

# PLACENTIA LIBRARY DISTRICT

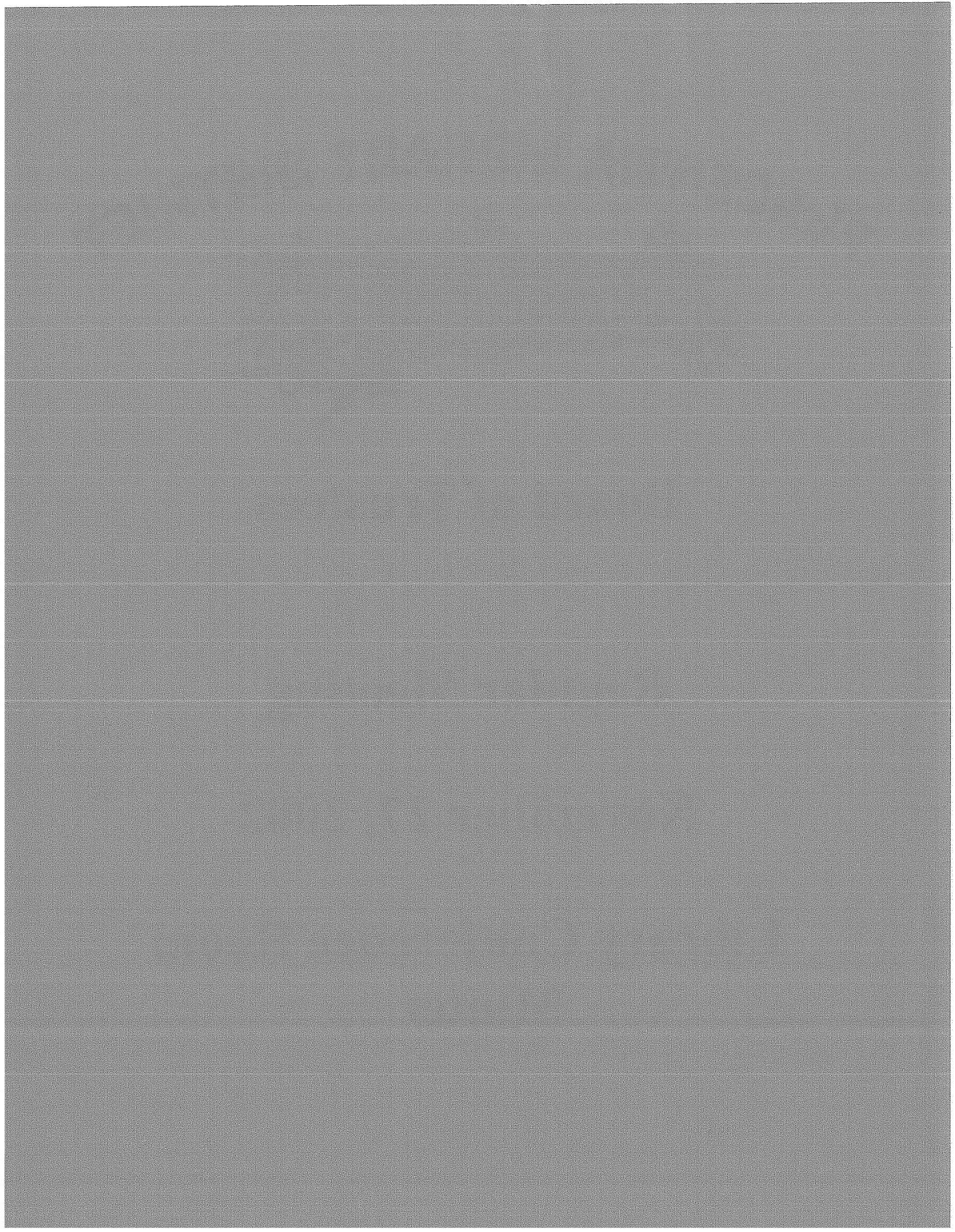


**Board of Trustees**

**Regular Meeting**

**November 27, 2002**

**Library Conference Room  
Minter**



# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT

#### BOARD OF TRUSTEES

November 27, 2002





#### **UNUSUAL DATE**

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant

2. Adoption of Agenda

*Absent. Dean Wood*

*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

*Stark / Busini*

- 3. Minutes of the October 16, 2002 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

*Add Ding Sauter  
Stark / Dennis  
Munich as correct*

- 4. Oral Communications

*Now*

*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

*William Betty Escobedo. No report*

*Doris Reception*

*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

*3 trustees: SDUCA - in about a week - needs  
e letter reports. - hand copy - letters. -  
with 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

*Dennis: No report.*

*Revised ballot pouch  
in circulation*

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

*Admin Fund adv to Saly. - Dec 1*

- 8. Friends of Placentia Library Board of Directors Report

*Ellie*

*- Membership renewals  
- Admin. lunch  
- Annual meet in April 7*

- 9. Placentia History Room Report

**CLAIMS (Items 10 - 13)**

Presentation: Library Director  
Recommendation: Approve by Motion

*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.*

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

*Dead end  
7:40 P -*

*Sandra / Mgr*

No Nonstandard Claims were processed during this report period.

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

Claims 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340 and 4341 forwarded by Library Director for a total of \$24,850.03 for this report period.

- 12. Current Claims and Payroll (Approve)

Claims 4342, 4343, 4344, 4345, 4346, 4347, 4348 and 4349 for a subtotal for Claims of \$30,234.53; and Payrolls 4350 for \$36,866.40 and 4351 for \$28,648.14 for a subtotal for Payrolls of \$65,514.54; with a combined total of Claims and Payroll of \$95,749.07.

- 13. FY2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

> *Sandra's Presentation*  
**FINANCIAL REPORTS (Items 14 - 18)**

*Presented by  
Presenters:*

*Jessie Book for  
Children  
Sandra will meet  
just + assist  
with collect.*

*Peggy / Sandra* - Presentation: Library Director  
Recommendation: Approve by Motion

*Items 14 - 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

- 14. Financial Reports for October 2002 (Receive & File)
- 15. Office General Ledger & Check Registers for October 2002 (Receive & File)
- 16. Acquisitions Report for October 2002 (Receive & File)
- 17. Collection Agency Report for October 2002 (Receive & File)
- 18. Gifts Report for October 2002 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 19 - 29)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Dorell / Sandra*

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

- 19. Building Maintenance Report for October 2002 (Receive & File)
- 20. Personnel Report for October 2002 (Receive, File, and Ratify Appointments)

21. Volunteer Report for October 2002 (Receive & File)
22. Circulation Report for October 2002 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
24. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
26. Plan of Service and Budget Request for Fiscal Year 2002-2003 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted on November 8, 2002 (Receive & File)
27. Submission of California State Mandated Costs Claims (Receive & File)
28. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2002-2003, as submitted on November 19, 2002 (Receive & File)
29. Notification of Grant Award by the State Library of California for the Public Library Staff Education Program in the amount of \$5,676, and the Grant documents and Financial Claim that were submitted to the State Library on November 18, 2002. (Receive & File)

#### CONTINUING BUSINESS

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

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

#### NEW BUSINESS

31. Election of Officers for Independent Special Districts of Orange County (ISDOC)

Presentation: Library Director *Stark / Sub*  
Recommendation: Determine how the District wishes to vote in the election; and

Authorize the Library Director to prepare and mail the ballot on behalf of the Board of Trustees. *Stark / Sub*

32. Presentation on recommended changes to the District's Internet Access Policy

Presentation: Technology Manager  
Recommendation: Give Direction for Policy Development

*ACA lobby article.  
for Tim get work.*

33. Authorize replacement of Story Hour Room wall and door

Presentation: Library Director *Perry / Saundra*

Recommendation: Authorize the replacement of the folding wall/door to the Story Hour Room with Option B from the Proposal by RMC Facilities Services dated September 18, 2002, at a cost of \$4,184.70, with \$3,000 to be paid by the Placentia Library Foundation; and

Authorize the Library Director to request that the Friends of Placentia Library participate in this project with a grant of \$1,184.70, or, if the Friends do not fund the project, to authorize payment of the balance from the District General Fund.

34. Authorize replacement of Public Rest Room partitions *Saundra / Perry*

Presentation: Library Director

Recommendation: Authorize replacement of the Public Rest Room partitions as presented in the Proposal by RMC Facilities Services dated November 4, 2002, at a cost of \$3,190.00 to be paid by the General Fund.

35. Retirement Commemoration for Trustee Saundra Stark *Perry / Saundra \$300*

Presentation: Library Board President

Recommendation: Determine the activity and budget for the commemoration for Trustee Saundra Stark

*Jewel Circle Collect in English*

35a. Travel/training authorizations for Placentia Citizen of the Year Breakfast and Special District Risk Management Authority (SDRMA) Annual Meeting and Education Seminar

Presentation: Library Director

Recommendation: Determine how many seats for the Placentia Citizen of the Year Breakfast will be needed by the Library Trustees; and

*Perry / Saundra*  
Approve travel to the Special District Risk Management Authority (SDRMA) Annual Meeting in Sacramento by Library Assistant Katie Matas on Wednesday, December 11, 2002 at a cost of approximately \$300.00 to be paid by the General Fund.

STAFF REPORTS (Items 36 - 41) *Just / Perry*

*Items 36 - 41 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.*

36. Program Committee Report for October 2002 (Roberts)

37. Children's Services Report for October 2002 (Smith)

38. Placentia Library Literacy Services Report for October 2002 (Roberts)

- 39. Placentia Library Web Site Report for October 2002 (Roberts)
- 40. Publicity Materials Produced in October 2002. (Rakos)
- 41. Safety Committee Minutes for October 2002 (Matas)

**ADJOURNMENT**

- 42. Agenda Preparation for the December Regular Meeting, which will be held on Wednesday, December 18, 2002 at 6:30 P.M. This meeting will include the election of Board officers and assignments for calendar year 2003.

LOCAL

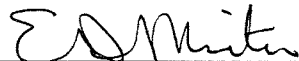
- 43. Review of Action Items.

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

- 44. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the November 27, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 21, 2002.

  
\_\_\_\_\_



# Placentia Library Board Calendar

December 2002 - November 2003

**Dec 2002**

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## December

- 2 7:00 PM Friends Board Meeting, Braun  
6 7:15 AM Chamber of Commerce Citizen of the Year Breakfast  
8 1:00 PM Friends Book Sale  
18 6:30 PM Library Board Meeting

**Jun 2003**

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**Jan 2003**

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## January

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

**Jul 2003**

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**Feb 2003**

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## February

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

**Aug 2003**

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**Mar 2003**

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## March

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

**Sep 2003**

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**Apr 2003**

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## April

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

**Oct 2003**

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## May

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

**Nov 2003**

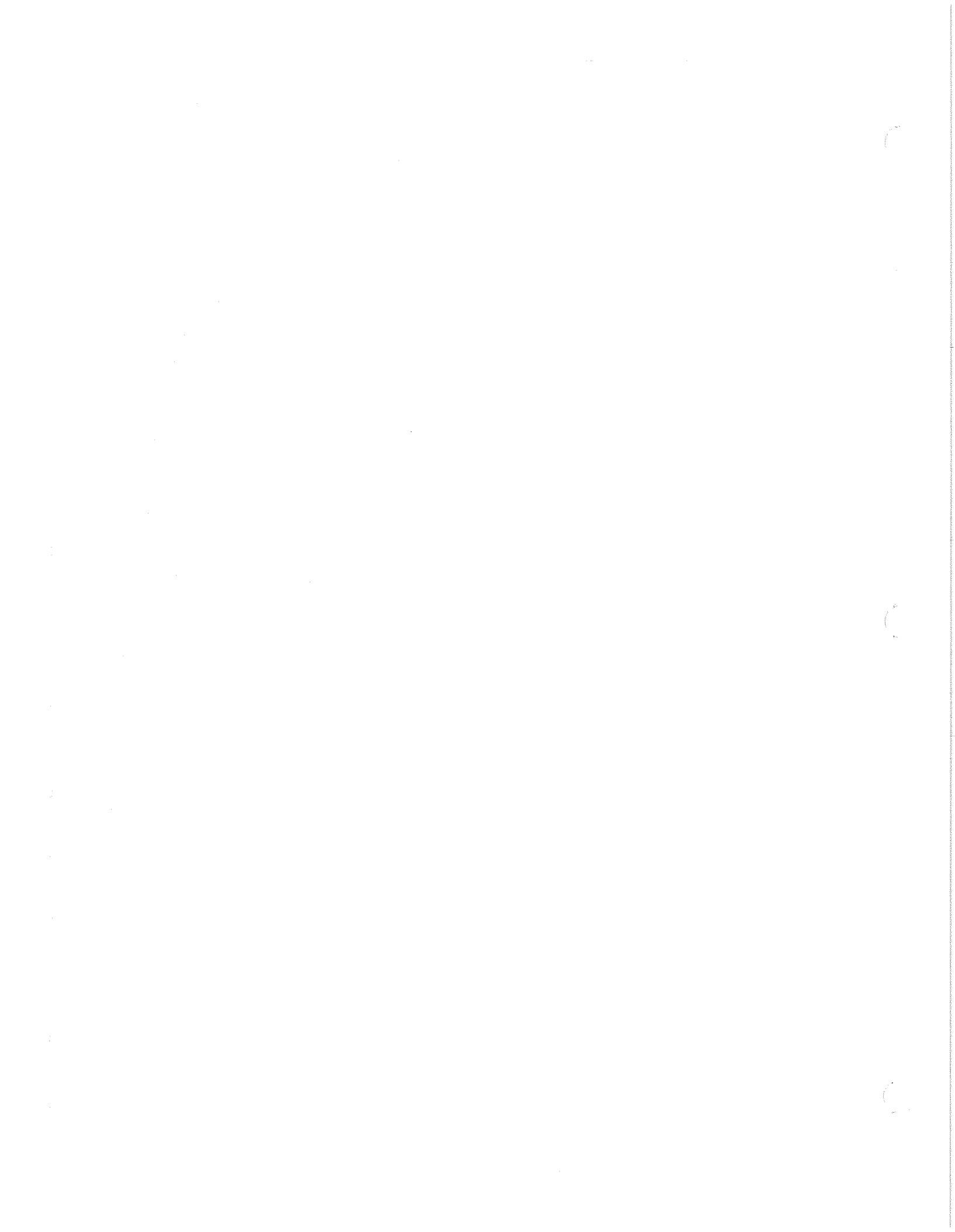
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## June

- 2 7:00 PM Friends Board Meeting, Wood

**May 2003**

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# Placentia Library Board Calendar

December 2002 - November 2003

Dec 2002						
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Jan 2003						
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Feb 2003						
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Mar 2003						
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Apr 2003						
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May 2003						
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## June

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

Jun 2003						
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## July

- 4 Library Closed for Independence Day
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

Jul 2003						
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## August

- 20 6:30 PM Library Board Meeting

Aug 2003						
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## September

- 1 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 7 Library Closed for Monday Holiday
- 24 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Sep 2003						
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## October

- 6 7:00 PM Friends Board Meeting, Shkoler
- 11 9:00 AM Heritage Parade
- 22 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast

Oct 2003						
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## November

- 3 7:00 PM Friends Board Meeting, Escabosa
- 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 11 Library Closed for Veterans Day
- 19 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

Nov 2003						
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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 16, 2002**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2002 at 6:31 P.M.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Public Services Manager / Literacy Coordinator Jim Roberts, Interim Administrative Assistant Erin Fregeau.

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

No Corrections were requested for the Minutes of September 18, 2002.

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the Minutes of the September 18, 2002 Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S  
REPORT**

President Shkoler reported that he attended the Friends of Placentia Library Board of Directors' meeting on October 7, 2002. He noted that Friends President Ellie Rankin runs a good meeting.

President Shkoler met with Betty Escabosa before the Friends Meeting, and discussed her availability for the Placentia Library District Board Meetings. She said that she is in the process of rearranging her schedule and plans to attend Board Meetings soon.

**TRUSTEE REPORTS**

Trustee Stark reported that she attended the City of Placentia Heritage Day Parade held on October 12, 2002. She was impressed with the Parade, and enjoyed seeing her granddaughter march with the Girl Scouts.

Trustee Stark also reported that there are two more meetings for the Special District Workers Compensation Authority Board of Directors. Both will be held in November.

Trustee Dinsmore reported that she attended the Heritage Parade on October 12, 2002. She was very impressed with Placentia Library District's entry.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY  
DIRECTORS  
REPORT**

Library Director Minter announced that on October 6, 2002, a new Families for Literacy / Reference Librarian was hired, Tyese Wortham. Tyese is already working hard and reaching out to local schools to expand the Families for Literacy Program.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

Ginny Sanatar, Friends of Placentia Library Board member, reported that November is the Friends membership campaign month. She also reported that the Author's Brunch which will be held at Alta Vista Country Club on Saturday, March 1<sup>st</sup>, 2003.. Lisa See will be the feature author. Ms. Sanatar also announced that the Friends of Placentia Library nominated Jim Roberts for the Placentia Chamber of Commerce Citizen of the Year Award.

**FOUNDATION  
REPORT**

Trustee Wood reported that the Foundation Donor Reception will be held Friday, November 8, 2002. The Donor Reception will have a Mardi Gras theme. The Reception will not affect the History Room meeting that morning.

**CLAIMS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 12 through 15.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director and Library Trustees: Claims 4319, and 4324 for a total of \$7,006.85. Claim 4316, 4321, 4322, and 4323 forwarded by the Trustees for \$34,042.99.00; with a combined total \$41,049.85 for this report period.

Current Claims and Payroll: Claims 4325, 4326, 4327 and 4328 for a total of \$8,262.93; and Payrolls 4329 for \$27,735.00 and 4330 for \$27,735.00 for a subtotal of \$55,470.00; with a combined total of Claims and Payroll of \$63,732.93.

FY 2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation to authorize transfer of \$50,000 from fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2002. (Receive a& File and Approve Fund Transfer)

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 16 through 20.

Financial Reports for September 2002

Official General Ledger & Check Registers for September 2002

Acquisitions Report for September 2002

Collection Agency Report for September 2002

Gifts Report for September 2002

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 21 through 30.

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

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

Volunteer Report for September 2002 (Receive & File)

Circulation Report for September 2002 (Receive & File)

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

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

Status Report on the Two Percent Assessment Appeals Case (Receive & File)

Letter from the State Library of California reporting the Placentia Library's estimated share of the Fiscal Year 2002-2003 Public Library Fund is \$46,376. (Receive and File)

Letter from the State Library of California reporting the Families for Literacy Grant (FFL) for Fiscal Year 2002-2003 is \$12,061. (Receive & File)

Workers Compensation Claim Settled. (Receive & File)  
Biennial Review of the Placentia Library District Conflict of

**STATE BUDGET  
STATUS**

Library Director Minter reported that the Placentia Library District's Public Library Fund allocation will be \$46,000.

**CALIFORNIA PUBLIC  
NOTICE  
REIMBURSEMENT**

Authorize Placentia Library District to file reimbursement claims for the eligible State mandated programs; and Authorize Library Board President Shkoler to sign the Agreement for Mandated Cost Claiming Services with Shields Consulting Group.

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

**AUTHORIZATION  
TO APPLY FOR  
CalCARD**

It was moved by Trustee Wood and seconded by Trustee Stark to approve the Addendum to State of California Purchase Card Program Master Service Agreement.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-1 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to authorize Library Director Elizabeth D. Minter to apply for a CalCard on behalf of the District.



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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-1 by roll call vote.

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

**STAFF REPORTS**

It was moved by Secretary Braun, seconded Trustee Dinsmore to approve Agenda Items 35-40.

Program Committee Report for September 2002.

Children's Services Report for September 2002.

Placentia Library Literacy Services Report for September 2002.

Placentia Library Web Site Report for September 2002.

Placentia Library Publicity Materials produced for September 2002.

Safety Committee Minutes for September 2002.

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 20, 2002 at 6:30 P.M. in the Library Conference Room.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 16, 2002 adjourned at 7:43 P.M.

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Geoff Braun  
Secretary  
Library Board of Trustees





MINUTES November 4, 2002

### FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Barbara Hemmerling, Eleanor Rankin, Jill Botha, Ginny Sanatar, Marge Horrocks, Frances Stoller, Virginia Walker, Camile Himes, Pat Irot and Renee Scott. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Gai Woods, the Trustees.

The **minutes** of the October 7 board meeting were approved as read. **Treasurer**, Camile Himes reported a balance of \$11,212.80. **Financial Secretary**, Ginny Sanatar reported sales from the Book Store in October \$653.75. October Second Sunday Sale netted \$158.35. Wells Fargo Foundation donated \$1000 for books for the Christmas Clearing Bureau. There were no bills to be paid.

**President's Report:** 1) Trustee's meeting: Ginny Sanatar attended as our representative. She reported that it was a very well organized, professionally done meeting. She had the agenda notebook beforehand and found it very informative. 2) Citizen of the Year Nominee: The Rotary Club of Placentia nominated Jim Roberts the same evening in October that we did. Therefore we will share the honor. Elizabeth Minter has written the nomination papers. Pat Irot moved that the Friends purchase one ticket for Jim Roberts. Virginia Walker seconded this and the motion was carried. The breakfast will be Friday, December 6 at 7 AM at Alta Vista Country Club. The tickets are \$12. Elizabeth will reserve 3 tables. 3) Foundation Report: Donor's Reception Friday November 8. Eleanor encouraged each of us to meet Michael Hunn. Gai Woods thanked the Friends of the Library for their wonderful support. She spoke on behalf of the Trustee's and the Foundation. 4) Author's Luncheon Saturday, March 1, 2003 with Lisa See. 4) Annual Meeting: A possible author was suggested to Eleanor. By general consent of the board Eleanor will contact this person and report back to the board.

**Chair Reports:** 1) Membership: The mailing for The Friends of the Library membership campaign will be out mid November. 2) Sunday Book Sales-Marge Horrocks announced the following schedule for staffing the sales: November 17 Renee Scott and Eleanor Rankin, December 8 Ginny Sanatar and Virginia Walker, January 12 Ted Farkas and Pat Irot, February 9 Barbara Hemmerling and Jan Schwartzkopf, March 10 Camille Himes and Frances Stoller, April Marge Horrocks and Jill Botha. The books that are on the outside tables and unsold at the November Sunday sale will be picked up by an organization that will distribute them in Kabul, Afghanistan. 3) Silent Auction-Jill Botha reported sales of \$19 in October.

**Library Director's Report:** Elizabeth Minter announced that the Administrative Assistant position is officially open. It will not be filled until after the Christmas Holidays. Elizabeth also reported that Saundra Stark would be retiring from the Library Trustees Board. Betty Escobosa will take that vacancy. Betty will be installed the first Friday of December.

Jim Roberts reported that he has been in contact with Human Services. They will let him know the number of children, their ages and whether boys or girls. With this information the appropriate books can be ordered to fill the boxes.

**Announcements:**

Eleanor asked if anyone knew how the minutes from past years had been stored. It was noted that they are stored in a casual, but safe manner. She suggested that they should be bound and asked Pat Irot and Barbara Hemmerling to meet with her to work on completing this task.

**Next meeting:** Monday December 2, 2002 7 PM

Barbara Hemmerling, Recording Secretary

November 22, 2002

TO: BOARD OF TRUSTEES, PLACENTIA LIBRARY DISTRICT  
MEMBERS, CITY OF PLACENTIA, HISTORICAL COMMITTEE  
FROM: HISTORY ROOM VOLUNTEERS *Pat Just*

The History Room continues to be staffed on Mondays and Wednesday evenings from 6 - 9 pm. to provide patron services. We volunteers rotate assignments on Monday evenings, one of us being present accompanied by a member of the Historical Committee, also on a rotating basis. We three are there on Wednesday evenings. Patron visits vary in number; generally, the research needs of students from public schools and universities are served.

Most recently, community outreach needs have been filled, as follows:

1. Illustrations/photos to accompany the text of a children's history book of our city, written by Chris Lowe, are in discussion. Consultations with Chris are in progress in regard to photo needs. Text has been written by Chris with the assistance of an intern; we have provided some editing.

2. The 3rd grade curriculum project on local history is in its concluding stages. We have written the teacher background materials on the local history of the five cities served by PYLUSD (Anaheim, Brea, Fullerton, Placentia and Yorba Linda). We have been actively engaged in the editing process, as well as the providing background and editing for the accompanying CDROM. The first volume of this material was presented to all third grade teachers (about 350) in the district at an inservice prior to the opening of school; the second and final volume will be distributed at a third grade teacher inservice in January. A copy is available in the History Room for your review.

3. A book on Placentia street names has recently been updated by Marie Schmidt and printed by the city. It explains the history behind the names of the streets within our city. It is available in the History Room for your review.

4. Meetings have been held with the Chair of the 2003 Home Tour planned by the Historical Committee, relative to needs for information and photos - particularly for their advertising needs.

In addition,

1. A CSUF student is earning 20 hours of community service under History Room personnel supervision.



2. Placentia Round Table Night's group, as a community project, is working under our direction. They are creating acid-free files with appropriate labels for hundreds of newspaper photo negatives which were donated to us some time ago.
3. Our current two displays in the Patron Room feature historical photos of our schools and of our founders. Plans are underway to change these exhibits to feature Placentia newspapers through the years and in addition, another display of historic buildings.
4. Our Disneyland Award Project is on hold. We have learned that Dr. Hansen, CSUF, has a similar project which will develop oral histories of WWII veterans experiences. We hope to meet with a representative of that project in order to coordinate our video project of WWII veterans' memories; we feel that we can benefit mutually by working together.
5. We hosted the November meeting of the Heritage Coordinating Council of Orange County. Members are professionals from libraries, universities, agencies and historical societies. This group shares information about activities and offers each other ideas and assistance. A large number of the group requested copies of the Placentia Street Name book (which were provided) and the 3rd grade Local History Curriculum.(which we will request of the school district).
6. We are in NEED of archivist consultant services in order to move forward with computerizing our holdings. We know a person who could provide this help, but would need approval and assistance in contracting for services..





PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
November 27, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
November 27, 2002

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	October 17, 2002	4331	5,569.66
	October 17, 2002	4332	3,169.93
	October 22, 2002	4333	1,235.13
	October 30, 2002	4334	5,209.22
	October 30, 2002	4335	611.63
	October 30, 2002	4336	1,642.63
	November 13, 2002	4337	2,285.00
	November 14, 2002	4338	1,960.13
	November 14, 2002	4339	1,170.90
	November 14, 2002	4340	1,246.57
	November 18, 2002	4341	749.23
TOTAL BY LIBRARY DIRECTOR			<u>\$ 24,850.03</u>

Prepared by Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/02  
REPORT NO 4331

Agenda Item 11  
Page 2 of 12

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

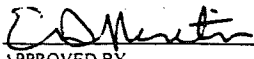
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

10/28/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N09110 Special Districts Workers' . Compensation Authority 1481 River Park Drive, Suite 110 Sacramento CA 95815-4501	10/07/02		0350	00		394.00		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	10/02/02 10/04/02		0700	01 08		343.77 56.78		
						400.55		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200210-18 200210-70		0700	02 00		39.90 15.00		
						54.90		
N09191A Oxygen Service Company 1011 W. Collins Ave. Orange, CA 92867	04408		1400	00		165.86		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55816 55182		0700 1400	00 00		8.17 1,846.20		
						2,283.00		
						4,137.37		
N06779B 3M RSP4754 File #53056 Los Angeles, CA 90074-3056	OF07780		1300	00		133.06		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	35391		1800	00		155.44		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	882550		1800	00		128.48		

The claims listed above (totaling \$5,569.66) 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 10/17/02  
REPORT NO 4332

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

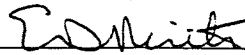
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

10/28/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
(new vendor) Metal Edge, Inc. 6340 Bandini Boulevard Commerce, CA 90040	40745		1800	00		256.60		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	133462		1900	00		113.33		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	18167		1900	00		2,800.00		

The claims listed above (totaling \$3,169.93) 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

3,169.93

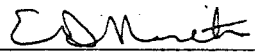
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct.7, 2002 335-253-2062		0700	01		349.79		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	10/07/02		1900	00		673.75		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	10/15/02		1900	08		91.00	02	
(new vendor) Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	10/15/02		1900	08		60.00	02	
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/16 - 10/17/02 10/3 - 10/16/02		2700	01		8.76 51.83 60.59		

The claims listed above (totaling \$1,235.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

11/4/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/10/02		0300	00		516.00		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	10/22/02		0300	00		188.77		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	10/14/02		0300	00		3,998.35		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	10/17/02		0700	00		154.41		
	10/17/02		0700	01		18.05		
						172.46		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	10/16/02		0700	01		67.43		
N06903 Advanced Office Services 1430 Village Way Santa Ana, CA 92705	45740		1300	08		83.85		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	882550		1800	00		128.48		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	022		1800	09		53.88		

The claims listed above (totaling \$5,209.22) 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.

