

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

UNUSUAL MEETING DATE

May 12, 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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

Administrative Assistant

2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the April 21, 2003 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4431, 4432, 4433 and 4434 forwarded by Library Director for a total of \$10,015.23.

11. Current Claims and Payroll (Approve)

Claims 4435, 4436, 4437, 4438, 4439 and 4440 for a subtotal for Claims of \$16,462.06; and Payrolls 4441 for \$28,648.14 and 4442 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$73,758.34.

12. FY2002-2003 Cash Flow Analysis through May 30, 2003 and recommendation that transfer of \$50,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) be authorized. (Receive & File and Authorize Transfer).

FINANCIAL REPORTS (Items 13 - 17)

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 April 2003 (Receive & File)
14. Office General Ledger & Check Registers for April 2003 (Receive & File)
15. Acquisitions Report for April 2003 (Receive & File)
16. Collection Agency Report for April 2003 (Receive & File)
17. Gifts Report for April 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 27)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 27 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 April 2003 (Receive & File)
19. Personnel Report for April 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for April 2003 (Receive & File)
21. Circulation Report for April 2003 (Receive & File)
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 and the California Library 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. Placentia Civic Center Authority Audits for Fiscal Years ending June 30, 2001 and June 30 2002. (Receive & File)
27. Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002. (Receive & File)

CONTINUING BUSINESS

28. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

NEW BUSINESS

29. Election of Board Secretary for term expiring December 2003.
Presentation: Library Board President
Recommendation: Elect Board Secretary for term expiring December 2003.
30. Determine interview process for new Trustee scheduled for Monday, June 30, 2003 at 5:30 P.M.
Presentation: Library Board President
Recommendation: Determine length of interview and develop a list of questions.

31. Staff Survey

Presentation: Library Board President
Recommendation: Revise and approve the Survey document; and
Establish a schedule for submitting the Survey to the Staff.

32. Fiscal Year 2003-2004 Budget Preview

Presentation: Library Director
Recommendation: Give direction for budget development

33. Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2003-2004 by Resolution 03-05.

Presentation: Library Director
Recommendation: Read Resolution 03-5 by Title only; and
Adopt Resolution 03-5

34. Establish Fines and Fees Schedule for Fiscal Year 2003-2004 and set date for Public Hearing.

Presentation: Library Director
Recommendation: Adopt the Fines and Fees Schedule for Fiscal Year 2003-2004; and
Authorize the publication of the Notice of Public Hearing for the August 18, 2003 Library Board Meeting at 6:30 P.M.

35. Establish Holiday and Library Public Services Schedule for Calendar Years 2003 and 2004 and Adopt by Resolution 03-06.

Presentation: Library Director
Recommendation: Read Resolution 03-6 by Title only; and
Adopt Resolution 03-6.

36. Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004, effective July 1, 2003.

Presentation: Library Director
Recommendation: Adopt Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004. effective July 1, 2003

37. Establish Salary Schedules for Library Personnel for Fiscal Year 2003-2004, effective July 1, 2003, and Adopt by Resolution 03-07.

Presentation: Library Director Minter
Recommendation: Read Resolution 03-7 by Title only; and

Adopt Resolution 03-7.

STAFF REPORTS (Items 38 - 43)

Items 38 – 43 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

38. Program Committee Report for April 2003 (Roberts)
39. Children's Services Report for April 2003 (Smith)
40. Placentia Library Literacy Services Report for April 2003 (Roberts)
41. Placentia Library Web Site Report for April 2003 (Roberts)
42. Publicity Materials Produced in April 2003. (Rakos)
43. Safety Committee Minutes for April 2003 (Matas)

CLOSED SESSION

44. 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, a personnel matter.

ADJOURNMENT


45. Agenda Preparation for the June Regular Meeting, which will be held on Monday, June 30, 2003 at 6:30 P.M.
46. Review of Action Items.

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

47. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the May 12, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, May 7, 2003.



AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

UNUSUAL MEETING DATE

May 13, 2003

12:00 P.M.

Library Conference Room

Start Time: 12:03

1. Roll Call Administrative Assistant S, E, W
2. Adoption of Agenda
Presentation: Library Director Mtn: W
Recommendation: Adopt by Motion sec: E All
3. Minutes of the April 21, 2003 Regular Meeting.
Presentation: Library Director Mtn: W
Recommendation: Approve by Motion sec: W All
4. Oral Communications

5. Board President Report ^① Sandra Stark - Staff App. Dinner could have at her house, on Agenda in June.

② June Chamber of Commerce Dinner - do Proclamation & be presenter... Budget \$25 up to \$50
Book Plague. Give books w/ title on certificate

③ Stark collection in works. ④ photo to Daughter fundraiser - pay for themselves
June still, let Al know if want to go.

④ Graduation for Spanish literacy - amazing.

6. Trustee Reports

Gae - Thank you for dining schedule.

Betty - attended Friends Meeting, - impressed w/ work they do.

Jim - text from both Douglas & Margaret offices.

7. Library Director Report ^① Jerry Choice - in hospice care in Fallbrook, paid from Friends Div. Fund ^② Bid on equip - Lib of CA Arroyo Seco Network closing office bought photocopier, projector, conf table & chair (literacy), color laser printer (Ref Desk)

③ 2 Resignations - Arise Branch & Ladera Ranch. Annati - moving to San Diego.
④ While gone - close out month. Steady flow claims, come in Thurs PMs.

8. Friends of Placentia Library Board of Directors Report ^{Approved.} *Ellie Rankin? 3600 Children Story Hour Room remodeling. Next week - funds for Staff Appreciation Day*

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E
Sec: W 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 4431, 4432, 4433 and 4434 forwarded by Library Director for a total of \$10,015.23.

11. Current Claims and Payroll (Approve)

Claims 4435, 4436, 4437, 4438, 4439 and 4440 for a subtotal for Claims of \$16,462.06; and Payrolls 4441 for \$28,648.14 and 4442 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$73,758.34.

12. FY2002-2003 Cash Flow Analysis through May 30, 2003 and recommendation that transfer of \$50,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) be authorized. (Receive & File and Authorize Transfer).

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E All
Sec: W

13. Financial Reports for April 2003 (Receive & File)
14. Office General Ledger & Check Registers for April 2003 (Receive & File)
15. Acquisitions Report for April 2003 (Receive & File)
16. Collection Agency Report for April 2003 (Receive & File)
17. Gifts Report for April 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 27)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E
Sec: W All

18. Building Maintenance Report for April 2003 (Receive & File)
19. Personnel Report for April 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for April 2003 (Receive & File)
21. Circulation Report for April 2003 (Receive & File)
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 and the California Library 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. Placentia Civic Center Authority Audits for Fiscal Years ending June 30, 2001 and June 30 2002. (Receive & File)
27. Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002. (Receive & File)

CONTINUING BUSINESS

To remove Gov - May Revision. So far no Prop tax shifts.

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

Presentation: Library Director
Recommendation: Action to be determined by the Library

