# AGENDA

## REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, September 22, 2003
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- Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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 6:33 Administrative Assistant absent: Dunn

2. Adoption of Agenda as amended Gail/Betty

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

   Presentation: Library Director
   Recommendation: Adopt by Motion

3. Minutes of the August 25, 2003 Regular Meeting. Betty | Richard

   Presentation: Library Director
   Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report Presentation of 5yr pin to Gail Wood. Fifth Party

   *The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.* Betty - Staff dinner - ask about state recognition thing this year.

6. Trustee Reports

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

7. Library Director's Report

   *The Library Director will report on library issues of general interest and on meetings attended on behalf of the District.* Heritage Parade Dinner Recognition Ann Magnuson Coalition - Lily Conducts Pick Ahead. Gail Wood - no report do Vacation.

8. Friends of Placentia Library Board of Directors Report

41, 42, 49

**CLAIMS** (Items 9 - 12)

   Presentation: Library Director
   Recommendation: Approve by Motion

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

Betty / Richard

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

   No Nonstandard Claims were processed during this report period.

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

    Claims 4490, 4491, 4492, 4493, 4494, 4495 and 4496 forwarded by Library Director for a total of $16,068.87.

11. Current Claims and Payroll (Approve)

    Claims 4497 and 4498 for a subtotal for Claims of $21069.72; and Payrolls 4499 for $30,603.80 and 4500 for $30,603.80 for a subtotal for Payrolls of $61,207.60; with a combined total of Claims and Payroll of $82,277.32.

12. FY2003-2004 Cash Flow Analysis through September 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS** (Items 13 - 17) Richard / Betty

Presentation: Library Director
Recommendation: Approve by Motion

*Items 13 – 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

13. Financial Reports for August 2003 (Receive & File)

14. Office General Ledger & Check Registers for August 2003 (Receive & File)

15. Acquisitions Report for August 2003 (Receive & File)

16. Collection Agency Report for August 2003 (Receive & File)

17. Gifts Report for August 2003 (Receive & File)

**GENERAL CONSENT CALENDAR** (Items 18 – 34) all but Gail / Richard

Presentation: Library Director
Recommendation: Approve by Motion

*Items 18 – 34 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

18. Building Maintenance Report for August 2003 (Receive & File)

19. Personnel Report for August 2003 (Receive, File, and Ratify Appointments)

20. Volunteer Report for August 2003 (Receive & File)

21. Circulation Report for August 2003 (Receive & File) FORMULA

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

23. Legislative Alerts from the California Special Districts Association. (Receive & File)

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

25. Status Report on Partnerships with Community Organizations. (Receive & File)

26. Status Report on Active Grant Applications. (Receive & File)

27. Request for reimbursement of Elizabeth D. Minter for $63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure. (Receive & File and Authorize Reimbursement)

28. Report on Staff Appreciation Dinner. (Receive & File)

29. Poet Laureate Report. (Receive & File)

30. Annual Return/Report of Employee Benefit Plan (Retirement Plan), Internal Revenue Service Form 5500, for the year of July 1, 2002 ending June 30, 2003. (Receive & File)

31. Proof of Publication of the Notices of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year and the Proposed Fines and Fees Schedule for 2003-2004 Fiscal Year, Placentia News-Times, on August 21, 2003. (Receive & File)

32. Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003. (Receive & File)

33. Letter from National City Public Library denying Placentia Library District's AmeriCorps Initiative application. (Receive & File)

34. Application for California Library Literacy Services (CLLS) funding for Fiscal Year 2003-2004. (Receive & File)

**CONTINUING BUSINESS**

35. 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

36. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel).

Presentation: Library Director
Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel); and

Refer Section 2000 (Personnel) to staff for review and comments to be presented at the October 20, 2003 Library Board Meeting; and

Select sections for review at the October 20, 2003 Library Board Meeting.

**NEW BUSINESS**

37. Retrofit existing high ceiling recessed light fixtures in the lobby from compact fluorescent to high intensity discharge Metal Halide lamps to increase light levels at an estimated cost of $2,663.62. The work to be performed by the District's lighting contractor.

Presentation: Library Director
Recommendation: Authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421SU dated July 29, 2003.

38. Appoint a Library Trustee to the Placentia Library Foundation Board of Directors to fill the unexpired term of Geoff Braun.

Presentation: Library Board President
Recommendation: Appoint a Library Trustee to the Foundation Board of Directors

39. Request from the Bridge Club for dispensation from the increase in Meeting Room rental from $30 to $35

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

40. Travel/training authorizations for California Special Districts Association (CSDA) Governance Academy Workshops, CSDA Board Secretary Training, and the Special District Risk Management Authority (SDRMA) Annual Meeting

Presentation: Library Director Minter
Recommendation: Determine who will attend each event and authorize registration and travel expenses.

41. Approval of Human Resources Contract with Gail Koff & Associates

Presentation: Library Board President
Recommendation: Approve contract with Gail Koff & Associates

42. The Library Director will present her response to the results of the staff survey as distributed by the Library Board President at the August 25, 2003 Board Meeting.

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

**STAFF REPORTS** (Items 43 – 48) Gus/Helen

*Items 43 – 48 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.*

43. Program Committee Report for August 2003 (Roberts)

44. Children's Services Report for August 2003 (Rakos)

45. Placentia Library Literacy Services Report for August 2003 (Roberts)

46. Placentia Library Web Site Report for August 2003 (Roberts)

47. Publicity Materials Produced in August 2003. (Humple)

48. Safety Committee Minutes for August 2003 (Matas)

**CLOSED SESSION**

49. Closed Session to Discuss a Personnel Matter

*Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.*

**ADJOURNMENT**

50. Agenda Preparation for the September Regular Meeting, which will be held on Monday, October 20, 2003 at 6:30 P.M.

51. Review of Action Items.

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

52. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the September 22, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 18, 2003.

Donna Siloti

March 24 2.44 = 4 hrs +

End of Regular 8:30 50
End of Closed 9:40

April 21

End of Regular 8:30 75
End of Closed 9:45

May 13

End of Regular 1:10 20
End of Closed 1:30

July 21

End of Regular 7:45 49
End of Closed 8:34

August 25

End of Regular 7:55 50
End of Closed 8:45

GF Balance Aug 31

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| 95 | | |
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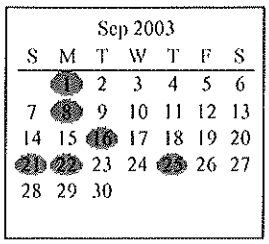
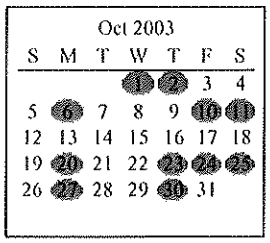
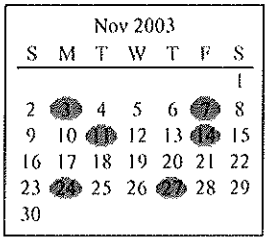
| 97 | 30,181 | 195,114 |
| 98 | 31,824 | 202,736 |
| 99 | 127,532 | 160,214 |
| 00 | 78,481 | 342,878 |
| 01 | 145,233 | 434,029 |
| 02 | 242,666 | 537,936 |
| 03 | ~~[illegible]~~ 400,642 | ~~[illegible]~~ 691,002 |

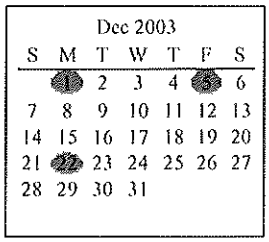
# Placentia Library Board Calendar

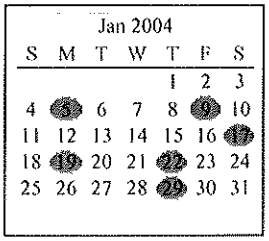
## September 2003 - August 2004

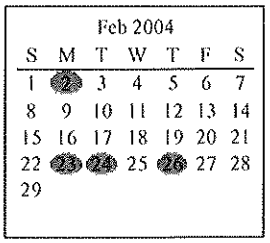



### September

1 Library Closed for Labor Day

8 7:00 PM Friends Board Meeting, Dinsmore

16 2:21 PM CSDA Annual Conference, Lake Tahoe, Resort at Squak Creek, through September 18

21 2:30 PM Families for Literacy music program, Meeting Room

22 6:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

### October

1 8:30 AM CSDA Governance Workshop on Finance _Fiscal Responsibility, Ontario, Ayres Suites

2 9:00 AM SDRMA Annual Meeting, Ayres Hotel, 1945 Holt Blvd., Ontario

6 7:00 PM Friends Board Meeting, ~~Shkoler~~ Ford

10 8:30 AM CSDA Board Secretary Workshop, Santa Ana

11 9:00 AM Heritage Parade

20 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

24 8:30 AM CSDA Governance Workshop in Human Resources, Santa Ana, DoubleTree Hotel

25 8:30 AM -1:30 PM Library Forum on Public Library Renaissance -- 21st Century Navigators, Cerritos Public Library, lunch included

27 5:00 PM Families for Literacy Library Visit, Meeting Room

30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

### November

3 7:00 PM Friends Board Meeting, ~~Escobosa~~ Dinsmore

7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)

11 Library Closed for Veterans Day

14 12:32 PM California Library Associatin, Ontario, through Nov 17

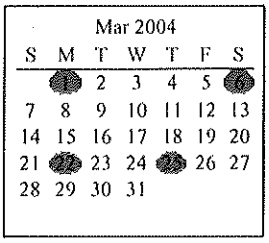
California Library Association Annual Conference, Ontario, through Nov 17.

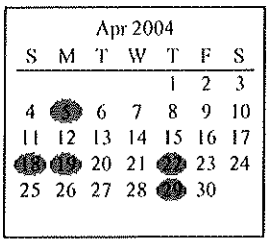
24 6:30 PM Library Board Meeting

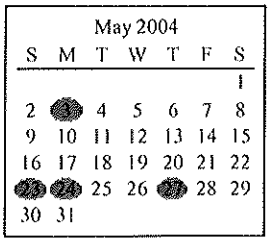
27 Library Closed for Thanksgiving

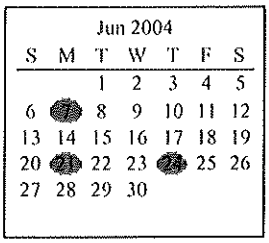
### December

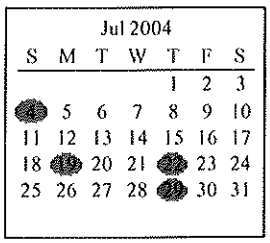
1 7:00 PM Friends Board Meeting, DeVecchio

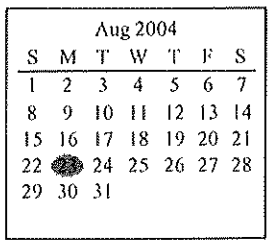


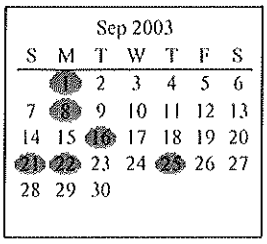



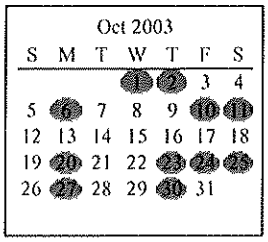



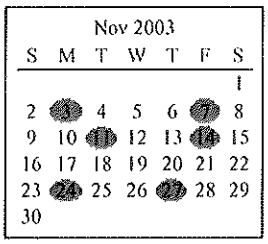

9/15/2003

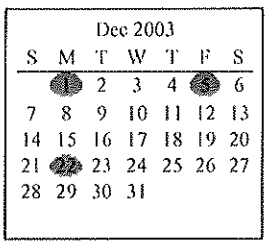
# Placentia Library Board Calendar

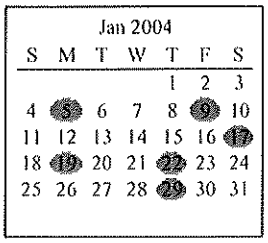
## September 2003 - August 2004

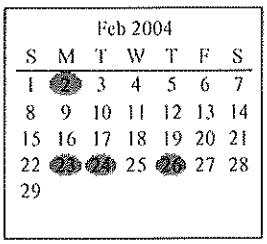



### December

5 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

22 6:30 PM Library Board Meeting

### January

5 7:00 PM Friends Board Meeting, Wood

9 American Library Association Midwinter Meeting, through Jan 14

17 5:30 PM Chamber Mixer

19 6:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

### February

2 7:00 PM Friends Board Meeting, Dinsmore

23 6:30 PM Library Board Meeting

24 Public Library Association Biennial Conference, Seattle, through Feb 28

26 7:15 AM Placentia Chamber of Commerce Breakfast

### March

1 7:00 PM Friends Board Meeting, Shkoler

6 9:30 AM Friends of Placentia Library Author's Luncheon

22 6:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

### April

5 7:00 PM Friends Board Meeting, Escobosa

18 5:01 PM National Library Week through Apr 25

19 7:00 PM Friends Annual Meeting

6:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

### May

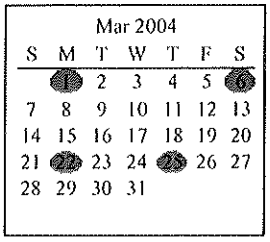
3 7:00 PM Friends Board Meeting, DeVecchio

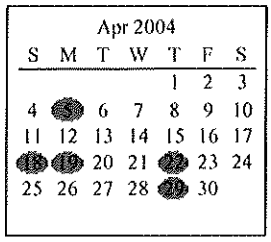
23 Library Closed for Monday Holiday

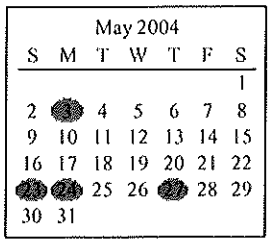
24 6:30 PM Library Board Meeting

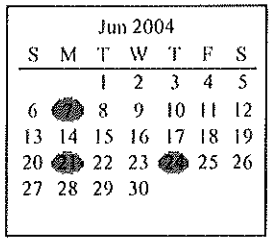
Library Closed for Memorial Day

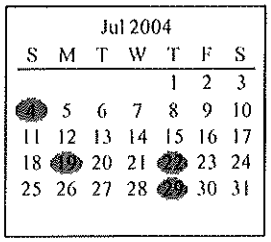
27 7:15 AM Placentia Chamber of Commerce Breakfast

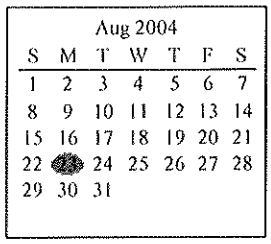


# Placentia Library Board Calendar

## September 2003 - August 2004

### June

7 7:00 PM Friends Board Meeting, Wood

21 6:30 PM Library Board Meeting

24 American Library Association Annual Conference, Orlando, through June 30

7:15 AM Placentia Chamber of Commerce Breakfast

### July

4 Library Closed for Independence Day

19 6:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

### August

23 6:30 PM Library Board Meeting

Sep 2003

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Jan 2004

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Feb 2004

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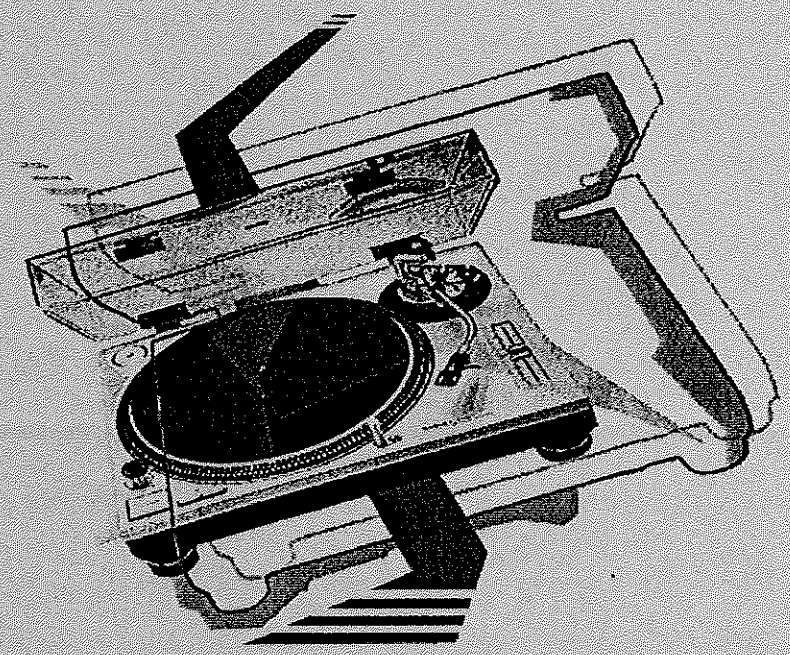
# ALFABETIZACIÓN FAMILIAR



Da la bienvenida a

## The Unidentified Flying Styles: a DJ Battle Crew

A la Biblioteca de Placentia

¿CUÁNDO?: el domingo, 21 de septiembre, 2003

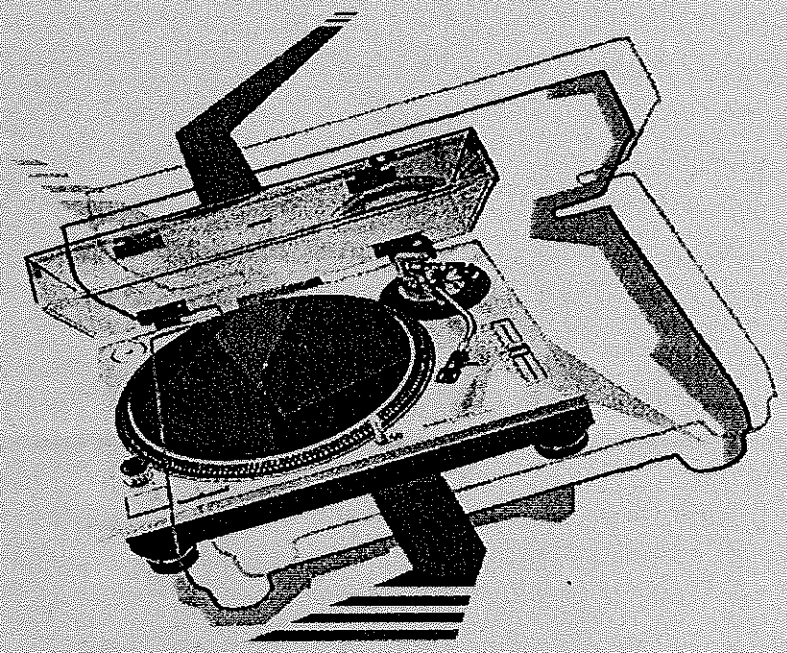
LA HORA: 2:30PM-4:00PM

¿DÓNDE?: La Sala de Reunión de la Biblioteca de Placentia

Este evento presenta Kenneth Mitchell y amigos, un tutor antiguo de los Servicios Alfabéticos de la Biblioteca de Placentia. Durante esta hora, el "battle crew" nos familiarizará a los sonidos de "bee-bop" de la música eléctronica. Venga y disfrute la gran experiencia musical con los empleados y tutores de FFL, comida gratuita, libros gratutitos, y discos compactos gratuitos!

Para más información, comunicarse con: Tyese Wortham, la Coordinadora de Alfabetización Familiar, al numero (714) 524-8408, Ext. 215 o por correo eléctronico tyesewortham@lycos.com.

FAMILIES FOR LITERACY



Welcomes

## The Unidentified Flying Styles: a DJ Battle Crew

To Placentia Library District

WHEN: Sunday, September 21, 2003

TIME: 2:30PM-4:00PM

WHERE: The Meeting Room of Placentia Library District

This FFL event features Kenneth Mitchell and friends, a former tutor of Placentia Library Literacy Services. During this hour, the "battle crew" will introduce us to the bee-boppin' sounds of electronic music. Come and enjoy the ultimate musical experience with FFL staff and tutors, free food, free books, and free CD's!

For more information, please contact: Tyese Wortham, Families for Literacy Coordinator at (714) 524-8408, Ext. 215 or tyesewortham@lycos.com.

# AGENDA

## REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, September 22, 2003
6:30 P.M.
Library Conference Room

Starting Time: 6:34

Dinsmore - absent

1. Roll Call — Administrative Assistant
   G. Koff, Himes, JR, DLS
2. Adoption of Agenda — Mtn: W, Sec: E — All

   Presentation: Library Director
   Recommendation: Adopt by Motion

   Δ order 41, 42, 49 after 8
3. Minutes of the August 25, 2003 Regular Meeting. — Mtn: E, Sec: De — All

   Presentation: Library Director
   Recommendation: Approve by Motion
4. Oral Communications

5. Board President Report
   Presentations @ Staff App. Dinner - 5 yr Serv pin to Wood.
   FFL Program on Sunday - Tyese, DJ's, ~~1st~~ recorded CD.
   State of City - this Thurs.

6. Trustee Reports
   Betty - Staff App Dinner great. ? - do we send out ltr to outstanding employees.
   Parade?
   Friends of Lib - mtg in Nov - Dinsmore Oct - Escobosa
   Gae - apologies for not attending Staff App Dinner
   Rick - none

7. Library Director's Report Peggy - recuperating slowly
   Jim - Parade 2 convertibles for Board. (Betty + 3 yr old, Al, Peggy & Jim, + Gloria. Also walking unit
   EDM - Ann Margaret Webb Lit Coor. position Oxnard Lib. will advertise Volunteer Pos.

8. Friends of Placentia Library Board of Directors Report C. Hines
~~Started~~ Author - Filley "How to Get Rid of Your Stuff". J. Botha doing program
silent auction. Oct doing Haunting silent auction.

to
41

**CLAIMS** (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E
Sec: De
All

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

No Nonstandard Claims were processed during this report period.

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

Claims 4490, 4491, 4492, 4493, 4494, 4495 and 4496 forwarded by Library Director for a total of $16,068.87.

11. Current Claims and Payroll (Approve)

Claims 4497 and 4498 for a subtotal for Claims of $21069.72; and Payrolls 4499 for $30,603.80 and 4500 for $30,603.80 for a subtotal for Payrolls of $61,207.60; with a combined total of Claims and Payroll of $82,277.32.

12. FY2003-2004 Cash Flow Analysis through September 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS** (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: De
Sec: E
All

13. Financial Reports for August 2003 (Receive & File)

14. Office General Ledger & Check Registers for August 2003 (Receive & File)

15. Acquisitions Report for August 2003 (Receive & File)

16. Collection Agency Report for August 2003 (Receive & File)

17. Gifts Report for August 2003 (Receive & File)

**GENERAL CONSENT CALENDAR** (Items 18 – 34)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: De
All

Pull 27, 28, 29, 21

18. Building Maintenance Report for August 2003 (Receive & File)

19. Personnel Report for August 2003 (Receive, File, and Ratify Appointments)

20. Volunteer Report for August 2003 (Receive & File)

21. Circulation Report for August 2003 (Receive & File) Correct Total Checkouts FY 02-03
Mtn: E (as amended)
Sec: De
All

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

23. Legislative Alerts from the California Special Districts Association. (Receive & File)

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

25. Status Report on Partnerships with Community Organizations. (Receive & File)

26. Status Report on Active Grant Applications. (Receive & File)

27. Request for reimbursement of Elizabeth D. Minter for $63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure. (Receive & File and Authorize Reimbursement) Ordered thru staff a/c. BWI / Ingram
Collection Policy re - Page #32, Circ #40
Mtn to Reimb. EDM W
Sec - E
All

ok 28. Report on Staff Appreciation Dinner. (Receive & File)

29. Poet Laureate Report. (Receive & File) Process of Inauguration - Betty 1:00 Sunday
Mtn: E
Sec: W
All

30. Annual Return/Report of Employee Benefit Plan (Retirement Plan), Internal Revenue Service Form 5500, for the year of July 1, 2002 ending June 30, 2003. (Receive & File)

31. Proof of Publication of the Notices of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year and the Proposed Fines and Fees Schedule for 2003-2004 Fiscal Year, Placentia News-Times, on August 21, 2003. (Receive & File)

32. Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003. (Receive & File)

33. Letter from National City Public Library denying Placentia Library District's AmeriCorps Initiative application. (Receive & File)

34. Application for California Library Literacy Services (CLLS) funding for Fiscal Year 2003-2004. (Receive & File)

**CONTINUING BUSINESS**

35. Legislative Issues and a Review of the Status of the State Budget and State Library Budget. EDM – No new info. Jim applied to State Lib for Literacy program. Leg may reconsider

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

36. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel). Schedular put on Agenda for next month.

Presentation: Library Director
Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel); and

Mtn:
Sec:

Refer Section 2000 (Personnel) to staff for review and comments to be presented at the October 20, 2003 Library Board Meeting; and

Select sections for review at the October 20, 2003 Library Board Meeting.

**NEW BUSINESS**

37. Retrofit existing high ceiling recessed light fixtures in the lobby from compact fluorescent to high intensity discharge Metal Halide lamps to increase light levels at an estimated cost of $2,663.62. The work to be performed by the District's lighting contractor.

Mtn: De
Sec: E
All

Presentation: Library Director
Recommendation: Authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421SU dated July 29, 2003.

EDM – Ozzie electricians to fix switch.

38. Appoint a Library Trustee to the Placentia Library Foundation Board of Directors to fill the unexpired term of Geoff Braun.

Mtn:
Sec:

Presentation: Library Board President
Recommendation: Appoint a Library Trustee to the Foundation Board of Directors

Shholer
Appt R. DeVecchio's term expires 12/03

39. Request from the Bridge Club for dispensation from the increase in Meeting Room rental from $30 to $35

Mtn: De
Sec: W
All

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

Mtn: Temporary ~~Dispensation~~ Exemption from new fee schedule.

40. Travel/training authorizations for California Special Districts Association (CSDA) Governance Academy Workshops, CSDA Board Secretary Training, and the Special District Risk Management Authority (SDRMA) Annual Meeting

CSDA Workshops:
Oct 1 None
Oct 24 De, S, W, Minter
CSDA Bd Sec Training:
E, DLS
SDRMA Annual Mtg:
no trustees.
Safety Committee
Donna, EDM,

Presentation: Library Director Minter
Recommendation: Determine who will attend each event and authorize registration and travel expenses.

41. Approval of Human Resources Contract with Gail Koff & Associates

Mtn: W
Sec: De
All

Presentation: Library Board President
Recommendation: Approve contract with Gail Koff & Associates
"B"

42. The Library Director will present her response to the results of the staff survey as distributed by the Library Board President at the August 25, 2003 Board Meeting. Mtn: Sec:

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

to #49

**STAFF REPORTS** (Items 43 – 48)

43. Program Committee Report for August 2003 (Roberts) Mtn: W

44. Children's Services Report for August 2003 (Rakos) Sec: De

All

45. Placentia Library Literacy Services Report for August 2003 (Roberts)

46. Placentia Library Web Site Report for August 2003 (Roberts)

47. Publicity Materials Produced in August 2003. (Humple)

48. Safety Committee Minutes for August 2003 (Matas)

**CLOSED SESSION**

49. Closed Session to Discuss a Personnel Matter

*Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.*

to #9

**ADJOURNMENT**

50. Agenda Preparation for the September Regular Meeting, which will be held on Monday, October 20, 2003 at 6:30 P.M. – Retaining General Purpose Attorney

51. Review of Action Items.

52. Adjourn
Regular Meeting: start 6:00 Finish 8:45

Closed Meeting: Start 6:55
stop 7:50

Closed Session – before meeting.
(salary survey, mgmt perf objectives review of director's job desc.) lib.

# MINUTES
# PLACENTIA LIBRARY DISTRICT
# REGULAR MEETING OF THE BOARD OF TRUSTEES
# August 25, 2003

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 25, 2003 at 6:34 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** None

**Others Present:** Trustee Nominee Richard DeVecchio, Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, President of Friends of Placentia Library Eleanore Rankin and Administrative Assistant Donna Siloti.

**ADOPTION OF AGENDA**

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Agenda as printed.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**OATH OF OFFICE**

Library Director Elizabeth Minter administered the Oath of Office for Richard C. DeVecchio as Trustee for Placentia Library District.

**MINUTES**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve the Minutes of the July 21, 2003 Regular Meeting.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | DeVecchio |
| ABSENT: | None |

**ORAL COMMUNICATIONS**

President of the Friends of Placentia Library Eleanore Rankin reported that a get-acquainted picnic was held for the bookstore volunteers. She also reported that the Sunday Book Sales were going very well and that the next meeting of the Friends will be on September 8.

**PRESIDENT'S REPORT**

President Shkoler reported that Secretary Escobosa and he attended the CSDA Build a Binder Workshop on August 19. He said they had received information concerning human resources issues that could be incorporated in the Library's Policy Manual

**TRUSTEE REPORTS**

Secretary Escobosa did not address the Board.

Trustee Dinsmore recommended the article "Mini Tips for Trustees and Commissioners" found in the latest issue of the newsletter published by the California Association of Trustees and Commissioners (CALTAC). Trustee Dinsmore also suggested the Board nominate Assembly Woman Lynn Daucher for the award sponsored by CALTAC. Library Director Minter said she would call Daucher's office and inquire into what actions she has taken to support the state's libraries.

Trustee Wood reported that she did not attend the Independent Special Districts of Orange County (ISDOC) Quarterly Meeting on July 31, 2003. Trustee Wood also reported that she would not be able to attend the Orange County Council of Governments (OCCOG) Annual General Assembly on August 28 and she would be unable to continue as the Library's delegate to OCCOG. Trustee DeVecchio said he would see if he could attend the meeting.

**LIBRARY DIRECTOR'S REPORT**

Library Director Minter did not address the Board.

**CLAIMS**

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

Nonstandard Claims: No Nonstandard Claims in excess of $300.

Claims 4479, 4480, 4481, 4482, 4483 and 4484 forwarded by Library Director for a total of $27,458.22.

Claims 4485, 4486 and 4487 for a subtotal for Claims of $57,174.93; and Payrolls 4488 for $30,603.80 and 4489 for $30,603.80 for a subtotal for Payrolls of $61,207.60; with a combined total of Claims and Payroll of $118,382.53.

FY2003-2004 Cash Flow Analysis through August 25, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**FINANCIAL REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 13 through 17.

Financial Reports for July 2003

Official General Ledger & Check Registers for July 2003

Acquisitions Report for July 2003

Collection Agency Report for July 2003

Gifts Report for July 2003

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**GENERAL CONSENT CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 18 through 22, 24, 26 through 28, 30 through 32, and 34 through 36.

Building Maintenance Report for July 2003.

Personnel Report for July 2003

Volunteer Report for July 2003

Circulation Report for July 2003

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Active Grant Applications.

Annual Report to the State Library of California for the Families for Literacy (FFL) Grant for Fiscal Year 2002-2003.

Report on Staff Appreciation Dinner.

Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2002-2003.

Annual Report to the State Library of California for the English Language Literacy Intensive (ELLI) Grant for Fiscal Year 2002-2003.

3rd Quarter Report to the State Library of California for the Staff Education Grant for Fiscal Year 2002-2003.

California Library Outlets Survey 2002-2003 for Placentia Library District as transmitted to the California State Library on August 21, 2003.

State Library description of Literacy programs and funding for Fiscal Year 2003-2004.

Local Area Formation Commission Agenda for August 21, 2003.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 23.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 25.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Item 29.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive, file and ratify the application for Agenda Item 33.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive, file and approve Agenda Item 37.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | DeVecchio |
| ABSENT: | None |

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Item 38.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**LEGISLATIVE ISSUES**

Library Director Minter reported that there will be no changes in the District's property tax allocation. Transaction Based Reimbursements are included in the State Budget but the rate of reimbursement has not been determined. Library Director Minter estimates we will receive approximately $10,000.