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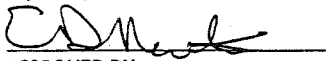
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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N27248 Erin Fregeau c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/25/02		2700	01		10.95		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/22/02		2700	07		23.36		
	10/28/02		2700	07		18.62		
						41.98		
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/22/02		2700	08		173.91		
(new vendor) Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/28/02		2700	09		18.62		
N01074 Sempra Rnlergy Utility The Gas Company PO Box C Monterey Park, CA 91756	10/21/02		2800	00		17.82		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	10/21/02		2800	00		348.35		

The claims listed above (totaling \$611.63) 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.

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

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11/4/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06779B 3M RSP4754 File #53056 Los Angeles, CA 90074-3056	OF07780 (balance from Claim 4331)		1300	00		32.97		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	10/21/02		1800	00		433.90		
			1800	07		151.23		
			1800	08		105.53		
						690.66		
N20813 Travel in Style 1414 N. Kraemer Blvd. Placentia, CA 92870	0022554		2700	00		459.50		
			2700	07		459.50		
						919.00		

The claims listed above (totaling \$1,642.63) 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.

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

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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N050301 AT & T	11/01/02		0700	08		22.20		
P.O. Box 78225 Phoenix, AZ 85062-8225	09/16/02		0700	01		57.26		
						<del>79.46</del>		
N03833 Brodart Automation	A35657		0700	05		215.50		
A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705								
N06903 Advanced Office Services	282679		1300	08		83.85		
1430 Village Way Santa Ana, CA 92705								
(new vendor) IKON Office Solutions	21310723		1300	00		277.52		
PO Box 7420 Pasadena, CA 91109-7420								
N06785 Hector Vargas Cleaning Service	062771		1400	00		1,100.00		
318 Capistrano St. Placentia, CA 92870								
N05294B Roto Rooter	185307		1400	00		105.75		
1183 N. Kraemer Place Anaheim, CA 92608								
(vendor number not in file) Action Electric Corp.	DM-87905		1400	00		163.30		
1001 E. Washington Ave Santa Ana, CA 92701								
N09112 General Binding Corp.	12598223		1800	00		137.36		
14430 Best Ave. Santa Fe Springs, Ca 90670	12593138		1800	00		122.26		
						<del>259.62</del>		

The claims listed above (totaling \$2,285.00) 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.

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ATTESTED AND/OR COUNTERSIGNED BY

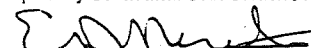
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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	352505		1800	00		78.88		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	066083		1800	00		27.50		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	111		1800	00		53.88		
(Item Removed)								
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1154171		1800	00		119.27		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20021031		1900	00		250.60		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	18295		1900	00		1,310.00		
(new vendor) Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	11/12/02 10/29/02		1900	08		60.00 60.00 120.00	02	

The claims listed above (totaling \$1,960.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



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ATTESTED AND/OR COUNTERSIGNED BY

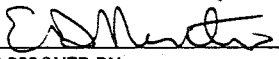
Placentia Library District  
411 E. Chapman Ave.  
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THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	10/29/02		1900	08		91.00	02	
	11/12/02		1900	08		91.00		
						<b>182.00</b>		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	11/1/02		1900	08		35.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1921		1900	00		42.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	10/31/02		1900	00		55.50		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	103002		1900	08		300.00	02	
N26886 Declues & Burkett, LLP P.O. Box 22021 Santa Ana, CA 92702-2021	5206		1900	00		286.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	102502		1900	08		135.20	02	
	110802		1900	08		135.20	02	
						<b>270.40</b>		

The claims listed above (totaling \$1,170.90) 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

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ATTESTED AND/OR COUNTERSIGNED BY

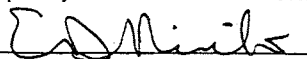
Placentia Library District  
411 E. Chapman Ave.  
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THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801	10/25/02		1900	08	-	94.85	02	
	11/08/02		1900	08		94.85	02	
						<b>189.70</b>		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	08/20-08/26/02		2700	01		21.54		
	10/21-10-29/02		2700	01		23.73		
						<b>45.27</b>		
N15072A Estella Wnek c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/16-7/25/02		2700	01		5.84		
	7/30-8/6/02		2700	01		9.86		
	9/11-10/1/02		2700	01		41.90		
						<b>57.60</b>		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/15/02		2700	09		35.00		
N20813 Travel in Style 1414 N. Kraemer Blvd. Placentia, CA 92870	0022554		2700	00		459.50		
			2700	08		459.50		
						<b>919.00</b>		

The claims listed above (totaling \$1,246.57) 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

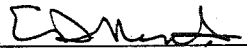
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	11/02/02		0700	01		343.77		
	11/04/02		0700	08		50.96		
						<b>394.73</b>		
N050301 AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	10/01/02		0700	08		28.49		
N27429 Metal Edge, Inc. 6340 Bandini Boulevard Commerce, CA 90040	413750		1800	00		47.59		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 (SSN: 608-40-2381)	10/11/02		1900	08		94.85	02	
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	10/11/02		1900	08		135.20	02	
N27248 Erin Fregeau c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/04/02		2700	01		23.18		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/13/02		2700	09		25.19		

The claims listed above (totaling \$749.23) 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 27, 2002

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4342	10,777.04
	4343	2,005.99
	4344	4,280.41
	4345	567.76
	4346	1,141.17
	4347	1,260.02
	4348	8,971.77
	4349	1,230.37
	TOTAL CURRENT CLAIMS	
PAYROLL	4350	36,866.40
	4351	28,648.14
		<u>\$65,514.54</u>
<b>TOTAL</b>		<b><u>\$95,749.07</u></b>

Prepared by: Erin M. Fregeau

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4342

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55212		0700	00		16.35		
			1400	00		650.51		
			1400	00		1,195.57		
			1400	00		265.60		
			1400	00		107.50		
			55213	1800		00		
						<b>4,518.53</b>		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	10/21/012		1300	01		5,000.00		
(new vendor) RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22223		1400	00		600.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-11-1349		1400	00		318.51		
N25646A AFP 1101 King Street, Suuite 700 Alexandria, VA 22314-2967	10/18/02		1600	00		340.00		

The claims listed above (totaling \$10,777.04) 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

10,777.04



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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06819B American Library Association 50 S. Huron St. Chicago, IL 60611	0231734		1600	00		235.00		
	0210042		1600	00		150.00		
	0003235		1600	00		245.00		
						<b>630.00</b>		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	10/9/02-11/19/02		1800	07		37.34		
			1800	07		49.41		
						<b>86.75</b>		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	10/9/02-11/18/02		1800	00		47.33		
			1800	07		378.57		
			1800	08		85.00		
			2700	01		400.00		
			2700	03		132.00		
						<b>1,042.90</b>		
N03912A California Special Districts Association 1215 K Street Sacramento, CA 95814	10/29/02		1800	00		95.00		
N06896E Aspen Publishers Inc. PO Box 64054 Baltimore, MD. 21264-4045	10/22/02		1800	00		120.00		
N21533 Kelly Paper Co. 1441 E. 16th St. Los Angeles, CA 90021	104159		1800	00		31.34		

The claims listed above (totaling \$2,005.99) 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 11/27/02  
REPORT NO 4344

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N10221 The Chronicle Of Philanthropy PO Box 1989 Marion, OH 43306	10/30/02		1800	00		59.97		
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	0990000148		1800	08		1,375.52		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	133835		1900	00		193.37		
N06914 Inside Prospects, Inc. 4475 Mission Blvd. San Diego, CA 92109	10/01/02		2400	01		1,939.50		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	11908891		2400	01		134.59		
(new vendor) Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	09/30/02		2400	01		86.27		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	R608283		2400	01		153.25		
	R610272		2400	01		65.32		
	R611985		2400	01		94.81		
						<b>313.38</b>		
N03658 Scholastic Library Publishing PO Box 19014 Newark, NJ 07195-0014	10749952		2400	01		177.81		

The claims listed above (totaling \$4,280.41) 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 11/27/02  
REPORT NO 4345

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N25796 BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1372244		2400	01		35.53		
	1372245		2400	01		4.51		
	1376946		2400	01		14.61		
	1376947		2400	01		9.69		
	1376948		2400	01		79.47		
	1376949		2400	01		72.66		
	1375195		2400	01		10.31		
	1375196		2400	01		14.61		
	1381686		2400	01		59.27		
	1381687		2400	01		61.32		
	1381688		2400	01		7.08		
	1381689		2400	01		53.44		
	1381690		2400	01		7.11		
	1381691		2400	01		15.47		
	1381692		2400	01		29.67		
	1388369		2400	01		13.64		
	1388370		2400	01		9.70		
1388371		2400	01		58.08			
1388372		2400	01		11.59			
					<b>567.76</b>			

The claims listed above (totaling \$567.76) 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 11/27/02  
REPORT NO 4346

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	81139524		2400	01		4.11		
	81139525		2400	01		111.27		
	81139526		2400	01		18.49		
	81211033		2400	01		101.92		
	81211035		2400	01		118.65		
	81211039		2400	01		9.62		
	81211040		2400	01		38.14		
	81211041		2400	01		45.11		
	81211042		2400	01		12.67		
	81265683		2400	01		114.87		
	81265684		2400	01		16.83		
	81295680		2400	01		28.55		
	81349634		2400	01		270.40		
	81349635		2400	01		17.24		
	81349636		2400	01		82.66		
	81349637		2400	01		17.30		
	81349638		2400	01		7.19		
	81349639		2400	01		16.54		
	81363848		2400	01		31.18		
	81363849		2400	01		17.97		
81363850		2400	01		60.46			
						<b>1,141.17</b>		

The claims listed above (totaling \$1,141.17) 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 11/27/02  
REPORT NO 4347

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	81363851		2400	01		63.88		
	81363852		2400	01		15.99		
	81464622		2400	01		15.68		
	81464623		2400	01		28.30		
	81464624		2400	01		16.64		
	81464625		2400	01		159.01		
	8146429		2400	01		32.74		
	81464630		2400	01		67.32		
	81464631		2400	01		15.15		
	81464632		2400	01		4.66		
	81464628		2400	01		26.32		
	81464626		2400	01		32.51		
	81464627		2400	01		37.40		
81464628		2400	01		26.32			
						<b>541.92</b>		
(new vendor) Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	10/25/02		2400	01		133.10		
N03829 Baker & Taylor, Inc. PO Box 2194 Carol Stream, IL 60132-2194	0000120964		2400	01		585.00		

The claims listed above (totaling \$1,260.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
(new vendor) The Paragon Agency PO Box 1281 Orange, CA 92856	05709		2400	01		48.39		
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	55015433		2400	01		208.73		
(new vendor) TumbleBooks Inc. 429 Melrose Ave. Toronto, ON MSM 1Z8 Canada	17		2400	03		300.00		
N0911A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	0234758		2400	04		7,005.47		
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	50745664P		2400	05		243.08		
N03643 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1582849 1598936		2400 2400	05 05		270.17 116.15		
						<b>386.32</b>		
N04858 Oxford University Press 2001 Evans Road Cary, NC 27513	90211735		2400	08		22.48		
(new vendor) LeapFrog SchoolHouse Dept. 33236 PO Box 39000 San Francisco, CA 94139-3236	Po6329		2400	09		757.30		

The claims listed above (totaling \$8,971.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4349

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
(new vendor) County of Orange Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	A0944885		3700	00		1,230.37		

The claims listed above (totaling \$1230.37) 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

1,230.37

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	11/20/02 Pay period # 12 Nov 29, 2002 Dec 12, 2002		0100	00		34,247.00		
Account # 2011939659 Route #121000248	FICA		0200	00		2,619.40		
<b>PLEASE WIRE ON THURSDAY, DECEMBER 12, 2002</b>								

The claims listed above (totaling \$36,866.40) 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

36,866.40



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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	11/20/02 Pay period # 12 Dec 13, 2002 Dec 26, 2002		0100	00		28,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
<b>PLEASE WIRE ON THURSDAY, DECEMBER 26, 2002</b>								

The claims listed above (totaling \$28,648.14) 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 27, 2002

**BACKGROUND:**

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

The Property Tax Apportionment Schedule for Fiscal Year 2002-2003 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

Approximately 10% of the property tax allocation for this Fiscal Year (\$90,000) was scheduled to be deposited in the District's account earlier today.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through November 27, 2002.



Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		112,617.52
08/05/02	4297	General by Library Director		1,270.22	111,347.30
08/06/02	4298	General by Library Director		1,682.01	109,665.29
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		116,246.67
08/13/02		Library Revenue, Jul/Aug	2,502.27		118,748.94
08/14/02		Supplemental 1st Actual	165.65		118,248.90
08/14/02	4299	General by Library Director		665.69	117,583.21
08/20/02	4300	General by Library Director		5,171.55	112,411.66
08/26/02		Interest Jul	766.91	44.15	100,577.11
08/28/02	4301	General		12,601.46	87,975.65
08/28/02	4302	General		9,746.58	78,229.07
08/28/02	4303	General		1,713.87	76,515.20
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	48,780.20
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	21,045.20
08/30/02	4306	General by Library Director		1,513.25	19,531.95
08/30/02	4307	General by Library Director		1,264.53	18,267.42
08/30/02	4308	General by Library Director		423.38	17,844.04
09/03/02		State Library ELLI Grant	76,680.00		94,524.04
09/03/02		Library Passport Revenue, Aug	3,648.69		98,172.73
09/03/02		Library Revenue, Aug	1,358.20		63,630.93
09/04/02	4309	General by Trustees		35,900.00	61,974.59
09/05/02	4310	General by Library Director		1,656.34	61,886.23
09/05/02	4311	General by Library Director		88.36	59,695.51
09/18/02	4312	General		2,190.72	59,057.26
09/18/02	4313	General		638.25	31,322.26
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	3,587.26
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	-6,325.14
09/18/02	4316	General by Trustees		9,912.40	-11,882.59
09/18/02	4317	General by Trustees		5,557.45	-19,582.59

Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/18/02	4318	General by Trustees		7,700.00	-19,710.54
09/19/02		Unsecured 1st	51,178.40	127.95	26,654.60
09/19/02	4319	General by Library Director		4,813.26	26,654.60
09/23/02		State Library ELLI Grant	10,000.00		36,654.60
09/23/02		Library Passport Revenue, Sep	7,743.38		44,397.98
09/23/02		State Library ILL Reimbursement	4,194.49		48,592.47
09/23/02		Library Revenue, Sep	2,040.63		50,633.10
09/23/02		Interest GF Savings	9.82		50,614.02
09/26/02		Interest Aug	445.96	28.90	49,742.36
09/30/02	4320	General by Trustees		1,317.62	35,889.33
09/30/02	4321	General by Trustees		13,853.03	34,604.50
09/30/02	4322	General by Trustees		1,284.83	33,397.83
09/30/02	4323	General by Trustees		1,206.67	33,397.83
10/07/02		Library Passport Revenue, Sep	3,372.00		36,769.83
10/07/02		Library Revenue, Sep	693.35		37,463.18
10/07/02		Interest GF Savings	11.85		35,281.44
10/09/02	4324	General by Library Director		2,193.59	35,281.44
10/16/02		Transfer from Fund 706	50,000.00		85,281.44
10/16/02		Supplemental 2nd Actual	984.36		83,789.95
10/16/02	4325	General		2,475.85	79,847.66
10/16/02	4326	General		3,942.29	78,606.66
10/16/02	4327	General		1,241.00	78,002.87
10/16/02	4328	General		603.79	50,267.87
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	22,532.87
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	16,963.21
10/17/02	4331	General by Trustees		5,569.66	13,793.28
10/17/02	4332	General by Trustees		3,169.93	13,793.28
10/21/02		Library Passport Revenue, Oct	5,282.29		19,075.57
10/21/02		Library Revenue, Oct	1,514.91		20,590.48
10/21/02		Wells Fargo Grant for Spanish Literacy	1,000.00		21,590.48
10/21/02		Interest GF Savings	3.09		20,358.44
10/22/02	4333	General by Library Director		1,235.13	15,149.22
10/30/02	4334	General by Library Director		5,209.22	14,537.59
10/30/02	4335	General by Library Director		611.63	12,894.96
10/30/02	4336	General by Library Director		1,642.63	12,864.90
10/31/02		Interest Sep	533.07	30.06	11,112.97
11/13/02	4337	General by Library Director		2,285.00	9,152.84
11/14/02	4338	General by Library Director		1,960.13	7,981.94
11/14/02	4339	General by Library Director		1,170.90	6,735.37
11/14/02	4340	General by Library Director		1,246.57	5,986.14
11/18/02	4341	General by Library Director		749.23	-4,790.90
11/27/02	4342	General		10,777.04	-6,796.89
11/27/02	4343	General		2,005.99	-11,077.30
11/27/02	4344	General		4,280.41	-11,645.06
11/27/02	4345	General		567.76	-12,786.23
11/27/02	4346	General		1,141.17	-14,046.25
11/27/02	4347	General		1,260.02	-23,018.02
11/27/02	4348	General		8,971.77	-24,248.39
11/27/02	4349	General		1,230.37	-61,114.79
11/27/02	4350	Payroll to wire December 7, 2002		36,866.40	-89,762.93

Placentia Library District  
FY2002-2003 General Fund Cash Flow

<u>DATE</u>	<u>CLAIM #</u>	<u>DESCRIPTION</u>	<u>CREDIT</u>	<u>DEBIT</u>	<u>BALANCE</u>
11/27/02	4351	Payroll to wire December 26, 2002		28,648.14	-89,762.93





Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2002-2003

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 November 27, 2002

	Fiscal Year 2001-2002						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-01	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-01	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-01	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-01	117,520.37	9,940.82	158,982.06	151,028.27	8,700.10	446,171.62	295,143.35
30-Nov-01						0.00	0.00
31-Dec-01						0.00	0.00
31-Jan-02						0.00	0.00
28-Feb-02						0.00	0.00
31-Mar-02						0.00	0.00
30-Apr-02						0.00	0.00
31-May-02						0.00	0.00
30-Jun-02						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

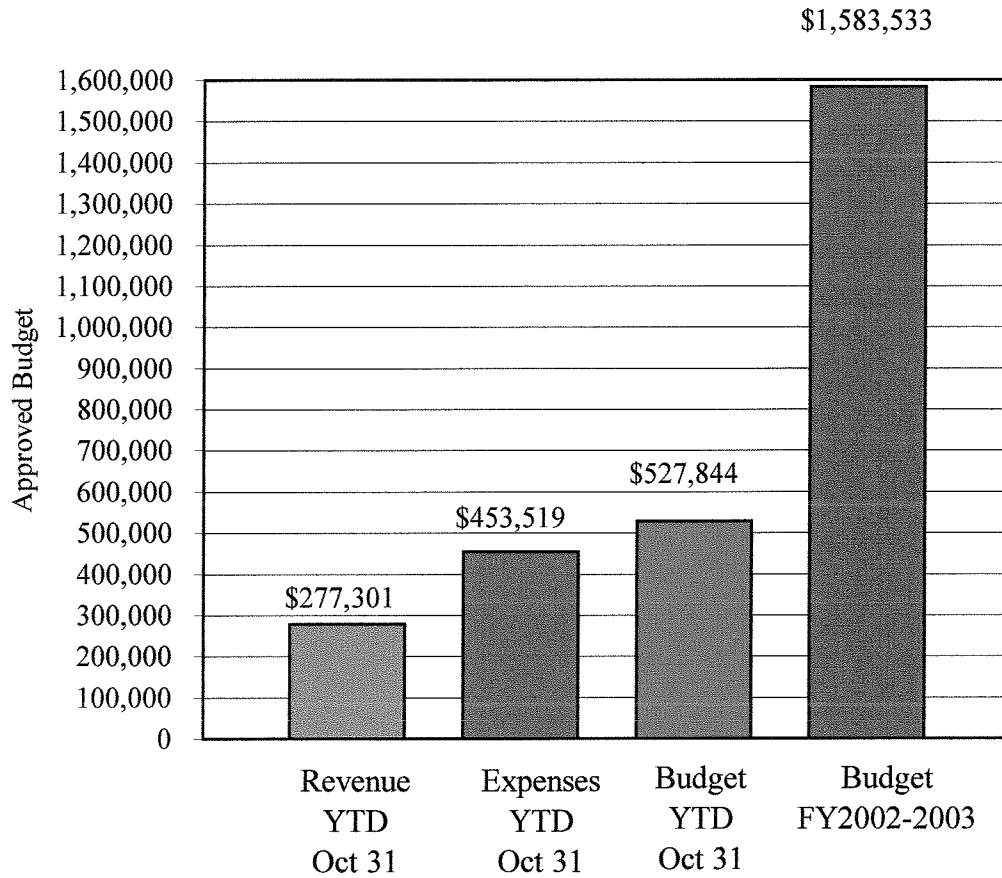
	Fiscal Year 2001-2002						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33
31-Jul-01	112,716.71	9,534.45	154,010.92	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	114,503.99	9,685.64	81,178.47	101,546.64	9,451.13	316,365.87	214,819.23
31-Dec-01	114,881.74	9,717.60	81,700.45	281,012.77	9,482.31	496,794.87	215,782.10
31-Jan-02	115,199.05	9,744.44	82,141.21	361,235.08	9,508.50	577,828.28	216,593.20
28-Feb-02	115,487.65	9,768.85	82,379.63	260,863.52	9,532.33	478,031.98	217,168.46
31-Mar-02	115,747.71	9,790.85	82,565.13	265,659.32	9,553.79	483,316.80	217,657.48
30-Apr-02	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31
31-May-02	116,481.52	9,852.96	83,091.70	500,101.04	9,614.37	719,141.59	219,040.55
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2002 - 2003

### General Fund Cash Flow



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the tools used for data collection.

3. The third part of the document presents the results of the study, including a comparison of the different methods and techniques used. It discusses the strengths and weaknesses of each method and provides a summary of the findings.

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	(60.93)	13,876.41	0.00	0.00	-0.01%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,180.37	51,992.00	0.00	0.00	93.06%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	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	14,824.78	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	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	3,518.46	9,690.83	984.36	5,171.94	10.05%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	3,518.46	11,437.65	984.36	5,171.94	10.05%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	84,992.67	90,640.37	984.36	5,171.94	6.97%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	1,780.87	3,022.43	548.01	711.08	8.09%
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	1,780.87	3,022.43	548.01	711.08	8.09%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	0	4,194.49	0.00	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	0.00	5,000.00	0.00	5,000.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	144,874.49	5,000.00	0.00	5,000.00	99.09%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	10,053.79	11,139.64	2,208.26	3,421.04	33.51%
7670-01	Local Revenue -- Passport	150,000	34,599.39	16,595.72	8,654.29	5,841.25	23.07%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	1,000.00	0.00	
	TOTAL LOCAL REVENUE	180,000	45,653.18	27,735.36	11,862.55	9,262.29	25.36%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	(36,449.18)	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	277,301.21	126,398.16	13,394.92	(16,303.87)	17.51%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	230,472.00	200,496.00	77,292.00	50,124.00	33.31%
0200	Retirement (Social Security & Pension Contribution)	98,103	17,595.00	15,265.00	5,913.00	3,798.00	17.94%
	Health & Life Insurance/Blue Shield CA	48,584	10,564.47	6,019.33	(578.02)	(840.76)	21.74%
	Long Term Disability/CNA	3,903	1,042.56	212.65	252.07	0.00	26.71%
	Life Insurance/Fortis & Protective Life	2,194	301.20	209.80	113.75	44.95	13.73%
	Vision Service Plan/VSP	2,886	650.45	908.08	212.59	208.00	22.54%
	Dental/Ameritas	6,918	1,692.70	2,200.40	0.00	543.30	24.47%
	Total Employee Insurance	64,484	14,251.38	9,550.26	0.39	(44.51)	22.10%
0310	Unemployment Insurance	0	394.00	0.00	394.00	0.00	
0350	Workers Compensation - General	11,300	2,733.00	0.00	0.00	0.00	24.19%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>865,807</b>	<b>265,445.38</b>	<b>225,311.26</b>	<b>83,599.39</b>	<b>53,877.49</b>	<b>30.66%</b>
0700-00	Communications - Telephone	4,000	692.01	1,317.83	104.49	142.33	17.30%
0700-01	Communications - Modem/Fax	6,000	2,209.56	1,548.97	343.77	781.26	36.83%
0700-02	Communications - Internet/Database	2,500	449.97	787.53	59.85	64.95	18.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	646.50	469.81	215.50	0.00	23.94%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	152.70	108.29	56.78	50.93	30.54%
	Total Communications	15,950	4,150.74	4,232.43	780.39	1,039.47	26.02%
0900-00	Food - General Fund	100	68.06	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	28.69	0.00	0.00	0.00	
	Total Food	600	96.75	0.00	0.00	0.00	16.13%
1000-00	Household Expense	5,000	1,482.41	1,217.83	0.00	155.59	29.65%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	344.44	1,821.00	277.52	941.00	7.65%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,308.06	4,860.00	133.06	0.00	46.16%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	66.93	0.00	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	5,719.43	6,681.00	410.58	941.00	32.68%
	HVAC	2,500	5,371.37	474.15	202.33	273.15	214.85%
	Carpet Cleaning	3,500	430.98	0.00	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	10,568.72	3,696.96	4,129.20	758.02	35.23%
	Plumbing	1,800	333.86	167.61	0.00	0.00	18.55%
	Electrical	1,500	279.19	211.76	0.00	92.99	18.61%
	Cleaning Service	13,700	4,400.00	4,250.00	1,100.00	1,100.00	32.12%
	Locksmith	200	1,099.48	131.41	545.83	131.41	549.74%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	171.19	234.96	165.86	0.00	3.42%
1400-00	Total Maintenance of Building & Grounds	58,200	22,654.79	9,166.85	6,143.22	2,355.57	38.93%
1600-00	Memberships - General Fund	3,750	140.00	52.50	140.00	0.00	3.73%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	175.50	0.00	18.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	620.00	228.00	140.00	18.00	14.09%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
1800-00	Library Supplies	10,000	2,091.65	5,742.06	599.56	952.09	20.92%
	Printing	10,000	2,389.91	2,877.97	1,460.17	83.85	23.90%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	372.78	1,191.52	113.22	0.00	24.85%
	Paper	1,700	153.09	720.52	0.00	146.74	9.01%
	Drinking Water Service	325	110.00	104.00	27.50	26.00	33.85%
	Other Office Supplies	8,500	2,700.77	3,517.16	556.92	2,072.05	31.77%
	Total Office Supply Expense - General Fund	32,025	7,818.20	14,153.23	2,757.37	3,280.73	24.41%
1800-07	ELLI Grant Supply Expense	2,611	284.51	0.00	284.51	0.00	
1800-08	Printing	1,500	0.00	0.00	0.00	0.00	
	Publications	0	2,670.07	649.30	2,670.07	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	66.21	3,648.48	33.37	3,032.82	
	Total Adult Literacy Office Supply Expense	5,000	2,736.28	4,297.78	2,703.44	3,032.82	54.73%
1800-09	Supply Expense Families for Literacy	500	0.00	419.23	0.00	0.00	
	Total Office Expense	40,136	10,838.99	18,870.24	5,745.32	6,313.55	27.01%
1803-00	Postage Expense - General Fund	5,500	2,259.05	2,377.24	675.00	865.57	41.07%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	0.00	50.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	50.00	0.00	
	Total Postage Expense	5,600	2,359.05	2,377.24	775.00	865.57	42.13%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	140.00	105.00	35.00	35.00	33.33%
	Pension Contribution & Operating Expenses	7,500	3,055.35	1,176.38	0.00	0.00	40.74%
	Anaheim Consortium Automated Library System	31,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	163.71	150.84	42.00	37.71	32.48%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	1,065.48	115.33	30.06	21.44	11.71%
	Advertising (Including WEB Site)	2,000	1,097.52	0.00	621.72	0.00	54.88%
	Medical Exams	750	540.00	815.00	166.50	105.00	72.00%
	Collection Services - Accounts Receivable	2,500	653.44	806.09	447.28	180.08	26.14%
	Audit & Accounting Services	5,250	3,075.00	4,650.00	2,800.00	4,650.00	58.57%
	Payroll Preparation	3,250	896.61	1,158.50	342.96	435.15	27.59%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	2,161.00	1,644.76	651.00	0.00	12.35%
1900-00	Total Specialized Services - General Fund	87,774	12,848.11	10,621.90	5,136.52	5,464.38	14.64%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	9,676.24	0.00	2,383.20	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	590.00	200.00	300.00	0.00	6.21%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	201.00	129.98	0.00	0.00	1.68%
	Total Specialized Services	110,774	13,639.11	20,628.12	5,436.52	7,847.58	12.31%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	164.87	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	50,736.64	50,633.58	7,418.32	7,366.79	42.00%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	48.00	
2400-01	Special Department Expense- Books	145,460	13,291.91	13,634.32	6,892.36	2,565.33	9.14%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	242.12	
2400-03	Special Department Expense - Electronic	0	26,234.42	18,204.97	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	655.34	588.96	0.00	253.16	
2400-05	Special Department Expense - Audio	0	1,382.02	3,874.94	888.33	182.75	
2400-07	Special Department Expense - ELLI Grant	5,900	312.91	0.00	312.91	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	2,282.24	0.00	0.00	49.47%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	42,865.96	38,875.55	8,093.60	3,291.36	27.95%
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	1,034.37	1,639.23	420.27	939.90	41.37%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,098.91	2,163.46	24.10	1,289.77	27.99%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	896.62	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	267.00	187.52	0.00	177.52	53.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	197.97	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	187.85	0.00	159.78	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	371.86	285.34	0.00	201.50	37.19%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	7.52	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	14,500	3,967.51	5,370.14	604.15	3,703.28	27.36%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	21,361.34	0.00	643.20	23.02%
	Gas	5,000	40.92	362.10	0.00	0.00	0.82%
	Water	3,750	1,485.25	1,769.21	368.61	506.38	39.61%
	Total Utilities	71,750	16,026.84	23,492.65	368.61	1,149.58	22.34%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>625,726</b>	<b>183,075.19</b>	<b>187,053.17</b>	<b>35,915.71</b>	<b>35,047.34</b>	<b>29.26%</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	1,810.15	2,629.09	0.00	0.00	9.05%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	4,536.16	2,629.09	0.00	0.00	21.60%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
5200	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>21,000</b>	<b>4,998.41</b>	<b>2,629.09</b>	<b>0.00</b>	<b>0.00</b>	<b>23.80%</b>
5600	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	<b>TOTAL EXPENSES</b>	<b>1,583,533</b>	<b>453,518.98</b>	<b>414,993.52</b>	<b>119,515.10</b>	<b>88,924.83</b>	<b>28.64%</b>