Board of Trustees

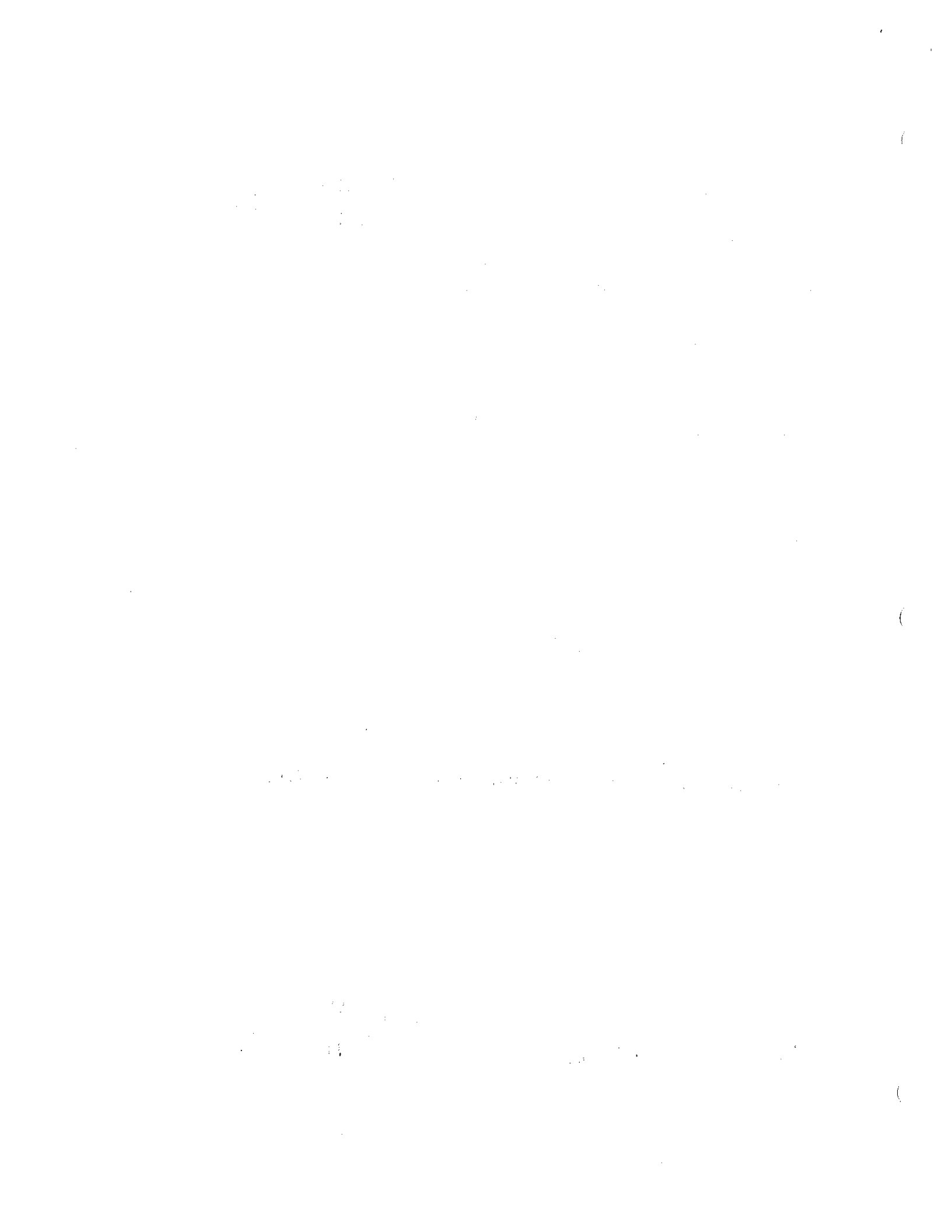
NEW BUSINESS

29. Election of Board Secretary for term expiring December 2003.

Presentation: Library Board President

Gae moves to elect Esblosen

Mtn:
Sec: all



Recommendation: Elect Board Secretary for term expiring December 2003.

30. Determine interview process for new Trustee scheduled for Monday, June 30, 2003 at 5:30 P.M. ^{1/2 hr before Meeting on 6/30. 5:00-6:30}
Trustees will prepare questions @ special meeting.
Presentation: Library Board President
Recommendation: Determine length of interview and develop a list of questions.

31. Staff Survey - ^{EDM} Edit 6/30. Ask managers for input. ^{Meeting.}
Presentation: Library Board President
Recommendation: Revise and approve the Survey document; and Establish a schedule for submitting the Survey to the Staff.

32. Fiscal Year 2003-2004 Budget Preview - Informational Packet. ^{1) No funding for ELL from state. 4 Grants for \$150 written.}
Presentation: Library Director ^{Rev. 5% for Prop. by time finalizing budget will}
Recommendation: Give direction for budget development ^{have actual. Passport volume down.}
2) Need med costs. 197k off, some from Rev/Exp.

33. Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2003-2004 by Resolution 03-05.
Presentation: Library Director ^{Read Mtn: E All}
Recommendation: Read Resolution 03-5 by Title only; and Adopt Resolution 03-5 ^{Sec: W}
^{Approve Mtn: W All}
^{Sec: E}

34. Establish Fines and Fees Schedule for Fiscal Year 2003-2004 and set date for Public Hearing.
Presentation: Library Director ^{Mtn: W}
Recommendation: Adopt the Fines and Fees Schedule for Fiscal Year 2003-2004; and ^{Sec: E All (Roll call)}
Authorize the publication of the Notice of Public Hearing for the August 18, 2003 ^{Room Fee to \$35.}
Library Board Meeting at 6:30 P.M. ^{← Mtn: W}
^{← Sec: E All}
Changes: New charges \$1 for checking out w/o card. Warning period. Passport ck prep. room. Return ck charge.

35. Establish Holiday and Library Public Services Schedule for Calendar Years 2003 and 2004 and Adopt by Resolution 03-06.
Presentation: Library Director ^{Read Mtn: E E All}
Recommendation: Read Resolution 03-6 by Title only; and Adopt Resolution 03-6. ^{Sec: W}
^{Adopt Mtn: W All}
^{Sec: E (Roll call)}

... ..

... ..

... ..

... ..

... ..

... ..

... ..

... ..

... ..

... ..

... ..

- 36. Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004, effective July 1, 2003.

Mtn: W
Sec: E A11

Presentation: Library Director
Recommendation: Adopt Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004. effective July 1, 2003

- 37. Establish Salary Schedules for Library Personnel for Fiscal Year 2003-2004, effective July 1, 2003, and Adopt by Resolution 03-07.

Read Mtn: E A11
Sec: E

Presentation: Library Director Minter
Recommendation: Read Resolution 03-7 by Title only; and Adopt Resolution 03-7.

Adopt Mtn: E W A11
Sec: E (Roll call)

STAFF REPORTS (Items 38 - 43)

- 38. Program Committee Report for April 2003 (Roberts)
- 39. Children's Services Report for April 2003 (Smith)
- 40. Placentia Library Literacy Services Report for April 2003 (Roberts)
- 41. Placentia Library Web Site Report for April 2003 (Roberts)
- 42. Publicity Materials Produced in April 2003. (Rakos)
- 43. Safety Committee Minutes for April 2003 (Matas)

Mtn: E
Sec: W A11

CLOSED SESSION

- 44. Closed Session to Discuss a Personnel Matter

ADJOURNMENT

- 45. Agenda Preparation for the June Regular Meeting, which will be held on Monday, June 30, 2003 at 6:30 P.M.
- 46. Review of Action Items.
- 47. Adjourn Time: 1130

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and processing, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that the data remains reliable and secure throughout its lifecycle.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of a data-driven approach in decision-making and the need for continuous monitoring and improvement of data management practices.

RESOLUTION 03-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR CALENDAR YEARS 2003-
2004

WHEREAS, Section 19469 of the Education Code of the State of California
establishes that the Board of Library Trustees shall designate the hours during which the
Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board
Of Trustees established its Holiday Schedule for Calendar Year 2003-2004 dated
May 13, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:


ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of
Orange County hereby certify that the above and foregoing Resolution was duly and
regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the
Thirteenth Day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Thirteenth
Day of May, 2003.


Betty Escobosa, Secretary
Placentia Library District Board of Trustees



Placentia Library Board Calendar

May 2003 - April 2004

May 2003

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

Jun 2003

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

Jul 2003

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

Aug 2003

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

Sep 2003

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

Oct 2003

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

May

- 5 7:00 PM Friends Board Meeting, New Trustee
- 12 6:30 PM Library Board Meeting
- 14 LOCAL Legislative Rally in Sacramento, through Wednesday
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Library Closed for Monday Holiday
- 26 Library Closed for Memorial Day

June

- 2 7:00 PM Friends Board Meeting, Wood
- 19 ALA Annual Conference, Toronto, through Jun 25
- 26 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 6:30 PM Library Board Meeting

July

- 4 Library Closed for Independence Day
- 21 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 25 6:30 PM Library Board Meeting

September

- 1 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 7 Library Closed for Monday Holiday
- 16 2:21 PM CADA Annual Conference, Lake Tahoe, through September 18
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 6 7:00 PM Friends Board Meeting, Shkoler
- 11 9:00 AM Heritage Parade
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 3 7:00 PM Friends Board Meeting, Escobosa

Nov 2003

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

Dec 2003

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

Jan 2004

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

Feb 2004

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

Mar 2004

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

Apr 2004

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

EXHIBIT (B) ONLY

1. [Illegible text]

2. [Illegible text]

3. [Illegible text]

4. [Illegible text]

5. [Illegible text]

6. [Illegible text]

7. [Illegible text]

8. [Illegible text]

9. [Illegible text]

10. [Illegible text]

11. [Illegible text]

12. [Illegible text]

13. [Illegible text]

14. [Illegible text]

Placentia Library Board Calendar

May 2003 - April 2004

May 2003						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2003						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul 2003						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 2003						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2003						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2003						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

- 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 Association, 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, New Trustee
- 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
- 20 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 17 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
- 16 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 20 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

Nov 2003						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2003						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Mar 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1917 - 1918 - 1919

1917
1918
1919

1917
1918
1919

1917
1918
1919

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 21, 2003**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on April 21, 2003 at 6:34 P.M.

ROLL CALL

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

Members Absent: Secretary Geoff Braun and Trustee Peggy Dinsmore.

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood, seconded by Trustee Escobosa to declare the resignation of Secretary Geoff Braun to be an item of urgent business because it was received on April 21, 2003 after the Agenda was posted

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

It was moved by Trustee Wood, seconded by Trustee Escobosa to amend the Agenda to include the resignation of Geoff Braun as Agenda Item 39 and to adopt the Agenda as amended.

