      | 88,924.83            | 76,166.82            | 27.61%                |

**Placentia Library District**  
**Balance Sheet**  
As of October 31, 2001

11/14/01

|                                       | <u>Oct 31, '01</u>      |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| County Exempt - Checking              | 2,837.33                |
| County Exempt - Savings               | 827.44                  |
| General Fund - Checking               | 1,970.60                |
| General Fund - Savings                | 18,563.09               |
| Literacy Fund - Savings               | 6,453.80                |
| Payroll Checking                      | 10,129.80               |
| Payroll Checking (CDs)                |                         |
| 174445017                             | 5,000.00                |
| 174445018                             | 5,000.00                |
| 174445019                             | 5,000.00                |
| 174445020                             | 5,000.00                |
| 174445021                             | 2,500.00                |
| 174445022                             | 2,500.00                |
| 174445055                             | 2,500.00                |
| 174448482                             | 2,500.00                |
| 174448483                             | 2,500.00                |
| Total Payroll Checking (CDs)          | 32,500.00               |
| Payroll Savings (Fees)                | 2,386.71                |
| Payroll Savings (Int CDs)             | 3,989.36                |
| <b>Total Checking/Savings</b>         | <u>79,658.13</u>        |
| <b>Total Current Assets</b>           | <u>79,658.13</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>79,658.13</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Equity</b>                         |                         |
| Retained Earnings                     | 25,103.67               |
| Total Capital                         | 67,130.30               |
| Net Income                            | -12,575.84              |
| <b>Total Equity</b>                   | <u>79,658.13</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>79,658.13</u></u> |

Placentia Library District  
Profit & Loss by Class

October 2001

11/14/01

|                                 | County Exempt Fund | General Fund     | Literacy Fund   | Unclassified      | TOTAL            |
|---------------------------------|--------------------|------------------|-----------------|-------------------|------------------|
| <b>Income</b>                   |                    |                  |                 |                   |                  |
| COE Camp Library (Friends)      | -11.90             | 0.00             | 0.00            | 0.00              | -11.90           |
| COE Cash Register - Copy Cards  | 296.50             | 0.00             | 0.00            | 0.00              | 296.50           |
| COE Directors Fund (Friends)    | -291.55            | 0.00             | 0.00            | 0.00              | -291.55          |
| COE Life Insur Suplmt(EDM)      | 19.94              | 0.00             | 0.00            | 0.00              | 19.94            |
| COE Meeting Room Income         | 160.00             | 0.00             | 0.00            | 0.00              | 160.00           |
| COE Passport Chck Reimbursement | 4,401.45           | 0.00             | 0.00            | 0.00              | 4,401.45         |
| GF Bankcard Deposit             | 0.00               | 0.00             | 0.00            | 850.10            | 850.10           |
| GF Cash Register - Childrens    | 0.00               | 167.50           | 0.00            | 0.00              | 167.50           |
| GF Cash Register - Fines        | 0.00               | 1,901.60         | 0.00            | 0.00              | 1,901.60         |
| GF Cash Register - Lost Items   | 0.00               | 370.07           | 0.00            | 0.00              | 370.07           |
| GF Cash Register - Misc.        | 0.00               | 194.25           | 0.00            | 0.00              | 194.25           |
| GF Cash Register - Reserves     | 0.00               | 87.12            | 0.00            | 0.00              | 87.12            |
| GF County Reimbursements        | 0.00               | 2,712.70         | 0.00            | 0.00              | 2,712.70         |
| GF Gifts Income                 | 0.00               | 1,000.00         | 0.00            | 0.00              | 1,000.00         |
| GF Miscellaneous Income         | 0.00               | 0.00             | 0.00            | 15.00             | 15.00            |
| GF Passport Revenue             | 0.00               | 5,542.75         | 0.00            | 0.00              | 5,542.75         |
| GF Registration fees refund     | 0.00               | 21.88            | 0.00            | 0.00              | 21.88            |
| GF State Library Reimbursements | 0.00               | 1,139.23         | 0.00            | 0.00              | 1,139.23         |
| GF Transfers from County        | 0.00               | 0.00             | 0.00            | 39,659.71         | 39,659.71        |
| GF Typewriter Income            | 0.00               | 3.35             | 0.00            | 0.00              | 3.35             |
| LIT Donations to itaracy        | 0.00               | 0.00             | 1,000.00        | 0.00              | 1,000.00         |
| PA Interest Inc - CD's          | 0.00               | 0.00             | 0.00            | 316.80            | 316.80           |
| PA Interest Inc - Savings       | 0.00               | 0.00             | 0.00            | 21.22             | 21.22            |
| <b>Total Income</b>             | <b>4,574.44</b>    | <b>13,140.45</b> | <b>1,000.00</b> | <b>40,862.83</b>  | <b>59,577.72</b> |
| <b>Expense</b>                  |                    |                  |                 |                   |                  |
| COE Childn's Summer Rdng Prgm   | 200.00             | 0.00             | 0.00            | 0.00              | 200.00           |
| COE Copier Lease Payments       | 0.00               | 0.00             | 0.00            | 506.14            | 506.14           |
| COE Friend's Director's Fund    | 49.34              | 0.00             | 0.00            | 0.00              | 49.34            |
| COE Library Board Expenses      | 48.38              | 0.00             | 0.00            | 0.00              | 48.38            |
| COE Passport Expenses           | 2,517.35           | 0.00             | 0.00            | 45.00             | 2,562.35         |
| GF Bank Fees                    | 0.00               | 0.00             | 0.00            | 98.96             | 98.96            |
| GF Equipment (400)              | 0.00               | 752.38           | 0.00            | 0.00              | 752.38           |
| GF Literacy                     | 0.00               | 373.50           | 0.00            | 0.00              | 373.50           |
| GF Office Expense               | 0.00               | 196.70           | 0.00            | 0.00              | 196.70           |
| GF Postage                      | 0.00               | 0.00             | 0.00            | 0.00              | 0.00             |
| GF Prof & Spec Services         | 0.00               | 30.00            | 0.00            | 0.00              | 30.00            |
| GF Registration/trans/travel    | 0.00               | 429.00           | 0.00            | 0.00              | 429.00           |
| GF Return Check Item & Fees     | 0.00               | 0.00             | 0.00            | 32.45             | 32.45            |
| GF Special Dept Expense         | 0.00               | 86.40            | 0.00            | 0.00              | 86.40            |
| PA Employee Benefits            | 0.00               | 0.00             | 0.00            | 2,630.14          | 2,630.14         |
| PA Employer Payroll Taxes       | 0.00               | 0.00             | 0.00            | 14,753.30         | 14,753.30        |
| PA Payroll Processing Fees      | 0.00               | 0.00             | 0.00            | 23,528.04         | 23,528.04        |
| PA Salaries                     | 0.00               | 0.00             | 0.00            | 10,061.09         | 10,061.09        |
| <b>Total Expense</b>            | <b>2,815.07</b>    | <b>1,867.98</b>  | <b>0.00</b>     | <b>51,655.12</b>  | <b>56,338.17</b> |
| <b>Net Income</b>               | <b>1,759.37</b>    | <b>11,272.47</b> | <b>1,000.00</b> | <b>-10,792.29</b> | <b>3,239.55</b>  |

**Placentia Library District  
Profit & Loss by Class  
July through October 2001**

11/14/01

|                                 | County Exempt Fund | General Fund     | Literacy Fund   | Unclassified      | TOTAL             |
|---------------------------------|--------------------|------------------|-----------------|-------------------|-------------------|
| <b>Income</b>                   |                    |                  |                 |                   |                   |
| COE Camp Library (Friends)      | -11.90             | 0.00             | 0.00            | 0.00              | -11.90            |
| COE Cash Register - Copy Cards  | 825.40             | 0.00             | 0.00            | 0.00              | 825.40            |
| COE Copy Machine Income         | 44.60              | 0.00             | 0.00            | 0.00              | 44.60             |
| COE Directors Fund (Friends)    | 555.82             | 0.00             | 0.00            | 0.00              | 555.82            |
| COE Friends - Summer Reading    | 7.00               | 0.00             | 0.00            | 0.00              | 7.00              |
| COE Life Insur Suplmt(EDM)      | 99.70              | 0.00             | 0.00            | -119.64           | -19.94            |
| COE Meeting Room Income         | 460.00             | 0.00             | 0.00            | 0.00              | 460.00            |
| COE Miscellaneous Income        | 17.20              | 0.00             | 0.00            | 0.00              | 17.20             |
| COE Passport Chck Reimbursement | 9,503.65           | 0.00             | 0.00            | 0.00              | 9,503.65          |
| COE Staff Appreciation Reimb    | 396.00             | 0.00             | 0.00            | 0.00              | 396.00            |
| GF Account Interest (IEC)       | 0.00               | 0.00             | 0.00            | 0.00              | 0.00              |
| GF Bankcard Deposit             | 0.00               | 0.00             | 0.00            | 767.43            | 767.43            |
| GF Cash Register - Childrens    | 0.00               | 167.50           | 0.00            | 0.00              | 167.50            |
| GF Cash Register - Fines        | 0.00               | 6,699.46         | 0.00            | 0.00              | 6,699.46          |
| GF Cash Register - Lost Items   | 0.00               | 1,421.48         | 0.00            | 0.00              | 1,421.48          |
| GF Cash Register - Misc.        | 0.00               | 194.25           | 0.00            | 0.00              | 194.25            |
| GF Cash Register - Reserves     | 0.00               | 422.22           | 0.00            | 0.00              | 422.22            |
| GF County Reimbursements        | 0.00               | 5,439.84         | 0.00            | 0.00              | 5,439.84          |
| GF Debit Card Income            | 12.05              | 0.00             | 0.00            | 0.00              | 12.05             |
| GF Gifts Income                 | 0.00               | 1,000.00         | 0.00            | 0.00              | 1,000.00          |
| GF Miscellaneous Income         | 0.00               | 135.00           | 0.00            | 15.00             | 150.00            |
| GF Passport Revenue             | 0.00               | 18,660.59        | 0.00            | 0.00              | 18,660.59         |
| GF Registration fees refund     | 0.00               | 21.88            | 0.00            | 0.00              | 21.88             |
| GF Rotary                       | 0.00               | 10.50            | 0.00            | 0.00              | 10.50             |
| GF State Library Grants         | 0.00               | 5,000.00         | 0.00            | 0.00              | 5,000.00          |
| GF State Library Reimbursements | 0.00               | 4,002.23         | 0.00            | 0.00              | 4,002.23          |
| GF Transfers from County        | 0.00               | 0.00             | 0.00            | 196,154.96        | 196,154.96        |
| GF Typewriter Income            | 0.00               | 9.35             | 0.00            | 0.00              | 9.35              |
| LIT Donations to literacy       | 0.00               | 0.00             | 1,000.00        | 0.00              | 1,000.00          |
| PA Interest Inc - CD's          | 0.00               | 0.00             | 0.00            | 715.53            | 715.53            |
| PA Interest Inc - Savings       | 0.00               | 0.00             | 0.00            | 97.74             | 97.74             |
| <b>Total Income</b>             | <b>11,909.52</b>   | <b>43,184.30</b> | <b>1,000.00</b> | <b>197,631.02</b> | <b>253,724.84</b> |
| <b>Expense</b>                  |                    |                  |                 |                   |                   |
| COE Bank fees                   | 0.00               | 0.00             | 0.00            | 3,532.75          | 3,532.75          |
| COE Childn's Strytime (Friends) | 900.00             | 0.00             | 0.00            | 0.00              | 900.00            |
| COE Childn's Summer Rdng Prgm   | 1,831.00           | 0.00             | 0.00            | 0.00              | 1,831.00          |
| COE Copier Lease Payments       | 0.00               | 0.00             | 0.00            | 506.14            | 506.14            |
| COE Copier Maintenance Contract | 482.57             | 0.00             | 0.00            | 0.00              | 482.57            |
| COE Credit Card Transactions    | 0.00               | 1,622.25         | 0.00            | 0.00              | 1,622.25          |
| COE Friend's Director's Fund    | 49.34              | 0.00             | 0.00            | 0.00              | 49.34             |
| COE Library Board Expenses      | 360.33             | 0.00             | 0.00            | 0.00              | 360.33            |
| COE Life Insurance payment      | -39.88             | 0.00             | 0.00            | 0.00              | -39.88            |
| COE Passport Expenses           | 10,082.95          | 0.00             | 0.00            | 322.45            | 10,405.40         |
| COE Petty Cash Exp to be reimbu | -3,096.75          | 0.00             | 0.00            | 0.00              | -3,096.75         |
| COE Staff Appreciation          | 704.00             | 0.00             | 0.00            | 0.00              | 704.00            |
| GF Bank Fees                    | 0.00               | 0.00             | 0.00            | 178.15            | 178.15            |
| GF credit card transactions     | 0.00               | -1,153.87        | 0.00            | 0.00              | -1,153.87         |
| GF Equipment (400)              | 0.00               | 752.38           | 0.00            | 0.00              | 752.38            |
| GF Food                         | 0.00               | 0.00             | 0.00            | 0.00              | 0.00              |
| GF Household Expenses           | 0.00               | 124.78           | 0.00            | 0.00              | 124.78            |
| GF Literacy                     | 0.00               | 423.50           | 0.00            | 0.00              | 423.50            |
| GF Literacy Travel              | 0.00               | 201.50           | 0.00            | 21.88             | 223.38            |
| GF Miscellaneous                | 0.00               | 0.00             | 0.00            | 55.99             | 55.99             |
| GF Office Expense               | 0.00               | 238.30           | 0.00            | 0.00              | 238.30            |
| GF Postage                      | 101.75             | 162.70           | 0.00            | 3.61              | 268.06            |
| GF Printing                     | 0.00               | 18.68            | 78.00           | 0.00              | 96.68             |
| GF Prof & Spec Services         | 0.00               | 30.00            | 0.00            | 0.00              | 30.00             |
| GF Refreshments                 | 0.00               | 78.81            | 0.00            | 0.00              | 78.81             |
| GF Registration/trans/travel    | 0.00               | 2,078.00         | 0.00            | 0.00              | 2,078.00          |
| GF Return Check Item & Fees     | 0.00               | 0.00             | 0.00            | 32.45             | 32.45             |
| GF Special Dept Expense         | 0.00               | 86.40            | 0.00            | 0.00              | 86.40             |
| GF Staff Travel                 | 0.00               | 0.00             | 0.00            | 65.60             | 65.60             |
| GF Transfers to County          | 0.00               | 0.00             | 0.00            | 6,061.40          | 6,061.40          |
| GF Trustee Travel               | 0.00               | 403.00           | 0.00            | 87.52             | 490.52            |
| PA Employee Benefits            | 0.00               | 0.00             | 0.00            | 11,617.63         | 11,617.63         |
| PA Employer Payroll Taxes       | 0.00               | 0.00             | 0.00            | 71,572.88         | 71,572.88         |
| PA Payroll Processing Fees      | 0.00               | 0.00             | 0.00            | 84,417.11         | 84,417.11         |
| PA Salaries                     | 0.00               | 0.00             | 0.00            | 71,305.38         | 71,305.38         |
| <b>Total Expense</b>            | <b>11,375.31</b>   | <b>5,066.43</b>  | <b>78.00</b>    | <b>249,780.94</b> | <b>266,300.68</b> |
| <b>Net Income</b>               | <b>534.21</b>      | <b>38,117.87</b> | <b>922.00</b>   | <b>-52,149.92</b> | <b>-12,575.84</b> |

## Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/13/2001

### Cleared Transactions

|                                    |          |          |
|------------------------------------|----------|----------|
| Previous Balance                   |          | 653.16   |
| Cleared Checks and Payments        | 15 Items | -996.84  |
| Cleared Deposits and Other Credits | 16 Items | 1,719.69 |
| Cleared Balance                    |          | 1,376.01 |

### Uncleared Transactions

|                                      |          |           |
|--------------------------------------|----------|-----------|
| Uncleared Checks and Payments        | 10 Items | -2,271.49 |
| Uncleared Deposits and Other Credits | 5 Items  | 3,230.08  |

### New Transactions

|   |         |          |
|---|---------|----------|
| Account Balance as of 11/13/2001 (statement closing date) |         | 2,334.60 |
| New Checks and Payments                                   | 0 Items | 0.00     |
| New Deposits and Other Credits                            | 0 Items | 0.00     |
| Ending Account Balance                                    |         | 2,334.60 |

Placentia Library District

Register: General Fund - Checking

From 10/01/2001 through 10/31/2001

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                   | Account                    | Memo                | Payment | C | Deposit  | Balance  |
|------------|--------|-------------------------|----------------------------|---------------------|---------|---|----------|----------|
| 10/01/2001 |        |                         | GF Registration fees re... | Deposit             |         | X | 21.88    | 336.84   |
| 10/01/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 20.00    | 356.84   |
| 10/01/2001 | 4369   | CompuMaster             | GF Registration/trans/t... | Registration for... | 199.00  | X |          | 157.84   |
| 10/01/2001 | 4370   | Volunteer Center's N... | GF Registration/trans/t... | Registration for... | 62.00   | X |          | 95.84    |
| 10/02/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 4.40     | 100.24   |
| 10/03/2001 |        |                         | GF County Reimburse...     | Deposit             |         | X | 769.71   | 869.95   |
| 10/03/2001 |        |                         | GF Bank Fees               |                     | 15.00   | X |          | 854.95   |
| 10/04/2001 |        |                         | GF Bank Fees               |                     | 3.48    | X |          | 851.47   |
| 10/04/2001 |        |                         | GF Bank Fees               |                     | 19.46   | X |          | 832.01   |
| 10/04/2001 |        |                         | GF Bank Fees               |                     | 23.04   | X |          | 808.97   |
| 10/09/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 19.88    | 828.85   |
| 10/09/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 185.90   | 1,014.75 |
| 10/10/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 9.50     | 1,024.25 |
| 10/10/2001 | 4372   | The Business & Prof...  | GF Registration/trans/t... | Awards Dinner...    | 132.00  | X |          | 892.25   |
| 10/11/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 15.00    | 907.25   |
| 10/11/2001 | 4373   | Office Depot            | GF Office Expense          | Toner cartridge...  | 90.27   | X |          | 816.98   |
| 10/15/2001 | 4374   | Omnigrafix Printing     | GF Office Expense          | Invoice#34821 ...   | 106.43  | X |          | 710.55   |
| 10/15/2001 | 4375   | Sandra Murray           | GF Special Dept Expen...   | Reimbursement...    | 86.40   | X |          | 624.15   |
| 10/17/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 61.00    | 685.15   |
| 10/18/2001 |        |                         | GF County Reimburse...     | Deposit             |         | X | 78.00    | 763.15   |
| 10/18/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 13.20    | 776.35   |
| 10/19/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 122.00   | 898.35   |
| 10/23/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 156.00   | 1,054.35 |
| 10/24/2001 | 4376   | Placentia Chamber of... | GF Registration/trans/t... | Chamber Break...    | 36.00   | X |          | 1,018.35 |
| 10/24/2001 | 4377   | Lake Center Cleaners    | GF Prof & Spec Services    | Dry Cleaning-...    | 30.00   |   |          | 988.35   |
| 10/26/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 77.52    | 1,065.87 |
| 10/29/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 15.00    | 1,080.87 |
| 10/29/2001 | 4378   | US Postmaster Place...  | GF Postage                 | VOID: Founda...     |         | X |          | 1,080.87 |
| 10/30/2001 |        |                         | GF Bankcard Deposit        |                     |         | X | 150.70   | 1,231.57 |
| 10/30/2001 |        |                         | Total Capital              | Balance Adjust...   | 0.08    | X |          | 1,231.49 |
| 10/31/2001 |        |                         | GF County Reimburse...     | Deposit             |         |   | 1,864.99 | 3,096.48 |
| 10/31/2001 | 4379   | Best Buy                | GF Equipment (400)         | TV,DVD/VCR...       | 752.38  |   |          | 2,344.10 |
| 10/31/2001 | 4380   | Travel In Style         | GF Literacy                | Air Tickets for ... | 373.50  |   |          | 1,970.60 |

# Reconciliation Report

General Fund - Savings account reconciled for the period ending 11/13/2001

## Cleared Transactions

|                                    |          |            |
|------------------------------------|----------|------------|
| Previous Balance                   |          | 21,914.35  |
| Cleared Checks and Payments        | 3 Items  | -14,294.74 |
| Cleared Deposits and Other Credits | 35 Items | 10,697.36  |
| Cleared Balance                    |          | 18,316.97  |

## Uncleared Transactions

|                                      |          |          |
|--------------------------------------|----------|----------|
| Uncleared Checks and Payments        | 0 Items  | 0.00     |
| Uncleared Deposits and Other Credits | 10 Items | 2,320.13 |

## New Transactions

|   |         |           |
|---|---------|-----------|
| Account Balance as of 11/13/2001 (statement closing date) |         | 20,637.10 |
| New Checks and Payments                                   | 0 Items | 0.00      |
| New Deposits and Other Credits                            | 0 Items | 0.00      |
| Ending Account Balance                                    |         | 20,637.10 |



## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/14/2001

### Cleared Transactions

|                                    |          |           |
|------------------------------------|----------|-----------|
| Previous Balance                   |          | 2,383.28  |
| Cleared Checks and Payments        | 49 Items | -3,148.12 |
| Cleared Deposits and Other Credits | 22 Items | 4,501.39  |
| Cleared Balance                    |          | 3,736.55  |

### Uncleared Transactions

|                                      |          |           |
|--------------------------------------|----------|-----------|
| Uncleared Checks and Payments        | 29 Items | -1,796.10 |
| Uncleared Deposits and Other Credits | 13 Items | 702.58    |

### New Transactions

|   |         |          |
|---|---------|----------|
| Account Balance as of 11/14/2001 (statement closing date) |         | 2,643.03 |
| New Checks and Payments                                   | 0 Items | 0.00     |
| New Deposits and Other Credits                            | 0 Items | 0.00     |
| Ending Account Balance                                    |         | 2,643.03 |

Placentia Library District

Register: County Exempt - Checking

From 10/01/2001 through 10/31/2001

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                  | Account                   | Memo                | Payment | C | Deposit | Balance  |
|------------|--------|------------------------|---------------------------|---------------------|---------|---|---------|----------|
| 10/01/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 45.00   | 1,645.96 |
| 10/01/2001 | 2956   | Passport Services      | COE Passport Expenses     | Richard David ...   | 45.00   |   |         | 1,600.96 |
| 10/02/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 45.00   | 1,645.96 |
| 10/02/2001 | 2957   | Passport Services      | COE Passport Expenses     | Rehana Habib ...    | 45.00   |   |         | 1,600.96 |
| 10/04/2001 |        |                        | -split-                   | Deposit             |         |   | 156.00  | 1,756.96 |
| 10/04/2001 | 2960   | Passport Services      | COE Passport Expenses     | Christopher M...    | 50.00   |   |         | 1,706.96 |
| 10/07/2001 |        |                        | -split-                   | Deposit             |         |   | 30.00   | 1,736.96 |
| 10/08/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 45.00   | 1,781.96 |
| 10/08/2001 | 2961   | Passport Services      | COE Passport Expenses     | Michelle Li 3-2...  | 82.45   |   |         | 1,699.51 |
| 10/08/2001 | 2962   | Passport Services      | COE Passport Expenses     | Henry Hung H...     | 45.00   |   |         | 1,654.51 |
| 10/08/2001 | 2963   | Passport Services      | COE Passport Expenses     | Reginald Wayn...    | 45.00   |   |         | 1,609.51 |
| 10/09/2001 |        |                        | COE Life Insur Suplmt...  |                     |         |   | 19.94   | 1,629.45 |
| 10/10/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 45.00   | 1,674.45 |
| 10/10/2001 | 2964   | Passport Services      | COE Passport Expenses     | Eugenia Lee C...    | 45.00   |   |         | 1,629.45 |
| 10/11/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 45.00   | 1,674.45 |
| 10/11/2001 | 2966   | Passport Services      | COE Passport Expenses     | Tommy Ray Al...     | 92.45   |   |         | 1,582.00 |
| 10/13/2001 | 2967   | Passport Services      | COE Passport Expenses     | Ernesto Carlos ...  | 45.00   |   |         | 1,537.00 |
| 10/13/2001 | 2968   | Passport Services      | COE Passport Expenses     | Sukhjiwan Sin...    | 80.00   |   |         | 1,457.00 |
| 10/14/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 125.00  | 1,582.00 |
| 10/14/2001 | 2969   | Passport Services      | COE Passport Expenses     | Tiffany 11-5-9...   | 75.00   |   |         | 1,507.00 |
| 10/14/2001 | 2970   | Passport Services      | COE Passport Expenses     | Shanel Marie L...   | 45.00   |   |         | 1,462.00 |
| 10/14/2001 | 2971   | Elizabeth D Minter     | COE Directors Fund (F...  | Art Printing for... | 176.55  |   |         | 1,285.45 |
| 10/14/2001 | 2972   | Eric Cyrs              | COE Childn's Summer ...   | Invoice 1391        | 200.00  |   |         | 1,085.45 |
| 10/15/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 275.00  | 1,360.45 |
| 10/15/2001 | 2973   | Elizabeth D Minter     | COE Friend's Director'... | Reimbursement...    | 49.34   |   |         | 1,311.11 |
| 10/15/2001 | 2974   | Vail Dunlap & Assoc... | COE Directors Fund (F...  | VOID: Flag La...    |         | X |         | 1,311.11 |
| 10/15/2001 | 2975   | Passport Services      | COE Passport Expenses     | Ja Hon Suh 10-...   | 45.00   |   |         | 1,266.11 |
| 10/15/2001 | 2976   | Passport Services      | COE Passport Expenses     | Sarah Noel Ebl...   | 80.00   |   |         | 1,186.11 |
| 10/15/2001 | 2977   | Passport Services      | COE Passport Expenses     | Natalie Ann M...    | 80.00   |   |         | 1,106.11 |
| 10/15/2001 | 2978   | Passport Services      | COE Passport Expenses     | Jason Lee 5-21...   | 45.00   |   |         | 1,061.11 |
| 10/16/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 170.00  | 1,231.11 |
| 10/16/2001 | 2979   | Buena Park Plaque &... | COE Library Board Ex...   | Plaque for Busi...  | 48.38   |   |         | 1,182.73 |
| 10/16/2001 | 2980   | Passport Services      | COE Passport Expenses     | Veronica Ramo...    | 45.00   |   |         | 1,137.73 |
| 10/16/2001 | 2981   | Passport Services      | COE Passport Expenses     | Kalvin Gustavo...   | 50.00   |   |         | 1,087.73 |
| 10/16/2001 | 2982   | Passport Services      | COE Passport Expenses     | Tiffany Faagata...  | 120.00  |   |         | 967.73   |
| 10/17/2001 |        |                        | -split-                   | Deposit             |         |   | 90.00   | 1,057.73 |
| 10/17/2001 | 2983   | Passport Services      | COE Passport Expenses     | Joshua Jorge 8-...  | 160.00  |   |         | 897.73   |
| 10/17/2001 | 2984   | Passport Services      | COE Passport Expenses     | Ingred Amie S...    | 45.00   |   |         | 852.73   |
| 10/17/2001 | 2985   | Passport Services      | COE Passport Expenses     | Joshua Alexan...    | 45.00   |   |         | 807.73   |
| 10/18/2001 |        |                        | COE Passport Chck Re...   | Deposit             |         |   | 191.00  | 998.73   |