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

11/20/02

	<u>Oct 31, '02</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	1,151.05
County Exempt - Savings	2,498.11
General Fund - Checking	9,028.90
General Fund - Savings	10,759.68
Literacy Fund - Savings	7,508.26
Payroll Checking - B of A	2,090.54
Payroll Checking - Wells Fargo	30,442.82
<b>Payroll Checking (CDs)</b>	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
<b>Total Payroll Checking (CDs)</b>	<u>35,000.00</u>
<b>Payroll Savings (Int CDs)</b>	<u>467.26</u>
<b>Total Checking/Savings</b>	<u>98,946.62</u>
<b>Total Current Assets</b>	<u>98,946.62</u>
<b>TOTAL ASSETS</b>	<u><b>98,946.62</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	15,220.25
Total Capital	70,225.89
Net Income	13,500.48
<b>Total Equity</b>	<u>98,946.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>98,946.62</b></u>

Placentia Library District  
 Profit & Loss by Class  
 October 2002

11/20/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Friends Contributions	60.00	0.00	0.00	0.00	60.00
COE Interest	1.68	0.00	0.00	0.00	1.68
COE Life Insur Suplmt(EDM)	19.94	0.00	0.00	0.00	19.94
COE Meeting Room Income	210.00	0.00	0.00	0.00	210.00
COE Miscellaneous Income	168.20	1.00	0.00	0.00	169.20
COE Passport Chck Reimbursement	2,189.00	40.00	0.00	0.00	2,229.00
COE Test Proctoring Income	1.80	0.00	0.00	0.00	1.80
GF Cash Register - Childrens	0.00	36.83	0.00	0.00	36.83
GF Cash Register - Copy/Debit	0.00	317.55	0.00	0.00	317.55
GF Cash Register - Fines	0.00	1,965.99	0.00	0.00	1,965.99
GF Cash Register - Lost Items	0.00	112.25	0.00	0.00	112.25
GF Cash Register - Misc.	0.00	394.94	0.00	0.00	394.94
GF Cash Register - Reserves	0.00	120.49	0.00	0.00	120.49
GF County Reimbursements	0.00	427.31	0.00	0.00	427.31
GF Gifts Income	0.00	400.00	0.00	0.00	400.00
GF Interest	0.00	6.81	0.00	0.00	6.81
GF Miscellaneous Income	0.00	105.00	0.00	0.00	105.00
GF Non Government Grant	0.00	1,000.00	0.00	0.00	1,000.00
GF Passport Revenue	0.00	10,349.76	0.00	0.00	10,349.76
GF Transfers from County	0.00	638.25	0.00	0.00	638.25
LIT Interest Inc - Savings	0.00	0.00	6.37	0.00	6.37
PA Deposit from CALFED	0.00	0.00	0.00	7,000.00	7,000.00
PA Wire Transfer from County	0.00	0.00	0.00	83,205.00	83,205.00
<b>Total Income</b>	<b>2,650.62</b>	<b>15,916.18</b>	<b>6.37</b>	<b>90,205.00</b>	<b>108,778.17</b>
<b>Expense</b>					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Children's Camp Library	406.77	0.00	0.00	0.00	406.77
COE Children's Other	23.96	0.00	0.00	0.00	23.96
COE Friend's Director's Fund	40.72	0.00	0.00	0.00	40.72
COE Literacy	0.00	378.57	0.00	0.00	378.57
COE Miscellaneous Expense	15.00	0.00	0.00	0.00	15.00
COE Office Expense	291.84	0.00	0.00	0.00	291.84
COE Passport Expenses	2,777.30	0.00	0.00	55.00	2,832.30
GF Bank Fees	0.00	4.00	0.00	0.00	4.00
GF Bank Return Check Item/Fees	0.00	45.00	0.00	0.00	45.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Deposit Correction	0.00	19.94	0.00	0.00	19.94
GF Office Expense	0.00	53.86	0.00	0.00	53.86
GF Registration/travel	0.00	0.00	0.00	0.00	0.00
GF Transfers to County	0.00	7,800.29	0.00	0.00	7,800.29
GF Travel Staff	0.00	75.00	0.00	0.00	75.00
GF Travel Trustees	0.00	12.00	0.00	0.00	12.00
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	53.03	53.03
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,550.27	1,550.27
PA Employee 125 Co-Pay	0.00	0.00	0.00	578.02	578.02



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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Payroll Taxes	0.00	0.00	0.00	18,499.48	18,499.48
PA Prepaid Salaries	0.00	0.00	0.00	15,404.11	15,404.11
PA Salaries	0.00	0.00	0.00	29,374.94	29,374.94
PA Transfer to new account	0.00	0.00	0.00	7,000.00	7,000.00
<b>Total Expense</b>	<b>3,576.59</b>	<b>8,403.66</b>	<b>0.00</b>	<b>73,338.73</b>	<b>85,318.98</b>
<b>Net Income</b>	<b>-925.97</b>	<b>7,512.52</b>	<b>6.37</b>	<b>16,866.27</b>	<b>23,459.19</b>

# Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		2,305.64
Cleared Checks and Payments	45 Items	-3,017.98
Cleared Deposits and Other Credits	15 Items	2,429.00
Cleared Balance		1,716.66

## Uncleared Transactions

Uncleared Checks and Payments	11 Items	-1,024.61
Uncleared Deposits and Other Credits	2 Items	448.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		1,140.00
New Checks and Payments	38 Items	-3,631.60
New Deposits and Other Credits	12 Items	2,649.65
Ending Account Balance		158.10

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
09/23/2002	3688	Passport Services	Elias Faig Alraheb, dob 2...	County Exempt - Checking	X	-55.00
09/24/2002	3689	Passport Services	Eusebio Guerrero-Carrill...	County Exempt - Checking	X	-55.00
09/26/2002	3691	Passport Services	Erica Jasmine Gonzales 6...	County Exempt - Checking	X	-55.00
09/28/2002	3692	Passport Services	Ethan Huai-Der Huang, ...	County Exempt - Checking	X	-40.00
09/30/2002	4000	Passport Services	Laura Marie Padilla 2/15...	County Exempt - Checking	X	-55.00
09/30/2002	4001	Passport Services	Bobby Tien-Poung Wan...	County Exempt - Checking	X	-95.00
09/30/2002	4002	Passport Services	Miguel Orozco 7/11/84	County Exempt - Checking	X	-55.00
10/01/2002	4003	Passport Services	Thahn Kekinh Tran	County Exempt - Checking	X	-40.00
10/01/2002	4004	Passport Services	Yassaman Zahedi 06/15/55	County Exempt - Checking	X	-55.00
10/02/2002	4006	Passport Services	Jeremy Martin Camponia...	County Exempt - Checking	X	-55.00
10/02/2002	4007	Passport Services	Kyle David Turner 11/16...	County Exempt - Checking	X	-55.00
10/03/2002	4008	Passport Services	Susan Kelli Gonzales, do...	County Exempt - Checking	X	-55.00
10/07/2002	4009	Elizabeth D Minter	Director's Fund Fall Dec...	County Exempt - Checking	X	-21.40
10/05/2002	4010	Passport Services	Bryan Andrew Siles, dob...	County Exempt - Checking	X	-40.00
10/07/2002	4011	Judy's Hallmark	Director's Fund: greeting...	County Exempt - Checking	X	-19.32
10/07/2002	4012	Passport Services	Stephen Alan Hislop, do...	County Exempt - Checking	X	-55.00
10/08/2002	4013	Passport Services	Demetrius Lamar Cook, ...	County Exempt - Checking	X	-55.00
10/08/2002	4014	Passport Services	David Alvin Francois 06/...	County Exempt - Checking	X	-110.00
10/09/2002	4015	Passport Services	Jadranka Kijowski dob 5/...	County Exempt - Checking	X	-128.65
10/09/2002	4016	Passport Services	Anthony Richard Kijows...	County Exempt - Checking	X	-115.00
10/09/2002	4017	Passport Services	Lori Kathleen Gale 7/5/55	County Exempt - Checking	X	-55.00
10/09/2002	4018	Passport Services	Katalin Rajezi 3/9/44	County Exempt - Checking	X	-55.00
10/09/2002	4019	Passport Services	Scott Lee Danielson 11/2...	County Exempt - Checking	X	-115.00
10/14/2002	4020	Passport Services	Richard Michael Histon ...	County Exempt - Checking	X	-55.00
10/14/2002	4021	Passport Services	Kenia Nallely Hernandez...	County Exempt - Checking	X	-55.00
10/16/2002	4022	Passport Services	Kevin Edward Williams ...	County Exempt - Checking	X	-55.00
10/17/2002	4023	Passport Services	Damien Lee McGinnis 5/...	County Exempt - Checking	X	-128.65
10/21/2002	4024	Passport Services	David Joseph Pantaleo 5/...	County Exempt - Checking	X	-55.00
10/21/2002	4025	Passport Services	Michael Allen Kennedy ...	County Exempt - Checking	X	-55.00
10/21/2002	4026	Passport Services	Chau Tran 12/3/74	County Exempt - Checking	X	-55.00
10/21/2002	4027	Passport Services	Tricia Ann Rorie 7/11/65...	County Exempt - Checking	X	-135.00
10/21/2002	4028	Passport Services	Courtney Elizabeth Rorie...	County Exempt - Checking	X	-95.00
10/22/2002	4029	Passport Services	Ausencio Lopez 12/18/64	County Exempt - Checking	X	-55.00
10/23/2002	4030	Passport Services	Scott Christian West dob...	County Exempt - Checking	X	-115.00
10/24/2002	4031	Passport Services	Tom Minh Tran 6/2/89 a...	County Exempt - Checking	X	-95.00
10/24/2002	4032	Passport Services	Maria Elizabeth Schlinge...	County Exempt - Checking	X	-55.00
10/24/2002	4033	Passport Services	Javier Alejandro Salvado...	County Exempt - Checking	X	-40.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/26/2002	4034	Passport Services	Stephanie Kim Dinh, dob...	County Exempt - Checking	X	-55.00
10/26/2002	4035	Passport Services	Juan Luis Ordonez, dob ...	County Exempt - Checking	X	-55.00
10/26/2002	4036	Passport Services	Matthew Gene Traino, d...	County Exempt - Checking	X	-55.00
10/26/2002	4037	Passport Services	Alfred Bauer, dob 8/31/02	County Exempt - Checking	X	-100.00
10/26/2002	4038	Passport Services	Brandy Marie Londoff, d...	County Exempt - Checking	X	-115.00
10/26/2002	4039	Passport Services	Darrin Lawrence Witt, d...	County Exempt - Checking	X	-115.00
10/29/2002	4043	Smart & Final	Candy for Halloween Pro...	County Exempt - Checking	X	-23.96
Total Cleared Checks and Payments				44 Items		-3,006.98
Cleared Deposits and Other Credits:						
10/01/2002			Deposit	County Exempt - Checking	X	165.00
10/01/2002			Deposit	County Exempt - Checking	X	110.00
10/03/2002			Deposit	County Exempt - Checking	X	88.20
10/07/2002			Deposit	County Exempt - Checking	X	40.00
10/08/2002			Deposit	County Exempt - Checking	X	55.00
10/09/2002			Deposit	County Exempt - Checking	X	1.80
10/10/2002			Deposit	County Exempt - Checking	X	115.00
10/13/2002			Deposit	County Exempt - Checking	X	110.00
10/14/2002			Deposit	County Exempt - Checking	X	55.00
10/16/2002			Deposit	County Exempt - Checking	X	55.00
10/17/2002			Deposit	County Exempt - Checking	X	115.00
10/24/2002			Deposit	County Exempt - Checking	X	156.00
10/28/2002			Deposit	County Exempt - Checking	X	55.00
10/29/2002			Deposit	County Exempt - Checking	X	95.00
10/31/2002			Deposit	County Exempt - Checking	X	1,213.00
Total Cleared Deposits and Other Credits				15 Items		2,429.00
<b>Total Cleared Transactions</b>				<b>59 Items</b>		<b>-577.98</b>

### Uncleared Transactions as of 10/31/2002:

Uncleared Checks and Payments:

10/31/2002			Service Charge	County Exempt - Checking		-11.00
10/28/2002	4040	Passport Services	Scott Matthew Rasmusse...	County Exempt - Checking		-55.00
10/28/2002	4041	Passport Services	Danny Lawrence Bowers...	County Exempt - Checking		-55.00
10/29/2002	4042	Passport Services	Kevin Christopher Claus...	County Exempt - Checking		-40.00
10/29/2002	4044	Passport Services	James Victor Miller 11/0...	County Exempt - Checking		-110.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/30/2002	4045	S&S Worldwide	Invoice # 4081154	County Exempt - Checking		-89.52
10/30/2002	4046	Rhode Island Novelty	Invoice # 962155	County Exempt - Checking		-42.25
10/30/2002	4047	Lake Center Cleaners	Cleaning of Parade Costu...	County Exempt - Checking		-15.00
10/30/2002	4048	Omnigrafix Printing	Invoice # 35407 - Envelo...	County Exempt - Checking		-291.84
10/30/2002	4050	Passport Services	Presley Ella Rae Popoff, ...	County Exempt - Checking		-40.00
10/15/2002	4051	Rudy Gonzales	Camp Library: Rudy's Ra...	County Exempt - Checking		-275.00
Total Uncleared Checks and Payments					11 Items	-1,024.61
Uncleared Deposits and Other Credits:						
09/22/2002			Deposit	County Exempt - Checking		388.00
10/31/2002			Deposit	County Exempt - Checking		60.00
Total Uncleared Deposits and Other Credits					2 Items	448.00
<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>13 Items</b>	<b>-576.61</b>

**New Transactions:**

New Checks and Payments:

11/15/2002	4053	Rudy Gonzales	Camp Library Science Sh...	County Exempt - Checking		-275.00
11/15/2002	4054	Smart & Final	Camp Library	County Exempt - Checking		-81.81
11/16/2002	4055	S.T. Donuts	Camp Library	County Exempt - Checking		-60.00
11/02/2002	4056	Passport Services	Josephine Martha Lomeli...	County Exempt - Checking		-55.00
11/15/2002	4056	First Class Pizza	Camp Library	County Exempt - Checking		-36.14
11/02/2002	4057	Passport Services	Visshwam Pranav Desai, ...	County Exempt - Checking		-80.00
11/02/2002	4058	Passport Services	John Hisashi Shimada, d...	County Exempt - Checking		-150.00
11/04/2002	4059	Passport Services	Miguel Lopez 11/22/60	County Exempt - Checking		-165.00
11/04/2002	4060	Passport Services	Jaswani Kaur Sougu5/13...	County Exempt - Checking		-135.00
11/04/2002	4061	Passport Services	Vincente Mendoza-Garci...	County Exempt - Checking		-115.00
11/04/2002	4061	Passport Services	Vincente Mendoza-Garci...	County Exempt - Checking		-115.00
11/04/2002	4062	Passport Services	Marla Rae Green 7/17/55	County Exempt - Checking		-115.00
11/04/2002	4063	Passport Services	Ronald Craig Green 2/9/52	County Exempt - Checking		-115.00
11/05/2002	4064	Passport Services	Yadira Reyes 10/02/84	County Exempt - Checking		-55.00
11/06/2002	4065	Passport Services	Stephen Ray Norris 8/15/...	County Exempt - Checking		-115.00
11/06/2002	4066	Passport Services	Rafael Pantoja 9/23/82	County Exempt - Checking		-55.00
11/07/2002	4067	Passport Services	Jennifer Hai Lyly Phan 2...	County Exempt - Checking		-80.00
11/07/2002	4068	Passport Services	Floyd GV McKeehan 3/1...	County Exempt - Checking		-55.00
11/07/2002	4069	Passport Services	Norman James Johnson 9...	County Exempt - Checking		-55.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
11/09/2002	4070	Passport Services	Craig Alan Foley, dob 2/...	County Exempt - Checking		-110.00
11/12/2002	4071	Passport Services	Shasha Vaishali Jhaveri ...	County Exempt - Checking		-55.00
11/12/2002	4072	Passport Services	Puneet Bhumipal Jhaveri...	County Exempt - Checking		-113.65
11/13/2002	4073	Placentia Chamber of Com...	Friends Tickets to Cham...	County Exempt - Checking		-108.00
11/14/2002	4074	Passport Services	Juan Carlos Schlinger 5/...	County Exempt - Checking		-40.00
11/14/2002	4075	Passport Services	Cynthia F. Ogata 3/10/53	County Exempt - Checking		-135.00
11/14/2002	4076	Passport Services	Neil Etsuo Ogata 9/29/52	County Exempt - Checking		-55.00
11/16/2002	4078	Passport Services	Albert Gee Pak, dob 6/14...	County Exempt - Checking		-55.00
11/16/2002	4079	Passport Services	Maria G. Silva, dob 10/2...	County Exempt - Checking		-30.00
11/17/2002	4080	Passport Services	Kenneth Eiji Kinoshita 1...	County Exempt - Checking		-55.00
11/18/2002	4081	Placentia Chamber of Com...	Friends Tickets to Cham...	County Exempt - Checking		-27.00
11/18/2002	4082	Passport Services	Emmanuel Pardo Itchon ...	County Exempt - Checking		-115.00
11/18/2002	4083	Passport Services	Earle Gerard Itchon 2/6/9...	County Exempt - Checking		-200.00
11/19/2002	4084	Passport Services	Gary Lee Smith 7/7/53	County Exempt - Checking		-55.00
11/19/2002	4085	Passport Services	Ashkan Molen Jahromi 6...	County Exempt - Checking		-120.00
11/19/2002	4086	Passport Services	Vincent Michael Yukich ...	County Exempt - Checking		-115.00
11/19/2002	4087	Passport Services	Eduardo Brando Zamara ...	County Exempt - Checking		-100.00
11/19/2002	4088	Passport Services	Zahra Mehry Mirhashem...	County Exempt - Checking		-115.00
11/19/2002	4089	Passport Services	Allen Chen 10/4/74	County Exempt - Checking		-115.00
Total New Checks and Payments				38 Items		-3,631.00
New Deposits and Other Credits:						
11/04/2002			Deposit	County Exempt - Checking		165.00
11/05/2002			Deposit	County Exempt - Checking		145.00
11/05/2002			Deposit	County Exempt - Checking		55.00
11/06/2002			Deposit	County Exempt - Checking		500.00
11/07/2002			Deposit	County Exempt - Checking		55.00
11/08/2002			Deposit	County Exempt - Checking		80.00
11/13/2002			Deposit	County Exempt - Checking		110.00
11/14/2002			Deposit	County Exempt - Checking		40.00
11/18/2002			Deposit	County Exempt - Checking		1.00
11/18/2002			Deposit	County Exempt - Checking		55.00
11/18/2002			Deposit	County Exempt - Checking		443.65
11/18/2002			Deposit	County Exempt - Checking		1,000.00
Total New Deposits and Other Credits				12 Items		2,649.65
<b>Total New Transactions</b>				<b>50 Items</b>		<b>-981.00</b>

*EW*  
11/20/02

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/2002

### Cleared Transactions

Previous Balance		626.45
Cleared Checks and Payments	1 Items	-10.00
Cleared Deposits and Other Credits	7 Items	1,841.66
Cleared Balance		2,458.11

### Uncleared Transactions

Uncleared Checks and Payments	1 Items	-10.00
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 10/31/2002 (statement closing date)		2,448.11
New Checks and Payments	1 Items	-1,000.00
New Deposits and Other Credits	7 Items	169.94
Ending Account Balance		1,618.05

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings	X	1,680.04
10/10/2002			Deposit	County Exempt - Savings	X	30.00
10/17/2002			Deposit	County Exempt - Savings	X	50.00
10/23/2002			Deposit	County Exempt - Savings	X	19.94
10/24/2002			Deposit	County Exempt - Savings	X	30.00
10/31/2002			Deposit	County Exempt - Savings	X	30.00
10/31/2002			Interest	County Exempt - Savings	X	1.68
Total Cleared Deposits and Other Credits					7 Items	1,841.66
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>1,841.66</b>
<b>Uncleared Transactions as of 10/31/2002:</b>						
Uncleared Checks and Payments:						
10/31/2002			Service Charge	County Exempt - Savings		-10.00
Total Uncleared Checks and Payments					1 Items	-10.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>1 Items</b>	<b>-10.00</b>
<b>New Transactions:</b>						



### Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
New Checks and Payments:						
11/18/2002	1500	Placentia Library District - ...	Transfer to COE Checking	County Exempt - Savings		-1,000.00
Total New Checks and Payments					1 Items	-1,000.00
New Deposits and Other Credits:						
11/05/2002			Deposit	County Exempt - Savings		30.00
11/05/2002			Deposit	County Exempt - Savings		19.94
11/07/2002			Deposit	County Exempt - Savings		30.00
11/13/2002			Deposit	County Exempt - Savings		30.00
11/14/2002			Deposit	County Exempt - Savings		30.00
11/18/2002			Deposit	County Exempt - Savings		30.00
11/18/2002	1126			County Exempt - Savings		0.00
Total New Deposits and Other Credits					7 Items	169.94
<b>Total New Transactions</b>					<b>8 Items</b>	<b>-830.06</b>

*EDW*  
 11/19/02

# Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		8,527.77
Cleared Checks and Payments	5 Items	-173.86
Cleared Deposits and Other Credits	2 Items	1,065.56
Cleared Balance		9,419.47

## Uncleared Transactions

Uncleared Checks and Payments	2 Items	-390.57
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		9,028.11
New Checks and Payments	6 Items	-577.33
New Deposits and Other Credits	1 Items	200.00
Ending Account Balance		8,651.57

## Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
10/04/2002		United California Bank	Bank card service charge	General Fund - Checking	X	-15.00
08/15/2002	4514	Derek Rakos	Draperly Installation: 47...	General Fund - Checking	X	-30.00
10/01/2002	4600	M. F. Blouin	Balance due Invoice 184...	General Fund - Checking	X	-28.06
10/07/2002	4602	Mary Strazdas	Office Supplies	General Fund - Checking	X	-25.80
10/17/2002	4605	Peninsula Library System	HTML Class, 11/5/02 for...	General Fund - Checking	X	-75.00
Total Cleared Checks and Payments					5 Items	-173.86
Cleared Deposits and Other Credits:						
10/03/2002			Deposit	General Fund - Checking	X	638.25
10/29/2002			Deposit	General Fund - Checking	X	427.31
Total Cleared Deposits and Other Credits					2 Items	1,065.56
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>891.70</b>
<b>Uncleared Transactions as of 10/31/2002:</b>						
Uncleared Checks and Payments:						
10/17/2002	4604	ISDOC	ISDOC 10/31 reservation...	General Fund - Checking		-12.00
10/31/2002	4607	Lakeshore Learning Store	Literacy	General Fund - Checking		-378.57
Total Uncleared Checks and Payments					2 Items	-390.57
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>2 Items</b>	<b>-390.57</b>

**New Transactions:**

## Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
New Checks and Payments:						
11/07/2002	4609	CSDA	Board Security Training	General Fund - Checking		-160.00
11/04/2002	4610	Allstar Calendar Company	Advertising 1900-08/Lite...	General Fund - Checking		-85.00
11/06/2002	4611	CSDA	Legal Forum / CSDA / ...	General Fund - Checking		-60.00
11/13/2002	4612	Placentia Chamber of Com...	Staff and Trustee Tickets...	General Fund - Checking		-180.00
11/13/2002	4613	Foto Hall	Printing 1800-00	General Fund - Checking		-47.33
11/18/2002	4614	Placentia Chamber of Com...	Staff and Trustee Tickets...	General Fund - Checking		-45.00
Total New Checks and Payments					6 Items	-577.33
New Deposits and Other Credits:						
11/14/2002			Deposit	General Fund - Checking		200.00
Total New Deposits and Other Credits					1 Items	200.00
<b>Total New Transactions</b>					<b>7 Items</b>	<b>-377.33</b>

*Edm*  
 11/10/02

# Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		6,580.29
Cleared Checks and Payments	5 Items	-11,926.49
Cleared Deposits and Other Credits	36 Items	15,098.32
Cleared Balance		9,752.12

## Uncleared Transactions

Uncleared Checks and Payments	1 Items	-19.94
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		9,732.18
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	14 Items	12,157.18
Ending Account Balance		21,889.36

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
10/10/2002		Bank of the West	Return Item	General Fund - Savings	X	-30.00
10/28/2002		Bank of the West	Return Item Fee	General Fund - Savings	X	-4.00
10/28/2002		Bank of the West	Return item	General Fund - Savings	X	-15.00
09/30/2002	1200	Orange County Auditor	Revenue Transfer 9/13/0...	General Fund - Savings	X	-4,077.20
10/16/2002	1201	Orange County Auditor	Revenue Transfer 9/26/0...	General Fund - Savings	X	-7,800.29
Total Cleared Checks and Payments				5 Items		-11,926.49
Cleared Deposits and Other Credits:						
09/26/2002			Deposit	General Fund - Savings	X	300.40
09/28/2002			Deposit	General Fund - Savings	X	630.00
10/01/2002			Deposit	General Fund - Savings	X	582.70
10/01/2002			Deposit	General Fund - Savings	X	568.65
10/03/2002			Deposit	General Fund - Savings	X	298.80
10/03/2002			Deposit	General Fund - Savings	X	25.00
10/07/2002			Deposit	General Fund - Savings	X	415.30
10/07/2002			Deposit	General Fund - Savings	X	391.00
10/07/2002			Deposit	General Fund - Savings	X	562.68
10/08/2002			Deposit	General Fund - Savings	X	542.13
10/09/2002			Deposit	General Fund - Savings	X	229.32
10/10/2002			Deposit	General Fund - Savings	X	421.50
10/10/2002			Deposit	General Fund - Savings	X	1,025.00
10/10/2002			Deposit	General Fund - Savings	X	19.94
10/13/2002			Deposit	General Fund - Savings	X	576.55
10/13/2002			Deposit	General Fund - Savings	X	180.00
10/14/2002			Deposit	General Fund - Savings	X	449.12
10/15/2002			Deposit	General Fund - Savings	X	276.75
10/16/2002			Deposit	General Fund - Savings	X	322.30
10/17/2002			Deposit	General Fund - Savings	X	452.59
10/19/2002			Deposit	General Fund - Savings	X	343.65
10/20/2002			Deposit	General Fund - Savings	X	381.30
10/21/2002			Deposit	General Fund - Savings	X	698.40
10/22/2002			Deposit	General Fund - Savings	X	349.35
10/23/2002			Deposit	General Fund - Savings	X	246.90
10/24/2002			Deposit	General Fund - Savings	X	486.20
10/24/2002			Deposit	General Fund - Savings	X	400.00
10/27/2002			Deposit	General Fund - Savings	X	302.55