The Public Library Foundation Fund (PLF) is funded at $15 million, and our share is $23,225. The California State Controller has stated that if the State's finances don't improve, these funds will not be distributed.

Several years ago, Placentia Library District contracted with Steve Shields Consultants to prepare the District's claims for State Mandated reimbursements. Mr. Shields has reported that the claims will not be paid this year but will continue to accrue interest until they are paid. The District's refund exceeds $20,000. Library Director Minter is working with Mr. Shields to file the Fiscal Year 2002-2003 claim.

Library Director Minter reported that she listened to a workshop concerning the funding for the State Library literacy programs. There will be one application for all the programs. A flat grant will be awarded for each program plus a per capita stipend for each student and tutor in the program as well as a local funding match.

**PUBLIC HEARING FOR FINES & FEES POLICY**

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to read Resolution 03-08 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2003-2004 of Placentia Library District of Orange County .

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to adopt Resolution 03-08 by roll call vote.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**PUBLIC HEARING FOR FISCAL YEAR 2003-2004 BUDGET**

President Shkoler opened the public hearing for the Budget. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to read Resolution 03-09 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2003-2004 Budgets for the Placentia Library District of Orange County .

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt Resolution 03-09 by roll call vote.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**STAFF SURVEY**

President Shkoler distributed a summary of the Staff Surveys. Library Director Minter requested in a memo to President Shkoler that this issue be discussed in a subsequent public session as she was not given 24 hour notice of the contents of the summary required by the Brown Act. Library Director Minter also recommended that the Board hire a Human Resources consultant to manage the processing and investigation of the charges and complaints found in the Summary. A special board meeting was scheduled for September 15, 2003, at 6:30PM.

**PATRIOT ACT**

Library Director Minter reported that she had spoken to two other library directors in Orange County and they had agreed that the Patriot Act should be discussed at the next Santiago Library System council meeting in November. She recommended that the Board pass the Placentia Library District Privacy Policy which states that the Library will comply with all state and federal laws, but also do everything possible to protect the privacy of the Library's patrons.

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Placentia Library District Privacy Policy.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**TRAVEL AUTHORIZATION**

It was determined that none of the trustees will be attending the California Special Districts Association (CSDA) Annual Conference and Governance Academy.

It was determined that President Shkoler, Secretary Escobosa, Trustee Wood, Trustee Dinsmore and her husband, Library Director Minter, and Public Services Manager/Literacy Coordinator Jim Roberts will attend the State of the City Breakfast. The Library will reserve a table for 8.

**BALLOT FOR CSDA BOARD OF DIRECTORS FOR REGION 6**

It was moved by Trustee Wood and seconded by Secretary Escobosa to vote for Gary Croucher for the CSDA Board of Directors for Region 6 and to authorize Library Director Minter to sign and submit the ballot to CSDA.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**PAGE HOURLY RATE AND STEP SCALE**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to revise the Pages salary scale to include a fourth step at 18 months for $7.81.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**STAFF REPORTS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 47-52.

Program Committee Report for July 2003.

Children's Services Report for July 2003.

Placentia Library Literacy Services Report for July 2003.

Placentia Library Web Site Report for July 2003.

Publicity Materials produced for July 2003.

Safety Committee Minutes for July 2003.

| | |
|---|---|
| AYES: | Shkoler, Escobosa, DeVecchio, Dinsmore, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**SEPTEMBER MEETING**

The September Regular Library Board Meeting will be held on Monday, September 22, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA PREPARATION**

Library Director Minter reported that the Agenda for the regular September meeting will include review of the Personnel section of the Policy Manual. She requested that the trustees bring in their manuals so the updated pages could be inserted.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for August 25, 2003 adjourned at 7:55 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:45 P.M. to discuss a personnel matter.

The Closed Session ended at 8:45 P.M.

President Shkoler reported that there was no report from the Closed Session.

_____

Betty Escobosa
Secretary
Library Board of Trustees

MINUTES SEPTEMBER 8, 2003

FRIENDS OF PLACENTIA LIBRARY ANNUAL MEETING

President , Eleanor Rankin called the meeting to order. The following Directors were present: Eleanor Rankin, Ginny Sanatar, Camille Himes, Jill Botha, Renee Scott, Frances Stoller, Ted Farkas, Pat Irot and Barbara Hemmerling. Al Shkoler represented the Trustees and Elizabeth Minter and Jim Roberts represented the staff.

The **minutes** of the June meeting were approved as read. **Treasurer,** Camille Himes reported a balance of $10,334.70. The following bills were presented for payment: $109.91 to Omnigraphics advertising and $68.26 to Kelly Paper for office supplies. Pat Irot moved these bills be paid. Barbara Hemmerling seconded it. The motion was carried. Pat Irot asked for $344.22 for a scanner. This will be taken from the $3500 the History Room was given at the Disneyland Award Luncheon. During the summer,a computer was purchased from these same funds at the cost of $1385.30. **Financial Secretary,** Ginny Sanatar, reported deposits for August: bookstore sales-$975.65, Sunday book sales-$138.85.

**Chair Reports:** Bookstore-Nancy Lone is on vacation. There are still some time slots that need filling, however the bookstore is doing very well financially. Publicity- Pat Irot reported that she is continuing to submit timely articles to the appropriate media. Silent Auction-Jill Botha reported proceeds of $59.00 on the most recent sale. Sunday Book Sales- Ginny Sanatar sent around a sign up sheet for the coming year. She has, also, prepared signs to be placed on the boxes designated for the Salvation Army. They will be in the Friends mailbox.

**President's Report:** 1) Staff Appreciation dinner to be September 11. 2) The Volunteers' Summer Fun Day at Nancy's house, August 1, 2003, was a friendly way to become better acquainted. 3) Betty Filley's presentation was well received. We sold 13 of her books through the Foundation. We made $5.00 on each book, but the 7 ¾ % state sales tax must be taken out of that amount. 4)Trustee's meeting, August 25, was attended by Ellie Rankin. She met Richard Delvecchio, the newly appointed Trustee. The September 22 meeting will be attended by Camille Himes.
5) President Rankin is organizing all past minutes so they can be bound for easy access.
6) The membership list is in need of updating. 7) Author's luncheon—Our speaker, Kelly Lang will be speaking on September 23 @ 8PM at the Huntington Beach library.Cost is $10. If you wish to come at 6:30 and have dinner, the cost is $18. 8) Saturday, October 25, Patt Morrison will be a presenter at the Cerritos Library Tours/Forum/Lunch, cost $20. 9) Library needs—The Friends are in need of a second revolving rack from which to sell paperback books. The Children's department has such

a rack that is not appropriate for their use. They have offered us their rack if we will purchase one that meets their needs. Pat Irot moved that we accept this offer of a revolving rack and purchase a new one for the Children's department. Camille seconded this motion. The motion carried. There is a need to update or expand the PA system in the community room. Eleanor and Elizabeth will ask Lee Castner for his input on this problem and report back at a future meeting. 10) Eleanor introduced Shirley Baker as a prospective member of our board. Shirley spoke briefly of her qualifications and interest in serving this organization. Shirley was excused for the evening. Camille Himes moved that we appoint Shirlely Baker to the existing vacancy on the Friends Board. Frances Stoller seconded this motion. The motion carried unanimously.

**Library Reports:** Elizabeth Minter reported: 1) Congratulations on the success of the bookstore. 2) Staff Appreciation dinner—the program will be first this year. 3) The window coverings in the Community Room are not satisfactory. There will be a search for a proper replacement. 4) Our share of the state tax is still uncertain. 5) From a budget of $100,000 for Literacy, it appears there will be less than $20,000. 6) Yesenia Gomez is the new Circulation Supervisor. 7) Phyllis Humple is the acting Volunteer Coordinator. 8) Elizabeth asked the Friends for a grant of $1500 for technical services for processing new audio-visual materials. Pat Irot made a motion to grant this request, Renee Scott seconded it. The motion was carried.
Jim Roberts 1) Yesenia is a former student intern here at the library. 2) We will know the first of October what monies we will get from the state. 3) Wells Fargo has given a grant of $1000 to literacy. They have not responded to the request of $1000 for Books 2003.

Al Shkoler reported how pleased the Board of Trustees is with their new member, Richard Delvecchio.

Announcements: Town Hall Meeting, Thursday, September 18-7PM Valencia Aud
State of the City Breakfast $25, 7:15 AM Sept. 25.
Next Board meeting October 6, 2003.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
September 22, 2003

| TYPE | REPORT NUMBER | AMOUNT |
|---|---|---|
| | TOTAL | 0.00 |

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
September 22, 2003

| | DATE | CLAIM NUMBER | AMOUNT |
|---|---|---|---|
| LIBRARY DIRECTOR | | | |
| | August 28, 2003 | 4490 | 1,646.04 |
| | August 28, 2003 | 4491 | 5,223.77 |
| | August 28, 2003 | 4492 | 180.00 |
| | September 3, 2003 | 4493 | 3,155.44 |
| | September 3, 2003 | 4494 | 375.84 |
| | September 10, 2003 | 4495 | 3,564.46 |
| | September 10, 2003 | 4496 | 1,923.32 |
| TOTAL BY LIBRARY DIRECTOR | | | **$ 16,068.87** |

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/28/03
REPORT NO 4490



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

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

9/4/03

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only Doc Number | SC |
|---|---|---|---|---|---|---|---|---|
| N01074<br>The Gas Company<br>PO Box C<br>Monterey Park, CA 91756 | 7/21/03-8/18/03 | | 2800 | 00 | | 55.98 | | |
| N03646<br>Vision Service Plan - (CA)<br>PO Box 45210<br>San Francisco, CA 94145-5210 | September 2003 | | 0300 | 00 | | 197.31 | | |
| N03653<br>Bear State Air Conditioning<br>3548 Enterprise Dr.<br>Anaheim, CA 92807-1640 | 03-08-1042 | | 1400 | 00 | | 228.00 | | |
| N04780D<br>Orange County Register<br>P.O. Box 30217<br>Los Angeles, CA 90030-0217 | 8/16/03 | | 2400 | 04 | | 384.37 | | |
| N05030I<br>AT & T<br>P.O. Box 78225<br>Phoenix, AZ 85062-8225 | 8/16/03<br>714-528-8236 | | 0700 | 01 | | 279.39 | | |
| N05294B<br>Roto Rooter<br>1183 N. Kraemer Place<br>Anaheim, CA 92608 | 212906 | | 1400 | 00 | | 105.75 | | |
| N05445A<br>Consolidated Reprographics<br>31 Musick Ave.<br>Irvine, CA 92618-1638 | 247441 | | 1800 | 00 | | 131.44 | | |
| N06556A<br>CNA<br>Group Benefits<br>75 Remittance Dr., Ste. 1641<br>Chicago, IL 60675-1641 | 9/1/03-10/1/03 | | 0300 | 00 | | 263.80 | | |

The claims listed above (totaling $1,646.04) 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 B

Page Total 1,646.04

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/28/03
REPORT NO 4491



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

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

9/4/03

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 |
|---|---|---|---|---|---|---|---|---|
| N06686G | 8/21/03 | | 1800 | 00 | | 495.87 | | |
| Office Depot Credit Plan | | | 1800 | 09 | | 309.20 | | |
| Dept. 56 - 6183976509 | | | | | | 805.07 | | |
| P.O. Box 9020 | | | | | | | | |
| Des Moines, IA 50368-9020 | | | | | | | | |
| N20042 | 9/1/03-10/1/03 | | 0300 | 00 | | 113.75 | | |
| Fortis Benefits | | | | | | | | |
| P.O. Box 806644-1 | | | | | | | | |
| Kansas City, MO 64180-6644 | | | | | | | | |
| N22072A | 03-8024 | | 1800 | 00 | | 269.38 | | |
| Performance Technology Group | | | | | | | | |
| P.O. Box 26001 | 03-8028 | | 4000 | 00 | | 1,375.00 | | |
| Santa Ana, CA 92799-6001 | | | | | | 1,644.38 | | |
| N26230 | 85393 | | 1900 | 00 | | 1,625.00 | | |
| National Retirement Services, Inc. | | | | | | | | |
| File 56732 | | | | | | | | |
| Los Angeles, CA 90074-6732 | | | | | | | | |
| N28351 | 443420 | | 2400 | 09 | | 220.34 | | |
| Delta Systems Co., Inc. | | | | | | | | |
| 1400 Miller Parkway | 444322 | | 2400 | 09 | | 23.35 | | |
| McHenry, IL 60050-7030 | | | | | | 243.69 | | |
| (new vendor) | 237 | | 2400 | 09 | | 78.87 | | |
| Balkatha | 238 | | 2400 | 09 | | 40.59 | | |
| 13042 Essex Lane | 239 | | 2400 | 09 | | 61.38 | | |
| Cerritos, CA 90703 | | | | | | 180.84 | | |
| (new vendor) | 8/24/03 | | 1900 | 09 | | 500.00 | | |
| Centro Cultural de Mexico | | | | | | | | |
| 1522 S. Main St. | | | | | | | | |
| Santa Ana, CA 92707 | | | | | | | | |
| (new vendor) | 39473 | | 2400 | 09 | | 111.04 | | |
| Children's Book Press | | | | | | | | |
| 2211 Mission Street | | | | | | | | |
| San Francisco, CA 94110 | | | | | | | | |

The claims listed above (totaling $5,223.77) 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 B

Page Total 5,223.77

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/28/03
REPORT NO 4492

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

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

9/4/03

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)<br>John D. Williams<br>Lady Bug Families<br>2430 Edgewater Terrace<br>Los Angeles, CA 90039<br>SSN 563-46-1820 | 8/24/03 | | 1900 | 09 | | 180.00 | | |

The claims listed above (totaling $180.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total 180.00

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/03/03
REPORT NO 4493



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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only Doc Number | SC |
|---|---|---|---|---|---|---|---|---|
| N01856<br>Munson, Cronick & Associates<br>2501 E. Chapman Ave., Ste. 220<br>Fullerton, CA 92831 | 20935 | | 1900 | 00 | | 575.00 | | |
| N03648B<br>Special T. Water Systems, Inc.<br>11934 Washington Blvd.<br>Whittier, CA 90606 | 076177 | | 1800 | 00 | | 27.50 | | |
| N03656<br>Pacific Clippings<br>P.O. Box 11789<br>Santa Ana, CA 92711 | 3323 | | 1900 | 00 | | 42.00 | | |
| N03659F<br>Southern California Water<br>500 Cameron St<br>Placentia, CA 928701 | 8/21/03 | | 2800 | 00 | | 371.55 | | |
| N03738D<br>Pitney Bowes<br>PO Box 856390<br>Louisville, KY 40285-6390 | 431488 | | 2100 | 00 | | 154.09 | | |
| N06557<br>Care Resources, Inc.<br>9550 Warner Ave., Ste. 228<br>Fountain Valley, CA 92708 | September 2003 | | 1900 | 00 | | 35.00 | | |
| N25795<br>Jillian Rakos<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | Summer 2003<br>Tuition | | 1700 | 00 | | 1,935.00 | | |
| N27044<br>Mary Strazdas<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | August 2003 | | 2700 | 01 | | 15.30 | | |

The claims listed above (totaling $3,155.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total 3,155.44

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/03/03
REPORT NO 4494



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 |
|---|---|---|---|---|---|---|---|---|
| N28353<br>Donna Siloti<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | August 2003 | | 2700 | 01 | | 15.84 | | |
| (new vendor)<br>Barbara J. Phillips<br>749 San Juan Lane<br>Placentia, CA 92870<br>SSN 563-56-2880 | August 2003 | | 1900 | 00 | | 360.00 | | |

The claims listed above (totaling $375.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total 375.84

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/10/03
REPORT NO 4495



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 |
|---|---|---|---|---|---|---|---|---|
| N01879<br>Photography by John Walcek<br>119 N. Bradford Ave.<br>Placentia, CA 92870 | 909 | | 1800 | 00 | | 22.52 | | |
| N01903A<br>Lectorum Publications, Inc.<br>205 Chubb Avenue<br>Lyndhurst, NJ 07071-3520 | 518809 | | 2400 | 09 | | 655.85 | | |
| N03738D<br>Pitney Bowes<br>PO Box 856390<br>Louisville, KY 40285-6390 | 307833 | | 1800 | 00 | | 82.35 | | |
| N03752P<br>SBC/MCI<br>Dept. LA 21461<br>Pasadena, CA 91185-1461 | T1633526<br>714-223-1698 | | 0700 | 01 | | 998.40 | | |
| | T1637499<br>714-524-8408 | | 0700 | 08 | | 22.70 | | |
| | T1649354<br>335-253-2062 | | 0700 | 01 | | 266.88<br>1,287.98 | | |
| N04780D<br>Orange County Register<br>File 56017<br>Los Angeles, CA 90074-6017 | 08/31/03 | | 2000 | 00 | | 192.24 | | |
| N06622<br>Lakeshore Learning Materials<br>2695 E. Dominguez St.<br>Carson, CA 90810 | 2-203001 | | 2400 | 09 | | 223.52 | | |
| N06785<br>Hector Vargas Cleaning Service<br>318 Capistrano St.<br>Placentia, CA 92870<br>SSN: 546-64-3104 | 062781 | | 1400 | 00 | | 1,100.00 | 2 | |

The claims listed above (totaling $3,564.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total 3,564.46

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/10/03
REPORT NO 4496



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 |
|---|---|---|---|---|---|---|---|---|
| N06965<br>Paychex<br>200 E. Sandpointe, Ste. 100<br>P.O. Box 25159<br>Santa Ana, CA 92799 | 20030828 | | 1900 | 00 | | 139.60 | | |
| N13034A<br>OmniGrafix Printing<br>1571 S. Sunkist St., Ste. L<br>Anaheim, CA 92806 | 035860 | | 1800 | 00 | | 203.55 | | |
| N15204A<br>Data2, Inc.<br>P.O. Box 952534<br>St. Louis, MO 63195-2534 | 05FMW4 | | 1800 | 00 | | 965.91 | | |
| N15508<br>Cosmoslink Internet Services<br>3030 Saturn St., Ste. 200<br>Brea, CA 92821 | 200309-55 | | 1900 | 00 | | 15.00 | | |
| N18816<br>I.M.P.A.C. Government Services<br>P.O. Box 6350<br>Fargo, ND 58125-6350 | 4055019202320822 | | 1800<br>1900 | 00<br>00 | | 347.74<br>6.95<br>354.69 | | |
| N21016<br>Peninsula Library System<br>2471 Flores St.<br>San Mateo, CA 94403 | N15283<br>N15284 | | 2700<br>2700 | 01<br>01 | | 75.00<br>75.00<br>150.00 | | |
| N27400<br>Intult<br>P.O. Box 513340<br>Los Angeles, CA 90051-3340 | Z42754330001 | | 1800 | 00 | | 32.04 | | |
| N28413<br>Copy America<br>3198-C Airport Loop Dr.<br>Costa Mesa, CA 92626 | 6547 | | 1800 | 00 | | 62.53 | | |

The claims listed above (totaling $1,923.32) 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 B

Page Total 1,923.32

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
September 22, 2003

| TYPE | REPORT NUMBER | AMOUNT |
|---|---|---|
| CURRENT CLAIMS | 4497 | 12,557.47 |
| | 4498 | 8,512.25 |
| TOTAL CURRENT CLAIMS | | $21,069.72 |
| PAYROLL | 4499 | 30,603.80 |
| | 4500 | 30,603.80 |
| | | $61,207.60 |
| | **TOTAL** | **$82,277.32** |

Prepared by: Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/22/03 Agenda Item 11
REPORT NO 4497 Page 2 of 5

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only Doc Number | SC |
|---|---|---|---|---|---|---|---|---|
| N01035 | 55788 | | 0700 | 00 | | 7.19 | | |
| City of Placentia | | | 1400 | 00 | | 2,189.99 | | |
| 401 East Chapman Ave. | | | 2800 | 00 | | 5,103.96 | | |
| Placentia, CA 92870 | | | | | | 7,301.14 | | |
| N03657D | 30019691 | | 2400 | 01 | | 2,816.90 | | |
| Standard & Poor's | | | | | | | | |
| 2542 Collection Center Drive | | | | | | | | |
| Chicago, IL 60693 | | | | | | | | |
| N03752P | T1678172 | | 0700 | 00 | | 61.95 | | |
| SBC/MCI | 714-528-1906 | | | | | | | |
| Dept. LA 21461 | | | | | | | | |
| Pasadena, CA 91185-1461 | T1678187 | | 0700 | 01 | | 13.37 | | |
| | 714-528-8236 | | | | | 75.32 | | |
| N03833B | A36498 | | 0700 | 05 | | 215.50 | | |
| Brodart Automation | | | | | | | | |
| A Division of Brodart Co. | | | | | | | | |
| P.O. Box 3488 | | | | | | | | |
| Williamsport, PA 17705 | | | | | | | | |
| N03940 | 473025 | | 1800 | 00 | | 42.26 | | |
| Gaylord Bros., Inc. | | | | | | | | |
| P. O. Box 4901 | | | | | | | | |
| Syracuse, NY 13221-4901 | | | | | | | | |
| N05030I | 9/1/03 | | 0700 | 08 | | 26.51 | | |
| AT & T | 714-524-8408 | | | | | | | |
| P.O. Box 78225 | | | | | | | | |
| Phoenix, AZ 85062-8225 | | | | | | | | |
| N06569B | 1399823 | | 1800 | 00 | | 140.34 | | |
| Demco | | | | | | | | |
| P.O. Box 8048 | | | | | | | | |
| Madison, WI 53708-8048 | | | | | | | | |
| N06914 | OC03-2045 | | 2400 | 01 | | 1,939.50 | | |
| Inside Prospects, Inc. | | | | | | | | |
| 4475 Mission Blvd., Ste. 213 | | | | | | | | |
| San Diego, CA 92109 | | | | | | | | |

The claims listed above (totaling $12,557.47) 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 B

Page Total 12,557.47

F003-124 (8/93)

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 |
|---|---|---|---|---|---|---|---|---|
| N13034A<br>OmniGrafix Printing<br>1571 S. Sunkist St., Ste. L<br>Anaheim, CA 92806 | 035869 | | 1800 | 00 | | 396.52 | | |
| N19647A<br>Unique Management Services<br>119 E. Maple St.<br>Jeffersonville, IN 47130 | 137677 | | 1900 | 00 | | 169.17 | | |
| N28150<br>Blue Cross of California<br>File 54630<br>Los Angeles, CA 90054-0630 | 0200309086386 | | 0300 | 00 | | 4,134.30 | | |
| N28413<br>Copy America<br>3198-C Airport Loop Dr.<br>Costa Mesa, CA 92626 | 6592 | | 1800 | 00 | | 62.53 | | |
| N28497<br>Children's Book Press<br>2211 Mission Street<br>San Francisco, CA 94110 | 39650 | | 2400 | 09 | | 22.13 | | |
| (new vendor)<br>Alldata<br>9412 Big Horn Blvd.<br>Elk Grove, CA 95758-1101 | 14404692 | | 2400 | 03 | | 1,500.00 | | |
| (new vendor)<br>LexisNexis Bus. & Academic Pub.<br>P.O. Box 7247-0340<br>Philadelphia, PA 19170-0340 | 365454 | | 2400 | 01 | | 1,727.60 | | |
| (new vendor)<br>EBSCO Publishing<br>P.O. Box 562<br>Ipswich, MA 01938 | 99149274 | | 2400 | 03 | | 500.00 | | |

The claims listed above (totaling $8,512.25) 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 B

Page Total 8,512.25

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/22/03
REPORT NO 4499

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 | 10/16/03 | | | | | | | |
| Placentia Main Office | Pay period # 8 | | 0100 | 00 | | 28,428.98 | | |
| Branch 8845 | October 3, 2003 | | | | | | | |
| for Placentia Library District | October 16, 2003 | | | | | | | |
| Account # 2011939659 | FICA | | 0200 | 00 | | 2,174.82 | | |
| Route #121000248 | | | | | | | | |

**PLEASE WIRE ON THURSDAY, October 16, 2003**

The claims listed above (totaling $30,603.80) 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 30,603.80

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/22/03
REPORT NO 4500

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 | 10/30/03 | | | | | | | |
| Placentia Main Office | Pay period # 9 | | 0100 | 00 | | 28,428.98 | | |
| Branch 8845 | October 17, 2003 | | | | | | | |
| for Placentia Library District | October 30, 2003 | | | | | | | |
| Account # 2011939659 | FICA | | 0200 | 00 | | 2,174.82 | | |
| Route #121000248 | | | | | | | | |

**PLEASE WIRE ON THURSDAY, October 30, 2003**

The claims listed above (totaling $30,603.80) 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 30,603.80

F003-124 (8/93)

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

**SUBJECT:** **Cash Flow Analysis**

**DATE:** September 22, 2003

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2003-2004 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2003-2004 is Attachment B.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through September 22, 2003.

# Placentia Library District
## FY2003-2004 General Fund Cash Flow

| DATE | CLAIM # | DESCRIPTION | CREDIT | DEBIT | BALANCE |
|---|---|---|---|---|---|
| 07/01/03 | | Beginning Balance | | | 518,205.57 |
| 06/19/03 | 4463 | Payroll to wire Jul 10, 2003 | | 29,765.42 | 488,440.15 |
| 06/19/03 | 4464 | General | | 910.99 | 487,529.16 |
| 06/30/03 | 4466 | General | | 11,784.44 | 475,744.72 |
| 06/30/03 | 4467 | General | | 10,235.12 | 465,509.60 |
| 06/30/03 | 4468 | Payroll to wire Jul 24, 2003 | | 30,603.80 | 434,905.80 |
| 06/30/03 | 4469 | Payroll to wire Aug 7, 2003 | | 30,603.80 | 404,302.00 |
| 07/03/03 | 4470 | General by Library Director | | 2,350.74 | 401,951.26 |
| 07/03/03 | 4471 | General by Library Director | | 2,594.89 | 399,356.37 |
| 07/03/03 | 4472 | General by Library Director | | 3,139.44 | 396,216.93 |
| 07/10/03 | 4473 | General by Library Director | | 973.96 | 395,242.97 |
| 07/17/03 | | Secured 2003-2003 #9 | 16,611.57 | 41.53 | 411,813.01 |
| 07/17/03 | | Supplemental 1985+ #1 | 4,111.95 | | 415,924.96 |
| 07/17/03 | | Delinquent Supplemental | 1,567.37 | | 417,492.33 |
| 07/17/03 | | Supplemental 1984 | 1.73 | | 417,494.06 |
| 07/21/03 | | Teeter Plan Delinquent Secured | 14,296.23 | | 431,790.29 |
| 07/21/03 | 4474 | General | | 1,997.58 | 429,792.71 |
| 07/21/03 | 4475 | General | | 2,706.79 | 427,085.92 |
| 07/21/03 | 4476 | General | | 5,989.29 | 421,096.63 |
| 07/21/03 | 4477 | Payroll to wire Aug 21, 2003 | | 30,603.80 | 390,492.83 |
| 07/21/03 | 4478 | Payroll to wire Sep 4, 2003 | | 30,603.80 | 359,889.03 |
| 07/24/03 | 4479 | General by Library Director | | 15,136.23 | 344,752.80 |
| 07/30/03 | | Library Passport Revenue, Jul | 13,829.94 | | 358,582.74 |
| 07/30/03 | | Library Revenue, Jul | 1,495.70 | | 360,078.44 |
| 07/30/03 | | Interest | 4.48 | | 360,082.92 |
| 07/31/03 | 4480 | General by Library Director | | 3,859.76 | 356,223.16 |
| 07/31/03 | 4481 | General by Library Director | | 1,229.51 | 354,993.65 |
| 08/07/03 | 4482 | General by Library Director | | 2,600.86 | 352,392.79 |
| 08/13/03 | | Supplemental 1985+ #1 | 6,370.64 | | 358,763.43 |
| 08/14/03 | 4483 | General by Library Director | | 1,041.56 | 357,721.87 |
| 08/14/03 | 4484 | General by Library Director | | 3,590.30 | 354,131.57 |
| 08/25/03 | 4485 | General | | 17,771.94 | 336,359.63 |
| 08/25/03 | 4486 | General | | 2,124.88 | 334,234.75 |
| 08/25/03 | 4487 | General | | 37,278.11 | 296,956.64 |
| 08/25/03 | 4488 | Payroll to wire Sep 18, 2003 | | 30,603.80 | 266,352.84 |
| 08/25/03 | 4489 | Payroll to wire Oct 2, 2003 | | 30,603.80 | 235,749.04 |
| 08/27/03 | | Library passport Revenue, Aug | 11,900.81 | | 247,649.85 |
| 08/27/03 | | Library revenue, Aug | 1,595.67 | | 249,245.52 |
| 08/27/03 | | Non-Govt Grant | 1,000.00 | | 250,245.52 |
| 08/27/03 | | Interest | 3.90 | | 250,249.42 |
| 08/28/03 | | Interest, Jun accrual | (87.83) | | 250,161.59 |
| 08/28/03 | 4490 | General by Library Director | | 1,646.04 | 248,515.55 |
| 08/28/03 | 4491 | General by Library Director | | 5,223.77 | 243,291.78 |
| 08/28/03 | 4492 | General by Library Director | | 180.00 | 243,111.78 |
| 08/29/03 | | Interest, Jul | 563.41 | 54.08 | 243,621.11 |
| 09/03/03 | 4493 | General by Library Director | | 3,155.44 | 240,465.67 |
| 09/03/03 | 4494 | General by Library Director | | 375.84 | 240,089.83 |
| 09/10/03 | 4495 | General by Library Director | | 3,564.46 | 236,525.37 |
| 09/10/03 | 4496 | General by Library Director | | 1,923.32 | 234,602.05 |
| 09/22/03 | 4497 | General | | 12,557.47 | 222,044.58 |

Placentia Library District
FY2003-2004 General Fund Cash Flow

| DATE | CLAIM # | DESCRIPTION | CREDIT | DEBIT | BALANCE |
|---|---|---|---|---|---|
| 09/22/03 | 4498 | General | | 8,512.25 | 213,532.33 |
| 09/22/03 | 4499 | Payroll to wire Oct 16, 2003 | | 30,603.80 | 182,928.53 |
| 09/22/03 | 4500 | Payroll to wire Oct 30, 2003 | | 30,603.80 | 152,324.73 |