Placentia Library District

Register: County Exempt - Checking

From 10/01/2001 through 10/31/2001

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee              | Account                  | Memo                | Payment | C | Deposit  | Balance  |
|------------|--------|--------------------|--------------------------|---------------------|---------|---|----------|----------|
| 10/18/2001 |        |                    | COE Passport Chck Re...  | Deposit             |         |   | 2,292.45 | 3,291.18 |
| 10/18/2001 | 2986   | Passport Services  | COE Passport Expenses    | Stephanie Deni...   | 25.00   |   |          | 3,266.18 |
| 10/20/2001 |        | Passport Services  | COE Passport Expenses    | Donald Raymo...     | 80.00   |   |          | 3,186.18 |
| 10/20/2001 |        | Passport Services  | COE Passport Expenses    | Donald Raymo...     | 80.00   |   |          | 3,106.18 |
| 10/20/2001 |        | Passport Services  | COE Passport Expenses    | Elijah Fiatupu I... | 25.00   |   |          | 3,081.18 |
| 10/20/2001 | 2988   | Passport Services  | COE Passport Expenses    | Bryant W. Sha...    | 25.00   |   |          | 3,056.18 |
| 10/20/2001 | 2991   | Passport Services  | COE Passport Expenses    | Elijah Fiatupu ...  | 25.00   |   |          | 3,031.18 |
| 10/21/2001 |        |                    | COE Passport Chck Re...  | Deposit             |         |   | 105.00   | 3,136.18 |
| 10/22/2001 |        |                    | COE Passport Chck Re...  | Deposit             |         |   | 25.00    | 3,161.18 |
| 10/22/2001 | 2992   | Passport Services  | COE Passport Expenses    | Patricia Yi Zha...  | 25.00   |   |          | 3,136.18 |
| 10/22/2001 | 2993   | Passport Services  | COE Passport Expenses    | Juan Jose Mald...   | 45.00   |   |          | 3,091.18 |
| 10/22/2001 | 2994   | Passport Services  | COE Passport Expenses    | Carlos Fabela 3...  | 80.00   |   |          | 3,011.18 |
| 10/23/2001 |        |                    | COE Passport Chck Re...  | Deposit             |         |   | 180.00   | 3,191.18 |
| 10/23/2001 | 2995   | Passport Services  | COE Passport Expenses    | Jose Feliciano ...  | 45.00   |   |          | 3,146.18 |
| 10/23/2001 | 2996   | Passport Services  | COE Passport Expenses    | Gonzalo Lara-...    | 90.00   |   |          | 3,056.18 |
| 10/23/2001 | 2997   | Chris Lamberton    | COE Directors Fund (F... |                     | 115.00  |   |          | 2,941.18 |
| 10/25/2001 | 2998   | Passport Services  | COE Passport Expenses    | Keith Thomas ...    | 45.00   |   |          | 2,896.18 |
| 10/25/2001 | 2999   | Passport Services  | COE Passport Expenses    | Salim Alfred D...   | 80.00   |   |          | 2,816.18 |
| 10/27/2001 | 3000   | Passport Services  | COE Passport Expenses    | Victor Ping-Ya...   | 45.00   |   |          | 2,771.18 |
| 10/27/2001 | 3001   | Passport Services  | COE Passport Expenses    | Lynn Kim Ton...     | 90.00   |   |          | 2,681.18 |
| 10/27/2001 | 3002   | Passport Services  | COE Passport Expenses    | April Ruth Che...   | 25.00   |   |          | 2,656.18 |
| 10/27/2001 | 3003   | Passport Services  | COE Passport Expenses    | Patrick John Di...  | 25.00   |   |          | 2,631.18 |
| 10/27/2001 | 3004   | Passport Services  | COE Passport Expenses    | Esther Ruiz 7-2...  | 45.00   |   |          | 2,586.18 |
| 10/28/2001 |        |                    | COE Passport Chck Re...  | Deposit             |         |   | 125.00   | 2,711.18 |
| 10/28/2001 |        |                    | COE Passport Chck Re...  | Deposit             |         |   | 250.00   | 2,961.18 |
| 10/29/2001 |        |                    | -split-                  | Deposit             |         |   | 72.00    | 3,033.18 |
| 10/29/2001 | 3005   | Cyrise Smith       | COE Camp Library (Fr...  | Reimbursement...    | 11.90   |   |          | 3,021.28 |
| 10/29/2001 | 3006   | Passport Services  | COE Passport Expenses    | Justin Yi-Ting ...  | 72.45   |   |          | 2,948.83 |
| 10/31/2001 |        |                    | COE Passport Chck Re...  | Deposit             |         |   | 45.00    | 2,993.83 |
| 10/31/2001 | 3007   | Elizabeth D Minter | COE Passport Expenses    | Reimbursement...    | 150.00  |   |          | 2,843.83 |
| 10/31/2001 | 3008   | Passport Services  | COE Passport Expenses    | Nish N. Desai ...   | 90.00   |   |          | 2,753.83 |

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/13/2001

### Cleared Transactions

|                                    |          |            |
|------------------------------------|----------|------------|
| Previous Balance                   |          | 865.07     |
| Cleared Checks and Payments        | 3 Items  | -511.14    |
| Cleared Deposits and Other Credits | 26 Items | 443.86     |
| <br>Cleared Balance                |          | <br>797.79 |

### Uncleared Transactions

|                                      |         |       |
|--------------------------------------|---------|-------|
| Uncleared Checks and Payments        | 0 Items | 0.00  |
| Uncleared Deposits and Other Credits | 9 Items | 84.25 |

### New Transactions

|   |         |            |
|---|---------|------------|
| Account Balance as of 11/13/2001 (statement closing date) |         | 882.04     |
| New Checks and Payments                                   | 0 Items | 0.00       |
| New Deposits and Other Credits                            | 0 Items | 0.00       |
| <br>Ending Account Balance                                |         | <br>882.04 |

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/14/2001

### Cleared Transactions

|                                    |         |          |
|------------------------------------|---------|----------|
| Previous Balance                   |         | 5,448.45 |
| Cleared Checks and Payments        | 0 Items | 0.00     |
| Cleared Deposits and Other Credits | 2 Items | 1,005.35 |
| Cleared Balance                    |         | 6,453.80 |

### 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 11/14/2001 (statement closing date) |         | 6,453.80 |
| New Checks and Payments                                   | 0 Items | 0.00     |
| New Deposits and Other Credits                            | 0 Items | 0.00     |
| Ending Account Balance                                    |         | 6,453.80 |

# Reconciliation Report

Payroll Checking account reconciled for the period ending 11/13/2001

## Cleared Transactions

|                                    |          |            |
|------------------------------------|----------|------------|
| Previous Balance                   |          | 11,313.43  |
| Cleared Checks and Payments        | 43 Items | -54,722.51 |
| Cleared Deposits and Other Credits | 3 Items  | 53,937.00  |
| Cleared Balance                    |          | 10,527.92  |

## Uncleared Transactions

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

## New Transactions

|   |         |           |
|---|---------|-----------|
| Account Balance as of 11/13/2001 (statement closing date) |         | 10,129.80 |
| New Checks and Payments                                   | 0 Items | 0.00      |
| New Deposits and Other Credits                            | 0 Items | 0.00      |
| Ending Account Balance                                    |         | 10,129.80 |

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 11/13/2001

### Cleared Transactions

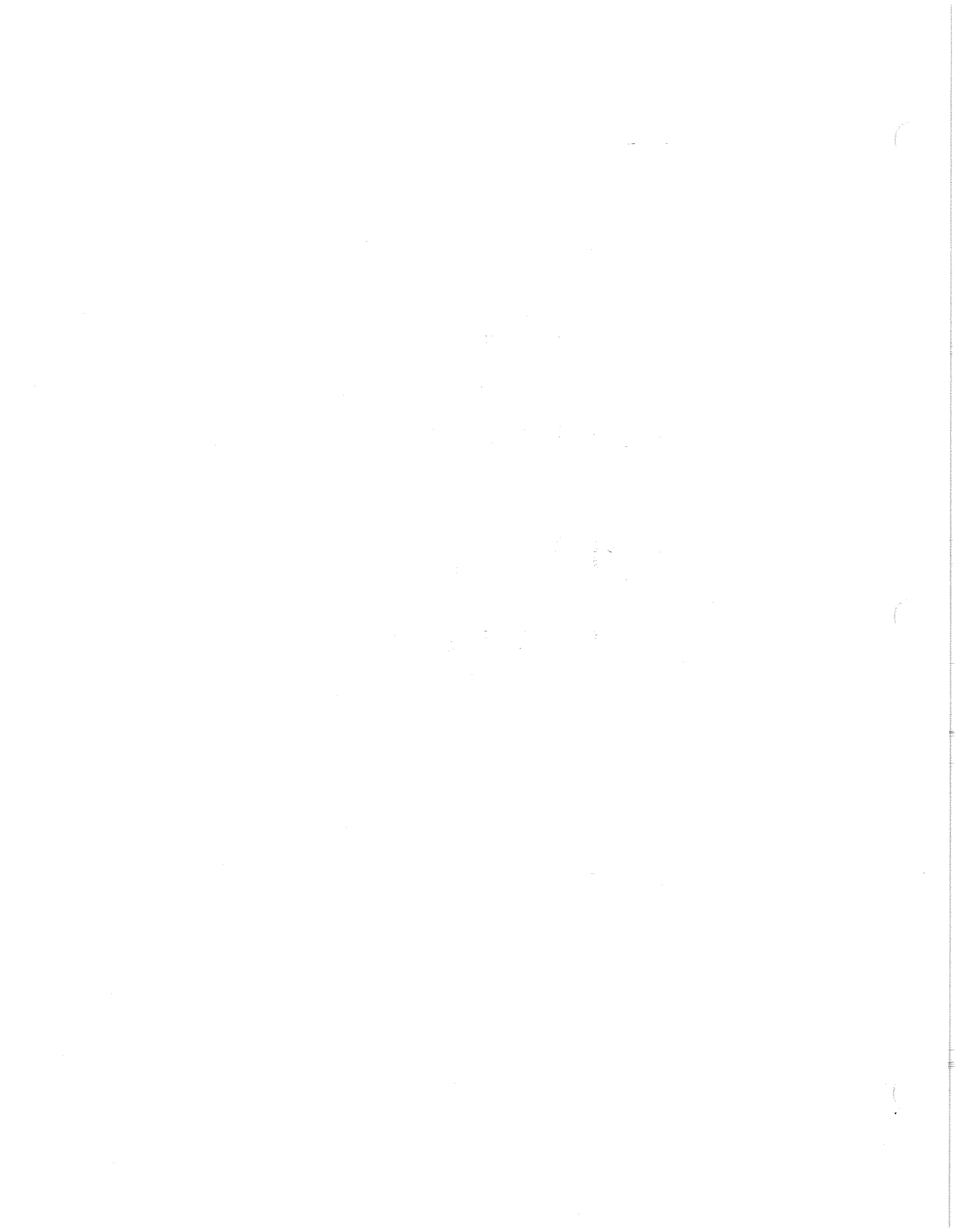
|                                    |         |          |
|------------------------------------|---------|----------|
| Previous Balance                   |         | 3,672.56 |
| Cleared Checks and Payments        | 0 Items | 0.00     |
| Cleared Deposits and Other Credits | 1 Items | 316.80   |
| Cleared Balance                    |         | 3,989.36 |

### 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 11/13/2001 (statement closing date) |         | 3,989.36 |
| New Checks and Payments                                   | 0 Items | 0.00     |
| New Deposits and Other Credits                            | 0 Items | 0.00     |
| Ending Account Balance                                    |         | 3,989.36 |





ACQUISITIONS REPORT FOR FISCAL YEAR 2001-2002 THROUGH THE MONTH OF OCT. 2001  
Prepared by Julie Shook, Technical Services Manager

|                                    | GENERAL FUND |         |        | ADOPT-A-BOOK |         |        | TOTAL PURCHASED |         |        | DONATED  |         |        | TOTAL ITEMS |         |        |
|------------------------------------|--------------|---------|--------|--------------|---------|--------|-----------------|---------|--------|----------|---------|--------|-------------|---------|--------|
|                                    | Amount       | Volumes | Titles | Amount       | Volumes | Titles | Amount          | Volumes | Titles | Value    | Volumes | Titles | Amount      | Volumes | Titles |
| Adult Fiction                      | 3,586.89     | 226     | 207    | 959.62       | 46      | 46     | 4,546.51        | 272     | 253    | 572.50   | 28      | 28     | 5,119.01    | 300     | 281    |
| Adult Circulating Non-Fiction      | 2,858.37     | 210     | 200    | 7,924.83     | 292     | 289    | 10,783.20       | 502     | 489    | 1,220.20 | 67      | 67     | 12,003.40   | 569     | 556    |
| Adult Reference                    | 2,849.47     | 29      | 26     | 835.32       | 13      | 13     | 3,684.79        | 42      | 39     | 659.00   | 23      | 22     | 4,343.79    | 65      | 61     |
| Adult Print Continuations          | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Adult Electronic Continuations     | 17,989.97    | 6       | 6      | 0.00         | 0       | 0      | 17,989.97       | 6       | 6      | 0.00     | 0       | 0      | 17,989.97   | 6       | 6      |
| Total Adult Non-Fiction            | 23,697.81    | 245     | 232    | 8,760.15     | 305     | 302    | 32,457.96       | 540     | 534    | 1,879.20 | 90      | 89     | 34,337.16   | 640     | 623    |
| TOTAL ADULT PRINT MATERIALS        | 27,284.70    | 471     | 471    | 9,719.77     | 351     | 348    | 37,004.47       | 822     | 787    | 2,451.70 | 118     | 117    | 39,456.17   | 940     | 904    |
| Adult Audio/Music                  | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Adult Audio Books                  | 2,085.68     | 32      | 32     | 0.00         | 0       | 0      | 2,085.68        | 32      | 32     | 0.00     | 0       | 0      | 2,085.68    | 32      | 32     |
| Total Adult Audio                  | 2,085.68     | 32      | 32     | 0.00         | 0       | 0      | 2,085.68        | 32      | 32     | 0.00     | 0       | 0      | 2,085.68    | 32      | 32     |
| Adult Video Educational            | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Adult Video Entertainment          | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Total Adult Video                  | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Adult Computer Software            | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| TOTAL ADULT NON-PRINT MATERIALS    | 2,085.68     | 32      | 32     | 0.00         | 0       | 0      | 2,085.68        | 32      | 32     | 0.00     | 0       | 0      | 2,085.68    | 32      | 32     |
| TOTAL ADULT MATERIALS              | 29,370.38    | 503     | 503    | 9,719.77     | 351     | 348    | 39,090.15       | 854     | 819    | 2,451.70 | 118     | 117    | 41,541.85   | 972     | 936    |
| Juvenile Fiction                   | 1,886.92     | 263     | 162    | 1,169.59     | 72      | 69     | 3,056.51        | 335     | 231    | 635.60   | 50      | 50     | 3,692.11    | 385     | 281    |
| Juvenile Circulating Non-Fiction   | 2,689.07     | 150     | 125    | 4,033.20     | 210     | 204    | 6,742.27        | 360     | 329    | 580.90   | 47      | 44     | 7,323.17    | 407     | 373    |
| Juvenile Reference                 | 831.50       | 11      | 11     | 36.05        | 2       | 2      | 867.55          | 13      | 13     | 0.00     | 0       | 0      | 867.55      | 13      | 13     |
| Juvenile Print Continuations       | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Juvenile Electronic Continuations  | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Total Juvenile Non-Fiction         | 3,520.57     | 161     | 136    | 4,089.25     | 212     | 206    | 7,609.82        | 373     | 342    | 580.90   | 47      | 44     | 8,190.72    | 420     | 386    |
| TOTAL JUVENILE PRINT MATERIALS     | 5,407.49     | 424     | 298    | 5,258.84     | 284     | 275    | 10,666.33       | 708     | 573    | 1,216.50 | 97      | 94     | 11,882.83   | 805     | 667    |
| Juvenile Audio/Music               | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Juvenile Audio Books               | 0.00         | 0       | 0      | 356.47       | 15      | 15     | 356.47          | 15      | 15     | 0.00     | 0       | 0      | 356.47      | 15      | 15     |
| Total Juvenile Audio               | 0.00         | 0       | 0      | 356.47       | 15      | 15     | 356.47          | 15      | 15     | 0.00     | 0       | 0      | 356.47      | 15      | 15     |
| Juvenile Video Educational         | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Juvenile Video Entertainment       | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Total Juvenile Video               | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Juvenile Computer Software         | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| TOTAL JUVENILE NON-PRINT MATERIALS | 0.00         | 0       | 0      | 356.47       | 15      | 15     | 356.47          | 15      | 15     | 0.00     | 0       | 0      | 356.47      | 15      | 15     |
| TOTAL JUVENILE MATERIALS           | 5,407.49     | 424     | 298    | 5,615.31     | 299     | 290    | 11,022.80       | 723     | 588    | 1,216.50 | 97      | 94     | 12,239.30   | 820     | 682    |
| Total Fiction                      | 5,473.81     | 489     | 369    | 2,129.21     | 118     | 115    | 7,603.02        | 607     | 484    | 1,208.10 | 78      | 78     | 8,811.12    | 685     | 562    |
| Total Non-Fiction                  | 27,218.38    | 406     | 368    | 12,849.40    | 517     | 508    | 40,067.78       | 923     | 876    | 2,460.10 | 137     | 133    | 42,527.88   | 1,060   | 1,009  |
| Total Audio                        | 2,085.68     | 32      | 32     | 356.47       | 15      | 15     | 2,442.15        | 47      | 47     | 0.00     | 0       | 0      | 2,442.15    | 47      | 47     |
| 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                    | 34,777.87    | 927     | 769    | 15,335.08    | 650     | 638    | 50,112.95       | 1,577   | 1,407  | 3,668.20 | 215     | 211    | 53,781.15   | 1,792   | 1,618  |


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

|                                    | GENERAL FUND |         | ADOPT-A-BOOK |         | TOTAL PURCHASED |         | DONATED |         | TOTAL ITEMS |         |
|------------------------------------|--------------|---------|--------------|---------|-----------------|---------|---------|---------|-------------|---------|
|                                    | Amount       | Volumes | Amount       | Volumes | Amount          | Volumes | Value   | Volumes | Amount      | Volumes |
| Adult Fiction                      | 668.02       | 39      | 74.42        | 3       | 742.44          | 42      | 0.00    | 0       | 742.44      | 42      |
| Adult Circulating Non-Fiction      | 555.69       | 36      | 1,168.50     | 41      | 1,724.19        | 77      | 0.00    | 0       | 1,724.19    | 77      |
| Adult Reference                    | 619.92       | 14      | 275.06       | 4       | 894.98          | 18      | 0.00    | 0       | 894.98      | 18      |
| Adult Print Continuations          | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Adult Electronic Continuations     | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Total Adult Non-Fiction            | 1,175.61     | 50      | 1,443.56     | 45      | 2,619.17        | 95      | 0.00    | 0       | 2,619.17    | 95      |
| TOTAL ADULT PRINT MATERIALS        | 1,843.63     | 89      | 1,517.98     | 48      | 3,361.61        | 137     | 0.00    | 0       | 3,361.61    | 137     |
| Adult Audio/Music                  | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Adult Audio Books                  | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Total Adult Audio                  | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| 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    | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| TOTAL ADULT MATERIALS              | 1,843.63     | 89      | 1,517.98     | 48      | 3,361.61        | 137     | 0.00    | 0       | 3,361.61    | 137     |
| Juvenile Fiction                   | 363.06       | 50      | 56.22        | 3       | 419.28          | 53      | 0.00    | 0       | 419.28      | 53      |
| Juvenile Circulating Non-Fiction   | 728.78       | 32      | 402.69       | 21      | 1,131.47        | 53      | 0.00    | 0       | 1,131.47    | 53      |
| Juvenile Reference                 | 173.27       | 2       | 0.00         | 0       | 173.27          | 2       | 0.00    | 0       | 173.27      | 2       |
| 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         | 902.05       | 34      | 402.69       | 21      | 1,304.74        | 55      | 0.00    | 0       | 1,304.74    | 55      |
| TOTAL JUVENILE PRINT MATERIALS     | 1,265.11     | 84      | 458.91       | 24      | 1,724.02        | 108     | 0.00    | 0       | 1,724.02    | 108     |
| Juvenile Audio/Music               | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Juvenile Audio Books               | 0.00         | 0       | 123.41       | 5       | 123.41          | 5       | 0.00    | 0       | 123.41      | 5       |
| Total Juvenile Audio               | 0.00         | 0       | 123.41       | 5       | 123.41          | 5       | 0.00    | 0       | 123.41      | 5       |
| Juvenile Video Educational         | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Juvenile Video Entertainment       | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Total Juvenile Video               | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| Juvenile Computer Software         | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00    | 0       | 0.00        | 0       |
| TOTAL JUVENILE NON-PRINT MATERIALS | 0.00         | 0       | 123.41       | 5       | 123.41          | 5       | 0.00    | 0       | 123.41      | 5       |
| TOTAL JUVENILE MATERIALS           | 1,265.11     | 84      | 582.32       | 29      | 1,847.43        | 113     | 0.00    | 0       | 1,847.43    | 113     |
| Total Fiction                      | 1,031.08     | 89      | 1,306.64     | 6       | 1,161.72        | 95      | 0.00    | 0       | 1,161.72    | 95      |
| Total Non-Fiction                  | 2,077.66     | 84      | 1,846.25     | 66      | 3,923.91        | 150     | 0.00    | 0       | 3,923.91    | 150     |
| Total Audio                        | 0.00         | 0       | 123.41       | 5       | 123.41          | 5       | 0.00    | 0       | 123.41      | 5       |
| 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                    | 3,108.74     | 173     | 2,100.30     | 77      | 5,209.04        | 250     | 0.00    | 0       | 5,209.04    | 250     |

OUTSTANDING ORDERS AS OF OCTOBER 31, 2001

| General Fund | Adopt-A-Book | TOTAL      |
|--------------|--------------|------------|
| Amount       | Amount       | Amount     |
| \$6,369.53   | \$851.62     | \$7,221.15 |

TO: Elizabeth D. Minter, Library Director

FROM: Alice Kuo, Circulation Supervisor 

DATE: November 21, 2001

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

This report was received from Unique Management on November 7, 2001.

Attachment A is enclosed.

A summary of the current status is as follows:

| FY 2001-02 | # New<br>Accounts<br>Submitted | Total #<br>Active<br>Accounts | # Paid<br>In Full<br>Curr. Month | Amount<br>Received<br>Curr. Month | # Written Off<br>Suspended<br>Curr. Month |
|------------|--------------------------------|-------------------------------|----------------------------------|-----------------------------------|---|
| July       | 15                             | 73                            | 8                                | 466.47                            | 1   |
| August     | 18                             | 79                            | 4                                | 306.80                            | 2   |
| September  | 20                             | 94                            | 3                                | 305.45                            | 1   |
| October    | 7                              | 71                            | 15                               | 1,025.32                          | 2   |
| November   | 0                              | 0                             | 0                                | 0.00                              | 0   |
| December   | 0                              | 0                             | 0                                | 0.00                              | 0   |
| January    | 0                              | 0                             | 0                                | 0.00                              | 0   |
| February   | 0                              | 0                             | 0                                | 0.00                              | 0   |
| March      | 0                              | 0                             | 0                                | 0.00                              | 0   |
| April      | 0                              | 0                             | 0                                | 0.00                              | 0   |
| May        | 0                              | 0                             | 0                                | 0.00                              | 0   |
| June       | 0                              | 0                             | 0                                | 0.00                              | 0   |
| TOTAL YTD  | 60                             | 317                           | 30                               | 2,104.04                          | 6   |

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 11/01/2001 1:51 AM RJK

SUMMARY STATUS REPORT

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
 DATES LISTED: 01/01/1900 TO 10/31/2001

|                          |   |        |                       |   |           |                        |   |           |
|--------------------------|---|--------|-----------------------|---|-----------|------------------------|---|-----------|
| Accounts Submitted       | : | 542    | Dollars Submitted     | : | 48,484.01 | Dollars Received       | : | 12,998.04 |
| Bankruptcies             | : | 0      | Dollars in Bankruptcy | : | 0.00      | Material Returned      | : | 10,543.19 |
| Incorrect Addresses      | : | 72     | Dollars in Skips      | : | 4,568.26  | Dollars Waived         | : | 1,917.13  |
| Patron Disputes/Suspends | : | 2      | Dollars in Dispute    | : | 68.40     | Total Activated        | : | 32,179.61 |
| Accounts in Process      | : | 468    | Dollars in Process    | : | 42,553.71 | % of Dollars Activated | : | 75.62%    |
| # of Accounts Activated  | : | 333    |                       |   |           |                        |   |           |
| % of Accounts Activated  | : | 71.15% |                       |   |           |                        |   |           |

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: November 21, 2001  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT OCTOBER 2001**

SUMMARY OF PRINTER/COPIER ACCOUNTS OCTOBER 2001

|  |               |                |                     |
|--|---------------|----------------|---------------------|
| Beginning Balance 9/30/01                  |               |                | (\$7,796.87)        |
|  | <u>Income</u> | <u>Expend.</u> |                     |
| Total Deposits in                          | 296.50        |                |                     |
| Total Loans from Literacy Fund             | 0.00          |                |                     |
| Total Materials & Supplies                 |               | 0.00           |                     |
| Total Repairs                              |               | 0.00           |                     |
| Total Copier Paper Expense                 |               | 0.00           |                     |
| Total Copier Lease Payments in August      |               | 0.00           |                     |
| Total Copier Maintenance Payment in August |               | 229.50         |                     |
| Debit Card System Loan Payback             |               | 0.00           |                     |
|  | <u>296.50</u> | <u>229.50</u>  |                     |
| Ending Balance 10/31/01                    |               |                | <u>(\$7,729.87)</u> |
| October payment                            |               |                | \$ 0.00             |

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

|  |                     |
|--|---------------------|
| Loan Amount as of 10/3/96 (Fund 702)       | 16,559.50           |
| Loan Repayment through 10/31/01            | (8,565.48)          |
| Loan Amount as of 10/31/01 (Literacy Fund) | 7,700.00            |
| September Payment (Fund 702)               | 0.00                |
| September Payment (Literacy Fund)          | 0.00                |
| Balance 10/31/01                           | <u>\$ 15,694.02</u> |

Prepared by: Elisa Herrera-Thomas



TO: Placentia Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: November 21, 2001

**SUBJECT: GIFT REPORT**

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

**ADOPT A BOOK DONATIONS**

Dennis E. Ferris  
Mr. and Mrs. John Hayes  
Lyn Hough  
Randall L. Hund  
Shawn Simmons Jr.