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/28/2002			Deposit	General Fund - Savings	X	415.70
10/28/2002			Deposit	General Fund - Savings	X	712.00
10/29/2002			Deposit	General Fund - Savings	X	473.24
10/29/2002			Deposit	General Fund - Savings	X	15.00
10/30/2002			Deposit	General Fund - Savings	X	135.13
10/31/2002			Deposit	General Fund - Savings	X	388.60
10/31/2002			Deposit	General Fund - Savings	X	1,473.67
10/31/2002			Interest	General Fund - Savings	X	6.81
Total Cleared Deposits and Other Credits				36 Items		15,098.32
<b>Total Cleared Transactions</b>				<b>41 Items</b>		<b>3,171.83</b>
 <b>Uncleared Transactions as of 10/31/2002:</b>						
Uncleared Checks and Payments:						
10/10/2002	1202	Placentia Library District - ...	Correct Bank's deposit er...	General Fund - Savings		-19.94
Total Uncleared Checks and Payments				1 Items		-19.94
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0 Items		0.00
<b>Total Uncleared Transactions as of 10/31/2002</b>				<b>1 Items</b>		<b>-19.94</b>
 <b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments				0 Items		0.00
New Deposits and Other Credits:						
11/03/2002			Deposit	General Fund - Savings		237.85
11/03/2002			Deposit	General Fund - Savings		420.00
11/04/2002			Deposit	General Fund - Savings		1,068.55

### Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
11/05/2002			Deposit	General Fund - Savings		389.20
11/05/2002			Deposit	General Fund - Savings		6,030.00
11/05/2002			Deposit	General Fund - Savings		300.50
11/07/2002			Deposit	General Fund - Savings		652.25
11/08/2002			Deposit	General Fund - Savings		385.60
11/13/2002			Deposit	General Fund - Savings		349.85
11/13/2002			Deposit	General Fund - Savings		451.00
11/14/2002			Deposit	General Fund - Savings		409.74
11/17/2002			Deposit	General Fund - Savings		266.34
11/18/2002			Deposit	General Fund - Savings		540.00
11/18/2002			Deposit	General Fund - Savings		656.30
Total New Deposits and Other Credits				14 Items		12,157.18
<b>Total New Transactions</b>				<b>14 Items</b>		<b>12,157.18</b>

*ESM*  
 11/19/02



# Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		7,501.89
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	6.37
Cleared Balance		7,508.26

## Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	1 Items	6.37

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		7,514.63
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,514.63

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
					0 Items	0.00
Total Cleared Checks and Payments						
					0 Items	0.00
Cleared Deposits and Other Credits:						
					0 Items	0.00
Total Cleared Deposits and Other Credits						
					0 Items	0.00
<b>Total Cleared Transactions</b>						
					0 Items	0.00
<b>Uncleared Transactions as of 10/31/2002:</b>						
Uncleared Checks and Payments:						
					0 Items	0.00
Total Uncleared Checks and Payments						
					0 Items	0.00
Uncleared Deposits and Other Credits:						
10/31/2002			Interest	Literacy Fund - Savings		6.37
					1 Items	6.37
Total Uncleared Deposits and Other Credits						
					1 Items	6.37
<b>Total Uncleared Transactions as of 10/31/2002</b>						
					1 Items	6.37
<b>New Transactions:</b>						
New Checks and Payments:						
					0 Items	0.00
Total New Checks and Payments						
					0 Items	0.00
New Deposits and Other Credits:						
					0 Items	0.00
Total New Deposits and Other Credits						

# Reconciliation Report

Agenda Item 15  
Literacy Fund Savings  
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Literacy Fund - Savings account reconciled for the period ending 10/31/2002

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

**0 Items**

**0.00**

*Don  
11/19/02*

# Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 10/31/2002

Agenda Item 15  
Payroll Fund Checking-B A  
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## Cleared Transactions

Previous Balance		2,368.61
Cleared Checks and Payments	2 Items	-162.40
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		2,206.21

## Uncleared Transactions

Uncleared Checks and Payments	1 Items	-115.67
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		2,090.54
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,090.54

## Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
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**Cleared Transactions:**

Cleared Checks and Payments:

10/25/2002			Service Charge	Payroll Checking - B of A	X	-33.03
09/11/2002	2655	Elisa Herrera-Thomas	Payroll	Payroll Checking - B of A	X	-129.37
Total Cleared Checks and Payments					2 Items	-162.40

Cleared Deposits and Other Credits:

Total Cleared Deposits and Other Credits					0 Items	0.00
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<b>Total Cleared Transactions</b>					<b>2 Items</b>	<b>-162.40</b>
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**Uncleared Transactions as of 10/31/2002:**

Uncleared Checks and Payments:

08/28/2002	2631	Rebecca Messenger		Payroll Checking - B of A		-115.67
Total Uncleared Checks and Payments					1 Items	-115.67

Uncleared Deposits and Other Credits:

Total Uncleared Deposits and Other Credits					0 Items	0.00
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<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>1 Items</b>	<b>-115.67</b>
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**New Transactions:**

New Checks and Payments:

Total New Checks and Payments					0 Items	0.00
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New Deposits and Other Credits:

# Reconciliation Report

Agenda Item 15  
Payroll Fund Checking -B A  
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Payroll Checking - B of A account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
					0 Items	0.00
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*EDW*  
*11/19/02*

# Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		8,756.97
Cleared Checks and Payments	38 Items	-66,885.08
Cleared Deposits and Other Credits	3 Items	62,470.00
Cleared Balance		4,341.89

## Uncleared Transactions

Uncleared Checks and Payments	8 Items	-2,135.82
Uncleared Deposits and Other Credits	1 Items	27,735.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		29,941.07
New Checks and Payments	31 Items	-56,139.15
New Deposits and Other Credits	1 Items	27,735.00
Ending Account Balance		1,536.92

## Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
10/03/2002		Bank of the West	Wire transfer service cha...	Payroll Checking - Wells F...	X	-10.00
10/09/2002		Paychex	Taxes	Payroll Checking - Wells F...	X	-7,174.14
10/09/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...	X	-15,376.40
10/17/2002		Bank of the West	Wire transfer service cha...	Payroll Checking - Wells F...	X	-10.00
10/23/2002		Paychex	Payroll	Payroll Checking - Wells F...	X	-11,325.34
10/23/2002		Direct Deposit of Salaries	payroll	Payroll Checking - Wells F...	X	-15,404.11
10/04/2002	2000	Elisa Herrera-Thomas	Final Paycheck including...	Payroll Checking - Wells F...	X	-8,626.38
09/25/2002	2686	Phyllis E. Humple		Payroll Checking - Wells F...	X	-162.34
09/25/2002	2691	John Patterson		Payroll Checking - Wells F...	X	-107.72
09/25/2002	2693	Barbara Phillips		Payroll Checking - Wells F...	X	-221.63
09/25/2002	2696	Joshua Robbins		Payroll Checking - Wells F...	X	-182.48
09/25/2002	2705	Orange County Auditor		Payroll Checking - Wells F...	X	-289.01
09/25/2002	2707	Katherine L. Roberts		Payroll Checking - Wells F...	X	-392.00
09/25/2002	2708	Nationwide Retirement Sol...		Payroll Checking - Wells F...	X	-913.27
10/09/2002	2709	Dorothy J. Cummings	Payroll Salaries	Payroll Checking - Wells F...	X	-248.
10/09/2002	2711	Joy Di Loreto	Payroll salaries	Payroll Checking - Wells F...	X	-483.54
10/09/2002	2713	Esther P. Guzman	Payroll	Payroll Checking - Wells F...	X	-255.63
10/09/2002	2714	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-319.18
10/09/2002	2715	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...	X	-213.90
10/09/2002	2717	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...	X	-90.26
10/09/2002	2723	John Patterson	Payroll	Payroll Checking - Wells F...	X	-134.65
10/09/2002	2725	Barbara Phillips	Payroll	Payroll Checking - Wells F...	X	-182.26
10/09/2002	2726	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-181.68
10/09/2002	2728	Joshua Robbins	Payroll	Payroll Checking - Wells F...	X	-159.82
10/09/2002	2733	Edward Stryzik	PAYroll	Payroll Checking - Wells F...	X	-291.18
10/09/2002	2737	Orange County Auditor	Payroll	Payroll Checking - Wells F...	X	-289.01
10/09/2002	2738	Placentia Library District - ...	Payroll	Payroll Checking - Wells F...	X	-19.94
10/09/2002	2739	Katherine L. Roberts	Payroll	Payroll Checking - Wells F...	X	-392.00
10/09/2002	2740	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...	X	-913.27
10/23/2002	2744	Esther P. Guzman	Payroll	Payroll Checking - Wells F...	X	-255.63
10/23/2002	2745	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-319.18
10/23/2002	2748	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...	X	-122.83
10/23/2002	2757	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-275.84
10/23/2002	2764	Edward Stryzik	Payroll	Payroll Checking - Wells F...	X	-291.18
10/23/2002	2766	Tyese Wortham	Payroll	Payroll Checking - Wells F...	X	-549.
10/23/2002	2769	Orange County Auditor	Payroll	Payroll Checking - Wells F...	X	-289.01
10/23/2002	2770	Placentia Library District - ...	Payroll	Payroll Checking - Wells F...	X	-19.94



## Reconciliation Report

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Payroll Fund Checking-WF  
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Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/23/2002	2771	Katherine L. Roberts	payroll	Payroll Checking - Wells F...	X	-392.00
Total Cleared Checks and Payments				38 Items		-66,885.08
Cleared Deposits and Other Credits:						
10/02/2002			Deposit	Payroll Checking - Wells F...	X	27,735.00
10/07/2002			Deposit	Payroll Checking - Wells F...	X	7,000.00
10/17/2002			Deposit	Payroll Checking - Wells F...	X	27,735.00
Total Cleared Deposits and Other Credits				3 Items		62,470.00
<b>Total Cleared Transactions</b>				<b>41 Items</b>		<b>-4,415.08</b>

### Uncleared Transactions as of 10/31/2002:

#### Uncleared Checks and Payments:

09/25/2002	2694	Beatrice V. Quintanar		Payroll Checking - Wells F...		-501.75
10/09/2002	2722	Marlane Nebel	Payroll	Payroll Checking - Wells F...		-184.15
10/23/2002	2741	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...		-113.03
10/23/2002	2746	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...		-250.73
10/23/2002	2753	Marlane Nebel	Payroll	Payroll Checking - Wells F...		-197.31
10/23/2002	2754	John Patterson	Payroll	Payroll Checking - Wells F...		-53.85
10/23/2002	2756	Barbara Phillips	Payroll	Payroll Checking - Wells F...		-198.00
10/23/2002	2772	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...		-637.00
Total Uncleared Checks and Payments				8 Items		-2,135.82

#### Uncleared Deposits and Other Credits:

10/31/2002			Deposit	Payroll Checking - Wells F...		27,735.00
Total Uncleared Deposits and Other Credits				1 Items		27,735.00

**Total Uncleared Transactions as of 10/31/2002** **9 Items** **25,599.18**

#### New Transactions:

## Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
New Checks and Payments:						
11/06/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...		-16,505.36
11/06/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...		-7,474.79
11/19/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...		-17,010.55
11/20/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...		-7,870.58
11/16/2002	2001	Joshua Robbins	Replace lost ckeck 2759, ...	Payroll Checking - Wells F...		-182.48
11/06/2002	2773	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...		-146.92
11/06/2002	2776	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-255.63
11/06/2002	2777	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...		-319.18
11/06/2002	2778	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...		-310.87
11/06/2002	2780	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...		-53.85
11/06/2002	2786	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...		-630.00
11/06/2002	2788	Joshua Robbins	Payroll	Payroll Checking - Wells F...		-207.43
11/06/2002	2793	Edward Stryzik	Payroll	Payroll Checking - Wells F...		-291.18
11/06/2002	2798	Orange County Auditor	Payroll	Payroll Checking - Wells F...		-289.01
11/06/2002	2799	Placentia Library District - ...	Payroll	Payroll Checking - Wells F...		-19.94
11/06/2002	2800	Katherine L. Roberts	Payroll	Payroll Checking - Wells F...		-392.00
11/06/2002	2801	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...		-637.00
11/20/2002	2802	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...		-135.62
11/20/2002	2804	Joy Di Loreto	Payroll	Payroll Checking - Wells F...		-264.00
11/20/2002	2806	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-247.91
11/20/2002	2807	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...		-348.51
11/20/2002	2808	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...		-276.51
11/20/2002	2812	Anna Y. McHugh	Payroll	Payroll Checking - Wells F...		-64.64
11/20/2002	2816	Barbara Phillips	Payroll	Payroll Checking - Wells F...		-47.76
11/20/2002	2817	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...		-345.22
11/20/2002	2819	Joshua Robbins	Payroll	Payroll Checking - Wells F...		-185.73
11/20/2002	2824	Edward Stryzik	Payroll	Payroll Checking - Wells F...		-287.81
11/20/2002	2829	Orange County Auditor	125 Plan Co-Pay	Payroll Checking - Wells F...		-289.01
11/20/2002	2830	Placentia Library District - ...	Minter Life Insurance co...	Payroll Checking - Wells F...		-19.94
11/20/2002	2831	Kathryn L. Roberts	Garnishment	Payroll Checking - Wells F...		-392.00
11/20/2002	2832	Nationwide Retirement Sol...	457 Plan Contribution	Payroll Checking - Wells F...		-637.00
Total New Checks and Payments				31 Items		-56,139.15
New Deposits and Other Credits:						
11/14/2002			Deposit	Payroll Checking - Wells F...		27,735.00
Total New Deposits and Other Credits				1 Items		27,735.00
<b>Total New Transactions</b>				<b>32 Items</b>		<b>-28,404.15</b>

*Edm*  
 11/19/02

# Reconciliation Report

387-0070269 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-35.54
Cleared Deposits and Other Credits	3 Items	35.54
Cleared Balance		5,000.00

## 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 09/30/2002 (statement closing date)		5,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,000.00

## Reconciliation Report

387-0070269 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070269	X	-11.59
08/23/2002			Transfer interest	387-0070269	X	-11.98
09/22/2002			Transfer interest	387-0070269	X	-11.97
Total Cleared Checks and Payments					3 Items	-35.54
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070269	X	11.59
08/22/2002			Deposit	387-0070269	X	11.98
09/22/2002			Deposit	387-0070269	X	11.97
Total Cleared Deposits and Other Credits					3 Items	35.54
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

### Reconciliation Report

387-0070269 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*EDM*  
*11/20/02*

# Reconciliation Report

387-0070277 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		2,500.00
Cleared Checks and Payments	3 Items	-17.77
Cleared Deposits and Other Credits	3 Items	17.77
Cleared Balance		2,500.00

## 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 09/30/2002 (statement closing date)		2,500.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,500.00

## Reconciliation Report

387-0070277 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070277	X	-5.79
08/23/2002			Transfer interest	387-0070277	X	-5.99
09/21/2002			Transfer interest	387-0070277	X	-5.99
Total Cleared Checks and Payments					3 Items	-17.77
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070277	X	5.79
08/22/2002			Deposit	387-0070277	X	5.99
09/22/2002			Deposit	387-0070277	X	5.99
Total Cleared Deposits and Other Credits					3 Items	17.77
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

### Reconciliation Report

387-0070277 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
Total New Deposits and Other Credits						0 Items 0.00
Total New Transactions						0 Items 0.00

*282*  
*11/19/02*



# Reconciliation Report

387-0070285 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		2,500.00
Cleared Checks and Payments	3 Items	-17.77
Cleared Deposits and Other Credits	3 Items	17.77
Cleared Balance		2,500.00

## 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 09/30/2002 (statement closing date)		2,500.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,500.00

## Reconciliation Report

387-0070285 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070285	X	-5.79
08/23/2002			Transfer interest	387-0070285	X	-5.99
09/22/2002			Transfer interest	387-0070285	X	-5.99
Total Cleared Checks and Payments					3 Items	-17.77
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070285	X	5.79
08/22/2002			Deposit	387-0070285	X	5.99
09/22/2002			Deposit	387-0070285	X	5.99
Total Cleared Deposits and Other Credits					3 Items	17.77
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

# Reconciliation Report

387-0070285 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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New Deposits and Other Credits:

Total New Deposits and Other Credits					0 Items	0.00
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<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>
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*20m  
11/20/02*

# Reconciliation Report

387-0070293 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-35.54
Cleared Deposits and Other Credits	3 Items	35.54
Cleared Balance		5,000.00

## 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 09/30/2002 (statement closing date)		5,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,000.00

## Reconciliation Report

387-0070293 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070293	X	-11.59
08/23/2002			Transfer interest	387-0070293	X	-11.98
09/22/2002			Transfer interest	387-0070293	X	-11.97
Total Cleared Checks and Payments					3 Items	-35.54
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070293	X	11.59
08/22/2002			Deposit	387-0070293	X	11.98
09/22/2002			Deposit	387-0070293	X	11.97
Total Cleared Deposits and Other Credits					3 Items	35.54
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

### Reconciliation Report

387-0070293 account reconciled for the period ending 09/30/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
New Deposits and Other Credits:						
Total New Deposits and Other Credits						
					0 Items	0.00
Total New Transactions						
					0 Items	0.00

*EW*  
*11/20/0*

# Reconciliation Report

387-0070301 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-71.08
Cleared Deposits and Other Credits	4 Items	5,071.08
Cleared Balance		10,000.00

## 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 09/30/2002 (statement closing date)		10,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		10,000.00

## Reconciliation Report

387-0070301 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070301	X	-23.18
08/23/2002			Transfer interest	387-0070301	X	-23.95
09/22/2002			Transfer interest	387-0070301	X	-23.95
Total Cleared Checks and Payments					3 Items	-71.08
Cleared Deposits and Other Credits:						
01/23/2002				387-0070301	X	5,000.00
07/22/2002			Deposit	387-0070301	X	23.18
08/22/2002			Deposit	387-0070301	X	23.95
09/22/2002			Deposit	387-0070301	X	23.95
Total Cleared Deposits and Other Credits					4 Items	5,071.08
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>5,000.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>

**New Transactions:**

New Checks and Payments:



### Reconciliation Report

387-0070301 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>

*EDK  
11/29/02*

# Reconciliation Report

387-0070319 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-71.08
Cleared Deposits and Other Credits	4 Items	5,071.08
Cleared Balance		10,000.00

## 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 09/30/2002 (statement closing date)		10,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		10,000.00

## Reconciliation Report

387-0070319 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070319	X	-23.18
08/23/2002			Transfer interest	387-0070319	X	-23.95
09/22/2002			Transfer interest	387-0070319	X	-23.95
Total Cleared Checks and Payments					3 Items	-71.08
Cleared Deposits and Other Credits:						
01/23/2002				387-0070319	X	5,000.00
07/22/2002			Deposit	387-0070319	X	23.18
08/22/2002			Deposit	387-0070319	X	23.95
09/22/2002			Deposit	387-0070319	X	23.95
Total Cleared Deposits and Other Credits					4 Items	5,071.08
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>5,000.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>

**New Transactions:**

New Checks and Payments:

Reconciliation Report

387-0070319 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>

*Sum*  
*11/20/02*

# Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		2,396.78
Cleared Checks and Payments	1 Items	-2,398.91
Cleared Deposits and Other Credits	1 Items	2.13
Cleared Balance		0.00

## 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 09/30/2002 (statement closing date)		0.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		0.00

## Reconciliation Report

Agenda Item 15  
Payroll Fund Savings –B A  
Page 48 of 55

Payroll Savings (Fees) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
09/03/2002		Placentia Library District P...	Close account, transfer to...	Payroll Savings (Fees)	X	-2,398.91
Total Cleared Checks and Payments					1 Items	-2,398.91
Cleared Deposits and Other Credits:						
09/03/2002			Interest	Payroll Savings (Fees)	X	2.13
Total Cleared Deposits and Other Credits					1 Items	2.13
<b>Total Cleared Transactions</b>					<b>2 Items</b>	<b>-2,396.78</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00

# Reconciliation Report

Agenda Item 15  
Payroll Fund Savings -B A  
Page 49 of 55

Payroll Savings (Fees) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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Total New Transactions

0 Items

0.00

*com*  
*11/19/02*

# Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		4,808.94
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	7 Items	2,658.32
Cleared Balance		7,467.26

## Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	1 Items	355.71

## New Transactions

Account Balance as of 09/30/2002 (statement closing date)		7,822.97
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,822.97



## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments				0	Items	0.00
Cleared Deposits and Other Credits:						
07/23/2002			Deposit	Payroll Savings (Int CDs)	X	81.12
07/31/2002			Deposit	Payroll Savings (Int CDs)	X	3.08
08/23/2002			Deposit	Payroll Savings (Int CDs)	X	83.84
08/31/2002			Deposit	Payroll Savings (Int CDs)	X	3.13
09/03/2002			Deposit	Payroll Savings (Int CDs)	X	2,398.91
09/21/2002			Deposit	Payroll Savings (Int CDs)	X	83.82
09/30/2002			Deposit	Payroll Savings (Int CDs)	X	4.42
Total Cleared Deposits and Other Credits				7	Items	2,658.32
<b>Total Cleared Transactions</b>				<b>7</b>	<b>Items</b>	<b>2,658.32</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments				0	Items	0.00
Uncleared Deposits and Other Credits:						
01/23/2002			difference in interest fro...	Payroll Savings (Int CDs)		355.71
Total Uncleared Deposits and Other Credits				1	Items	355.71
<b>Total Uncleared Transactions as of 09/30/2002</b>				<b>1</b>	<b>Items</b>	<b>355.71</b>

**New Transactions:**

### Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>

*EW*  
*11/19/02*

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

*Revised to include Oct 7 withdrawal*

### Cleared Transactions

Previous Balance		7,467.26
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		7,467.26

### 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 09/30/2002 (statement closing date)		7,467.26
New Checks and Payments	1 Items	-7,000.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		467.26

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
Total Cleared Deposits and Other Credits					0 Items	0.00
<b>Total Cleared Transactions</b>					<b>0 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
10/07/2002		Wells Fargo Bank	Transfer funds to checkin...	Payroll Savings (Int CDs)		-7,000.00
Total New Checks and Payments					1 Items	-7,000.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00

# Reconciliation Report

Agenda Item 15  
CalFED CD Savings (REV)  
Page 55 of 55

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Total New Transactions					1 Items	-7,000.00

*EDW*  
*11/20/02*





ACQUISITIONS REPORT FOR THE MONTH OF OCTOBER 2002  
Prepared by Julie Skook, 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	355.15	56	514.80	33	869.95	89	79.90	4	949.85	93
Adult Circulating Non-Fiction	296.67	18	234.88	11	533.55	29	699.05	38	1,232.60	67
Adult Reference	159.38	4	0.00	0	159.38	4	0.00	0	159.38	4
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	458.05	22	234.88	11	692.93	33	699.05	38	1,391.98	71
TOTAL ADULT PRINT MATERIALS	813.20	78	749.68	44	1,562.88	122	778.95	42	2,341.83	164
Adult Audio/Music	0.00	0	0.00	0	0.00	0	75.00	5	75.00	5
Adult Audio Books	365.05	7	0.00	0	365.05	7	0.00	0	365.05	7
Total Adult Audio	365.05	7	0.00	0	365.05	7	75.00	5	440.05	12
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	365.05	7	0.00	0	365.05	7	75.00	5	440.05	12
TOTAL ADULT MATERIALS	1,178.25	85	749.68	44	1,927.93	129	853.95	47	2,781.88	176
Juvenile Fiction	1,004.88	75	3,734.57	174	4,739.45	249	150.90	14	4,890.35	263
Juvenile Circulating Non-Fiction	474.34	16	63.81	5	538.15	21	0.00	0	538.15	21
Juvenile Reference	298.39	1	0.00	0	298.39	1	0.00	0	298.39	1
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	300.00	1	0.00	0	300.00	1	0.00	0	300.00	1
Total Juvenile Non-Fiction	1,072.73	18	63.81	5	1,136.54	23	0.00	0	1,136.54	23
TOTAL JUVENILE PRINT MATERIALS	2,077.61	93	3,798.38	179	5,875.99	272	150.90	14	6,026.89	286
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	275.84	10	485.19	20	761.03	30	0.00	0	761.03	30
Total Juvenile Audio	275.84	10	485.19	20	761.03	30	0.00	0	761.03	30
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	275.84	10	485.19	20	761.03	30	0.00	0	761.03	30
TOTAL JUVENILE MATERIALS	2,353.45	103	4,283.57	199	6,637.02	302	150.90	14	6,787.92	316
Total Fiction	1,560.03	131	4,249.37	207	5,609.40	338	230.80	18	5,840.20	356
Total Non-Fiction	1,530.78	40	298.69	16	1,829.47	56	699.05	38	2,528.52	94
Total Audio	640.89	17	485.19	20	1,126.08	37	75.00	5	1,201.08	42
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	3,531.70	188	5,033.25	243	8,564.95	431	1,004.85	61	9,569.80	492

OUTSTANDING ORDERS AS OF OCTOBER 31, 2002

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$7,244.46	\$3,934.69	\$11,179.15



Summary of Current Status of Unique Management Accounts  
November 27, 2002

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>TOTAL YTD</b>	<b>39</b>	<b>1836</b>	<b>18</b>	<b>1411.87</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 11/01/2002 12:05 AM RJK

SUMMARY STATUS REPORT

PAGE: 127

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 10/31/2002

Accounts Submitted	: 699	Dollars Submitted	: 64,161.46	Dollars Received	: 17,834.98
Bankruptcies	: 1	Dollars in Bankruptcy	: 101.75	Material Returned	: 12,104.02
Incorrect Addresses	: 92	Dollars in Skips	: 5,921.73	Dollars Waived	: 2,514.53
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 41,048.88
Accounts in Process	: 605	Dollars in Process	: 56,352.35	% of Dollars Activated	: 72.94%
# of Accounts Activated	: 425				
% of Accounts Activated	: 70.25%				



TO: Placentia Library Foundation Board of Directors  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: November 27, 2002  
SUBJECT: **GIFT REPORT**

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

**ADOPT A BOOK DONATIONS**

Margaret R. Vaneck	Joseph & Rebecca Kovach III
Sandy Koizumi & Francis Colwell	Edward F. & Velda T Wittstock
Dennis J. Spiro	Thomas & Juanita Torpy
Susan & Murray Hochman	Michael C. Cardwell
Rachel A. Sweet	Margaret Horrocks
Peter & Helen Dalquist	

**TOTAL ADOPT A BOOK DONATIONS:** \$565.00

**BOOK ENDOWMENT FUND**

M. Kay Brown	Larry & Debbie Williams
Zora & Manuel Castro	Debra & Christopher Becker
Alfonso Weilbach	Shirley A. Christian
Heidi A Roundy	Carolyn & Howard Mack
B. Samuel & Carol B. Tanenbaum	Lois & Michael Runyon
Clairee B TynesTynes	Brian & Jamie Delos Santos
BEF: Freddy & Julie Garrisson	Michelle M. Ellis
Jena A, Williams	Mark A. Johnson
Carolyn A. Chu	Leland & Mary Castner
Martin & R. Sandra Robb	Stephen D. Pischel
Ted & Arlene Olea	Diana M Garrett.
Marla K. & Bruce K. Anderson	
Kathleen M. Bottorff	

**TOTAL BOOK ENDOWMENT FUND** \$605.00

**GENERAL FUND DONATIONS**

Y Yin Rosemary & Allan Lynch

**TOTAL GENERAL FUND DONATIONS:** \$120.00

**PHILLIPS' GIFT**

Babara & Charles Phillips

**TOTAL PHILLIPS' GIFT DONATIONS:** \$3,000.00

<b><u>TOTAL ALL DONATIONS</u></b>	<b><u>\$4,290.00</u></b>
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Prepared By: Erin M. Fregeau

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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:** **Building Maintenance Report for October 2002**  
**DATE:** November 27, 2002

**HVAC:** Checked out burning smell and replaced belt in air handling unit. Routine maintenance and filter replacement

**Plumbing:** Sink in staff break room sluggish, garbage disposal needs to be replaced.

**Electrical:** Light bulb replacement. Ozzie Zimmer repaired lighting fixtures.

**Locksmith:** No service calls in October. Still working on back door code computer interface issues with manufacturer

**Exterminator:** Building interior treated for general pest/bug control.

**General Contractor:** Removed leaves from roof drains and painted public rest rooms.

**Fire Extinguishers:** Annual service performed



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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:** Personnel Report for October 2002  
**DATE:** November 27, 2002

**RESIGNATIONS:**

None in October

**APPOINTMENTS:**

Matthew G. Mallard, Substitute Library Clerk & Substitute Library Assistant,  
October 2, 2002

Anny Y. McHugh, Library Aide, November 12, 2002

**OPEN POSITIONS:**

Administrative Assistant

**WORKERS' COMPENSATION LEAVE:**

None





TO: Elizabeth Minter, Library Director  
FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of October 2002 