Placentia Library District
Property Tax Apportionments
Fiscal Year 2003-2004

| Date | Category | Amount |
|---|---|---|
| 08/14/03 | Prior Year Secured Taxes & Penalties #1 Jul | |
| 08/14/03 | Supplemental #1 Jul | |
| 09/11/03 | Prior Year Secured Taxes & Penalties #2 Aug | |
| 09/19/03 | Supplemental #2 Aug | |
| 09/19/03 | Unsecured collections at 8/31/02, #1 | 80% - 85% |
| **10/16/03** | **Prior Year Secured Taxes & Penalties #3 Sep** | |
| **10/16/03** | **Supplemental #3 Sep** | |
| 11/13/03 | Prior Year Secured Taxes & Penalties #4 Oct | |
| 11/21/03 | Supplemental #4 Oct | |
| 11/26/03 | Current secured #1 | 7% - 10% |
| 12/11/03 | Current secured #2 | 20% - 25% |
| 12/11/03 | Homeowners Property Tax Relief | 15% |
| 12/11/03 | Prior Year Secured Taxes & Penalties #5 Nov | |
| 12/19/03 | Current secured #3 | 10% - 15% |
| 12/19/03 | Supplemental #5 Nov | |
| 01/09/04 | Homeowners Property Tax Relief | 35% |
| 01/15/04 | Prior Year Secured Taxes & Penalties #6 Dec | |
| 01/21/04 | Supplemental #6 Dec | |
| 01/21/04 | Unsecured collections at 12/31/03, #2 | 5% - 10% |
| 02/06/04 | State-Assessed Public Utility, #1 | 49% - 50% |
| 02/10/04 | Prior Year Secured Taxes & Penalties #7 Jan | |
| 02/19/04 | Current secured #4 | 4% - 7% |
| 02/20/04 | Supplemental #7 Jan | |
| 03/11/04 | Prior Year Secured Taxes & Penalties #8 Feb | |
| 03/19/04 | Current secured #5 | 5% - 7% |
| 03/19/04 | Supplemental #8 Feb | |
| 04/09/04 | Unsecured collections at 03/31/04, #3 | 1% - 3% |
| 04/15/04 | Prior Year Secured Taxes & Penalties #9 Mar | |
| 04/15/04 | Supplemental #9 Mar | |
| 04/20/04 | Current secured #6 | 15% - 20% |
| 05/11/04 | Homeowners Property Tax Relief | 35% |
| 05/13/04 | Prior Year Secured Taxes & Penalties #10 Apr | |
| 05/21/04 | Current secured #7 | 15% - 20% |
| 05/21/04 | Supplemental #10 Apr | |
| 05/27/04 | State-Assessed Public Utility, #2 | 49% - 50% |
| 06/11/04 | Homeowners Property Tax Relief | 15% |
| 06/17/04 | Prior Year Secured Taxes & Penalties #11 May | |
| 06/17/04 | Prior Year Unsecured | |
| 06/17/04 | Supplemental #11 May | |
| 06/17/04 | Unsecured collections at 05/31/04, Final | 3% - 6% |
| 07/16/04 | Current secured final for FY04 | 1% - 3% |
| 07/16/04 | Delinquent Supplemental, FY04 | |
| 07/16/04 | Prior Year Secured Taxes & Penalties, FY02 #12 Jun | |
| 07/16/04 | Supplemental, FY04 #12 Jun | |
| 07/20/04 | Secured Teeter Actual Final Delinquencies, FY03 | 2% - 4% |

# Fund Balance Report

**Post-Petition Balances (B/S Account 8010 - Cash)**

September 22, 2003

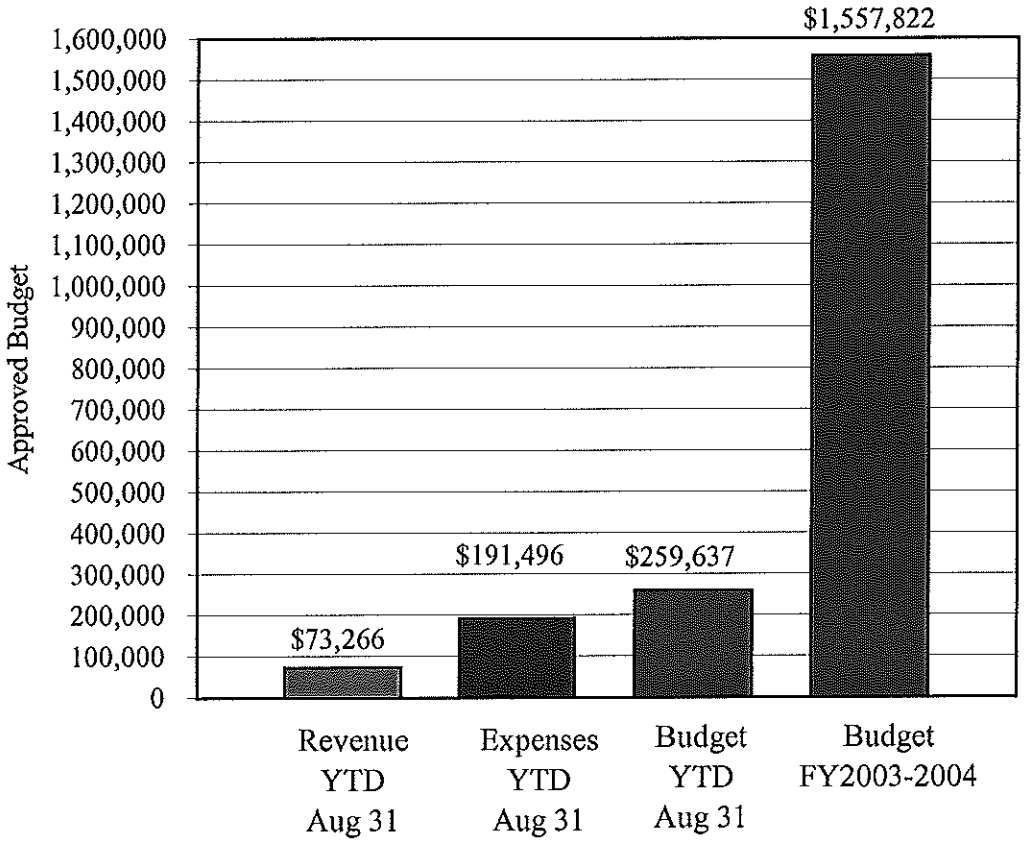
**Fiscal Year 2003-2004**

| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | TOTAL ALL FUNDS | TOTAL EXCL GEN FUND |
|---|---|---|---|---|---|---|---|
| 30-Jun-03 | 118,846.09 | 10,052.98 | 160,401.17 | 518,205.57 | 9,809.52 | 817,315.33 | 299,109.76 |
| 31-Jul-03 | 118,833.87 | 10,051.95 | 160,384.68 | 451,500.55 | 9,808.51 | 750,579.56 | 299,079.01 |
| 31-Aug-03 | 118,967.59 | 1,063.26 | 160,509.55 | 400,642.44 | 9,819.55 | 691,002.39 | 290,359.95 |
| 30-Sep-03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31-Oct-03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30-Nov-03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31-Dec-03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31-Jan-04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 28-Feb-04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31-Mar-04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30-Apr-04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31-May-04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30-Jun-04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 2002-2003**

| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | TOTAL ALL FUNDS | TOTAL EXCL GEN FUND |
|---|---|---|---|---|---|---|---|
| 30-Jun-02 | 116,469.13 | 9,851.91 | 83,082.86 | 400,156.81 | 9,613.35 | 619,174.06 | 219,017.25 |
| 31-Jul-02 | 116,690.88 | 9,870.66 | 158,241.04 | 295,366.21 | 9,631.65 | 589,800.44 | 294,434.23 |
| 31-Aug-02 | 117,136.61 | 9,908.36 | 158,556.42 | 242,666.09 | 9,668.43 | 537,935.91 | 295,269.82 |
| 30-Sep-02 | 117,340.18 | 9,925.58 | 158,738.30 | 257,235.56 | 9,685.23 | 552,924.85 | 295,689.29 |
| 31-Oct-02 | 117,520.37 | 9,940.82 | 158,982.06 | 151,028.27 | 9,700.10 | 447,171.62 | 296,143.35 |
| 30-Nov-02 | 117,721.94 | 9,957.87 | 109,254.75 | 270,464.24 | 9,716.74 | 517,115.54 | 246,651.30 |
| 31-Dec-02 | 117,922.61 | 9,974.85 | 109,530.50 | 561,461.29 | 9,733.30 | 808,622.55 | 247,161.26 |
| 31-Jan-03 | 118,098.77 | 9,989.75 | 109,707.45 | 500,247.02 | 9,747.85 | 747,790.84 | 247,543.82 |
| 28-Feb-03 | 118,273.90 | 10,004.57 | 109,870.14 | 466,653.34 | 9,762.30 | 714,564.25 | 247,910.91 |
| 31-Mar-03 | 118,435.92 | 10,018.28 | 110,020.65 | 477,099.56 | 9,775.67 | 725,350.08 | 248,250.52 |
| 30-Apr-03 | 118,579.99 | 10,030.47 | 110,154.49 | 550,760.45 | 9,787.56 | 799,312.96 | 248,552.51 |
| 31-May-03 | 118,720.13 | 10,042.33 | 160,284.68 | 629,234.54 | 9,799.12 | 928,080.80 | 298,846.26 |
| 30-Jun-03 | 118,846.09 | 10,052.98 | 160,401.17 | 518,205.57 | 9,809.52 | 817,315.33 | 299,109.76 |
| 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 2003 - 2004
## General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| 6210-00 | Prop. Taxes - current secured | 1,147,522 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6210-01 | Public Utility | 22,500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6210-04 | Teeter Plan - current delinquent | 0 | 0.00 | (60.93) | 0.00 | (60.93) | |
| | TOTAL PROP. TAXES - CURRENT SECURED | 1,170,022 | 0.00 | (60.93) | 0.00 | (60.93) | 0.00% |
| 6220 | PROP. TAXES - CURRENT UNSECURED | 57,500 | 0.00 | 1.97 | 0.00 | 0.00 | 0.00% |
| 6230-00 | Prop. Taxes - Prior Secured | 13,000 | 0.00 | 14,166.49 | 0.00 | 0.00 | |
| 6230-01 | Prior year's secured final apportionment | 0 | 16,611.57 | 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 | 14,500 | 14,296.23 | 14,824.78 | 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 | 27,500 | 30,907.80 | 28,991.27 | 0.00 | 0.00 | 112.39% |
| 6240 | TOTAL PROP. TAXES PRIOR UNSECURED | 750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6250 | TAXES - SPECIAL DISTRICT AUGMENTATION | 8,000 | 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 | 40,000 | 6,370.64 | 2,534.10 | 6,370.64 | 165.65 | 15.93% |
| 6280-01 | Final supplemental for prior years | 0 | 4,113.68 | 0.00 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES SUPPLEMENTAL - CURREI | 40,000 | 10,484.32 | 2,534.10 | 6,370.64 | 165.65 | 26.21% |
| 6300 | PROP. TAXES SUPPLEMENTAL - PRIOR | 1,300 | 1,567.37 | 1,363.50 | 0.00 | 0.00 | 120.57% |
| 6540 | PENALTIES & COSTS ON DELINQUENT TAXES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL TAXES | 1,305,072 | 42,959.49 | 32,829.91 | 6,370.64 | 104.72 | 3.29% |

# REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| 6610-00 | Interest | 8,500 | 483.96 | 777.08 | 479.48 | 766.91 | 5.69% |
| 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 | 8,500 | 483.96 | 777.08 | 479.48 | 766.91 | 5.69% |
| 6690 | STATE - HOMEOWNER PROP TAX RELIEF | 16,250 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-00 | State - ILL & Direct Loan Reimbursement | 10,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-01 | State - CA Foundation Funds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| 6970-02 | State - CA Literacy Campaign | 22,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-03 | State - Family Literacy | 10,000 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6970-04 | State - ELLI (English Language Intensive) Grant | 10,000 | 0.00 | 54,000.00 | 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 | 52,000 | 0.00 | 54,000.00 | 0.00 | 0.00 | 0.00% |
| 7130-00 | BANKRUPTCY RECOVERY DISTRIBUTIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7670-00 | Local Revenue | 30,000 | 3,091.37 | 4,446.70 | 1,595.67 | 2,502.27 | 10.30% |
| 7670-01 | Local Revenue -- Passport | 146,000 | 25,730.75 | 14,553.03 | 11,900.81 | 6,581.38 | 17.62% |
| 7670-02 & 56 | Local Revenue -- Non-Gov't. Grants & Gifts | 0 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | |
| | TOTAL LOCAL REVENUE | 176,000 | 29,822.12 | 18,999.73 | 14,496.48 | 9,083.65 | 16.94% |
| 7680 | 6-MONTH EXPIRED (OUTLAWED) CHECKS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7810 | TRANSFER FROM/TO OTHER LIBRARY FUNDS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | FUND 707 TOTAL | 1,557,822 | 73,265.57 | 106,606.72 | 21,346.60 | 9,955.28 | 4.70% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| 0100 | Salaries & Wages | 694,508.00 | 112,334.97 | 101,652.00 | 56,255.81 | 51,528.00 | 16.17% |
| 0200 | Retirement (Social Security & Pension Contribution) | 98,130.00 | 8,639.70 | 7,740.00 | 4,349.64 | 3,942.00 | 8.80% |
| | Health & Life Insurance/Blue Shield CA | 51,886.00 | 5,936.26 | 7,383.23 | 3,114.14 | 3,528.62 | 11.44% |
| | Long Term Disability/CNA | 3,300.00 | 510.85 | 522.30 | 0.00 | 0.00 | 15.48% |
| | Life Insurance/Fortis & Protective Life | 1,405.00 | 323.20 | 86.35 | 78.20 | 0.00 | 23.00% |
| | Vision Service Plan/VSP | 2,682.00 | 394.62 | 233.36 | 186.30 | 0.00 | 14.71% |
| | Dental/Ameritas | 7,597.00 | 1,301.40 | 1,064.90 | 0.00 | 599.20 | 17.13% |
| 0300 | Total Employee Insurance | 66,870.00 | 8,466.33 | 9,290.14 | 3,378.64 | 4,127.82 | 12.66% |
| 0310 | Unemployment Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0350 | Workers Compensation - General | 10,000.00 | 2,182.00 | 2,733.00 | 0.00 | 0.00 | 21.82% |
| | TOTAL SALARIES & EMPLOYEE BENEFITS | 869,508.00 | 131,623.00 | 121,415.14 | 63,984.09 | 59,597.82 | 15.14% |
| 0700-00 | Communications - Telephone | 1,750.00 | 85.91 | 218.34 | 0.00 | 91.77 | 4.91% |
| 0700-01 | Communications - Modem/Fax | 7,600.00 | 1,297.47 | 1,491.10 | 851.50 | 841.59 | 17.07% |
| 0700-02 | Communications - Internet/Database | 800.00 | 0.00 | 39.90 | 0.00 | 19.95 | 0.00% |
| 0700-05 | Communications - Cataloging & Acquisitions Vendor | 2,700.00 | 215.50 | 431.00 | 0.00 | 215.50 | 7.98% |
| 0700-07 | Communications - ELLI Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0700-08 | Communications - Adult Literacy | 1,500.00 | 591.30 | 42.92 | 122.01 | 38.75 | 39.42% |
| | Total Communications | 14,350.00 | 2,190.18 | 2,223.26 | 973.51 | 1,207.56 | 15.26% |
| 0900-00 | Food - General Fund | 350.00 | 0.00 | 42.95 | 0.00 | 0.00 | |
| 0900-07 | Food - ELLI Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0900-08 | Food - Adult Literacy | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0090-09 | Food - Families for Literacy | 0.00 | 0.00 | 28.69 | 0.00 | 0.00 | |
| | Total Food | 500.00 | 0.00 | 71.64 | 0.00 | 0.00 | 0.00% |
| 1000-00 | Household Expense | 4,250.00 | 0.00 | 1,482.41 | 0.00 | 0.00 | 0.00% |
| 1100-00 | Insurance - Liability | 11,000.00 | 9,985.98 | 7,505.58 | 0.00 | 0.00 | 90.78% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| 1300-00 | Maintenance of Equipment - General Fund (Other than Computer) | 3,000.00 | 100.01 | 66.92 | 100.01 | 0.00 | 3.33% |
| 1300-01 | Maintenance of Equipment - General Fund (Computer) | 20,000.00 | 12,500.00 | 5,000.00 | 0.00 | 0.00 | 62.50% |
| 1300-07 | Maintenance of Equipment - ELLI Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1300-08 | Maintenance of Equipment - Adult Literacy | 500.00 | 0.00 | 66.93 | 0.00 | 0.00 | |
| 1300-09 | Maintenance of Equipment - Families for Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Maintenance of Equipment | 23,500.00 | 12,600.01 | 5,133.85 | 100.01 | 0.00 | 53.62% |
| | HVAC | 7,500.00 | 372.50 | 3,294.00 | 0.00 | 108.00 | 4.97% |
| | Carpet Cleaning | 2,750.00 | 522.72 | 430.98 | 0.00 | 0.00 | 19.01% |
| | Groundskeeping, City of Placentia | 27,500.00 | 0.00 | 2,212.47 | 0.00 | 0.00 | 0.00% |
| | Plumbing | 3,000.00 | 7.08 | 333.86 | 0.00 | 0.00 | 0.24% |
| | Electrical | 1,500.00 | 253.58 | 0.00 | 0.00 | 0.00 | 16.91% |
| | Cleaning Service | 13,700.00 | 2,200.00 | 2,200.00 | 1,100.00 | 1,100.00 | 16.06% |
| | Locksmith | 1,000.00 | 0.00 | 481.84 | 0.00 | 481.84 | 0.00% |
| | Other (Includes Fire Alarm & Seismic Retrofit Project) | 6,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1400-00 | Total Maintenance of Building & Grounds | 62,950.00 | 3,355.88 | 8,953.15 | 1,100.00 | 1,689.84 | 5.33% |
| 1600-00 | Memberships - General Fund | 2,200.00 | 115.00 | 0.00 | 0.00 | 0.00 | 5.23% |
| 1600-07 | Memberships - ELLI Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1600-08 | Memberships - Adult Literacy | 550.00 | 0.00 | 480.00 | 0.00 | 0.00 | |
| 1600-09 | Memberships - Families for Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Memberships | 2,750.00 | 115.00 | 480.00 | 0.00 | 0.00 | 4.18% |
| 1700-00 | Miscellaneous Expense - General Fund | 0.00 | 2,580.00 | 0.00 | 0.00 | 0.00 | |
| 1700-07 | Miscellaneous Expense - ELLI Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-08 | Miscellaneous Expense - Adult Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-09 | Miscellaneous Expense - Families for Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Miscellaneous Expense | 0.00 | 2,580.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| | Library Supplies | 12,000.00 | 602.96 | 477.02 | 95.92 | 0.00 | 5.02% |
| | Printing | 11,500.00 | 2,827.70 | 602.32 | 2,686.49 | 0.00 | 24.59% |
| | EZ Copy - copy cards for sale to patrons | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Publications | 1,100.00 | 120.00 | 0.00 | 0.00 | 0.00 | 10.91% |
| | Paper | 700.00 | 41.01 | 153.09 | 41.01 | 88.42 | 5.86% |
| | Drinking Water Service | 350.00 | 55.00 | 55.00 | 27.50 | 27.50 | 15.71% |
| | Other Office Supplies | 10,000.00 | 1,259.81 | 1,689.52 | 568.28 | 126.74 | 12.60% |
| 1800-00 | Total Office Supply Expense - General Fund | 35,650.00 | 4,906.48 | 2,976.95 | 3,419.20 | 242.66 | 13.76% |
| 1800-07 | ELLI Grant Supply Expense | 0.00 | 255.71 | 0.00 | 0.00 | 0.00 | |
| | Printing | 1,500.00 | 570.75 | 0.00 | 570.75 | 0.00 | |
| | Publications | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Paper | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Other Office Supplies | 1,500.00 | 0.00 | 32.84 | 0.00 | 0.00 | |
| 1800-08 | Total Adult Literacy Office Supply Expense | 5,500.00 | 570.75 | 32.84 | 570.75 | 0.00 | 10.38% |
| 1800-09 | Supply Expense Families for Literacy | 2,500.00 | 779.10 | 0.00 | 779.10 | 0.00 | |
| | Total Office Expense | 43,650.00 | 6,512.04 | 3,009.79 | 4,769.05 | 242.66 | 14.92% |
| 1803-00 | Postage Expense - General Fund | 4,500.00 | (10.36) | 934.05 | (10.36) | 0.00 | -0.23% |
| 1803-01 | Postage Expense - LSCA II Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1803-08 | Postage Expense - Adult Literacy | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1803-09 | Postage Expense - Families for Literacy | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Postage Expense | 4,750.00 | (10.36) | 934.05 | (10.36) | 0.00 | -0.22% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| | Care Resources (Employee Assistance) | 420.00 | 70.00 | 70.00 | 35.00 | 35.00 | 16.67% |
| | Pension Contribution & Operating Expenses | 7,000.00 | 1,207.48 | 1,120.35 | 0.00 | 0.00 | 17.25% |
| | Anaheim Consortium Automated Library System | 34,000.00 | 646.50 | 0.00 | 0.00 | 0.00 | 1.90% |
| | Anaheim Consortium Computer Technical & Consulting Servicees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Clipping Service | 504.00 | 84.00 | 79.71 | 42.00 | 42.00 | 16.67% |
| | Interest Allocation & Tax Collection Charges by Orange County | 8,500.00 | 1,095.61 | 1,035.42 | 54.08 | 0.00 | 12.89% |
| | Advertising (Including WEB Site) | 4,000.00 | 30.00 | 460.80 | 15.00 | 15.00 | 0.75% |
| | Medical Exams | 1,200.00 | 110.50 | 262.50 | 0.00 | 105.00 | 9.21% |
| | Collection Services - Accounts Receivable | 2,250.00 | 552.48 | 206.16 | 174.92 | 0.00 | 24.55% |
| | Audit & Accounting Services | 5,250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Payroll Preparation | 3,600.00 | 385.15 | 322.40 | 0.00 | 78.80 | 10.70% |
| | Election Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Staff Training in Library | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Other (Includes Contract Storyteller) | 14,000.00 | 1,551.40 | 310.00 | 531.95 | 0.00 | 11.08% |
| 1900-00 | Total Specialized Services - General Fund | 84,224.00 | 5,733.12 | 3,867.34 | 852.95 | 275.80 | 6.81% |
| 1900-01 | Specialized Services - Partnerships for Change Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-07 | Specialized Services - ELLI Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-08 | Specialized Services - Adult Literacy | 5,000.00 | 500.00 | 290.00 | 0.00 | 0.00 | 10.00% |
| 1900-09 | Specialized Services - Families for Literacy | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-18 | Tax Collection Services & Fees by Orange County | 12,500.00 | 0.00 | 44.15 | 0.00 | 44.15 | 0.00% |
| | Total Specialized Services | 102,224.00 | 6,233.12 | 4,201.49 | 852.95 | 319.95 | 6.10% |
| 2000-00 | Legal Notices - General Fund | 650.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2000-01 | Legal Notices - LSCA II Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Legal Notices | 650.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2100-00 | Rents/Leases-Equipment | 400.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| 2200-00 | Semi-Annual Bond Payment & Quarterly Energy Loan Payment | 105,000.00 | 7,471.65 | 7,418.32 | 0.00 | 0.00 | 7.12% |
| 2300-00 | Small Tools/Instruments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-00 | Special Department Expense - Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-01 | Special Department Expense- Books | 131,840.00 | 2,343.12 | 1,672.48 | 0.00 | 0.00 | 1.78% |
| 2400-02 | Special Department Expense - Video | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-03 | Special Department Expense - Electronic | 0.00 | 2,467.55 | 16,201.50 | 0.00 | 0.00 | |
| 2400-04 | Special Department Expense - Periodicals | 0.00 | 105.60 | 96.00 | 0.00 | 0.00 | |
| 2400-05 | Special Department Expense - Audio | 0.00 | 453.42 | 278.75 | 0.00 | 0.00 | |
| 2400-07 | Special Department Expense - ELLI Grant | 0.00 | 815.73 | 0.00 | 0.00 | 0.00 | |
| 2400-08 | Special Department Expense - Adult Literacy | 2,000.00 | 0.00 | 989.36 | 0.00 | 0.00 | 0.00% |
| 2400-09 | Special Department Expense - Families for Literacy | 0.00 | 230.59 | 0.00 | 230.59 | 0.00 | |
| | Total Special Department Expense | 133,840.00 | 6,416.01 | 19,238.09 | 230.59 | 0.00 | 4.79% |
| 2600-00 | Transportation/Travel - General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-00 | Transportation/Travel - Meetings, Staff Out of Town | 2,500.00 | 0.00 | 280.10 | 0.00 | 0.00 | 0.00% |
| 2700-01 | Transportation/Travel - Meetings, Staff Local | 4,500.00 | 21.56 | 1,325.74 | 0.00 | 142.89 | 0.48% |
| 2700-02 | Transportation/Travel - Meetings, Board Out of Town | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2700-03 | Transportation/Travel - Meetings, Board Local | 750.00 | 0.00 | 126.00 | 0.00 | 0.00 | 0.00% |
| 2700-04 | Transportation/Travel - Meetings, LSCA II Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-07 | Transportation/Travel - Meetings, ELLI Grant | 0.00 | 22.32 | 0.00 | 0.00 | 0.00 | |
| 2700-08 | Transportation/Travel - Meetings - Adult Literacy | 1,000.00 | 0.00 | 320.00 | 0.00 | 0.00 | 0.00% |
| 2700-09 | Transportation/Travel - Meetings - Families for Literacy | 0.00 | 34.56 | 7.52 | 34.56 | 7.52 | |
| | Total Transportation/Travel - Meetings | 10,250.00 | 78.44 | 2,059.36 | 34.56 | 150.41 | 0.77% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 22, 2003

| OBJECT CODE | DESCRIPTION | FY2003-2004 BUDGETED | FY2003-2004 YTD | FY2002-2003 YTD | FY2003-2004 AUG 2003 | FY2002-2003 AUG 2002 | FY2003-2004 % EXP BUD |
|---|---|---|---|---|---|---|---|
| | Electricity | 60,000.00 | 0.00 | 3,338.44 | 0.00 | 0.00 | 0.00% |
| | Gas | 3,500.00 | 331.43 | 19.62 | 110.61 | 0.00 | 9.47% |
| | Water | 3,750.00 | 628.12 | 742.63 | 349.99 | 376.72 | 16.75% |
| 2800-00 | Total Utilities | 67,250.00 | 959.55 | 4,100.69 | 460.60 | 376.72 | 1.43% |
| | TOTAL SUPPLIES & SERVICES | 587,314.00 | 58,487.50 | 66,811.68 | 8,510.91 | 3,987.14 | 9.96% |
| 3700-00 | Taxes, Assessments (Sales Tax & Sewer Assessment) | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-00 | Equipment - General Fund | 20,000.00 | 1,385.30 | 0.00 | 0.00 | 0.00 | 6.93% |
| 4000-07 | Equipment - ELLI Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000-08 | Equipment - Adult Literacy | 0.00 | 0.00 | 2,726.01 | 0.00 | 0.00 | |
| 4000-09 | Equipment - Families for Literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000-11 | Equipment - County Assigned Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Equipment | 20,000.00 | 1,385.30 | 2,726.01 | 0.00 | 0.00 | 6.93% |
| 4200-00 | Structures/Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EQUIPMENT EXPENSE | 20,000.00 | 1,385.30 | 2,726.01 | 0.00 | 0.00 | 6.93% |
| 5200 | PROVISION FOR CONTINGENCIES | 77,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5600 | INVESTMENT POOL LOSS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EXPENSES | 1,557,822.00 | 191,495.80 | 190,952.83 | 72,495.00 | 63,584.96 | 12.29% |
| | ELLI Grant Summary Object Code 07 | 0 | 1,094 | 0 | 0 | 0 | 0.60 |
| | CLC Summary Object Code 08 | 16,300 | 1,662 | 4,948 | 693 | 39 | |
| | FFL Grant Summary Object Code 09 | 3,150 | 1,044 | 36 | 1,044 | 8 | |
| | TOTAL LITERACY (Excluding Personnel) | 19,450 | 3,800 | 4,984 | 1,737 | 46 | |

09/10/03

# Placentia Library District
## Balance Sheet
### As of August 31, 2003

| | | Aug 31, 03 |
|---|---|---|
| **ASSETS** | | |
| **Current Assets** | | |
| **Checking/Savings** | | |
| **County Exempt - Checking** | | 2,561.60 |
| **County Exempt - Savings** | | 3,210.34 |
| **General Fund - Checking** | | 10,153.44 |
| **General Fund - Savings** | | 4,000.88 |
| **Literacy Fund - Savings** | | 6,000.27 |
| **Payroll Checking - Wells Fargo** | | 18,307.74 |
| **Payroll Checking (CDs)** | | |
| **0028205565** | 21,402.69 | |
| **0028205573** | 21,402.69 | |
| **Total Payroll Checking (CDs)** | | 42,805.38 |
| **Total Checking/Savings** | | 87,039.65 |
| **Total Current Assets** | | 87,039.65 |
| **TOTAL ASSETS** | | **87,039.65** |
| **LIABILITIES & EQUITY** | | |
| **Equity** | | |
| **Retained Earnings** | | 35,656.65 |
| **Total Capital** | | 69,741.09 |
| **Net Income** | | -18,358.09 |
| **Total Equity** | | 87,039.65 |
| **TOTAL LIABILITIES & EQUITY** | | **87,039.65** |

09/10/03

# Placentia Library District
## Profit & Loss by Class
### August 2003

| | County Exempt Fund | General Fund | Literacy Fund | Payroll Fund | TOTAL |
|---|---|---|---|---|---|
| **Income** | | | | | |
| COE Friends Contributions | 1,385.30 | 0.00 | 0.00 | 0.00 | 1,385.30 |
| COE Interest | 0.81 | 0.00 | 0.00 | 0.00 | 0.81 |
| COE Life Insur Suplmt(EDM) | 39.88 | 0.00 | 0.00 | 0.00 | 39.88 |
| COE Meeting Room Income | 210.00 | 0.00 | 0.00 | 0.00 | 210.00 |
| COE Miscellaneous Income | 0.10 | 0.00 | 0.00 | 0.00 | 0.10 |
| COE Passport Chck Reimbursement | 3,905.95 | 0.00 | 0.00 | 0.00 | 3,905.95 |
| COE Test Proctoring Income | 90.00 | 0.00 | 0.00 | 0.00 | 90.00 |
| GF Bankcard Deposit | 0.00 | 3,408.36 | 0.00 | 0.00 | 3,408.36 |
| GF Cash Register - Copy/Debit | 0.00 | 168.30 | 0.00 | 0.00 | 168.30 |
| GF Cash Register - Fines | 0.00 | 1,180.78 | 0.00 | 0.00 | 1,180.78 |
| GF Cash Register - Lost Items | 0.00 | 43.94 | 0.00 | 0.00 | 43.94 |
| GF Cash Register - Misc. | 0.00 | 30.33 | 0.00 | 0.00 | 30.33 |
| GF Cash Register - Reserves | 0.00 | 103.00 | 0.00 | 0.00 | 103.00 |
| GF Fed Work Study Reimbursement | 0.00 | 602.15 | 0.00 | 0.00 | 602.15 |
| GF Interest | 0.00 | 3.37 | 0.00 | 0.00 | 3.37 |
| GF Non Goverment Grant | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| GF Passport Revenue | 0.00 | 11,493.46 | 0.00 | 0.00 | 11,493.46 |
| GF Rotary | 0.00 | 10.36 | 0.00 | 0.00 | 10.36 |
| GF Transfer from Foundation AAB | 0.00 | 119.12 | 0.00 | 0.00 | 119.12 |
| LIT Book Sales | 0.00 | 0.00 | 116.37 | 0.00 | 116.37 |
| LIT Interest Inc - Savings | 0.00 | 0.00 | 1.51 | 0.00 | 1.51 |
| PA Wire Transfer from County | 0.00 | 0.00 | 0.00 | 61,207.60 | 61,207.60 |
| **Total Income** | 5,632.04 | 18,163.17 | 117.88 | 61,207.60 | 85,120.69 |
| **Expense** | | | | | |
| COE Bank fees | 11.00 | 0.00 | 0.00 | 0.00 | 11.00 |
| COE Childn's Summer Rdng Prgm | 175.00 | 0.00 | 0.00 | 0.00 | 175.00 |
| COE Friend's Director's Fund | 51.06 | 0.00 | 0.00 | 0.00 | 51.06 |
| COE Meeting Room Maintenance | 155.52 | 0.00 | 0.00 | 0.00 | 155.52 |
| COE Passport Expenses | 3,382.30 | 0.00 | 0.00 | 0.00 | 3,382.30 |
| COE Staff Appreciation | -20.00 | 0.00 | 0.00 | 0.00 | -20.00 |
| GF Bankcard Service Charge | 0.00 | 147.41 | 0.00 | 0.00 | 147.41 |
| GF Literacy | 0.00 | 111.35 | 0.00 | 0.00 | 111.35 |
| GF Memberships | 0.00 | 30.00 | 0.00 | 0.00 | 30.00 |
| GF Transfer to COE | 0.00 | 2,573.65 | 0.00 | 0.00 | 2,573.65 |
| GF Transfer to GF Savings | 0.00 | 1,647.01 | 0.00 | 0.00 | 1,647.01 |
| GF Transfers to County | 0.00 | 15,112.89 | 0.00 | 0.00 | 15,112.89 |
| GF Travel Staff | 0.00 | 95.00 | 0.00 | 0.00 | 95.00 |
| GF Travel Trustees | 0.00 | 175.00 | 0.00 | 0.00 | 175.00 |
| PA Bank fees | 0.00 | 0.00 | 0.00 | 20.00 | 20.00 |
| PA Empl 457 Plan Contribution | 0.00 | 0.00 | 0.00 | 1,713.64 | 1,713.64 |
| PA Employee 125 Co-Pay | 0.00 | 0.00 | 0.00 | 476.16 | 476.16 |
| PA Employee Life Insurance | 0.00 | 0.00 | 0.00 | 39.88 | 39.88 |