TOTAL AAB DONATIONS \$300.00

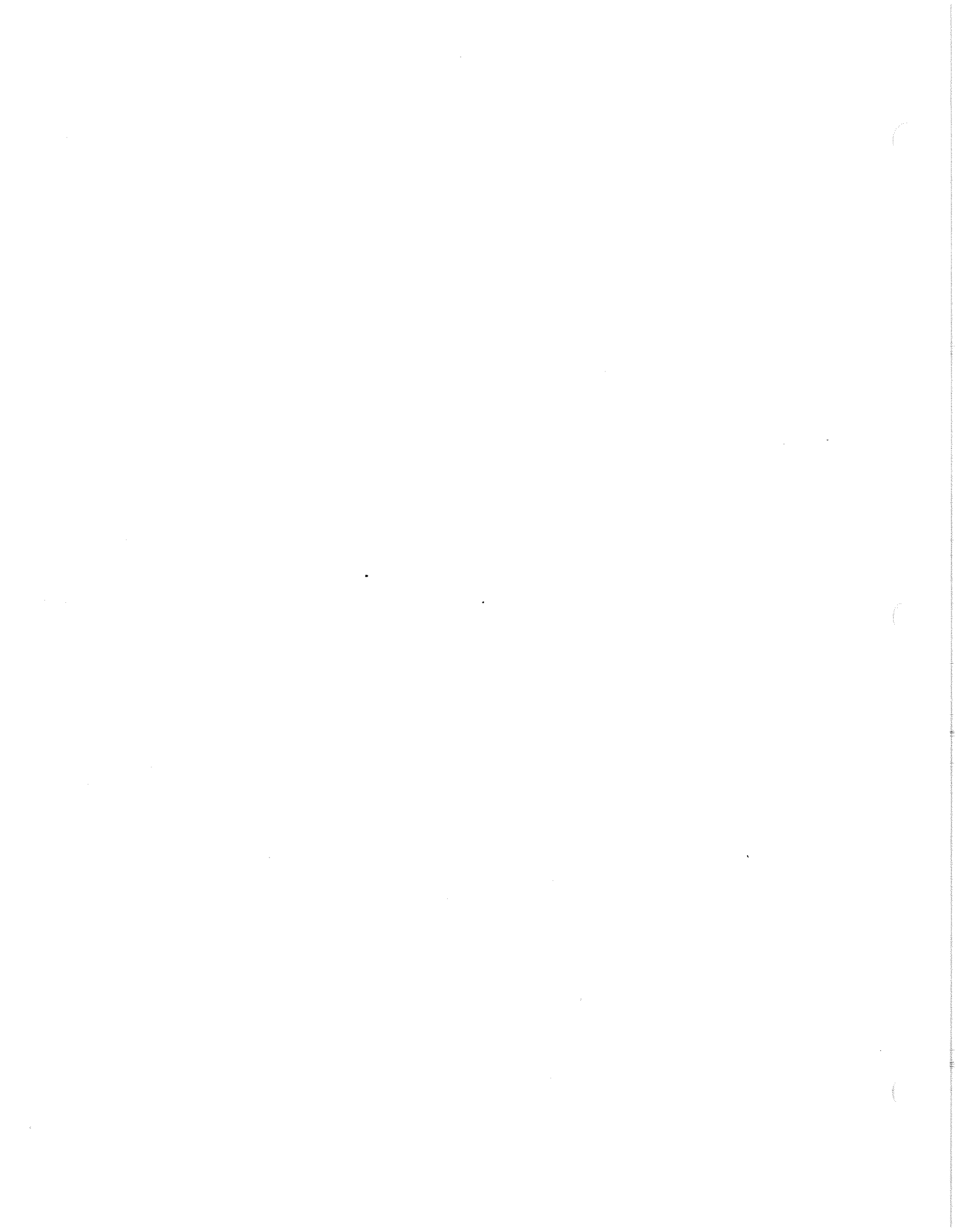
**BOOK ENDOWMENT DONATIONS**

Mr. And Mrs. Joseph Hammer

TOTAL BOOK ENDOWMENT \$250.00

**TOTAL ALL DONATIONS** \$550.00

Prepared by: Elisa Herrera-Thomas





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: November 21, 2001

**SUBJECT: BUILDING MAINTENANCE REPORT FOR OCT-NOV 21, 2001**

**1. CERTIFIED TERMITE & PEST CONTROL**

After several complaints and close encounters, the Library needed to be serviced for pests. Rudy Tovar from Certified Termite & Pest Control serviced the Library on Friday, October 5, 2001.

**2. CHRISTENSON LIGHTING**

The lights in the Conference Room needed to be replaced. Christenson Electric was called on the morning of Wednesday, October 17, 2001 in order to change out the light bulbs and rectify the situation. That same afternoon, Christenson dispatched a technician who came out and replaced the light bulbs.

**3. PLACENTIA LIBRARY DISTRICT**

On Tuesday, October 23, 2001, the Library was evacuated at approximately 3:30P.M. Due to the construction that is taking place outside of the Library, there was an unforeseen gas leak. The Library was immediately evacuated. Library Staff and Patrons were allowed to re-enter the building approximately 30 minutes later.

**4. CITY OF PLACENTIA BUILDING OFFICIAL**

City of Placentia Chief Building Official Robert Chang came to the Library on Wednesday, October 24, 2001 to inspect the raised workroom tiles as well as the ceiling panel above the gate in the entryway to the library. He suggested that the Library call the City of Placentia Maintenance Department so that they may repair it efficiently. A Building Official met Better Floors & Restoration on Friday, October 26, 2001, so that they may collaborate and discuss the best possible repair for the workroom floor.

5. **PRINGLES DRAPERIES**

Pringles Draperies was called out to assess the situation regarding the broken blinds in the Conference Room and the Meeting Room. Mary Lou from Pringles Draperies dispatched a technician on Thursday, October 25, 2001, to rectify the situation.

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

Better Floors & Restoration came out to the Library on Friday, October 26, 2001, in order to replace tiles on the workroom floor.

7. **PLACENTIA LIBRARY DISTRICT**

On the evening of Monday, November 12, 2001, the meeting room flooded. It began to rain early in the evening. Eventually, the rain took its toll on the roof of the meeting room and it began to leak. The water began to drip down the walls of the interior of the room, forming puddles. The occupants of the meeting room at the time complained to the Library Staff. Measures were taken to dry out the floor of the meeting room. On Tuesday, November 13, Library Director Elizabeth Minter met with Pro-Tech Weatherproofing, Inc. in order to assess the damage and discuss future actions.

Prepared by: Elisa Herrera-Thomas

TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: November 21, 2001  
SUBJECT: **PERSONNEL REPORT FOR OCTOBER to NOVEMBER 21, 2001**

APPOINTMENTS:

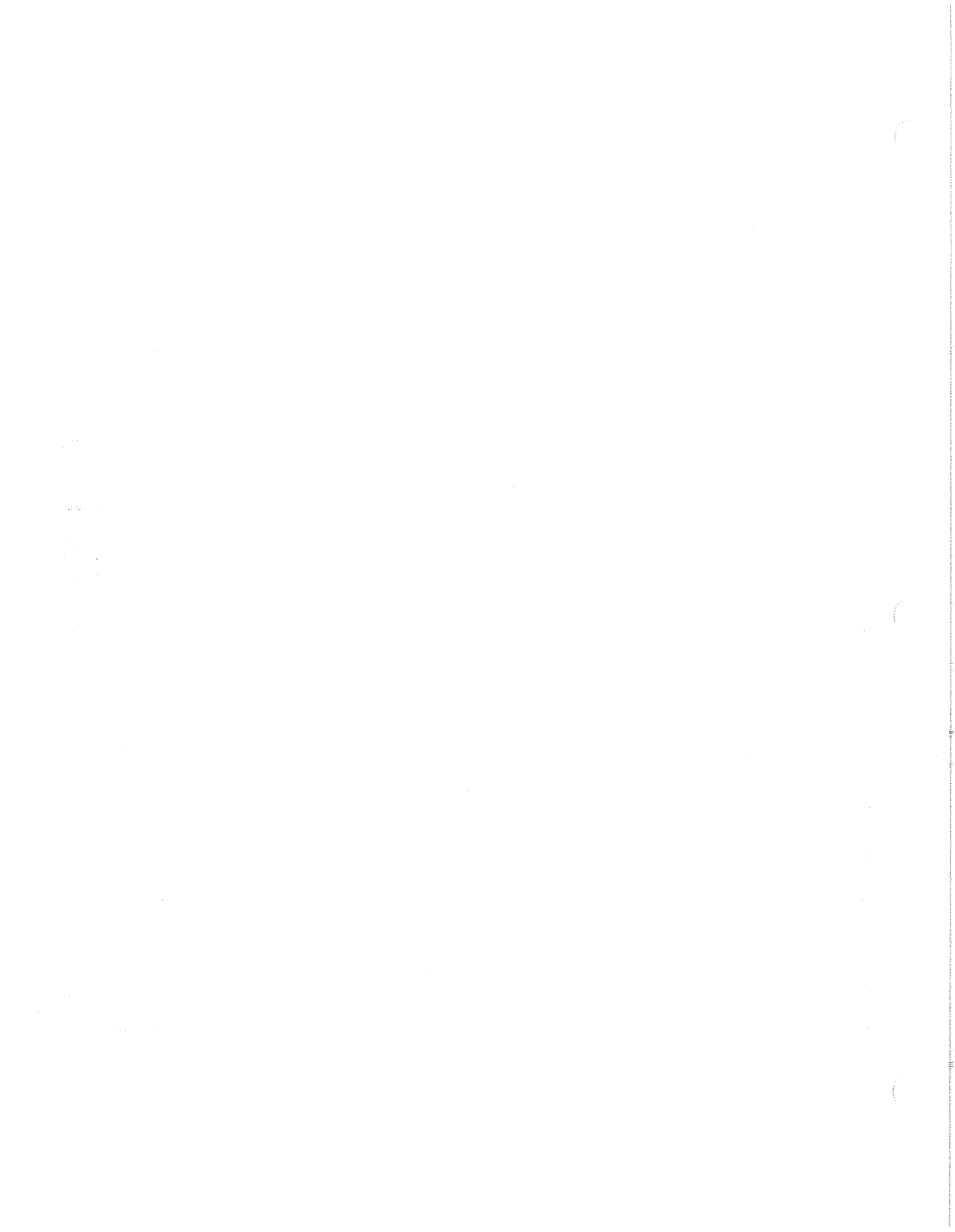
Ann Margaret Webb, Library Assistant for English Language & Literacy Intensive (ELLI) program Grant, effective October 29, 2001.

Joshua Raymond, Library Page, effective November 12, 2001.

OPEN POSITIONS:

None at this time.

Prepared by: Elisa Herrera-Thomas



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of October 2001 *JR.*

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

| REGULAR   | FY01/02<br>October | FY01/02<br>YTD  | Starting | Cumulative       |
|---|--------------------|-----------------|----------|------------------|
| Andrade, Linda                                  | 16.00              | 62.00           | Sep-95   | 582.50           |
| Backes, Theresa                                 | 6.25               | 8.25            | 6/98     | 202.25           |
| Bart, Lillian                                   | 53.00              | 79.00           | May-01   | 55.00            |
| Boelman, Marge                                  | 23.25              | 36.75           | Apr-01   | 50.75            |
| Clugston, Patricia                              | 40.35              | 50.35           | 6/98     | 242.50           |
| Cravotta, Leo                                   | 0.00               | 0.00            | 5/99     | 46.50            |
| Dell, Lyla                                      | 19.75              | 19.75           | 8/98     | 524.25           |
| Dhanna, Dan                                     | 0.00               | 45.75           | Jul-01   | 33.75            |
| Fioroni, Pete                                   | 0.00               | 4.00            | 3/97     | 229.00           |
| Fioroni, Ruth                                   | 0.00               | 4.00            | 3/97     | 166.00           |
| Fitzgerald, Joan                                | 6.00               | 20.00           | 10/93    | 1,963.75         |
| Godwin, Nita                                    | 19.00              | 27.00           | 2/96     | 340.25           |
| Hemmerling, Barbara                             | 0.00               | 27.50           | 9/95     | 453.50           |
| Hochman, Sue                                    | 0.00               | 0.00            | 1/98     | 209.50           |
| Horrocks, Marjorie                              | 27.50              | 37.00           | 10/95    | 294.50           |
| Hyams, Rose                                     | 54.00              | 60.00           | Feb-00   | 505.75           |
| Irot, Pat                                       | 150.00             | 177.50          | 2/96     | 2,060.00         |
| Jertberg, Pat                                   | 41.00              | 50.50           | 4/98     | 590.15           |
| Livezey, Jane                                   | 11.00              | 53.00           | 4/96     | 569.25           |
| Lord, Audrey                                    | 21.00              | 27.00           | Jul-00   | 119.50           |
| Mignot, Shirley                                 | 0.00               | 0.00            | 9/95     | 472.00           |
| Myers, Claire                                   | 53.50              | 75.50           | 10/95    | 1,026.25         |
| Olson, Bob                                      | 10.00              | 23.00           | 9/95     | 364.00           |
| Pence, Thomas                                   | 24.50              | 28.50           | 1/99     | 182.50           |
| Project Independence                            | 22.85              | 35.60           |          | 903.50           |
| Rodriguez, Carmen                               | 34.00              | 46.00           | 2/00     | 116.00           |
| Salem, Rose                                     | 26.00              | 45.00           | Oct-00   | 89.25            |
| Schlichter, Allan                               | 24.00              | 32.00           | 10/93    | 805.50           |
| Schwartzkopf, Jan                               | 0.00               | 13.50           | Mar-01   | 9.50             |
| Schmidt, Marie                                  | 40.00              | 47.00           | 4/98     | 538.00           |
| Shaw, Dixie                                     | 8.00               | 10.00           | 5/94     | 186.00           |
| Stoller, Frances                                | 4.00               | 6.00            | May-96   | 96.00            |
| Vaughn, Judy                                    | 0.00               | 1.50            | 8/99     | 135.00           |
| Walker, Virginia                                | 0.00               | 0.00            | Mar-99   | 122.50           |
| Wymer, Betty                                    | 10.50              | 24.50           | 1/96     | 730.25           |
| J.T.P.A. / Job Training Partnership Act         | 0.00               | 0.00            |          | 1,170.50         |
| S.T.E.P. / Senior Training & Employment Program | 0.00               | 0.00            |          | 6,727.75         |
| <b>TOTAL</b>                                    | <b>745.45</b>      | <b>1,177.45</b> |          | <b>22,913.15</b> |

**Literacy reports were not submitted in time for this report and will be included in the December report.**

|                      | FY01/02       |               |                      | FY01/02      |               |
|----------------------|---------------|---------------|----------------------|--------------|---------------|
|                      | October       | YTD           |                      | October      | YTD           |
| Alvi, Jennifer       | 0.75          | 0.75          | Moya, David          | 0.00         | 0.00          |
| Afsar, Asif          | 7.5           | 7.5           | McCustian, Nicole    | 0.00         | 0.00          |
| Banks, Vanessa       | 1.50          | 28.75         | Munoz, Maria         | 0.00         | 45.00         |
| Behmaran, Roxana     | 7.00          | 7.00          | Nguyen, Andrew       | 0.00         | 32.00         |
| Bone, Shawnda        | 0.00          | 0.00          | Pacheo, Zylina       | 2.00         | 2.00          |
| Camacho, Linda       | 2.00          | 2.00          | Pan, Jen             | 9.00         | 9.00          |
| Camacho, Marizala    | 2.00          | 2.00          | Pecot, Zipporah      | 21.75        | 21.75         |
| Carmona, Jillian     | 16.85         | 16.85         | Ramos, Rosa          | 0.00         | 0.00          |
| Cathoy, John         | 0.00          | 8.00          | Regala, Daniel       | 0.00         | 23.50         |
| Chavez, Alfredo      | 0.00          | 2.50          | Rehman, Khurram      | 0.00         | 29.00         |
| Cohen, Darleen       | 0.00          | 0.00          | Robinson, Shawn      | 0.00         | 0.00          |
| Cohma, Milessa       | 0.00          | 2.50          | Rodriquez, John      | 0.00         | 0.00          |
| Corraiz, Mari        | 2.00          | 2.00          | Rosette, Shandie     | 0.00         | 2.50          |
| Couvillian, Jennifer | 4.75          | 4.75          | Rorex, Jamie         | 0.00         | 0.00          |
| Davis, Ken           | 0.00          | 2.50          | Sewell, Krystal      | 0.00         | 1.50          |
| Eng, Jonathon        | 0.00          | 24.50         | Sewell, Ashley       | 0.00         | 1.50          |
| Eng, Lawrence        | 0.00          | 37.25         | Runyon, Beth         | 0.00         | 0.00          |
| Geli, Elizabeth      | 0.00          | 23.00         | Shah, Hardik         | 0.00         | 0.00          |
| German, Cody         | 0.00          | 0.00          | Shah, Soham          | 1.50         | 6.75          |
| Golriz, Yasmin       | 9.00          | 9.00          | Simmons, Eric        | 0.00         | 0.00          |
| Gonzalez, Omar       | 0.00          | 0.00          | Smith, Jason         | 16.75        | 16.75         |
| Guo, James           | 0.00          | 0.00          | Stanford, Amy        | 1.50         | 1.50          |
| Ju, Christina        | 5.75          | 5.75          | Stark, Jaine         | 0.00         | 0.00          |
| Kim, Joseph          | 14.00         | 14.00         | Temple, Joerg Ryan   | 0.00         | 0.00          |
| Haag, Elisha         | 1.50          | 1.50          | Timmermans, Krystle  | 0.00         | 12.25         |
| Haag, Jennifer       | 1.50          | 10.75         | Tonelli, Alyssa      | 0.00         | 11.50         |
| Haag, Katie          | 1.50          | 1.50          | Tran, Carrie         | 0.00         | 95.50         |
| Hartado, Cindy       | 5.25          | 5.25          | Turczynskyi, Stephen | 16.75        | 16.75         |
| Hung, Yang           | 5.25          | 5.25          | Vasquez, Joel        | 0.00         | 0.00          |
| Krisinger, Elizabeth | 0.00          | 16.00         | Vera, Javier         | 0.00         | 18.00         |
| Krisinger, Emily     | 0.00          | 6.00          | Vidovich, Casey      | 0.00         | 0.00          |
| Lada, Steven         | 1.50          | 7.50          | Vu, Elizabeth        | 5.25         | 5.25          |
| Lewis, Tiffany       | 0.00          | 37.25         | Wagner, Michelle     | 0.00         | 2.25          |
| Le, Phillip          | 14.00         | 14.00         | Wallace, Briteni     | 0.00         | 0.00          |
| Lee, James           | 1.50          | 4.00          | Ward, Alan           | 0.00         | 23.75         |
| Lin, Cheng           | 0.00          | 7.00          | Wills, Gessica       | 20.25        | 20.25         |
| Lopez, Daniel        | 0.00          | 13.25         | Yick, Lee            | 0.50         | 0.50          |
| Luther, Bill         | 0.00          | 0.00          | Yoseph, Karen        | 0.00         | 5.00          |
| Manzo, Robert        | 0.00          | 11.50         |                      |              |               |
| Mariscal, Juan Jose  | 4.00          | 4.00          |                      |              |               |
| Maru, Sid            | 0.00          | 0.00          |                      |              |               |
| Marvin, Andy         | 4.75          | 4.75          |                      |              |               |
| Mendoza, Abel        | 0.00          | 28.25         |                      |              |               |
| Messenger, Rebecca   | 47.50         | 47.50         |                      |              |               |
| Meza, Jack           | 24.50         | 24.50         |                      |              |               |
| Miyawaki, Manami     | 6.50          | 6.50          |                      |              |               |
| Mirza, Shawn         | 0.00          | 27.25         |                      |              |               |
| Mohadro, Steven      | 0.00          | 38.50         |                      |              |               |
| Molina, Enio         | 0.00          | 23.00         |                      |              |               |
| Montes, Eric         | 5.00          | 20.75         |                      |              |               |
| <b>TOTAL</b>         | <b>189.10</b> | <b>558.10</b> | <b>TOTAL</b>         | <b>95.25</b> | <b>403.75</b> |

**TOTAL Library Volunteer Hours** 1029.80  
**TOTAL Literacy Volunteer Hours** N/A  
**TOTAL VOLUNTEERS HOURS** N/A

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

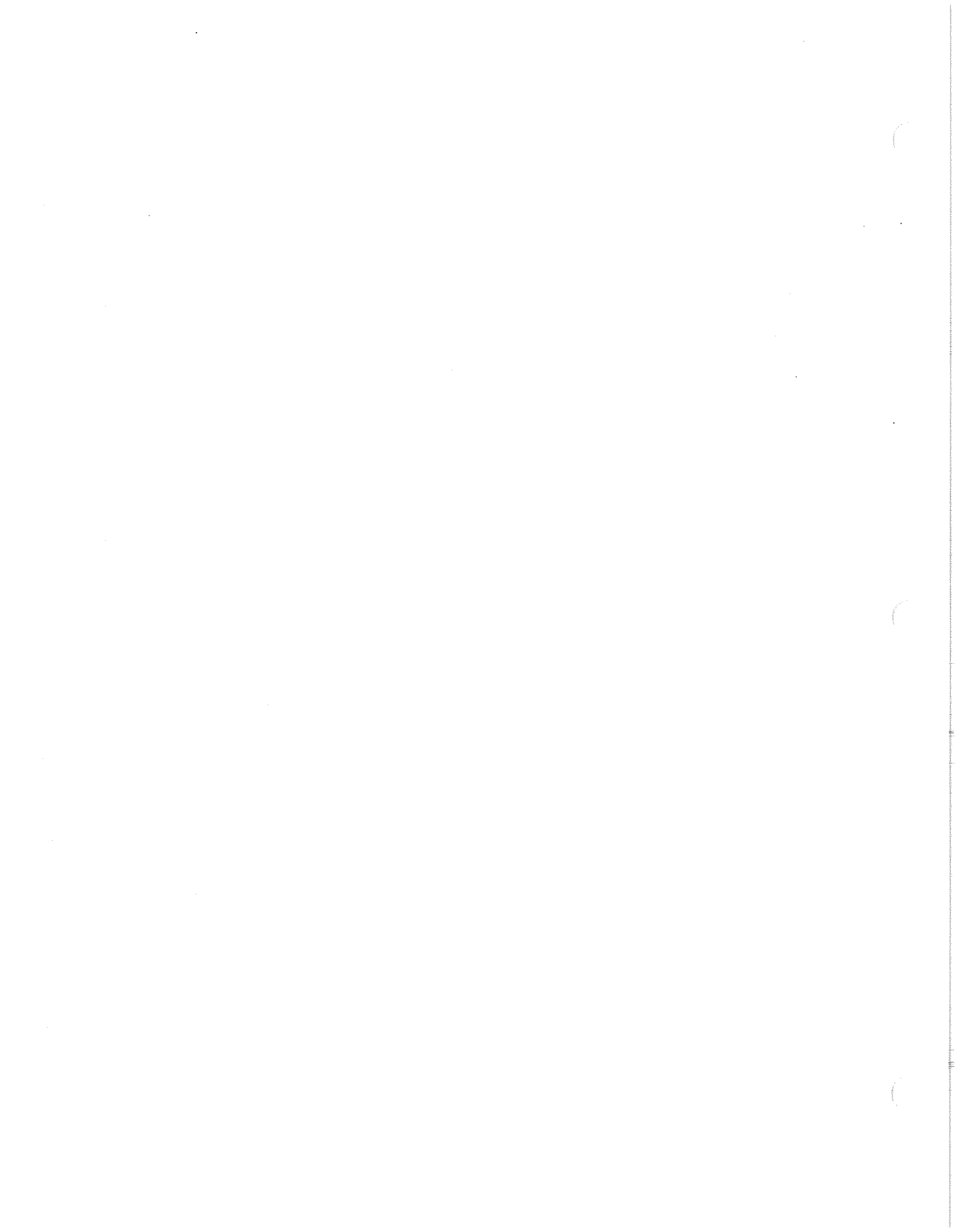
LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.  
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

|           | Regular/Temp. Volunteers |          |          | Literacy Volunteers |          |          |
|-----------|--------------------------|----------|----------|---------------------|----------|----------|
|           | FY99/00                  | FY00/01  | FY 01/02 | FY99/00             | FY00/01  | FY 01/02 |
| July      | 601.25                   | 562.00   | 623.00   | 222.00              | 658.00   | 1026.50  |
| August    | 885.00                   | 563.25   | 834.25   | 202.00              | 662.00   | 847.00   |
| September | 471.25                   | 248.00   | 802.75   | 220.00              | 581.00   | 605.00   |
| October   | 490.00                   | 385.00   | 1029.8   | 458.50              | 614.00   | N/A      |
| November  | 368.00                   | 369.25   |          | 425.00              | 685.50   |          |
| December  | 330.50                   | 205.25   |          | 178.00              | 564.00   |          |
| January   | 397.00                   | 387.25   |          | 142.00              | 797.00   |          |
| February  | 598.25                   | 376.75   |          | 530.00              | 617.00   |          |
| March     | 616.25                   | 377.25   |          | 595.00              | 622.50   |          |
| April     | 610.75                   | 457.25   |          | 632.00              | 656.00   |          |
| May       | 921.50                   | 393.00   |          | 805.00              | 1,204.50 |          |
| June      | 608.25                   | 580.75   |          | 709.00              | 1,050.50 |          |
|           | 6,898.00                 | 4,905.00 |          | 5,118.50            | 9,325.50 |          |

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

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

Literacy statistics were not submitted in time for this report and will be included in the December report.