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 October	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	10.00	37.00	Sep-95	672.50
Backes, Theresa	9.00	8.75	6/98	239.00
Bart, Lillian	10.00	38.00	May-01	189.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	6.00	22.50	Apr-01	104.00
Botha, Jill	1.00	12.00	Nov-01	28.00
Clugston, Patricia	5.00	38.00	6/98	366.00
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	0.00	64.00	8/98	645.75
Fioroni, Pete	1.75	5.25	3/97	242.25
Fitzgerald, Joan	15.00	36.25	10/93	2,056.00
Frazee, Kathy	2.50	5.00	Jul-02	5.00
Godwin, Nita	8.00	32.00	2/96	424.75
Haagan, John	2.50	22.75	Jan-00	41.25
Hemmerling, Barbara	14.75	35.25	9/95	537.50
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	7.50	15.50	10/95	232.00
Hunsinger, Debbie	6.00	28.75	Jul-02	28.75
Irot, Pat	11.50	148.50	2/96	2,451.50
Jertberg, Pat	18.00	53.00	4/98	748.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lord, Audrey	21.00	73.50	Jul-00	293.75
Mehta, Neela	8.00	49.00	Jun-02	59.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	10.00	37.50	10/95	1,127.75
Olson, Bob	4.00	14.00	9/95	422.00
Pence, Thomas	6.00	17.00	1/99	237.00
Peterson, Ruth	10.00	36.50	Mar-02	188.00
Rankin, Eleanore	36.00	106.5	May-02	146.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	8.00	29.00	Oct-00	162.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	10.00	18.00	Aug-02	18.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	22.00	104.00	4/98	272.00
Shaw, Dixie	2.00	4.50	5/94	201.00
Stoller, Frances	4.00	12.00	May-96	118.00
Walker, Virginia	0.00	0.00	Mar-99	129.50
Wymer, Betty		31.50	1/96	823.25
<b>TOTAL</b>	<b>269.50</b>	<b>1,093.50</b>		<b>15,085.15</b>

	FY02/03			FY02/03	
	October	YTD		October	YTD
Acosta, Anthony	10.25	13.5	McCarthy, Shannon		0.00
Afsar, Asif	0	0	McClung, Elder		9.25
Banks, Vanessa	0.00	0.00	Messenger, Daniel		1
Battaglia, Emelie	0.00	0.00	Meza, Jack		23.75
Beauchamp, Elder	1.25	13.50	Miladi, Omid		38.25
Behmaran, Roxana	0.00	11.00	Montes, Eric		0.00
Boisineau, Emma	8.00	13.50	Montes, Juan	10.00	12.75
Born, Ashley	0.00	15.50	Moore, Tray	3.50	3.50
Camacho, Ana Lilia	0.00	14.00	Moru, Vik	4.00	6.00
Clark, Anthony	0.00	14.00	Murray, Ryan		0.50
Chiu, Jone Shawn	11.50	11.50	Nolen, Chris		2.00
Chopra, Reema	0.00	38.00	Otto, Jessica		24.00
Delgado, Jesse	0.00	25.00	Pecot, Zipporah		0.00
Dolan, Adam	0.00	5.00	Peechaphand, Thanin		0.00
Dominici, Nicholas	4.00	6.00	Piol, Nick		38.50
Dougherty, Brad	32.00	32.00	Powell, Ashley		3.00
Eng, Jonathon	0.00	12.00	R, Janes	3.50	3.50
Eng, Lawrence	0.00	42.50	Sanchez, Jackie	2.00	2.00
Enomoto, Esther	0.00	0.00	Shah, Sweny	2.50	42.75
Giulietti, Alex	6.75	6.75	Shah, Soham		3.25
Guo, James	0.00	45.75	Siciliani, Melissa		3.00
Javier, Dana	7.00	7.00	Sindi, Fred		27.00
Ju, Christina	0.00	0.00	Seufae, Elder	1.25	4.25
Kim, Joseph	0.00	0.00	Stapleton, Jeremy	16.00	16.00
Haag, Elisha	0.00	0.00	Sy, Victoria		10.00
Haag, Jennifer	0.00	12.75	Takata, Michael		13.25
Haag, Katie	0.00	0.00	Torres, Daniel		0.00
Haag, Stephanie	0.00	12.25	Tran, Michael		40.00
Hess, Vinny	10.50	10.50	Tran, Chi	3.50	3.50
Hill, Joseph	0.00	0.00	Trejo, Ricardo		2.75
Hovendon, Corin	0.00	4.50	Truex, Nick		14.50
Hung, Yung	3.50	3.50	Turczynskyi, Stephen		0.00
Hurtado, Armando	3.25	3.25	Vaziri, Ali		17.00
Hurtado, Cynthia	3.25	3.25	Villarreal, Tania		1.50
Keezer, John	2.00	2.00	Victores, Ryan	6.50	10.50
Khan, Marina	9.50	9.50	Vu, Elizabeth		0.00
Lada, Steven	0.00	50.00	Vu, Thomas	7.50	20.25
Laehnemann, David	4.00	6.00	Ward, Alan	0.00	0.00
Le, Brian	0.00	0.00	Wills, Gessica	0.00	3.00
Le, Phillip	0.00	0.00	Wong, Winston	0.00	20.25
Lee, James	0.00	38.50	Wymer, Betty	6.25	6.25
Lucero, Branden	0.00	5.50	Yu, Lilian	0.00	22.25
Mamer, Liz	0.00	4.50			
Maru, Sid	0.00	0.00			

TOTAL	106.50	479.00
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TOTAL	66.50	449.25
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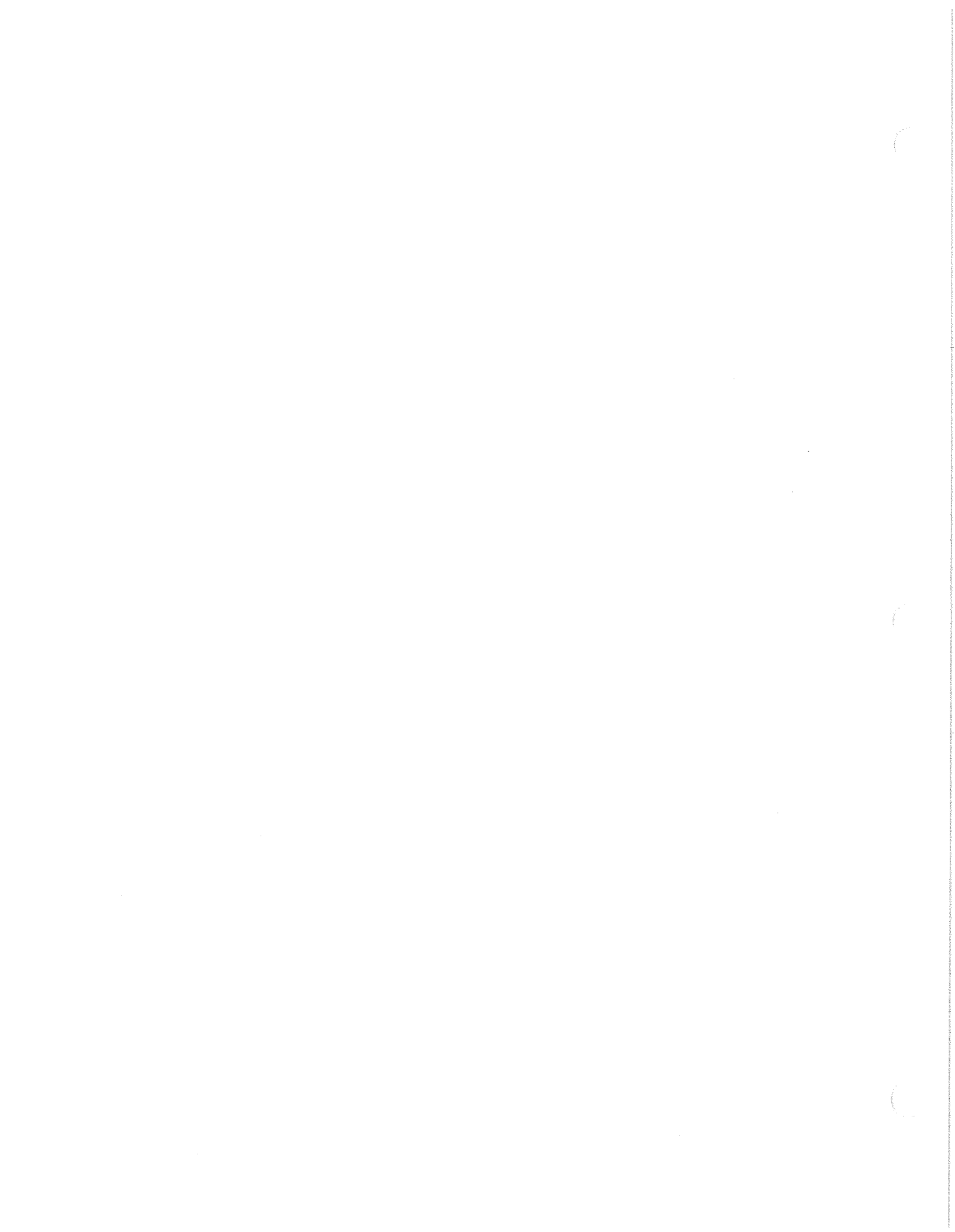
TOTAL Library Volunteer Hours	442.50
TOTAL Literacy Volunteer Hours	516.00
<b>TOTAL VOLUNTEERS HOURS</b>	<b>958.50</b>

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY00/01	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	562.25	834.25	386	662.00	847.00	513
September	248.00	802.75	386	581.00	605.00	518
October	385.00	1029.8	442.5	614.00	550	516
November	369.25	1457.3		685.50	550.00	
December	205.25	203.5		564.00	586.00	
January	387.25	356.5		797.00	586.00	
February	376.75	359.75		617.00	600.00	
March	377.25	399		622.50	600.00	
April	457.25	299.75		656.00	600.00	
May	393.00	371.5		1,204.50	588.00	
June	580.75	454		1,050.50	639.00	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 October	FY02/03 YTD	Cumulative		FY02/03 October	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	24.00	184.00	Morales, Gabriela	6.00	24.00	51.00
Anderson, Susan	6.00	24.00	225.00	Morrissey, Jean-Marie	6.00	24.00	27.00
Bayne, Linda	6.00	24.00	60.00	Moyer, Disa	-	-	170.00
Belsher, Kristin	6.00	24.00	228.00	Murray, Snell	6.00	18.00	18.00
Bereiter, Gretchen	6.00	24.00	246.00	Murray, Edward	6.00	18.00	162.00
Bolkovatz, Alta	6.00	24.00	261.00	Naples, David	-	6.00	6.00
Brackett, Jim	6.00	24.00	33.00	Narcisco, Dennis	12.00	54.00	332.00
Braun, Geoff	6.00	21.00	21.00	Nguyen, Kelly	-	6.00	42.00
Casias, Michelle	-	6.00	24.00	Norwood, Sophie	-	6.00	36.00
Chen, April	6.00	24.00	117.00	Nozot, Helena	-	6.00	60.00
Choi, Jason	-	12.00	48.00	Oropeza, Mikela	6.00	24.00	54.00
Coffee, Nancy	6.00	24.00	283.00	Pandya, Prema	-	6.00	38.00
Colenso, Bill	6.00	18.00	154.00	Patel, Deepa	6.00	24.00	129.00
Croom, Carolyn	-	6.00	290.00	Patterson, John	-	3.00	3.00
Curtis, Daniel	12.00	36.00	90.00	Pelto, Ernest	6.00	24.00	62.00
Duffie, Pat	12.00	48.00	398.00	Precht, Jeanette	6.00	21.00	21.00
Fakoufar, Reihaneh	6.00	21.00	21.00	Purcell, Lisa	6.00	24.00	36.00
Favaro, Lee	-	-	202.00	Pydeski, Linda	6.00	24.00	54.00
Fay, Sonia	-	12.00	50.00	Quintana, Michele	6.00	21.00	21.00
Fitsimons-Diaz, Chelsea	6.00	21.00	21.00	Rahmani, Razi	6.00	24.00	36.00
Garry, Kenneth	6.00	24.00	39.00	Record, Ben	6.00	18.00	72.00
Gast, Polly	12.00	48.00	1,577.00	Risso, Edith	-	-	240.00
Gasper, Chris	6.00	24.00	35.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	24.00	54.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	21.00	21.00	Sanchez, Margo	-	-	230.00
Goodman, Dale	30.00	120.00	2,193.00	Schaal, Linda	-	6.00	18.00
Graves, David	6.00	24.00	199.00	Schultheis, William	-	6.00	42.00
Hatch, Bill	6.00	21.00	21.00	Serafica, Christina	-	6.00	30.00
Healey, Kathleen	6.00	24.00	180.00	Shah, Sheadeha	6.00	24.00	24.00
Heer, Kim	6.00	24.00	169.00	Shepherd, Kathy	6.00	24.00	155.00
Hernandez, Rosy	-	-	340.00	Singer, Stephanie	6.00	24.00	54.00
Ho, Irene	-	6.00	36.00	Skimizu, Ken	6.00	24.00	241.00
Homrighausen, Scott	6.00	24.00	54.00	Soto, Nina	6.00	21.00	21.00
Humple, Phyllis	6.00	24.00	84.00	Springston, Madlyn	-	6.00	66.00
Hugar, Jessica	6.00	21.00	21.00	Stalnaker, Linda	-	-	281.00
Hutton, Katherine (Kate)	6.00	24	180.00	Stichter, Julie	-	-	130.00
Jiminez, Daisy	6.00	24.00	45.00	Teeter, Robert	6.00	12.00	12.00
Keller, Christina	-	-	201.00	Tran, Chi	-	6.00	9.00
Kightlinger, Dana	6.00	24.00	45.00	Troumby, Pamela	6.00	24.00	48.00
Kelly, Jerry	6.00	24.00	33.00	Truong, Christine	6.00	21.00	21.00
Knank, Sam	6.00	24.00	27.00	Truong, Will	6.00	21.00	21.00
Knudson, Chip	6.00	24.00	39.00	Truong, Richard	-	6.00	52.00
Lada, Stephan	6.00	24.00	54.00	Truong, Steven	-	6.00	52.00
Lasker, Marilyn	6.00	24.00	121.00	Turczyasfyi, Stephan	-	3.00	18.00
Larson, Li	-	6.00	134.00	Van Zee, Karin	-	-	180.00
Leslie, Sandra	6.00	24.00	182.00	Vester, Ricki	6.00	30.00	66.00
Livezey, June	12.00	48.00	92.00	Villarreal, Tanya	6.00	26.00	58.00
Malkowicz, Edward	12.00	54.00	80.00	Vu, Elizabeth	6.00	24.00	54.00
Martinez, Diane	-	6.00	30.00	Vukovick, Kathy	6.00	24.00	102.00
Martlaro, Diane	24.00	96.00	268.00	Walters, Catherine	-	6.00	36.00
Medland, Karen	6.00	24.00	98.00	Wang, Sue	12.00	36.00	45.00
Meza, Jack	-	-	116.00	Westfall, Carolyn	-	-	180.00
Mohr, Kelsey	6.00	22.00	27.00	Wiegman, Karin	-	-	188.00
				Yang, Yale	-	6.00	18.00
				Yom, Gina	6.00	130.00	130.00
				Zamora, Mary	6.00	24.00	24.00
<b>Total</b>	<b>324.00</b>	<b>1,318.00</b>	<b>9,751.00</b>	<b>Total</b>	<b>192.00</b>	<b>921.00</b>	<b>4,622.00</b>



Placentia Library District  
Circulation Report  
November 27, 2002

Agenda Item 22

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 October	FY01-02 October
1st Time Checkouts	51,985	51,866	0.23%	12,828	15,046
Phone Renewals	5,883	6,549	-10.17%	1,693	1,916
In-Building Renewals	1,507	1,789	-15.76%	364	523
Total Renewals	7,390	8,338	-11.37%	2,057	2,439
<b>TOTAL CHECKOUTS</b>	<b>59,375</b>	<b>60,204</b>	<b>-1.38%</b>	<b>14,885</b>	<b>17,485</b>
On-Time Checkins	54,506	49,683	9.71%	12,710	13,106
Late Checkins	4,875	8,723	-44.11%	1,282	2,235
<b>TOTAL CHECKINS</b>	<b>59,381</b>	<b>58,406</b>	<b>1.67%</b>	<b>13,992</b>	<b>15,341</b>
Holdings Placed	2,546	1,140	123.33%	354	265
Holdings Cancelled	351	252	39.29%	81	65
Holdings Filled	2,333	1,182	97.38%	421	270
Holdings Expired	42	13	223.08%	4	1
Patrons Registered	1,130	1,295	-12.74%	566	427
Titles Added	1,604	3,228	-50.31%	235	497
Volumes Added	1,505	5,003	-69.92%	128	802
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	23,652	25,130	-5.88%	5,931	7,124
Juvenile Print	22,360	28,390	-21.24%	7,074	8,589
Total Print	46,012	53,520	-14.03%	13,005	15,713
Audio	2,525	2,434	3.74%	759	643
Visual	3,448	4,232	-18.53%	1,096	1,117
Equipment	0	0	0.00%	0	0
Total Audio Visual	5,973	6,666	-10.40%	1,855	1,760
<b>TOTAL CIRCULATION</b>	<b>51,985</b>	<b>60,186</b>	<b>-13.63%</b>	<b>14,860</b>	<b>17,473</b>
Placentia Circulation	28,281	36,507	-22.53%	8,452	9,600
%Placentia Circulation	54.40%	60.66%	-10.32%	56.88%	54.94%
Anaheim/Yorba Linda Circulation	17,198	10,182	68.91%	1,527	3,219
%Anaheim/Yorba Linda Circulation	33%	16.92%	95.52%	10%	18.42%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	28,099	38,327	-26.69%	9,747	9,948
Young Adult	1,355	1,331	1.80%	335	318
Juvenile	9,569	12,606	-24.09%	3,395	3,315
New Borrower	2,570	5,227	-50.83%	1,396	1,757
Non Resident	3,030			129	
Other (staff)	44			2	
<b>TOTAL ACTIVE BORROWERS</b>	<b>44,667</b>	<b>42,153</b>	<b>5.96%</b>	<b>14,873</b>	<b>15,338</b>
<b>TOTAL REGISTERED BORROWERS</b>	<b>36,197</b>	<b>17,560</b>	<b>106.13%</b>	<b>17,851</b>	<b>16,545</b>
<b>ATTENDANCE</b>	<b>105,542</b>	<b>112,183</b>	<b>-5.92%</b>	<b>36,457</b>	<b>31,060</b>
Adult Reference-In Building	2,984	4,409	-32.32%	986	1,344
Adult Reference-Telephone	439	662	-33.69%	159	189
Children's Reference-In Building	2,988	3,634	-17.78%	603	744
Children's Reference-Telephone	916	122	650.82%	32	47
Total Adult Reference	4,164	5,071	-17.89%	1,145	1,533
Total Children's Reference	1,984	3,756	-47.18%	660	791
Total in Building Reference	5,972	8,043	-25.75%	1,589	2,088
Total Telephone Reference	355	784	-54.72%	191	236
<b>TOTAL REFERENCE</b>	<b>7,352</b>	<b>8,827</b>	<b>-16.71%</b>	<b>1,805</b>	<b>2,324</b>



CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	10/10/02		1,195.57	650.63			8.17	1,854.37
Oct-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Nov-02								0.00
Dec-02								0.00
Jan-03								0.00
Feb-03								0.00
Mar-03								0.00
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		11,162.23	5,473.79	2,603.74	215.00	0.00	40.90	19,495.66
AVG		2,790.56	1,368.45	650.94	53.75		10.23	4,873.92

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,127.26	174.00	0.00	1,301.26	650.63
Aug-01	1,127.26	174.00	2.48	1,303.74	651.87
Sep-01	1,127.26	174.00	0.00	1,301.26	650.63
Oct-01	1,127.26	174.00	0.00	1,301.26	650.63
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	4,509.04	696.00	2.48	5,207.52	2,603.76
AVG	1,127.26	174.00	0.62	1,301.88	650.94



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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-01	382.24	234.40	63.58	0.00	447.04	1,127.26
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	1,528.96	937.60	254.32	0.00	1,788.16	4,509.04
AVG	382.24	234.40	63.58	0.00	447.04	1,127.26

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
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		TOTAL
				TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02	8.00	10.00	2.00	0.00	20.00	40.00
May-02	8.00	10.00	2.00	0.00	20.00	40.00
Jun-02	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	58.00	64.00	14.00	0.00	128.00	264.00
AVG	4.83	5.33	1.17	0.00	10.67	22.00

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	8.00	8.00	2.00	0.00	16.00	34.00
Oct-01	8.00	8.00	2.00	0.00	16.00	34.00
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	32.00	32.00	8.00	0.00	64.00	136.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

To: eminter@placentia library.org  
From: gneill@c sda.net  
Subject: CSDA Legislative Update  
Date: Tue, 26 Nov 2002 16:33:43 -0800



## GOVERNOR CALLS SPECIAL SESSION

### EXPERTS PREDICT STATE BUDGET DEFICIT TO HIT \$21 BILLION OVER THE NEXT 19 MONTHS

With predictions that over the next 19 months the state's budget deficit will be even more serious than the \$21 billion shortfall estimated by the Legislative Analyst, Governor Davis announced a Special Session of the Legislature will begin December 9.

A news release from the Governor's Office stated that he convened a meeting of the "Big Five", the Governor, the Legislative leaders from the Senate and the Assembly to discuss the California budget. "The problem is serious enough that it requires immediate action," Governor Davis said. "Solving this budget will require all of us to put aside ideological differences. It will require bi-partisan cooperation."

The special session will be called to enact \$5 billion in reductions, recaptures and other budget changes over the current year and the budget year combined. The Governor also announced that he would use his executive authority to freeze spending, and that he would convene regular sessions of the Big Five to keep channels of communication open.

The word is that "everything" is on the table including education funding; public safety funding; Vehicle License Fee (VLF); taxes/fees; removing ERAF exemption for multi-county districts; and, more property tax revenues from local governments.

The **Leave Our Community Assets Local (LOCAL) Coalition** spearheaded by CSDA, the League of California Cities and the California State Association of Counties (CSAC) has already started to lay out the plans to continue the call to protect local services during this budget crisis. LOCAL was extremely effective in its collaborative activities during the last budget deliberations – speaking with one voice for all local governments – cities, counties and special districts.

**CSDA WILL NEED ALL MEMBER DISTRICTS TO SUPPORT AND PARTICIPATE IN LOCAL COALITION EFFORTS AND CSDA ACTIVITIES OVER THE NEXT NINE MONTHS AS WE STRIVE TO PROTECT LOCAL REVENUES THAT PROVIDE VITAL LOCAL SERVICES.**

**Forward one or two contacts from your district who will act as a liaison between your agency and CSDA throughout the state budget discussions. It is imperative that special districts join with cities and counties on an equal platform to protect all of our ability to advocate for, and protect, local services.**

Forward your district contacts to Geoffrey Neill ([gneill@c sda.net](mailto:gneill@c sda.net)) immediately.



Thank you.



To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>  
Cc: "smcglamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,  
"bcontreras" <bcontreras@mcls.org>, "bcusten" <bcusten@mcls.org>,  
"cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>,  
"hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>,  
Subject: FW: GOVERNOR CALLS "SPECIAL SESSION" ON THE BUDGET

-----Original Message-----

From: owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen  
Sent: Friday, November 22, 2002 11:24 AM  
To: CLA Listserve- CALIX  
Subject: GOVERNOR CALLS "SPECIAL SESSION" ON THE BUDGET

November 22, 2002

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

GOVERNOR CALLS "SPECIAL SESSION" ON THE BUDGET

Yesterday Governor Gray Davis, and members of the Senate and Assembly leadership, also known as "The Big Five," met to discuss the enormous \$21 billion state Budget deficit. According to a press release issued by the Administration, "The Governor told the other members of the Big Five that the shortfall is expected to be even more serious than the \$21 billion shortfall estimated by the Legislative Analyst." Said the Governor, "The problem is serious enough that it requires immediate action. Solving this budget will require all of us to put aside ideological differences. It will require bi-partisan cooperation." To that end, he has called a "Special Session" of the legislature, which shall convene on December 9, 2002. At that time, the Governor has requested that the Legislature "enact \$5 billion in reductions, recaptures and other budget changes over the current year and the budget year combined."

You may recall that last year, due to the significant Budget deficit projections, the Governor called a similar "special session," which





produced  
\$2 billion in cuts from the current year Budget. During the "special session," the Public Library Foundation Program was targeted as a potential area of cuts, with the Governor proposing to reduce the program by \$7.9 million. Ultimately, the legislature was successful in rejecting the \$7.9 million cut.

This month, Legislative Analyst Elizabeth Hill, released her Budget forecast, noting that the 2003-04 budget "faces a cumulative year-end deficit of \$21.1 billion, absent corrective actions. However, if California's economic performance continues to lag and fails to experience the accelerating growth that we are expecting in the latter half of 2003, the shortfall could easily be several billion dollars higher." The \$21.1 billion figure represents a \$6 billion General Fund deficit in the current year, and a new \$15 billion deficit in the 2003-04 year. Since the legislature used various accounting shifts and deferral payments to balance the Budget in 2002, the LAO warns that these options are now not available to the legislature to bridge the Budget gap. The LAO also believes that the problem is highly complex, adding that "the state has a large structural budgetary imbalance that it cannot simply 'grow' its way out of on the natural. As a result, substantial budget-balancing actions will be needed."

While rumors are beginning to circulate regarding what is and is not "on the table" for discussion, one proposal being discussed by the Department of Finance is to consider going after more local property tax monies. This approach would be quite unpopular for local governments and many legislators. However, this year is quite unique, as some members of the Big Five have indicated that even the closely protected Proposition 98 guarantee for education would not be "off the table."

Lastly, the Governor's press release also states that the Governor "would use his executive authority to freeze spending, and that he would convene regular sessions of the Big Five to keep channels of communication open."

Susan Negreen, CAE  
Executive Director  
California Library Association



snegreen@cla-net.org  
916-447-8541

-----calix-+  
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-----calix--



To: eminter@placentia library.org  
Subject: CSDA Legislative Alert

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE UPDATE**  
**Friday, November 15, 2002**

**California's Projected Budget Shortfall for Next Fiscal Year: \$21.1 Billion!**

Yesterday, Elizabeth Hill, California's non-partisan legislative analyst, announced that there will be a budget shortfall of \$21.1 billion by June 2003, a number that represents a full quarter of general fund expenditures. And that's not all. If business spending doesn't pick up, the state budget deficit could grow several billion dollars deeper. And with all of the easy answers and fixes used up last session, the Governor and Legislature face the equally unpopular options of deep program cuts or steep tax increases. Or, more than likely, both. Ms. Hill urged that "everything be on the table," a statement that will undoubtedly ensure the inclusion special districts and local government funds in budget talks.

- Both the national and state economies are still struggling.
- The state of California is collecting less money from personal income tax and sales tax than expected.
- Some assumptions that were made during our last blundering budget battle turned out to be bad ones, such as a) the amount of help from the federal government to cover Medi-Cal and prison costs and b) the \$285 million saved by offering state workers early retirement, which never happened due to most state departments opting out of it.
- The stock market continues to flag, leaving capital gains tax revenues low.
- **Last session's "balanced" budget used up all of the easy fixes: deferred spending, early collection on tobacco settlements, borrowing from the state's own special funds, and other measures that didn't address the continuing imbalance between revenues and spending.**

They will be looking to make cuts in every conceivable area, and you can bet that they'll be looking in our direction. They'll be casting an eye on ERAF funds and exemptions and who knows what other areas. Now is the time to begin our vigilance. Governor Davis's budget proposal will be presented to the Legislature on January 10<sup>th</sup>.

**CSDA is taking action now!** The LOCAL Coalition, the landmark show of unity begun this year by CSDA, the League of California Cities and the California State Association of Counties (CSAC), is already preparing to engage in activities stressing the need to protect local services and local revenues through the state's fiscal crisis. CSDA, CSAC and the League have once again pledged to fund the activities as a collaborative effort between the different types of local government.

**We cannot do this without your support and participation.** We must act now to increase CSDA's visibility and build a network of activists among our membership. As the brave new year kicks off, be prepared to get involved in LOCAL activities in 2003. Whether it is speaking with your local senator, assemblyperson or newspaper, every effort will need to be expended to protect local control of local revenues. Please contact CSDA to let us know how you would like to help. We need LOCAL leaders that CSDA can call upon to participate, so send your

name, district, address and phone number to Geoffrey Neill either by email ([gneill@csga.net](mailto:gneill@csga.net)) or by calling toll-free at 877.924.CSDA.

What it comes down to is this: we can assume that the worst will happen and give up, in which case the worst will indeed come to be, or we can fight to preserve our local revenues and services and work for change.