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

MINUTES

It was moved by Trustee Escobosa, seconded by Trustee Wood to approve the Minutes of the March 24, 2003 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported that he and Trustee Escobosa attended the California Special Districts Association (CSDA) Government Affairs Conference in Sacramento on April 1st. He found it very interesting but there was not a lot of significant activity to report yet from the Legislature. They met with Assemblywoman Daucher.

President Shkoler reported that he attended the Friends Annual Meeting and thanked the Friends for doing a fine job.

He also attended the Families for Literacy (FFL) program on March 28th and highly recommended that the Trustees attend some of the other FFL events. He requested that a schedule of its events be included in the Board Books. Literacy Coordinator Jim Roberts reported that the first graduation of the Spanish Literacy Program will be April 22nd and he invited the Trustees to attend.

President Shkoler reported that he had contacted the City to find out whether the Library could directly submit to Adelphia the information to be aired on cable television. The City is contacting Adelphia.

TRUSTEE REPORTS

Trustee Escobosa reported on her trip to the CSDA Government Affairs Conference in Sacramento. She enjoyed meeting with the District's elected representatives.

Trustee Wood reported that she attended a workshop put on by Special District Risk Management Authority (SDRMA) where Dennis Timoney explained the insurance coverage available through SDRMA and laws dealing with sexual harassment. She encouraged future participation in SDRMA seminars.

LIBRARY DIRECTOR'S REPORT

Library Director Minter reported that the Library hosted the Placentia Chamber of Commerce Mixer on April 16th. Orange County Supervisor Chris Norby attended, as did a member of his staff, Bruce Whitaker.

Library Director Minter reported that she hosted a Staff Breakfast which was a Bridal Shower for Circulation Supervisor Amnah Darwish at the Original House of Pancakes.

Library Director Minter showed the Board the new library cards and reported that there are two kinds: a traditional size and a keychain size. Patrons may receive both for \$2. There is a place on the back for a parent to sign on their child's card.

FRIENDS OF PLACENTIA LIBRARY

No one from the Friends of Placentia Library was present to address the Board.

CLAIMS

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

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

Claims forwarded by the Library Director: Claims 4402, 4403, 4404, 4405, 4407, 4408, 4409 and 4410 forwarded by Library Director for a total of \$45,306.31.

Current Claims and Payroll: Claims 4425, 4426, 4427 and 4430 for a

subtotal for Claims of \$8,749.98; and Payrolls 4428 for \$28,648.14 and 4429 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$66,046.26.

FY2002-2003 Cash Flow Analysis through April 21, 2003.

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

**FINANCIAL
REPORTS**

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

Financial Reports for March 2003

Official General Ledger & Check Registers for March 2003

Acquisitions Report for March 2003

Collection Agency Report for March 2003

Gifts Report for March 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Escobosa to receive and file Agenda Items 18 through 30.

Building Maintenance Report for March 2003.

Personnel Report for March 2003

Volunteer Report for March 2003

Circulation Report for March 2003

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

Legislative Alerts from the California Special Districts Association and the California Library Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Report on the Board of Directors Meeting for the Special District

Workers' Compensation Authority (SDWCA) on April 3, 2003.

Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002.

Orange County Local Area Formation Commission (LAFCO) Proposed Budget for Fiscal Year 2003-2004. The fee for Placentia Library District will remain at \$1,000.00.

Grant application from the Placentia Library Foundation to the Coca Cola Foundation for \$25,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004.

Letter of Inquiry from the Placentia Library Foundation to Public Welfare Foundation for \$50,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004.

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

LEGISLATIVE ISSUES

Library Director Minter reported that she attended a Metropolitan Cooperative Library System (MCLS) meeting on April 1st to discuss the Public Library Fund (PLF) and Transaction Based Reimbursements (TBR). The PLF has not been targeted for further reductions, so the library directors decided they need to focus most of their attention on TBR. Library Director Minter reported that Fullerton Public Library has pulled out of Santiago Library System (SLS). She noted that one of the decisions the Board will need to consider during the budget process this year is what the relationship with Fullerton Public Library will be in regards to charges for direct loans.

REVIEW OF DRAFT POLICY MANUAL

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt as first reading the policies in Sections 1000 (General) and 4000 (Board of Trustees).

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

The Board members reviewed Section 5000 (Board Meetings) and Section 2000 (Personnel) through Section 2120. Library Director Minter will prepare the requested revisions. The balance of Section 2000 will be reviewed at the July Board meeting.

President Shkoler appointed a committee of himself and Trustees Escobosa and Wood to review the Library's Employee Benefits. No meeting date was set.

**DESIGNATION OF
POET LAUREATE**

It was moved by Trustee Wood and seconded by Trustee Escobosa to appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate for a one year term beginning July 1, 2003.

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

**LOAN AGREEMENT
WITH CITY OF
PLACENTIA**

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the amount specified in the proposed loan agreement between the City of Placentia and the Placentia Library District for the Placentia Civic Center Improvement Project as outlined in Agenda Item 34, Attachment A, Page 3, based upon approval of the Contract by the Library's attorney.

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

**PROPERTY
INSURANCE
COVERAGE**

It was moved by Trustee Wood and seconded by Trustee Escobosa to ratify the transfer of property insurance coverage for the Library from the Placentia Civic Center Authority to the Special District Risk Management Authority (SDRMA) effective April 8, 2003.

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

**BOARD MEETING
DATES**

It was decided by the Board that the next two Board meetings will be held on Monday, May 12, 2003, and Monday, June 30, 2003.

**SCHEDULE FOR
STRATEGIC
PLANNING
PROCESS**

It was decided by the Board to defer this item until the Agenda of the August Board meeting.

**STORY HOUR ROOM
REMODELING
STAFF REPORTS**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve the completion of the remodeling of the Story Hour Room at a cost of \$3,279.97 and to authorize Library Director Minter to request funding from the Friends of Placentia Library for the project.

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

**RESIGNATION OF
SECRETARY BRAUN**

It was moved by Trustee Wood and seconded by Trustee Escobosa to receive and file with regret the resignation of Secretary Geoff Braun.

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

Library Director Minter reported that a legal notice announcing the vacancy would be placed in the Placentia News-Times and a flyer would be posted on the board outside the entrance to the Library. Applications will be available at the Circulation Desk and are to be returned to the Administration Office. The Trustees will interview the applicants and send a letter to the Board of Supervisors with their recommendation.

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve Agenda Items 40-45.

Program Committee Report for March 2003.

Children's Services Report for March 2003.

Placentia Library Literacy Services Report for March 2003.

Placentia Library Web Site Report for March 2003.

Publicity Materials produced for March 2003.

Safety Committee Minutes for March 2003.

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

**MAY
MEETING**

The May Regular Library Board Meeting will be held on Monday, May 12, 2003 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for April 21, 2003 adjourned at 8:30 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:30 P.M. to discuss a personnel matter.

The Closed Session ended at 9:45 P.M.

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

Al Shkoler
President
Library Board of Trustees



MINUTES APRIL 7, 2003

FRIENDS OF PLACENTIA LIBRARY ANNUAL MEETING

After a word of welcome from our president the pledge of allegiance was given and a patriotic song sung.

President Rankin called the business meeting to order. The minutes and treasurer's report were not given.

Pat Irot, on behalf of the Bylaws committee made a motion that we adopt the changes, which were, read at the last meeting and have been published and open for review. The motion was carried. These are the amended changes.

1. Article VI – Section 1 “ The Board of Directors shall consist of a minimum of seven members and shall not exceed eleven.”
2. Article VII – Section 1 The office of Financial Secretary will be added to the list of officers.
3. The other changes are in spelling, grammar and typing errors.

President Rankin introduced the following slate of officers: Eleanor Rankin, Pat Irot, Camille Himes, Barbara Hemmerling, Jill Botha, Renee Scott, Frances Stoller, Virginia Walker, Ted Farkas and Ginnie Sanatar. President Rankin made a motion to elect the slate as presented. Marge Horrocks seconded the motion and it was carried.

The official business meeting was then adjourned.

Al Shkoler, President, Board of Trustees, and Jim Roberts, Public Services Manager and Literacy Coordinator, presented certificates of recognition to valued volunteers. Jillian Rakos, Development Director and Volunteer Coordinator announced these names.

President Rankin introduced our speaker, Pamela Hallan-Gibson.

Refreshments were served in the community room of the library at the conclusion of the author's talk.

Barbara Hemmerling, Secretary

MINUTES MAY 5TH 2003

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order.

The following Directors responded to the Roll Call: Jill Botha, Ted Farkas, Ginnie Sanatar, and Renee Scott. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Betty Escobosa represented the Trustees. Excused Directors were Barbara Hemmerling, Pat Irot, and Frances Stoller. Other absentees were Camille Himes and Virginia Walker. President Eleanore Rankin welcomed Betty Escobosa and introduced her to the members present.