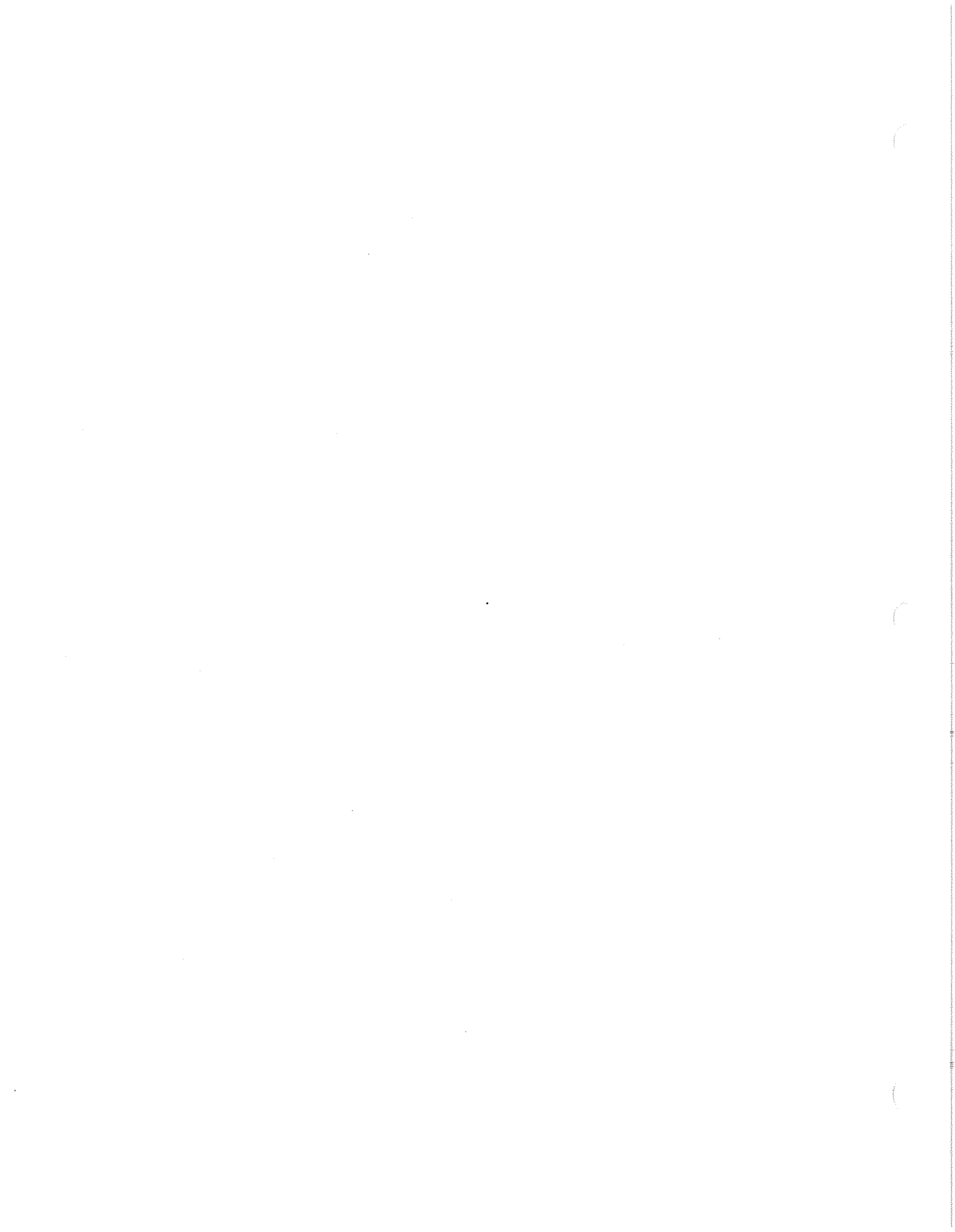




Placentia Library District  
Circulation Report  
NOVEMBER 21, 2001

|  | FY01-02 YTD    | FY00-01 YTD    | % CHANGE<br>FY01 TO FY02 | FY01-02<br>OCTOBER 01 | FY00-01<br>OCTOBER 00 |
|--|----------------|----------------|--------------------------|-----------------------|-----------------------|
| 1st Time Checkouts                     | 51,866         | 46,130         | 12.43%                   | 15,046                | 12,106                |
| Phone Renewals                         | 6,549          | 6,872          | -4.70%                   | 1,916                 | 2,175                 |
| In-Building Renewals                   | 1,789          | 1,430          | 25.10%                   | 523                   | 444                   |
| Total Renewals                         | 8,338          | 8,302          | 0.43%                    | 2,439                 | 2,619                 |
| <b>TOTAL CHECKOUTS</b>                 | <b>60,204</b>  | <b>54,432</b>  | <b>10.60%</b>            | <b>17,485</b>         | <b>14,725</b>         |
| On-Time Checkins                       | 49,683         | 46,676         | 6.44%                    | 13,106                | 11,488                |
| Late Checkins                          | 8,723          | 7,928          | 10.03%                   | 2,235                 | 1,921                 |
| <b>TOTAL CHECKINS</b>                  | <b>58,406</b>  | <b>54,604</b>  | <b>6.96%</b>             | <b>15,341</b>         | <b>13,409</b>         |
| Holds Placed                           | 1,140          | 1,079          | 5.65%                    | 265                   | 269                   |
| Holds Cancelled                        | 252            | 229            | 10.04%                   | 65                    | 56                    |
| Holds Filled                           | 1,182          | 1,083          | 9.14%                    | 270                   | 268                   |
| Holds Expired                          | 13             | 15             | -13.33%                  | 1                     | 4                     |
| Overdue Items                          | 3,013          | 2,729          | 10.41%                   | 888                   | 680                   |
| Overdue Notices                        | 1,326          | 1,219          | 8.78%                    | 383                   | 342                   |
| Billing Notices                        | 1,483          | 1,365          | 8.64%                    | 381                   | 336                   |
| Patrons Registered                     | 1,295          | 1,132          | 14.40%                   | 427                   | 287                   |
| Titles Added                           | 3,228          | 4,317          | -25.23%                  | 497                   | 1,088                 |
| Volumes Added                          | 5,003          | 5,627          | -11.09%                  | 802                   | 1,522                 |
| <b>CIRCULATION BY TYPE OF MATERIAL</b> |                |                |                          |                       |                       |
| Adult Print                            | 25,130         | 23,868         | 5.29%                    | 7,124                 | 6,000                 |
| Juvenile Print                         | 28,390         | 26,087         | 8.83%                    | 8,589                 | 7,192                 |
| Total Print                            | 53,520         | 49,955         | 7.14%                    | 15,713                | 13,192                |
| Audio                                  | 2,434          | 2,389          | 1.88%                    | 643                   | 633                   |
| Visual                                 | 4,232          | 3,477          | 21.71%                   | 1,117                 | 529                   |
| Equipment                              | 0              | 0              | 100.00%                  | 0                     | 0                     |
| Total Audio Visual                     | 6,666          | 5,866          | 13.64%                   | 1,760                 | 1,162                 |
| <b>TOTAL CIRCULATION</b>               | <b>60,186</b>  | <b>55,821</b>  | <b>7.82%</b>             | <b>17,473</b>         | <b>14,354</b>         |
| Placentia Circulation                  | 36,507         | 34,295         | 6.45%                    | 9,600                 | 8,891                 |
| % Placentia Circulation                | 60.66%         | 61.44%         | -1.27%                   | 54.94%                | 61.94%                |
| Anaheim/Yorba Linda Circulation        | 10,182         | 10,030         | 1.52%                    | 3,219                 | 3,010                 |
| % Anaheim/Yorba Linda Circulation      | 16.92%         | 17.97%         | -5.85%                   | 18.42%                | 20.97%                |
| <b>TYPES OF ACTIVE BORROWERS</b>       |                |                |                          |                       |                       |
| Adult                                  | 38,327         | 37,350         | 2.62%                    | 9,948                 | 10,120                |
| Young Adult                            | 1,331          | 1,569          | -15.17%                  | 318                   | 475                   |
| Juvenile                               | 12,606         | 12,170         | 3.58%                    | 3,315                 | 2,922                 |
| New Borrower                           | 5,227          | 4,733          | 10.44%                   | 1,757                 | 1,208                 |
| Non Resident                           | 0              | 0              | 0.00%                    | 0                     | 0                     |
| Other                                  | 0              | 0              | 0.00%                    | 0                     | 0                     |
| <b>TOTAL ACTIVE BORROWERS</b>          | <b>57,491</b>  | <b>55,822</b>  | <b>2.99%</b>             | <b>15,338</b>         | <b>14,725</b>         |
| <b>TOTAL REGISTERED BORROWERS</b>      | <b>17,560</b>  | <b>20,236</b>  | <b>-13.22% *</b>         | <b>16,545</b>         | <b>20,236</b>         |
| <b>ATTENDANCE</b>                      | <b>112,183</b> | <b>109,390</b> | <b>2.55%</b>             | <b>31,060</b>         | <b>30,480</b>         |
| Adult Reference - In Building          | 4,409          | 4,691          | -6.01%                   | 1,344                 | 1,431                 |
| Adult Reference - Telephone            | 662            | 1,542          | -57.07%                  | 189                   | 250                   |
| Children's Reference - In Building     | 3,634          | 3,227          | 12.61%                   | 744                   | 587                   |
| Children's Reference - Telephone       | 122            | 87             | 40.23%                   | 47                    | 34                    |
| Total Adult Reference                  | 5,071          | 6,233          | -18.64%                  | 1,533                 | 1,681                 |
| Total Children's Reference             | 3,756          | 3,314          | 13.34%                   | 791                   | 621                   |
| Total In Building Reference            | 8,043          | 7,918          | 1.58%                    | 2,088                 | 2,018                 |
| Total Telephone Reference              | 784            | 1,629          | -51.87%                  | 236                   | 284                   |
| <b>TOTAL REFERENCE</b>                 | <b>8,827</b>   | <b>9,547</b>   | <b>-7.54%</b>            | <b>2,324</b>          | <b>2,302</b>          |

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



CITY OF PLACENTIA INVOICES

| PERIOD COVERED<br>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<br>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<br>FY2001-2002 | DATE INVOICE | S. CA EDISON | TURF     | GROUNDS  | MAINT/ REPAIRS | CIV CTR SEISMIC | CIV CTR BONDS | TOTAL     |
|-------------------------------|--------------|--------------|----------|----------|----------------|-----------------|---------------|-----------|
| Jul-01                        | 9/7/01       | 5,321.46     | 0.00     | 621.76   | 107.50         |                 |               | 6,050.72  |
| Aug-01                        | 10/8/01      | 5,964.66     | 0.00     | 650.52   | 107.50         |                 |               | 6,722.68  |
| Sep-01                        | 11/7/01      | 6,525.77     | 2,611.93 | 797.12   | 107.50         |                 |               | 10,042.32 |
| Oct-01                        |              |              |          |          |                |                 |               | 0.00      |
| Nov-01                        |              |              |          |          |                |                 |               | 0.00      |
| Dec-01                        |              |              |          |          |                |                 |               | 0.00      |
| Jan-02                        |              |              |          |          |                |                 |               | 0.00      |
| Feb-02                        |              |              |          |          |                |                 |               | 0.00      |
| Mar-02                        |              |              |          |          |                |                 |               | 0.00      |
| Apr-02                        |              |              |          |          |                |                 |               | 0.00      |
| May-02                        |              |              |          |          |                |                 |               | 0.00      |
| Jun-02                        |              |              |          |          |                |                 |               | 0.00      |
| TOTAL                         |              | 17,811.89    | 2,611.93 | 2,069.40 | 322.50         | 0.00            | 0.00          | 22,815.72 |
| AVG                           |              | 5,937.30     | 870.64   | 689.80   | 107.50         |                 |               | 7,605.24  |



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     |
| Nov-01      |          |           |          | 0.00              | 0.00     |
| Dec-01      |          |           |          | 0.00              | 0.00     |
| Jan-02      |          |           |          | 0.00              | 0.00     |
| Feb-02      |          |           |          | 0.00              | 0.00     |
| Mar-02      |          |           |          | 0.00              | 0.00     |
| Apr-02      |          |           |          | 0.00              | 0.00     |
| May-02      |          |           |          | 0.00              | 0.00     |
| Jun-02      |          |           |          | 0.00              | 0.00     |
| TOTAL       | 3,236.92 | 882.00    | 19.87    | 4,138.79          | 2,069.40 |
| AVG         | 1,078.97 | 294.00    | 6.62     | 1,379.60          | 689.80   |

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     |
| Nov-01      |            |          |         |         |            | 0.00     |
| Dec-01      |            |          |         |         |            | 0.00     |
| Jan-02      |            |          |         |         |            | 0.00     |
| Feb-02      |            |          |         |         |            | 0.00     |
| Mar-02      |            |          |         |         |            | 0.00     |
| Apr-02      |            |          |         |         |            | 0.00     |
| May-02      |            |          |         |         |            | 0.00     |
| Jun-02      |            |          |         |         |            | 0.00     |
| TOTAL       | 917.02     | 736.84   | 179.58  | 0.00    | 1,403.48   | 3,236.92 |
| AVG         | 305.67     | 245.61   | 59.86   | 0.00    | 467.83     | 1,078.97 |

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   |
| Nov-01      |            |          |         |            |  |            | 0.00   |
| Dec-01      |            |          |         |            |  |            | 0.00   |
| Jan-02      |            |          |         |            |  |            | 0.00   |
| Feb-02      |            |          |         |            |  |            | 0.00   |
| Mar-02      |            |          |         |            |  |            | 0.00   |
| Apr-02      |            |          |         |            |  |            | 0.00   |
| May-02      |            |          |         |            |  |            | 0.00   |
| Jun-02      |            |          |         |            |  |            | 0.00   |
| TOTAL       | 26.00      | 26.00    | 6.00    | 0.00       |  | 52.00      | 110.00 |
| AVG         | 8.67       | 8.67     | 2.00    | 0.00       |  | 17.33      | 36.67  |





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Staff Notes from Civic Center Authority Meeting, November 7, 2001  
**DATE:** October 17, 2001

**BACKGROUND**

President Shkoler and Trustee Wood and Library Director Minter attended a Civic Center Authority Meeting on November 7, 2001. Attachment A is the Agenda.

Public Works Director Chris Becker reviewed the status of the project stating that the estimated completion date for access to the Library's front entrance is the first week of December.

A signage consultant reviewed the outside signs in the complex. A copy of the consultant's proposal is available for review in the Library Director's Office. After identifying several areas of concern to the Library a representative of the signage firm met with Library Director Minter after the meeting.

**RECOMMENDATION**

Receive & File



**PLACENTIA CIVIC CENTER AUTHORITY**  
401 E. Chapman Avenue  
Placentia, CA 92870

**AGENDA**

**WEDNESDAY, NOVEMBER 7, 2001**  
**8:00 A.M.**

**Public Works Meeting Room**

**ROLL CALL:**

Comissioners Castner, Lowe, Shkoler, Underhill, Wood

**ORAL COMMUNICATIONS:**

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

**MINUTES OF PREVIOUS MEETING:**

Minutes of the meeting of October 10, 2001

**NEW BUSINESS:**

Chris Becker - Civic Center Renovation Project Update

**ADJOURNMENT:**

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the November 7, 2001 meeting of the Placentia Civic Center Authority was posted on November 2, 2001.

A handwritten signature in black ink, appearing to read 'Steven L. Brisco'.

Steven L. Brisco  
Secretary

# Application Form

(You may either use this form or provide information in order indicated below)

Send completed applications to: ALA Public Programs,  
 Attn: LIVE! @ your library, 50 E. Huron Street, Chicago, IL 60611.  
 Telephone: 312-280-5045. Forms may not be faxed or e-mailed.

# Application Deadlines

Agenda Item 26

July 15, 2001; Sept. 15, 2001; Nov. 15, 2001;

Page 1 of 2

Jan. 15, 2002; March 15, 2002

## Notification

60 days after application deadline


### Placentia Library District

Name of library 411 E. Chapman Ave. ALA Membership # (if applicable)

Address Placentia CA 92870

City Placentia State CA Zip 92870  
 Phone (714) 524-8408, ext. 213 Fax (714) 528-8236 E-mail jroberts@placentialibrary.org

Name and title of project director Jim Roberts Public Services Manager/Literacy Coordinator E-mail 0210042

Name and signature of library director Elizabeth Minter  ALA Membership # (if applicable)

Population of library's legal service area 50,000

Name of partner organization (if applicable) Placentia Library District Friends of the Library

Address 411 E. Chapman Ave.

City Placentia State CA Zip 92870

Phone (714) 528-1925 Fax (714) 528-8236 E-mail

### Indicate Selected Theme

- Losing Geography
- Body & Soul
- In the Current
- Making Change
- It's All Relative: Families in Art and Literature
- Playing Ball with Words: Sport and the Arts
- Other People's Stories: The Art of Biography
- Fighting Words: Writing about War & Peace
- Other (attach description)

(1) Program(s) for which funding is requested (if request is for a series of programs, please list each event below). Attach statement of artistic merit for each featured artist (can include reviews, bios, etc.)

| Program/Event                  | Artist/Presenter | Location (library/offsite) | Planned Date | Anticipated Attendance |
|--------------------------------|------------------|----------------------------|--------------|------------------------|
| Writing Class for Young Adults | Gail Tsukiyama   | Placentia Library          | 4/15/02      | 20-25                  |
| Body & Soul                    | Gail Tsukiyama   | Placentia Library          | 4/15/02      | 100-120                |
|                                |                  |                            |              |                        |
|                                |                  |                            |              |                        |
|                                |                  |                            |              |                        |

(2) Please provide a description of your program plan, including overall program goal, quality of presenters, target audience, role of program partners, and contact addresses for program speakers (include letters of invitation if sent and/or letters of acceptance if received).

The overall goal of our LIVE at the library is to provide programs for a diverse target audience. The Friends of Placentia Library is our partner in this event. We plan to attract young adults with a writing class (20-25 students) scheduled afternoon of April 15, 2002. During the Friends Annual Meeting on the evening of April 15, where we recognize Friends and volunteers, we plan to have our author's presentation, a presentation that will address the essence of an author whose work illustrates the struggle of different ethnic groups.

(3) Describe publicity plan to attract desired audience (include samples of previous or current publicity materials if available).

The Annual Friends Meeting is usually held the first Monday in April, and we plan to publicize our LIVE program for that meeting in several ways. Every March, the Friends send out a letter to Members, volunteers, and VIP's announcing the Annual Meeting. In the 2002 letter, the Friends will feature the LIVE program and encourage Friends and guests to RSVP. We will coordinate the writing class with the four local schools that are in the Placentia/Yorba Linda School District. We hope to have a class roster by the middle of March. We will also run PSA's.

(4) Indicate how program will be evaluated (list at least 3 measurable or observable targets).

We will have measurable and observable evaluation targets for both programs. Attendance is a measurable target for both programs. We believe that we will be extremely successful if we have 20 sign up for the writing class and 100 attend the evening program. In the writing class, we will measure effectiveness by having students complete a critique of the workshop. Observable evaluations are more subjective, but we believe by observing the attentiveness and alertness of participants in both programs we will get positive or negative feedback.

(5) Amount of request (requires 1:1 minimum cash match)

The total amount we are requesting is \$4,000.00.

Submit project budget to include

|                           |                |
|---------------------------|----------------|
| (a) Author/presenter fees | <u>\$2,500</u> |
| (b) Travel expense        | <u>\$1,000</u> |
| (c) Promotional expense   | <u>\$500</u>   |
| (d) Other _____           | _____          |

|   |                |
|---|----------------|
| Requested from ALA (cannot exceed 50% of a,b,c above) | <u>\$2,000</u> |
| Total Cash Match (must at least equal ALA request)    | <u>\$2,000</u> |
| Total Inkind and Non-cash Contributions (optional)    | _____          |

List sources and amounts of matching funds

Friends of the Placentia Library \$2,000

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Budget \$4,000



## CSDA LEGISLATIVE UPDATE

Tuesday, November 6, 2001

# Leg Alert!

### Local Government Coalition Files Initiatives with Attorney General

On Tuesday, October 30, 2001, a coalition representing thousands of local governments filed two potential initiatives with Attorney General Bill Lockyer's office for the November 2002 ballot to prevent legislative diversion of critical local funds for state purposes. The coalition consists of CSDA, the League of California Cities and the California State Association of Counties (CSAC).

In July 2001, the CSDA Board of Directors voted unanimously to join in the efforts of the League and CSAC on drafting a ballot measure to protect local revenues (see *CSDA News*, September 2001).

In general, the measure will prohibit the State Government from taking away or diverting local revenues used by local governments to pay for essential local services. The measure requires the State Government to fully reimburse local governments for the increased costs of new state-imposed programs, higher service levels, increases in local government costs for state-local programs, or state-imposed reduction or transfer of local government revenue. The measure will establish new local government accountability standards and will allow for continued dialogue and reform of state-local revenue allocation.

Both measures will provide flexibility in emergency state budget situations and are structured to protect funding for essential local services without jeopardizing state funds. One measure will allow the Legislature by a two-thirds vote (on a measure separate from the budget) to suspend reimbursement for such diversions in any two fiscal years in a 10-year period. One measure would allow suspension of reimbursement for one fiscal year and up to two additional fiscal years if approved by the voters at the next statewide election.

The Attorney General's office has approximately 45 days to review the measures and to prepare titles and summaries of less than 100 words. Both measures are tentatively titled the "Local Revenue Accountability Act." If a measure is moved forward for qualification on the November 2002 ballot, it will only be one version of the submitted measures.

#### **California Special Districts Association**

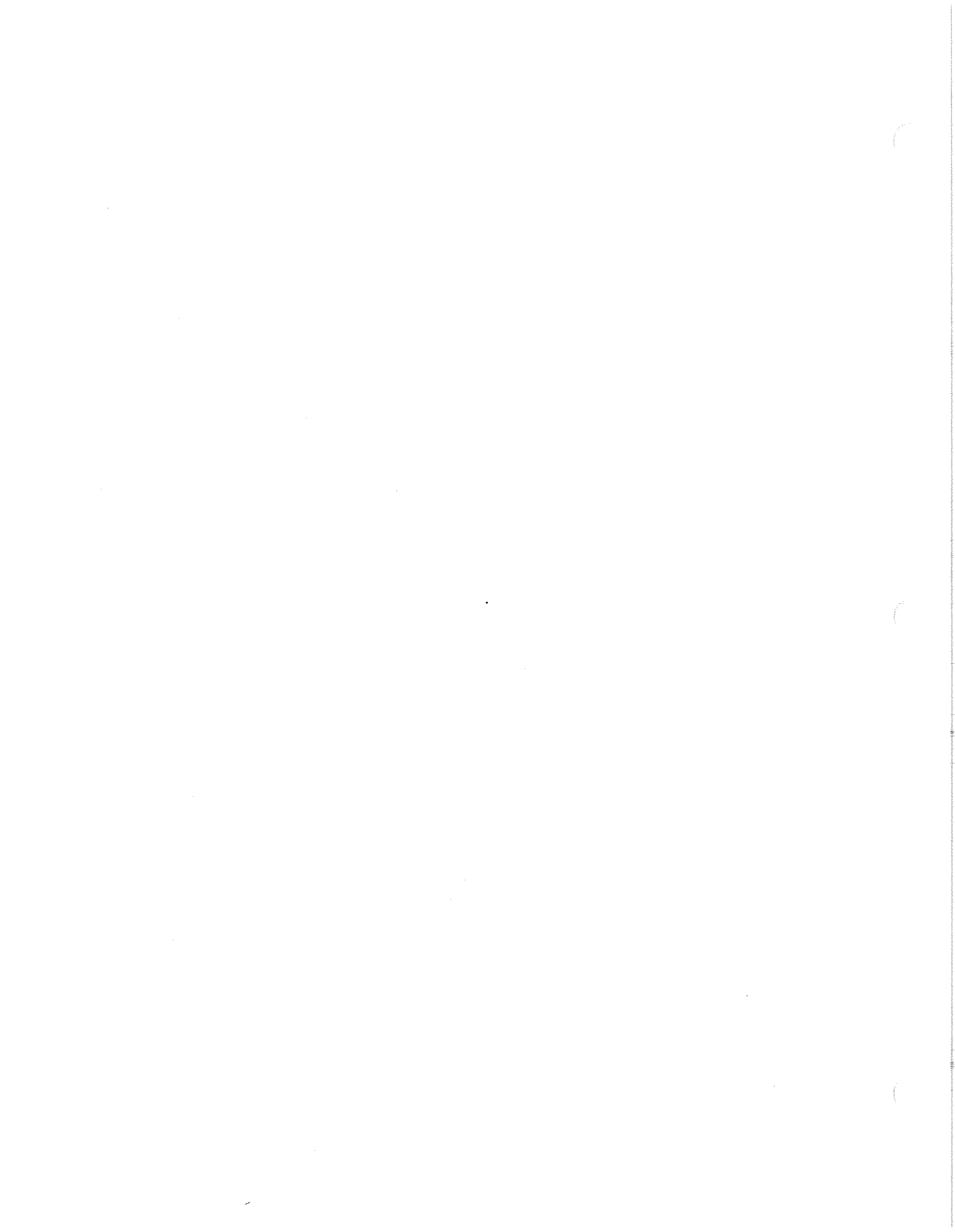
1215 K Street, Suite 930

Sacramento, CA 95814

916.442.7887

[www.csda.net](http://www.csda.net)





California State Library  
Library Services and Technology Act

Quarterly Narrative Report

Quarter:

- First quarter -- Oct, Nov, Dec.  
 Second quarter -- Jan, Feb, Mar.  
 Third quarter -- Apr, May, Jun.

This report is due quarterly, thirty (30) days after each three-month period of the project's duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 10% grant payment. Submit a total of THREE (3) copies of the report, one with original signature, to:

California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001

Date: 9-12-01

Grant Award ID #: 40-5318

1. Grantee: Placentia Library District

2. Project: Placentia Partnership for Change--Spanish Literacy

3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

See 3 Continued.

### 3. Continued

During this quarter, PPFC continued to hold bi-monthly meetings to assess the progress of the project. PPFC also continued to monitor the progress of the students enrolled in Spanish Literacy Class, Phase I. PPFC did this through interface and interaction with the Spanish Literacy Class instructor. PPFC continued to market Spanish Literacy Class throughout the quarter mostly by means of flyers.

Since Phase I Spanish Literacy students had advanced fairly well, and because there was a waiting list of four low-level Spanish Literacy students, in late April, PPFC, based on the recommendation of the Spanish Literacy Instructor, decided to start a second Spanish Literacy Class. PPFC contracted a second Spanish Literacy Instructor and aide, and the second beginning Phase I Spanish Literacy Class began on April 25, 2001. The students from the initial Phase I Spanish Literacy Class moved up to Phase II Intermediate level Spanish Literacy. Child care for both classes was provided.

By the end of the quarter, we had a total of twelve students in two Spanish Literacy Classes.



4. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

Continue Spanish Literacy Classes, Phases I and II.

5. Is the project on schedule as described and approved?

yes

no

within budget as approved?


yes

no

If either box is checked "no", describe what corrective actions are being taken.

6. Note any other present constraints or foreseeable problems that may affect the outcome of the project.  
How can such problems be overcome?

None.

 Public Services Manager, Placentia Library District  
7. Signature and title of person completing report

(714) 524-8408, ext 213 jroberts@placentialibrary.org  
8. Telephone E-mail

California State Library  
Library Services and Technology Act

Quarterly Narrative Report

Quarter:

First quarter -- Oct, Nov, Dec.

Second quarter -- Jan, Feb, Mar.

Third quarter -- Apr, May, Jun.

This report is due quarterly, thirty (30) days after each three-month period of the project's duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 10% grant payment. Submit a total of **THREE (3)** copies of the report, one with original signature, to:

California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001

Date: 9-12-01

Grant Award ID #: 40-5318

1. Grantee: Placentia Library District

2. Project: Placentia Partnership for Change--Spanish Literacy

3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

See 3 Continued.

### 3. Continued

In January 2001, PPFC began holding weekly meeting to discuss the implementation phase of the project. PPFC continued to distribute Spanish Literacy Class flyers, and Public Service Announcements were also developed and distributed to the media.

In January 2001, the Spanish Literacy Instructor and aide were brought on board and began developing the curriculum. By the end of January, the curriculum was completed and eight (8) Spanish Literacy students had enrolled in the class.

The first beginning Spanish Literacy class, entitled Phase I, began on February 6 and consisted of eight students, a Spanish teacher and one aide, and one on-site child care provider. Phase I was scheduled to be held for three hours on Tuesday and Friday mornings for 8-10 weeks depending upon the progress of the students. The number of children receiving child care averaged about two for each Tuesday and Friday class.

Since several of the students in Phase I class started at an extremely low level, progress for the class was slower than anticipated. As a result, and based on the recommendation of the Spanish Literacy instruction, PPFC decided to extend Phase I into the third quarter (Apr-Jun), with a completion target date somewhere around the middle of April.

During this quarter, PPFC had continued to recruit students for a second Spanish Literacy Class to possibly start before the end of the third quarter.

4. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

1. Continue to hold PFFC meetings.
2. Continue to market Spanish Literacy Classes and recruit additional students.
3. Complete Spanish Literacy Class Phase I and start Phase II.
4. Start a second new Phase I class.

5. Is the project on schedule as described and approved?

yes

no

within budget as approved?

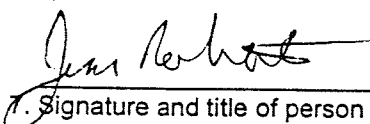
yes

no

If either box is checked "no", describe what corrective actions are being taken.

6. Note any other present constraints or foreseeable problems that may affect the outcome of the project.  
How can such problems be overcome?

None.