**Contact CSDA so we can begin coordinating our efforts now!**

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

1215 K Street, Suite 930 \* Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.csga.net](http://www.csga.net)

To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>  
 Cc: "smcglamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>, "bcontreras" <bcontreras@mcls.org>, "bcusten" <bcusten@mcls.org>, "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>, "hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>,  
 Subject: FW: NEWS FROM THE CAPITOL

-----Original Message-----

From: owner-calix@listproc.sjsu.edu  
 [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen  
 Sent: Wednesday, November 06, 2002 6:31 PM  
 To: CLA Listserve- CALIX  
 Subject: NEWS FROM THE CAPITOL

November 6, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
 Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. TUESDAY'S ELECTION PRODUCES VERY FEW SUPRISES

Field pollsters had offered early predictions that voter turn-out for Tuesday's election could be as low as a dismal 39%, due to lack of interest in many of the candidates and ballot initiatives. In an article in Monday's Sacramento Bee, one pollster stated that the "big reason is the governor's race itself. It's just very much a negative campaign, a turnoff to voters. Voters really are pretty much rejecting both candidates. If that 'none of the above' ballot initiative would have passed, it would have been an interesting measure in this election. 'None of the above' literally could have won this election." And, in typical election night excitement, as many Californians went to bed on Tuesday night, the Governor's race was much closer than any political pundits had anticipated.

The major state races produced no real surprises, and in local Assembly and Senate races, there were few upsets. The Assembly Republicans will gain at least one seat, with Republican Chula Vista Mayor, Shirley Horton

beating a former member of Governor Davis' Administration, Vince Hall in the San Diego area. She will replace termed-out Democrat Howard Wayne, who is poised to run for a Senate seat in 2004. Two races will likely be contested due to the small margin of victory. In the Assembly, Nicole Parra, the Democratic aide to U.S. Representative Cal Dooley beat Republican Dean Gardner by 475 votes in a bid for District 30. The seat was previously held by Democrat Dean Florez, who was victorious in his race for a Senate seat last night. In the Senate, a hard-fought battle for the 12th District pitted former Democratic Assemblyman Rusty Areias, against agri-businessman, Republican Jeff Denham. The official Secretary of State's vote tally indicates that Areias beat Denham by only 126 votes. With a win by Areias, there is a lot at stake in the Senate, as his victory would provide Democrats with the necessary two-thirds vote majority in the house. Republicans, in an attempt to prevent such a monopoly on control of the house, will likely request a re-count.

## II. COMMISSION ON RESTRUCTURING LOCAL GOVERNMENT

Last week, we met with the Governor's Secretary for Legislation, Mike Gotch. During a discussion on the bleak forecast for next year's Budget picture, Secretary Gotch said, "When you see the Budget numbers, you will want to run for cover, maybe even retire." While Secretary Gotch did not give us a figure, we had earlier met with a top Republican consultant who estimated next year's problem at \$22 billion! Mr. Gotch and the consultant both referred to the huge gap as a "structural" problem, meaning the large deficits won't go away when the economy returns to normal. As a consequence, the "structural" problem must be addressed with program cuts, realignment of programs (e.g. re-evaluating which programs should be considered state responsibilities, and which should be local responsibilities), tax increases, etc. When asked if he felt that the Budget would require revisiting the property tax or assessing fees, he responded, "It's possible, but I just don't know."



He then spoke of Senator Burton's intent to go forward with a Commission on Restructuring Government, to look at the way in which state and local services are financed, how statewide taxes are distributed, potentially revisit opening Proposition 13, the split roll, and other tax questions. Secretary Gotch noted that former Senate Budget Chair, Senator Peace, who is termed out in November, is very interested in Chairing the endeavor. Little information is available at this time, but we will keep you posted as to the developments and will let you know when any appointments have been made.

Susan Negreen, CAE  
Executive Director  
California Library Association  
snegreen@cla-net.org  
916-447-8541

-----calix-+  
How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list. To sign off from the list, send email to listproc@listproc.sjsu.edu with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.  
-----calix--



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Two Percent Assessment Appeal Case  
**DATE:** November 27, 2002

**BACKGROUND:**

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

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

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

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

Attachment A is an article that appeared in the *Los Angeles Times* on November 9, 2002 reporting on a different tax appeal case that may ultimately cost the District some of its property tax revenue.

**RECOMMENDATION:**

Receive & File



**NewsBank InfoWeb**

**Los Angeles Times**

**Los Angeles Times**

November 9, 2002

**The Region**

**Ruled Tardy on Tax Appeal, O.C. May Cough Up Millions**

**State court sides with homeowner's demand for a lower assessment, which could also mean refunds for 1,500 others treated similarly.**

Author: Jean O. Pasco; Times Staff Writer

Metro Desk

Edition: Home Edition

Section: California

Page: B-6

*Index Terms:*

TAXES

ORANGE COUNTY

APPEALS

PROPERTY TAX

Estimated printed pages: 3

Article Text:

A state appeals court has ruled in favor of an Orange County taxpayer who was denied a property tax reduction in 1994, a decision that could cost the county millions of dollars in refunds involving 1,500 property owners.

The homeowners and businesses said the county owed them the tax cuts because officials failed to consider their appeals within two years. Under state law, appeals must be heard within two years. If they are heard any later, the county must accept the taxpayer's proposed value for the property.

The appellate justices for the 4th District ruled Wednesday that the county didn't follow the law. In the intervening years, the judges said, the county also has failed to notify those taxpayers that they could be due refunds for overpayment.

The original case was filed by William Bunker, a San Juan Capistrano homeowner. It later became a class-action case because plaintiff attorneys produced evidence that Bunker was one of 1,500 property owners whose appeals were not heard within the two-year deadline.

"The court of appeal is saying Orange County has no excuse for not informing 1,500 taxpayers that it missed the two-year deadline and should have adopted the lower [property] value," said Robert Julian of San Francisco, one of the plaintiff attorneys. "These taxpayers don't even know their rights were violated."

County Counsel Benjamin de Mayo said he hadn't had a chance to brief the Board of Supervisors on the ruling and couldn't say whether it would be appealed to the state Supreme Court. He said he wouldn't comment on the ruling before speaking to the board. He said he would meet next week with Assessor Webster J. Guillory to discuss the situation.

It is the second court decision in a year faulting the county for its property tax procedures. A Superior Court judge ruled in December that the county's method for assessing property was unconstitutional because some assessments exceed the 2% limit established by voters in 1978. That case is pending.

The Bunker case stems from efforts by taxpayers to have their property values lowered during the early 1990s, when land values in Orange County were dropping because of a sagging economy.

The assessor's office had set the value of Bunker's home at \$940,221 for the 1992-93 tax year. On Sept. 6, 1992, Bunker filed an appeal, saying the property had lost equity and should have been valued at \$770,000. Such a change would have reduced his property tax bill.

His appeal wasn't heard until November 1994 -- 26 months later. A county appeals board rejected his claim and affirmed the assessor's higher value.

A month later, the county plunged into its historic bankruptcy, and a federal judge froze all property tax appeals.

Bunker filed suit in state court in 1998. The county denied it had erred, and a judge threw Bunker's case out. The appeals court, however, ruled that Bunker has a legitimate claim and sent the case back to Orange County Superior Court.

County officials would not say how much money it could be forced to refund. Estimates calculated in 1994 put the total at about \$10 million. The plaintiff lawyers said the taxpayers are due \$15 million for each of the years covered in the lawsuit.

"The Board of Supervisors ... should do the right thing instead of prolonging this litigation unnecessarily," Julian said.

About 4,000 appeals weren't heard by the two-year deadline, the lawsuit said. Of those, about half eventually were heard with the appeals favoring taxpayers. An additional 500 were resolved without hearings.

That left 1,500 cases in which taxpayers did not get a property tax reduction, the suit said.

The county has improved its procedure for dealing with tax appeals and has a much more effective system for tracking when the two-year deadline is approaching.

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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:** **California Library Literacy Services Plan of Service for Fiscal Year 2002-2003, as submitted to the State Library of California**

**DATE:** November 27, 2002

**BACKGROUND:**

Attachment A is a copy of the District's Plan of Service for the California Literacy Campaign Matching Funds Grant Application for Fiscal Year 2002-2003.

Filing the Plan of Service with the State Library of California is required in order for the District to become eligible for California Literacy Campaign Matching grant funds.

**RECOMMENDATION:**

Receive and File



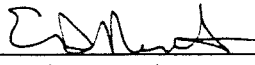


California Library Literacy Service

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:

	<u>Goals</u>
Number of Adult Learners To Be Served	<u>250</u>
Number of Tutors To Be Trained	<u>150</u>
Number of Library Branches To Be Included	<u>NA</u>
8. Proposed Program Operating Budget

CLSA Request:	<u>\$24,725</u>
Other Revenues:	<u>\$146,915</u>
<b>TOTAL:</b>	<b><u>\$ 171,640</u></b>
9. Signature   
Library Director
10. Date: November 8, 2002

**CLSA Program Budget Request for California Library Literacy Service P1**  
**Fiscal Year 2002/03**

Placentia Library District  
 Name of Library

  
 Library Director's Signature

November 8, 2002  
 Date

Budget Categories	(a) CLSA Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CSL)
				Dr. Kevin Starr
1. Personnel (Including Benefits)	10,900	122,415	133,315	
2. Library Materials				
3. Operations Total (3a-3g)	12,325	24,500	36,825	
3a. Contract Services				
3b. Travel	1,000	1,000	2,000	
3c. Office Supplies	8,225	10,000	18,225	
3d. Printing				
3e. Instructional Resources	2,000	3,000	5,000	
3f. Communications	600		600	
3g. Other	500	10,500	11,000	
4. Equipment	1,500		1,500	
5. Indirect				
<b>6. TOTAL</b>	<b>24,725</b>	<b>146,915</b>	<b>171,640</b>	

CLSA-46D  
10/02

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

**Library Name** Placentia Library District

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 2002/2003.

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 200 volunteer tutors during FY 2002-2003. 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, in the Placentia Chamber of Commerce quarterly newsletter, and in the local newspaper.
    - 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 2002-2003 is to match more than 200 volunteer tutors with more than 200 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 30 days of his/her application.
    - Conduct monthly learner list reviews 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.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Submission of California State Mandated Costs Claims *EM*  
**DATE:** November 27, 2002

**BACKGROUND:**

At its meeting on October 16, 2002 the Library Board of Trustees authorized Library Director Minter to sign a contract with Shields Consulting Group, Sacramento for preparing and filing the California State Mandated Costs Claims on behalf of the District.

Claims were filed for Program 219, Open Meetings Act/Brown Act Reform (Local Agencies) and Program 202, Open Meetings Act II (Local Agencies). The total of Claims Submitted is \$23,314.

Attachment A is a copy of the Mandated Costs Claim Receipt.

Attachment B is the Claim for Payment for Program 219.

Attachment C is the Claim for Payment for Program 202.

**RECOMMENDATION:**

Receive and File





## MANDATED COST CLAIMS RECEIPT

AGENCY **PLACENTIA LIBRARY DISTRICT**  
AGENCY ID **1730040**

<u>Chapter</u>	<u>Mandate</u>	<u>Fiscal Year</u>	<u>Amount</u>
641/86	Open Meetings Act/Brown Act Reform	2001/2002	\$7,692
641/86	Open Meetings Act/Brown Act Reform	2002/2003 estimate	\$7,692
641/86	Open Meetings Act II	2000/2001	\$7,930

Total of Claims Submitted \$23,314

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State Controller's Office acknowledges the receipt of the above mandated cost claims submitted by Shields Consulting Group, Inc.

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Received by

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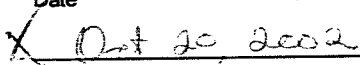
Date





State Controller's Office

Mandated Cost Manual

<b>CLAIM FOR PAYMENT</b>			<b>For State Controller Use Only</b>		<b>Program</b>	
Pursuant to Government Code Section 17561			(19) Program Number 00219		<b>219</b>	
OPEN MEETINGS ACT/BROWN ACT REFORM (LOCAL AGENCIES)			(20) Date Filed ___/___/___			
			(21) LRS Input ___/___/___			
(01) Claimant Identification Number 1730040			<b>Reimbursement Claim Data</b>			
(02) Claimant Name PLACENTIA LIBRARY DISTRICT			(22) BAR-1, (04)		12	
County of Location ORANGE			(23) BAR-1, (05)(e)			
Street Address or P.O. Box 411 E CHAPMAN AVENUE			(24) BAR-1, (06)		7081	
City PLACENTIA			State CA		(25) BAR-1, (08)	
			Zip Code 92670		610	
<b>Type of Claim</b>		<b>Estimated Claim</b>		<b>Reimbursement Claim</b>		(26) BAR-1, (10)
		(03) Estimated           X		(09) Reimbursement       X		(27)
		(04) Combined		(10) Combined		(28)
		(05) Amended		(11) Amended		(29)
Fiscal Year of Cost		(06)       2002/2003		(12)       2001/2002		(30)
Total Claimed Amount		(07)       \$7,692		(13)       \$7,692		(31)
Less: 10% Late Penalty, not to exceed \$1,000			(14)		(32)	
Less: Prior Claim Payment Received			(15)		(33)	
Net Claimed Amount			(16)       \$7,692		(34)	
Due From State		(08)       \$7,692		(17)       \$7,692		(35)
Due to State				(18)		(36)
<b>(37) CERTIFICATION OF CLAIM</b>						
<p>In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 641, Statutes of 1986, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 641, Statutes of 1986.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 641, Statutes of 1986, set forth on the attached statements.</p>						
Signature of Authorized Officer			Date			
 ELIZABETH D. MINTER			 LIBRARY DIRECTOR			
Type or Print Name			Title			
(38) Name of Contact Person For Claim			Telephone Number (916) 454-7310			
Steve Shields, Shields Consulting Group, Inc.			E-Mail Address steve@shieldscg.com			

State Controller's Office

Mandated Cost Manual



MANDATED COSTS OPEN MEETINGS ACT/BROWN ACT REFORM (LOCAL AGENCIES) CLAIM SUMMARY						FORM BAR-1	
(01) Claimant PLACENTIA LIBRARY DISTRICT			(02) Type of Claim Reimbursement X Estimated			Fiscal Year 2001/2002	
(03) Department		ADMINISTRATION					
<b>Claim Statistics</b>							
(04) Number of regular meetings for which a brief agenda was prepared and posted						12	
<b>Direct Costs: Actual Time Option</b>		<b>Object Accounts</b>					
(05) Reimbursable Component		(a) Salaries	(b) Benefits	(c) Services & Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total Direct Costs
Preparation of Brief Agenda and Posting							
<b>Direct Costs: Standard-Time Option</b>							
(06) Standard-Time Reimbursement Option					[From form BAR-2S, line (05)(f)]	\$7,081	
<b>Indirect Costs: Actual Time Option and/or Standard-Time Option</b>							
(07) Indirect Cost Rate					[From ICRP]	10.00%	
(08) Total Indirect Costs					Method 2	\$610	
(09) Total Direct and Indirect Costs					[Line (05)(f) + line (06) + line (08)]	\$7,692	
<b>Direct and Indirect Costs: Flat-Rate Option</b>							
(10) Flat-Rate Reimbursement Option					[From form BAR-2F, line (05)(d)]		
(11) Total Direct and Indirect Costs of All Options					[Line (09) + line (10)]	\$7,692	
<b>Cost Reduction</b>							
(12) Less: Offsetting Savings							
(13) Less: Other Reimbursements							
(14) Total Claimed Amount					[Line (11) - {line (12) + line (13)}]	\$7,692	

State Controller's Office

Mandated Cost Manual

MANDATED COSTS OPEN MEETINGS ACT/BROWN ACT REFORM (LOCAL AGENCIES) COMPONENT/ACTIVITY COST DETAIL					FORM BAR-2S
(01) Claimant PLACENTIA LIBRARY DISTRICT			(02) Fiscal Year 2001/2002		
(03) Department	ADMINISTRATION				
(04) Standard-Time Reimbursement Option: Complete columns (a) through (f).					
(a) Date	(b) Meeting Type or Name	(c) Number of Agenda Items	(d) Minutes Per Agenda Item	(e) Blended Hourly Rate	(f) Total
07/18/01	BOARD	29	20	\$51.19	\$495
08/15/01	BOARD	33	20	\$51.19	\$563
09/16/01	BOARD	33	20	\$51.19	\$563
10/17/01	BOARD	29	20	\$51.19	\$495
11/21/01	BOARD	40	20	\$51.19	\$683
12/19/01	BOARD	40	20	\$51.19	\$683
01/15/02	BOARD	30	20	\$51.19	\$512
02/20/02	BOARD	36	20	\$51.19	\$614
03/20/02	BOARD	33	20	\$51.19	\$563
04/17/02	BOARD	30	20	\$51.19	\$512
05/22/02	BOARD	40	20	\$51.19	\$683
06/19/02	BOARD	42	20	\$51.19	\$717
(05) Total X Subtotal					\$7,081



State Controller's Office		Mandated Cost Manual	
<b>CLAIM FOR PAYMENT</b> <b>Pursuant to Government Code Section 17561</b> <b>OPEN MEETINGS ACT II (LOCAL AGENCIES)</b>		For State Controller Use Only	Program
		(19) Program Number 00202	<b>202</b>
		(20) Date Filed ___/___/___	
		(21) LRS Input ___/___/___	
(01) Claimant Identification Number 1730040		Reimbursement Claim Data	
(02) Claimant Name PLACENTIA LIBRARY DISTRICT		(22) OMA-1, (04)	13
County of Location ORANGE		(23) OMA-1, (05)(e)	
Street Address or P.O. Box 411 E CHAPMAN AVENUE		(24) OMA-1, (06)	7277
City PLACENTIA		(25) OMA-1, (08)	653
State CA			
Zip Code 92670			
Type of Claim		Reimbursement Claim	
(03) Estimated		(09) Reimbursement	X
(04) Combined		(10) Combined	
(05) Amended		(11) Amended	
Fiscal Year of Cost		(12) 2000/2001	(30)
Total Claimed Amount		(13) \$7,930	(31)
Less: 10% Late Penalty, not to exceed \$1,000		(14) \$793	(32)
Less: Prior Claim Payment Received		(15)	(33)
Net Claimed Amount		(16) \$7,137	(34)
Due From State		(17) \$7,137	(35)
Due to State		(18)	(36)
<b>(37) CERTIFICATION OF CLAIM</b> In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 641, Statutes of 1986, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.  I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 641, Statutes of 1986.  The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 641, Statutes of 1986, set forth on the attached statements.			
Signature of Authorized Officer		Date	
			
ELIZABETH D. MINTER		LIBRARY DIRECTOR	
Type or Print Name		Title	
(38) Name of Contact Person For Claim		Telephone Number (916) 454-7310	
Steve Shields, Shields Consulting Group, Inc.		E-Mail Address steve@shieldscg.com	

State Controller's Office

Mandated Cost Manual

MANDATED COSTS OPEN MEETINGS ACT CLAIM SUMMARY					FORM OMA-1
(01) Claimant PLACENTIA LIBRARY DISTRICT		(02) Type of Claim Reimbursement X Estimated		Fiscal Year 2000/2001	
(03) Department	ADMINISTRATION				
<b>Claim Statistics</b>					
(04) Number of regular meetings for which a brief agenda was prepared and posted					13
<b>Direct Costs: Actual Time Option</b>		<b>Object Accounts</b>			
(05) Reimbursable Component	(a) Salaries	(b) Benefits	(c) Services & Supplies	(d) Fixed Assets	(e) Total Direct Costs
Preparation of Brief Agenda and Posting					
<b>Direct Costs: Standard-Time Option</b>					
(06) Standard-Time Reimbursement Option				[From form OMA-2S, line (05)(f)]	\$7,277
<b>Indirect Costs: Actual Time Option and/or Standard-Time Option</b>					
(07) Indirect Cost Rate			[From ICRP]	10.00%	
(08) Total Indirect Costs			Method 2	\$653	
(09) Total Direct and Indirect Costs			[Line (05)(e) + line (06) + line (08)]	\$7,930	
<b>Direct and Indirect Costs: Flat-Rate Option</b>					
(10) Flat-Rate Reimbursement Option				[From form OMA-2F, line (05)(d)]	
(11) Total Direct and Indirect Costs of All Options			[Line (09) + line (10)]	\$7,930	
<b>Cost Reduction</b>					
(12) Less: Offsetting Savings					
(13) Less: Other Reimbursements					
(14) Total Claimed Amount			[Line (11) - {(line (12) + line (13))}]	\$7,930	

State Controller's Office

Mandated Cost Manual

MANDATED COSTS OPEN MEETINGS ACT COMPONENT/ACTIVITY COST DETAIL					FORM OMA-2S
(01) Claimant PLACENTIA LIBRARY DISTRICT			(02) Fiscal Year 2000/2001		
(03) Department	ADMINISTRATION				
(04) Standard-Time Reimbursement Option: Complete columns (a) through (f).					
(a) Date	(b) Meeting Type or Name	(c) Number of Agenda Items	(d) Minutes Per Agenda Item	(e) Blended Hourly Rate	(f) Total
07/19/00	BOARD	35	20	\$49.17	\$574
08/16/00	BOARD	37	20	\$49.17	\$606
09/20/00	BOARD	41	20	\$49.17	\$672
10/18/00	BOARD	33	20	\$49.17	\$541
11/15/00	BOARD	32	20	\$49.17	\$524
11/29/00	BOARD	2	20	\$49.17	\$33
12/20/00	BOARD	46	20	\$49.17	\$754
01/17/01	BOARD	36	20	\$49.17	\$590
02/21/01	BOARD	39	20	\$49.17	\$639
03/21/01	BOARD	34	20	\$49.17	\$557
04/17/01	BOARD	31	20	\$49.17	\$508
05/15/01	BOARD	32	20	\$49.17	\$524
06/26/01	BOARD	46	20	\$49.17	\$754
(05) Total X Subtotal					\$7,277





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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, 2002-2003, submitted to the State Library of California on November 19, 2002

**DATE:** November 27, 2002

**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 2002-2003. It was mailed to the State Library on November 19, 2002.

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 \$46,376 (90¢ per capita) for Fiscal Year 2002-2003. The allocation, if PLF had been fully funded, would have been approximately \$117,884 (\$2.29 per capita).

**RECOMMENDATION:**

Receive and File



ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 2002-03

Agenda Item 28

Attachment A

Page 1 of 3

FILING DATE: December 1, 2002

1. Library jurisdiction. Placentia Library District
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 2002 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2002-03 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, 2002."
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 2001-02</u>	<u>FY 2002-03</u>
Local revenue appropriated (see paragraph 4 above)	<u>\$1,631,021</u>	<u>\$1,765,112</u>
100% maintenance of effort has been authorized for the 2002-03 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 received for fiscal year 2002-03.

Signature of Fiscal Officer: EDM Date November 19, 2002

Print Name and Title: Elizabeth D. Minter, Library Director Telephone 714-528-1925 Ext. 20

Address: Placentia Library District, 411 East Chapman Avenue  
Placentia, CA 92870-6198

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

**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

SIGNATURE: 

TELEPHONE: 714-528-1925 Ext. 203

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, 2002 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**



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Notification of Grant Award by the State Library of California for the Public Library Staff Education Program in the amount of \$5,676, and the Grant documents and Financial Claim that were submitted to the State Library on November 18, 2002.

**DATE:** November 27, 2002

**BACKGROUND:**

Library Assistant Jillian Rakos applied for a State Library Grant to cover her tuition costs for the graduate program in library science at San Jose State University/Fullerton. The Grant was awarded by the State Library through Placentia Library District. The District will receive \$516 for administering the Grant.

Attachment A is the letter from the State Library of California awarding the Grant to Placentia Library District for the use of Jillian Rakos.

Attachment B is the LSTA Grant Documentation.

Attachment C is the Financial Claim as submitted to the State Library on November 18, 2002.

**RECOMMENDATION:**

Receive and File







CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

October 8, 2002

Elizabeth D. Minter, Library Director  
The Placentia Library District  
411 East Chapman Ave.  
Placentia, CA 92870

Subject: LSTA E-29, FY 2002/03, WP01, Grant Award #40-5685  
Title: Public Library Staff Education Program

Dear Ms. Minter:

I am pleased to approve your grant application for the above named project for a total of \$5,676 in federal Library Services and Technology Act (LSTA) funds, effective immediately for the period ending September 30, 2003. At least four members of a panel of reviewers representative of the library community reviewed and scored each of the applications submitted under this program from 2002/03. Based upon their scores, your staff members listed below have been selected to receive tuition reimbursement. The State Library primary consultant assigned to this project will be Kathy Low, telephone (916) 653-6822, e-mail [klow@library.ca.gov](mailto:klow@library.ca.gov). Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

The program award funds are authorized for the uses and amounts shown below. Please note that in some cases the amount of the tuition reimbursement requested by a staff member may be different from the authorized amount listed below. LSTA awards are based upon the tuition rates provided to us directly by the two California library school programs, which we use in calculating the awards. These tuition rates do not include any related fees students are required to pay, since those are not reimbursable under this program.

Tuition reimbursement awards are approved for the following students for Fall 2002, Spring 2003, and Summer 2003 semesters as indicated:

Jillian Christine Rakos	\$5,160
-------------------------	---------

Elizabeth D. Minter

-2-

October 8, 2002

Funds allowed are as follows:

<u>Categories</u>	<u>2002/03 LSTA Approved Budget</u>
Operating expenses	<u>\$5,160</u>
Program Award	5,160
Indirect cost (up to 10%)	<u>516</u>
Total	<u>\$5,676</u>

On September 30, 2003 this project will be officially closed and no new expenditures may be generated nor funded project activities occur. All unexpended and unencumbered funds must be returned by November 14, 2003. This project is allowed 60 days to liquidate encumbrances which were incurred prior to September 30. After the 60-day period, all encumbered funds which have not been liquidated must be returned to the State Library.

Reporting on financial activities is required quarterly, on the forms enclosed, within 30 days of each quarter. For narrative reports, a Final Narrative only is required and is due within 30 days after the close of the project, by October 31, 2003. The final liquidation report, if required, is due and must be submitted by December 15. Thus, all reporting regarding this project must have been received at the State Library by December 15, 2003.

Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are attached to this letter. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Yours sincerely,



Dr. Kevin Starr  
State Librarian of California

Enclosures

cc: Jay Cunningham  
Colette Moody  
Kathy Low

LSTA Control # E-29

**LSTA GRANT AWARD DOCUMENTATION**  
Budget Citation Chapter 379, Item 6120-211-0890

LSTA Award #: 40-5685

Approval Date: 10/08/02

Project Title: Public Library Staff Education Program

Subgrantee: The Placentia Library District

Funding Start Date: \*\* upon execution \*\*

Approved Funds: \$5,676

Term: upon execution - 9/30/03

Payments: \$5,676

upon execution of agreement

Schedule No.

**LUMP-SUM PAYMENT**

Appropriation Encumbered (designate where applicable) For:

FY 02/03  
WP 01

Fund Federal Trust PCA #: 92980

Code: 702

Vendor Code: M692

Catalog number from Federal Catalog of Domestic Assistance #: 45.310

Matching: State: 34%

Federal: 66%

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<b>BUDGET CATEGORY</b>	<b>APPROVED BUDGET</b>	<b>REVISED</b>	<b>REVISED</b>
SALARIES & BENEFITS			
LIBRARY MATERIALS			
OPERATING EXPENSES	\$5,160		
INDIRECT COSTS	\$516		
EQUIPMENT			
<b>TOTAL</b>	<b>\$5,676</b>		

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The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements of the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program  
System/Agency: The Placentia Library District

## CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD

### Library Services and Technology Act

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount of \$5,676. This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

### TERMS AND CONDITIONS

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.

2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year 02/03 for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.

3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.

4. The California State Library has the option to amend the grant award to reflect any reduction of funds.

5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD and RECIPIENT CERTIFICATION will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.

6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program  
System/Agency: The Placentia Library District

**CONSOLIDATED APPLICATION  
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived therefrom shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record - House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, October 1, 1994.

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The sheets marked CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS and ASSURANCES are attached hereto and incorporated herein.

13. The terms of this agreement shall be from upon execution to and including September 30, 2003. But shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

14. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

**LIMITATION OF EXPENDITURE**

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program  
 System/Agency: The Placentia Library District

**CONSOLIDATED APPLICATION  
 NOTIFICATION OF GRANT AWARD, LSTA, continued**

Any of the sums listed as approved and/or amended appearing under the categories in the approved budget may be adjusted by the authorized project personnel of the subgrantee to increase any allotment not more than 10% with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$5,676 and shall be expended/encumbered in the period ending **September 30, 2003**.