The Minutes of the March 3rd board meeting were approved as read.

Financial Secretary, Ginny Sanatar reported deposits (see attached)

In the absence of Treasurer Camille Himes, President Rankin presented the financials to date. The reports were accepted for audit. The following bills were presented for payment:

\$50 for an ad that had been placed in the brochure for the Placentia Historic Tour. Due to a deadline, the check had already been mailed. It was moved and seconded that we ratify the amount sent. Motion carried.

It was moved by Ted Farkas and seconded by Ginny Sanatar that President Rankin be reimbursed \$162.92 for expenses incurred in the mailing of the notices to the members regarding the annual meeting held on April 7th. Motion carried.

PRESIDENTS REPORT

Eleanore Rankin expressed regret that she had been unable to attend the awards banquet for the Volunteer Center for Orange County and said she had received a certificate and a brochure in the mail.

The April 7th Annual meeting was discussed and Eleanore asked for comments on the lack of volunteers in attendance. Suggestions were offered including the number of volunteer hours needed, and also the lack of interest in the author.

Due to the resignation of Marge Horrocks, there is a vacancy on the Friends Board. Jillian Rakos will put together a list of possible candidates for this position and work with President Eleanore Rankin on this..

Election of officers was announced. President Eleanore Rankin had already spoken to most of the current officers and they have agreed to continue in their current positions. It was moved by Ted Farkas and seconded by Jill Botha that we approve the current slate of officers. Motion carried. There are several committee Chair appointments to be filled, including the Chairmanship for the Sunday book sales. Ginny Sanatar agreed to take over the position. Pat

Irot will continue as Publicity Chair, and Jill Botha will continue to be in charge of the Silent Auction.

It was announced by President Eleanore Rankin that she has appointed Nancy Lone Tollefson to be the Book Store Manager. Several hours still need to be covered and Nancy will be in charge of calling volunteers to confirm their hours and filling in the gaps.

Bylaws have been updated and typed by Pat Irot and Ellie is proofreading. Ellie will attend the May Trustees meeting on Monday, May 12th and Jill Botha will attend the Monday, June 30th meeting. Jill expressed regret at not being able to attend the April Trustees meeting due to family emergency.

Jill Botha reported on the Silent Auction for March and April. March auction made \$55 and April proceeds were \$23. One of the bidders in April had not picked up her items and could not be reached by phone, so the next in line was given the opportunity to purchase the items and she agreed. The volunteers for the May 18th Sunday sale are Renee Scott and Frances Stoller. June 9th workers are Pat Irot and Ted Farkas.

Elizabeth Minter reported there is a vacancy on the Trustees Board of Directors, with the resignation of Jeff Braun. Notices have been posted and interviews will take place on June 30th.

It was moved by Ginny Sanatar and seconded by Renee Scott that we allocate funds not to exceed \$3,600 to finish the Children's Story Room. Motion carried.

Elizabeth reported that she has already contacted Kelley Lange regarding the March 6th, 2004 Author's Lunch and that Ms. Lange has accepted.

Jim Roberts had no report. Jillian Rakos reported that articles for the Library's newsletter, Notations, will be due by May 21st and asked for suggestions. I was suggested that a profile on the new bookstore manager be included.

Meeting adjourned at 8:00 p.m.

Jill Botha, Secretary Pro-tem

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 12, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
May 12, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	April 24, 2003	4431	1,571.55
	April 24, 2003	4432	2,722.71
	April 24, 2003	4433	3,328.61
	May 1, 2003	4434	2,392.36
TOTAL BY LIBRARY DIRECTOR			<u>\$ 10,015.23</u>

Prepared by Donna Siloti


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	3/21/03-4/18/03		2800	00		439.24		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	410074		1800	00		199.34		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-04-427		1400	00		170.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	3/19/03-4/17/03		2800	00		224.10		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	376919		1800	00		59.93		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	115788		1800	00		107.95		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	5/1/03-6/1/03		0300	00		265.17		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1285151		1800	00		105.82		

The claims listed above (totaling \$1,571.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/24/03
REPORT NO 4432
Agenda Item 10
Page 3 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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	3/31/03		1900	00		1,144.59		
N17970 University Products, Inc. P. O. Box 101 517 Main Street Holyoke, MA 01041	757472-00		1800	00		166.70		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	135762		1900	00		244.42		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	5/1/03-5/31/03		0300	00		600.50		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-8644	5/1/03-6/1/03		0300	00		122.50		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	4/8/03		1900	08		214.48	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	4/4/03		1900	07		194.96	2	
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	2/25/03-3/14/03 3/15/03-3/16/03		2700	01 01		11.88 22.68 34.56		

The claims listed above (totaling \$2,722.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/24/03 Agenda Item 10
REPORT NO 4433 Page 4 of 5

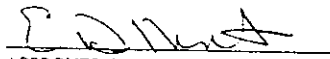
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N26682 Al Shkoler 1120 Cypress Point Dr. Placentia, CA 92870	4/1/03-4/2/03		2700	02		161.70		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0315		1900	00		987.50	2	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	3/11/03-4/9/03		2700	01		50.40		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	4/8/03		1900	08		154.80	2	
(new vendor) Lucas Color Card P.O. Box 54519 Oklahoma City, OK 73154-1519	33130		1800	00		1,974.21		

The claims listed above (totaling \$3,328.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N06572 SPS Data Communications 1569 Greenwich Road San Dimas, CA 91773	000-40318		1800	00		725.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	May 2003		1900	00		35.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	04/21/03		1800	00		407.65		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	May 2003		0300	00		208.32		
N03654 The Library Store P.O. Box 964 Tremont, IL 61568	423424		1800	00		76.16		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N14698		2700	01		75.00		
N21533 Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	114598		1800	00		493.32		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461 City of Industry, CA 91789	T1275401 714-223-1698 T1279163 714-524-8408		0700	01		342.41		
			0700	08		29.50		
						371.91		

The claims listed above (totaling \$2,392.36) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 12, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4435	4,422.24
	4436	2,377.15
	4437	762.45
	4438	4,360.01
	4439	4,126.17
	4440	414.04
TOTAL CURRENT CLAIMS		<u>\$16,462.06</u>
PAYROLL	4441	28,648.14
	4442	28,648.14
		<u>\$57,296.28</u>
TOTAL		<u><u>\$73,758.34</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01877 Julie Shook c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	April 2003		2700	01		9.94		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	April 15, 2003 1717623		2400	05		490.00 360.07 850.07		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	071797		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2783		1900	00		42.00		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	4/14/03-5/5/03		0300 1600 1803 1803 2400	00 00 00 09 01		2,318.95 180.00 37.00 37.00 54.05 2,627.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U731080 U744607 U764278 U770402 U772892 U772893 U772894		2400 2400 2400 2400 2400 2400 2400	01 01 01 01 01 01 01		76.92 102.34 35.68 71.86 526.54 32.44 19.95 865.73		

The claims listed above (totaling \$4,422.24) 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

4,422.24

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U772895		2400	01		38.63		
	U776037		2400	01		91.21		
	U780479		2400	01		855.85		
	U783478		2400	01		18.48		
	U783479		2400	01		47.47		
	U800578		2400	01		34.94		
	U971555		2400	01		142.55		
	U974968		2400	01		380.14		
	U974969		2400	01		237.59		
	F986500		2400	01		41.64		
					1,888.50			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36173		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83195709		2400	01		33.90		
	83195710		2400	01		17.21		
	83195711		2400	01		20.17		
	83195712		2400	01		37.35		
	83195713		2400	01		98.36		
	83195714		2400	01		15.89		
	83195715		2400	01		32.92		
	83195716		2400	01		17.35		
					273.15			

The claims listed above (totaling \$2,377.15) 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 _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83327643		2400	01		23.31		
	83332557		2400	01		101.33		
	83332558		2400	01		38.20		
	83332559		2400	01		15.93		
	83332560		2400	01		17.35		
	83332561		2400	01		17.25		
	83332562		2400	01		17.70		
	83332563		2400	01		32.42		
	83332564		2400	01		33.84		
	83332565		2400	05		24.47		
	83457922		2400	01		33.94		
	83457923		2400	01		15.52		
	83457924		2400	01		14.79		
	83462696		2400	01		133.71		
	83462697		2400	01		61.34		
	83462698		2400	01		73.85		
	83462699		2400	01		16.00		
	83462700		2400	01		15.88		
83462701		2400	01		16.67			
83462702		2400	01		14.69			
83462703		2400	01		44.26			
					762.45			