Public Services Manager, Placentia Library District

7. Signature and title of person completing report

(714) 524-8408, ext213 jroberts@placentialibrary.org

8. Telephone

E-mail

CALIFORNIA STATE LIBRARY  
Library Services and Technology Act  
SECTION III  
FINANCIAL CLAIM

FY: 00/01  
WP: 99  
VENDOR CODE: M692  
SCHEDULE NO:

Date: November 5, 2001

Claim of: Placentia Library District

Address: 411 E. Chapman Ave., Placentia, CA 92870

For: Placentia Library District  
(Name of System or Agency)

Project Title: Partnerships for Change Implementation Grant

Amount Claimed: \$5,000

Grant Award I.D. Number: 40-5318

For Period From: upon execution to September 30, 2001

|                  |                                     |       |          |
|------------------|-------------------------------------|-------|----------|
| Type of Payment: | PROGRESS                            | FINAL | IN FULL  |
|                  | Payable Upon Execution of Agreement |       | 11/29/00 |

**CERTIFICATION**

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

by *Edna Herrera Thomas*  
(Signature of the authorized  
officer of the Fiscal Agency)  
Administrative Assistant  
(Title)

State of California  
State Library Budget Office

by \_\_\_\_\_ date \_\_\_\_\_

MAIL ONE ORIGINAL SIGNATURE TO:  
California State Library  
ATTN: Kathy Low  
Library Development Services  
P.O. Box 942837  
Sacramento, CA 94237-0001

California State Library  
**LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: 40-5318

Date: 10-07-01

Fiscal Year: FY 2000-01

Project Title: Placentia Partnership for Change

Grantee: Placentia Library Literacy Services

Telephone: (714) 524-8408, ext. 213

Fiscal Agent: Elisa Herrera-Thomas

Prepared by (Signature): \_\_\_\_\_

**QUARTER:**

|                    |   |
|--------------------|---|
| 1st--Oct, Nov, Dec | X |
| 2nd--Jan, Feb, Mar |   |
| 3rd--Apr, May, Jun |   |
| 4th--Jul, Aug, Sep |   |
| Liquidation        |   |

Send THREE COPIES of this report (one with an original signature) to:

California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001

|   |       |                                     |       |
|---|-------|-------------------------------------|-------|
| Outstanding Encumbrances close of 4th Quarter (7)       | _____ | Unexpended/Unencumbered Balance (9) | _____ |
| Liquidation of Outstanding Project End Encumbrances (8) | _____ |                                     | _____ |
|   | _____ |                                     | _____ |
|   | _____ |                                     | _____ |
|   | _____ |                                     | _____ |
|   | _____ |                                     | _____ |
|   | _____ |                                     | _____ |

| Approved Budget (1) | 1st (2) | 2nd (3) | 3rd (4) | 4th (5) | Total Expended/Unencumbered (6) |
|---------------------|---------|---------|---------|---------|---------------------------------|
| a. 6,200            | 450.00  |         |         |         | 450.00                          |
| b. 2,400            | 397.00  |         |         |         | 397.00                          |
| c. 1,400            | 600.00  |         |         |         | 600.00                          |
| d. _____            |         |         |         |         |                                 |
| e. _____            |         |         |         |         |                                 |
| f. 10,000           | 1,447   |         |         |         | 1,447                           |

a. Salaries and benefits  
b. Materials  
c. Operating expenses  
d. Equipment  
e. Indirect Costs  
f. TOTAL

\*Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.



**QUARTER:**

1st--Oct, Nov, Dec \_\_\_\_\_  
 2nd--Jan, Feb, Mar x \_\_\_\_\_  
 3rd--Apr, May, Jun \_\_\_\_\_  
 4th--Jul, Aug, Sep \_\_\_\_\_  
 Liquidation \_\_\_\_\_

California State Library  
**LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: 40-5318

Date: 10-07-01

Fiscal Year: FY 2000-01

Send THREE COPIES of this report (one with an original signature) to:

California State Library  
 Budget Office - LSTA  
 P.O. Box 942837  
 Sacramento, CA 94237-0001

Project Title: Placentia Partnership for Change

Grantee: Placentia Library Literacy Services

Telephone: (714) 524-8408, ext. 213

Fiscal Agent: Elisa Herrera-Thomas

Prepared by (Signature): \_\_\_\_\_

| Approved Budget (1) | 1st (2) | 2nd (3) | 3rd (4) | 4th (5) | Total Expended/Encumbered (6) |
|---------------------|---------|---------|---------|---------|-------------------------------|
| a. 6,200            | 450.00  | 495.00  |         |         | 945.00                        |
| b. 2,400            | 397.00  | 1,200   |         |         | 1,597                         |
| c. 1,400            | 600.00  | 600.00  |         |         | 1,200                         |
| d. _____            | _____   | _____   | _____   | _____   | _____                         |
| e. _____            | _____   | _____   | _____   | _____   | _____                         |
| f. 10,000           | 1,447   | 2,295   |         |         | 3,742                         |

a. Salaries and benefits  
 b. Materials  
 c. Operating expenses  
 d. Equipment  
 e. Indirect Costs  
 f. TOTAL

| Outstanding Encumbrances close of 4th Quarter (7) | Liquidation of Outstanding Project End Encumbrances (8) | Unexpended/Unencumbered Balance (9) |
|---|---|-------------------------------------|
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |

\*Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

California State Library  
**LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: 40-5318

Date: 10-07-01

Fiscal Year: FY 2000-01

Project Title: Placentia Partnerships for Change

Grantee: Placentia Library Literacy Services

Telephone: (714) 524-8408, ext. 213

Fiscal Agent: Elisa Herrera-Thomas

Prepared by (Signature): \_\_\_\_\_

**QUARTER:**

1st--Oct, Nov, Dec \_\_\_\_\_

2nd--Jan, Feb, Mar \_\_\_\_\_

3rd--Apr, May, Jun   X  

4th--Jul, Aug, Sep \_\_\_\_\_

Liquidation \_\_\_\_\_

Send THREE COPIES of this report (one with an original signature) to:

California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001

|   |   |                                     |
|---|---|-------------------------------------|
| Outstanding Encumbrances close of 4th Quarter (7) | Liquidation of Outstanding Project End Encumbrances (8) | Unexpended/Unencumbered Balance (9) |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |
| _____   | _____   | _____                               |

| Approved Budget (1) | 1st (2) | 2nd (3) | 3rd (4) | 4th (5) | Total Expended/Encumbered (6) | Indirect Costs e. TOTAL |
|---------------------|---------|---------|---------|---------|-------------------------------|-------------------------|
| a. 6,200            | 450.00  | 495.00  | 2,615   | _____   | 3,560                         | _____                   |
| b. 2,400            | 397.00  | 1,200   | 453.00  | _____   | 2,050                         | _____                   |
| c. 1,400            | 600.00  | 600.00  | 100.00  | _____   | 1,300                         | _____                   |
| d. _____            | _____   | _____   | _____   | _____   | _____                         | _____                   |
| e. _____            | _____   | _____   | _____   | _____   | _____                         | _____                   |
| f. 10,000           | 1,447   | 2,295   | 3,168   | _____   | 6,910                         | _____                   |

a. Salaries and benefits  
b. Materials  
c. Operating expenses  
d. Equipment

\*Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, pages 2 need not be returned.

California State Library  
**LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: 40-5318  
Date: 10-07-01

Fiscal Year: FY 2000-01

Project Title: Placentia Partnerships for Change  
Grantee: Placentia Library Literacy Services  
Telephone: (714) 524-8408, ext. 213  
Fiscal Agent: Elisa Herrera-Thomas

Prepared by (Signature): \_\_\_\_\_

|                    |         |
|--------------------|---------|
| QUARTER:           | _____   |
| 1st--Oct, Nov, Dec | _____   |
| 2nd--Jan, Feb, Mar | _____   |
| 3rd--Apr, May, Jun | _____   |
| 4th--Jul, Aug, Sep | _____ X |
| Liquidation        | _____   |

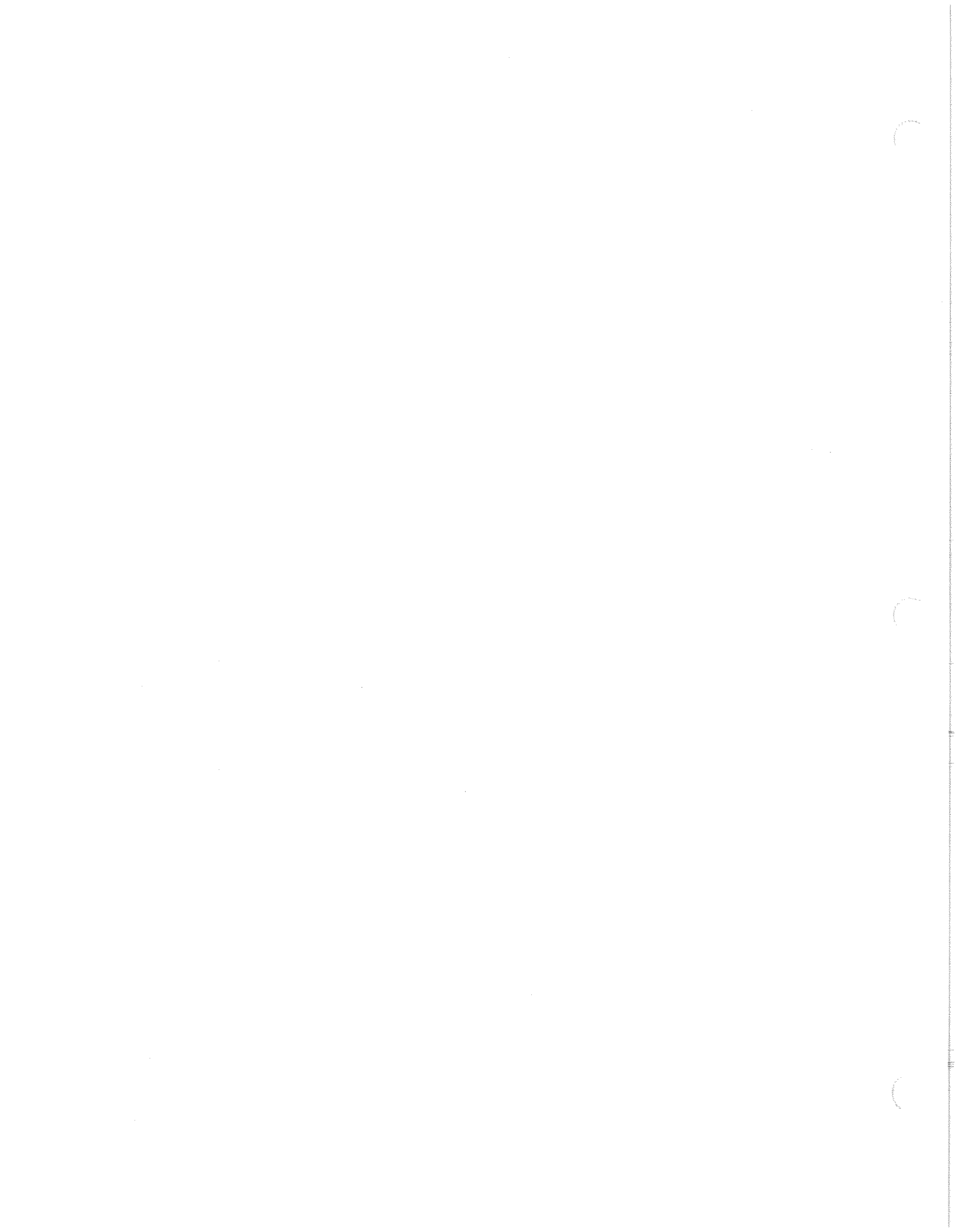
Send THREE COPIES of this report (one with an original signature) to:  
  
California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001

| Approved Budget (1) | 1st (2) | 2nd (3) | 3rd (4) | 4th (5) | Total Expended/Encumbered (6) | Outstanding Encumbrances close of 4th Quarter (7) | Liquidation of Outstanding Project End Encumbrances (8) | Unexpended/Unencumbered Balance (9) |
|---------------------|---------|---------|---------|---------|-------------------------------|---|---|-------------------------------------|
| a. 6,200            | 450.00  | 495.00  | 2,615   | 2,640   | 6,200                         | _____   | _____   | _____                               |
| b. 2,400            | 397.00  | 1,200   | 453.00  | 350.00  | 2,400                         | _____   | _____   | _____                               |
| c. 1,400            | 600.00  | 600.00  | 100.00  | 100.00  | 1,400                         | _____   | _____   | _____                               |
| d. _____            | _____   | _____   | _____   | _____   | _____                         | _____   | _____   | _____                               |
| e. _____            | _____   | _____   | _____   | _____   | _____                         | _____   | _____   | _____                               |
| f. 10,000           | 1,447   | 2,295   | 3,168   | 3,090   | 10,000                        | _____   | _____   | _____                               |

a. Salaries and benefits  
b. Materials  
c. Operating expenses  
d. Equipment  
e. Indirect Costs  
f. TOTAL

\*Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2.  
If there are no changes to the current budget, page 2 need not be returned.



October 9, 2001



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

CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

Dear Ms. Minter:

I am pleased to approve your grant application for an ELLI (English Language Literacy Intensive) program to serve a targeted school age population of 200 for a total of \$60,000 in California State Library funds, effective immediately for the period ending June 30, 2002. 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. My staff is ready to assist you in making your project a success.

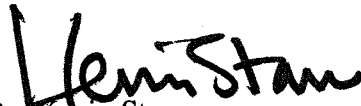
Attached is a claim form. Please complete it and return it to the Budget Office at the State Library as soon as possible. As soon as the form is received we will begin the process required to send you the check. You will receive all personnel and operations funds in the first check. However, your indirect will be withheld until your final report for the 2001/02 FY is received (if you applied for a two-year grant, your indirect for FY 2002/2003 will be held until your final report for that year is received).

An ELLI Interim Report will be due on February 15<sup>th</sup>, your ELLI Final Financial Report will be due on August 9<sup>th</sup>, and your ELLI Final Narrative Report due on August 30<sup>th</sup>. Reporting materials will be sent to you at least a month prior to these respective dates. Final report due dates for FY 2002/2003 have yet to be determined.

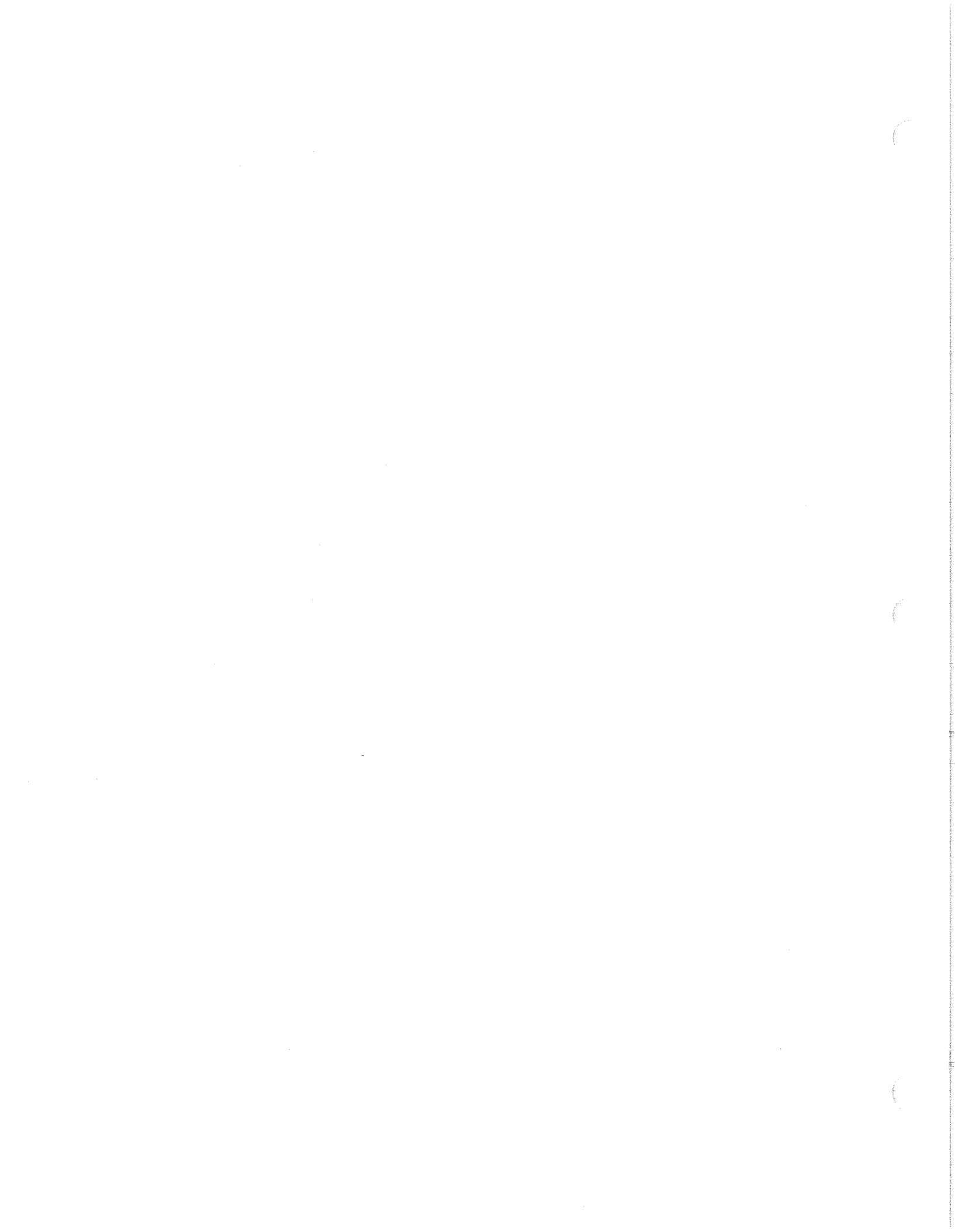
At least one member of your staff is required to attend an ELLI Projects Orientation meeting in the Bay Area Tuesday, November 13<sup>th</sup> - Wednesday, November 14<sup>th</sup>. The State Library will cover travel costs for up to two local library staff affiliated with ELLI. More information concerning travel arrangements will be sent to you but meanwhile, please determine who will attend from your library so that my office can set up travel profiles for attendees as soon as possible.

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  
Literacy Coordinator



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

The Board Of Trustees  
Placentia Library District  
Placentia, California

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 2001, and have issued our report thereon dated September 21, 2001.

We have conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 2001, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Fixed Asset Account Group

Absence of a fixed asset listing.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

*Munson, Cronick & Associates, LLP*

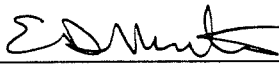
MUNSON, CRONICK & ASSOCIATES, LLP  
Certified Public Accountants

Fullerton, California  
September 21, 2001



**California Library Literacy Service**

**PLAN OF SERVICE ABSTRACT (CLSA-46 page 1)**

1. Library Name: Placentia Library District
2. Address: 411 E. Chapman Ave.  
Placentia, CA 92870-6198
3. Contact Person: Jim Roberts
4. Telephone No: (714) 524-8408 ext. 213
5. Electoral District(s): Assembly: 72  
State Senate: 33
6. # of literacy FTE: 2.5
7. Principal Outcomes: Goals  
Number of Adult Learners To Be Served 200  
Number of Tutors To Be Trained 100  
Number of Library Branches To Be Included NA
8. Proposed Program Operating Budget  
CSLA Request: \$ 19,593  
Other Revenues: \$ 120,149  
TOTAL: \$ 139,742
9. Signature:   
Library Director
10. Date: November 5, 2001

**CLSA Program Budget Request for California Library Literacy Service Programs**  
Fiscal Year 2001/02

Placentia Library District

Name of Library



Library Director's Signature

November 5, 2001

Date

| Budget Categories                 | (a)                 | (b)          | (c)                                   | Approved CLSA Budget<br>(Completed by CSL) |
|-----------------------------------|---------------------|--------------|---------------------------------------|--|
|                                   | CLSA Budget Request | Other Budget | Total Estimated Yearly Budget (a + b) |  |
|                                   |                     |              |                                       | _____<br>Dr. Kevin Starr                   |
| 1. Personnel (Including Benefits) | 4,393               | 104,149      | 108,542                               |  |
| 2. Library Materials              |                     |              |                                       |  |
| 3. Operations Total (3a-3g)       | 14,200              | 16,000       | 30,200                                |  |
| 3a. Contract Services             |                     |              |                                       |  |
| 3b. Travel                        | 1,000               | 1,000        | 2,000                                 |  |
| 3c. Office Supplies               | 7,000               |              | 7,000                                 |  |
| 3d. Printing                      |                     |              |                                       |  |
| 3e. Instructional Resources       | 5,000               | 4,500        | 9,500                                 |  |
| 3f. Communications                | 1,200               |              | 1,200                                 |  |
| 3g. Other                         |                     | 10,500       | 10,500                                |  |
| 4. Equipment                      | 1,000               |              | 1,000                                 |  |
| 5. Indirect                       |                     |              |                                       |  |
| 6. TOTAL                          | 19,593              | 120,149      | 139,742                               |  |

CLSA-46D  
10/01

**CLLS Plan of Service Narrative, Matching Funds**

**Library Name** Placentia Library District

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Use this page and additional pages as needed to describe how your library will use the CLSA matching funds for the California Library Literacy Service requested for Fiscal Year 2001/2002.

1. Funds for the California Library Literacy Services Matching Grants will be used to support a variety of activities.

A. Recruit volunteers.

The overall objective for the Placentia Library Literacy Services (PLLS) is to recruit, train, and match more than 150 volunteer tutors during FY 2001-2002. To do this, PLLS will

- Continue to use flyers, the local cable, and the library activity calendar to encourage participation in the literacy program.
- Conduct tutor training workshops at least monthly.
- List tutor training workshops in the Placentia City quarterly newsletter and in the Placentia Chamber of Commerce quarterly newsletter.
- Present literacy programs at local community service organizations.
- Update volunteer job descriptions with the Volunteer Center of Orange County.

B. Register and test adult learners.

PLLS does not have to recruit adult learners because there is usually a waiting list of learners and more learners than tutors. PLLS does register and test all learners so they are placed and ready to start when matched.

C. Matching.

The PLLS objective for FY 2001-2002 is to match more than 150 volunteer tutors with more than 150 learners. PLLS also plans to

- Continue to match pairs based on schedules, geography, and the expressed preferences of tutors/learners.
- Attempt to match each student within 45 days of his/her application.
- Conduct monthly learner list review for updating priority matching.

D. Support of tutors and learners.

PLLS plans to support tutors and learners by

- Sending tutors to the SCLLN Tutor Conference.

- Distributing the "Tutor Exchange" (SCLLN tutor newsletter) to tutors.
- Updating curriculum and acquiring new material, as needed, such workbooks, books-on-tape, and computer software.
- Participating in the Annual Meeting of the Friends of the Library, and recognizing tutors and learners.

E. Community Outreach.

PLLS's objective is to be extremely visible in the community and to encourage community participation in the literacy program. PLLS plans to

- Participate in local community events, such as Placentia Heritage Day (October), the Placentia Chamber Business Expo (April), and the Placentia City Open House (May).
- Provide programs to local community service organizations and other groups.
- Submit regular press releases regarding PLLS events and achievements.
- Participate in joint ventures with SCLLN, such as the Orange County Fair.

F. Planning and evaluation.

PLLS's main objective is to provide a literacy program in FY 2001-2002 that is relevant and efficient. PLLS will

- Provide tutor training workshop evaluations and use them to assess the validity of the training.
- Monitor the tutor matches and tutoring hours through monthly volunteer reports and by telephone. Submit a monthly report to the Placentia Library District Board of Trustees.
- Complete a CALPEP form on all adult students. PLLS will periodically check to see how learners are achieving their goals.
- Complete and submit a semi-annual and an annual CLC report.

2. The following is a breakout of the line items in the budget summary.

- A. Line 1., Personnel: \$4,393. These funds will be used for staff to outreach at local community centers.
- B. Line 3b, Travel: \$1,000. These funds will be used for the annual SCLLN Conference and for travel to other literacy meetings.
- C. Line 3c, Office Supplies: \$7,000. These funds will be used for a variety of office supplies and to purchase office furniture for the literacy tutoring area.
- D. Line 3e, Instructional Resources: \$5,000. These funds will be used to purchase workbooks for learners.
- E. Line 3f, Communications: \$1,200. These funds will be used for computers, telephones and postage.
- F. Line 4, Equipment: \$1,000. These funds will be used for computer equipment.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Certification to Receive Funds from the Public Library Fund, 2001-2002, submitted to the State Library of California on November 6, 2001

**DATE:** November 21, 2001

**BACKGROUND:**

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 2001-2002. It was mailed to the State Library on November 6, 2001.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

Placentia Library District is scheduled to receive \$77,324 (\$1.4598 per capita) for Fiscal Year 2001-2002. The allocation, if PLF had been fully funded, would have been approximately \$111,963.

**RECOMMENDATION:**

Receive and File



ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 2001-02

FILING DATE: December 1, 2001

1. Library jurisdiction Placentia Library District of Orange County
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 52, Statutes of 2001 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2001-02 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 2001."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements that may be included as local revenue are:
  - Local appropriation or allocation by jurisdiction to the library
  - Homeowner and business inventory exemption reimbursements for the state
  - Contract payment from another jurisdiction for which the library provides services
  - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
  - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
  - Fines, fees, gifts, other local income not included above
5. Elements that may not be included as local revenue are:
  - California Library Services Act (CLSA) funds
  - Public Library Fund Act (PLF) funds
  - Library Services and Technology Act (LSTA)
  - Library of California Act (LoC) funds
  - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)
6. Certification. Complete both entries.
 

|   | <u>FY 2000-01</u>  | <u>FY 2001-02</u>  |
|---|--------------------|--------------------|
| a. Local revenue appropriated (see paragraph 4 above) | <u>\$1,443,149</u> | <u>\$1,631,021</u> |

A 100% maintenance of effort has been authorized for the 2001-02 year.

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please note the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of the claim for the report are all true, correct and in accordance with law and that payment has n received for fiscal year 2001-02.

Signature of Fiscal Officer: Elizabeth D. Minter Date November 5, 2001  
Print Name and Title: Elizabeth D. Minter, Library Director Telephone 714-528-1925 x203  
Address: 411 East Chapman Avenue  
Placentia, CA 92870

**MAIL\* TO: PUBLIC LIBRARY FUND**  
**California State Library**  
**ATTN: Budget Office**  
**P.O. Box 942837,**  
**Sacramento, CA 94237-0001**

**NOTE:** *for FEDERAL EXPRESS/HAND DELIVERY: 1029 J Street, Suite 400, Sacramento, CA 95814. See Attachment B for postal information.*

**\*NOTE:** **DUE TO THE STRICT GUIDELINES OF THE DECEMBER 1 SUBMISSION DATE, IT IS VERY IMPORTANT TO PREPARE ALL CORRESPONDENCE AND MAILING LABELS WITH THE ABOVE ADDRESS. FAILURE TO DO SO MAY JEOPARDIZE TIMELY RECEIPT OF YOUR CERTIFICATION FORM BY THE BUDGET OFFICE.**

**PUBLIC LIBRARY FINANCE**  
**(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)**

**ARTICLE 2. DEFINITIONS**

Section 18015. Definitions.

As used in this chapter:

- a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.
- b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.
- (c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.




**CALIFORNIA STATE LIBRARY**  
**Public Library Fund Act**  
**Signature Authorization Form**

The following individual(s) have signature authority for Certification of the Public Library Fund  
(see definitions of the law below)

NAME: Elizabeth D. Minter

TITLE: Library Director

NAME OF JURISDICTION: Placentia Library District of Orange County

SIGNATURE: 

TELEPHONE: 714-528-1925 x203

ADDRESS: 411 East Chapman Avenue

Placentia, CA 92870

**PUBLIC LIBRARY FINANCE**  
**(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)**

**ARTICLE 2. DEFINITIONS**

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

**PLEASE RETURN THIS FORM ALONG WITH YOUR CERTIFICATION BY DECEMBER 1, 2001 TO:**

**PUBLIC LIBRARY FUND**  
**California State Library**  
**ATTN: Budget Office**  
**P.O. Box 942837,**  
**Sacramento, CA 94237-0001**

**NOTE: for FEDERAL EXPRESS/HAND DELIVERY use: 1029 J Street, Suite 400, Sacramento, CA 95814**



1 **Fill In Name of Agency Official Completing This Document,**  
2 **Or Alternately, the Name and Bar Number of Attorney, and**  
3 **Address and Telephone Number of Official or Attorney:**

3 Elizabeth D. Minter, Library Director  
4 Placentia Library District of Orange County  
4 411 East Chapman Avenue  
5 Placentia, CA 92870  
5 714-528-1925 x203  
6 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_

8 On Behalf Of (Fill in Name of Agency): Placentia Library District  
9 of Orange County

10 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA  
11 FOR THE COUNTY OF SAN FRANCISCO

12 State of California,  
13  
14 Plaintiff,  
15  
16 v.  
17 Robert Costa, et al.,  
18 Defendants,

Case No. 324349  
ANSWER

18 Defendant Placentia Library District of OC (Fill in Name  
19 of Agency) requests that it be included in this legal action to approve a distribution of the  
20 settlement funds described in the Complaint for Statutory Apportionment of False Claims Act  
21 Settlement. Defendant understands that it will receive a motion filed by the Attorney General for  
22 final approval of the distribution and will have an opportunity to file objections to the proposed  
23 distribution and have those objections heard by the court.