09/10/03

# Placentia Library District
## Profit & Loss by Class
### August 2003

| | County Exempt Fund | General Fund | Literacy Fund | Payroll Fund | TOTAL |
|---|---|---|---|---|---|
| PA Payroll Taxes | 0.00 | 0.00 | 0.00 | 15,620.25 | 15,620.25 |
| PA Salaries | 0.00 | 0.00 | 0.00 | 39,773.18 | 39,773.18 |
| Total Expense | 3,754.88 | 19,892.31 | 0.00 | 57,643.11 | 81,290.30 |
| Net Income | 1,877.16 | -1,729.14 | 117.88 | 3,564.49 | 3,830.39 |

# Placentia Library District
## Profit & Loss by Class
### July through August 2003

| | County Exempt Fund | General Fund | Literacy Fund | Payroll Fund | TOTAL |
|---|---|---|---|---|---|
| **Income** | | | | | |
| COE Friends Contributions | 1,385.30 | 0.00 | 0.00 | 0.00 | 1,385.30 |
| COE Interest | 1.61 | 0.00 | 0.00 | 0.00 | 1.61 |
| COE Life Insur Suplmt(EDM) | 99.70 | 0.00 | 0.00 | 0.00 | 99.70 |
| COE Meeting Room Income | 940.00 | 0.00 | 0.00 | 0.00 | 940.00 |
| COE Miscellaneous Income | 0.10 | 0.00 | 0.00 | 0.00 | 0.10 |
| COE Passport Chck Reimbursement | 7,838.25 | 0.00 | 0.00 | 0.00 | 7,838.25 |
| COE Test Proctoring Income | 180.00 | 0.00 | 0.00 | 0.00 | 180.00 |
| GF Bankcard Deposit | 0.00 | 7,821.52 | 0.00 | 0.00 | 7,821.52 |
| GF Cash Register - Childrens | 0.00 | 9.00 | 0.00 | 0.00 | 9.00 |
| GF Cash Register - Copy/Debit | 0.00 | 356.90 | 0.00 | 0.00 | 356.90 |
| GF Cash Register - Fines | 0.00 | 2,591.74 | 0.00 | 0.00 | 2,591.74 |
| GF Cash Register - Lost Items | 0.00 | 112.43 | 0.00 | 0.00 | 112.43 |
| GF Cash Register - Misc. | 0.00 | 30.33 | 0.00 | 0.00 | 30.33 |
| GF Cash Register - Reserves | 0.00 | 226.00 | 0.00 | 0.00 | 226.00 |
| GF Fed Work Study Reimbursement | 0.00 | 602.15 | 0.00 | 0.00 | 602.15 |
| GF Interest | 0.00 | 7.27 | 0.00 | 0.00 | 7.27 |
| GF Non Goverment Grant | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| GF Passport Revenue | 0.00 | 24,843.10 | 0.00 | 0.00 | 24,843.10 |
| GF Return Check Fee | 0.00 | 55.00 | 0.00 | 0.00 | 55.00 |
| GF Rotary | 0.00 | 10.36 | 0.00 | 0.00 | 10.36 |
| GF Transfer from Foundation AAB | 0.00 | 774.51 | 0.00 | 0.00 | 774.51 |
| GF Transfers from County | 0.00 | 959.11 | 0.00 | 0.00 | 959.11 |
| LIT Book Sales | 0.00 | 0.00 | 116.37 | 0.00 | 116.37 |
| LIT Interest Inc - Savings | 0.00 | 0.00 | 3.36 | 0.00 | 3.36 |
| PA Wire Transfer from County | 0.00 | 0.00 | 0.00 | 121,576.82 | 121,576.82 |
| **Total Income** | 10,444.96 | 39,399.42 | 119.73 | 121,576.82 | 171,540.93 |
| **Expense** | | | | | |
| COE Bank fees | 22.00 | 0.00 | 0.00 | 0.00 | 22.00 |
| COE Childn's Summer Rdng Prgm | 1,332.19 | 0.00 | 0.00 | 0.00 | 1,332.19 |
| COE Friend's Director's Fund | 51.06 | 0.00 | 0.00 | 0.00 | 51.06 |
| COE Meeting Room Maintenance | 466.56 | 0.00 | 0.00 | 0.00 | 466.56 |
| COE Passport Expenses | 7,673.25 | 0.00 | 0.00 | 0.00 | 7,673.25 |
| COE Staff Appreciation | -20.00 | 0.00 | 0.00 | 0.00 | -20.00 |
| GF Advertising Expense | 0.00 | 80.00 | 0.00 | 0.00 | 80.00 |
| GF Bankcard Service Charge | 0.00 | 415.31 | 0.00 | 0.00 | 415.31 |
| GF Food | 0.00 | 152.25 | 0.00 | 0.00 | 152.25 |
| GF Literacy | 0.00 | 111.35 | 0.00 | 0.00 | 111.35 |
| GF Memberships | 0.00 | 30.00 | 0.00 | 0.00 | 30.00 |
| GF Office Expense | 0.00 | 247.88 | 0.00 | 0.00 | 247.88 |
| GF Transfer to COE | 0.00 | 4,515.95 | 0.00 | 0.00 | 4,515.95 |
| GF Transfer to GF Savings | 0.00 | 1,973.65 | 0.00 | 0.00 | 1,973.65 |
| GF Transfers to County | 0.00 | 30,443.01 | 0.00 | 0.00 | 30,443.01 |
| GF Travel Staff | 0.00 | 117.00 | 0.00 | 0.00 | 117.00 |
| GF Travel Trustees | 0.00 | 240.00 | 0.00 | 0.00 | 240.00 |
| LIT Tutor Training Materials | 0.00 | 0.00 | 2,155.00 | 0.00 | 2,155.00 |

09/10/03

# Placentia Library District
## Profit & Loss by Class
### July through August 2003

| | County Exempt Fund | General Fund | Literacy Fund | Payroll Fund | TOTAL |
|---|---|---|---|---|---|
| PA Bank fees | 0.00 | 0.00 | 0.00 | 40.00 | 40.00 |
| PA Empl 457 Plan Contribution | 0.00 | 0.00 | 0.00 | 4,284.10 | 4,284.10 |
| PA Employee 125 Co-Pay | 0.00 | 0.00 | 0.00 | 976.59 | 976.59 |
| PA Employee Life Insurance | 0.00 | 0.00 | 0.00 | 99.70 | 99.70 |
| PA Payroll Taxes | 0.00 | 0.00 | 0.00 | 38,293.13 | 38,293.13 |
| PA Salaries | 0.00 | 0.00 | 0.00 | 96,199.04 | 96,199.04 |
| Total Expense | 9,525.06 | 38,326.40 | 2,155.00 | 139,892.56 | 189,899.02 |
| Net Income | 919.90 | 1,073.02 | -2,035.27 | -18,315.74 | -18,358.09 |

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09/09/03

# Placentia Library District
## Reconciliation Detail
### County Exempt - Checking, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 2,544.74 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 50 items** | | | | | | |
| Check | 6/24/2003 | 4476 | Inland Library System | X | -546.48 | -546.48 |
| Check | 7/28/2003 | 4541 | Passport Services | X | -60.00 | -606.48 |
| Check | 7/28/2003 | 4543 | Passport Services | X | -115.00 | -721.48 |
| Check | 7/28/2003 | 4542 | Passport Services | X | -110.00 | -831.48 |
| Check | 7/28/2003 | 4544 | Passport Services | X | -115.00 | -946.48 |
| Check | 7/29/2003 | 4546 | Passport Services | X | -230.00 | -1,176.48 |
| Check | 7/29/2003 | 4545 | Passport Services | X | -55.00 | -1,231.48 |
| Check | 7/30/2003 | 4547 | LA Puppet Professi... | X | -250.00 | -1,481.48 |
| Check | 7/31/2003 | 4549 | Passport Services | X | -113.65 | -1,595.13 |
| Check | 7/31/2003 | 4548 | Passport Services | X | -110.00 | -1,705.13 |
| Check | 8/2/2003 | 4550 | Passport Services | X | -230.00 | -1,935.13 |
| Check | 8/4/2003 | 4551 | Passport Services | X | -55.00 | -1,990.13 |
| Check | 8/4/2003 | 4552 | Passport Services | X | -55.00 | -2,045.13 |
| Check | 8/4/2003 | 4553 | Passport Services | X | -55.00 | -2,100.13 |
| Check | 8/5/2003 | 4555 | Passport Services | X | -55.00 | -2,155.13 |
| Check | 8/5/2003 | 4556 | Passport Services | X | -55.00 | -2,210.13 |
| Check | 8/5/2003 | 4554 | Passport Services | X | -55.00 | -2,265.13 |
| Check | 8/6/2003 | 4557 | Bubble Mania and ... | X | -175.00 | -2,440.13 |
| Check | 8/7/2003 | 4558 | Passport Services | X | -40.00 | -2,480.13 |
| Check | 8/9/2003 | 4561 | Passport Services | X | -68.65 | -2,548.78 |
| Check | 8/9/2003 | 4560 | Passport Services | X | -55.00 | -2,603.78 |
| Check | 8/9/2003 | 4559 | Passport Services | X | -55.00 | -2,658.78 |
| Check | 8/11/2003 | 4569 | Passport Services | X | -55.00 | -2,713.78 |
| Check | 8/11/2003 | 4568 | Passport Services | X | -115.00 | -2,828.78 |
| Check | 8/11/2003 | 4567 | Passport Services | X | -115.00 | -2,943.78 |
| Check | 8/11/2003 | 4565 | Passport Services | X | -40.00 | -2,983.78 |
| Check | 8/11/2003 | 4564 | Passport Services | X | -40.00 | -3,023.78 |
| Check | 8/11/2003 | 4563 | Passport Services | X | -55.00 | -3,078.78 |
| Check | 8/11/2003 | 4562 | Passport Services | X | -55.00 | -3,133.78 |
| Check | 8/11/2003 | 4566 | Passport Services | X | -55.00 | -3,188.78 |
| Check | 8/13/2003 | 4575 | Passport Services | X | -115.00 | -3,303.78 |
| Check | 8/13/2003 | 4574 | Passport Services | X | -128.65 | -3,432.43 |
| Check | 8/13/2003 | 4573 | Passport Services | X | -55.00 | -3,487.43 |
| Check | 8/13/2003 | 4571 | Passport Services | X | -55.00 | -3,542.43 |
| Check | 8/13/2003 | 4570 | Trader Joe's | X | -51.06 | -3,593.49 |
| Check | 8/13/2003 | 4572 | Passport Services | X | -40.00 | -3,633.49 |
| Check | 8/14/2003 | 4577 | Passport Services | X | -55.00 | -3,688.49 |
| Check | 8/14/2003 | 4576 | Passport Services | X | -55.00 | -3,743.49 |
| Check | 8/18/2003 | 4579 | Passport Services | X | -115.00 | -3,858.49 |
| Check | 8/18/2003 | 4578 | Passport Services | X | -190.00 | -4,048.49 |
| Check | 8/19/2003 | 4581 | Passport Services | X | -55.00 | -4,103.49 |
| Check | 8/19/2003 | 4583 | Passport Services | X | -115.00 | -4,218.49 |
| Check | 8/19/2003 | 4582 | Passport Services | X | -115.00 | -4,333.49 |
| Check | 8/19/2003 | 4580 | Passport Services | X | -55.00 | -4,388.49 |
| Check | 8/20/2003 | 4586 | Passport Services | X | -55.00 | -4,443.49 |
| Check | 8/20/2003 | 4585 | Passport Services | X | -40.00 | -4,483.49 |
| Check | 8/20/2003 | 4584 | Passport Services | X | -55.00 | -4,538.49 |
| Check | 8/20/2003 | 4587 | Passport Services | X | -115.00 | -4,653.49 |
| Check | 8/25/2003 | 4588 | Passport Services | X | -115.00 | -4,768.49 |
| Check | 8/31/2003 | | | X | -11.00 | -4,779.49 |
| Total Checks and Payments | | | | | -4,779.49 | -4,779.49 |

# Placentia Library District
## Reconciliation Detail
### County Exempt - Checking, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Deposits and Credits - 17 items** | | | | | | |
| Deposit | 8/4/2003 | | | X | 230.00 | 230.00 |
| Deposit | 8/5/2003 | | | X | 55.00 | 285.00 |
| Deposit | 8/5/2003 | | | X | 900.00 | 1,185.00 |
| Deposit | 8/6/2003 | | | X | 110.00 | 1,295.00 |
| Deposit | 8/7/2003 | | | X | 30.00 | 1,325.00 |
| Deposit | 8/11/2003 | | | X | 113.65 | 1,438.65 |
| Deposit | 8/11/2003 | | | X | 155.00 | 1,593.65 |
| Deposit | 8/11/2003 | | | X | 123.75 | 1,717.40 |
| Deposit | 8/11/2003 | | | X | 40.00 | 1,757.40 |
| Deposit | 8/12/2003 | | | X | 55.00 | 1,812.40 |
| Deposit | 8/13/2003 | | | X | 1,385.30 | 3,197.70 |
| Deposit | 8/14/2003 | | | X | 225.00 | 3,422.70 |
| Deposit | 8/19/2003 | | | X | 115.00 | 3,537.70 |
| Deposit | 8/20/2003 | | | X | 55.00 | 3,592.70 |
| Deposit | 8/26/2003 | | | X | 1,673.65 | 5,266.35 |
| Deposit | 8/26/2003 | | | X | 55.00 | 5,321.35 |
| Deposit | 8/28/2003 | | | X | 20.00 | 5,341.35 |
| Total Deposits and Credits | | | | | 5,341.35 | 5,341.35 |
| Total Cleared Transactions | | | | | 561.86 | 561.86 |
| Cleared Balance | | | | | 561.86 | 3,106.60 |
| **Uncleared Transactions** | | | | | | |
| **Checks and Payments - 7 items** | | | | | | |
| Check | 8/25/2003 | 4589 | Passport Services | | -55.00 | -55.00 |
| Check | 8/27/2003 | 4590 | Passport Services | | -55.00 | -110.00 |
| Check | 8/28/2003 | 4591 | Passport Services | | -230.00 | -340.00 |
| Check | 8/30/2003 | 4595 | Passport Services | | -55.00 | -395.00 |
| Check | 8/30/2003 | 4594 | Passport Services | | -55.00 | -450.00 |
| Check | 8/30/2003 | 4592 | Passport Services | | -40.00 | -490.00 |
| Check | 8/30/2003 | 4593 | Passport Services | | -55.00 | -545.00 |
| Total Checks and Payments | | | | | -545.00 | -545.00 |
| Total Uncleared Transactions | | | | | -545.00 | -545.00 |
| Register Balance as of 08/31/2003 | | | | | 16.86 | 2,561.60 |
| **New Transactions** | | | | | | |
| **Checks and Payments - 9 items** | | | | | | |
| Check | 9/3/2003 | 4598 | Passport Services | | -80.00 | -80.00 |
| Check | 9/3/2003 | 4596 | Placentia Chamber ... | | -50.00 | -130.00 |
| Check | 9/3/2003 | 4597 | Passport Services | | -55.00 | -185.00 |
| Check | 9/4/2003 | 4601 | Passport Services | | -40.00 | -225.00 |
| Check | 9/4/2003 | 4599 | Passport Services | | -55.00 | -280.00 |
| Check | 9/4/2003 | 4600 | Passport Services | | -115.00 | -395.00 |
| Check | 9/6/2003 | 4604 | Passport Services | | -115.00 | -510.00 |
| Check | 9/6/2003 | 4602 | Passport Services | | -55.00 | -565.00 |
| Check | 9/7/2003 | 4605 | Passport Services | | -55.00 | -620.00 |
| Total Checks and Payments | | | | | -620.00 | -620.00 |
| **Deposits and Credits - 4 items** | | | | | | |
| Deposit | 9/2/2003 | | | | 95.00 | 95.00 |
| Deposit | 9/4/2003 | | | | 115.00 | 210.00 |
| Deposit | 9/8/2003 | | | | 395.00 | 605.00 |
| Deposit | 9/8/2003 | | | | 55.00 | 660.00 |
| Total Deposits and Credits | | | | | 660.00 | 660.00 |
| Total New Transactions | | | | | 40.00 | 40.00 |
| **Ending Balance** | | | | | **56.86** | **2,601.60** |

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# Placentia Library District
## Reconciliation Detail
### County Exempt - Savings, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 3,210.69 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 1 item** | | | | | | |
| Check | 7/29/2003 | 1509 | Greg's Carpet & Up... | X | -155.52 | -155.52 |
| Total Checks and Payments | | | | | -155.52 | -155.52 |
| **Deposits and Credits - 11 items** | | | | | | |
| Deposit | 8/5/2003 | | | X | 30.00 | 30.00 |
| Deposit | 8/13/2003 | | | X | 19.94 | 49.94 |
| Deposit | 8/14/2003 | | | X | 60.00 | 109.94 |
| Deposit | 8/18/2003 | | | X | 30.00 | 139.94 |
| Deposit | 8/18/2003 | | | X | 30.00 | 169.94 |
| Deposit | 8/21/2003 | | | X | 30.00 | 199.94 |
| Deposit | 8/25/2003 | | | X | 30.00 | 229.94 |
| Deposit | 8/26/2003 | | | X | 30.00 | 259.94 |
| Deposit | 8/28/2003 | | | X | 19.94 | 279.88 |
| Deposit | 8/28/2003 | | | X | 30.00 | 309.88 |
| Deposit | 8/31/2003 | | | X | 0.81 | 310.69 |
| Total Deposits and Credits | | | | | 310.69 | 310.69 |
| Total Cleared Transactions | | | | | 155.17 | 155.17 |
| Cleared Balance | | | | | 155.17 | 3,365.86 |
| **Uncleared Transactions** | | | | | | |
| **Checks and Payments - 1 item** | | | | | | |
| Check | 8/28/2003 | 1510 | Greg's Carpet & Up... | | -155.52 | -155.52 |
| Total Checks and Payments | | | | | -155.52 | -155.52 |
| Total Uncleared Transactions | | | | | -155.52 | -155.52 |
| Register Balance as of 08/31/2003 | | | | | -0.35 | 3,210.34 |
| **New Transactions** | | | | | | |
| **Deposits and Credits - 3 items** | | | | | | |
| Deposit | 9/3/2003 | | | | 30.00 | 30.00 |
| Deposit | 9/4/2003 | | | | 30.00 | 60.00 |
| Deposit | 9/9/2003 | | | | 70.00 | 130.00 |
| Total Deposits and Credits | | | | | 130.00 | 130.00 |
| Total New Transactions | | | | | 130.00 | 130.00 |
| **Ending Balance** | | | | | **129.65** | **3,340.34** |

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9/9/03

# Placentia Library District
## Reconciliation Detail
### General Fund - Checking, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 11,417.38 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 9 items** | | | | | | |
| Check | 7/22/2003 | 4735 | ISDOC | X | -12.00 | -12.00 |
| Check | 8/1/2003 | | Bank of the West | X | -145.28 | -157.28 |
| Check | 8/3/2003 | 4739 | Placentia Library Di... | X | -900.00 | -1,057.28 |
| Check | 8/4/2003 | | Bank of the West | X | -2.13 | -1,059.41 |
| Check | 8/12/2003 | 4740 | Orange County Divi... | X | -50.00 | -1,109.41 |
| Check | 8/13/2003 | 4741 | The Children's Liter... | X | -75.00 | -1,184.41 |
| Check | 8/18/2003 | 4742 | Placentia Library G... | X | -1,647.01 | -2,831.42 |
| Check | 8/21/2003 | 4743 | Sam's Club | X | -111.35 | -2,942.77 |
| Check | 8/25/2003 | 4745 | Placentia Library Di... | X | -1,673.65 | -4,616.42 |
| Total Checks and Payments | | | | | -4,616.42 | -4,616.42 |
| **Deposits and Credits - 26 items** | | | | | | |
| Deposit | 8/1/2003 | | | X | 60.00 | 60.00 |
| Deposit | 8/4/2003 | | | X | 86.00 | 146.00 |
| Deposit | 8/5/2003 | | | X | 172.00 | 318.00 |
| Deposit | 8/6/2003 | | | X | 3.60 | 321.60 |
| Deposit | 8/7/2003 | | | X | 30.00 | 351.60 |
| Deposit | 8/8/2003 | | | X | 12.20 | 363.80 |
| Deposit | 8/11/2003 | | | X | 86.00 | 449.80 |
| Deposit | 8/11/2003 | | | X | 157.00 | 606.80 |
| Deposit | 8/12/2003 | | | X | 232.00 | 838.80 |
| Deposit | 8/13/2003 | | | X | 94.00 | 932.80 |
| Deposit | 8/14/2003 | | | X | 316.65 | 1,249.45 |
| Deposit | 8/15/2003 | | | X | 86.00 | 1,335.45 |
| Deposit | 8/18/2003 | | | X | 90.00 | 1,425.45 |
| Deposit | 8/18/2003 | | | X | 341.00 | 1,766.45 |
| Deposit | 8/19/2003 | | | X | 119.12 | 1,885.57 |
| Deposit | 8/19/2003 | | | X | 318.00 | 2,203.57 |
| Deposit | 8/20/2003 | | | X | 150.00 | 2,353.57 |
| Deposit | 8/21/2003 | | | X | 393.00 | 2,746.57 |
| Deposit | 8/22/2003 | | | X | 12.93 | 2,759.50 |
| Deposit | 8/25/2003 | | | X | 30.00 | 2,789.50 |
| Deposit | 8/26/2003 | | | X | 40.20 | 2,829.70 |
| Deposit | 8/27/2003 | | | X | 29.14 | 2,858.84 |
| Deposit | 8/27/2003 | | | X | 30.00 | 2,888.84 |
| Deposit | 8/28/2003 | | | X | 175.80 | 3,064.64 |
| Deposit | 8/28/2003 | | | X | 141.84 | 3,206.48 |
| Deposit | 8/29/2003 | | | X | 321.00 | 3,527.48 |
| Total Deposits and Credits | | | | | 3,527.48 | 3,527.48 |
| Total Cleared Transactions | | | | | -1,088.94 | -1,088.94 |
| Cleared Balance | | | | | -1,088.94 | 10,328.44 |
| **Uncleared Transactions** | | | | | | |
| **Checks and Payments - 1 item** | | | | | | |
| Check | 8/26/2003 | 4746 | Placentia Chamber ... | | -175.00 | -175.00 |
| Total Checks and Payments | | | | | -175.00 | -175.00 |
| Total Uncleared Transactions | | | | | -175.00 | -175.00 |
| Register Balance as of 08/31/2003 | | | | | -1,263.94 | 10,153.44 |

# Placentia Library District
## Reconciliation Detail
### General Fund - Checking, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **New Transactions** | | | | | | |
| **Checks and Payments - 6 Items** | | | | | | |
| Check | 9/2/2003 | 4747 | Allstar Awards | | -7.63 | -7.63 |
| Check | 9/3/2003 | 4748 | CALTAC | | -15.00 | -22.63 |
| Check | 9/4/2003 | 4752 | Placentia Library G... | | -1,468.32 | -1,490.95 |
| Check | 9/4/2003 | 4749 | Aaron Brothers | | -140.97 | -1,631.92 |
| Check | 9/4/2003 | 4750 | Placentia Glass & S... | | -10.00 | -1,641.92 |
| Check | 9/4/2003 | 4751 | Placentia Library Di... | | -395.00 | -2,036.92 |
| Total Checks and Payments | | | | | -2,036.92 | -2,036.92 |
| **Deposits and Credits - 1 Item** | | | | | | |
| Deposit | 9/8/2003 | | | | 94.84 | 94.84 |
| Total Deposits and Credits | | | | | 94.84 | 94.84 |
| Total New Transactions | | | | | -1,942.08 | -1,942.08 |
| **Ending Balance** | | | | | **-3,206.02** | **8,211.36** |

Bonnie
9/9/03

# Placentia Library District
## Reconciliation Detail
### General Fund - Savings, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 19,808.20 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 2 items** | | | | | | |
| Check | 7/28/2003 | 1217 | Orange County Aud... | X | -15,330.12 | -15,330.12 |
| Check | 8/25/2003 | 1218 | Orange County Aud... | X | -15,112.89 | -30,443.01 |
| Total Checks and Payments | | | | | -30,443.01 | -30,443.01 |
| **Deposits and Credits - 29 items** | | | | | | |
| Deposit | 8/4/2003 | | | X | 645.25 | 645.25 |
| Deposit | 8/4/2003 | | | X | 390.18 | 1,035.43 |
| Deposit | 8/4/2003 | | | X | 571.00 | 1,606.43 |
| Deposit | 8/5/2003 | | | X | 750.75 | 2,357.18 |
| Deposit | 8/6/2003 | | | X | 618.72 | 2,975.90 |
| Deposit | 8/7/2003 | | | X | 593.45 | 3,569.35 |
| Deposit | 8/11/2003 | | | X | 423.05 | 3,992.40 |
| Deposit | 8/11/2003 | | | X | 302.00 | 4,294.40 |
| Deposit | 8/11/2003 | | | X | 521.65 | 4,816.05 |
| Deposit | 8/11/2003 | | | X | 1,000.00 | 5,816.05 |
| Deposit | 8/12/2003 | | | X | 555.25 | 6,371.30 |
| Deposit | 8/13/2003 | | | X | 335.37 | 6,706.67 |
| Deposit | 8/13/2003 | | | X | 10.36 | 6,717.03 |
| Deposit | 8/14/2003 | | | X | 623.00 | 7,340.03 |
| Deposit | 8/18/2003 | | | X | 128.59 | 7,468.62 |
| Deposit | 8/18/2003 | | | X | 270.00 | 7,738.62 |
| Deposit | 8/18/2003 | | | X | 326.51 | 8,065.13 |
| Deposit | 8/19/2003 | | | X | 424.49 | 8,489.62 |
| Deposit | 8/19/2003 | | | X | 1,902.27 | 10,391.89 |
| Deposit | 8/20/2003 | | | X | 754.24 | 11,146.13 |
| Deposit | 8/21/2003 | | | X | 579.85 | 11,725.98 |
| Deposit | 8/25/2003 | | | X | 418.19 | 12,144.17 |
| Deposit | 8/25/2003 | | | X | 480.00 | 12,624.17 |
| Deposit | 8/25/2003 | | | X | 163.75 | 12,787.92 |
| Deposit | 8/25/2003 | | | X | 346.89 | 13,134.81 |
| Deposit | 8/26/2003 | | | X | 727.65 | 13,862.46 |
| Deposit | 8/27/2003 | | | X | 275.76 | 14,138.22 |
| Deposit | 8/28/2003 | | | X | 494.10 | 14,632.32 |
| Deposit | 8/31/2003 | | | X | 3.37 | 14,635.69 |
| Total Deposits and Credits | | | | | 14,635.69 | 14,635.69 |
| Total Cleared Transactions | | | | | -15,807.32 | -15,807.32 |
| Cleared Balance | | | | | -15,807.32 | 4,000.88 |
| Register Balance as of 08/31/2003 | | | | | -15,807.32 | 4,000.88 |
| **New Transactions** | | | | | | |
| **Deposits and Credits - 10 items** | | | | | | |
| Deposit | 9/2/2003 | | | | 473.12 | 473.12 |
| Deposit | 9/2/2003 | | | | 4,161.78 | 4,634.90 |
| Deposit | 9/2/2003 | | | | 512.00 | 5,146.90 |
| Deposit | 9/3/2003 | | | | 218.59 | 5,365.49 |
| Deposit | 9/4/2003 | | | | 511.55 | 5,877.04 |
| Deposit | 9/8/2003 | | | | 398.85 | 6,275.89 |
| Deposit | 9/8/2003 | | | | 510.00 | 6,785.89 |
| Deposit | 9/8/2003 | | | | 674.25 | 7,460.14 |
| Deposit | 9/9/2003 | | | | 532.90 | 7,993.04 |
| Deposit | 9/9/2003 | | | | 248.71 | 8,241.75 |
| Total Deposits and Credits | | | | | 8,241.75 | 8,241.75 |
| Total New Transactions | | | | | 8,241.75 | 8,241.75 |
| **Ending Balance** | | | | | **-7,565.57** | **12,242.63** |

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09/09/03

# Placentia Library District
## Reconciliation Detail
### Literacy Fund - Savings, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 5,882.39 |
| **Cleared Transactions** | | | | | | |
| **Deposits and Credits - 8 items** | | | | | | |
| Deposit | 8/13/2003 | | | X | 25.86 | 25.86 |
| Deposit | 8/14/2003 | | | X | 12.93 | 38.79 |
| Deposit | 8/18/2003 | | | X | 12.93 | 51.72 |
| Deposit | 8/18/2003 | | | X | 12.93 | 64.65 |
| Deposit | 8/25/2003 | | | X | 12.93 | 77.58 |
| Deposit | 8/27/2003 | | | X | 12.93 | 90.51 |
| Deposit | 8/28/2003 | | | X | 25.86 | 116.37 |
| Deposit | 8/31/2003 | | | X | 1.51 | 117.88 |
| Total Deposits and Credits | | | | | 117.88 | 117.88 |
| Total Cleared Transactions | | | | | 117.88 | 117.88 |
| Cleared Balance | | | | | 117.88 | 6,000.27 |
| Register Balance as of 08/31/2003 | | | | | 117.88 | 6,000.27 |
| **New Transactions** | | | | | | |
| **Deposits and Credits - 2 items** | | | | | | |
| Deposit | 9/2/2003 | | | | 12.93 | 12.93 |
| Deposit | 9/8/2003 | | | | 12.93 | 25.86 |
| Total Deposits and Credits | | | | | 25.86 | 25.86 |
| Total New Transactions | | | | | 25.86 | 25.86 |
| **Ending Balance** | | | | | **143.74** | **6,026.13** |