The claims listed above (totaling \$762.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83526589		2400	01		18.60		
	83526590		2400	01		17.39		
	83526591		2400	01		48.37		
	83526592		2400	01		28.95		
	83526593		2400	01		13.26		
	83526594		2400	01		16.69		
	83546639		2400	01		15.89		
	83546640		2400	01		65.18		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	83546641		2400	01		144.43		
						368.76		
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	12376489		2400	01		139.26		
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	55264840		2400	04		246.92		
N06945 Business Reference Services P.O. Box 75918 Chicago, IL 60675-5918	0156044-03		2400	01		1,505.07		
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	04/01/03-087		2200	00		2,100.00		

The claims listed above (totaling \$4,360.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

4,360.01

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/12/03
REPORT NO 4439
Agenda Item 11
Page 6 of 9

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/	Obj/			Doc	SC
			BS Acct	Rev	Cat		Number	
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-4017		1300	01		3,047.25		
N23459 Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	71025		2400	01		87.50		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1489239		2400	01		51.06		
	1489240		2400	01		20.73		
	1489241		2400	01		51.25		
	1489245		2400	09		10.96		
	1493843		2400	01		26.37		
	1493844		2400	01		15.02		
	1493848		2400	01		25.84		
						201.23		
N27824 Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124	030327		2400	01		37.80		
	030403		2400	01		25.92		
	030409		2400	01		183.60		
	030415		2400	01		71.28		
						318.60		
N28042 International Code Council 5360 Workman Mill Road Whittier, CA 90601-2298	O-67000851		2400	01		58.58		
(new vendor) BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	108769		2400	05		413.01		

The claims listed above (totaling \$4,126.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total

4,126.17

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
(new vendor) Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	4/1/03-4/29/03		2700	01		24.34		
(new vendor) Health Resources Publishing P.O. Box 559 Allenwood, NJ 08720	00383804		2400	01		176.36		
(new vendor) James Stevenson Publisher 1500 Oliver Road, Ste. K109 Fairfield, CA 94533	5815		2400	01		51.50		
	5816		2400	01		56.89		
						108.39		
(new vendor) Oakstone Legal & Bus. Publishing P.O. Box 381687 Birmingham, AL 35238-1687	5607434-B1		2400	01		104.95		

The claims listed above (totaling \$414.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/12/03
REPORT NO 4441

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	Objv	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objv Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	6/12/03 Pay period # 25 May 30, 2003 June 12, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, June 12, 2003								

The claims listed above (totaling \$28,648.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/12/03
REPORT NO 4442

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	6/26/03 Pay period # 26 June 13, 2003 June 26, 2003		0100	00		26,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, June 26, 2003								

The claims listed above (totaling \$28,648.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{EDM}
SUBJECT: Cash Flow Analysis
DATE: May 12, 2003

BACKGROUND:

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

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

I am recommending that the \$50,000 transferred from 706 (Bond Redemption) to Fund 707 (General Fund) in October 2002 be transferred back to Fund 706 (Bond Redemption).

RECOMMENDATION:

1. Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through May 12, 2003.
2. Authorize transfer of \$50,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to reverse the transfer made in October 2002.



Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		113,887.74
08/05/02	4297	General by Library Director		1,270.22	112,617.52
08/06/02	4298	General by Library Director		1,682.01	110,935.51
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		117,516.89
08/13/02		Library Revenue, Jul/Aug	2,502.27		120,019.16
08/14/02		Supplemental 1st Actual	165.65		120,184.81
08/14/02	4299	General by Library Director		665.69	119,519.12
08/20/02	4300	General by Library Director		5,171.55	114,347.57
08/26/02		Interest Jul	766.91	44.15	115,070.33
08/28/02	4301	General		12,601.46	102,468.87
08/28/02	4302	General		9,746.58	92,722.29
08/28/02	4303	General		1,713.87	91,008.42
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	63,273.42
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	35,538.42
08/30/02	4306	General by Library Director		1,513.25	34,025.17
08/30/02	4307	General by Library Director		1,264.53	32,760.64
08/30/02	4308	General by Library Director		423.38	32,337.26
09/03/02		State Library ELLI Grant	76,680.00		109,017.26
09/03/02		Library Passport Revenue, Aug	3,648.69		112,665.95
09/03/02		Library Revenue, Aug	1,358.20		114,024.15
09/04/02	4309	General by Trustees		35,900.00	78,124.15
09/05/02	4310	General by Library Director		1,656.34	76,467.81
09/05/02	4311	General by Library Director		88.36	76,379.45
09/18/02	4312	General		2,190.72	74,188.73
09/18/02	4313	General		638.25	73,550.48
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	45,815.48
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	18,080.48
09/18/02	4316	General by Trustees		9,912.40	8,168.08
09/18/02	4317	General by Trustees		5,557.45	2,610.63

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/18/02	4318	General by Trustees		7,700.00	-5,089.37
09/19/02		Unsecured 1st	51,178.40	127.95	45,961.08
09/19/02	4319	General by Library Director		4,813.26	41,147.82
09/23/02		State Library ELLI Grant	10,000.00		51,147.82
09/23/02		Library Passport Revenue, Sep	7,743.38		58,891.20
09/23/02		State Library ILL Reimbursement	4,194.49		63,085.69
09/23/02		Library Revenue, Sep	2,040.63		65,126.32
09/23/02		Interest GF Savings	9.82		65,136.14
09/26/02		Interest Aug	445.96	28.90	65,553.20
09/30/02	4320	General by Trustees		1,317.62	64,235.58
09/30/02	4321	General by Trustees		13,853.03	50,382.55
09/30/02	4322	General by Trustees		1,284.83	49,097.72
09/30/02	4323	General by Trustees		1,206.67	47,891.05
10/07/02		Library Passport Revenue, Sep	3,372.00		51,263.05
10/07/02		Library Revenue, Sep	693.35		51,956.40
10/07/02		Interest GF Savings	11.85		51,968.25
10/09/02	4324	General by Library Director		2,193.59	49,774.66
10/16/02		Transfer from Fund 706	50,000.00		99,774.66
10/16/02		Supplemental 2nd Actual	984.36		100,759.02
10/16/02	4325	General		2,475.85	98,283.17
10/16/02	4326	General		3,942.29	94,340.88
10/16/02	4327	General		1,241.00	93,099.88
10/16/02	4328	General		603.79	92,496.09
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	64,761.09
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	37,026.09
10/17/02	4331	General by Trustees		5,569.66	31,456.43
10/17/02	4332	General by Trustees		3,169.93	28,286.50
10/21/02		Library Passport Revenue, Oct	5,282.29		33,568.79
10/21/02		Library Revenue, Oct	1,514.91		35,083.70
10/21/02		Wells Fargo Grant for Spanish Literacy	1,000.00		36,083.70
10/21/02		Interest GF Savings	3.09		36,086.79
10/22/02	4333	General by Library Director		1,235.13	34,851.66
10/30/02	4334	General by Library Director		5,209.22	29,642.44
10/30/02	4335	General by Library Director		611.63	29,030.81
10/30/02	4336	General by Library Director		1,642.63	27,388.18
10/31/02		Interest Sep	533.07	30.06	27,891.19
11/13/02	4337	General by Library Director		2,285.00	25,606.19
11/14/02	4338	General by Library Director		1,960.13	23,646.06
11/14/02	4339	General by Library Director		1,170.90	22,475.16
11/14/02	4340	General by Library Director		1,246.57	21,228.59
11/18/02	4341	General by Library Director		749.23	20,479.36
11/20/02		Library Passport Revenue, Nov	10,503.47		30,982.83
11/20/02		State Library Family Literacy Grant	6,030.00		37,012.83
11/20/02		Library Revenue, Nov	2,849.08		39,861.91
11/20/02		Supplemental 3rd Actual	2,178.84		42,040.75
11/20/02		Interest GF Savings	6.81		42,047.56
11/25/02		Interest Oct	396.43	23.28	42,420.71
11/26/02		Property Taxes Secured #1	117,606.94	294.02	159,733.63
11/27/02	4342	General		10,777.04	148,956.59
11/27/02	4343	General		2,005.99	146,950.60