24 Dated: October 31, 2001 (Fill In Attorney's or Official's Name:)  
25 Elizabeth D. Minter

26  
27 By: Elizabeth D. Minter  
28 (Signature)

|   |  |  |
|---|--|--|
| <b>NAME AND ADDRESS OF SENDER:</b><br>Peter K. Southworth, SBN 160522<br>Office of Attorney General<br>1300 I Street<br>Sacramento CA 95814   | <b>TELEPHONE NO.:</b> (916) 445-1685<br><b>FAX NO.:</b> (916) 327-2319 | For Court L<br>Agenda Item 33<br>Page 2 of 2 |
| Insert name of court, judicial district or branch court, if any, and Post Office and Street Address:<br>Superior Court of California, County of San Francisco,<br>400 Mc Allister Street, Room 103<br>San Francisco Ca , CA 94103 |  |  |
| <b>PLAINTIFF:</b><br><br>STATE OF CALIFORNIA  |  |  |
| <b>DEFENDANT:</b><br><br>ROBERT COSTA, et al.   |  |  |
| <b>NOTICE AND ACKNOWLEDGMENT OF RECEIPT</b>   |  | <b>Case Number:</b><br>324349                |

TO: PLACENTIA LIBRARY DISTRICT  
 (Insert name of Individual being served)

This summons and other documents(s) indicated below are being served pursuant to Section 415.30 of the California Code of Civil Procedure. Your failure to complete this form and return it to me within 20 days may subject you (or the party on whose behalf you are being served) to liability for the payment of any expenses incurred in serving a summons on you in any other manner permitted by law.

If you are being served on behalf of a corporation, unincorporated association (including a partnership), or other entity, this form must be signed by you in the name of such entity or by a person authorized to receive service of process on behalf of such entity. In all other cases, this form must be signed by you personally or by a person authorized by you to acknowledge receipt of summons. Section 415.30 provides that this summons and other document(s) are deemed served on the date you sign the Acknowledgment of Receipt below, if you return this form to me.

Dated: . . . . . October 19, 2001 . . . . .   
 (Signature of sender)

**ACKNOWLEDGMENT OF RECEIPT**

This acknowledges receipt of: (To be completed by sender before mailing)

1.  A copy of the summons and of the complaint.
2.  A copy of the summons and of the Petition (Marriage) and:
  - Blank Confidential Counseling Statement (Marriage)
  - Order to Show Cause (Marriage)
  - Blank Responsive Declaration
  - Blank Financial Declaration
  - Other: (Specify)

Amendment to Complaint, Notice to Plaintiff, Blank Status and Setting Conference Statement;  
 ADR Programs of SF Superior Court

(To be completed by recipient)

Date of receipt: . . . . . October 22, 2001 . . . . .   
 (Signature of person acknowledging receipt, with title if acknowledgment is made on behalf of another person)

Date this form is signed: . . . . . October 31, 2001 . . . . . Elizabeth D. Minter, Library Director  
 (Type or print your name and name of entity, if any, on whose behalf this form is signed)

Official Use Only  
OMB Nos. 1210 - 0110  
1210 - 0089

2000

This Form is Open to  
Public Inspection

Form 5500

Department of the Treasury  
Internal Revenue Service

Department of Labor  
Pension and Welfare Benefits  
Administration

Pension Benefit Guaranty Corporation

Annual Return/Report of Employee Benefit Plan

This form is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6039D, 6047(e), 6057(b), and 6058(a) of the Internal Revenue Code (the Code).

Complete all entries in accordance with the instructions to the Form 5500.

Part I Annual Report Identification Information

For the calendar plan year 2000 or fiscal plan year beginning 04/01/2000 , and ending 03/31/2001 ,

- A This return/report is for: (1)  a multiemployer plan; (3)  a multiple-employer plan; or  
(2)  a single-employer plan (other than a multiple-employer plan); (4)  a DFE (specify) \_\_\_\_\_
- B This return/report is: (1)  the first return/report filed for the plan; (3)  the final return/report filed for the plan;  
(2)  an amended return/report; (4)  a short plan year return/report (less than 12 months).
- C If the plan is a collectively-bargained plan, check here
- D If you filed for an extension of time to file, check the box and attach a copy of the extension application

Part II Basic Plan Information - enter all requested information.

|   |   |              |
|---|---|--------------|
| 1a Name of plan<br>PLACENTIA LIBRARY DISTRICT SECTION 125 PLAN  | 1b Three-digit plan number (PN)           | 501          |
|   | 1c Effective date of plan (mo., day, yr.) | 04/01/1990   |
| 2a Plan sponsor's name and address (employer, if for a single-employer plan)<br>(Address should include room or suite no.)<br>PLACENTIA LIBRARY DISTRICT<br><br>411 E CHAPMAN AVE<br><br>PLACENTIA CA 92670 | 2b Employer Identification Number (EIN)   | 95-3197792   |
|   | 2c Sponsor's telephone number             | 714-528-1925 |
|   | 2d Business code (see instructions)       | 611000       |
|   |   |              |

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.  
Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements, and attachments, and to the best of my knowledge and belief, it is true, correct, and complete.

Marcy Baker      8-8-01      MARCY BAKER  
Signature of plan administrator      Date      Typed or printed name of individual signing as plan administrator

ED Minter      10/25/01      Elizabeth D. Minter-Library Director  
Signature of employer/plan sponsor/DFE      Date      Typed or printed name of individual signing as employer, plan sponsor or DFE as applicable

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v3.2 Form 5500 (2000)



0 2 0 0 0 7 0 1 4 E

|   |   |
|---|---|
| <b>3a</b> Plan administrator's name and address (If same as plan sponsor, enter "Same")<br>WOODMEN ACCIDENT AND LIFE<br><br>PO BOX 82288<br><br>LINCOLN NE 68501-2288 | <b>3b</b> Administrator's EIN<br>47-0339220<br><b>3c</b> Administrator's telephone number<br>800-869-0355 |
|---|---|

|   |                                 |
|---|---------------------------------|
| <b>4</b> If the name and/or EIN of the plan sponsor has changed since the last return/report filed for this plan, enter the name, EIN and the plan number from the last return/report below:<br><b>a</b> Sponsor's name | <b>b</b> EIN<br><br><b>c</b> PN |
|---|---------------------------------|

|   |   |
|---|---|
| <b>5</b> Preparer information (optional) <b>a</b> Name (including firm name, if applicable) and address | <b>b</b> EIN<br><br><b>c</b> Telephone number |
|---|---|

|  |           |  |
|--|-----------|--|
| <b>6</b> Total number of participants at the beginning of the plan year  | <b>6</b>  |  |
| <b>7</b> Number of participants as of the end of the plan year (welfare plans complete only lines 7a, 7b, 7c, and 7d)  |           |  |
| <b>a</b> Active participants   | <b>7a</b> |  |
| <b>b</b> Retired or separated participants receiving benefits  | <b>7b</b> |  |
| <b>c</b> Other retired or separated participants entitled to future benefits   | <b>7c</b> |  |
| <b>d</b> Subtotal. Add lines 7a, 7b, and 7c  | <b>7d</b> |  |
| <b>e</b> Deceased participants whose beneficiaries are receiving or are entitled to receive benefits   | <b>7e</b> |  |
| <b>f</b> Total. Add lines 7d and 7e  | <b>7f</b> |  |
| <b>g</b> Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)  | <b>7g</b> |  |
| <b>h</b> Number of participants that terminated employment during the plan year with accrued benefits that were less than 100% vested  | <b>7h</b> |  |
| <b>i</b> If any participant(s) separated from service with a deferred vested benefit, enter the number of separated participants required to be reported on a Schedule SSA (Form 5500) | <b>7i</b> |  |

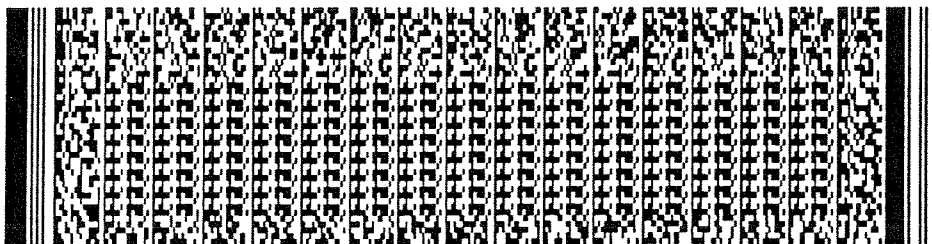
**8** Benefits provided under the plan (complete 8a through 8c, as applicable)

**a**  Pension benefits (check this box if the plan provides pension benefits and enter the applicable pension feature codes from the List of Plan Characteristics Codes printed in the instructions):

**b**  Welfare benefits (check this box if the plan provides welfare benefits and enter the applicable welfare feature codes from the List of Plan Characteristics Codes printed in the instructions):

**c**  Fringe benefits (check this box if the plan provides fringe benefits)

|  |  |
|--|--|
| <b>9a</b> Plan funding arrangement (check all that apply)<br>(1) <input type="checkbox"/> Insurance<br>(2) <input type="checkbox"/> Section 412(i) insurance contracts<br>(3) <input type="checkbox"/> Trust<br>(4) <input type="checkbox"/> General assets of the sponsor | <b>9b</b> Plan benefit arrangement (check all that apply)<br>(1) <input type="checkbox"/> Insurance<br>(2) <input type="checkbox"/> Section 412(i) insurance contracts<br>(3) <input type="checkbox"/> Trust<br>(4) <input type="checkbox"/> General assets of the sponsor |
|--|--|



0 2 0 0 0 7 0 2 4 F

**10 Schedules attached (Check all applicable boxes and, where indicated, enter the number attached. See instructions.)**

**a Pension Benefit Schedules**

- (1)  R (Retirement Plan Information)
- (2)  T (Qualified Pension Plan Coverage Information)

If a Schedule T is not attached because the plan is relying on coverage testing information for a prior year, enter the year ..... ▶ \_\_\_\_\_

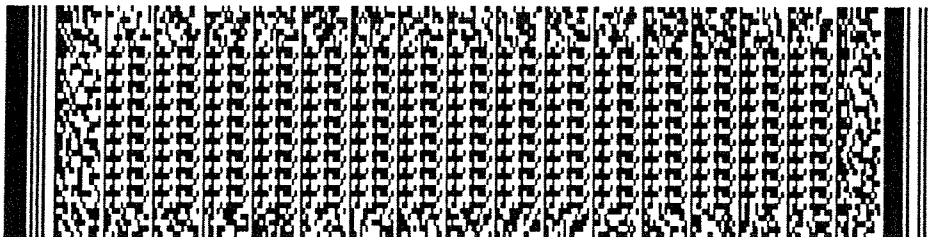
- (3)  B (Actuarial Information)
- (4)  E (ESOP Annual Information)
- (5)  SSA (Separated Vested Participant Information)

**b Financial Schedules**

- (1)  H (Financial Information)
- (2)  I (Financial Information – Small Plan)
- (3)  A (Insurance Information)
- (4)  C (Service Provider Information)
- (5)  D (DFE/Participating Plan Information)
- (6)  G (Financial Transaction Schedules)
- (7)  P (Trust Fiduciary Information)

**c Fringe Benefit Schedule**

- F (Fringe Benefit Plan Annual Information)



0 2 0 0 0 7 0 3 4 G



Official Use Only

**SCHEDULE F  
(Form 5500)**

**Fringe Benefit Plan Annual Information Return**

**Under Section 6039D of the Internal Revenue Code**

OMB No. 1210-0110

**2000**

Department of the Treasury  
Internal Revenue Service

► File as an attachment to Form 5500.

**This Form is NOT  
Open to Public  
Inspection**

For the calendar plan year 2000 or fiscal plan year beginning 04/01/2000 and ending 03/31/2001

|   |   |
|---|---|
| <b>A</b> Name of plan<br>PLACENTIA LIBRARY DISTRICT SECTION 125 PLAN                        | <b>B</b> Three-digit plan number<br>501               |
| <b>C</b> Plan sponsor's name as shown on line 2a of Form 5500<br>PLACENTIA LIBRARY DISTRICT | <b>D</b> Employer Identification Number<br>95-3197792 |

1 Check the Internal Revenue Code section that describes this fringe benefit plan:  
(a)  125 (Cafeteria plan)      (b)  127 (Educational assistance program)      (c)  137 (Adoption assistance program)

2 Enter the total number of employees of the employer ..... 22

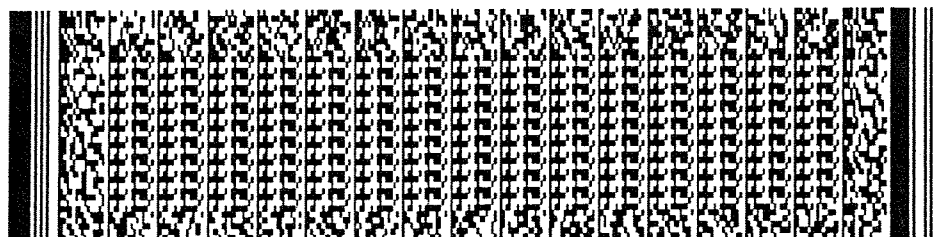
3 Enter the total number of employees eligible to participate in the plan ..... 12

4 Enter the total number of employees participating in the plan. (See instructions.) ..... 8

5 Enter the total cost of the fringe benefit plan for the plan year. (See instructions.) ..... 45337

6 Did the fringe benefit plan terminate in this plan year? (See instructions.) .....  Yes  No

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v3.2 Schedule F (Form 5500) 2000



1 6 0 0 0 7 0 1 4 J





October 4, 2001

Ms. Elizabeth Minter  
Placentia Library District Of Orange County  
411 East Chapman Avenue  
Placentia, CA 92670

**Re: Placentia Library District Of Orange County Money Purchase Pension Plan**

Dear Ms. Minter:

As we have discussed in our prior GUST Alerts, all qualified retirement plans must be completely amended and restated to comply with GUST. "GUST" is an acronym for the several tax acts enacted since 1994 (Uruguay Round Agreements Act or GATT; Uniformed Services Employment and Reemployment Rights Act of 1994, or USERRA; Small Business Job Protection Act of 1996, or SBJPA; Taxpayer Relief Act of 1997, or TRA '97; Internal Revenue Service Restructuring and Reform Act of 1998, or RRA '98; and Community Renewal Tax Relief Act of 2000, or CRA).

Although the normal deadline by which employers must restate their plans (and, in some cases, submit the restated plan to the IRS for a determination letter) is the last day of the 2001 plan year (i.e., 12/31/2001 for many plans), the IRS rules contain an important exception. Under this exception, the employer will have an extended deadline which is the last day of the 12th month following the date that the employer's plan document provider (e.g., National Retirement Services, Inc.) receives the Opinion Letter or Advisory Letter regarding the "core" or "base" documents approved by the IRS National Office (or December 31, 2002, if later).

However, there are two conditions before an employer has the benefit of this 12-month (or, if later, December 31, 2002) extension:

First, the document provider was required to submit its core GUST documents to the IRS National Office on or before 12/31/2000; and

Secondly, the employer and the document provider must jointly execute a Certification of the employer's intent to adopt the provider's plan document before the expiration of the regular GUST restatement deadline - that is, by the end of the plan's 2001 plan year (12/31/2001 for most plans).

NRS is pleased to inform you that we recently received approval from the IRS National Office for all of our defined contribution prototype and Volume Submitter plan types. Our defined benefit plans are still pending approval by IRS, and we expect to receive their approval soon. (However, we still need to have the Certification signed now for defined benefit plan clients as well.)

All of these prototype plans and Volume Submitter plans were submitted to IRS before the end of 2000, as required by the extension rule noted above. However, because NRS was not yet formed at that time, we submitted the prototype documents under the PFPC name and sponsorship; immediately after NRS came into existence, we submitted identical documents under NRS' name and sponsorship. The IRS approvals (opinion letters) noted above were issued both for the PFPC and the NRS prototypes. Accordingly, this first requirement regarding submission of these documents before the end of 2000 is satisfied.

**NATIONAL RETIREMENT SERVICES, INC.**

3030 Old Ranch Parkway, Suite 400 Seal Beach, California 90740-2752 (562) 799-6333 Fax (562) 799-6340  
3131 Camino Del Rio North, Suite 1040 San Diego, California 92108 (619) 528-2790 Fax (619) 528-2796  
1419 Burlingame Avenue, Suite S Burlingame, California 94010 (650) 548-6767 Fax (650) 548-6772

Now, it is very important that the Certification mentioned above be executed prior to the end of your plan's 2001 plan year (i.e., by 12/31/2001 for most plans).

**Please execute and return to NRS the enclosed Certification of Intent as soon as possible, and no later than November 1, 2001. We have enclosed a return envelope for this purpose.**

If this Certification is not completed on or before the end of your plan's 2001 plan year, your plan will not qualify for the necessary 12-month extension to adopt our prototype or Volume Submitter document (or any other GUST restatement). In such case, it would be extremely unlikely that there would be sufficient time to restate your plan before the end of the 2001 plan year, and your plan would then become disqualified.

Please understand that this Certification does not obligate your plan to be restated on the NRS documents for the GUST restatement. But, by signing this Certification your plan will qualify for the 12-month extension (or, 12/31/2002, if later) to adopt its GUST restatement on any provider's document, or even to adopt an individually designed plan. By offering this extension opportunity to all of its clients, NRS wants to be certain that all of its clients are aware of this required certification and have adequate time to restate their plans for GUST.

NRS will be contacting you further regarding the specific timing and fees associated with restating your plan for GUST.

If you have any questions, please do not hesitate to call me. Thank you for your attention to this important matter.

Very truly yours,



Penny Wright  
Account Manager

Encl: Certification of Intent \*

\* Please note: If your plan is a Volume Submitter plan (as opposed to a prototype plan), we have had the enclosed Certification pre-signed by SunGard Corbel, our document software partner. Please still sign where indicated and return the fully executed Certification to us as soon as possible.

## Certification of Intent to Adopt Pre-Approved Plan

Placentia Library District Of Orange County, 411 East Chapman Avenue , Placentia, CA 92670, EIN 95-3197792, certifies that it intends to adopt the National Retirement Services, Inc. Standardized Money Purchase Pension Plan and Trust\*, IRS File Folder Number: 502B7160701-004, sponsored by National Retirement Services, Inc., 3030 Old Ranch Parkway, Suite 400, Seal Beach, California 90740, EIN 33-0962367, as approved for GUST by a favorable opinion letter. This plan will amend or restate Placentia Library District Of Orange County Money Purchase Pension Plan, Plan Number 001, and will be adopted within the extended GUST remedial amendment period under Rev. Proc. 2000-20 as modified by IRS Notice 2001-42.

National Retirement Services, Inc.\* certifies that an application for a GUST opinion letter for the prototype plan identified above\* was filed with the IRS by December 31, 2000.



\_\_\_\_\_  
Employer's signature



\_\_\_\_\_  
Date

\_\_\_\_\_  
National Retirement Services, Inc.'s signature

\_\_\_\_\_  
Date

\* Pursuant to a business transaction between National Retirement Services, Inc. (NRS) and PFPC, Inc.(PFPC), the administration of several qualified retirement plans was transferred from PFPC to NRS. The NRS GUST prototype plan referred to herein was preceded by the PFPC Inc. Standardized Money Purchase Pension Plan and Trust, IRS File Folder Number: 502A3530701-004, sponsored by PFPC, Inc., 400 Bellevue Parkway, Wilmington, Delaware 19809, EIN 04-2871943. It was this PFPC prototype for which an application for a GUST opinion letter was filed before December 31, 2000 (NRS did not exist until after that date). Promptly upon being formed, NRS filed another application for a GUST opinion letter in its own name for an identical plan (except for name and EIN), and said NRS prototype was approved on the same date as the PFPC plan. The employer will be adopting the NRS version of the approved prototype plan to avoid the necessity of restating a second time for GUST; however, the adopting resolutions will provide that the employer effectively adopts the prototype plan as filed before December 31, 2000, as provided by Section 19 of Rev. Proc. 2000-20.



F  
&

22 October 2001

**PLACENTIA LIBRARY DISTRICT**  
411 East Chapman Avenue  
Placentia, CA 92870-6198

ARCHITECTURE  
PLANNING  
COMMERCIAL INTERIORS  
  
1030 CAMPUS DRIVE  
NEWPORT BEACH, CA  
92660  
  
(949) 851-1317  
FAX: (949) 851-0322  
[www.bordersarchitects.com](http://www.bordersarchitects.com)

Attention: Ms. Elizabeth Minter  
Library Director

Project: PLACENTIA LIBRARY  
Literacy Area Renovation  
Placentia, CA

Subject: Architectural Services Proposal

Dear Ms. Minter:

Robert Borders & Associates is pleased to present our proposal to provide Architectural Services to assist with the reconfiguration and renovation of the existing AV Workroom/Storage Room into the new Literacy Area of the Placentia Library. Approximately 1,000 SF of existing space will be involved. This new area will house classroom/homework assistance, computer access, tutoring and support functions outlined in the Program Requirements memo provided by Jim Roberts.

Our work on this portion of the Project will be to assist with the development of a floor plan for the new area. This may include assistance with furniture selection; power, telephone and data outlet requirements and selection of finish materials. Coordination of our work with others and attendance at meetings is also included. We anticipate that a floor plan will be the only deliverable required.

We suggest our scope of work be based upon the following:

I. **COMPENSATION:** On a time and materials basis utilizing the hourly rates indicated below. Our fee for this work will not exceed \$2,500.00 without prior approval from the Placentia Library District.

A. HOURLY RATES:

| <u>CLASSIFICATION</u>           | <u>HOURLY RATE</u> |
|---------------------------------|--------------------|
| Senior Principal                | \$150.00           |
| Principal/Project Manager       | 100.00             |
| Senior Designer/Draftsman       | 80.00              |
| Intermediate Designer/Draftsman | 70.00              |
| Junior Designer/Draftsman       | 50.00              |
| Interior Furnishing Coordinator | 70.00              |
| Clerical/Technical Typist       | 45.00              |

Continued on Next Page . . .

**PLACENTIA LIBRARY DISTRICT**

Architectural Services Proposal - Literacy Area Renovation

22 October 2001

Page 2

B. **REIMBURSABLE EXPENSES:** We are to be reimbursed for out-of-pocket expenses incurred on behalf of the Project such as travel, long distance telephone calls, faxes, DXF file translations, messenger services, plan check fees, printing, plotting, photography and other forms of reproducing drawings, specifications and documents. *These will be invoiced at our cost plus a 15% expense fee and are not included under Basic Services.*

II. **TERMS & CONDITIONS:** The Standard Form of Agreement Between Owner and Architect, AIA Document B151, 1997 Edition will be used as a reference for terms and conditions on this project.

III. **INSURANCE:** The Robert Borders & Associates insurance coverages currently in force are listed below. Similar coverages are required of our major engineering consultants.

| <u>TYPE</u>                     | <u>CARRIER</u>        | <u>LIMIT</u>  | <u>DEDUCTIBLE</u> |
|---------------------------------|-----------------------|---|-------------------|
| Professional Liability          | CNA                   | \$1,000,000   | \$15,000          |
| Comprehensive General Liability | Firemans Fund         | \$2,000,000<br>Per Occurrence<br>\$4,000,000<br>Aggregate | --                |
| Auto Liability                  | Safeco                | \$1,000,000   | \$500 (Auto)      |
| Worker's Compensation           | National Surety Corp. | Statutory   | --                |

IV. **PAYMENT METHOD:** Invoices for services rendered and reimbursable expenses shall be submitted once a month on a net 30 day basis. Payments due and unpaid are subject to interest from the date payment is due at the maximum prevailing legal rate.

Continued on Next Page . . .

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**PLACENTIA LIBRARY DISTRICT**

Architectural Services Proposal - Literacy Area Renovation

22 October 2001

Page 3

This Proposal has been structured to reflect the level of services that we anticipate will best serve your needs on the Project. We would be pleased to respond to any alternatives that you wish to consider or answer any questions at your convenience. If this Proposal is acceptable, please sign in the space provided below and return one copy for our file.

We are most pleased to be considered for this Project and look forward to the opportunity to be of service.

Sincerely,


ROBERT BORDERS & ASSOCIATES



Robert S. Borders, NCARB, AIA  
President

RSB:rmf

ACCEPTED: **PLACENTIA LIBRARY DISTRICT**

By:  Date: October 23, 2001





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Presentation by David Verdugo, Placentia/Yorba Linda Unified School District Assistant Superintendent for Executive Services, regarding the District's upcoming bond issue campaign and requesting the Library Board's endorsement**

**DATE:** November 21, 2001

**BACKGROUND**

Attachment A is a letter that President Shkoler received from Dr. Dennis Smith, Superintendent of the Placentia-Yorba Linda Unified School District requesting the Library District's support of P-LUSD's upcoming bond measure.

District representative David Verdugo will be at the Library Board Meeting to make a brief presentation and answer questions about the bond issue proposal and campaign.

P-LUSD is requesting an endorsement for its bond issue from the Library Board of Trustees.

**RECOMMENDATION**

Authorize the Library Director to prepare a resolution of endorsement for the December Library Board Meeting



# Placentia-Yorba Linda Unified School District

1301 E. Orangethorpe Avenue, Placentia, California 92870  
Telephone (714) 996-2550 Fax (714) 524-3034

**Board of Education**  
Carol Downey  
Karin Freeman  
Judy Miner  
Craig Olson, D.D.S.  
Jan Wagner

November 7, 2001

Mr. Al Skhoer, President  
Placentia Library Board  
411 E. Chapman  
Placentia, CA 92670

Dear Mr. Skholer:

I wanted to keep you informed of a very important issue that our community will be considering in March 2002. Specifically, the Placentia-Yorba Linda Unified School District Board of Education has placed a \$102 million school bond measure on the March 2002 ballot to relieve overcrowding and provide needed renovations at all 31 of our schools.

As a supporter of libraries and child literacy, I know that you and the other members of the Placentia Library Board of Directors are interested in this measure and the fact that our schools will be able to substantially renovate many of our school libraries, provide needed expansions and enhance multi-media opportunities should this bond measure be successful.

This is our current situation:

- Enrollment has grown by 10,000 students in just over 10 years
- 9,000 out of 27,000 students are in portable classrooms
- Our three comprehensive high schools are overcrowded with enrollment at more than 2,000+ and 3,000+ students at each school
- Most elementary and middle schools are overcrowded or at capacity
- Growth is expected to continue
- All schools need renovations, repairs and upgrades, including school library and multi media centers

As an ardent advocate for our community, you will be pleased to know that our community is expressing broad-based support for this measure. Our PTA, which is the second largest in Orange County with more than 33,000 members, supports the bond measure as do numerous community and business leaders. Our teachers, who know first hand of the needed improvements, also resoundingly support our bond. Additionally, elected officials from the city councils from the cities of Placentia and Yorba Linda have also expressed their full support.

*55% passage rate  
denominator  
technical issues on bond measure  
last bond issue - over 25 yrs ago.  
North Orange  
County Council  
also doing a bond  
election.*



Page - 2

Placentia-Yorba Linda is an excellent school district. Academically, our students compete head to head with the best of school districts in the state. Tests scores are among the highest in the state and continue to show steady improvement each year. Many schools have earned prestigious California Distinguished School and National Blue Ribbon school honors. Our goal is to continue to maintain high quality schools.

I am hopeful that the Placentia Library District will be interested in this important community issue, and I look forward to hearing from you. I can be reached at 714-985-8400.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dennis M. Smith".