**REPORTS AND CLAIMS**

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of quarterly Narrative Reports, unless otherwise noted in the State Librarian's award letter, on the progress and activities of the project, in triplicate, to the State Library within 30 days following the end of each quarter.
- II. The subgrantee shall submit quarterly Financial Reports, in triplicate to the State Library. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the quarter.
- III. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- IV. The final 10% of the grant award is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent grant funds by the time specified in the award. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the state and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of December 15 must be received at least 30 days prior to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

\$5,676	upon execution of the agreement and submission of claim by fiscal agent
---------	-------------------------------------------------------------------------

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program  
System/Agency: The Placentia Library District

### **NONDISCRIMINATION CLAUSE ADDENDUM**

1. During the performance of this grant award, the recipient, subgrantee and its contractors shall not deny the grant award's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Subgrantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 1290 et. seq.), the regulations promulgated thereunder (Cal. Admin. Code, Tit. 2, Sections 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

3. Subgrantee or recipient shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

4. Recipient, subgrantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5. Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under the grant award.



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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program  
System/Agency: The Placentia Library District

### **CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS**

This certification is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000. Upon the acceptance of the grant award the subgrantee as required by Section 1352, Title 31 of the U.S. Code certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
3. The subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.



CALIFORNIA STATE LIBRARY  
Library Services and Technology Act  
**FINANCIAL CLAIM**

FY: 02/03  
WP: 01  
VENDOR CODE: M692  
SCHEDULE NO:

Date: November 18, 200

Claim of: The Placentia Library District

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

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

Project Title: Public Library Staff Education Program

Amount Claimed: \$5,676 Contract or Grant Award I.D. Number: 40-5685


For Period From: upon execution to September 30, 2003

Type of Payment: PROGRESS FINAL IN FULL  
Payable Upon Execution of Agreement 10/08/02

**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

  
(Signature of the authorized  
officer of the Fiscal Agency)

Library Director  
(Title)

State of California  
State Library Budget Office

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

MAIL ONE ORIGINAL SIGNATURE TO:

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

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

Project Title: Public Library Staff Education Program  
System/Agency: The Placentia Library District

**PLEASE COMPLETE AND RETURN THIS PAGE**

**CERTIFICATION**

- I. I affirm that the subgrantee named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- II. I affirm that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge; that as the authorized representative of the subgrantee, I have the legal authority to commit my organization to the conditions of this award.
- III. I affirm that any or all other subgrantees participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application.

**SIGNED**

*[Signature]*  
Authorized representative

**DATE**

November 18, 2002

Elizabeth D. Minter, Library Director

*Type or print name and title, of authorized representative*

Jillian Rakos

*Legal name of local subgrantee*

Jillian Rakos

*Project name as listed on the application*

411 E. Chapman Avenue

*Street address of named subgrantee*

Placentia  
City

Orange  
County

92870  
Zip Code

714-528-1925 Ext 201  
Telephone of authorized rep.

Coordinator/Director of program if different

Telephone

Elizabeth D. Minter

**WHO SHOULD RECEIVE NOTIFICATION OF APPROVAL OR DENIAL OF LSTA AWARD:**

Elizabeth D. Minter

**WHO SHOULD RECEIVE INSTRUCTIONS FOR PREPARING REQUIRED REPORTS:**

*(Provide name, address and telephone number. Use back if needed.)*

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND C  
MATTER; AND DRUG-FREE WORKPLACE REQUIREMEN

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph

(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN  
INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506.

(f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantees may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

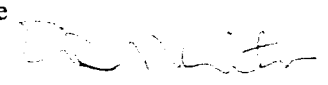
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Check  if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

Name of applicant	Award Number and/or Project Name
Placentia Library District/Jillian Rakos	Library Services and Technology Act (LSTA)
Printed Name and Title of Authorized Representative	
Elizabeth D. Minter, Library Director	
Signature	Date
	November 18, 2002

DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDI

Agenda Item 2.)

Attachment C

Page 4 of 4

As required by the Drug-Free V  
implemented at 34 CFR Part 85  
defined at 34 CFR Part 85, Sec

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** November 27, 2002

**BACKGROUND**

Last weekend the newspapers were reporting estimates by Legislative Analyst Elizabeth Hill of increased revenue shortfalls at the State level for both this fiscal year and next fiscal year. Governor Davis has indicated that he is going to re-constitute the "Big 5" process for dealing with budget issues.

California Special Districts Association is urging local Boards to become more active with LOCAL activities and to visit with legislators at home before the new session begins in Sacramento.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.





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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:** Election of Officers for Independent Special Districts of Orange County (ISDOC)  
**DATE:** November 27, 2002

**BACKGROUND**

The instructions for the election of officers for the Independent Special Districts of Orange County (ISDOC) are defined in Attachment A.

I am recommending that the ballot be mailed in case none of the Trustees attends the ISDOC Meeting on January 31, 2003.

**RECOMMENDATION**

1. Determine how the District wishes to vote in the election.
2. Authorize the Library Director to prepare and mail the ballot on behalf of the Board of Trustees.

*Stark / Gobl*  
*Vote for Stark*

*Stark / Gobl*



**INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY**

November 18, 2002

**TO: MEMBER AGENCY**  
**SUBJECT: BI-ANNUAL ELECTION OF OFFICERS**

Dear ISDOC Member:

Enclosed is the amended ballot for the January 31, 2003 Election of Officers for the Independent Special Districts of Orange County. Please disregard the previous ballot sent to your agency as the First Vice President and Second Vice President positions were inadvertently reversed. I apologize for this error and trust the correction will not confuse you.

Please use the corrected ballot (enclosed) for your agencies' voting. You may either bring the ballot to the annual meeting on January 31, 2003 (at the Municipal Water District of Orange County) on that day of the election or you may mail or FAX your ballot as follows:

Ms. Mary Aileen Matheis  
% Irvine Ranch Water District  
P.O. Box 57000  
Irvine, CA 92619-7000

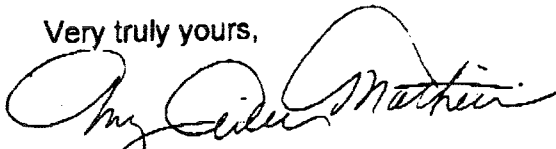
FAX number: 949/453-1228.

Additionally, there will be an opportunity at the meeting to nominate from the floor.

As you are aware, the designated delegate is the President of the Agency or one who has been designated by the President in a resolution of the Board of Directors.

If you have questions, please feel free to contact me at 949/551-0567.

Very truly yours,



Mary Aileen Matheis  
President

Enclosure

**INDEPENDENT SPECIAL DISTRICTS OF ORANGE CO  
REVISED OFFICIAL BALLOT  
2003 OFFICERS OF THE BOARD OF DIRECTORS**

Placentia Library District

**(YOUR AGENCY - PLEASE FILL IN BLANK)**

**PLEASE CHECK ONE BOX AND/OR FILL-IN A  
CANDIDATE FOR EACH OFFICER LISTED BELOW:**

**PRESIDENT**

Arlene Schaefer, Costa Mesa Sanitary District

**FIRST VICE PRESIDENT**

Larry Dick, Municipal Water District of Orange County

**SECOND VICE PRESIDENT**

Trudy Ohlig-Hall, Mesa Consolidated Water District

**THIRD VICE PRESIDENT**

Saundra Jacobs, Santa Margarita Water District

**SECRETARY**

Mike Dunbar, South Coast Water District

**TREASURER**

Joan Finnegan, Municipal Water District of Orange County

\_\_\_\_\_  
*Signature of Agency Member*

\_\_\_\_\_  
*Date*

**NOTE: PLEASE SUBMIT ONLY ONE BALLOT PER AGENCY.  
NOMINATIONS WILL BE ALSO BE ACCEPTED FROM THE  
FLOOR OF THE ANNUAL 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:** Presentation on recommended changes to the District's Internet Access Policy  
**DATE:** November 27, 2002

**BACKGROUND**

The District is in the process of changing the software that controls public and staff access to the Internet. The new software will permit greater flexibility in managing access for various classes of users.

Technology Manager Julie Shook will review the current policy with the Board and give an orientation to the capabilities of the new software. She will also review some of the current legal parameters. Based on staff recommendations and Board discussion a draft policy will be available for Board review at its December meeting.

**RECOMMENDATION**

Give direction for policy development.



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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:** Authorize replacement of Story Hour Room wall and door  
**DATE:** November 27, 2002

**BACKGROUND**

Placentia Library Foundation has received a gift of \$3,000 to be used to replace the Story Hour Room sliding wall with a glass wall and door. The goal is to improve the look of the area and to provide additional soundproofing.

The total cost of the project is estimated to be \$4,184.70.

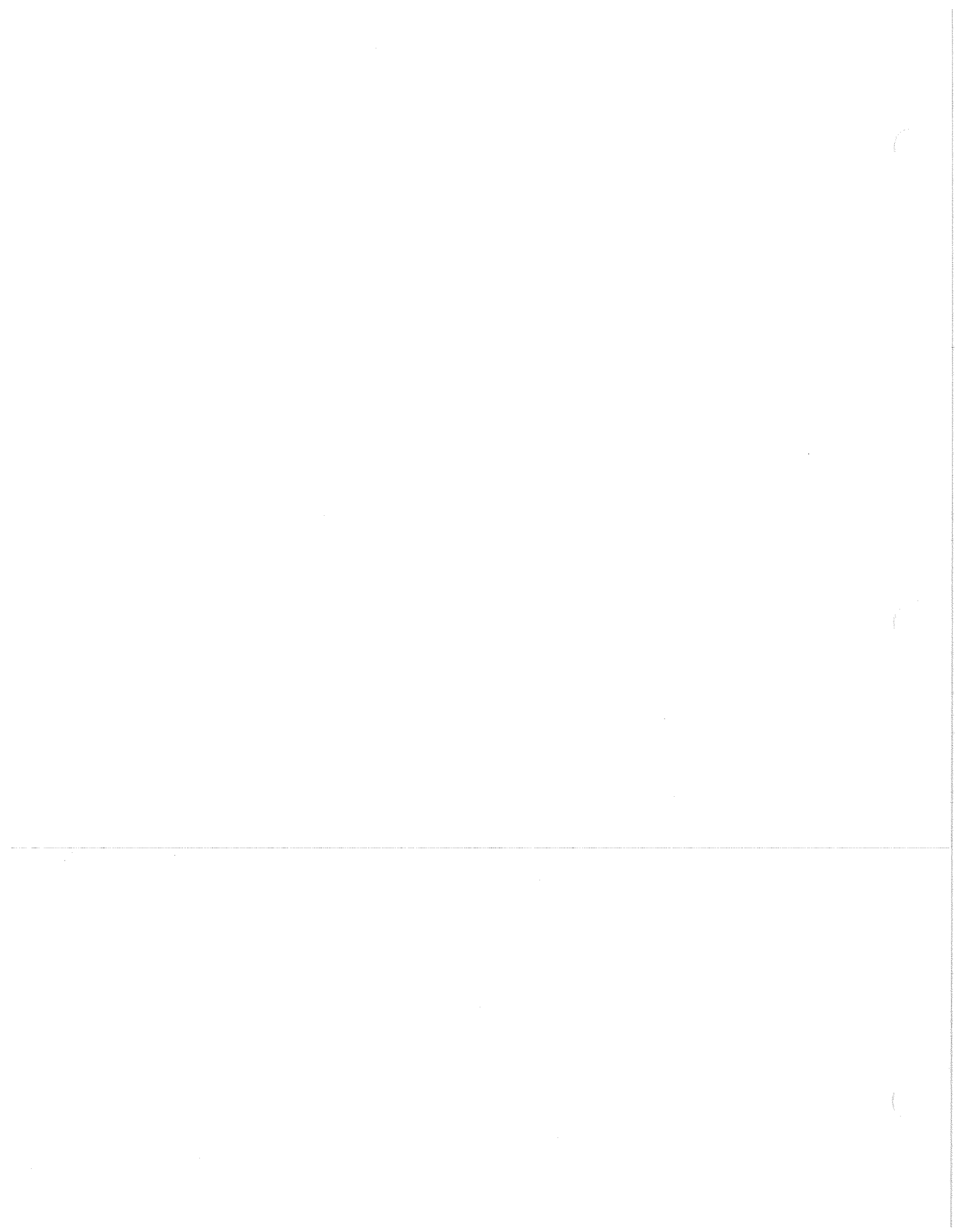
Attachment A is the bid for the project by RMC Facilities, Inc. Premier Contractors was asked to submit a bid for this project in May 2002 and even after two reminders they failed to reply.

I am recommending that the balance of \$1,184.70 not covered by the Foundation be requested from the Friends of Placentia Library or, if those funds are not granted, to be paid from the District's General Fund.

I would like to ask the contractor to complete the work during the month of December when the Story Hour Room is not being used for programming.

**RECOMMENDATION**

1. Authorize the replacement of the folding wall/door to the Story Hour Room with Option B from the Proposal by RMC Facilities Services dated September 18, 2002, at a cost of \$4,184.70, with \$3,000 to be paid by the Placentia Library Foundation.
2. Authorize the Library Director to request that the Friends of Placentia Library participate in this project with a grant of \$1,184.70, or, if the Friends do not fund the project, to authorize payment of the balance from the District General Fund.







## PROPOSAL

**DATE:** September 18, 2002  
**TO:** Elizabeth Minter, MLS  
**FROM:** Ron Moyer, CFM

---

Thank you for allowing RMC the opportunity to provide our proposal for your Reading Room at the Placentia Library 411 E. Chapman.

### OPTION A:

- Provide and install clear anodized center glazed framing.
- Provide and install (2) clear dual glass panels, tempered as required.
- Provide and install (2) anodized panels.
- Provide and install swinging hung door.

**Total Cost for this Scope of Work** **\$3,745.40**

### OPTION B:

- Provide and install clear anodized center glazed framing.
- Provide and install (1) clear dual glass panels, tempered as required.
- Provide and install (1) anodized panels.
- Provide and install Fleetwood Series 3050 sliding glass door.

**Total Cost for this Scope of Work** **\$4,184.70**

### OPTION C:

- Provide and install clear anodized center glazed framing.
- Provide and install (2) clear dual glass panels, tempered as required.
- Provide and install Fleetwood Series 3050 sliding glass door.

**Total Cost for this Scope of Work** **\$4,078.90**

### EXCLUSIONS:

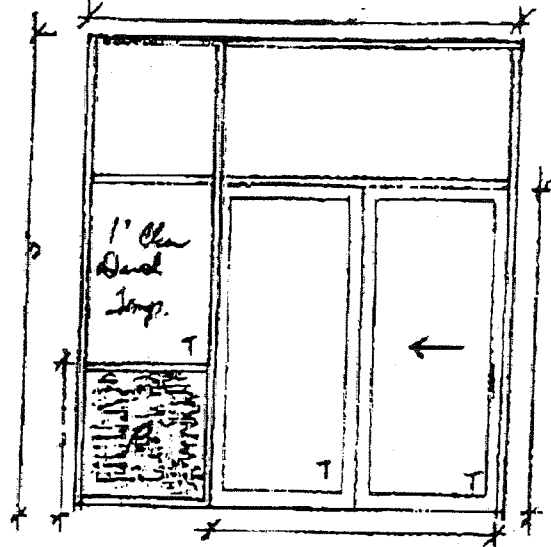
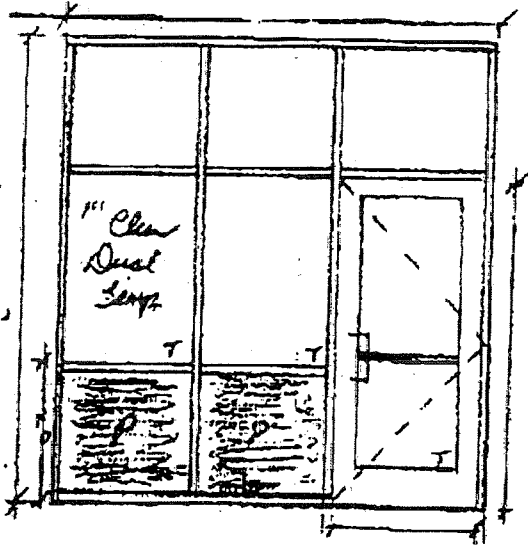
- Modifications to concealed spline ceiling not included.
- Work to be performed during normal business hours.

4 1/2 Clear Anodized Center Staged  
Clear Dual Glass, Tempered as required

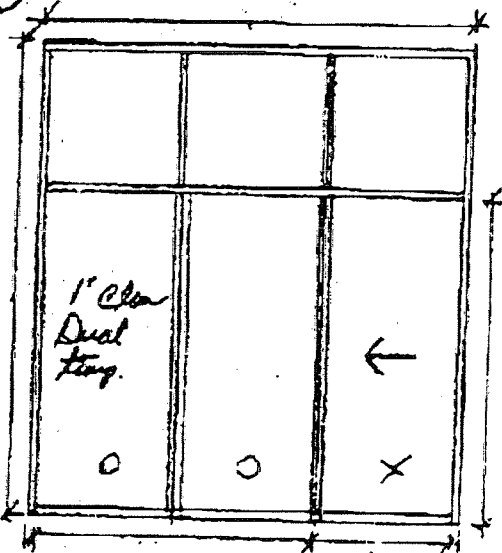
Headling beam

(A)

(B)



(C)



Electrowood Series 3050  
Sliding glass door

Electrowood Series 3050  
Sliding glass door

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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:** Authorize replacement of Public Rest Room Partitions  
**DATE:** November 27, 2002

**BACKGROUND**

During the past several months the public restrooms have been painted and plans are being made to replace the mirrors.

I am also recommending that the partitions be replaced.

The total cost of the partition replacement project is estimated to be \$3,190.00.

Attachment A is the bid for the project by RMC Facilities, Inc. Premier Contractors was asked to submit a bid for this project in May 2002 and even after two reminders they failed to reply.

I would like to ask the contractor to complete the work during the month of December when the attendance in the Library is lower.

**RECOMMENDATION**

Authorize replacement of the Public Rest Room partitions as presented in the Proposal by RMC Facilities Services dated November 4, 2002, at a cost of \$3,190.00 to be paid by the General Fund.





## PROPOSAL

**DATE:** November 4, 2002

**TO:** Elizabeth Minter, MLS

**FROM:** Ron Moyer, CFM

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Thank you for allowing RMC the opportunity to provide our proposal for your restroom partition requirements at the Placentia Library 411 E. Chapman.

**SCOPE OF WORK:**

- Provide and install Bradley-Mills floor mounted, overhead braced restroom partitions.
- Partitions to be metal w/baked enamel finish (color to be determined).
- Hardware to be chrome-plated zymac, aluminum head rail and stainless steel shoes.

***Total Cost for this Scope of Work***                      **\$3,190.00**

**EXCLUSIONS:**

- *Work to be performed during normal business hours.*



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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:** Retirement Commemoration for Trustee ~~Robin Masters~~ *Sandra Stark* \$300<sup>==</sup>

**DATE:** November 27, 2002

**BACKGROUND**

Library Trustee Sandra Stark will be completing her term of office at NOON on December 6, 2002.

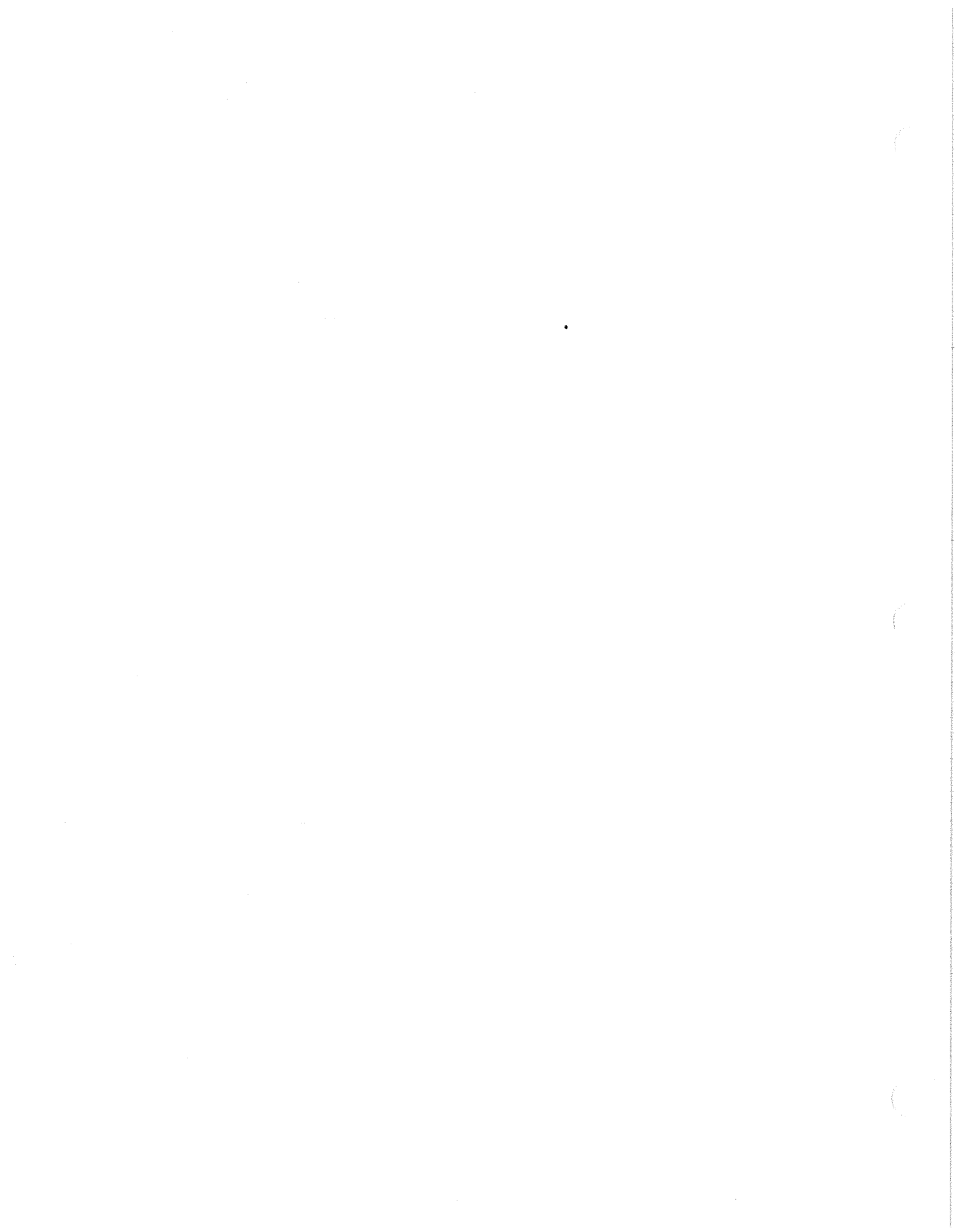
The Library Board has a custom of honoring its departing members with a dinner for the Board and Management Staff. Trustee Stark has stated that she would prefer to have a contribution to the Adopt-A-Book Fund for the Children's Department in lieu of a dinner.

Payment for this activity is made from the Board account in the County Exempt Fund.

**RECOMMENDATION**

Determine the activity and budget for the commemoration for Trustee Sandra Stark.

*P*





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
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Travel/training authorizations for Placentia Citizen of the Year Breakfast and Special District Risk Management Authority (SDRMA) Annual Meeting and Education Seminar**

**DATE:** November 27, 2002

**BACKGROUND**

1. The Placentia Citizen of the Year Breakfast will be held at Alta Vista Country Club on Friday, December 6, 2002 at 7:15 A.M. The Friends of Placentia Library nominated Public Services Manager Jim Roberts as a Citizen of the Year Candidate. The District has purchased three tables for this event: one each for the Friends, Trustees and Staff. Ticket are \$15 per person and the District may be reimbursed for spouses or guests. The Board needs to indicated how many seats the Trustees will be using.
2. The Annual Meeting and Safety Seminar for the Special District Risk Management Authority (SDRMA) will be held in Sacramento on Wednesday, December 11, 2002. Attendance at this event will earn credit incentive points (policy discount) for the 2003-2003 program year.

The Travel Estimate is approximately \$300.00.

The Library Director is recommending that Safety Chair Katie Matas represent Placentia Library District at the SDRMA Annual Meeting.

**RECOMMENDATIONS**

1. Determine how many seats for the Placentia Citizen of the Year Breakfast will be needed by the Library Trustees.
2. Approve travel to the Special District Risk Management Authority (SDRMA) Annual Meeting in Sacramento by Library Assistant Katie Matas on Wednesday, December 11, 2002 at a cost of approximately \$300.00 to be paid by the General Fund.



To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *CS*

Date: November 27, 2002

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

**Programming-** Fall programming began in October. There were a total of 25 storytimes, lapsits and musicetimes.


<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lapsits 2 years and under	<b>5</b>	<b>109 children / 104 adults</b>
Storytimes (a.m.) 3 - 6 year olds	<b>5</b>	<b>73 children / 53 adults</b>
Storytimes (p.m.) 3 - 6 year olds	<b>5</b>	<b>41 children / 15 adults</b>
MusicTimes 3 - 4 year olds	<b>5</b>	<b>126 children / 84 adults</b>
MusicTimes 5 - 6 year olds	<b>5</b>	<b>93 children / 64 adults</b>
<b>TOTALS</b>	<b>25</b>	<b>442 children / 320 adults</b>

**School Visits-** There were no school visits this month. We had one scout troop visit, with 7 scouts learning about the Library.

**Heritage Day Parade** - The Library was again involved in the Heritage Day Parade. Seven teen volunteers dressed in costume and marched in the parade.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: November 18, 2002

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

**Tutor Training.** The Literacy Coordinator conducted one regular tutor training workshop and one accelerated workshop in October and twenty-two tutors were trained, fourteen adults and eight teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for December 1, 2002.

**Families for Literacy (FFL) Program Status.** We now have six active family matches and an additional nine families enrolled in the FFL component for a total of fifteen.

**Placentia Rotary Reading Enrichment Program (PRREP) To Start in October.** PRREP has replaced the Rotary Reading Assistance Program (RRAP) that literacy has been involved with the past to years. RRAP targeted high school volunteers in El Dorado, Esperanza, and Valencia High Schools. PRREP will continue to recruit high school volunteers at El Dorado and Valencia High Schools, but we will no longer recruit at Esperanza High School. Instead, we have added El Camino Real High School to PRREP this school year.

**Reach Out and Read Partnership Continues.** In October, Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who go to the Whitten Center in Placentia on Monday mornings and read to children while they are waiting to see the St. Judes pediatric staff.

**English Language and Literacy Intensive (ELLI) Program Update.** The ELLI Program has started up again, and in one month has already exceeded the initial goal of serving 285 kids by June 2003. Over 300 children at four schools (Kraemer Middle School, Ruby Drive, Rio Vista and John Tynes) have already been enrolled in the program.

**Starbucks Partnership.** The PLLS received a grant for \$10,000 from Starbucks. The grant, written by Ms. Jennifer Kraus, store manager of the Starbucks on State College Road in Fullerton and Ann-Margaret Webb, ELLI Coordinator will provide books and materials for the PLLS, as well as books to be given to students to keep. Starbucks employees continue to tutor at the Library, and the book drive held at the Starbucks in Fullerton brought in many wonderful new books for the Library and the PLLS.

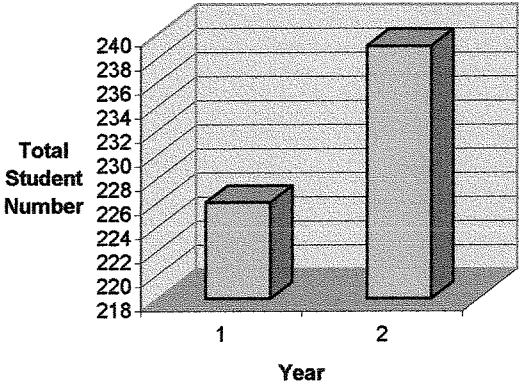
**Literacy statistics.** See Agenda Item 38, Page 2 of 3 and Page 3 of 3.