Placentia Library District
 FY2002-2003 General Fund Cash Flow

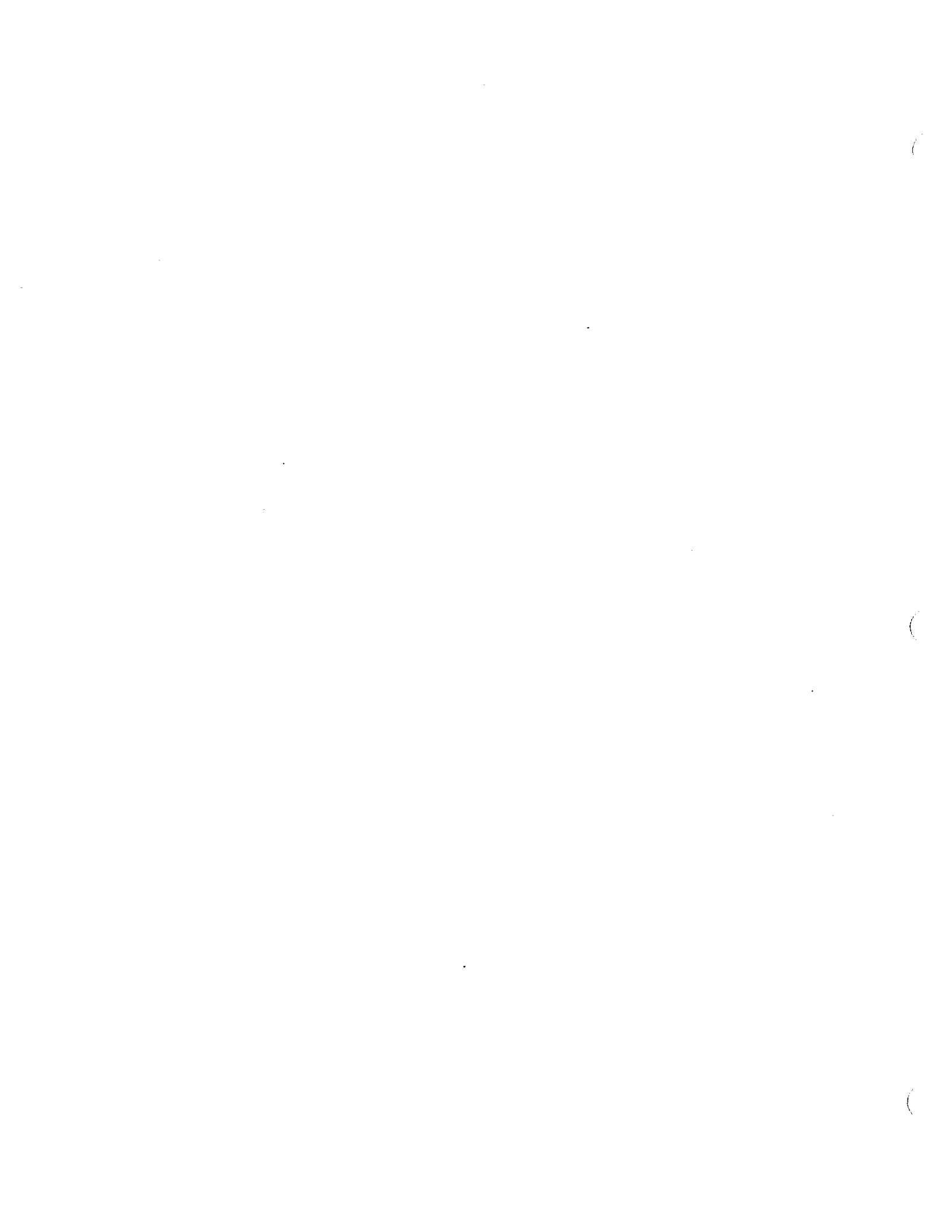
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/27/02	4344	General		4,280.41	142,670.19
11/27/02	4345	General		567.76	142,102.43
11/27/02	4346	General		1,141.17	140,961.26
11/27/02	4347	General		1,260.02	139,701.24
11/27/02	4348	General		8,971.77	130,729.47
11/27/02	4349	General		1,230.37	129,499.10
11/27/02	4350	Payroll to wire December 7, 2002		36,866.40	92,632.70
11/27/02	4351	Payroll to wire December 26, 2002		28,648.14	63,984.56
11/29/02	4352	General by Library Director		10,610.38	53,374.18
11/29/02	4353	General by Library Director		1,820.78	51,553.40
11/29/02	4354	General by Library Director		535.62	51,017.78
12/06/02		State Library ILL Reimbursement	3,904.95		54,922.73
12/06/02		Library Passport Revenue, Nov	2,717.00		57,639.73
12/06/02		Library Revenue, Nov	955.63		58,595.36
12/06/02		Interest GF Savings	2.20		58,597.56
12/09/02		Homeowners #1	2,450.78		61,048.34
12/10/02	4355	General by Library Director		3,122.38	57,925.96
12/10/02	4356	General by Library Director		2,440.02	55,485.94
12/10/02	4357	General by Library Director		77.52	55,408.42
12/11/02		Property Taxes Secured #2	286,374.02	715.94	341,066.50
12/18/02	4358	General		1,081.42	339,985.08
12/18/02	4359	General		8,760.26	331,224.82
12/18/02	4360	General		927.64	330,297.18
12/18/02	4361	General		41,958.14	288,339.04
12/18/02	4362	General		2,109.43	286,229.61
12/18/02	4363	Payroll to wire January 9, 2003		28,648.14	257,581.47
12/18/02	4364	Payroll to wire January 23, 2003		28,648.14	228,933.33
12/18/02	4365	Payroll to wire February 6, 2003		28,648.14	200,285.19
12/19/02		Property Taxes Secured #3	171,684.02	429.21	371,540.00
12/19/02		Supplemental 4th Actual	3,158.41		374,698.41
12/19/02	4366	General by Trustees		10,288.55	364,409.86
12/19/02	4367	General by Trustees		5,210.81	359,199.05
12/19/02	4368	General by Trustees		265.48	358,933.57
12/20/02		Library Passport Revenue, Dec	3,976.94		362,910.51
12/20/02		Lirary Revenue, Dec	896.08		363,806.59
12/20/02		Interest GF Savings	7.94		363,814.53
12/27/02		Interest Nov	320.83	20.60	364,114.76
12/30/02	4369	General by Library Director		1,470.71	362,644.05
12/30/02	4370	General by Library Director		10,105.33	352,538.72
01/08/03	4371	General by Library Director		858.48	351,680.24
01/08/03	4372	General by Library Director		3,766.52	347,913.72
01/08/03	4370a	General by Library Director		1,510.33	346,403.39
01/09/03		Homeowners #2	5,718.49		352,121.88
01/11/03	4373	General by Library Director - PPI		3,109.80	349,012.08
01/21/03		Property Taxes Secured #4	35,081.94	87.70	384,006.32
01/21/03		Supplemental 5th Actual	14,481.60		398,487.92
01/21/03		Unsecured 2nd	3,347.60	8.37	401,827.15
01/21/03	4374	General		34,715.11	367,112.04
01/21/03	4375	General		718.21	366,393.83
01/21/03	4376	General		2,749.81	363,644.02

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/21/03	4377	General		3,974.55	359,669.47
01/21/03	4378	General		2,111.72	357,557.75
01/21/03	4379	General		1,892.87	355,664.88
01/21/03	4380	General		2,434.33	353,230.55
01/21/03	4381	Payroll to wire February 20, 2003		28,648.14	324,582.41
01/21/03	4382	Payroll to wire March 6, 2003		28,648.14	295,934.27
01/23/03		Library Passport Revenue, Jan	8,614.57		304,548.84
01/23/03		State Library Grant Staff Education	5,676.00		310,224.84
01/23/03		Library Revenue, Jan	1,929.28		312,154.12
01/23/03		Interest GF Savings	3.29		312,157.41
01/24/03		Interest Dec	848.35	56.68	312,949.08
01/25/03	4383	General by Library Director		8,146.75	304,802.33
01/25/03	4384	General by Library Director		2,290.83	302,511.50
01/30/03	4385	General by Library Director		1,969.68	300,541.82
01/30/03	4386	General by Library Director		3,053.55	297,488.27
02/06/03		Public Utility #1	11,127.47	27.82	308,587.92
02/10/03	4387	General by Library Director		2,302.00	306,285.92
02/10/03	4388	General by Library Director		4,714.74	301,571.18
02/13/03	4389	General by Library Director		1,302.54	300,268.64
02/13/03	4390	General by Library Director		1,341.66	298,926.98
02/14/03		Library Passport Revenue, Feb	10,030.99		308,957.97
02/14/03		State Library Project Grants	6,000.00		314,957.97
02/14/03		Library Revenue, Feb	3,819.43		318,777.40
02/14/03		Interest GF Savings	7.90		318,785.30
02/20/03		Special District Augmentation Fund #1	3,915.00		322,700.30
02/20/03		Supplemental 6th Actual	1,374.47		324,074.77
02/20/03		Excess Supplemental Administration Fee	907.15		324,981.92
02/24/03	4391	General		6,833.39	318,148.53
02/24/03	4392	General		2,245.47	315,903.06
02/24/03	4393	General		1,073.04	314,830.02
02/24/03	4394	General		733.42	314,096.60
02/24/03	4395	General		774.68	313,321.92
02/24/03	4396	General		2,165.07	311,156.85
02/24/03	4397	General		1,777.17	309,379.68
02/24/03	4398	General		957.81	308,421.87
02/24/03	4399	General		2,413.90	306,007.97
02/24/03	4400	Payroll to wire March 20, 2003		28,648.14	277,359.83
02/24/03	4401	Payroll to wire April 3, 2003		28,648.14	248,711.69
02/27/03		Interest Jan	830.96	60.18	249,482.47
02/27/03	4402	General by Library Director		6,905.46	242,577.01
02/27/03	4403	General by Library Director		2,687.63	239,889.38
02/27/03	4404	General by Library Director		6,724.40	233,164.98
02/27/03	4405	General by Library Director		3,774.09	229,390.89
02/27/03	4406	General by Library Trustees		35,900.00	193,490.89
03/10/02		Atroyo Seco Library Network Technology Grant	2,000.00		195,490.89
03/10/03		Library Passport Revenue, Feb	9,090.30		204,581.19
03/10/03		State Library ILL Reimbursement	3,776.54		208,357.73
03/10/03		Library Revenue, Feb	1,284.81		209,642.54
03/10/03	4407	General by Library Director		1,020.16	208,622.38
03/10/03	4408	General by Library Director		2,067.29	206,555.09