9/9/03

# Placentia Library District
## Reconciliation Detail
### Payroll Checking - Wells Fargo, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 42,004.27 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 33 items** | | | | | | |
| Check | 7/29/2003 | | Paychex | X | -16,931.93 | -16,931.93 |
| Check | 7/30/2003 | 3432 | Seema Akhter | X | -216.86 | -17,148.79 |
| Check | 7/30/2003 | 3433 | Dorothy J. Cummings | X | -54.59 | -17,203.38 |
| Check | 7/30/2003 | 3434 | Trang Goebel | X | -162.13 | -17,365.51 |
| Check | 7/30/2003 | 3436 | Esther P. Guzman | X | -295.20 | -17,660.71 |
| Check | 7/30/2003 | 3445 | Beatrice V. Quintanar | X | -321.67 | -17,982.38 |
| Check | 7/30/2003 | 3447 | Joshua Robbins | X | -120.09 | -18,102.47 |
| Check | 7/30/2003 | 3449 | Shawn Robison | X | -165.20 | -18,267.67 |
| Check | 7/30/2003 | 3456 | Hilda Rivera | X | -234.33 | -18,502.00 |
| Check | 7/30/2003 | 3458 | Nationwide Retirem... | X | -856.82 | -19,358.82 |
| Check | 7/30/2003 | 2014 | Placentia Library Di... | X | -19.94 | -19,378.76 |
| Check | 7/30/2003 | | Paychex | X | -7,506.03 | -26,884.79 |
| Check | 7/30/2003 | 3437 | Joyce G. Hampton | X | -331.10 | -27,215.89 |
| Check | 8/7/2003 | | Wells Fargo Bank | X | -10.00 | -27,225.89 |
| Check | 8/12/2003 | | Paychex | X | -18,453.45 | -45,679.34 |
| Check | 8/13/2003 | | Paychex | X | -8,051.14 | -53,730.48 |
| Check | 8/13/2003 | 3460 | Seema Akhter | X | -55.96 | -53,786.44 |
| Check | 8/13/2003 | 3463 | Joy Di Loreto | X | -455.84 | -54,242.28 |
| Check | 8/13/2003 | 3465 | Trang Goebel | X | -46.32 | -54,288.60 |
| Check | 8/13/2003 | 3467 | Esther P. Guzman | X | -272.82 | -54,561.42 |
| Check | 8/13/2003 | 3468 | Joyce G. Hampton | X | -331.10 | -54,892.52 |
| Check | 8/13/2003 | 3470 | Matthew G. Mallard | X | -44.11 | -54,936.63 |
| Check | 8/13/2003 | 3478 | Barbara Phillips | X | -86.91 | -55,023.54 |
| Check | 8/13/2003 | 3479 | Beatrice V. Quintanar | X | -321.67 | -55,345.21 |
| Check | 8/13/2003 | 3494 | Nationwide Retirem... | X | -856.82 | -56,202.03 |
| Check | 8/13/2003 | 3483 | Shawn Robison | X | -230.65 | -56,432.68 |
| Check | 8/13/2003 | 3490 | Hilda Rivera | X | -314.12 | -56,746.80 |
| Check | 8/13/2003 | 3492 | Orange County Aud... | X | -238.08 | -56,984.88 |
| Check | 8/13/2003 | 3493 | Placentia Library Di... | X | -19.94 | -57,004.82 |
| Check | 8/21/2003 | | Wells Fargo Bank | X | -10.00 | -57,014.82 |
| Check | 8/26/2003 | | Paychex | X | -17,291.81 | -74,306.63 |
| Check | 8/27/2003 | 3521 | Orange County Aud... | X | -238.08 | -74,544.71 |
| Check | 8/27/2003 | | Paychex | X | -7,569.11 | -82,113.82 |
| Total Checks and Payments | | | | | -82,113.82 | -82,113.82 |
| **Deposits and Credits - 2 items** | | | | | | |
| Deposit | 8/7/2003 | | | X | 30,603.80 | 30,603.80 |
| Deposit | 8/21/2003 | | | X | 30,603.80 | 61,207.60 |
| Total Deposits and Credits | | | | | 61,207.60 | 61,207.60 |
| Total Cleared Transactions | | | | | -20,906.22 | -20,906.22 |
| Cleared Balance | | | | | -20,906.22 | 21,098.05 |
| **Uncleared Transactions** | | | | | | |
| **Checks and Payments - 12 items** | | | | | | |
| Check | 7/2/2003 | 3375 | Matthew G. Mallard | | -45.13 | -45.13 |
| Check | 8/13/2003 | 3481 | Joshua Robbins | | -191.45 | -236.58 |
| Check | 8/27/2003 | 3497 | Trang Goebel | | -30.89 | -267.47 |
| Check | 8/27/2003 | 3499 | Esther P. Guzman | | -272.82 | -540.29 |
| Check | 8/27/2003 | 3500 | Joyce G. Hampton | | -331.10 | -871.39 |
| Check | 8/27/2003 | 3508 | Beatrice V. Quintanar | | -321.67 | -1,193.06 |
| Check | 8/27/2003 | 3510 | Joshua Robbins | | -191.45 | -1,384.51 |
| Check | 8/27/2003 | 3512 | Shawn Robison | | -232.44 | -1,616.95 |
| Check | 8/27/2003 | 3519 | Hilda Rivera | | -228.35 | -1,845.30 |
| Check | 8/27/2003 | 3522 | Placentia Library Di... | | -19.94 | -1,865.24 |

# Placentia Library District
## Reconciliation Detail
### Payroll Checking - Wells Fargo, Period Ending 08/31/2003

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| Check | 8/27/2003 | 3523 | Nationwide Retirem... | | -856.82 | -2,722.06 |
| Check | 8/27/2003 | 3495 | Dorothy J. Cummings | | -68.25 | -2,790.31 |
| Total Checks and Payments | | | | | -2,790.31 | -2,790.31 |
| Total Uncleared Transactions | | | | | -2,790.31 | -2,790.31 |
| Register Balance as of 08/31/2003 | | | | | -23,696.53 | 18,307.74 |
| **New Transactions** | | | | | | |
| **Checks and Payments - 14 items** | | | | | | |
| Check | 9/4/2003 | | Wells Fargo Bank | | -10.00 | -10.00 |
| Check | 9/9/2003 | | Paychex | | -17,129.57 | -17,139.57 |
| Check | 9/10/2003 | | Paychex | | -7,632.27 | -24,771.84 |
| Check | 9/10/2003 | 3524 | Seema Akhter | | -27.98 | -24,799.82 |
| Check | 9/10/2003 | 3525 | Dorothy J. Cummings | | -412.04 | -25,211.86 |
| Check | 9/10/2003 | 3527 | Esther P. Guzman | | -272.82 | -25,484.68 |
| Check | 9/10/2003 | 3528 | Joyce G. Hampton | | -331.10 | -25,815.78 |
| Check | 9/10/2003 | 3536 | Beatrice V. Quintanar | | -321.67 | -26,137.45 |
| Check | 9/10/2003 | 3538 | Joshua Robbins | | -208.43 | -26,345.88 |
| Check | 9/10/2003 | 3540 | Shawn Robison | | -137.50 | -26,483.38 |
| Check | 9/10/2003 | 3547 | Hilda Rivera | | -252.27 | -26,735.65 |
| Check | 9/10/2003 | 3549 | Orange County Aud... | | -238.08 | -26,973.73 |
| Check | 9/10/2003 | 3550 | Placentia Library Di... | | -19.94 | -26,993.67 |
| Check | 9/10/2003 | 3551 | Nationwide Retirem... | | -856.82 | -27,850.49 |
| Total Checks and Payments | | | | | -27,850.49 | -27,850.49 |
| **Deposits and Credits - 1 item** | | | | | | |
| Deposit | 9/4/2003 | | | | 30,603.80 | 30,603.80 |
| Total Deposits and Credits | | | | | 30,603.80 | 30,603.80 |
| Total New Transactions | | | | | 2,753.31 | 2,753.31 |
| **Ending Balance** | | | | | **-20,943.22** | **21,061.05** |

Ednwitz
9/9/03

ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF AUGUST 2003
Prepared by Julie Shook, Technical Services Manager

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Amount | Volumes | Titles | Amount | Volumes | Titles | Amount | Volumes | Titles | Value | Volumes | Titles | Amount | Volumes | Titles |
| Adult Fiction | 977.74 | 70 | 57 | 1,929.81 | 126 | 105 | 2,907.55 | 196 | 162 | 332.68 | 16 | 16 | 3,240.23 | 212 | 178 |
| Adult Circulating Non-Fiction | 1,094.19 | 59 | 58 | 3,537.00 | 163 | 156 | 4,631.19 | 222 | 214 | 1,241.06 | 49 | 48 | 5,872.25 | 271 | 262 |
| Adult Reference | 1,421.61 | 7 | 5 | 1,735.43 | 28 | 24 | 3,157.04 | 35 | 29 | 340.85 | 7 | 6 | 3,497.89 | 42 | 35 |
| Adult Print Continuations | 308.59 | 10 | 10 | 0.00 | 0 | 0 | 308.59 | 10 | 10 | 0.00 | 0 | 0 | 308.59 | 10 | 10 |
| Adult Electronic Continuations | 3,967.55 | 2 | 2 | 0.00 | 0 | 0 | 3,967.55 | 2 | 2 | 0.00 | 0 | 0 | 3,967.55 | 2 | 2 |
| Total Adult Non-Fiction | 6,791.94 | 78 | 75 | 5,272.43 | 191 | 180 | 12,064.37 | 269 | 255 | 1,581.91 | 56 | 54 | 13,646.28 | 325 | 309 |
| TOTAL ADULT PRINT MATERIALS | 7,769.68 | 148 | 148 | 7,202.24 | 317 | 285 | 14,971.92 | 465 | 417 | 1,914.59 | 72 | 70 | 16,886.51 | 537 | 487 |
| Adult Audio/Music | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Audio Books | 1,792.06 | 25 | 25 | 787.62 | 16 | 12 | 2,579.68 | 41 | 37 | 24.95 | 1 | 1 | 2,604.63 | 42 | 38 |
| Total Adult Audio | 1,792.06 | 25 | 25 | 787.62 | 16 | 12 | 2,579.68 | 41 | 37 | 24.95 | 1 | 1 | 2,604.63 | 42 | 38 |
| Adult Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Adult Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 1,792.06 | 25 | 25 | 787.62 | 16 | 12 | 2,579.68 | 41 | 37 | 24.95 | 1 | 1 | 2,604.63 | 42 | 38 |
| TOTAL ADULT MATERIALS | 9,561.74 | 173 | 173 | 7,989.86 | 333 | 297 | 17,551.60 | 506 | 454 | 1,939.54 | 73 | 71 | 19,491.14 | 579 | 525 |
| Juvenile Fiction | 98.24 | 8 | 7 | 236.80 | 15 | 15 | 335.04 | 23 | 22 | 305.58 | 36 | 35 | 640.62 | 59 | 57 |
| Juvenile Circulating Non-Fiction | 0.00 | 0 | 0 | 228.92 | 15 | 15 | 228.92 | 15 | 15 | 54.92 | 4 | 4 | 283.84 | 19 | 19 |
| Juvenile Reference | 0.00 | 0 | 0 | 71.40 | 2 | 2 | 71.40 | 2 | 2 | 0.00 | 0 | 0 | 71.40 | 2 | 2 |
| Juvenile Print Continuations | 278.05 | 2 | 1 | 139.26 | 1 | 1 | 417.31 | 3 | 2 | 0.00 | 0 | 0 | 417.31 | 3 | 2 |
| Juvenile Electronic Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Non-Fiction | 278.05 | 2 | 1 | 439.58 | 18 | 18 | 717.63 | 20 | 19 | 54.92 | 4 | 4 | 772.55 | 24 | 23 |
| TOTAL JUVENILE PRINT MATERIALS | 376.29 | 10 | 8 | 676.38 | 33 | 33 | 1,052.67 | 43 | 41 | 360.50 | 40 | 39 | 1,413.17 | 83 | 80 |
| Juvenile Audio/Music | 0.00 | 0 | 0 | 15.00 | 1 | 1 | 15.00 | 1 | 1 | 0.00 | 0 | 0 | 15.00 | 1 | 1 |
| Juvenile Audio Books | 132.37 | 2 | 2 | 427.99 | 10 | 7 | 560.36 | 12 | 9 | 0.00 | 0 | 0 | 560.36 | 12 | 9 |
| Total Juvenile Audio | 132.37 | 2 | 2 | 442.99 | 11 | 8 | 575.36 | 13 | 10 | 0.00 | 0 | 0 | 575.36 | 13 | 10 |
| Juvenile Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 132.37 | 2 | 2 | 442.99 | 11 | 8 | 575.36 | 13 | 10 | 0.00 | 0 | 0 | 575.36 | 13 | 10 |
| TOTAL JUVENILE MATERIALS | 508.66 | 12 | 10 | 1,119.37 | 44 | 41 | 1,628.03 | 56 | 51 | 360.50 | 40 | 39 | 1,988.53 | 96 | 90 |
| Total Fiction | 1,075.98 | 78 | 64 | 2,166.61 | 141 | 120 | 3,242.59 | 219 | 184 | 638.26 | 52 | 51 | 3,880.85 | 271 | 235 |
| Total Non-Fiction | 7,069.99 | 80 | 76 | 5,712.01 | 209 | 198 | 12,782.00 | 289 | 274 | 1,636.83 | 60 | 58 | 14,418.83 | 349 | 332 |
| Total Audio | 1,924.43 | 27 | 27 | 1,230.61 | 27 | 20 | 3,155.04 | 54 | 47 | 24.95 | 1 | 1 | 3,179.99 | 55 | 48 |
| Total Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL MATERIALS | 10,070.40 | 185 | 167 | 9,109.23 | 377 | 338 | 19,179.63 | 562 | 505 | 2,300.04 | 113 | 110 | 21,479.67 | 675 | 615 |

ACQUISITIONS REPORT FOR THE MONTH OF AUGUST 2003
Prepared by Julie Shook, Technical Services Manager

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Amount | Volumes | Titles | Amount | Volumes | Titles | Amount | Volumes | Titles | Value | Volumes | Titles | Amount | Volumes | Titles |
| Adult Fiction | 15.40 | 1 | 1 | 1,929.81 | 126 | 105 | 1,945.21 | 127 | 106 | 144.90 | 6 | 6 | 2,090.11 | 133 | 112 |
| Adult Circulating Non-Fiction | 0.00 | 0 | 0 | 3,537.00 | 163 | 156 | 3,537.00 | 163 | 156 | 615.43 | 25 | 24 | 4,152.43 | 188 | 180 |
| Adult Reference | 1,178.23 | 3 | 1 | 1,735.43 | 28 | 24 | 2,913.66 | 31 | 25 | 175.85 | 5 | 4 | 3,089.51 | 36 | 29 |
| Adult Print Continuations | 308.59 | 10 | 10 | 0.00 | 0 | 0 | 308.59 | 10 | 10 | 0.00 | 0 | 0 | 308.59 | 10 | 10 |
| Adult Electronic Continuations | 1,500.00 | 1 | 1 | 0.00 | 0 | 0 | 1,500.00 | 1 | 1 | 0.00 | 0 | 0 | 1,500.00 | 1 | 1 |
| Total Adult Non-Fiction | 2,986.82 | 14 | 12 | 5,272.43 | 191 | 180 | 8,259.25 | 205 | 192 | 791.28 | 30 | 28 | 9,050.53 | 235 | 220 |
| TOTAL ADULT PRINT MATERIALS | 3,002.22 | 15 | 13 | 7,202.24 | 317 | 285 | 10,204.46 | 332 | 298 | 936.18 | 36 | 34 | 11,140.64 | 332 | 332 |
| Adult Audio/Music | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Audio Books | 1,338.64 | 18 | 18 | 412.48 | 11 | 7 | 1,751.12 | 29 | 25 | 0.00 | 0 | 0 | 1,751.12 | 29 | 25 |
| Total Adult Audio | 1,338.64 | 18 | 18 | 412.48 | 11 | 7 | 1,751.12 | 29 | 25 | 0.00 | 0 | 0 | 1,751.12 | 29 | 25 |
| Adult Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Adult Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 1,338.64 | 18 | 18 | 412.48 | 11 | 7 | 1,751.12 | 29 | 25 | 0.00 | 0 | 0 | 1,751.12 | 29 | 25 |
| TOTAL ADULT MATERIALS | 4,340.86 | 33 | 31 | 7,614.72 | 328 | 292 | 11,955.58 | 361 | 323 | 936.18 | 36 | 34 | 12,891.76 | 361 | 357 |
| Juvenile Fiction | 0.00 | 0 | 0 | 121.62 | 7 | 7 | 121.62 | 7 | 7 | 68.80 | 6 | 6 | 190.42 | 13 | 13 |
| Juvenile Circulating Non-Fiction | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 25.94 | 2 | 2 | 25.94 | 2 | 2 |
| Juvenile Reference | 0.00 | 0 | 0 | 71.40 | 2 | 2 | 71.40 | 2 | 2 | 0.00 | 0 | 0 | 71.40 | 2 | 2 |
| Juvenile Print Continuations | 278.05 | 2 | 1 | 139.26 | 1 | 1 | 417.31 | 3 | 2 | 0.00 | 0 | 0 | 417.31 | 3 | 2 |
| Juvenile Electronic Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Non-Fiction | 278.05 | 2 | 1 | 210.66 | 3 | 3 | 488.71 | 5 | 4 | 25.94 | 2 | 2 | 514.65 | 7 | 6 |
| TOTAL JUVENILE PRINT MATERIALS | 278.05 | 2 | 1 | 332.28 | 10 | 10 | 610.33 | 12 | 11 | 94.74 | 8 | 8 | 705.07 | 20 | 19 |
| Juvenile Audio/Music | 0.00 | 0 | 0 | 15.00 | 1 | 1 | 15.00 | 1 | 1 | 0.00 | 0 | 0 | 15.00 | 1 | 1 |
| Juvenile Audio Books | 132.37 | 2 | 2 | 149.99 | 6 | 6 | 282.36 | 8 | 8 | 0.00 | 0 | 0 | 282.36 | 8 | 8 |
| Total Juvenile Audio | 132.37 | 2 | 2 | 164.99 | 7 | 7 | 297.36 | 9 | 9 | 0.00 | 0 | 0 | 297.36 | 9 | 9 |
| Juvenile Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 132.37 | 2 | 2 | 164.99 | 7 | 7 | 297.36 | 9 | 9 | 0.00 | 0 | 0 | 297.36 | 9 | 9 |
| TOTAL JUVENILE MATERIALS | 410.42 | 4 | 3 | 497.27 | 17 | 17 | 907.69 | 21 | 20 | 94.74 | 8 | 8 | 1,002.43 | 29 | 28 |
| Total Fiction | 15.40 | 1 | 1 | 2,051.43 | 133 | 112 | 2,066.83 | 134 | 113 | 213.70 | 12 | 12 | 2,280.53 | 146 | 125 |
| Total Non-Fiction | 3,264.87 | 16 | 13 | 5,483.09 | 194 | 183 | 8,747.96 | 210 | 196 | 817.22 | 32 | 30 | 9,565.18 | 242 | 226 |
| Total Audio | 1,471.01 | 20 | 20 | 577.47 | 18 | 14 | 2,048.48 | 38 | 34 | 0.00 | 0 | 0 | 2,048.48 | 38 | 34 |
| Total Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL MATERIALS | 4,751.28 | 37 | 34 | 8,111.99 | 345 | 309 | 12,863.27 | 382 | 343 | 1,030.92 | 44 | 42 | 13,894.19 | 426 | 385 |

OUTSTANDING ORDERS AS OF AUGUST 31, 2003

| General Fund Amount | Adopt-A-Book Amount | TOTAL Amount |
|---|---|---|
| $6,471.33 | $7,165.15 | $13,636.48 |

## *Summary of Current Status of Unique Management Accounts*
*August 31,2003*

| FY 03-04 | New Accounts | Active Accounts | Paid in full current month | Amount received current month | Written off current month |
|---|---|---|---|---|---|
| July | 16 | 521 | 6 | 903.37 | 0 |
| August | 10 | 531 | 4 | 585.44 | 0 |
| September | 0 | 0 | 0 | 0 | 0 |
| October | 0 | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 | 0 |
| December | 0 | 0 | 0 | 0 | 0 |
| January | 0 | 0 | 0 | 0 | 0 |
| February | 0 | 0 | 0 | 0 | 0 |
| March | 0 | 0 | 0 | 0 | 0 |
| April | 0 | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 | 0 |
| June | 0 | 0 | 0 | 0.00 | 0 |
| **TOTAL YTD** | **26** | **0** | **10** | **1488.81** | **0** |

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 08/31/2003 10:13 AM TC — SUMMARY STATUS REPORT — PAGE: 128

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 08/31/2003

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Accounts Submitted | : | 837 | Dollars Submitted | : | 76,107.37 | Dollars Received | : | 24,796.87 |
| Bankruptcies | : | 3 | Dollars in Bankruptcy | : | 356.65 | Material Returned | : | 12,326.50 |
| Incorrect Addresses | : | 106 | Dollars in Skips | : | 6,387.75 | Dollars Waived | : | 2,514.53 |
| Pa[illegible]n Disputes/Suspends | : | 1 | Dollars in Dispute | : | 0.00 | Total Activated | : | 50,643.22 |
| A[illegible]ts in Process | : | 727 | Dollars in Process | : | 67,280.17 | % of Dollars Activated | : | 75.27% |
| # of Accounts Activated | : | 531 | | | | | | |
| % of Accounts Activated | : | 73.04% | | | | | | |

TO: Board of Trustees

FROM: Elizabeth Minter, Library Director

DATE: September 22, 2003

**SUBJECT: GIFT REPORT**

The following gifts were received from August 1, 2003 through August 31, 2003.

**ADOPT A BOOK DONATIONS**

| | |
|---|---|
| Robert & Erika Riley | Jo Ann Nelson |
| Union Bank of California | Joyce Hampton |

| | |
|---|---|
| TOTAL ADOPT A BOOK DONATIONS: | $225.00 |

**BOOK ENDOWMENT FUND**

| | |
|---|---|
| TOTAL BOOK ENDOWMENT FUND | $0.00 |

**GENERAL FUND DONATIONS**

| | |
|---|---|
| TOTAL GENERAL FUND DONATIONS: | $0.00 |

| | |
|---|---|
| **TOTAL ALL DONATIONS** | **$225.00** |

Prepared By: Donna Siloti

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

**SUBJECT:** **Building Maintenance Report for August 2003**

**DATE:** September 22, 2003

| | |
|---|---|
| HVAC: | 8/13/03 – Routine Maintenance |
| Plumbing: | 8/14/03 – Cleaned floor drain in Men's Public Restroom. |
| Electrical: | No service calls in August. |
| Exterminator: | No service calls in August. |
| General Contractor: | No service calls in August. |

Prepared by: Donna Siloti

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

**SUBJECT:** **Personnel Report for August 2003**

**DATE:** September 22, 2003

RESIGNATIONS:

None in August

APPOINTMENTS:

None in August

OPEN POSITIONS:

Volunteer Coordinator - indefinite

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Phyllis Humple, Volunteer Coordinator ph

**SUBJECT: Volunteer Report for Month of August 2003**

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

| REGULAR | FY03/04 August | FY03/04 YTD | Starting | Cumulative |
|---|---|---|---|---|
| Andrade, Linda | 8.50 | 14.50 | Sep-95 | 772.00 |
| Backes, Theresa | 8.00 | 17.00 | Jun-98 | 356.75 |
| Bart, Lillian | 8.00 | 22.00 | May-01 | 290.75 |
| Bass, Donna | 0.00 | 0.00 | Jul-02 | 2.00 |
| Blansett, Nadine | 5.00 | 16.00 | Mar-03 | 37.50 |
| Boelman, Marge | 1.25 | 3.25 | Apr-01 | 149.00 |
| Botha, Jill | 1.50 | 5.50 | Nov-01 | 49.50 |
| Clugston, Patricia | 7.75 | 14.75 | Jun-98 | 447.50 |
| Cravotta, Leo | 0.00 | 0.00 | May-99 | 46.50 |
| Davis, Sandy | 10.00 | 22.00 | Jul-03 | 22.00 |
| Dell, Lyla | 15.25 | 61.00 | Aug-98 | 903.00 |
| Fioroni, Pete | 8.00 | 16.00 | Mar-97 | 286.25 |
| Fitzgerald, Joan | 6.75 | 15.75 | Oct-93 | 2,141.75 |
| Frazee, Kathy | 0.00 | 0.00 | Jul-02 | 5.00 |
| Godwin, Nita | 8.00 | 15.00 | Feb-96 | 310.00 |
| Haagen, John | 7.50 | 12.00 | Jan-00 | 79.00 |
| Hemmerling, Barbara | 7.00 | 13.50 | Sep-95 | 619.50 |
| Himes, Camille | 0.00 | 5.00 | Jul-03 | 5.00 |
| Horrocks, Marjorie | 4.00 | 8.00 | Oct-95 | 274.00 |
| Hunsinger, Debbie | 0.00 | 6.00 | Jul-02 | 55.00 |
| Irot, Pat | 57.00 | 121.00 | Feb-96 | 2,959.00 |
| Jertberg, Pat | 16.00 | 27.50 | Apr-98 | 933.25 |
| Jertberg, Jerry | 0.00 | 0.00 | Jan-02 | 21.00 |
| Lone-Tollefson, Nancy | 23.50 | 56.50 | Jan. 03 | 127.00 |
| Lord, Audrey | 0.00 | 0.00 | Jul-00 | 385.75 |
| Mehta, Neela | 0.00 | 0.00 | Jun-02 | 109.25 |
| Mignot, Shirley | 0.00 | 0.00 | Sep-95 | 472.00 |
| Myers, Claire | 8.00 | 20.50 | Oct-95 | 1,234.75 |
| Olson, Bob | 4.00 | 6.00 | Sep-95 | 468.00 |
| Pence, Thomas | 4.00 | 6.00 | Jan-99 | 279.00 |
| Peterson, Ruth | 0.00 | 0.00 | Mar-02 | 213.00 |
| Phillips, Barbara | 0.00 | 6.50 | Apr-03 | 15.00 |
| Rankin, Eleanore | 25.00 | 46.00 | May-02 | 349.50 |
| Reid, Barbara | 0.00 | 0.00 | Jul-02 | 7.50 |
| Rodriguez, Carmen | 4.00 | 14.00 | Feb-00 | 210.00 |
| Salem, Rose | 4.00 | 14.00 | Oct-00 | 241.75 |
| Sanatar, Ginny | 0.00 | 0.00 | Mar-02 | 14.00 |
| Sandoval, Gerry | 8.00 | 18.00 | Aug-02 | 98.00 |
| Schlichter, Allan | 0.00 | 0.00 | Oct-93 | 882.50 |
| Schwartzkopf, Jan | 0.00 | 0.00 | Mar-01 | 40.75 |
| Schmidt, Marie | 15.00 | 27.00 | Apr-98 | 480.25 |
| Scott, Linda | 6.00 | 9.25 | Jul-03 | 9.25 |
| Segovia, Inez | 9.50 | 13.50 | Jun-03 | 15.50 |
| Shaw, Dixie | 1.50 | 1.50 | May-94 | 214.00 |
| Silverman, Pat | 8.00 | 22.00 | Jul-03 | 22.00 |
| Stoller, Frances | 2.00 | 4.00 | May-96 | 142.00 |
| Tollefson, Jerry | 8.00 | 14.00 | Jul-03 | 14.00 |
| Walker, Virginia | 0.00 | 0.00 | Mar-99 | 133.25 |
| Wymer, Betty | 12.75 | 28.50 | Jan-96 | 948.75 |
| TOTAL | 322.75 | 723.00 | | 17,892.00 |

**CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)**

| | FY03/04 | |
|---|---|---|
| | August | YTD |
| Acosta, Anthony | 0.00 | 0.00 |
| Alvarado, Natally | 0.00 | 0.00 |
| Arzu, Robert | 4.00 | 12.00 |
| Bajit, Ricky | 0.00 | 0.00 |
| Becerril, Esther | 0.00 | 0.00 |
| Benites, Brenda | 8.00 | 14.50 |
| Bishtawi, Stephen | 4.00 | 12.00 |
| Boris, Tara | 4.00 | 11.25 |
| Born, Ashley | 8.00 | 14.00 |
| Cha, Helen | 4.25 | 9.50 |
| Chau, David | 4.00 | 24.25 |
| Chun, Andrea | 2.50 | 4.50 |
| Chun, Sophia | 6.50 | 13.75 |
| Eng, Jonathan | 9.00 | 22.00 |
| Eng, Lawrence | 15.25 | 41.25 |
| Fukunaga, Alysa | 6.00 | 12.50 |
| Garcia, Nick | 0.00 | 0.00 |
| Ghanavatian, Sinbad | 0.00 | 0.00 |
| Ho, Evelyn | 0.00 | 0.00 |
| Javier, Vonn | 0.00 | 6.25 |
| Jiye, Angela | 2.25 | 10.50 |
| Laehnemann, David | 0.00 | 0.00 |
| Lamberson, Annie | 3.25 | 12.25 |
| Lee, Jaclyn | 0.00 | 0.00 |
| Lee, Edward | 3.00 | 7.00 |
| Liu, Denise | 22.00 | 38.50 |
| TOTAL | 106.00 | 266.00 |

| | FY03/04 | |
|---|---|---|
| | August | YTD |
| Mamtora, Niyati | 0.00 | 0.00 |
| Maru, Vik | 2.00 | 6.00 |
| Maru, Sid | 0.00 | 0.00 |
| Massaro, Lauren | 0.00 | 0.00 |
| Mathin, Jenna | 0.00 | 0.00 |
| Miladi, Omid | 7.00 | 20.00 |
| Moua, Andy | 0.00 | 0.00 |
| Moua, Judy | 0.00 | 0.00 |
| Mrotz, Michael | 0.00 | 0.00 |
| Noh, Lydia | 0.00 | 0.00 |
| Park, Jung | 8.00 | 16.50 |
| Pond, Cassie | 8.50 | 19.50 |
| Rodriguez, Daniel | 13.50 | 22.50 |
| Rodriguez, Rene | 0.75 | 9.75 |
| Shah, Mihir | 0.00 | 0.00 |
| Shah, Soham | 4.00 | 22.75 |
| Sy, Victoria | 0.00 | 0.00 |
| Tan, Hannah | 2.00 | 7.00 |
| Thomas, Tiffany | 8.00 | 17.00 |
| Tjoarman, Arlene | 14.00 | 25.50 |
| Tran, Michael | 45.00 | 110.50 |
| Valencia, Adrianna | 6.00 | 10.50 |
| Wardlaw, Sarah | 0.00 | 0.00 |
| Waterson, Elizabeth | 4.00 | 10.50 |
| TOTAL | 122.75 | 298.00 |

| | |
|---|---|
| **TOTAL Library Volunteer Hours** | 551.50 |
| **TOTAL Literacy Volunteer Hours** | 829.00 |
| **TOTAL VOLUNTEERS HOURS** | 1380.50 |