Dennis M. Smith, Ed.D.  
Superintendent

cc: Louise Dalton

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Amend Placentia Library District Exempt Salary Scale for Fiscal Year 2001-2002 to include the classification and salary range for the position of Page

**DATE:** November 21, 2001

**BACKGROUND**

The Salary Schedule for Exempt Employees for Fiscal Year 2001-2002 adopted by the Library Board on June 26, 2001 in Resolution 01-5 did not include the position or salary for Pages. Pages are high school students who shelve books and perform other clerical tasks. Twenty hours of page time per week is authorized in the Personnel Allocation for Fiscal Year 2001-2002 that was adopted at the same Library Board Meeting.

Attachment A is the Proposed Amended Salary Schedule for Exempt Employees for Fiscal Year 2001-2002. The starting salary for pages needs to change in January 2002 to remain in compliance with federal and state minimum wage requirements.

**RECOMMENDATION**

Amend the Exempt Salary Scale for Fiscal Year 2001-2002 as presented



PLACENTIA LIBRARY DISTRICT  
SALARY SCALE FOR  
FISCAL YEAR 2001-2002  
Effective July 1, 2001  
EXEMPT

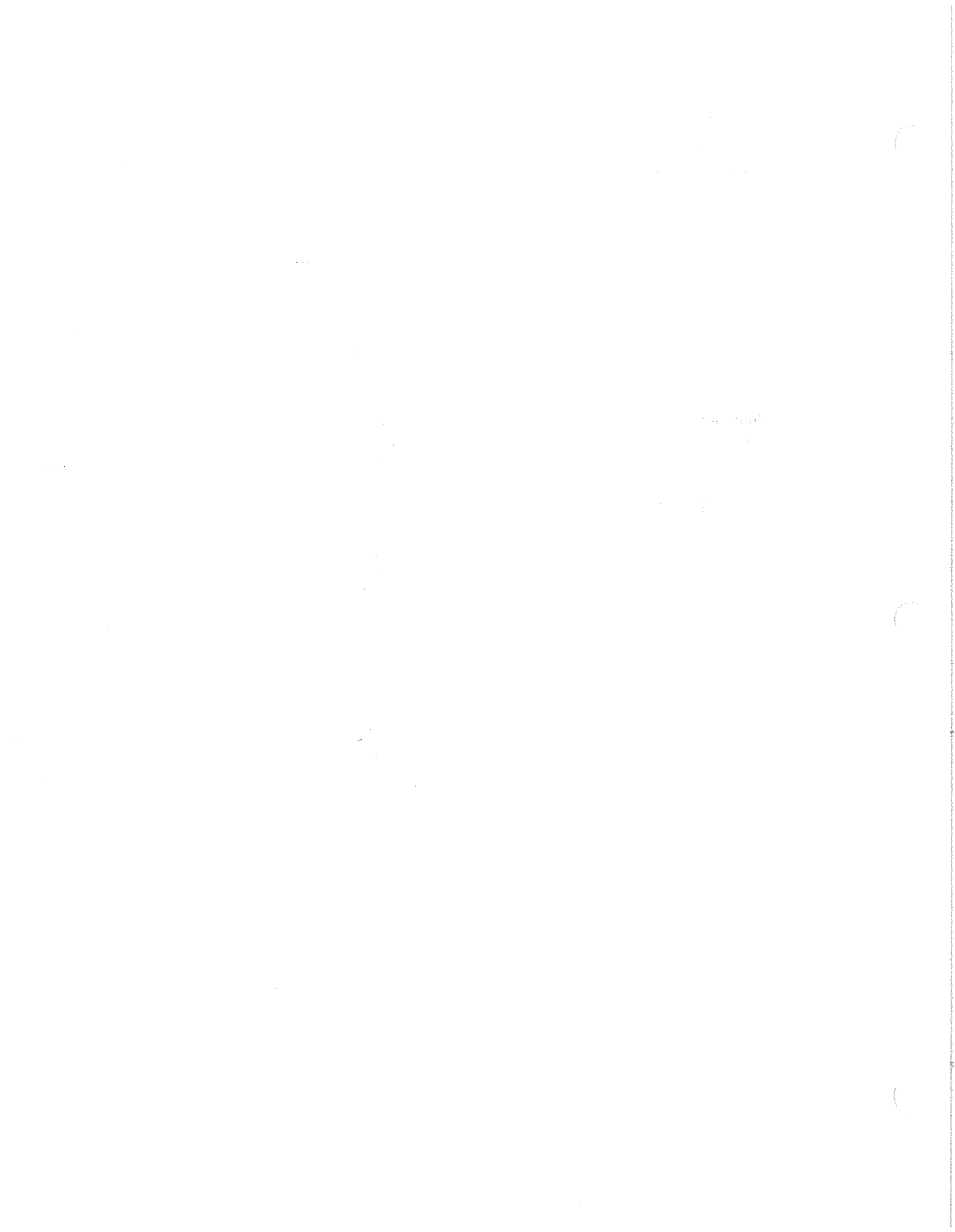


|              | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10        |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| LIB          |           |           |           |           |           |           |           |           |           |           |
| DIR          |           |           |           |           |           |           |           |           |           |           |
|              | 44.13     |           |           |           |           |           |           |           |           |           |
|              | 3,530.27  |           |           |           |           |           |           |           |           |           |
|              | 91,786.91 |           |           |           |           |           |           |           |           |           |
|              | 7,648.91  |           |           |           |           |           |           |           |           |           |
|              |           |           |           |           |           |           |           |           |           |           |
| ADMIN        |           |           |           |           |           |           |           |           |           |           |
|              | 16.21     | 16.60     | 17.03     | 17.46     | 17.88     | 18.33     | 18.80     | 19.26     | 19.75     | 20.73     |
| ASST         |           |           |           |           |           |           |           |           |           |           |
|              | 1,297.02  | 1,328.39  | 1,362.24  | 1,396.92  | 1,430.76  | 1,466.27  | 1,504.24  | 1,540.57  | 1,580.20  | 1,658.63  |
|              | 33,722.46 | 34,538.15 | 35,418.24 | 36,319.80 | 37,199.88 | 38,122.91 | 39,110.32 | 40,054.81 | 41,085.16 | 43,124.39 |
|              | 2,810.20  | 2,878.18  | 2,951.52  | 3,026.65  | 3,099.99  | 3,176.91  | 3,259.19  | 3,337.90  | 3,423.76  | 3,593.70  |
|              |           |           |           |           |           |           |           |           |           |           |
| PUB SVC & HR |           |           |           |           |           |           |           |           |           |           |
|              | 23.15     | 23.74     | 24.33     | 24.92     | 25.54     | 26.18     | 26.85     | 27.51     | 28.20     | 29.61     |
| TECH SVC     |           |           |           |           |           |           |           |           |           |           |
|              | 1,851.82  | 1,898.88  | 1,946.76  | 1,993.82  | 2,043.36  | 2,094.55  | 2,148.21  | 2,201.05  | 2,256.36  | 2,368.65  |
| MGR          |           |           |           |           |           |           |           |           |           |           |
|              | 48,147.34 | 49,370.88 | 50,615.88 | 51,839.42 | 53,127.36 | 54,458.23 | 55,853.49 | 57,227.29 | 58,665.48 | 61,584.81 |
|              | 4,012.28  | 4,114.24  | 4,217.99  | 4,319.95  | 4,427.28  | 4,538.19  | 4,654.46  | 4,768.94  | 4,888.79  | 5,132.07  |
|              |           |           |           |           |           |           |           |           |           |           |
| PAGES        |           |           |           |           |           |           |           |           |           |           |
|              | 6.25      | 6.56      | 6.89      | 7.23      | 7.59      | 7.97      | 8.37      | 8.79      | 9.23      | 9.69      |
| HR           |           |           |           |           |           |           |           |           |           |           |
| 12/31/01     |           |           |           |           |           |           |           |           |           |           |
| HR           |           |           |           |           |           |           |           |           |           |           |
| 1/1/02       |           |           |           |           |           |           |           |           |           |           |
|              | 6.75      | 7.09      | 7.44      | 7.81      | 8.20      | 8.61      | 9.04      | 9.49      | 9.96      | 10.46     |
| as of        |           |           |           |           |           |           |           |           |           |           |

*to meet*

*[Handwritten signatures and scribbles over the table data]*

Signature \_\_\_\_\_: Date June 26, 2001  
AI Shkoler, President





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Proposal to replace tile floor in the workroom and corridor**

**DATE:** November 21, 2001

**BACKGROUND**

Approximately 20% of the floor tiles in the staff workroom and restroom vestibules are broken or the floor is raised because of issues related to dampness. Several years ago a local business replaced a number of these tiles but it is time to do it again. Approximately 1,800 square feet of linoleum is involved in this project.

When Better Floors and Restoration came to replace the broken tiles this year we discovered that the ones that had been installed originally were not of commercial dimensions or quality. The company also requested an asbestos exam that determined that the tiles and adhesive are 4% asbestos.

The City Building Official inspected the flooring and recommended that the Library remove all of the asbestos tile and adhesive as soon as possible. The tiles in the public entrance and snack machine areas probably also have asbestos adhesive but they have not yet been tested.

Attachment A is the quote from Better Floors & Restorations for providing and installing the tiles. They will also use the tiles that we have on hand from their replacement project earlier this year. The cost for this part of the project is \$5,458.68 (\$3.03 per square foot).

The ideal time to complete this project is in the second half of December when the Library is at the low point of the year for public use. The furnishing from the work room will probably need to be moved into a temporary trailer in the parking lot.

Information on the cost of asbestos removal should be available by the time of the Library Board Meeting but will probably run around \$2 per square foot (\$3,600) and must be done by a separate contractor from the floor installation contractor.

**RECOMMENDATION**

1. Approve tile replacement by Better Floors and Tiles
2. Authorize the Library Director to solicit bids for floor preparation and asbestos removal



### Better Floors & Restorations

Placentia Library

PLACE

PLACENTIA-LIBRARY

Room: General Items

| DESCRIPTION   | QNTY        | REMOVE | REPLACE | TOTAL     |
|---|-------------|--------|---------|-----------|
| 1. Asbestos test fee - full service asbestos survey and removal | 1.00 EA     |        |         | By Others |
| 2. Flooring Installer - per hour for prep                       | 6.00 HR     | 0.00   | 43.37   | 260.22    |
| 3. Vinyl tile flooring  | 1,550.00 SF | 0.00   | 2.39    | 3,704.50  |
| 4. R&R Cove base molding - rubber or vinyl, 4" high             | 400.00 LF   | 0.21   | 2.57    | 1,112.00  |

**NOTE: FURNITURE IS TO BE REMOVED AND RESET BY OTHER**

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|                                   |  |  |  |                 |
|-----------------------------------|--|--|--|-----------------|
| <b>Room Totals: General Items</b> |  |  |  | <b>5,076.72</b> |
| <b>Line Item Totals:</b>          |  |  |  | <b>5,076.72</b> |

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**PLACENTIA-LIBRARY**

**Better Floors & Restorations**

PLACEN

Piacentia Library

**Summary for Commercial Other**

|                    |   |          |                        |
|--------------------|---|----------|------------------------|
| Line Item Total    |   |          | 5,076.72               |
| Material Sales Tax | @ | 7.750% x | 4,928.50               |
|                    |   |          | <u>381.96</u>          |
| Subtotal           |   |          | <u>5,458.68</u>        |
| <b>Grand Total</b> |   |          | <u><u>5,458.68</u></u> |

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Program Committee Report for October 2001  
**DATE:** November 21, 2001

The Program Committee Report for October 2001 had not been received from the Public Services Manager when the Library Board Book for the November 21, 2001 Meeting was sent to the printer on Wednesday, November 14.

This report will be distributed at the December 19, 2001 Library Board Meeting.

1998

1999

TO: Elizabeth Minter, Library Director

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

DATE: November 21, 2001

**SUBJECT: October Activities in the Children's Department**

**Programming-** Fall programming began in October. There were 4 lapsits, 9 storytimes and 10 musictimes with a total attendance of 527.

| TYPE OF PROGRAM                   | NUMER OF PROGRAMS | TOTAL ATTENDANCE                 |
|-----------------------------------|-------------------|----------------------------------|
| Lapsits 2 years and under         | 4                 | 79 children / 73 adults          |
| Storytimes (a.m.) 3 – 6 year olds | 4                 | 47 children / 29 adults          |
| Storytimes (p.m.) 3 – 6 year olds | 5                 | 45 children / 27 adults          |
| MusicTime 3 – 4 year olds         | 5                 | 80 children / 55 adults          |
| MusicTime 5 – 6 year olds         | 5                 | 53 children / 39 adults          |
| <b>TOTALS</b>                     | <b>23</b>         | <b>304 children / 223 adults</b> |

**Offsite Programming-** Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 5 storytimes at the community centers with a combined attendance of 38. Four storytimes were performed at each of the seven Head Start classrooms with a combined attendance of 560.

**School Visits-** School visits have continued. Twenty-four classes (from both public and private schools), with a combined student count of 467, visited the library. They received tours, a short storytime, and book bags full of goodies. Eighty-one teachers and parents also attended.

**Teen Volunteers -** This year 6 teen volunteers marched in the Heritage Day parade. Samantha Frizell and Jimmy Roberts Jr. were respectively, Winnie the Pooh and the Cat in the Hat. Teen volunteers from the Summer Reading Program were recognized at the October 17 Board Meeting.

**Teen Advisory Board-** This month saw the first meeting of our new Teen Advisory Board. Ten Placentia teens attended. We discussed expectations of the teens and the library liaison and possible activities of the board. Packets were mailed out to all members regarding the upcoming election of officers for the board. Special thanks to First Class Pizza in Placentia. First Class has agreed to donate pizza for all our teen advisory board meetings. Currently meetings are scheduled monthly, but could change as needs dictate.

**Camp Library-** Plans are underway for this years Camp Library. This will be our 15<sup>th</sup> event. Asha's Baba, a West African Storyteller will be our performer this year. Seven teens have volunteered to help with the event. As of the end of October registration was full.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Placentia Library Literacy Services Report for October 2001**

**DATE:** November 21, 2001

The Placentia Library Literacy Services Report for October 2001 had not been received from the Public Services Manager when the Library Board Book for the November 21, 2001 Meeting was sent to the printer on Wednesday, November 14.

This report will be distributed at the December 19, 2001 Library Board Meeting.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Placentia Library Web Site Report for October 2001**  
**DATE:** November 21, 2001

The Placentia Library Web Site Report for October 2001 had not been received from the Web Site Coordinator when the Library Board Book for the November 21, 2001 Meeting was sent to the printer on Wednesday, November 14.

This report will be distributed at the December 19, 2001 Library Board Meeting.



TO: Elizabeth Minter, Library Director  
FROM: Jillian Rakos, Volunteer Coordinator  
DATE: November 14, 2001  
SUBJECT: Publicity materials produced for October 2001 *JR.*

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

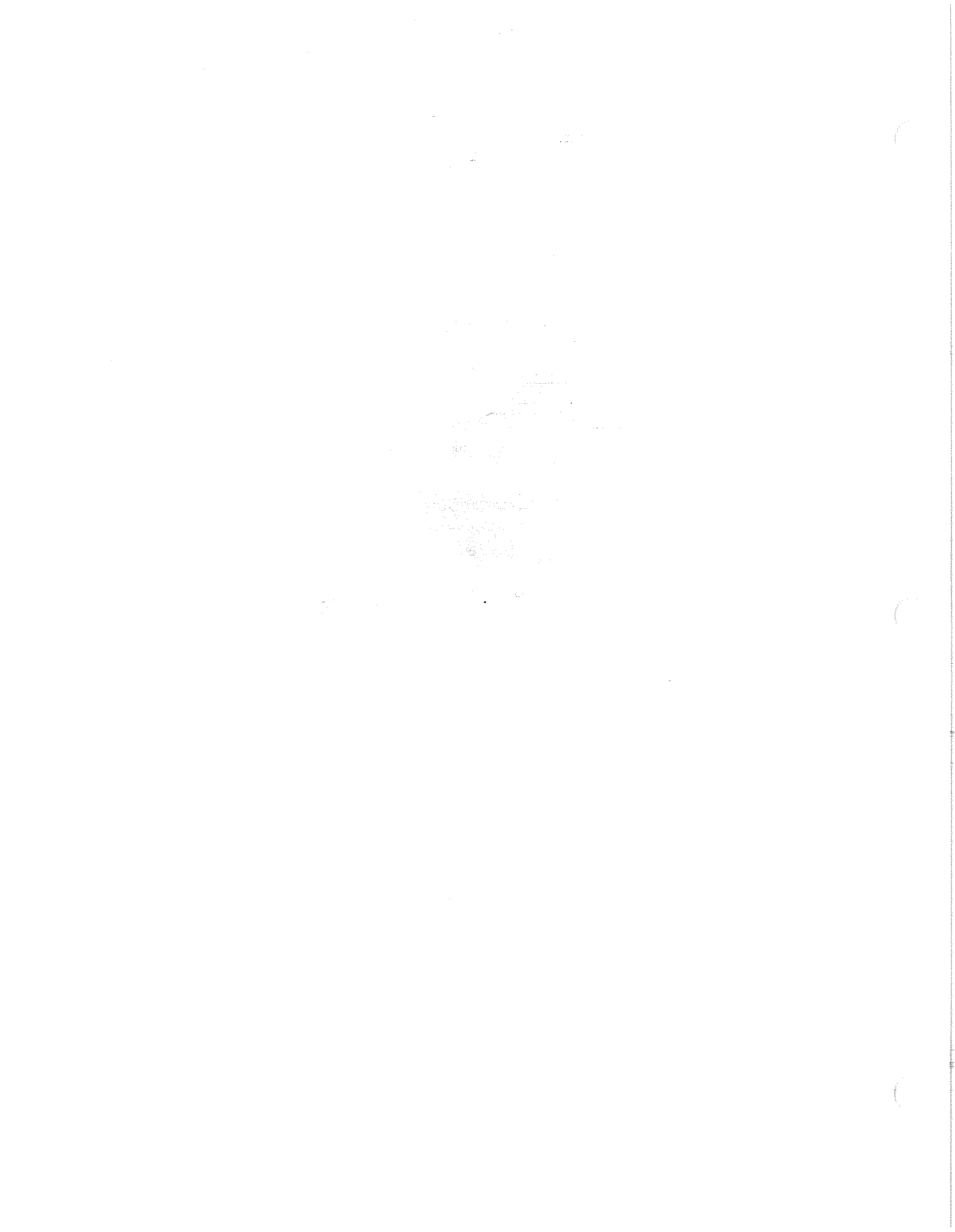
1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. StoryTime Corner
5. Apply for your passport at Placentia Library
6. Literacy Services logo
7. Literacy Program asking for volunteers
8. Friends of Placentia Library Bookstore offering great bargains
9. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday except November 18, where it will be on the third Sunday.

**Newspaper articles published:**

1. Placentia Once on the Cutting Edge.
2. High school art department in need of supplies.
3. Fire Extinguisher checkups offered, 2 articles.
4. Lapsit stories and calendar, 6 articles.
5. Literacy Tutor Training, 3 articles.
6. Library friends to sell discount books, 2 articles.
7. A Parade of Unity in Placentia.
8. Camp Library, 3 articles.
10. Placentia celebrates heritage with change.
11. Turning page on independence.
12. Orange County master calendar-March.
13. Nine-Year-Old Jesse Lopez.
14. Facility sharing.
15. Open Wide- And Step Inside for First Historic Building Tour.
16. Canyon Beat.

**Flyers and Notices:**

1. Notice of Cindy McClain's memorial service to all Library Friends members.
2. Donor Reception invitations.
3. Thank you cards, Library bookmarks, and ID cards are sent out.
4. Library closed for Veteran's Day.
5. Camp Library PowerPoint slide added.



**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly OCT 2 5 2001

**TODAY 332**  
"Lapsit" stories for ages 2 and younger are held from 10:15 to 10:35 a.m. and Story Times for ages 3 to 6 are held from 11 to 11:30 a.m. at Placentia Library, 411 E. Chapman Ave. Call 528-1906, Ext. 212.

Advisory Committee on the Disabled meets at 6 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call 993-8117.

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

**pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly OCT 2 5 2001

**MONDAY 337**  
Recreation programs are offered from 3:30 to 6:30 p.m.

weekdays at the Gomez Community Center, 1701 Atwood Ave., and 4 to 7 p.m. weekdays at Whitten Community Center, 900 S. Melrose Ave. Call 524-5452 for Gomez or 630-1172 for Whitten.

Community Chorale meets from 7 to 10 p.m. at Yorba Linda Public Library, 18181 E. Imperial Highway. Call 993-1060

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Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

# Canyon Beat

Silverado - Williams  
- Ladd - Blackstar  
By Cybele Rowe

<sup>332</sup>  
Huge congratulations are in order for the Inter-Canyon League as they are the recipients of a \$50,000 Fire Safety Grant. The Community-Based Wild Fire Prevention Grant Program is to set up a Fire Safe Council for the Silverado-Modjeska Canyon area as defined by the Sil-Mod plan. Copies of an abbreviated Sil-Mod plan are available at the Silverado Library for those who are wondering what exactly this plan is and how it determines many current and future community issues.

Projects that will be under the Fire Safe Council will be Canyon Watch, The Annual Canyon Clean-Sweep Clean-up, Fire Safety education for children and residents, money to pay for crews to help disabled residents prepare for Canyon Clean Sweep as well as provide toxic waste disposal and hire trucks to pick up brush during The Annual Canyon Clean-Sweep. Focus will also be on improving communication in the canyons.

A paid position will be created with this grant money. The Inter-Canyon League is looking for someone with organizational skills as well as being computer literate. (I'm out on both counts). The job will require 20 hrs. a week. For more information go to [www.SilveradoNews.com](http://www.SilveradoNews.com). This new website is hosting Inter-Canyon league meeting minutes, Silverado news, a Service directory, what's on and want ads. Or, go to the next Inter-Canyon League meeting October 21st at 3pm in the Silverado Community Center, which is open to all canyon residents desiring to get involved with their community.

The Silverado Library is now selling the new 649 Phone directory. The cost is \$5.00 and all the proceeds will be spent on library books, children's programs, CD's, videos and audio books. Don't miss out! This directory is a must

for canyon social life!

The library will be drawing names every Thursday during the month of October to give away fabulous feathered Halloween masks. Visit the library any time to register to win. It's that time of the year again when the library is seeking volunteers to work on a square for the "Famous Christmas Raffle Quilt". This years theme is "Flora and Fauna." The beautiful quilts that have been created over the years have been the "star" of the library's holiday fundraiser. The "Adopt a Basket" drive will be starting in November to enable patrons to add to the library's raffle prize list.

The Silverado Children's Center is in need of the following items: a VCR, a TV, an electric stove, an electric skillet, and a microwave. If you have any of these items in good working order the Children's center would be glad to receive them. Due to their non-profit status all items donated are tax deductible. The center is also in need of some new tricycles. These specialized trikes are ergonomically designed for multiple children's multiple use over multiple years. They have a price tag of \$80 each. Anyone who would like to donate funds towards the purchase of a new bike or donate any of the above desired objects please call Judy Lockridge, the Center's director at 714/649-2214. Drop a pumpkin off at the Center, located next door to Silverado Elementary, for the Children's Pumpkin patch.

The Craft Faire is on again. This year the fair will run for 2 days, Saturday, Dec. 1 from 10 am till 7pm and Sunday, Dec. 2, from noon till 6pm. There will be Canyon Arts and Crafts, plenty of food and live music. So come and do your Christmas shopping while supporting your local artisans and

have some pre-Christmas cheer with your neighbors. Any canyon artisans interested in having a booth or musician's interested in performing may contact Bev Mileham on 714/649-2453 for further information.

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# PLACENTIA

## ONCE ON THE CUTTING EDGE

332

Once, Placentia was on the cutting edge. That would have been about 100 years ago, when a group of vegans living in town practiced an unusual type of composting, a kind of organic farming that would have given the neighbors a case of the fantods—if the neighbors had known. The Grasseaters, as they were called, moved into a house on the corner of Palm and Placentia Avenues to launch

### EATING PLACENTIA

**ISE.** The little Japanese restaurant is located next to a Pick'n Save and a Jazzercise studio. Its white-and-blue interior with black booths is a simple frame, allowing the food to play the major role. Huge portions. Huge. A simple teriyaki dinner comes with two salads, California rolls, tempura vegetables, rice and soup. Not at all flamboyant, Ise is a small neighborhood place. 1241 E. Yorba Linda Blvd., (714) 993-6442.

**TLAQUEPAQUE.** For authentic Mexican food, go a few miles down Bradford Avenue to the Santa Fe district. This small old town is no more than a few blocks long and right in the middle of it is Tlaquepaque, serving Placentians since 1965. You might stop in for the food and the mariachi music on Saturdays, but don't leave without something from the bakery. The aroma of pan dulce is overwhelming and perfect with a strong cup of coffee. Don't forget to check out the murals and hand-painted tiles that decorate the outside of the building. 111

once tried to attack my sister.) The playgrounds keep my three-year-old nephew occupied for a few hours and guarantee a long nap. On the weekends, you'll see a dozen birthday parties, family picnics and some of those great inflatable jumping rooms. 2301 N. Kraemer Blvd.

**BRADFORD PARK.** For a more serene park with no waterfowl, try Bradford Park, which features the Victorian-era Bradford House. One of Placentia's founders, A.S. Bradford, built the house in 1902. While I had always heard the house was haunted, city historians assure me that the noises heard in the house were not ghosts—they were the sound of corks popping out of bottles. It seems that Mr. Bradford hid his liquor stash in the walls of the basement during Prohibition and then forgot them. 136 E. Palm Circle, (714) 993-2470.

**SOPHIA'S.** Some of the best Greek cuisine in North Orange County. The food is simple and perfect for long lunches in the pretty dining room or the small garden patio. I love their chicken and-lemon soup. They serve a whole of roasted meats, including lamb and fresh seafood. Finish your meal with the pistachio baklava. You might want to split it: the honey-drenched filo dough tends to be very rich. 1390 N. Kraemer Blvd. (714) 528-2021.

### PARTY PLACENTIA

**HERITAGE DAY.** Placentia still knows how to party like it's 1954. Community events have the feeling that nothing much has changed since Ozzie and Harriet moved in next door. Heritage Day in October is the best example, starting with a big pan cake breakfast at Kraemer Park. Then every bloated person heads over to watch the Heritage Day Parade wind its way from Madison Avenue up to Tri-City Park on Kraemer Boulevard. It seems every school marching band from Orange County is in the parade, along with the local scout troops, the fire department and some guys on horses. But no Shriner or their little cars. And no Grasseater. Kraemer Park, 201 N. Bradford Ave.

### PARKING LOT

**TRI-CITY PARK.** It's great for fishing, sailing, model boats, and feeding the ducks and geese. (Note: be careful of the geese; the



**TROUBLE SHOOTER**

# High school art department in need of supplies

**Dear Trouble Shooter:** Westminster High School's art department needs art supplies, such as paint, brushes, sponges, glazes, ceramic tools.

The Westminster High School students thank you.

**Nora Wakefield,**

**Westminster High School**

Interested readers can reach Nora at (714) 893-1381.

**Dear Trouble Shooter:** Placentia, this year, celebrates its 75th anniversary. Local historical societies and li-

brary history rooms seek photographs of family, school, church and business events that document the past. The Placentia Library History Room, soon to open its expanded facility, welcomes donations or loans of such items that record the lives of those who have lived in our community.

**Pat Irot,**

**Placentia Library District**

Interested readers can reach Pat at (714) 996-8390.

**Dear Trouble Shooter:** I recently closed a Baskin-Rob-

bins ice cream store and have a commercial refrigerator I would like to donate to a nonprofit organization.

I also have three dipping cabinet freezers that could be used as a chest freezer. I have a 10-by-4-foot walk-in freezer too.

**Pam Maxwell, city unknown**

Interested readers can reach Pam at (714) 997-0539.