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/16/03	4409	General by Library Director		3,328.25	203,226.84
03/16/03	4410	General by Library Director		18,799.03	184,427.81
03/20/03		Property Taxes Secured #6	71,054.05	177.64	255,304.22
03/20/03		State Library Public Library Foundation Fund	46,377.00		301,681.22
03/20/03		State Library California Literacy Campaign	24,725.00		326,406.22
03/20/03		Library Passport Revenue, Mar	5,021.00		331,427.22
03/20/03		Supplemental 7th Actual	2,266.11		333,693.33
03/20/03		Library Revenue, Mar	824.50		334,517.83
03/20/03		Interest GF Savings	9.09		334,526.92
03/24/03	1142	General		4,140.11	330,386.81
03/24/03	4411	General		18,395.09	311,991.72
03/24/03	4413	General		974.56	311,017.16
03/24/03	4414	General		6,268.44	304,748.72
03/24/03	4415	General		1,415.93	303,332.79
03/24/03	4416	General		1,622.64	301,710.15
03/24/03	4418	General		1,653.48	300,056.67
03/24/03	4418	Payroll to wire April 17, 2003		28,648.14	271,408.53
03/24/03	4419	Payroll to wire May 1, 2003		28,648.14	242,760.39
03/26/03		Interest Feb	648.15	46.98	243,361.56
03/27/03	4420	General by Library Director		10,219.56	233,142.00
03/27/03	4421	General by Library Director		4,377.21	228,764.79
04/02/03		Library Passport Revenue, Mar	8,170.00		236,934.79
04/02/03		State Library -- Family Literacy	6,030.00		242,964.79
04/02/03		Library Revenue, Mar	988.75		243,953.54
04/02/03		State Library -- OCLC	69.00		244,022.54
04/03/03	4422	General by Library Director		2,793.87	241,228.67
04/03/03	4423	General by Library Director		1,381.24	239,847.43
04/09/03		Unsecured 3rd	1,625.76	4.06	241,469.13
04/13/03	4424	General by Library Director		3,466.23	238,002.90
04/16/03		Supplemental #8	7,271.16		245,274.06
04/17/03		Property Taxes Secured #7	179,704.46	9,563.99	415,414.53
04/18/03		Interest Mar	626.08	51.74	415,988.87
04/21/03	4425	General		4,867.88	411,120.99
04/21/03	4426	General		1,252.29	409,868.70
04/21/03	4427	General		1,779.90	408,088.80
04/21/03	4428	Payroll to wire May 15, 2003		28,648.14	379,440.66
04/21/03	4429	Payroll to wire May 29, 2003		28,648.14	350,792.52
04/21/03	4430	General		849.91	349,942.61
04/24/03	4431	General by Library Director		1,571.55	348,371.06
04/24/03	4432	General by Library Director		2,722.71	345,648.35
04/24/03	4433	General by Library Director		3,328.61	342,319.74
05/01/03	4434	General by Library Director		2,392.36	339,927.38
05/12/03	4435	General		4,422.24	335,505.14
05/12/03	4436	General		2,377.15	333,127.99
05/12/03	4437	General		762.45	332,365.54
05/12/03	4438	General		4,360.01	328,005.53
05/12/03	4439	General		4,126.17	323,879.36
05/12/03	4440	General		414.04	323,465.32
05/12/03	4441	Payroll to wire June 12, 2003		28,648.14	294,817.18
05/12/03	4442	Payroll to wire June 26, 2003		28,648.14	266,169.04



Placentia Library District
 Property Tax Apportionments
 Fiscal Year 2002-2003

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



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 May 12, 2003

	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-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						0.00	0.00
30-Jun-03						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

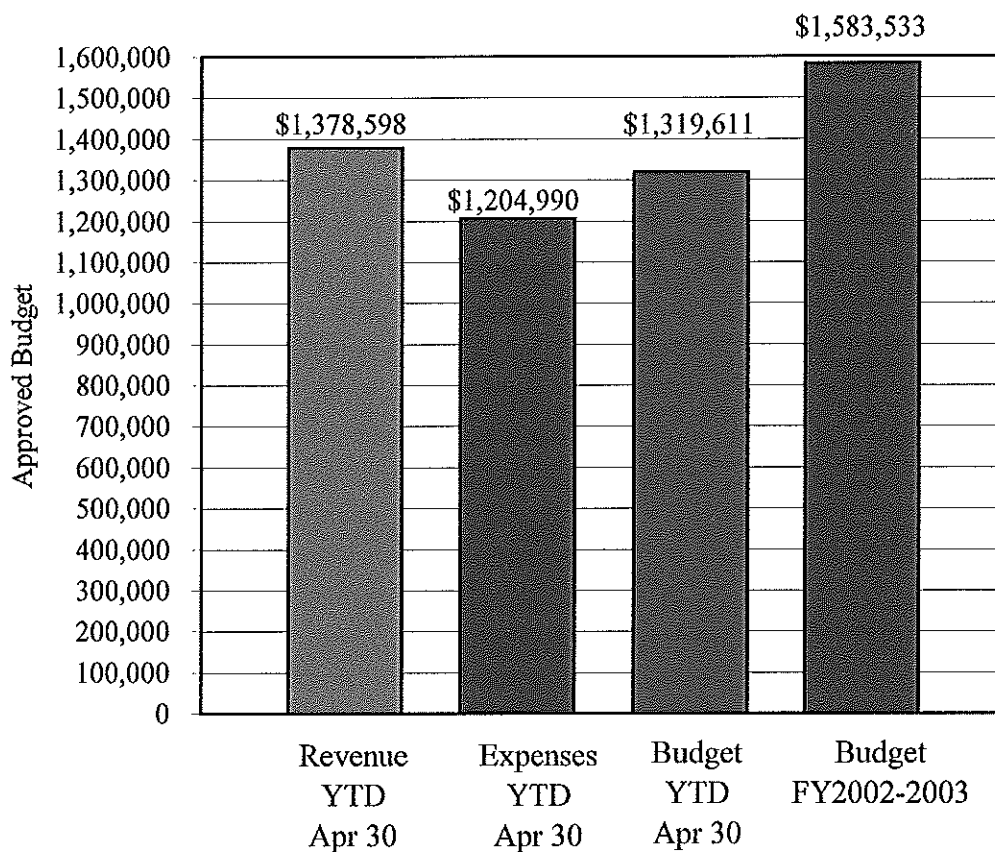
	Fiscal Year 2001-2002						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33
31-Jul-01	112,716.71	9,534.45	154,010.92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