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

| | Regular/Temp.Volunteers | | | | Literacy Volunteers | | | |
|---|---|---|---|---|---|---|---|---|
| | FY00/01 | FY01/02 | FY02/03 | FY03/04 | FY00/01 | FY01/02 | FY02/03 | FY03/04 |
| July | 562.00 | 623.00 | 693.50 | 735.25 | 658.00 | 1026.50 | 644.00 | 865.00 |
| August | 563.25 | 834.25 | 386.00 | 551.50 | 662.00 | 847.00 | 513.00 | 829.00 |
| September | 248.00 | 802.75 | 386.00 | | 581.00 | 605.00 | 518.00 | |
| October | 385.00 | 1029.80 | 442.50 | | 614.00 | 550.00 | 516.00 | |
| November | 369.25 | 1457.30 | 388.25 | | 685.50 | 550.00 | 510.00 | |
| December | 205.25 | 203.50 | 260.00 | | 564.00 | 586.00 | 504.00 | |
| January | 387.25 | 356.50 | 425.00 | | 797.00 | 586.00 | 504.00 | |
| February | 376.75 | 359.75 | 492.00 | | 617.00 | 600.00 | 534.00 | |
| March | 377.25 | 399.00 | 340.00 | | 622.50 | 600.00 | 767.00 | |
| April | 457.25 | 299.75 | 533.25 | | 656.00 | 600.00 | 502.00 | |
| May | 393.00 | 371.50 | 355.50 | | 1,204.50 | 588.00 | 500.00 | |
| June | 580.75 | 454.00 | 554.75 | | 1,050.50 | 639.00 | 3368.00 | |
| | 4905.00 | 7191.10 | 5256.75 | | 8,712.00 | 7777.50 | 9380.00 | |

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

| REGULAR | FY03/04 August | FY03/04 YTD | Cumulative |
|---|---|---|---|
| Ablir, Victoria | 9.00 | 18.00 | 27.00 |
| Acevedo, Marta | 6.00 | 42.00 | 78.00 |
| Bayne, Linda | 6.00 | 12.00 | 142.00 |
| Bazell, Laura | 6.00 | 12.00 | 72.00 |
| Becerril, Esther | 6.00 | 12.00 | 30.00 |
| Becil, Emily | 6.00 | 12.00 | 66.00 |
| Belekjian, Maria | 12.00 | 24.00 | 42.00 |
| Bernardino, Maria | 6.00 | 12.00 | 36.00 |
| Bonasuro, Amber | 6.00 | 12.00 | 78.00 |
| Bowen, Laura | 6.00 | 12.00 | 18.00 |
| Brackett, Jim | 6.00 | 12.00 | 93.00 |
| Brzovic, Kathy | 6.00 | 12.00 | 30.00 |
| Bui, Tiffany | 6.00 | 12.00 | 30.00 |
| Bull, Sophie | 6.00 | 12.00 | 90.00 |
| Busam, Mary | 6.00 | 12.00 | 45.00 |
| Casdorph, Tracy | 6.00 | 12.00 | 24.00 |
| Cha, Sally | 6.00 | 12.00 | 30.00 |
| Chandrasekaram, Vinolie | 6.00 | 12.00 | 60.00 |
| Chen, April | 6.00 | 12.00 | 117.00 |
| Chen, Wen | 6.00 | 12.00 | 24.00 |
| Choi, Jason | 6.00 | 12.00 | 66.00 |
| Chopna, Reema | 6.00 | 12.00 | 30.00 |
| Coffee, Nancy | 6.00 | 12.00 | 349.00 |
| Covey, Debra | 6.00 | 12.00 | 60.00 |
| Cuceloglu, Haken | 6.00 | 12.00 | 30.00 |
| Curtis, Daniel | 6.00 | 12.00 | 180.00 |
| Dhupan, Ankush | 6.00 | 12.00 | 42.00 |
| Diaz, Cynthia | 6.00 | 12.00 | 42.00 |
| Diaz, Monica | 6.00 | 12.00 | 58.00 |
| Donotrio, Susan | 6.00 | 12.00 | 81.00 |
| Dorris, Rosita | 6.00 | 12.00 | 30.00 |
| Draper, Krispa | 6.00 | 12.00 | 90.00 |
| Eckels, Krys | 6.00 | 12.00 | 30.00 |
| Economou, Christina | 6.00 | 12.00 | 24.00 |
| Elmore, Sylvia | 6.00 | 12.00 | 66.00 |
| Espinosa, Jacly | 6.00 | 12.00 | 24.00 |
| Farno, Feriba | 6.00 | 12.00 | 84.00 |
| Finley, Virginia | 6.00 | 12.00 | 42.00 |
| Fitsimons-Diaz, Chelsea | 6.00 | 12.00 | 57.00 |
| Franco, Hilda | 6.00 | 12.00 | 60.00 |
| Fuentes, Carlos | 6.00 | 12.00 | 18.00 |
| Gallagher, Kenni | 6.00 | 12.00 | 62.00 |
| Gast, Polly | 6.00 | 12.00 | 1,685.00 |
| Gillespie, Justin | 6.00 | 12.00 | 24.00 |
| Glines, Alexi | 6.00 | 12.00 | 24.00 |
| Glines, Ellen | 6.00 | 12.00 | 24.00 |
| Gomez, Juanita | 6.00 | 12.00 | 122.00 |
| Gonzalez, Emmanuel | 6.00 | 12.00 | 36.00 |
| Gonzalez, Luis | 6.00 | 12.00 | 30.00 |
| Gonzalez, Natasha | 6.00 | 12.00 | 75.00 |
| Goodman, Dale | 12.00 | 24.00 | 3,429.00 |
| Guerrero, Christine | 6.00 | 12.00 | 24.00 |
| Guerrero, Lavone | 6.00 | 12.00 | 30.00 |
| Hamacher, Holly | 6.00 | 12.00 | 24.00 |
| Hatch, Bill | 6.00 | 12.00 | 81.00 |
| Hawkins, Christina | 6.00 | 12.00 | 36.00 |
| Healey, Kathleen | 6.00 | 12.00 | 242.00 |
| Heer, Kim | 6.00 | 12.00 | 229.00 |
| Hilleweart, Heather | 6.00 | 12.00 | 24.00 |
| Howell, Anne | 6.00 | 12.00 | 30.00 |
| Hu, Lisa | 6.00 | 12.00 | 70.00 |
| Humple, Phyllis | 4.00 | 8.00 | 138.00 |
| Hugar, Jessica | 6.00 | 12.00 | 69.00 |
| Hutton, Katherine (Kate) | 6.00 | 12.00 | 240.00 |
| Imbler, Wolf | 6.00 | 12.00 | 30.00 |

| | FY03/04 August | FY03/04 YTD | Cumulative |
|---|---|---|---|
| Inta, Lisa | 6.00 | 12.00 | 18.00 |
| Kelly, Jerry | 6.00 | 12.00 | 93.00 |
| Khamphanh, Molly | 6.00 | 12.00 | 30.00 |
| Kilpatrick, Amy | 6.00 | 12.00 | 27.00 |
| Kishida, Rita | 6.00 | 12.00 | 66.00 |
| Kraus, Jennifer | 6.00 | 12.00 | 54.00 |
| Krisinger, Elizabeth | 6.00 | 12.00 | 66.00 |
| Lasker, Marilyn | 6.00 | 12.00 | 193.00 |
| Le, Daniel | 6.00 | 12.00 | 18.00 |
| Lee, Wilma | 6.00 | 12.00 | 66.00 |
| Leslie, Sandra | 6.00 | 12.00 | 242.00 |
| Licano, Katie | 6.00 | 12.00 | 60.00 |
| Livezey, June | 12.00 | 24.00 | 170.00 |
| Loon, Chris | 6.00 | 12.00 | 18.00 |
| Lopez, Maria | 6.00 | 12.00 | 66.00 |
| Luckett, Emily | 6.00 | 12.00 | 24.00 |
| Maguire, Joanne | - | - | 54.00 |
| Malkowicz, Edward | 12.00 | 24.00 | 196.00 |
| Margarit, Georgiana | - | - | 18.00 |
| Martiaro, Diane | 24.00 | 48.00 | 510.00 |
| Massaro, Lauren | 6.00 | 12.00 | 30.00 |
| McBain, Frances | 6.00 | 12.00 | 24.00 |
| McBentez, Kathy | 6.00 | 12.00 | 108.00 |
| McGrath, Patricia | 6.00 | 12.00 | 24.00 |
| McLead, Shivan | 6.00 | 12.00 | 18.00 |
| Medland, Karen | - | - | 146.00 |
| Meza, Jack | - | - | 116.00 |
| Mohr, Kelsey | 6.00 | 12.00 | 87.00 |
| Monreal, Greg | 6.00 | 12.00 | 24.00 |
| Mostatabi, Roxana | 6.00 | 12.00 | 30.00 |
| Murray, Edward | - | - | 230.00 |
| Navarro, Nicole | 6.00 | 12.00 | 30.00 |
| Nguyen, Mike | 6.00 | 12.00 | 30.00 |
| Noss, Linda | 6.00 | 12.00 | 96.00 |
| Okamuna, Lynn | 6.00 | 12.00 | 69.00 |
| Paez, Vicki | 6.00 | 12.00 | 48.00 |
| Patel, Deepa | 6.00 | 12.00 | 184.00 |
| Patel, Vani | 6.00 | 12.00 | 30.00 |
| Patino, Ashley | 6.00 | 12.00 | 30.00 |
| Patino, Nicole | 6.00 | 12.00 | 36.00 |
| Pelto, Ernest | 6.00 | 12.00 | 134.00 |
| Peyre, Isa | 6.00 | 12.00 | 54.00 |
| Pineda, Guadalupe | 6.00 | 12.00 | 60.00 |
| Precht, Jeanette | 6.00 | 12.00 | 99.00 |
| Ring, Diane | 6.00 | 12.00 | 72.00 |
| Rodriguez, Claudia | 6.00 | 12.00 | 24.00 |
| Rodriguez, David | 6.00 | 12.00 | 60.00 |
| Rodriguez, Kenia | - | - | 50.00 |
| Rodriguez, Maria | 6.00 | 12.00 | 24.00 |
| Sandoval, Lizbeth | - | - | 61.00 |
| Schaal, Linda | 6.00 | 12.00 | 153.00 |
| Sgobba, Jackie | 12.00 | 12.00 | 42.00 |
| Shah, Jay | 6.00 | 12.00 | 60.00 |
| Shah, Soham | 6.00 | 12.00 | 18.00 |
| Shah, Sweny | 6.00 | 12.00 | 102.00 |
| Skimizu, Ken | 12.00 | 24.00 | 331.00 |
| Sosa, Mathew | 6.00 | 12.00 | 32.00 |
| Stutzman, Mark | 6.00 | 12.00 | 30.00 |
| Teeter, Robert | 6.00 | 12.00 | 72.00 |
| Thatcher, Kaitlyn | - | - | 26.00 |
| Thomas, Peggy | 6.00 | 12.00 | 59.00 |
| Tomlin, Jennifer | 6.00 | 12.00 | 37.00 |
| Tran, Victor | 6.00 | 12.00 | 24.00 |
| Tranquill, Jill | 6.00 | 12.00 | 30.00 |
| Trotter, Cynthia | 6.00 | 12.00 | 87.00 |

Literacy Hours continued

| REGULAR | FY03/04 August | FY03/04 YTD | Cumulative |
|---|---|---|---|
| Truong, Christine | 6.00 | 12.00 | 81.00 |
| Truong, Will | 6.00 | 12.00 | 75.00 |
| Uribe, Yajaira | 6.00 | 12.00 | 42.00 |
| Valle, Ana | 6.00 | 12.00 | 37.00 |
| Vasani, Sheena | 6.00 | 12.00 | 24.00 |
| Vasquez, Johanna | 6.00 | 12.00 | 39.00 |
| Vu, Elizabeth | - | - | 102.00 |
| Vukovick, Kathy | 6.00 | 12.00 | 156.00 |
| Total | 829.00 | 1,676.00 | 15,049.00 |

Placentia Library District
Circulation Report
August 31, 2003

| | FY03-04 YTD | FY02-03 YTD | % Change FY03 TO FY04 | FY03-04 August | FY02-03 August |
|---|---|---|---|---|---|
| 1st Time Checkouts | 26,599 | 28,138 | -5.47% | 10,705 | 12,346 |
| Phone Renewals | 2,774 | 2,801 | -0.96% | 1,968 | 1,313 |
| In-Building Renewals | 967 | 837 | 15.53% | 396 | 326 |
| Total Renewals | 3,741 | 3,638 | 2.83% | 2,364 | 1,639 |
| TOTAL CHECKOUTS | 30,340 | ~~17,791~~ 31,986 | 70.54% | 13,069 | 13,985 |
| On-Time Checkins | 29,048 | 30,676 | -5.31% | 12,861 | 13,968 |
| Late Checkins | 898 | 2,988 | -69.95% | 905 | 1,891 |
| TOTAL CHECKINS | 29,946 | 33,664 | -11.04% | 13,766 | 15,859 |
| Holds Placed | 362 | 1,261 | -71.29% | 188 | 855 |
| Holds Cancelled | 15 | 156 | -90.38% | 12 | 112 |
| Holds Filled | 1,904 | 1,098 | 73.41% | 376 | 702 |
| Holds Expired | 0 | 24 | -100.00% | 0 | 18 |
| Patrons Registered | 452 | 544 | -16.91% | 96 | 195 |
| Titles Added | 454 | 393 | 15.52% | 291 | 182 |
| Volumes Added | 491 | 450 | 9.11% | 300 | 198 |
| CIRCULATION BY TYPE OF MATERIAL | | | | | |
| Adult Print | 11,915 | 11,982 | -0.56% | 5,648 | 5,592 |
| Juvenile Print | 14,411 | 15,612 | -7.69% | 5,418 | 6,517 |
| Total Print | 26,326 | 27,594 | -4.60% | 11,066 | 12,109 |
| Audio | 1,460 | 1,195 | 22.18% | 701 | 350 |
| Visual | 2,107 | 2,569 | -17.98% | 864 | 1,135 |
| Equipment | 0 | 0 | 0.00% | 0 | 0 |
| Total Audio Visual | 3,567 | 3,764 | -5.23% | 1,565 | 1,485 |
| TOTAL CIRCULATION | 29,893 | 31,358 | -4.67% | 12,631 | 13,594 |
| Placentia Circulation | 19,807 | 19,829 | -0.11% | 8,205 | 8,572 |
| %Placentia Circulation | 66.26% | 63.23% | 4.78% | 64.96% | 63.06% |
| Anaheim/Yorba Linda Circulation | 3,864 | 4,195 | -7.89% | 1,714 | 1,255 |
| %Anaheim/Yorba Linda Circulation | 13% | 13.38% | -3.38% | 14% | 9% |
| TYPES OF ACTIVE BORROWERS | | | | | |
| Adult | 19,702 | 20,043 | -65.55% | 8,472 | 10,150 |
| Young Adult | 524 | 1,521 | -65.55% | 236 | 767 |
| Juvenile | 6,654 | 7,469 | -10.91% | 2,774 | 3,790 |
| New Borrower | 2,441 | 974 | 150.62% | 796 | 472 |
| Non Resident | 0 | 0 | | 0 | 0 |
| Other (staff) | 505 | 0 | | 278 | 0 |
| TOTAL ACTIVE BORROWERS | 29,826 | 30,007 | -0.60% | 12,556 | 15,179 |
| TOTAL REGISTERED BORROWERS | 36,183 | 32,555 | 11.14% | 18,190 | 16,285 |
| ATTENDANCE | 56,091 | 71,058 | -21.06% | 25,040 | 37,014 |
| Adult Reference-In Building | 1,374 | 1,895 | -27.49% | 615 | 849 |
| Adult Reference-Telephone | 264 | 297 | -11.11% | 129 | 139 |
| Children's Reference-In Building | 362 | 3,153 | -88.52% | 270 | 1,208 |
| Children's Reference-Telephone | 16 | 1,687 | -99.05% | 11 | 1,272 |
| Total Adult Reference | 1,595 | 2,192 | -27.24% | 744 | 988 |
| Total Children's Reference | 378 | 4,840 | -92.19% | 281 | 2,480 |
| Total in Building Reference | 1,736 | 5,048 | -65.61% | 885 | 2,057 |
| Total Telephone Reference | 280 | 1,984 | -85.89% | 140 | 1,411 |
| TOTAL REFERENCE | 2,016 | 7,032 | -71.33% | 1,025 | 3,468 |

CITY OF PLACENTIA INVOICES

| 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 | 7/10/20 | 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 | 9/17/02 | 5,200.62 | 1,638.37 | 650.63 | | | | 7,489.62 |
| Oct-02 | 10/11/02 | | 1,195.57 | 650.63 | | | 8.17 | 1,854.37 |
| Nov-02 | 11/15/02 | | 1,461.17 | 650.61 | 107.50 | | 16.35 | 2,235.63 |
| Dec-02 | 12/13/03 | | 1,150.57 | 650.63 | 537.50 | | | 2,338.70 |
| Jan-03 | 1/16/03 | | 1,632.69 | 650.63 | | | 8.15 | 2,291.47 |
| Feb-03 | 2/11/03 | | 1,269.07 | 762.39 | | | | 2,031.46 |
| Mar-03 | 3/17/03 | | 1,177.30 | 762.39 | 107.50 | | 10.55 | 2,057.74 |
| Apr-03 | 4/7/03 | 35,884.16 | 1,263.68 | 762.39 | 269.45 | | 7.17 | 38,186.85 |
| May-03 | 6/5/03 | 3,712.49 | 1,150.57 | 650.77 | 107.50 | | 7.20 | 5,628.53 |
| Jun-03 | 7/24/03 | 4,522.91 | 1,150.57 | 650.77 | 207.50 | | 7.20 | 6,538.95 |
| TOTAL | | 60,482.41 | 15,906.61 | 8,144.34 | 1,444.45 | 0.00 | 81.17 | 86,058.98 |
| AVG | | 5,040.20 | 1,325.55 | 678.70 | 120.37 | | 6.76 | 7,171.58 |

| PERIOD COVERED FY2003-2004 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR SEISMIC | IRRIGATION CONTROL | TOTAL |
|---|---|---|---|---|---|---|---|---|
| Jul-03 | 8/7/03 | 5,933.96 | 1,566.39 | 604.52 | | | 7.20 | 8,112.07 |
| Aug-03 | 9/8/03 | 5,103.96 | 1,370.47 | 604.52 | 215.00 | | 7.19 | 7,301.14 |
| Sep-03 | | | | | | | | 0.00 |
| Oct-03 | | | | | | | | 0.00 |
| Nov-03 | | | | | | | | 0.00 |
| Dec-03 | | | | | | | | 0.00 |
| Jan-04 | | | | | | | | 0.00 |
| Feb-04 | | | | | | | | 0.00 |
| Mar-04 | | | | | | | | 0.00 |
| Apr-04 | | | | | | | | 0.00 |
| May-04 | | | | | | | | 0.00 |
| Jun-04 | | | | | | | | 0.00 |
| TOTAL | | 11,037.92 | 2,936.86 | 1,209.04 | 215.00 | 0.00 | 14.39 | 15,413.21 |
| AVG | | 5,518.96 | 1,468.43 | 604.52 | 107.50 | | 7.20 | 7,706.61 |

| 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-02 | 1,127.26 | 174.00 | 0.00 | 1,301.26 | 650.63 |
| Aug-02 | 1,127.26 | 174.00 | 2.48 | 1,303.74 | 651.87 |
| Sep-02 | 1,127.26 | 174.00 | 0.00 | 1,301.26 | 650.63 |
| Oct-02 | 1,127.26 | 174.00 | 0.00 | 1,301.26 | 650.63 |
| Nov-02 | 1,127.26 | 174.00 | 0.00 | 1,301.26 | 650.63 |
| Dec-02 | 1,127.26 | 174.00 | 0.00 | 1,301.26 | 650.63 |
| Jan-03 | 1,127.26 | 174.00 | 0.00 | 1,301.26 | 650.63 |
| Feb-03 | 1,350.78 | 174.00 | 0.00 | 1,524.78 | 762.39 |
| Mar-03 | 1,350.78 | 174.00 | 0.00 | 1,524.78 | 762.39 |
| Apr-03 | 1,350.78 | 174.00 | 0.00 | 1,524.78 | 762.39 |
| May-03 | 1,127.53 | 174.00 | | 1,301.53 | 650.77 |
| Jun-03 | 1,127.53 | 174.00 | | 1,301.53 | 650.77 |
| TOTAL | 14,198.22 | 2,088.00 | 2.48 | 16,288.70 | 8,144.35 |
| AVG | 1,183.19 | 174.00 | 0.21 | 1,357.39 | 678.70 |

TOTAL DOLLARS SPENT

| FY2003-2004 | LABOR | EQUIPMENT | MATERIAL | TOTAL | 50% LIBRARY |
|---|---|---|---|---|---|
| Jul-03 | 1,035.04 | 174.00 | 0.00 | 1,209.04 | 604.52 |
| Aug-03 | 1,035.04 | 174.00 | 0.00 | 1,209.04 | 604.52 |
| Sep-03 | | | | 0.00 | 0.00 |
| Oct-03 | | | | 0.00 | 0.00 |
| Nov-03 | | | | 0.00 | 0.00 |
| Dec-03 | | | | 0.00 | 0.00 |
| Jan-04 | | | | 0.00 | 0.00 |
| Feb-04 | | | | 0.00 | 0.00 |
| Mar-04 | | | | 0.00 | 0.00 |
| Apr-04 | | | | 0.00 | 0.00 |
| May-04 | | | | 0.00 | 0.00 |
| Jun-04 | | | | 0.00 | 0.00 |
| TOTAL | 2,070.08 | 348.00 | 0.00 | 2,418.08 | 1,209.04 |
| AVG | 1,035.04 | 174.00 | 0.00 | 1,209.04 | 604.52 |

| 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-02 | 382.24 | 234.40 | 63.58 | 0.00 | 447.04 | 1,127.26 |
| Aug-02 | 382.24 | 234.40 | 63.58 | 0.00 | 447.04 | 1,127.26 |
| Sep-02 | 382.24 | 234.40 | 63.58 | 0.00 | 447.04 | 1,127.26 |
| Oct-02 | 382.24 | 234.40 | 63.58 | 0.00 | 447.04 | 1,127.26 |
| Nov-02 | 382.24 | 234.40 | 63.58 | 0.00 | 447.04 | 1,127.26 |
| Dec-02 | 382.24 | 234.40 | 63.58 | 0.00 | 447.04 | 1,127.26 |
| Jan-03 | 382.24 | 234.40 | 63.58 | 0.00 | 447.04 | 1,127.26 |
| Feb-03 | 382.24 | 234.40 | 63.58 | 0.00 | 670.56 | 1,350.78 |
| Mar-03 | 382.24 | 234.40 | 63.58 | 0.00 | 670.56 | 1,350.78 |
| Apr-03 | 382.24 | 234.40 | 63.58 | 0.00 | 670.56 | 1,350.78 |
| May-03 | 382.24 | 234.40 | 63.58 | | 447.04 | 1,127.26 |
| Jun-03 | 382.24 | 234.40 | 63.58 | | 447.04 | 1,127.26 |
| TOTAL | 4,586.88 | 2,812.80 | 762.96 | 0.00 | 6,035.04 | 14,197.68 |
| AVG | 382.24 | 234.40 | 63.58 | 0.00 | 502.92 | 1,183.14 |

DOLLARS BY TYPE OF WORKER

| FY2003-2004 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|---|---|---|---|---|---|---|
| Jul-03 | 284.72 | 240.48 | 60.56 | 0.00 | 449.28 | 1,035.04 |
| Aug-03 | 284.72 | 240.48 | 60.56 | 0.00 | 449.28 | 1,035.04 |
| Sep-03 | | | | | | 0.00 |
| Oct-03 | | | | | | 0.00 |
| Nov-03 | | | | | | 0.00 |
| Dec-03 | | | | | | 0.00 |
| Jan-04 | | | | | | 0.00 |
| Feb-04 | | | | | | 0.00 |
| Mar-04 | | | | | | 0.00 |
| Apr-04 | | | | | | 0.00 |
| May-04 | | | | | | 0.00 |
| Jun-04 | | | | | | 0.00 |
| TOTAL | 569.44 | 480.96 | 121.12 | 0.00 | 898.56 | 2,070.08 |
| AVG | 284.72 | 240.48 | 60.56 | 0.00 | 449.28 | 1,035.04 |

| FY2001-2002 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|---|---|---|---|---|---|---|
| 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 TRIMMER | MAINT WORK | TOTAL |
|---|---|---|---|---|---|---|
| Jul-02 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Aug-02 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Sep-02 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Oct-02 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Nov-02 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Dec-02 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Jan-03 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Feb-03 | 8.00 | 8.00 | 2.00 | 0.00 | 24.00 | 42.00 |
| Mar-03 | 8.00 | 8.00 | 2.00 | 0.00 | 24.00 | 42.00 |
| Apr-03 | 8.00 | 8.00 | 2.00 | 0.00 | 24.00 | 42.00 |
| May-03 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Jun-03 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| TOTAL | 96.00 | 96.00 | 24.00 | 0.00 | 216.00 | 432.00 |
| AVG | 8.00 | 8.00 | 2.00 | 0.00 | 18.00 | 36.00 |

TIME BY TYPE OF WORKER

| FY2003-2004 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT TRIMMER | MAINT WORK | TOTAL |
|---|---|---|---|---|---|---|
| Jul-03 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Aug-03 | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |
| Sep-03 | | | | | | 0.00 |
| Oct-03 | | | | | | 0.00 |
| Nov-03 | | | | | | 0.00 |
| Dec-03 | | | | | | 0.00 |
| Jan-04 | | | | | | 0.00 |
| Feb-04 | | | | | | 0.00 |
| Mar-04 | | | | | | 0.00 |
| Apr-04 | | | | | | 0.00 |
| May-04 | | | | | | 0.00 |
| Jun-04 | | | | | | 0.00 |
| TOTAL | 16.00 | 16.00 | 4.00 | 0.00 | 32.00 | 68.00 |
| AVG | 8.00 | 8.00 | 2.00 | 0.00 | 16.00 | 34.00 |

To: eminter@placentialibrary.org
Subject: CSDA Weekly Legislative Update - September 12, 2003

CSDA Alliance Legislative

# CSDA Weekly Legislative Update for September 12, 2003

## LEGISLATURE ENTERS FINAL HOURS OF SESSION

At 10:30 this morning, both houses will commence what should be their final floor sessions prior to adjournment. The Senate is expected to adjourn late afternoon, while the Assembly, in typical fashion, will work well into the night. A growing rumor hints that the Legislature may return after the recall election to work on a few budget-related matters. Just can't seem to get them out of town for the rest of the year.

Of the remaining bills of critical interest to CSDA, the most important is Senate Bill 407 by Senator Tom Torlakson. The bill requires specified enterprise special districts currently exempt from the ERAF property tax shift to shift property tax revenues which will be used to pay for the counties' recall election costs. The bill failed in the Assembly Appropriations Committee Wednesday night, was granted reconsideration and will be heard again today, and if passed will go to the Assembly Floor. Senator Torlakson is predicting he has the votes to move the bill to Governor Davis. As of this writing, LOCAL, the League of California Cities and the California State Association of Counties remain opposed, in spite of Torlakson seeking support from county supervisors and sheriffs.

The workers' compensation conference report will also be voted upon today and while short of the reform goals public and private employers hoped for, probably will pass and the Governor has already said he will sign the bill.
Finally, Senate Bill 1049 passed the Senate yesterday on concurrence and is on its way to the governor's desk. This is the bill that contains a host of fees to implement the state budget, including the SRA fees, dam safety fees, water rights fees, and wastewater discharge permitting fees, among others. The Governor is expected to sign SB 1049.

We just learned that Assembly Member Oropeza might try to oust Speaker Wesson today. Takes 41 votes to do so and if she falls short it won't be a fun day for her.

If others affiliated with your district would like to start receiving this notice via email, or if you would like to *stop* getting these email updates please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.



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To: eminter@placentialibrary.org
Subject: CSDA Legislative Update

The Legislature recessed yesterday for the Labor Day holiday and will return Tuesday for the final push toward this year's adjournment. Today both the Senate and Assembly Appropriations Committees will take up their Suspense Files, bills that have a state cost of $150,000 of more. Scores of bills are pending, including Senate Bill 407 by Senate Local Government Committee Chair Tom Torlakson. SB 407 would require specified enterprise special districts that currently do not shift property tax revenues to ERAF to do so, with a major exception. Unlike all other special districts that contribute property tax revenues to ERAF, SB 407, with anticipated amendments today, would shift the revenues to a new fund that would be distributed to cities and counties, including funds to counties to defray the costs of the recall election. Even so, both the League of California Cities and the California State Association of Counties remain opposed to SB 407. Additionally, LOCAL sent an opposition letter yesterday to the Assembly Appropriations Committee and all Assembly members (www.csda.net). We will know later this morning if SB 407 passes off of the Suspense File and proceeds to the Assembly Floor.

STATE AUDITOR TO AUDIT WATER DISTRICTS

On August 26th, the Joint Legislative Audit Committee approved an audit on "Independent Special Water Districts." The request came from Assembly Member Cohn, who also chairs the committee. The State Auditor testified that she will conduct audits of 5 water districts, selected from the State Controllers data and that the audit will cost $243,750 and take approximately 3,250 hours to complete. The audit will consider:

1. Each district's policies and procedures for developing and setting rates and determine whether relevant statutory requirements are met;
2. Review each district's policies and procedures for accumulating and using cash reserves;
3. Review each district's policies for benefit and compensation packages offered to their directors. This will include an identification of whether such packages include salary, per diem, meeting allowances, vehicle allowances, life or health benefits, and retirement benefits and whether these benefits continue once a director leaves the district;
4. Review and evaluate each water district's policies and procedures relating to ethics and conflict of interest; and,
5. Determine how frequently water districts' board or their subcommittees, if applicable, meet.

BUDGET ACCOUNTABILITY ACT HEADS FOR BALLOT

An initiative sponsored by a variety of groups, including, but not limited to, the League of Women Voters and the California PTA, announced this week that they have secured sufficient signatures to qualify the Budget Accountability Act for the March ballot. Among other things, the Act would lower the vote required for passing the state budget and tax bills to 55 percent. Additionally, the Act would require a 5 percent budget reserve and withhold legislators' pay and per diem when a budget is late and require the Legislature to "work exclusively on adopting a budget" once the June 15th constitutional deadline for passing the budget has been missed.

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

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# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

**SUBJECT:** **Two Percent Assessment Appeal Case**

**DATE:** September 22, 2003

**BACKGROUND:**

No new information has been received since the last report on August 25, 2003.

I talked with Neal Gruber, Tax Manager with the County of Orange Auditor Controller's Office, on September 15 and he told me that there has been no action since the County filed its appeal in June 2003. Mr. Gruber continues to be optimistic that the outcome will be in favor of the current practice.

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 2002-2003 would be approximately $186,000. For each year the refund is delayed the amount would increase by approximately $77,000, plus interest. This is a significant increase over the previous estimate.

The ongoing impact (permanent loss) on future revenue would be a loss of approximately $77,000 per year.

**RECOMMENDATION:**

Receive & File

**Agenda Item 25**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: September 16, 2003

**SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.**

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (*) are pending and have not yet begun.

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.

- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.

- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.

- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.

- Cal State Fullerton and PLLS have two partnerships:
  1. The Department of Human Services Intern Program, and 2. Service Learning.

- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.

- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for $10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.

- *Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.

- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.

- *Potential *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04.