## Placenta Library Literacy Services

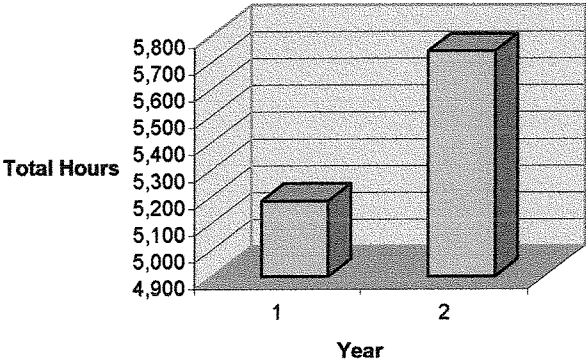
Report of Growth and Progress

	Oct-01	Oct-02	YTD 2001	YTD 2002
<b>Tutors</b>				
Adult	88	105	96	119
Teen	50	65	56	71
Hours Instruction	1,237	1,602	5,187	5,741
Other Volunteer Hours	24	48	476	440
Total Hours	1,273	1,650	5,237	5,933
<b>Training Workshops</b>				
Workshops Held	2	2	10	9
Tutors Trained	4	22	42	71
<b>Students</b>				
With Adult Tutors	112	118	141	156
With Teen Tutors	55	64	81	82
In Groups	16	4	30	8
Total Active Students	183	186	226	246
<b>Families for Literacy</b>				
Family Students	7	6	7	16
Family Tutors	12	6	12	16
Hours of Instruction	68	36	268	204
<b>ELLI Program</b>				
K-6th Grade Students	NA	308	NA	308
Tutors for K-6th Grade	NA	12	NA	12
Hours of Instruction	NA	588	NA	588
<b>Total Tutors</b>	138	170	152	182
<b>Total Students</b>	183	186	226	239
<b>Total Instruction Hours</b>	1,237	1,602	5,181	5,741

**Change in Total Students**



**Increase in Instruction Hours**








**Agenda Item 39**

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: November 18, 2002

**SUBJECT: Placentia Library Web Site Development Report for the month of October**

In October, the Placentia Library District had 10,428 "hits" on the Web Site, an average of 336 a day. The following are our year to date statistics:

Pages Visited	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02
Borrowers	99	156	115	126		
Friends	136	195	84	167		
Hours	98	78	21	47		
Information	98	154	125	149		
Foundation	158	136	77	86		
History Room	99	86	42	72		
Literacy/CLC Logo	157	139	96	117		
Passports	385	232	113	230		
Total Views Most Hits	1230	1176	673	994	0	0

Total Most Hits YTD 4,073

Note: A special thanks goes to Board of Trustee Secretary Geoff Braun for spending several hours updating and cleaning up the Library's Web Site. Geoff has also agreed to work with the Library to contract a quality Web Designer to work on the Library's Web.



TO: Elizabeth Minter, Library Director  
FROM: Jillian Rakos, Volunteer Coordinator  
DATE: November 20, 2002  
SUBJECT: **Publicity materials produced for October 2002** *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. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
9. Passport Hours
10. Silent Auction Returns

**Newspaper articles published:**

1. Placentia's triple play
2. Library fines harm woman's credit
3. Today Story times: October 24, 2002
4. Placentia to celebrate 38<sup>th</sup> parade
5. Sunday Friends of Library book sale
6. Holiday Closing
7. Pooches parade as Placentia celebrates its heritage
8. Wednesday Story times
9. Tuesday Story times
10. Today 'Lapsit' stories, 3 articles
11. Club needs festival tree scholarships
12. Used books and records sale on tap, 2 articles
13. Volunteers needed to help at library, 2 articles
14. Placentia, Once on the cutting edge
15. Literacy Tutor Training, 2 articles
16. History Room earns Mickey Mouse award
17. Tuesday Music Time
18. Bargains offered at backroom book sale
19. Club hosts annual Festival of Trees
20. Placentia City Elections
21. Neighbors: Amnah Darwish has joined the Placentia Library District
22. Library Sleepover set for Book Week
23. Tutor wins dedication award

**Flyers and Notices:**

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Booksale bookmarks
4. Library Closed for Veteran's Day flyers
5. Silent Auction bookmarks

# Placentia's triple play

Placentia voters practically need a decoding device to figure out the true meaning of three interlocking ballot measures they are facing Nov. 5, Measures S, Z and AA.

The key to the puzzle is that Measures Z and AA by all rights should be combined. That way, they would have to clear a two-thirds vote threshold because they amount to a special tax assessment, as defined by Propositions 13 and 62.

But what's happening here is that with a bit of trickery, Measures Z and AA will only have to clear a lower majority standard (see below), thus making way for new utility taxes to fund compensation for city workers, especially police.

● **Measure Z** would boost the city utility user's tax to 5 percent from 3.5 percent, raising \$850,000 a year for the city's general fund.

● **Measure AA** is an "advisory" vote on whether "a portion of the funds derived from any voter-approved increase in the city's utility user tax should be used for increases to city employee, including police employee, compensation, including salary and/or benefits," according to the ballot statement.

"It's an evasion," Reed Royalty, president of the Orange County Taxpayers Association, told us of the combined effect of Measures Z and AA. "If they did that in a straightforward way," it would be a special tax, which under Props. 13 and 62 would require a two-thirds vote for a specific purpose.

The council got around those requirements by making Measure AA "advisory." However, four of five city council members signed the ballot argument in favor of Measure AA, meaning it's certain to pass the council. Only one of the four, Norman Z. Eckenrode, is

running for re-election, which means no matter what there will be a council majority to implement the "advisory."

Mr. Royalty said that, to be straightforward with voters, the Placentia City Council should have acted as has the Buena Park City Council, which put on the ballot a straightforward tax to fund a police headquarters, Measure I, which requires a two-thirds vote.

● **Measure S** figures in because it would increase the council members' monthly pay, currently \$150, by \$100 for each of the next three years.

The total in 2005

would be \$450 per month.

In other words, their annual pay would triple from \$1,800 a year to \$5,400 by 2005. That's a whopping 200 percent increase. If Measure Z is approved, the new tax money would help fund the \$18,000 cost of the higher council member salaries.

"The last time the council received a pay increase was 1980," runs the argument in the ballot pamphlet mailed to voters. "Inflation has gone up by at least 70 percent since then." OK, then why do they need a 200 percent increase?

That's not to say pay at other city councils has not been climbing as well. The new pay amount of \$450 per month would be slightly above the \$400 received by council members in some local cities with roughly the same population, such as San Clemente and Rancho Santa Margarita.

Another reason to question Measure S is that the evasion of not combining Measure Z and Measure AA shows the council is not being square with voters and shouldn't receive raises.

We don't like the subterfuge used by the Placentia City Council and recommend No votes on Measures S, Z and AA.

---

## ELECTION 2002: Placentia Measures S, Z and AA

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# Library fines harm woman's credit

**332**  
**Lending** • An Orange resident who owed \$72 took a hit of 88 points after her case was turned over to a collection agency.

By **DIANA McCABE**  
The Orange County Register

You can bet that Bonnie Henderson won't be tardy paying her library fines next time.

The \$72 she owed the Orange County Public Library showed up on her credit report last month and wreaked havoc with her credit

it score.

"The library isn't kidding around. It's as bad as having a car repo on there," says Henderson, a 42-year-old mother of two from Orange.

Because the \$72 was sent out for collection, Henderson says, her credit score dropped 88 points, to 623, putting her on the edge of acceptable credit risk. It means she won't

get those 0 percent or low-rate credit-card offers nor the best mortgage rates, which are reserved for folks with scores in the 700s and higher.

Henderson's mistake, experts say, underscores the importance of paying all bills, fines and other debts on time as well as reviewing credit reports annually. Henderson didn't discover the collection notation until she was turned down for a credit card.

"It's rare, but it occurs," says Rod Griffin, manager of consumer education for

Costa Mesa-based Experian, one of three major credit-reporting agencies in the United States. "It's a form of a debt, and if the library takes action and sends it to a collection agency, then it can appear on your report."

The Orange County Public Library system sends accounts to a collection agency "if you've completely ignored us and you have \$50 or more of taxpayer materials," says John Adams, county librarian. The borrower is contacted by phone and mail several times

**CREDIT** • PAGE 5

## CREDIT: It pays to pay fines on time

FROM PAGE 1

before that happens. Adams says the number of accounts sent into collections annually - 200 to 300 - is small when compared with the 6.1 million items borrowed each year.

The policy, in place for about eight years, is disclosed when a consumer fills out an application for a library card, he says.

Henderson wonders how something seemingly innocuous like library fines can ruin a credit score.

Payment history counts for about 35 percent of the total score, so any negative notation can have a major impact on your score, even if you've had a spotless record in the past.

"The FICO score can't tell why - it just sees delinquencies," says Craig Watts, spokesman for Fair, Isaac & Co., owner of the FICO scoring system. It's up to lenders to review the actual report if they want to see the details of a borrower's credit history.

In Henderson's case, she eventually found a lender who did look at her report and issued a credit card after hearing her story.

"In the old days, you didn't pay your fine and you didn't get to use the library," Henderson says. "But now, they put the hammer down."

• Contact McCabe at (714) 796-5081 or dmccabe@ocregister.com.

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

Placencia News  
Weekly OCT 2 4 2002

**TODAY 332**

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Advisory Committee on the Disabled meets at 6 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

332  
**Placentia**  
 Agenda Item #0  
 Page 5 of 10  
**to celebrate**  
**38th parade**

By **PATRICK VUONG**  
 The Orange County Register

More than 18,000 people are expected to crowd the streets of Placentia on Saturday for the 38th annual Heritage Festival and Parade.

"The importance of the festival is to let all of Orange County know what a strong and viable community Placentia is and that we have talented and caring people," said Vivian Perez, Heritage Festival Committee spokeswoman.



The Register

Events include:

- 5 p.m. today: Taste of Placentia kicks off the fete.
- 9:30 a.m. Saturday: parade along a 1.28-mile route.
- 10 a.m. Saturday: festival with pet contest.

San Diego Padres pitcher Brett Tomko, a 1991 El Dorado High School graduate, serves as grand marshal. Superior Court Judge Frederic Aguirre, a Placentia native, is honorary grand marshal.

City officials have received complaints about elephant rides, in their third year.

Recreation Services Supervisor Jonathan Boxdorfer says there have been no mishaps involving the pachyderms.

A free shuttle will run from 7:30 a.m. to 4 p.m. for those who want to avoid parade-area traffic. For shuttle routes or other information, call (714) 993-8232.

**pacific clippings**

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332  
 Daily The Register  
 OCT 13 2002

schools will be open. Check with your school. Community colleges, UC Irvine, Cal State Fullerton and Chapman University will be open.

- Mail will not be delivered, and post offices will be closed. Mail deposited in mailboxes will be picked up according to the posted holiday schedule.
- Orange County Transportation Authority buses will run on their normal schedule.
- Metrolink trains will run on their normal schedule.
- County, state and federal offices will be closed.
- City offices will be open.
- County, state and federal courthouses will be closed.
- County libraries will be closed; city libraries will be open.
- Some banks and savings and loans will be open; check with your branch for details.

Los Angeles Times

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Placentia News  
 Weekly OCT 10 2002

**SUNDAY 332**

Teen Mass is held from 5 to 6:15 p.m. in St. Joseph Catholic Church's Main Sanctuary, 717 N. Bradford Ave. Call (714) 528-0720.

Friends of Library book sale is held from 1 to 4 p.m. in the backroom of the library, 411 E. Chapman Ave. Call (714) 528-1925, Ext. 201.



**Pooches parade as Placentia celebrates its heritage**

**REPRESENTATIVES OF** the Pet Pantry store, including Theresa Haag with dog Spencer, right, participate in Saturday's 38th annual Placentia Heritage Parade. More than 18,000 people were expected to turn out for the parade and Heritage Festival. Starting about 9:30 a.m., close to 100 cars, floats and other entries traveled from Morse Avenue along Kraemer Boulevard to Tri-City Park. There festival attendees could watch German, folkloric and Polish dancing, listen to the Grace Christian Church band, or admire vehicles on display at the Antique and Classic Car Show. Contests at the festival tested pie-eating and salsa-making skills. This year, the parade was shortened from 1.82 miles to 1.28 miles, to make the route easier for the children who marched.



**SAN DIEGO PADRES**

pitcher Brett Tomko, who graduated from El Dorado High School in 1991, was the Heritage Parade's grand mar-

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Placentia News  
Weekly OCT 3 2002

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Placentia News  
Weekly OCT 3 2002

**TUESDAY 3:32**

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 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. Call (714) 528-1906, Ext. 212.

meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

\*\*\*  
For more listings, see [www.com/community/placentia](http://www.com/community/placentia).

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Placentia News  
Weekly OCT 3 2002

**Used books and records sale on tap**

The Friends of Placentia Library will host a used books and records sale from 1 to 4 p.m. Oct. 13. All proceeds benefit the library and its programs, including the children's department for special events such as the

Camp Library.

Also, the group continues to sell used books in the library's lobby during operational hours. The library is at 411 E. Chapman Ave.

Information or to make a donation: (714) 528-1925

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Placentia News  
Weekly OCT 10 2002

**Club needs festival tree sponsorships**

The Placentia Round Table Women's Club is seeking sponsorship for the annual Festival of Trees Christmas benefit scheduled Nov. 30 at the Alta

Vista Country Club.

A sponsor decorates a 3-foot-high tree and donates gifts valued at \$100 to be placed on or around it. After being displayed at the holiday luncheon, the trees will be awarded in an opportunity

drawing.

Last year, more than 30 trees were donated, raising \$14,000 that was divided among the Placentia Library, the Boys & Girls Club of Placentia, the Homeless Intervention and Shelter House and other char-

ities.

Tickets to the luncheon are \$40 and include tree viewing, lunch and a fashion show. The Alta Vista Country Club is at 777 E. Alta Vista Street.

Information: Joyce Halvorsen, (714) 528-2224.

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Placentia News  
Weekly OCT 3 2002

**WEDNESDAY 3:32**

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

(714) 692-5289.

Story times for ages 3 to 6 are from 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Heritage Festival Committee



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Placentia News  
Weekly OCT 17 2002

TODAY 332

'Lapsit' stories for ages 2 and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 212.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

Placentia Community Network meets at noon at City Hall, 401 E. Chapman Ave., Placentia. Call Jim Roberts, (714) 528-1975, Ext. 213.

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Placentia News  
Weekly SEP 26 2002

Used books and records sale on tap 332

The Friends of Placentia Library will host a used books and records sale from 1 to 4 p.m. Oct. 13. All proceeds benefit the library and its pro-

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Placentia News  
Weekly SEP 26 2002

History Room earns Mickey Mouse award

The Friends of Placentia Library recently received a Disneyland Resorts award recognizing the volunteer group's effort to collect and organize its Local History Room information for the community.

The volunteers plan to broaden their historical displays

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Placentia News  
Weekly OCT 17 2002

Volunteers needed to help at library 332

The Placentia Library\* is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations..

Information: Jillian Rakos, (714) 528-1925, Ext. 201.

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post office box 11789  
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Placentia News  
Weekly SEP 26 2002

TUESDAY 332

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

grams, including the children's department for special events such as the Camp Library.

Also, the group continues to sell used books in the library's lobby during operational hours. The library is at 411 E. Chapman Ave. Call (714) 528-1925

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P m b Agenda Item 40  
santa ana, calif. Page 92711  
O.C. Weekly OCT 18 2002

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PLACENTIA 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 a commune. Each room in the house was remodeled and rounded in accord with the group's belief that spirits linger in corners. Locals accepted the Grasseaters because—weird or not—they grew some of the best vegetables around. Maybe it was because they tended to bury their dead in the back yard—a fact that emerged only many years later, when a developer discovered human remains while grading the land for another set of tract homes. The Grasseaters' home is long gone, along with the skeletons, but there are other special places that make Placentia something to see. It may not have the E-ticket feel of Fullerton's downtown or Yorba Linda's Nixon Library, but Placentia has its own charm.

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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 (714) 871-4488.

Musictime for ages 3-4 meets at 6 p.m. and ages 5-6 at 6:30 at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 212.

Wood Carver meets at 7 p.m.

at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Great Books Discussion Group meets at 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

with exhibits focusing on the community's ethnic groups.

The special collection is open to the public from 6 to 9 p.m. Mondays and Wednesdays. The library is at 411 E. Chapman Ave.

Information or to make a donation: (714) 528-1925, Ext. 224.

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Placentia News  
Weekly OCT 3 1 2002

**Bargains offered at  
backroom book sale**

<sup>332</sup>The Friends of Placentia Library will host a backroom book sale from 1 to 4 p.m. Nov.

17 at the library, 411 E. Chapman Ave.

Avid readers may select books to buy at discounted prices before they are placed on bookstore shelves.

Also, Friends of Placentia Library members will receive a 10 percent discount on purchases of \$10 or more.

Memberships are available during the sale.

Enter the book sale through the loading dock.

Information: (714) 528-1906.

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Placentia News  
Weekly OCT 3 1 2002

**Club hosts annual  
Festival of Trees**

<sup>332</sup>The annual Festival of Trees Christmas benefit is scheduled Nov. 30 at the Alta Vista Country Club, 777 E. Alta Vista St. Hosted by the Placentia Round Table Women's Club, the luncheon event features 20 3-foot-high Christmas trees that will be surrounded with gifts - all of which will be awarded at a drawing.

Last year, more than 30 trees were donated, raising \$14,000 that was divided among the Placentia Library, Boys & Girls Club of Placentia, Homeless Intervention and Shelter House and other charities.

Luncheon tickets are \$40. Information: Joyce Halvorsen, (714) 528-2224.



**EDUCATION:** She teaches them to read, one by one.

By **SHERRI WILSON**  
For The Tustin News

As READ recently celebrated its 10th anniversary, staff looked to their volunteers as one of their primary sources for success.

"The triumphs of tutoring are when students achieve the little successes, right down to reciting the alphabet by heart," Volunteer Angel Bronsgeest said.

READ Orange County recognized Angel for her 648 hours of volunteer service with an "Exceptional Service Award" at its Literacy Luncheon held at the Tustin Banquet Center. Bronsgeest, along with four others were honored for their outstanding hours of commitment to the program.

"Literacy touches my heart," Bronsgeest said, "and the inability is tragic, more so than terminal illness."

Like many other volunteers, Bronsgeest learned about volunteer service with READ through her local library. After taking the necessary training classes, she began tutoring a group of six students at the Literacy Center in the Santa Ana Library.

"We like to focus on teaching in groups because we find that students help each other," Bronsgeest said.

Over the past 15 months, the group has narrowed, and Angel works intensely with two students each week for two hours.

"It's challenging when you feel like you're not providing what they need, but it's wonderful when you see these little glimpses, like they're getting it for the first time," Bronsgeest said.

She works with them primarily on reading and writing, emphasizing goal-setting to facilitate what they strive toward.

One of Angel's learners needed to take a mandatory test for work. They worked closely together on acquiring the skills necessary to pass, and they succeeded.

"I knew she could do it, but she didn't" Bronsgeest said, "A lot of the preparation is pushing students to get to where you know they could



Tutor wins  
Item 40  
100010  
award.  
Tustin  
weekly  
Oct. 31, 02

**EXCEPTIONAL SERVICE:** Angel Bronsgeest accepts her 'exceptional service' award from READ Orange County for her 648 hours of volunteer service.

be."

The program maintains no specified beginnings or endings. Tutoring sessions run in 10-week segments after which READ evaluates the learners on their progress.

READ also provides ongoing training and support for their volunteers.

"Through quarterly meetings, in-service meetings and talking about what is going on with other tutors, you get ideas of tools to implement with your own students as well," Bronsgeest said. "We're required to complete a certain amount of training per year, but I have no idea what that number is, because I usually try to go to every meeting I possibly can."

Questions in the field, assistance in ways to present a skill and providing additional testing for students help make the tutoring process more beneficial to tutor and student. Bronsgeest finds this help through the staff at READ.

"We appreciate all that volunteers do for us," Tangela Barnes, literacy specialist, said. "We have volunteers like Angel, who may have more hours to donate than others and sometimes sacrifices other priorities in her life to help out at READ."

Tangela explained that Angel played a big part in planning the anniversary program and how that exemplified how she continually goes beyond tutoring to ensure the programs success.

"We got to be successfully 10 years old because of volunteers like Angel," Barnes said. READ OC, which started out with only three people, has grown into a large group of staff and an even larger volunteer base.

"New grants we received will change the way we provide better service to learners to get what they need to be productive students equipped for the future," Barnes said. "And, our volunteers play a key role in that."

Aside from the assistance Bronsgeest receives through staff at READ, she finds a huge help in her husband, Ron Bronsgeest.

"When I express what's going on with students, he's very excited for me too and has a really good understanding of the program," Bronsgeest said. "The bottom line is he knows how important it is to me."

"I think Angel's volunteer work is a great thing, because it's something she's always wanted to do," Ron said. "She's always been an avid

reader."

Ron also helps sporadically on projects with READ. On the 10th anniversary, he worked on most of the audio-visual aids and voiceovers for the video presentation.

"I know some of her learners and things they've done and been excited about their improvement," Ron said. "She's also talked about certain things she wants to teach her learners and how she should go about it. When she has a problem, we talk it through and work it out together."

Improvement is based upon a series of steps. One principle Bronsgeest finds essential in her volunteering is consistently helping learners take the steps to work towards their goals.

"Some techniques provide immediate success, which can be very encouraging for them," Bronsgeest said.

However, Angel's commitment is for the long-haul. She rejoices in immediate progress but is willing to wait the time necessary in order for her learners to really grasp a concept.

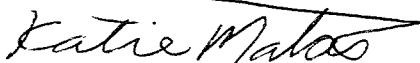
"Angel's teaching people to read, not so much to read books, but to function in everyday life," Ron Bronsgeest said.

SAFETY COMMITTEE MEETING  
OCTOBER 24, 2002  
MINUTES

- I. Call to Order: 9:25 A.M.
- II. Members Attending: Esther Guzman  
Katie Matas  
Jillian Rakos  
Cyrise Smith
- III. Old Business
1. Some of the tiles in the lobby need to be regouted.
  2. The door to the story time room needs repair or replacement.
  3. The baby changing table has been received and was installed in the Children's Department restroom.
  4. Several ceiling tiles are missing throughout the main public area.
- IV. New Business
1. Due to the resignation of Elisa Herrera-Thomas, Elizabeth Minter will serve as Designated Person until a new administrative assistant is hired.

The next meeting will be November 21, 2002 at 9:30 A.M.

Respectfully submitted,



Katie Matas



# Board & Administrator

FOR BOARD MEMBERS

December 2002 Vol. 19, No. 4

Editor: Jeff Stratton

## What should your board's vice president do?

### Board officer role

The vice president (or vice chairperson) of the board's most important role is to provide continuity to the board's leadership in the absence of the board chair. It's often looked upon as a board-chair-in waiting office, but the position can be more than just a figure-head.

Three specific responsibilities I suggest for any board's vice chairperson are:

1. *As successor to the board chairperson, learn how to run board meetings.* In addition, it's a good time for developing a positive working relationship with the executive director.
2. *Be responsible for officer transition on the board.* When the board makes

decisions about its officers, it should be more than a "whose turn is it now" discussion. That's not fair to the board, or to the people your organization serves. Watch the board's committee chairs in action to determine who will make good officers.

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*Three specific responsibilities for the board's vice chairperson.*

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3. *Chair one major board committee.* The Board Nominating/Recruitment Committee would be a good choice. ■

## Remember to show appreciation to your executive director

### Thank you very much

Lack of appreciation for a job well done is a lousy management technique. Here are some easy, low-cost ways to show appreciation to the one employee the board supervises—the executive director.

1. *Written praise, when deserved.* Write a letter of appreciation to the administrator from the board and place it in his or her personnel file.
2. *An annual performance review.* The executive director's annual appraisal is the perfect time to say

"Thanks" and attach a raise or bonus to show the board's appreciation.

3. *Know your administrator.* Understand his or her likes and dislikes, and what the administrator needs and expects from the board.
4. *Public praise.* When was the last time you publicly thanked your executive director or his or her staff at a board meeting? Do board members "talk up" their administrator in the

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- community and to their friends and business colleagues?
5. **Support.** When the nonprofit faces contentious issues and the heat is on, administrators generally run interference for the board. They take the heat. Does the board offer support in return?
  6. **A policy focus.** Does the board set policies, and let the executive director and his or her staff implement them? That's one of the best thank-yous a board can offer its administrator.
  7. **Don't manage personnel.** Don't attempt to hire for the organization, and don't tell staff members how to do their jobs. With this approach, your board will be thanking its executive director. ■

## Remember: varied opinions make the board team effective

### Hear all voices

Board Chairperson **Ray Albanowski** (Rocky Mount, VA) says that there are no sacred cows at his board's meetings.

What he means by this is that the board appreciates diversity of opinion. That's a valuable trait for any board!

"As a board, we have the mindset that

people can say exactly what is on their minds without worrying about hurt feelings," he says.

"We are open, and willing to listen to diverse and opposing opinions. We have learned that they are sometimes putting forth better ideas than the direction we had been heading." ■

## Does the board chairperson establish board committees?

I took a call from a Utah board member recently who posed an interesting question about the board chairperson's job responsibilities.

"We're wrestling with new job descriptions for board officers. Our current language in the board chair's job description says that the board chairperson has the authority to establish ad hoc committees, and assign tasks to board committees.

"We're wondering if this grants the chair too much authority?"

The only problem I have with this language centers on the phrase "establish ad hoc committees."

I would change the language to read:

"Working with the executive director, the board chairperson recommends to the full board which committees the board will use."

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*"We're wondering if this grants the chair too much authority?"*

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It's important to smooth board operations that the executive director have a say in these matters, and it's also important that the full board approve which committees the board will have in place. ■



# Board & Administrator

FOR BOARD MEMBERS

November 2002 Vol. 19, No. 3

Editor: Jeff Stratton

## When board meetings aren't all business, you build a stronger team

Simple, enjoyable gestures can have a powerful impact on a board's state of mind. Board Chairperson Ray Albanowski (Rocky Mount, VA) makes a very good point about board meetings: "We try to have some changes of pace at our meetings that bring a smile to everyone's face," he says.

This can be as simple as plenty of

snacks available at the meeting. Or in the case of this board, some generous-with-their-skills board members. "We have several board members who are avid gardeners," says Albanowski. "They always bring in their peaches, plums, nectarines and home-grown tomatoes for everyone to take home." ■

## Quality vs. cost: How should the organization spend its money?

### Focus on finances

I occasionally take calls from frustrated nonprofit executives and board members about a board member whose personal mindset is to always find a cheaper way to do things at the organization. Ah, the tight-fisted board member! "This person always overlooks quality and evaluates everything based solely on price," says a Minnesota board chairperson. "How do we deal with this?"

What a nonprofit can or should spend to buy this piece of equipment or that vehicle varies so widely in the sector that it is difficult to provide one clear answer to you on this issue. But I do believe this: A nonprofit should try to buy the best that it can afford, the best item that satisfies your operating criteria without the extra bells and whistles. This applies to who

you hire, the equipment the organization purchases, a new building project and on and on.

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*"This person always overlooks quality and evaluates everything based solely on price," says a Minnesota board chairperson.*

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A Missouri board recently wrestled with these issues when it needed a new roof for a building. Their options included hiring

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an uninsured retiree to lay another layer of shingles over the old one, or to use the services of professional roofers who bid on stripping the roof down, replacing what was in bad shape, and then using new shingles or laying down a new metal roof. The board directed the executive to seek out bids, and after looking at the bids decided on the metal roof at an additional cost of \$4,000. The board then directed its executive director to execute the contract.

Keep this in mind when you and your fellow board members evaluate the cost vs. quality question: If you pay peanuts to your staff, you'll end up with a bunch of monkeys. And if you always sacrifice quality to cost, you will find yourself facing the same old issues every couple of years—whether that means replacing key staff positions, repairing an aging vehicle, or hauling out the water bucket because your roof is leaking again. ■

## A board giving policy helps the board

**B**oard members of most types of nonprofit organizations should give of their time and yes, their personal financial resources.

This is not a popular topic with nonprofit boards who traditionally have not required the board to make an annual financial gift to the nonprofit organization.

Yet for boards who have made the change from a non-giving board to one that has 100% board member commitment to making a personal, annual gift, they generally find the change is not painful. The key is starting slowly, and recognizing the different economic levels of members on the board. A Board Giving Policy is usually a good starting point.

A Pennsylvania nonprofit board uses this Board Giving Policy:

*"Every board member shall be a member in good standing of the organization, and shall make a personally significant annual contribution, with a minimum suggested amount of \$50."*

Note two things about this policy. First, board members must be members of the organization, which requires payment of an annual due. In addition, they are expected to make a personal gift of at least \$50. The \$50 amount was chosen to reflect the varied economic status of the board's members.

Making this the board's policy required a transition—and patience. "When we first broached this idea, plenty of board

members said, 'But I already give plenty of my time,'" says a member of this board.

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*"Now we have a sense of excitement, some momentum and a different level of commitment—100% of our board members have written their check and many gave more than the suggested minimum."*

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"That's a normal board response when the board has never been asked to give. Then, the board met with some board members of a different and very grassroots organization who make a \$50 gift each month—and they explained that over time and through education they began to understand how this represents a strong commitment.

"We were very supportive and nonconfrontational when we made this change. Now we have a sense of excitement, some momentum and a different level of commitment—100% of our board members have written their check and many gave more than the suggested minimum. We're raising money through foundations, board giving, and are moving toward raising significant dollars from our supporters." ■

**100%  
commitment**