**Dear Trouble Shooter:** Donations of the following would be greatly appreciated for our cats & kittens at The Animal Assistance League of

Orange County: towels, bed (any size), cat trees (35 inches and taller), scratching posts, wire cat condos, wire play pens with tape to prevent cats from crawling out of cat carriers.

**Joy Popson, AALO**

Interested readers can reach Joy at (949) 559-6224.

If you have a request or donation, write to the Trouble Shooter at P.O. Box 11626, Santa Ana, CA 92711. Or fax to (714) 796-5052. Or send e-mail to [troubleshooter@ocregister.com](mailto:troubleshooter@ocregister.com).

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**TUESDAY 332**

**YWCA of North Orange County** meets at 5:30 p.m. at the YWCA Administrative Office, 215 E. Commonwealth Ave., Suite F, in Fullerton. Call 871-4488.

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

**Musictime for ages 3-4** meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906, Ext. 212.

**Musictime for ages 5-6** meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906, Ext. 212.

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

**Great Books Discussion Group** meets at 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

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

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**Fire extinguisher checkups offered**

The Placentia Library District will host a Fire Extinguisher Day from 10 a.m. to 2

p.m. Saturday in the Civic Center parking lot.

Oxygen Service Co., an Orange-based firm, will provide fire extinguisher inspections and recharging at \$10 per extinguisher.

The Civic Center is in the 400 block of Chapman Avenue at the corner of Chapman and Kraemer Boulevard.

Information: 528-1925, Ext. 201.

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**332**

**TODAY**

'Lapsit' stories for ages 2 and younger are held from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906, Ext. 212.

Story times for children ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906, Ext. 212.

Community Band meets at 6:30 p.m. at Kraemer Middle

School, 645 N. Angelina Drive. Call 993-8117.

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# PARADE

FROM PAGE 1

worst of times in this tale of two cities, this year was the best - or close to it. For the city's 75th birthday, a compromise was struck: a south-north route that linked both sides of the town. The parade that once divided Placentia united it Saturday.

"It's not home, but it's better," Burciaga conceded. With a route and festival that was within walking distance of many residents on either side, attendance was the highest ever: an estimated 20,000. That's nearly half the population of a town whose motto is "The People Are the City." Shuttle buses from the south side to the festival were full, as compared to last year when few traveled north.

The parade, which marched for 2 1/2 hours, included Cub Scout troops and councilmen, military troops and mariachis. Marching bands from El Dorado and Valencia - not to mention two dozen other schools - performed. In Tri City Park, the festival offered everything from elephant rides to custom cars. Taco booths stood next to Polish sausage stands. "It was always our intention to include everyone," said Bob D'Amato, the city administrator. But, he added, having a south-north parade route, rather than one confined to the north side, "I think is better for all people."

Critics of last year's Heritage Days were watching this year's parade closely, Burciaga said. He expects some will argue for tweaks next year, such as extending the route one block to Bradford Avenue, where the parade used to be held. There will be others who continue to argue to move the festival back to the south side. But he believes the compromise will hold.

"It will be reviewed and evaluated, but I think it worked pretty well," Burciaga said. "People want to feel that the intercultural mix is there - that everyone is spoken for."

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## Library friends to sell discount books

Friends of the Placentia Library will raise funds by selling second-hand hardcover books, paperbacks and maga-

zines at discount prices. Books will be sold from 1 to 4 p.m. Sunday, as well as Nov. 18 and Dec. 9. The library is at 411 E. Chapman Ave. Information: 528-1906.

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**TODAY 3:32**  
Story times for children ages

3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free.

Reservations are not required. Call 528-1906, Ext. 212. Community Band meets at

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

# A parade of unity in Placentia



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of 13



**THE TUSTIN YOUNG MARINES** carry a flag along Kraemer Boulevard during Saturday's Heritage Day Parade. At top, 6-year-old Manuel Guerra waves to the crowd near the end of the parade route • Photos: Bruce C. Strong / The Register

## Communities • An event that once divided the city now brings it together.

By **STEPHEN LYNCH**  
The Orange County Register

### PLACENTIA

**T**hough one of Orange County's smallest towns, Placentia is big enough to hold what many see as two cities.

In the older, south side of town, there is the predominantly Hispanic community that traces its roots to the Spanish ranches and the centuries-long migration of workers from Mexico. On the north side of town, which was settled by farmers who ar-

even its own business association. The two high schools - Valencia to the south, El Dorado to the north - are bitter rivals. Culture, economics and language often divide the two sides.

At no time was this rift more apparent than last year, when the annual Heritage Day Parade and Festival was moved from its traditional south-side home to the north.

"It was not in the area where Placentia was founded," said Frank Burciaga, a member of the Placentia Heritage Executive Board. "A lot of people were



**IVES CRUZ**, a member of a Mexican folkloric dance

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**PLACENTIA 332**  
**Fire-gear checkups:** The Placentia Library District will host a Fire Extinguisher Day for residents at 10 a.m. Oct. 20 in the Civic Center parking lot. Oxygen Service Co. will provide fire-extinguisher inspections and recharge them at \$10 per extinguisher. The Civic Center is at 401 E. Chapman Ave. Information: (714) 528-1925, Ext. 201  
- Karen Robes  
(714) 704-3796  
krobess@ocregister.com

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Placentia News  
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### Camp Library sets up kids' overnight

Registration opens Sunday for the 15th annual Camp Library, which begins at 7:30 p.m. Nov. 9, sponsored by Friends of Placentia Library.

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

Registration is limited to the first 50 children. Admission is \$5.

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

# Placentia celebrates heritage with change

**332**  
**Cities • Saturday's parade and festival may lure 20,000.**  
Some residents are still upset about a switch in venues.

By **KAREN ROBES**  
The Orange County Register

### PLACENTIA

Up to 20,000 people are expected at this year's Heritage Days Parade and Festival on Saturday, an all-time high.

Organizers say the jump from last year's 15,000 in estimated attendance stems from celebration of the town's 75th anniversary.

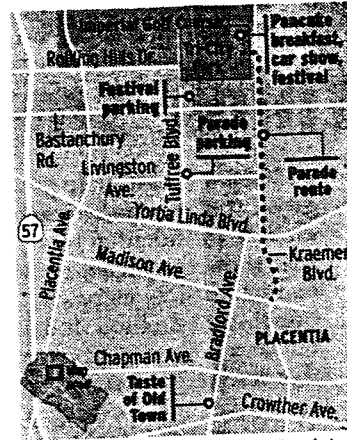
If so, the event's growth comes despite resentment from some south-side residents, still stinging from a shift in venue away from their historic neighborhoods two years ago, moving from Kraemer Memorial Park, near City Hall, to Tri-City Park on the north side.

City officials said the move was needed to make room for a big bash that includes helicopters, antique cars, floats, 18 bands and an elephant.

"As the community grows, we have to be inclusive to the community as a whole so everyone can share in the rich and exciting heritage we all enjoy," Mayor Chris Lowe said.

The parade route was shifted last year and will be this year, too. On Saturday it

## Heritage Days Parade and Festival



The Register

### SCHEDULE

#### Today

- 5-9 p.m.: Taste of Old Town

#### Saturday

- 7-10 a.m.: Chamber of Commerce Pancake Breakfast
- 9:30-11:30 a.m.: Heritage Day Parade
- 11 a.m.-12:45 p.m.: Community Band performs
- 11:30 a.m.-4 p.m.: Heritage Festival
- 11:30 a.m.-noon: Mayor's reception
- 12:45-1:15 p.m.: German dance group performs
- 1 p.m.: Parade awards
- 2-2:30 p.m.: Folkloric dance
- 2:45-3:15 p.m.: Grace Christian Church Band with vocalists
- 3:30-4 p.m.: Polish church group

### Information

(714) 993-8232

### SHUTTLES

Buses will run from two south-side locations every 20 minutes from 7 a.m. to 4 p.m. Saturday. Pick-up and drop-off points are at Backs Community Building parking lot in Kraemer Memorial Park, 201 N. Bradford Ave., and the parking area at Tuffree Park, 2101 N. Tuffree Blvd.

will run down Kraemer Boulevard.

South-side resident Krystal Tovar said the sense of tradition is lost by not having the event at its original venue.

"It just upsets me because La Habra had the Corn Festival in the same park for so long, and they had a 100,000 people," Tovar said. "There wasn't an issue over the size of the park."

Frank Burciaga, who manages shuttle services for the event, said the transportation

is especially important for south-side residents, mostly walk to get around.

"We're working on it," Burciaga, a south-side resident. "The parade, this tradition, has been taken out of the community, and this is the best thing for us to do now. It was a compromise but it didn't come back to the founding area of Placentia."

• Contact Robes at (714) 704-3796  
krobess@ocregister.com

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# Turning page on independence

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**Elisabeth Deffner**  
For the Placentia News-Times

**I**t gives them a sense of responsibility, it helps to improve their grades and it's fun.

What could be better than children getting their own library cards?

Now through the end of October, the Placentia Library is celebrating National Library Card Sign-Up Month with its "Every Child a Library Card" drive.

Youngsters who receive library cards during this period will not only have the pleasure of checking out books, tapes

and videos on their own. Each one will also receive a novelty pencil that declares: "I'm a Placentia Library Reader."

And they'll be entered in a drawing, with each having a chance to receive one of 10 age-appropriate books.

Children's Librarian Cyrise Smith noted that benefits accrue when children have their own library cards.

"A lot of studies have shown that children who read outside the home do better in school," she said. "It's really, really important that they start to think of the library as a place they can go; it isn't just a place adults go."

Local educators agree.

Marcie Duran, a second-grade teacher at nearby Tynes Elementary School, takes her students on an annual tour of the Placentia Library.

"Readers are leaders," she explained. "The more you get (students) into reading, the better they do in all the other subjects. It makes them feel more confident."

Tynes Elementary's second-graders all visit the library as part of a study unit on their local community.

Duran laughed as she de-

Please see **PAGE 7**

## PAGE

FROM 6

scribed her students' awe upon their first visit to the library:

"There's so many books," they murmur in hushed voices.

"It's so cute," the teacher said.

A library card can also be vital to young students who might not be able to find the materials they need in their school libraries, where the collections are naturally much smaller than the public library's choices. And older children sometimes can't check out the books they need at the public library, if parents have forgotten to lend them their library cards.

Smith said that having an individual library card gives children "a sense that they're grown up. It's something they can do on their own."



Stan Bird / Placentia News-Times  
**TAKING ADVANTAGE** of their library card privileges, Paul Chappman, left, and his brother Eric, 11, visit the Placentia Library to check out new books, with tips from children's librarian, Cyrise Smith.

The Placentia Library is at 411 E. Chapman Ave. To register for a library card, a child must be accom-

master calendar OF ORANGE COUNTY

march

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SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY



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

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

7 8 Valiant Women Afternoon Tea, Mission Hospital Foundation, 949-364-4803.

10 11 12 13 14 15 16



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



15 Fight Night, Marconi Foundation, 714-258-3001. Black and White ball, Olive Crest, 714-543-5437, extension 1172 or 1179.

17 18 19 20 21 22 23



24 25 26 27 28 29 30

31



No date: Celebration of Children, Court Appointed Special Advocates, 714-663-8271. No date: Spirit Run, Newport-Mesa Unified School District Parent Teacher Student Association, 760-434-7706. No date: Golden Touch Awards Breakfast, Assessment and Treatment Services Center, 949-756-0993. No date: Dinner by the Bay, Project Cuddle, 714-432-9681. No date: Annual Author's Luncheon, Friends of Placentia Library, 714-528-5375.

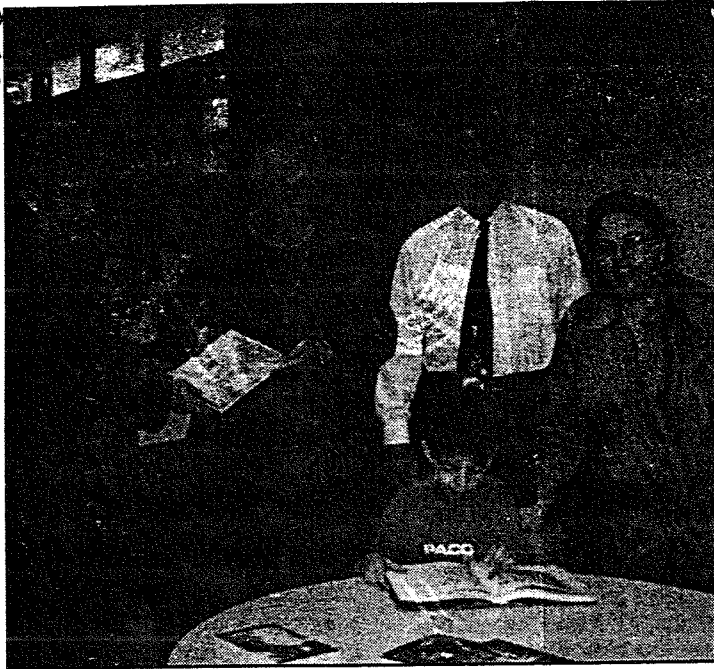


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**NINE-YEAR-OLD JESSE LOPEZ** reads a book donated to the Placentia Library by the Pat Nixon unit of the National Federation of Republic Women in Yorba Linda, as part of the group's effort to support first lady Laura Bush's No Child Left Behind literacy campaign. Shown at the recent presentation are club President Gloria Murphy, left, library Director Elizabeth Minter, Jim Roberts and children's librarian Cyrise Smith.

Courtesy of Gloria Eberman Murphy

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### WEDNESDAY 332

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

Welcome Wagon of North Orange County meets at 11 a.m. at various restaurants. Call 692-5289.

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

Story times for children ages 3 to 6 are held from 6:30 to 7 p.m. at the Placentia Library 411 E. Chapman Ave. Free. Call 528-1906, Ext. 212.

Heritage Festival Committee meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call 993-8117.

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## Library friends to sell discount books

331 Friends of the Placentia Library will raise funds by selling second-hand hardcover books, paperbacks and magazines at discount prices.

Books will be sold from 1 to 4 p.m. on the following dates: Oct. 14, Nov. 18 and Dec. 9.

The library is at 411 E. Chapman Ave. Information: 528-1906.

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### TUESDAY 332

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

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

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### TODAY

331 'Lapsit' stories for ages 2 and younger are held from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

Story times for children ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

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## LETTERS TO THE EDITOR

### 332 Facility sharing

My, oh my. Aren't we generous. The beat goes on. My recent letter showed how we used Mission Viejo city tax dollars to build an expensive library for Mission Viejo and Laguna Hills, who jointly shared use of the old library on Chrisanta.

Since we built a library for both cities, Laguna Hills elected to include computer work-stations in its new community center with full-blown access to both the Internet and the Orange County Public Li-

brary System, able to order and pick up materials at the center. With the Mission Viejo Library in easy access to them, Laguna Hills residents have better overall library service than Mission Viejo residents at a fraction of the cost.

So what about the animal shelter, jointly serving Mission Viejo and Laguna Niguel? Niguel shares in operating costs based on population percentage, and shared in construction of the cattery addition. The original building, access road, equipment and furnishings cost more than \$3 million. For-

mer Mayor Sharon Cody, driving force of the animal shelter, pronounced it was built as a multi-city facility. My request for public documents showing the amount Laguna Niguel contributed to the original construction and outfitting produced the following response from the city: "The City has no records responsive to your request. The City of Laguna Niguel was not involved in paying for the original costs of building the animal services center."

Laguna Niguel came aboard a short while after the center was built, but shouldn't we have asked for and received compensation for the original construction?

Let's not cloud the issue with county animal services operating costs which were passed over to the two cities. I am talking about brick and mortar. Laguna Hills gets equal animal shelter service as Mission Viejo at a fraction of the original investment.

The city council majority is indeed very generous with your tax dollars and mine.

Allan Pilger  
Mission Viejo

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Placentia News  
Weekly OCT - 5 2001

### Camp Library sets up kids' overnight

Friends of Placentia Library will host its 15th annual Camp Library Week beginning at 7:30 p.m. Nov. 9.

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

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

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



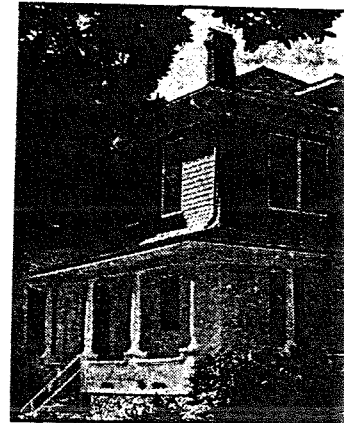
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Agenda Item 42

**DOCENT CHIEF** Jeanette Gardner, left, checks her fact sheet in the Calvary Church as she prepares for the city's Nov. 3 inaugural Historic Home and Building Tour. The church, which will be the starting point, features a stained-glass window that faces Bradford Avenue. Below, the Albert S. Bradford House will also be part of the tour.



Stan Bird / Placentia News-Times



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**PlacentiaNewsTimes**  
**ocregister.com**

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Submit calendar items: births, deaths, weddings, anniversaries and engagements to News Assistant T. Oates at (714) 704-3761 or **doates@ocregister.com**

- Address: 177 St., Anaheim, CA
- Hours: 8 a.m. - 5 p.m.
- Fax: (714) 704-3761
- Customer Service: 1-877-469-7344
- Classified: 796-2204
- Ombudsman: 796-2204

# OPEN WIDE

## And step inside for first historic building tour

By **Karen Robes**  
Placentia News-Times

Break out those walking shoes to see Placentia from a new perspective.

The inaugural Historical Home and Building Tour will put out the welcome mat Nov. 3, in honor of the city's 75th anniversary celebration this year.

Historical Committee members, organizers of the tour, expect up to 1,000 visitors for the tour focusing on historic connections and architectural significance.

Lawrence de Graaf, history professor at California State

University, Fullerton, said the excursion will provide a chance to get to know the people who shaped Placentia.

"There's a sense of pride in learning more about a city's local history," de Graaf said. "This isn't a city where nothing happens. It's given birth to great people and great things. It inspires us to do great things."

Tour proceeds will benefit the Historical Committee, which promotes the awareness of Placentia's history and preservation of the city's landmarks.

Three of the sites on view will be clustered within walk-

ing distance in the Old Town area, and others are scattered farther apart around town. Visitors may tour the buildings in any order and at their own pace.

Docent guides will be on hand to provide an inside look at the owners and interesting events chronicled for each building.

Here's a look at the eight buildings that will open their doors for the tour, listed by construction date:

► **George Key Ranch**, 1898, masonry farmhouse

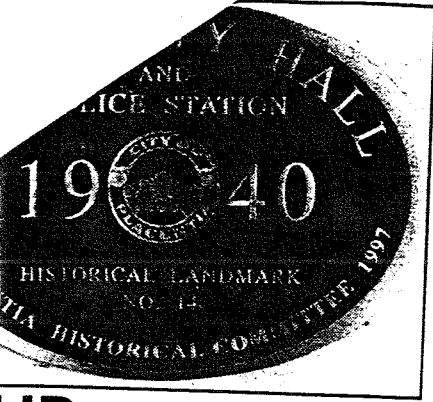
From the welcoming scent

Please see **TOUR Page 3**

*Pacific Clipping*  
*Post office box 11789*  
*Santa Ana, Calif. 92711*  
*Oct. 25, 2001*

DOCENT CHIEF Jeanette Gardner, left, checks her fact sheet in the Calvary Church as she prepares

Oct. 25, 2001.

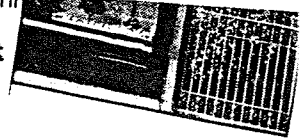


Maps showing locations for all eight homes and buildings will be available at the start of the tour.



CITY'S FIRST HISTORIC tour will include this view, above, from the courtyard of the Old Placentia City Hall looking west; the John Lemke House, below; and the Calvary Church on the corner of Chapman and Bradford avenues, which will be the meeting spot to buy tickets and pick up maps for the Nov. 3 benefit event.

PHOTOS BY STA



Mike and Janie Nath have done extensive renovations to the home. The couple knew Lemke family members, who used to drop by the old home during the holidays and tell the Nath stories about living there. Details include a massive tree-decked arch plus furniture and timeworn clothing that belonged to the Lemkes.

► **Nenno Family House, 1907-08,** Craftsman Bungalow with Colonial Revival elements

One of the oldest homes in Placentia, the Nenno House belonged to Antoinette Nenno, a charter member of the Placentia Round Table Women's Club, which was formed in 1902. Christmas parties were held in the now-demolished barn. Only the vintage woodwork and light fixtures hint at the home's original stature.

► **Charles Wagner House, 1920,** Colonial Revival

Lush greenery and large windows showcase this family home turned bridal center. The Wagners meant the home to be a place for fabulous holiday parties, for which the family

of pride in area, and others are farther apart around town. Visitors may tour the buildings in any order and at their own pace.

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From the welcoming scent

UR

Placentia oranges to the equipment, this history is the ultimate desire for a snapshot of Placentia's citrus-growing past. The tour includes a verse garden, George Gilman's property dots the landscape of the tour, a Calverton student will talk on the Chinese orange ranching. Bradford House, 1902,

Bradford House, built by the city's founding father, is the city's celebrated homes. Constructed for \$8,000, the house took only six months to build. Features include a fire-escape, fire-escape, fire-escape, fire-escape.

property owners

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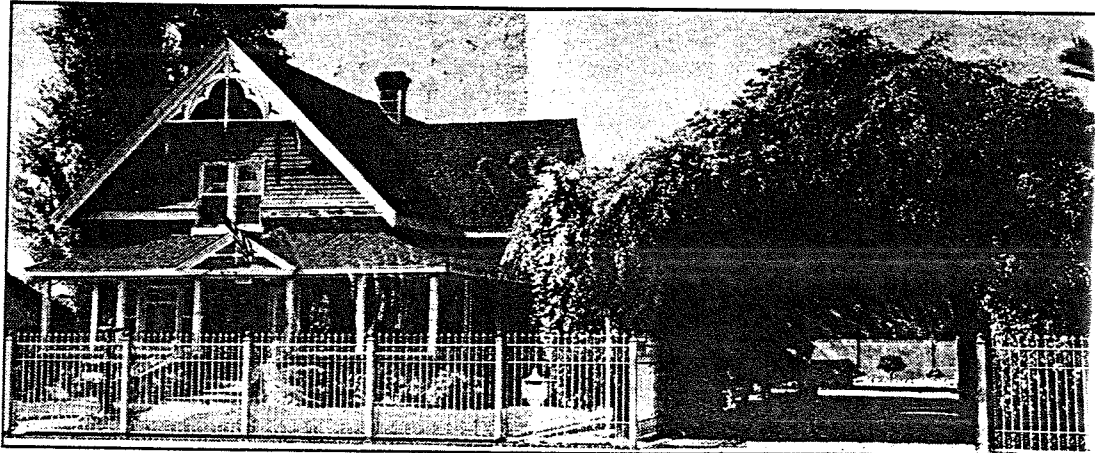
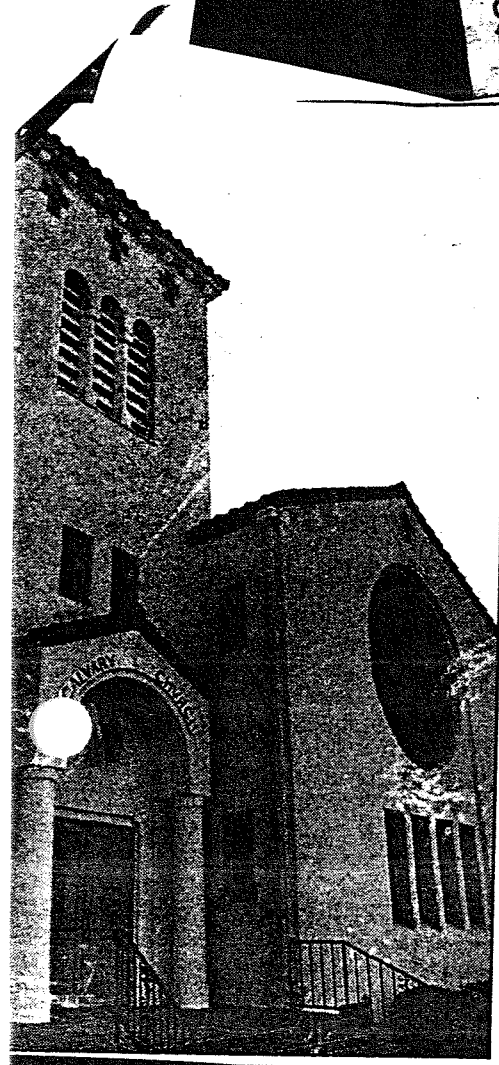
**DOCENT CHIEF Jeanette**  
 was famous.  
 left, checks her

- **Calvary Church, 1926, Spanish Colonial/Gothic**  
 Orange rancher and evangelist Charles Fuller helped to erect this three-story sanctuary for \$41,000. Fuller formed the Gospel Broadcasting Association and founded the Fuller Seminary in Pasadena. Except for new carpeting and upholstery, much of the interior remains untouched by time. Details include an artistic depiction of the River Jordan over the baptismal font and an elaborate, round stained-glass window, called the Rose Window.
- **Old City Hall, 1926, Spanish Eclectic/Spanish Colonial**  
 Though the government fa-

cility was long ago transformed into the College for Appraisers, the walls still whisper of old jail cell sounds and sirens from phantom police cars. Until the 1970s, this historic City Hall was the political hub of the city.

- **Old Placentia Library, 1927, Spanish eclectic:**  
 Although the old Placentia Library building is known today as the Edwin T. Powell Building and houses the city's Senior Center, the architecture still shows traces of literary whimsy. It was designed by architect Carleton Monroe Winslow. Features include a tile panel depicting Don Quixote and poetic writings etched around the fireplaces.

**Historic tour**  
**What:** Inaugural Historical Home and Building Tour  
**When:** 10 a.m. to 4 p.m. Nov. 3  
**Where:** Tour starts at Calvary Church, 102 S. Bradford Ave.  
**Tickets:** \$15 day of tour, Presale tickets, at \$12, may be purchased by mail. Requests must be received by Monday. Send to Building Tour, City Hall, 401 E. Chapman Ave., Placentia, CA 92870.  
**Information:** 524-5148 or [placentiahometour@yahoo.com](mailto:placentiahometour@yahoo.com)  
**Recommendations:**  
 ► Wear comfortable shoes  
 ► No cameras allowed  
 ► No strollers



# OPEN WIDE

step inside for first historic building tour

Oct - 25, 2006

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 a News-Times  
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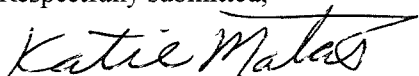


SAFETY COMMITTEE MEETING  
OCTOBER 31, 2001  
MINUTES

- I. Call to Order: 11:45 A.M.
- II. Members Attending: Esther Guzman  
Elisa Herrera-Thomas  
Katie Matas  
Jillian Rakos  
Cyrise Smith
- III. Old Business
1. The linoleum floor in the workroom is uneven near the door to the cubicles. Repair is being scheduled.
  2. A risk management consultant for the Special District Risk Management Authority inspected the building and will present the library with a report.
  3. A policy needs to be established for children bringing scooters into the library. The circulation staff will make recommendations to the Library Director.
- IV. New Business
1. On Tuesday, October 23, 2001, the Library was evacuated at approximately 3:30 P.M. Due to the construction that is taking place outside of the Library, there was a gas leak. The Library was immediately evacuated. Library staff and patrons were allowed to re-enter the building approximately 30 minutes later.

The next meeting will be November 28, 2001 at 11:30 A.M.

Respectfully submitted,



Katie Matas

**2007**

**2007**

**2007**

**2007**

**2007**

February 2007  
March 2007  
April 2007  
May 2007  
June 2007  
July 2007  
August 2007  
September 2007  
October 2007  
November 2007  
December 2007