To: Library Board of Trustees

From: Jim Roberts, Public Services Manager/Literacy Coordinator

Date: September 16, 2003

**Subject: Status Report on Active Grant Applications**

**Open/Received Grants**

| Source | Amount Requested | Date Requested | ELLI | Spanish Literacy | FFL | Children's | AMT Received |
|---|---|---|---|---|---|---|---|
| Disney | $5,000 | 6/30/03 | $5,000 | | | | |
| Bank of America | $25,000 | 3/31/03 | $25,000 | | | | |
| Wells Fargo | $2,000 | 5/7/03 | | $2,000 | | | |
| Wells Fargo | $2,000 | 6/26/03 | | | $2,000 | | $1,000 |
| Target | $5,000 | 6/25/03 | | | $5,000 | | $2,000 |
| Mervyn's | $2,500 | 7/7/03 | | | $2,500 | | |
| Mighty Ducks | $10,000 | 4/16/03 | $10,000 | | | | |
| Mazda | $25,000 | 5/27/03 | $25,000 | | | | |
| Sprint | $25,000 | 5/27/03 | $25,000 | | | | |
| **Total:** | **$101,500** | | **$90,000** | **$2,000** | **$9,500** | | **$3,000** |

**Grants Denied/Withdrawn**

| Source | Amount | Date Requested | ELLI | Spanish Literacy | FFL | Children's |
|---|---|---|---|---|---|---|
| Target | $3,000 | 6/25/03 | | | $3,000 | |
| Verizon | $25,000 | 3/26/03 | $25,000 | | | |
| Coca-Cola | $25,000 | 3/26/03 | $25,000 | | | |
| Weingart | $50,000 | 5/3/03 | $50,000 | | | |
| Angels Care | $25,000 | 4/16/03 | $25,000 | | | |
| Ralphs | $25,000 | 5/27/03 | $25,000 | | | |
| Public Welfare | $50,000 | 4/30/03 | $50,000 | | | |
| RGK | $25,000 | 4/14/03 | $25,000 | | | |
| **Total:** | **$228,000** | | **$225,000** | | **$3,000** | |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

**SUBJECT:** **Request for reimbursement of Elizabeth D. Minter for $63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure.**

**DATE:** September 22, 2003

## BACKGROUND

In May 2003 Librarian Amnah Darwish ordered two books through a District staff account. When the books arrived in June the Library Director was on vacation and Ms. Darwish was given the books by Library staff without collecting payment. The Library Director was unaware when Ms. Darwish's final paycheck was issued on June 26, 2003 that the debt was outstanding and she was not told about it until mid-July. The Library Director issued a personal check for $63.70 to pay Ms. Darwish's share of the staff account and an invoice was sent to Ms. Darwish on July 22nd. A reminder invoice was sent on August 27. No response has been received for either invoice.

After Ms. Darwish's departure the District received a long distance charge for its fax line of $65.90 (excluding tax) for a 10-minute direct dial call to Jordan on June 15, 2003 at 12:44 P.M. The Library Director was on vacation on the date this call was made and there is no record in Library Administration of permission being requested to place this call. The cost of this call was included on the invoices sent to Ms. Darwish on July 22 and August 27.

The documentation of these transactions is Attachment A.

It is the recommendation of the Library Board President that these debts be written off and no further collection efforts be made.

## RECOMMENDATION

Authorize reimbursement of Library Director Elizabeth Minter from Placentia Library District's County Exempt Fund for $63.70 for Librarian Amnah Darwish's share of BWI invoice 1535219.

# PLACENTIA LIBRA

411 East Chapman Avenue, Placentia, CA 92870-6198
Elizabeth D. Minter, M.L.S., Library Director
(714) 528-1925, Ext. 202 administration@placentialibrary.org
(714) 528-8236 (Fax) www.placentialibrary.org



July 22, 2003

Amnah Darwish
8417A Summerdale Road
San Diego, Ca 92126

Dear Amnah:

Hi! Hope you're loving your new position. Things are status quo around here.

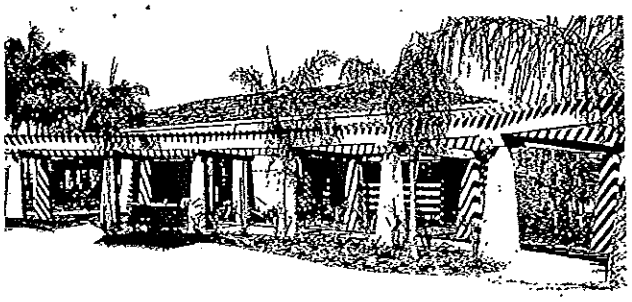
You forgot to reimburse us for a couple of bills before you left-the phone bill for the fax you made to Jordan and the BWI bill for the Harry Potter books you ordered. Enclosed are the bills for these. Please forward the reimbursements to us as soon as possible.

Hope you have a wonderful wedding day. I can't wait to hear all about it.

Best wishes,

Donna Siloti

Donna Siloti
Administrative Assistant



# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6190
Elizabeth D. Minter, M.L.S., Library Director
(714) 528-1925, Ext. 202 administration@placentialibrary.org
(714) 528-8236 (Fax) www.placentialibrary.org



July 22, 2003

Amnah Darwish
8417A Summerdale Road
San Diego, CA 92126

INVOICE

| | | |
|---|---|---|
| 6/18/03 | 2 Harry Potter Books-BWI Invoice #1535219 | 63.70 |
| | TOTAL | $63.70 |

Donna Siloti
Donna Siloti
Administrative Assistant

Public Library Specialists
BWI
A FOLLETT CORPORATION COMPANY
1847 Mercer Road • Lexington, KY 40511
859.231.9789 • 800.888.4478
Fax 888.6319

SOLD TO: PLACENTIA LIBRARY DISTRICT
NON-PROCESSED ACCT.
411 EAST CHAPMAN
PLACENTIA, CA 92870-

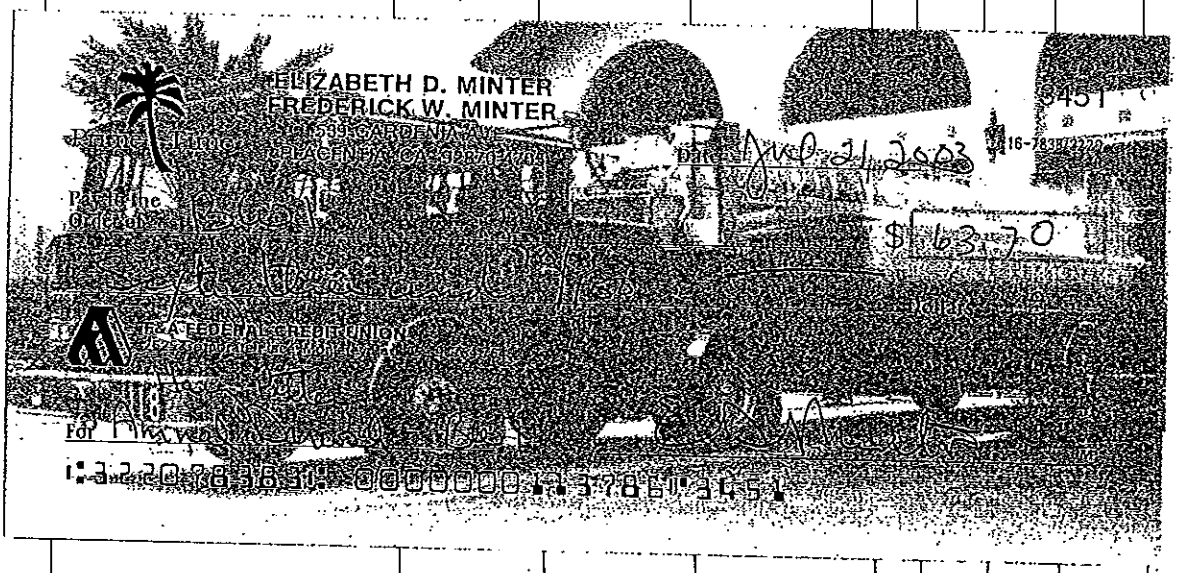
SHIP TO: PLACENTIA LIBRARY DISTRICT
STAFF ACCOUNT
411 EAST CHAPMAN AVE.
PLACENTIA, CA 92870-

Attn. CYRISE SMITH

hw

| CUSTOMER # | P.O. NUMBER | | SHIP VIA | CARTONS | SALESMAN | PLEASE REPORT ANY DISCREPANCIES WITHIN 90 DAYS OF RECEIPT. | TERMS |
|---|---|---|---|---|---|---|---|
| PLA100 02 | SEE BELOW | | NEXT DAY AIR | 1 | 26 | | NET 30 DAYS |

| ISBN | TITLE | AUTHOR | PUBLISHER | P.O. NUMBER | QTY ORDER | QTY SHIP | QTY BO | LIST PRICE | DISC % | UNIT NET PRICE | EXTENSION |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0439567610 | HARRY POTTER & THE ORDER OF TH | ROWLING | SCHOLASTIC | 022703STAFF | 6 | 6 | | 34.99 | 15.00 | 29.74 | 178.44 |
| 0439567610 | HARRY POTTER & THE ORDER OF TH | ROWLING | SCHOLASTIC | 031303CNS | 1 | 1 | | 34.99 | 15.00 | 29.74 | 29.74 |



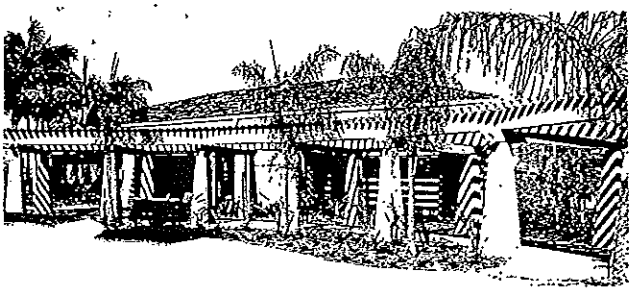

QUALITY
VERIFIED

Total Number of Books Shipped 7

| | |
|---|---|
| Subtotal | 208.18 |
| Shipping | 14.80 |
| Total Due | 222.98 |

Remit to:
P.O. Box 91691
Chicago, IL 60693

Public Library Specialists



# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-0190
Elizabeth D. Minter, M.L.S., Library Director
(714) 528-1925, Ext. 202 administration@placentialibrary.org
(714) 528-8236 (Fax) www.placentialibrary.org



July 22, 2003

Amnah Darwish
8417A Summerdale Road
San Diego, CA 92126

INVOICE

| | |
|---|---|
| 6/15/03 AT&T #714-528-8236 Fax to Jordan | 65.90 |
| TOTAL | $65.90 |

Donna Siloti

Donna Siloti
Administrative Assistant

| Account Number | Bill Close Date | Payment Due |
|---|---|---|
| 018 297 1115 001 | 6/16/03 | 7/16/03 |

AT&T

LACENTIA LIBRARY REF # 714 528 8236

Call Detail

| No | Date | Time | Place | Area/Number | Mins | Call Type | Rate Period | Amount |
|---|---|---|---|---|---|---|---|---|
| LONG DISTANCE CALLS | | | | | | | | |
| LONG DISTANCE CHARGES BILLED TO: 018 297 1115 001 | | | | | | | | |
| LONG DISTANCE CALLS BILLED TO: 714 528-8236 | | | | | | | | |
| 1. | MAY 21 | 11:23A | CHICAGO IL | 312 705-9175 | 1 | DDC | DAY | .94 |
| 2. | MAY 22 | 12:02P | ST CHARLES IL | 630 443-9092 | 3 | DDC | DAY | 2.82 |
| 3. | MAY 28 | 2:35P | FARGO ND | 701 461-3910 | 2 | DDC | DAY | 1.88 |
| 4. | JUN 02 | 1:20P | TEMPE AZ | 480 379-8779 | 2 | DDC | DAY | 1.88 |
| 5. | JUN 10 | 8:33A | SACRAMENTO CA | 916 442-7889 | 1 | DDC | DAY | .26 |
| 6. | JUN 15 | 12:44P | JORDAN JR | 096265519851 | 10 | DDC | STAN | 65.90 |
| 7. | JUN 16 | 11:57A | CHICAGO IL | 312 280-1538 | 1 | DDC | DAY | .94 |
| TOTAL LONG DISTANCE CALLS BILLED TO: 714 528-8236 | | | | | | | | $74.62 |
| TOTAL LONG DISTANCE CHARGES BILLED TO: 018 297 1115 001 | | | | | | | | $74.62 |
| Bill Amnesh | | | | | | | | |
| LONG DISTANCE CHARGES BILLED TO: 018 305 4911 001 | | | | | | | | |
| LONG DISTANCE CALLS BILLED TO: 714 528-1906 | | | | | | | | |
| 8. | MAY 19 | 11:28A | LINDAVISTA CA | 858 874-3383 | 11 | DDC | DAY | 2.31 |
| 9. | MAY 28 | 12:29P | SACRAMENTO CA | 916 641-2773 | 2 | DDC | DAY | .43 |
| 10. | MAY 28 | 2:05P | SACRAMENTO CA | 916 264-2920 | 5 | DDC | DAY | 1.06 |
| 11. | MAY 28 | 2:30P | FARGO ND | 701 461-3272 | 1 | DDC | DAY | .94 |
| 12. | JUN 02 | 2:54P | CHICAGO IL | 312 280-4274 | 1 | DDC | DAY | .94 |
| 13. | JUN 04 | 10:24A | ITHACA NY | 607 327-0825 | 1 | DDC | DAY | .94 |
| 14. | JUN 16 | 10:03A | CHULAVISTA CA | 619 421-3251 | 2 | DDC | DAY | .51 |
| TOTAL LONG DISTANCE CALLS BILLED TO: 714 528-1906 | | | | | | | | $7.13 |
| LONG DISTANCE CALLS BILLED TO: 714 528-1907 | | | | | | | | |
| 15. | MAY 21 | 8:57A | ELDERTON PA | 724 354-2656 | 1 | DDC | DAY | .94 |
| 16. | MAY 21 | 10:23A | SACRAMENTO CA | 916 427-6585 | 2 | DDC | DAY | .43 |
| 17. | MAY 27 | 5:35P | MIRA MESA CA | 858 693-8692 | 2 | DDC | DAY | .34 |
| 18. | MAY 28 | 3:47P | CARLSBAD CA | 760 603-4036 | 4 | DDC | DAY | .84 |
| 19. | MAY 28 | 6:51P | MIRA MESA CA | 858 693-8692 | 1 | DDC | DAY | .19 |
| 20. | JUN 03 | 12:24P | SACRAMENTO CA | 916 657-5564 | 4 | DDC | DAY | .85 |
| 21. | JUN 08 | 2:30P | MIRA MESA CA | 858 693-8692 | 5 | DDC | NT/W | .89 |
| 22. | JUN 08 | 2:37P | MIRA MESA CA | 858 693-8692 | 1 | DDC | NT/W | .22 |
| 23. | JUN 08 | 2:39P | MIRA MESA CA | 858 693-8692 | 1 | DDC | NT/W | .22 |
| 24. | JUN 08 | 2:44P | MIRA MESA CA | 858 693-8692 | 1 | DDC | NT/W | .22 |
| 25. | JUN 08 | 3:59P | MIRA MESA CA | 858 693-8692 | 3 | DDC | NT/W | .55 |
| 26. | JUN 11 | 6:52P | BROOKLYN NY | 917 757-3243 | 1 | DDC | DAY | .94 |
| TOTAL LONG DISTANCE CALLS BILLED TO: 714 528-1907 | | | | | | | | $6.63 |
| LONG DISTANCE CALLS BILLED TO: 714 528-1925 | | | | | | | | |
| 27. | MAY 19 | 10:55A | ELDERTON PA | 724 354-2656 | 3 | DDC | DAY | 2.82 |
| 28. | MAY 19 | 11:40A | RICHMOND BC | 604 303-0266 | 21 | DDC | STAN | 49.35 |
| 29. | MAY 19 | 7:28P | MIRA MESA CA | 858 693-8692 | 3 | DDC | EVE | .50 |
| 30. | MAY 20 | 9:14A | MCKEESPORT PA | 412 466-6081 | 5 | DDC | DAY | 4.70 |
| 31. | MAY 21 | 6:50P | MIRA MESA CA | 858 693-8692 | 1 | DDC | DAY | .19 |
| 32. | MAY 21 | 8:24P | MIRA MESA CA | 858 693-8692 | 14 | DDC | EVE | 2.22 |
| 33. | MAY 22 | 4:41P | RICHMOND BC | 604 303-0266 | 7 | DDC | STAN | 16.45 |
| 34. | MAY 22 | 5:12P | RICHMOND BC | 604 303-0266 | 9 | DDC | STAN | 21.15 |
| 35. | MAY 23 | 8:16A | RICHMOND BC | 604 303-0266 | 4 | DDC | STAN | 9.40 |
| 36. | MAY 23 | 5:06P | RICHMOND BC | 604 303-0266 | 3 | DDC | STAN | 7.05 |
| 37. | MAY 25 | 3:43P | RICHMOND BC | 604 303-0266 | 1 | DDC | STAN | 2.35 |
| 38. | MAY 26 | 11:39A | RICHMOND BC | 604 303-0266 | 1 | DDC | STAN | 2.35 |
| 39. | MAY 26 | 11:48A | RICHMOND BC | 604 303-0266 | 1 | DDC | STAN | 2.35 |
| 40. | MAY 27 | 1:42P | SACRAMENTO CA | 916 442-7887 | 2 | DDC | DAY | .43 |
| 41. | MAY 27 | 1:48P | LINDAVISTA CA | 858 874-3383 | 9 | DDC | DAY | 1.89 |
| 42. | MAY 27 | 6:32P | MIRA MESA CA | 858 693-8692 | 1 | DDC | DAY | .19 |
| 43. | MAY 27 | 7:45P | MIRA MESA CA | 858 693-8652 | 1 | DDC | EVE | .19 |
| 44. | MAY 28 | 8:45A | RICHMOND BC | 604 303-0266 | 8 | DDC | STAN | 18.80 |

Continued

**PLACENTIA LIBRARY DI**

411 East Chapman Avenue, Placentia, CA
Elizabeth D. Minter, M.L.S., Library Director
(714) 528-1925, Ext. 202 administration@placentialibrary.org
(714) 528-8236 (Fax) www.placentialibrary.org



August 27, 2003

Amnah Darwish
8417A Summerdale Road
San Diego, Ca 92126

Dear Amnah:

I don't know if you received my letter dated July 22. We are requesting payment of two invoices, one for the Harry Potter books you ordered and one for the fax you made to Jordan.

I'm enclosing copies of the invoices and my letter. Please forward the reimbursements to us as soon as possible.

Thanks,

Donna Siloti

Donna Siloti
Administrative Assistant

7099 3220 0004 1484 5408

U.S. Postal Service
**CERTIFIED MAIL RECEIPT**
*(Domestic Mail Only; No Insurance Coverage Provided)*

Article Sent To:
Amnah Darwish

| | |
|---|---|
| Postage | $ 0.60 |
| Certified Fee | 2.30 |
| Return Receipt Fee (Endorsement Required) | 1.75 |
| Restricted Delivery Fee (Endorsement Required) | |
| Total Postage & Fees | $ 4.65 |

Postmark Here

Name (Please Print Clearly) (To be completed by mailer)

Street, Apt. No.; or PO Box No.

City, State, ZIP+4

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

**SUBJECT:** **Report on Staff Appreciation Dinner**

**DATE:** September 22, 2003

The Staff Appreciation Dinner was held at the home of Saundra Stark on Thursday, September 11, 2003. It was a wonderful meal featuring salmon and steak. Entertainment was provided by a professional magician.

Forty-three reservations were made and thirty-eight individuals attended.

Fifteen-year pins were awarded to Staff Members ulie Shook and Dottie Cummings. A five-year pin was awarded to Trustee Gaeten Wood.

The total cost was $776.90. There were two paid guests at $40.00. The cost to be shared by the Library Board and Friends was $736.90 or $368.50 per organization.

**Agenda Item 29**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: September 16, 2003

**SUBJECT: Poet Laureate Report.**

Program Committee staff met with Marilyn Laskow, poet laureate, several times in August to discuss the two programs in September. Everything is set for both programs. In the first, to be held on Sunday, September 28 from 1:00-4:00; Ms. Laskow will read from her own work for 30 minutes, followed by various staff members reading their favorite poems. Ms. Laskow will also be inaugurated at this event. The second, to be held at 7:00pm on Monday, September 28 will be a poetry workshop for teens.

EBSA COPY

Form **5500**
Department of the Treasury
Internal Revenue Service
Department of Labor
Pension and Welfare Benefits Administration
Pension Benefit Guaranty Corporation

# Annual Return/Report of Employee Benefit Plan

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

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

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

**2002**

**This Form is Open to Public Inspection**

## Part I Annual Report Identification Information

For the calendar plan year 2002 or fiscal plan year beginning 07/01/2002 , and ending 06/30/2003 ,

**A** This return/report is for:
(1) [ ] a multiemployer plan;
(2) [X] a single-employer plan (other than a multiple-employer plan);
(3) [ ] a multiple-employer plan; or
(4) [ ] a DFE (specify) _____

**B** This return/report is:
(1) [ ] the first return/report filed for the plan;
(2) [ ] an amended return/report;
(3) [ ] the final return/report filed for the plan;
(4) [ ] a short plan year return/report (less than 12 months).

**C** If the plan is a collectively-bargained plan, check here ▶ [ ]

**D** If filing under an extension of time or the DFVC program, check box and attach required information (see instructions) ▶ [ ]

## Part II Basic Plan Information -- enter all requested information.

**1a** Name of plan
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
MONEY PURCHASE PENSION PLAN

**1b** Three-digit plan number (PN) ▶ 001

**1c** Effective date of plan (mo., day, yr.)
07/01/1973

**2a** Plan sponsor's name and address (employer, if for a single-employer plan)
(Address should include room or suite no.)
PLACENTIA LIBRARY DISTRICT
OF ORANGE COUNTY

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92670

**2b** Employer Identification Number (EIN)
95-3197792

**2c** Sponsor's telephone number
714-528-1906

**2d** Business code (see instructions)
611000

**Caution:** A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report if it is being filed electronically, and to the best of my knowledge and belief, it is true, correct and complete.

SIGN HERE [signature] 8/14/03 ELIZABETH D. MINTER
Signature of plan administrator | Date | Type or print name of individual signing as plan administrator

SIGN HERE [signature] 8/14/03 ELIZABETH D. MINTER
Signature of employer/plan sponsor/DFE | Date | Type or print name of individual signing as employer, plan sponsor or DFE

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v5.0 Form **5500** (2002)

0 2 0 2 3 0 0 1 0 8

Official Use Only

**3a** Plan administrator's name and address (If same as plan sponsor, enter "Same")
SAME

**3b** Administrator's EIN

**3c** Administrator's telephone number

**4** If the name and/or EIN of the plan sponsor has changed since the last return/report filed for this plan, enter the name, EIN and the plan number from the last return/report below:

**a** Sponsor's name

**b** EIN

**c** PN

**5** Preparer information (optional) **a** Name (including firm name, if applicable) and address

**b** EIN

**c** Telephone number

| | | | |
|---|---|---|---|
| **6** | Total number of participants at the beginning of the plan year | 6 | 29 |
| **7** | Number of participants as of the end of the plan year (welfare plans complete only lines **7a, 7b, 7c,** and **7d**) | | |
| **a** | Active participants | 7a | 21 |
| **b** | Retired or separated participants receiving benefits | 7b | 0 |
| **c** | Other retired or separated participants entitled to future benefits | 7c | 10 |
| **d** | Subtotal. Add lines **7a, 7b,** and **7c** | 7d | 31 |
| **e** | Deceased participants whose beneficiaries are receiving or are entitled to receive benefits | 7e | 0 |
| **f** | Total. Add lines **7d** and **7e** | 7f | 31 |
| **g** | Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item) | 7g | 31 |
| **h** | Number of participants that terminated employment during the plan year with accrued benefits that were less than 100% vested | 7h | 4 |
| **i** | If any participant(s) separated from service with a deferred vested benefit, enter the number of separated participants required to be reported on a Schedule SSA (Form 5500) | 7i | 0 |

**8** Benefits provided under the plan (complete **8a** and **8b** as applicable)

**a** [X] Pension benefits (check this box if the plan provides pension benefits and enter the applicable pension feature codes from the List of Plan Characteristics Codes printed in the instructions): 2C 3E

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

**9a** Plan funding arrangement (check all that apply)
- (1) [ ] Insurance
- (2) [ ] Code section 412(i) insurance contracts
- (3) [X] Trust
- (4) [ ] General assets of the sponsor

**9b** Plan benefit arrangement (check all that apply)
- (1) [ ] Insurance
- (2) [ ] Code section 412(i) insurance contracts
- (3) [X] Trust
- (4) [ ] General assets of the sponsor

0 2 0 2 3 0 0 2 0 9

Official Use Only

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

**a Pension Benefit Schedules**

(1) [X] R (Retirement Plan Information)
(2) [X] 1 T (Qualified Pension Plan Coverage Information)
If a Schedule T is not attached because the plan is relying on coverage testing information for a prior year, enter the year ..... ▶ _____
(3) [ ] B (Actuarial Information)
(4) [ ] E (ESOP Annual Information)
(5) [ ] SSA (Separated Vested Participant Information)

**b Financial Schedules**

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

0 2 0 2 3 0 0 3 0 A

SCHEDULE I
(Form 5500)
Department of the Treasury
Internal Revenue Service

Department of Labor
Pension and Welfare Benefits Administration

Pension Benefit Guaranty Corporation

# Financial Information -- Small Plan

This schedule is required to be filed under Section 104 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code).

▶ File as an attachment to Form 5500.

Official Use Only
OMB No. 1210-0110
**2002**
This Form is Open to Public Inspection.

For calendar year 2002 or fiscal plan year beginning 07/01/2002 , and ending 06/30/2003 , .

**A** Name of plan
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P

**B** Three-digit plan number ▶ 001

**C** Plan sponsor's name as shown on line 2a of Form 5500
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

**D** Employer Identification Number
95-3197792

Complete Schedule I if the plan covered fewer than 100 participants as of the beginning of the plan year. You may also complete Schedule I if you are filing as a small plan under the 80-120 participant rule (see instructions). Complete Schedule H if reporting as a large plan or DFE.

## Part I Small Plan Financial Information

Report below the current value of assets and liabilities, income, expenses, transfers and changes in net assets during the plan year. Combine the value of plan assets held in more than one trust. Do not enter the value of the portion of an insurance contract that guarantees during this plan year to pay a specific dollar benefit at a future date. Include all income and expenses of the plan including any trust(s) or separately maintained fund(s) and any payments/receipts to/from insurance carriers. **Round off amounts to the nearest dollar.**

| **1 Plan Assets and Liabilities:** | | (a) Beginning of Year | (b) End of Year |
|---|---|---|---|
| a Total plan assets | 1a | 581554 | 391691 |
| b Total plan liabilities | 1b | 0 | 0 |
| c Net plan assets (subtract line 1b from line 1a) | 1c | 581554 | 391691 |

| **2 Income, Expenses, and Transfers for this Plan Year:** | | (a) Amount | (b) Total |
|---|---|---|---|
| a Contributions received or receivable | | | |
| (1) Employers | 2a(1) | 30542 | |
| (2) Participants | 2a(2) | 0 | |
| (3) Others (including rollovers) | 2a(3) | 0 | |
| b Noncash contributions | 2b | 0 | |
| c Other income | 2c | 9083 | |
| d Total income (add lines 2a(1), 2a(2), 2a(3), 2b, and 2c) | 2d | | 39625 |
| e Benefits paid (including direct rollovers) | 2e | 229478 | |
| f Corrective distributions (see instructions) | 2f | 0 | |
| g Certain deemed distributions of participant loans (see instructions) | 2g | 0 | |
| h Other expenses | 2h | 10 | |
| i Total expenses (add lines 2e, 2f, 2g, and 2h) | 2i | | 229488 |
| j Net income (loss) (subtract line 2i from line 2d) | 2j | | -189863 |
| k Transfers to (from) the plan (see instructions) | 2k | | 0 |

**3 Specific Assets:** If the plan held assets at anytime during the plan year in any of the following categories, check "Yes" and enter the current value of any assets remaining in the plan as of the end of the plan year. Allocate the value of the plan's interest in a commingled trust containing the assets of more than one plan on a line-by-line basis unless the trust meets one of the specific exceptions described in the instructions.

| | | Yes | No | Amount |
|---|---|---|---|---|
| a Partnership/joint venture interests | 3a | | X | |
| b Employer real property | 3b | | X | |

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v5.0 Schedule I (Form 5500) 2002

2 0 0 2 3 0 0 1 0 8

Official Use Only

| | | | Yes | No | Amount |
|---|---|---|---|---|---|
| 3c | Real estate (other than employer real property) | 3c | | X | |
| d | Employer securities | 3d | | X | |
| e | Participant loans | 3e | | X | |
| f | Loans (other than to participants) | 3f | | X | |
| g | Tangible personal property | 3g | | X | |

## Part II Transactions During Plan Year

| | During the plan year: | | Yes | No | Amount |
|---|---|---|---|---|---|
| 4a | Did the employer fail to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? (See instructions and DOL's Voluntary Fiduciary Correction Program) | 4a | | X | |
| b | Were any loans by the plan or fixed income obligations due the plan in default as of the close of the plan year or classified during the year as uncollectible? Disregard participant loans secured by the participants' account balance | 4b | | X | |
| c | Were any leases to which the plan was a party in default or classified during the year as uncollectible? | 4c | | X | |
| d | Did the plan engage in any nonexempt transaction with any party-in-interest? | 4d | | X | |
| e | Was the plan covered by a fidelity bond? | 4e | | X | |
| f | Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty? | 4f | | X | |
| g | Did the plan hold any assets whose current value was neither readily determinable on an established market nor set by an independent third party appraiser? | 4g | | X | |
| h | Did the plan receive any noncash contributions whose value was neither readily determinable on an established market nor set by an independent third party appraiser? | 4h | | X | |
| i | Did the plan at any time hold 20% or more of its assets in any single security, debt, mortgage, parcel of real estate, or partnership/joint venture interest? | 4i | | X | |
| j | Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC? | 4j | | X | |
| k | Are you claiming a waiver of the annual examination and report of an independent qualified public accountant (IQPA) under 29 CFR 2520.104-46? If no, attach the IQPA's report or 2520.104-50 statement. (See instructions on waiver eligibility and conditions.) | 4k | X | | |

5a Has a resolution to terminate the plan been adopted during the plan year or any prior plan year? If yes, enter the amount of any plan assets that reverted to the employer this year ☐ Yes ☒ No Amount

5b If during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

| 5b(1) Name of plan(s) | 5b(2) EIN(s) | 5b(3) PN(s) |
|---|---|---|
| | | |
| | | |

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Official Use Only

**SCHEDULE R (Form 5500)**
Department of the Treasury
Internal Revenue Service
Department of Labor
Pension and Welfare Benefits Administration
Pension Benefit Guaranty Corporation

# Retirement Plan Information

This schedule is required to be filed under sections 104 and 4065 of the Employee Retirement Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code).

▶ **File as an Attachment to Form 5500.**

OMB No. 1210-0110

**2002**

**This Form is Open to Public Inspection.**

For calendar year 2002 or fiscal plan year beginning 07/01/2002 , and ending 06/30/2003 ,

**A** Name of plan
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P

**B** Three-digit plan number ▶ 001

**C** Plan sponsor's name as shown on line 2a of Form 5500
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

**D** Employer Identification Number
95-3197792

## Part I Distributions

**All references to distributions relate only to payments of benefits during the plan year.**

1 Total value of distributions paid in property other than in cash or the forms of property specified in the instructions ..... 1 $

2 Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits). _____ _____

**Profit-sharing plans, ESOPs, and stock bonus plans, skip line 3.**

3 Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year ..... 3

## Part II Funding Information (If the plan is not subject to the minimum funding requirements of section 412 of the Internal Revenue Code or ERISA section 302, skip this Part)

4 Is the plan administrator making an election under Code section 412(c)(8) or ERISA section 302(c)(8)? ..... ☐ Yes ☐ No ☐ N/A

**If the plan is a defined benefit plan, go to line 7.**

5 If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions, and enter the date of the ruling letter granting the waiver ..... ▶ Month_____ Day_____ Year_____

**If you completed line 5, complete lines 3, 9, and 10 of Schedule B and do not complete the remainder of this schedule.**

6a Enter the minimum required contribution for this plan year ..... 6a $ 30542

b Enter the amount contributed by the employer to the plan for this plan year ..... 6b $ 30542

c Subtract the amount in line 6b from the amount in line 6a. Enter the result (enter a minus sign to the left of a negative amount) ..... 6c $ 0

**If you completed line 6c, do not complete the remainder of this schedule.**

7 If a change in actuarial cost method was made for this plan year pursuant to a revenue procedure providing automatic approval for the change or a class ruling letter, does the plan sponsor or plan administrator agree with the change? ..... ☐ Yes ☐ No ☐ N/A

## Part III Amendments

8 If this is a defined benefit pension plan, were any amendments adopted during this plan year that increased the value of benefits? (see instructions) ..... ☐ Yes ☐ No

**For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500.** v5.0 **Schedule R (Form 5500) 2002**

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Official Use Only

**SCHEDULE T (Form 5500)**

Department of the Treasury
Internal Revenue Service

# Qualified Pension Plan Coverage Information

This form is required to be filed under section 6058(a) of the Internal Revenue Code (the Code).

▶ File as an attachment to Form 5500.

OMB No. 1210-0110

**2002**

**This Form is Open to Public Inspection.**

For calendar year 2002 or fiscal plan year beginning 07/01/2002 , and ending 06/30/2003 ,

**A** Name of plan
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P

**B** Three-digit plan number ▶ 001

**C** Plan sponsor's name as shown on line 2a of Form 5500
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

**D** Employer Identification Number
95-3197792

**Note:** If the plan is maintained by:

- More than one employer and benefits employees who are not collectively-bargained employees, a separate Schedule T may be required for each employer (see the instruction for line 1).
- An employer that operates qualified separate lines of business (QSLOBs) under Code section 414(r), a separate Schedule T may be required for each QSLOB (see the instruction for line 2).

**1** If this schedule is being filed to provide coverage information regarding the noncollectively bargained employees of an employer participating in a plan maintained by more than one employer, enter the name and EIN of the participating employer:

**1a** Name of participating employer

**1b** Employer identification number

**2** If the employer maintaining the plan operates QSLOBs, enter the following information:

**a** The number of QSLOBs that the employer operates is _____.

**b** The number of such QSLOBs that have employees benefiting under this plan is _____.

**c** Does the employer apply the minimum coverage requirements to this plan on an employer-wide rather than a QSLOB basis? ... ☐ Yes ☐ No

**d** If the entry on line 2b is two or more and line 2c is "No," identify the QSLOB to which the coverage information given on line 3 or 4 relates.
▶

Exceptions -- Check the box before each statement that describes the plan or the employer. Also see instructions.
**If you check any box, do not complete the rest of this Schedule.**

**a** ☐ The employer employs only highly compensated employees (HCEs).

**b** ☐ No HCEs benefited under the plan at anytime during the plan year.

**c** ☐ The plan benefits only collectively-bargained employees.

**d** ☒ The plan benefits all nonexcludable nonhighly compensated employees of the employer (as defined in Code sections 414(b), (c), and (m)), including leased employees and self-employed individuals.

**e** ☐ The plan is treated as satisfying the minimum coverage requirements under Code section 410(b)(6)(C).

**For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500.** v5.0 **Schedule T (Form 5500) 2002**

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Official Use Only

4 Enter the date the plan year began for which coverage data is being submitted. Month _____ Day _____ Year _____

a Did any leased employees perform services for the employer at any time during the plan year? ☐ Yes ☐ No

b In testing whether the plan satisfies the coverage and nondiscrimination tests of Code sections 410(b) and 401(a)(4), does the employer aggregate plans? ☐ Yes ☐ No

c Complete the following:

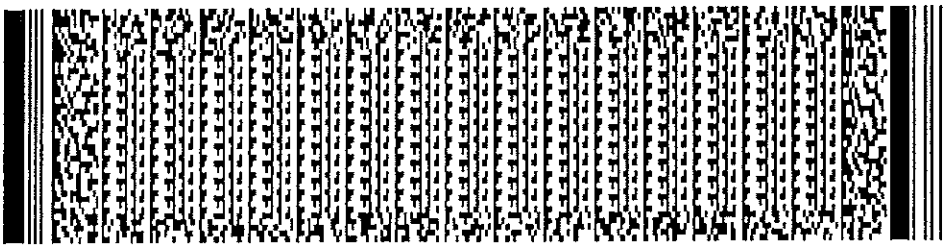
| | | |
|---|---|---|
| (1) Total number of employees of the employer (as defined in Code section 414(b), (c), and (m)), including leased employees and self-employed individuals | c(1) | |
| (2) Number of excludable employees as defined in IRS regulations (see instructions) | c(2) | |
| (3) Number of nonexcludable employees. (Subtract line 4c(2) from line 4c(1)) | c(3) | |
| (4) Number of nonexcludable employees (line 4c(3)) who are HCEs | c(4) | |
| (5) Number of nonexcludable employees (line 4c(3)) who benefit under the plan | c(5) | |
| (6) Number of benefiting nonexcludable employees (line 4c(5)) who are HCEs | c(6) | |

d Enter the plan's ratio percentage and, if applicable, identify the disaggregated part of the plan to which the information on lines 4c and 4d pertains (see instructions) ▶ _____ d _____ %

e Identify any disaggregated part of the plan and enter the ratio percentage or exception (see instructions).

| | Disaggregated part: | Ratio Percentage: | Exception: |
|---|---|---|---|
| (1) | | | |
| (2) | | | |
| (3) | | | |

f This plan satisfies the coverage requirements on the basis of (check one): (1) ☐ the ratio percentage test (2) ☐ average benefit test



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SCHEDULE P
(FORM 5500)

Department of the Treasury
Internal Revenue Service

# Annual Return of Fiduciary of Employee Benefit Trust

This schedule may be filed to satisfy the requirements under section 6033(a) for an annual information return from every section 401(a) organization exempt from tax under section 501(a).

Filing this form will start the running of the statute of limitations under section 6501(a) for any trust described in section 401(a) that is exempt from tax under section 501(a).

▶ File as an attachment to Form 5500 or 5500-EZ.

Official Use Only
OMB No. 1210-0110

**2002**

This Form is Open to Public Inspection.

For trust calendar year 2002 or fiscal year beginning 07/01/2002 and ending 06/30/2003

**1a** Name of trustee or custodian

FIRST AMERICAN TRUST, ~~COMPANY~~ FSB

**b** Number, street, and room or suite no. (If a P.O. box, see the instructions for Form 5500 or 5500-EZ.)

~~2100 FIFTH AVENUE~~ 421 North Main Street

**c** City or town, state, and ZIP code

~~SAN DIEGO~~ Santa Ana CA ~~92101~~ 92701

**2a** Name of trust

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE TRUST

**b** Trust's employer identification number 33-6002913

**3** Name of plan if different from name of trust

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE PENSION

**4** Have you furnished the participating employee benefit plan(s) with the trust financial information required to be reported by the plan(s)? ☒ Yes ☐ No

**5** Enter the plan sponsor's employer identification number as shown on Form 5500 or 5500-EZ ▶ 95-3197792

Under penalties of perjury, I declare that I have examined this schedule, and to the best of my knowledge and belief it is true, correct, and complete.

SIGN HERE Signature of fiduciary ▶ Denise C. Mehus Date ▶ 8-19-03

For the Paperwork Reduction Notice and OMB Control Numbers, see the Instructions for Form 5500 or 5500-EZ.

v5.0

Schedule P (Form 5500) 2002

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# AFFIDAVIT OF PUBLICATION

STATE OF CALIFORNIA, )
) ss.
County of Orange )

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the **Placentia News-Times**, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-601 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

August 21, 2003

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: August 21, 2003

Signature

**Placentia News-Times**
**625 N. Grand Ave.**
**Santa Ana, CA 92701**
**(714) 796-7000 ext. 3002**

# PROOF OF PUBLICATION

This space is for the County Clerk's Filing Stamp

Proof

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Administrative Offices (714) 528-1925 x202

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Placentia Library District will hold a public hearing in the Board of Trustees Conference Room of the Placentia Library, 411 E. Chapman Avenue, at 6:30 P.M., Monday, August 25, 2003, to consider the following items:

**PROPOSED BUDGET FOR 2003-2004 FISCAL YEAR FOR THE PLACENTIA LIBRARY DISTRICT**

Summary of the proposed budget is as follows:

| | | |
|---|---|---|
| Major Equipment & Structure Repair | FUND 702 | $121,318.00 |
| Automation Replacement | FUND 703 | $10,276.00 |
| Bond Redemption | FUND 706 | $163,462.00 |
| Operating General Fund | FUND 707 | $2,077,878.00 |
| Sick Leave Payoff | FUND 708 | $10,032.00 |

Copies of the preliminary budget may be viewed at the Administrative Office of the Placentia Library District, 411 E. Chapman Avenue, Placentia.

**PROPOSED FINES AND FEES SCHEDULE FOR 2003-2004 FISCAL YEAR FOR THE PLACENTIA LIBRARY DISTRICT**

Summary of the proposed schedule is as follows:

**FINES**

| | PER DAY |
|---|---|
| All Items | $ .20 |

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

**MAXIMUM FINE PER ITEM**

| | MAXIMUM |
|---|---|
| All Items | $10.00 |

**RESERVES & SHELF CHECKS**

| | PER ITEM |
|---|---|
| All Items | $ .50 |
| Interlibrary Loans, actual charges by lending library, plus postage, plus | $ 5.00 |

**LOST MATERIALS**

| | | DEFAULT* |
|---|---|---|
| Cataloged Adult & Children's Books | Item Cost + $5.00 | $20.00 |
| Uncataloged Paperbacks | Item Cost + $5.00 | 5.00 |
| Magazines/Pamphlets | No Processing Fee | 3.00 |
| Cassettes | No Processing Fee | 10.00 |
| CD's, CD ROM's & Videos | Item Cost + $5.00 | 15.00 |
| Audio Books (all formats) | Item Cost + $5.00 | 50.00 |

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

**SPECIAL SERVICES**

| | PER ITEM |
|---|---|
| Library card replacement | $2.00 |
| Checkout with non-Library identification | 1.00 |
| Laminating, per sheet | 1.00 |
| Printing, black ink, per page | .10 |
| Photocopy, black ink, per page | .15 |
| Printing & Photocopy, color, per page | 1.00 |
| Passport check preparation | 2.00 |
| Test monitoring, per exam | 30.00 |

**MULTIPURPOSE ROOM**

| | PER DAY |
|---|---|
| Up to four hours | $35.00 |
| Additional hours, in four hour increments | 35.00 |
| Set-up & Clean-up combination | $30.00 |
| Set-up fee | 20.00 |
| Clean-up fee | 20.00 |

**SURCHARGES**

| | |
|---|---|
| Returned check, up to 30 days | 30.00 |
| Returned check, 30th day and over; the greater of 3 times value of check or | 100.00 |
| Report to Collection Agency, per report | 15.00 |

All interested persons are invited to attend this hearing and express opinions upon the items listed above.

Donna Siloti
Administrative Assistant
(714) 528-1925 x202

Publish: Placentia News Times
August 21, 2003
22-148 5841764

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

**SUBJECT:** **Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003**

**DATE:** September 22, 2003

## BACKGROUND

At its meeting on August 25, 2003 the Library Board of Trustees authorized a fourth step for Pages after they have completed eighteen months of satisfactory employment.

Attachment A is salary scale with the additional step.

## RECOMMENDATION

Receive & File.

PLACENTIA LIB. Y DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2003-2004
Effective July 1, 2003
EXEMPT

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| LIB | HR | 47.14 | | | | | | | | | |
| DIR | PP | 3,771.15 | | | | | | | | | |
| | AN | 98,050.01 | | | | | | | | | |
| | MO | 8,170.83 | | | | | | | | | |
| ADMIN | HR | 17.31 | 17.74 | 18.19 | 18.64 | 19.11 | 19.58 | 20.07 | 20.58 | 21.09 | 22.14 |
| ASST | PP | 1,384.78 | 1,419.40 | 1,454.88 | 1,491.26 | 1,528.54 | 1,566.75 | 1,605.92 | 1,646.07 | 1,687.22 | 1,771.58 |
| | AN | 36,004.26 | 36,904.37 | 37,826.97 | 38,772.65 | 39,741.97 | 40,735.51 | 41,753.90 | 42,797.75 | 43,867.69 | 46,061.08 |
| | MO | 3,000.35 | 3,075.36 | 3,152.25 | 3,231.05 | 3,311.83 | 3,394.63 | 3,479.49 | 3,566.48 | 3,655.64 | 3,838.42 |
| PUB SVC & | HR | 24.73 | 25.35 | 25.98 | 26.63 | 27.30 | 27.98 | 28.68 | 29.39 | 30.13 | 31.64 |
| TECH SVC | PP | 1,978.26 | 2,027.71 | 2,078.41 | 2,130.37 | 2,183.62 | 2,238.22 | 2,294.17 | 2,351.52 | 2,410.31 | 2,530.83 |
| MGR | AN | 51,434.66 | 52,720.52 | 54,038.54 | 55,389.50 | 56,774.24 | 58,193.59 | 59,648.43 | 61,139.64 | 62,668.13 | 65,801.54 |
| | MO | 4,286.22 | 4,393.38 | 4,503.21 | 4,615.79 | 4,731.19 | 4,849.47 | 4,970.70 | 5,094.97 | 5,222.34 | 5,483.46 |

| PAGES | Starting Wage | 6 Months | 1 Year | 18 Months |
|---|---|---|---|---|
| | 6.75 | 7.09 | 7.44 | 7.81 |

Signature_____: Adopted May 12, 2003, Revised August 25, 2003
Al Shkoler, President

National City
PUBLIC LIBRARY

NATIONAL C

Nation

Anne Campbell, City Librarian

September 5, 2003

Elizabeth D. Minter, Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

Dear Ms. Minter:

We have completed our review of applications received for the CLLS AmeriCorps Initiative, FY 2003-2004, and we regret to inform you that your application was not among those selected for funding this year.

Again, I regret that we were unable to provide support for your application. Thank you for your effort in this important endeavor.

Sincerely,

Anne Campbell

Anne Campbell, Library Director

Cc: Jim Roberts, Literacy Coordinator

California State Library
California Library Literacy Services (CLLS)
Fiscal Year 2003-2004

# APPLICATION FOR CONTINUING PROGRAMS

*Submit three copies to be postmarked by Friday, September 5, 2003 to Attn: Literacy Team, California State Library, PO Box 942837, Sacramento, CA 94237-0001 for mail. Non-postal delivery to 900 N Street, Suite 500, Sacramento, CA 95814. Fax is not acceptable. Questions: 916-653-7743.*

1. Applicant: Placentia Library District
2. Address: 411 East Chapman Avenue Placentia, CA 90026
3. Contact name: Jim Roberts
   Phone: (714) 524-8408 ext. 213 Fax(714) 528-8236 E-Mail: jroberts@placentialibrary.org

Intent to Participate (**Only programs funded in 2002/03 can apply for 2003/04**):

| | | |
|---|---|---|
| Adult Literacy Services (ALS) | X Applying | ☐ Not Applying |
| Families for Literacy (FFL) | X Applying | ☐ Not Applying |
| English Language Literacy (ELLI) | X Applying | ☐ Not Applying |
| Library Literacy & Book Services (LLABS) | ☐ Applying | ☐ Not Applying |

**4. SUMMARY OF YOUR LITERACY SERVICES:** (Briefly describe the key elements of your library's literacy service -- what services will you provide? To how many people/families? How many volunteers?, etc. Who are your key collaborators for each service? If you have special program elements, such as prison or health literacy services, describe them as well.) **Please keep your answer to ½ page per service.**

***Adult Literacy Services:***

*The Placentia Library Literacy Services (PLLS) provides free one to one tutoring in English for adults. Adults meet once a week with a tutor, and are provided with free workbooks and learning materials. The PLLS also provides Spanish literacy classes and ESL classes on an as need basis. The PLLS recruits parents whose children attend Head Start and area adult education classes. Many students are walk ins, as the PLLS has become known in the community as "the" place to come to for free literacy services.*

***Families for Literacy Program:***

*The PLLS' FFL Program provides tutors for both parents and their children; monthly events for the entire family and free book give aways. A special component of the FFL Program has been the multicultural monthly events, as well as special storytimes and library tours just for FFL families.*

***English Language and Literacy Intensive (ELLI) Program:***

*The ELLI Program tutors K-6th grade students in area elementary schools. Tutors work with students one to one and in small groups in the classroom, using materials purchased and donated by the PLLS as well as school curriculum. ELLI tutors focused on children whose parents attended CBET classes; children enrolled in extended day kindergarten classes; and students in emerging English classes.*

***Library, Literacy, and Books Services (LLABS) (if applicable):N/A***

**5. How did you determine the local need for the literacy services you provide? (What local sources of data did you use?)**

*The PLLS serves not only Placentia, but the surrounding cities of Fullerton, Yorba Linda, Brea and Anaheim. We are the only Library Literacy Service that provides tutors for both children and adults. Each of these cities has a large immigrant population in need of free literacy services. Through our partnerships with the local school district, CBET Programs and Head Start, we have been able to target those most in need of literacy services, as well as those least able to pay for tutoring.*

**6. INPUTS: What resources will you use to provide the services described in the coming year?**

*The Literacy Coordinator, the ELLI Coordinator, and the FFL Coordinator will staff support to ensure services are provided. In addition to volunteer tutors we will recruit, the PLLS will continue to utilize service learners, interns and federal work study students through our numerous community partnerships. We will have partnerships in FY 2003/04 with Fullerton College, Cal State Fullerton, and Western State University College of Law, and possibly more, to recruit federal work study staff, interns, and service learners.*

**7. OUTPUTS: How many users will be served, and how many of each service/program will be provided in the coming year?**

| *Learners:* | | *Tutors:* | |
|---|---|---|---|
| *CLC:* | *250* | *CLC:* | *120* |

| | | | |
|---|---|---|---|
| *FFL:* | *200* | *FFL:* | *35* |
| *ELLI:* | *200* | *ELLI:* | *30* |
| *TOTAL:* | *650* | *TOTAL:* | *185* |

*GRAND TOTAL LEARNERS AND TUTORS: 835.*

**8. RECRUITMENT: How will you recruit program participants?**

*The PLLS has potential students walk-in almost every day. In addition, the PLLS has a waiting list of more than 50 adults. In other words, we don't have to recruit students. In fact, this past summer we did not sign any new adult students up because of our long waiting list.*

**9. RECRUITMENT: How will you recruit tutors and other volunteers?**

*The PLLS will recruit tutors and other volunteers through a variety of media resources such as newspaper PSA's, the local community access cable channel, and a variety of newsletters. We will also recruit at local community service organizations, such as the Rotary Club.*

**10. COMMUNITY RELATIONS: How will you ensure that your community stakeholders (library staff and trustees, mayor, county supervisors, civic organizations, local legislators, etc.) are aware of what the library is doing to address the community literacy issues?**

*The library staff and Board of Trustees are well aware of community literacy issues because of the size and the daily activity in PLLS and by the montly literacy Board reports that details CLC, FFL, and ELLI literacy services and programs. The Literacy Coordinator is also involved in several community organizations where literacy and other community issues are addressed.*

**11. Projected Budget (forms attached)**

Attachments: Projected Budget for Fiscal Year 2003/04
Budget Detail Form
CLLS Minimum Standards Forms

**12. Statement of Intent**

a. I intend to request State funds available under the provisions of Section 18866 of the Education Code for the 2003/04 fiscal year. I understand that I will be notified by the California State Library of the amount for which my library is eligible, according to the provisions of the law, and that I will be required to submit a Plan of Service and proposed Budget utilizing the full eligible amount for literacy, subject to approval by the California State Library.

b. I affirm that any or all other agencies 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, application.

(Signed): _____ Date: 09-04-03
(Authorized representative)
(Printed): Elizabeth Minter

Title: Library Director

Library Jurisdiction: Placentia Library District

Street/mail address: 411 E. Chapman Ave.

City: Placentia County: Orange Zip + 4: 92870-6198

Telephone: (714) 528-1925 ext 203 Fax: (714) 528-8236

E-mail: eminter@placentialibrary.org

**--OR--**

My library will **not** apply for California State Library literacy funds for the 2003/04 fiscal year.

(Signed): _____ Date: _____
(Authorized representative)
(Printed): _____

Title: _____

Library Jurisdiction: _____

*Doc#5326v1/cllssampleapplication2003-04*

## California Library Literacy Services

# Projected Budget for Fiscal Year 2003/04

List below all private and public funds budgeted for all of your California Library Literacy Services - - **Adult Literacy Services, Family Literacy Services, ELLI, and LLABS** in Fiscal Year 2003/04. For this application process use California State Library Grant amount for FY 2002/03.

Be sure to **exclude**
California State Library, whether State or Federal (such as LSTA) are not eligible for matching. In-kind support such as space, utilities, etc,. is also not eligible for matching.

| | Projected Budget for FY 2003/04 by Program & Supporting Functions | | | | | | |
|---|---|---|---|---|---|---|---|
| | Placentia Library District | Grand Total | | Adult Literacy Services | Families For Literacy | LLABS | ELLI |
| | Support Revenue | State Revenue | Other Revenue | | | | |
| 1. | California Library Literacy Services (California State Library Grant) | 121,985 | | 24,725 | 12,060 | | 85,200 |
| 2. | Library/Local Jurisdiction Commitment (City, County, District, Library) | | 133,916 | 133,916 | | | |
| 3. | California Work Opportunity (CalWorks) | | 0 | | | | |
| | Community Based English Tutoring (CBET) | | 0 | | | | |
| | Community Development Block Grant (CDBG) | | 0 | | | | |
| | County Health/Human Services/Alcohol & Drug (Prop 36) | | 0 | | | | |
| | County Housing Authorities/Departments (CHA) | | 0 | | | | |
| | County Sheriff's Department/Corrections | | 0 | | | | |
| | Donations from Individuals (including Bequests) | | 0 | | | | |
| | English Literacy & Civics Education (EL CIVICS) | | 0 | | | | |
| | Even Start | | 0 | | | | |
| | First Five/Children & Families Commission (Prop 10) | | 0 | | | | |
| | Head Start | | 0 | | | | |
| | Healthy Start | | 0 | | | | |
| | Library Foundations | | 0 | | | | |
| | Library Friends Groups | | 0 | | | | |
| | Local Literacy Councils/Groups | | 0 | | | | |
| | Private/Corporate Foundations (e.g., Verizon, Wallace-Reader's Digest) | | 12,000 | 2,000 | 10,000 | | |
| | Pro Literacy Worldwide (PLW) (formerly LVA/Laubach) | | 0 | | | | |
| | Service Clubs (e.g., Rotary, Kiwanis) | | 1,000 | | | | |
| | Special Events Net (fundraisers) | | 0 | | | | |
| | United Way | | 0 | | | | |
| | Workforce Investment Act (WIA) | | 5,000 | | | | |
| | County Supervisor | | 0 | | | | |
| | | | 0 | | | | |
| | **Total** | 121,985 | 151,916 | 160,641 | 22,060 | 0 | 85,200 |

## Projected Expenditure for FY 2003/04 by Program & Supporting Functions

| | | Grand Total | | Adult Literacy Services | Families For Literacy | LLABS | ELLI |
|---|---|---|---|---|---|---|---|
| | | State Revenue | Other Revenue | | | | |
| 4. | Salaries and Benefits | 83,614 | 122,416 | 10,900 | 12,060 | | 60,654 |
| 5. | Contract Staff | | 0 | | | | |
| 6. | Operations | 26,686 | 24,500 | 12,325 | | | 14,361 |
| 7. | Library Materials (circulate) | | 0 | | | | |
| 8. | Library Materials (giveaway) | 9,935 | 5,000 | 5,000 | | | |
| 9. | Equipment ($5K+) | 1,500 | | 1,500 | | | |
| 10. | Indirect Costs (not to exceed 10%) | 250 | | | | | |
| | **Total** | 121,985 | 151,916 | 29,725 | 12,060 | 0 | 75,015 |
| 11. | **Grand Total** | 273,901 | | * | | | |

*** Please breakdown this total on the attached "Budget Detail" form. Provide detail of funds provided for literacy services by Library/Local Jurisdiction Commitment (City, County, District, Library) that are budgeted for Salaries, Benefits, and Contract Staff by title, program, FTE. Library/Local Jurisdiction Commitment (City, County, District, Library) funds may NOT include a portion of the Library Director or other supervisors for whom literacy oversight is only a portion of their administrative responsibilities. Those funds are included in indirect and/or in-kind.**

Library Director Signature

Elizabeth D. Minter
Library Director Name (printed)

9/4/03
Date

file: users/literacy/clc/Proje

# Budget Detail
## Proposed for FY 2003/04

structions:

Please provide additional detail on your budget here to demonstrate how "State," "local jurisdiction" and "other" funds have been allocated. Be sure to exclude funds for activities that are not for the purposes of the California Library Literacy Services Act (e.g. portions of grants used for ESL or portions of staff time that are not dedicated to literacy services like desk time). State and local funds may NOT include a portion of the Library Director or other supervisors for whom literacy oversight is only a portion of their administrative responsibilities.

**Personnel**

| Title | FTE | Benefits Yes/No | State $ Portion | Local Jurisdiction $ | Other Revenue $ | Total Cost |
|---|---|---|---|---|---|---|
| Literacy Coordinator | 1 | Y | | 80,863 | 41,553 | 122,416 |
| ELLI Coordinator | 1 | Y | 45,523 | | | 45,523 |
| FFL Coordinator | .5 | Y | 12,060 | | | 12,060 |
| Literacy Assistant | .5 | Y | 15,131 | | | 15,131 |
| Literacy Assistant | .25 | N | 10,900 | | | 10,900 |
| | | | | | | 0 |
| Total (should equal #4 totals on Budget) | | | 83,614 | 80,863 | 41,553 | 206,030 |

**Contract Services**

| Title | FTE | Benefits Yes/No | State $ Portion | Local Jurisdiction $ | Other Revenue $ | Total Cost |
|---|---|---|---|---|---|---|
| NA | | | | | | 0 |
| | | | | | | 0 |
| Total (should equal #5 totals on Budget) | | | 0 | 0 | 0 | 0 |

| | | | | |
|---|---|---|---|---|
| **Operations** | 26,686 | 24,500 | | 51,186 |
| **Library Materials (circulate)** | | | | 0 |
| **Library Materials (giveaway)** | 9,935 | 5,000 | | 14,935 |
| **Equipment ($5K+)** | 1,500 | | | 1,500 |
| **Indirect Costs** | 250 | | | 250 |
| **Total** | 121,985 | 110,363 | 41,553 | 273,901 |

(Should equal #11 Grand Total on Budget)

Comments:

# Minimum Standards for California Library Literacy Services

## Adult Literacy Services

**In order to receive a baseline amount of funding from the California State Library for Adult Literacy Services, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:**

- ☑ "Dedicated staff" have been assigned specifically to adult literacy services
- ☑ Literacy instruction is provided for the English-speaking adults who seek it, and the service is in response to the needs of the community
- ☑ Literacy services are provided in a library setting or, if elsewhere, a strong connection to the library is made
- ☑ The service has trained volunteer tutors and adult learners
- ☑ The service defines "adult learners" as those 16 years or older, not concurrently enrolled in high school, who seek literacy services for themselves in English and are able to do the intake interview in English
- ☑ Adult learners go through an initial intake process, which includes screening, assessment and the setting of personal literacy goals
- ☑ Adult learners receive regular instruction including but not limited to one-to-one, small group and/or computer instruction
- ☑ Volunteer tutor screening, training, assessment and referral services are provided
- ☑ After volunteer tutors receive training they are matched or are waiting to be matched with adult learners
- ☑ Volunteer tutors meet regularly with adult learners and report on their progress
- ☑ Ongoing tutor and adult learner support services and programs are offered
- ☑ The library has a method for gathering literacy data
- ☑ The library undertakes periodic, regular student assessment, literacy services evaluation, and the reporting of outcomes
- ☑ The library has a plan for increased local support, i.e., a financial commitment from the local jurisdiction
- ☑ Literacy staff participate in their regional network (BALIT, CVLLN, NCLC, SCLLN)
- ☑ The library participates in or is in the process of establishing a local adult literacy coalition
- ☑ The library knows its community and the community's literacy needs

| | |
|---|---|
| [signature] | Placentia Library District |
| Library Director Signature, FY 2003/04 | Library Name |

# Minimum Standards for California Library Literacy Services

## Families for Literacy (FFL)

**In order to receive a baseline amount of funding from the California State Library for Families for Literacy, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:**

- ☑ Adult caregivers are the primary focus of family literacy instruction
- ☑ Adult caregivers are participants in the library's adult literacy services
- ☑ Volunteer tutors who work with the participating adults receive special training designed to support family literacy concepts and practices
- ☑ Families eligible for FFL include, but are not limited to, those with young children up to the age of five years
- ☑ Regular programming is provided for the adult and the child together during hours that are convenient for the families
- ☑ Regular programming is provided in a library setting or, if elsewhere, a strong connection to the library is made
- ☑ Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children
- ☑ There are multiple opportunities for participating families to receive free children's books for ownership, as well as other reading materials and incentives
- ☑ Programming activities like storytelling, word games and other exercises are designed to promote the enjoyment of reading in adults and children
- ☑ Parents/caregivers are given instruction in the use of children's books, in reading aloud to children, in the selection of books on topics such as parenting, childcare, health, nutrition and family life education, and in how to create a literacy-rich environment at home
- ☑ The library has a method for gathering family literacy data
- ☑ The library undertakes periodic, regular parent assessment, family literacy services evaluation and the reporting of outcomes
- ☑ The library knows its community and the community's family literacy needs

Library Director Signature
FY 2003/04

Placentia Library District
Library Name

# Minimum Standards for California Library Literacy Services

## English Language & Literacy Intensive Program (ELLI)

**In order to receive a baseline amount of funding from the California State Library for ELLI, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:**

- ☑ Participants are identified as at-risk school-age children (grades K – 12) whose home language is one other than English
- ☑ Programming includes regular meetings of the English language-learning children, their parents, and meetings of the families together at a time and location that is convenient for them
- ☑ Regular programming is provided in a library setting or, if elsewhere, a strong connection to the library is made
- ☑ The service provides instruction to parents on how to navigate the school system and get involved with their child's school as well as other aspects of parenting as needed
- ☑ Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children
- ☑ Programming activities like storytelling, educational games, tutoring, arts programming and book discussions are designed to promote the enjoyment of reading and writing in children and adults
- ☑ The library has a method for gathering ELLI data
- ☑ The library undertakes periodic, regular child and parent assessment, ELLI services evaluation and the reporting of outcomes, including standardized test scores for participating children
- ☑ The library knows its community and the community's need for English language literacy services

Library Director Signature
FY 2003/04

Placentia Library District
Library Name

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

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

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

**DATE:** September 22, 2003

## BACKGROUND

Information about the amount of the Literacy allocation is due from the State Library by mid-October.

There is talk in Sacramento of the Legislature reconvening after the recall election to take further action on the budget.

The Board will review any addition information received after the posting of the Agenda at the Library Board Meeting.

## RECOMMENDATION

Action to be determined by the Library Board of Trustees.