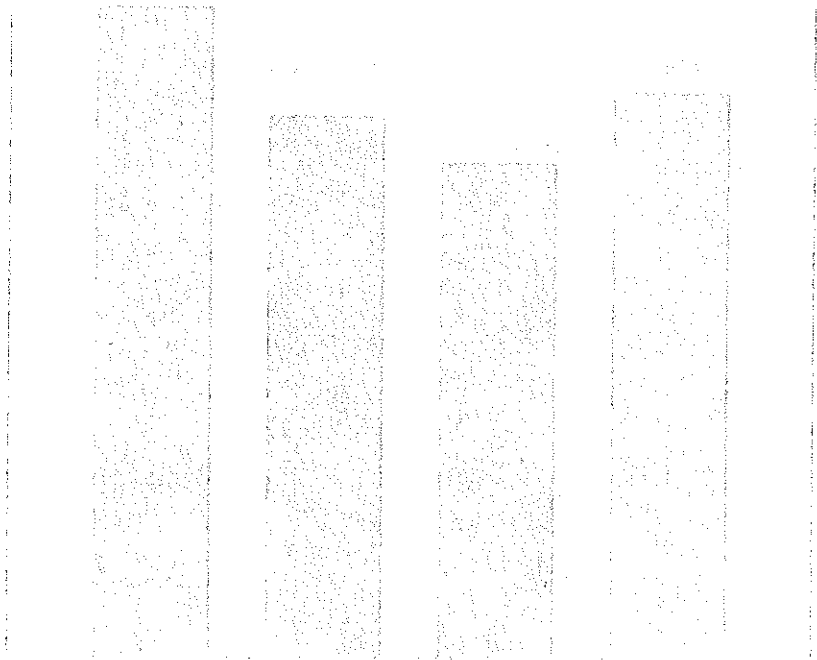


PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	861,505.43	773,106.59	179,704.46	143,443.29	80.59%
6210-01	Public Utility	25,000	11,127.47	13,196.15	0.00	0.00	44.51%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	872,571.97	800,179.15	179,704.46	143,443.29	78.82%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	56,153.73	54,299.16	1,625.76	424.54	102.10%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	3,915.00	4,640.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	35,156.20	31,637.15	7,271.16	3,420.85	100.45%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	35,156.20	33,383.97	7,271.16	3,420.85	100.45%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	998,151.67	905,836.59	188,601.38	147,288.68	81.85%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	5,488.90	6,345.77	626.08	749.56	24.95%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	5,488.90	6,345.77	626.08	749.56	24.95%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	8,169.27	8,050.52	0.00	0.00	51.70%
6970-00	State - ILL & Direct Loan Reimbursement	0	11,875.98	7,253.25	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	46,377.00	77,328.00	0.00	0.00	185.51%
6970-02	State - CA Literacy Campaign	20,000	24,725.00	19,593.00	0.00	0.00	123.63%
6970-03	State - Family Literacy	16,000	12,060.00	10,000.00	6,030.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	11,745.00	5,000.00	69.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.45	0.00	0.45	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	247,462.98	119,174.70	6,099.00	0.45	169.26%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	23,601.35	23,467.72	988.75	2,761.95	78.67%
7670-01	Local Revenue -- Passport	150,000	92,723.66	55,930.90	8,170.00	13,612.60	61.82%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	3,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	119,325.01	79,398.62	9,158.75	16,374.55	66.29%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	74.53	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	1,378,597.83	1,118,880.73	204,485.21	164,413.24	87.06%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	555,757.70	525,302.00	53,224.60	50,124.00	80.32%
0200	Retirement (Social Security & Pension Contribution)	98,103	83,869.85	84,495.14	4,071.68	3,798.00	85.49%
	Health & Life Insurance/Blue Shield CA	48,584	32,214.45	30,784.37	2,064.38	3,870.69	66.31%
	Long Term Disability/CNA	3,903	2,612.40	2,600.04	265.17	492.10	66.94%
	Life Insurance/Fortis & Protective Life	2,194	994.00	1,639.45	122.50	261.80	45.31%
	Vision Service Plan/VSP	2,886	1,858.80	2,308.24	208.32	233.36	64.41%
	Dental/Ameritas	6,918	5,125.40	5,346.50	1,201.00	598.60	74.09%
0300	Total Employee Insurance	64,484	42,805.05	42,678.60	3,861.37	5,456.55	66.38%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	4,335.00	11,209.00	0.00	0.00	38.36%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	687,161.60	663,684.74	61,157.65	59,378.55	79.37%
0700-00	Communications - Telephone	4,000	1,356.02	2,904.71	160.39	193.65	33.90%
0700-01	Communications - Modem/Fax	6,000	5,527.47	5,399.97	539.64	634.67	92.12%
0700-02	Communications - Internet/Database	2,500	694.77	967.23	135.00	34.95	27.79%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,939.50	1,794.43	431.00	430.50	71.83%
0700-07	Communications - ELLI Grant	250	250.00	265.00	0.00	265.00	
0700-08	Communications - Adult Literacy	500	1,175.40	275.87	108.53	0.00	235.08%
	Total Communications	15,950	10,943.16	11,607.21	1,374.56	1,558.77	68.61%
0900-00	Food - General Fund	100	483.31	1,247.20	399.05	1,247.20	
0900-07	Food - ELLI Grant	500	56.98	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	155.08	0.00	69.87	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	0.00	0.00	
	Total Food	600	764.00	1,247.20	468.92	1,247.20	127.33%
1000-00	Household Expense	5,000	2,599.32	18,845.09	0.00	274.28	51.99%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	2,472.53	1,991.00	277.52	0.00	54.95%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	16,304.37	7,657.60	5,000.00	0.00	141.78%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	5,365.95	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	19,011.53	15,014.55	5,277.52	0.00	108.64%
	HVAC	2,500	6,025.88	1,631.29	108.00	0.00	241.04%
	Carpet Cleaning	3,500	430.98	2,805.99	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	23,784.09	10,783.21	4,342.71	1,163.56	79.28%
	Plumbing	1,800	1,139.72	4,085.62	105.75	0.00	63.32%
	Electrical	1,500	1,442.49	658.19	0.00	345.00	96.17%
	Cleaning Service	13,700	11,000.00	10,850.00	1,100.00	1,100.00	80.29%
	Locksmith	200	1,307.54	286.69	0.00	0.00	653.77%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	5,323.07	4,380.70	50.00	1,728.44	106.46%
1400-00	Total Maintenance of Building & Grounds	58,200	50,453.77	35,481.69	5,706.46	4,337.00	86.69%
1600-00	Memberships - General Fund	3,750	1,813.00	2,771.00	0.00	402.50	48.35%
1600-07	Memberships - ELLI Grant	250	125.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	425.50	0.00	100.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,418.00	3,196.50	0.00	502.50	54.95%
1700-00	Miscellaneous Expense - General Fund	0	3,545.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	3,545.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
1800-00	Library Supplies	10,000	9,270.18	9,148.08	758.22	307.66	92.70%
	Printing	10,000	8,915.11	9,605.90	2,557.20	595.40	89.15%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	1,056.55	2,519.09	0.00	0.00	70.44%
	Paper	1,700	184.43	1,313.05	0.00	164.97	10.85%
	Drinking Water Service	325	275.00	234.00	27.50	52.00	84.62%
	Other Office Supplies	8,500	8,517.68	12,974.96	988.21	456.11	100.21%
	Total Office Supply Expense - General Fund	32,025	28,218.95	35,795.08	4,331.13	1,576.14	88.12%
1800-07	ELLI Grant Supply Expense	2,611	1,427.97	13,224.86	506.64	12,345.96	
	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	5,525.90	1,729.71	1,480.31	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	574.29	4,378.44	105.74	224.09	
	Total Adult Literacy Office Supply Expense	5,000	6,100.19	8,432.92	1,586.05	224.09	122.00%
1800-09	Supply Expense Families for Literacy	500	857.05	607.80	675.16	0.00	
	Total Office Expense	40,136	36,604.16	58,060.66	7,098.98	14,146.19	91.20%
1803-00	Postage Expense - General Fund	5,500	3,939.98	4,444.51	1,167.28	1,022.78	71.64%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	124.00	6.62	74.00	0.00	124.00%
1803-09	Postage Expense - Families for Literacy	0	124.00	0.00	37.00	0.00	
	Total Postage Expense	5,600	4,187.98	4,986.98	1,278.28	1,022.78	74.79%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	350.00	315.00	35.00	35.00	83.33%
	Pension Contribution & Operating Expenses	7,500	5,126.63	3,479.12	0.00	1,207.70	68.36%
	Anaheim Consortium Automated Library System	31,000	30,169.74	25,218.60	0.00	0.00	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	415.71	377.10	32.00	37.71	82.48%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,427.94	6,319.83	51.74	(15.23)	81.63%
	Advertising (Including WEB Site)	2,000	1,805.02	1,199.68	0.00	1,199.68	90.25%
	Medical Exams	750	1,069.50	1,077.50	0.00	157.50	142.60%
	Collection Services - Accounts Receivable	2,500	1,504.22	1,742.59	0.00	67.63	60.17%
	Audit & Accounting Services	5,250	4,885.00	5,150.00	0.00	0.00	93.05%
	Payroll Preparation	3,250	2,890.21	2,587.69	256.60	239.60	88.93%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	3,500.00	0.00	3,500.00	0.00	
	Other (Includes Contract Storyteller)	17,500	11,851.87	29,490.84	0.00	2,300.20	67.72%
1900-00	Total Specialized Services - General Fund	87,774	70,995.84	76,957.95	3,875.34	5,229.79	80.88%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0	3,271.74	4,347.55	1,400.00	639.08	
1900-08	Specialized Services - Adult Literacy	9,500	7,460.85	2,365.00	877.24	580.00	78.54%
1900-09	Specialized Services - Families for Literacy	1,500	150.00	183.69	150.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	11,509.75	10,202.30	9,568.05	8,460.47	95.91%
	Total Specialized Services	110,774	93,388.18	106,349.30	15,870.63	14,909.34	84.31%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	467.67	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	101,579.94	93,951.90	7,471.65	0.00	84.09%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	52,225.28	70,304.29	11,689.69	9,405.26	35.90%
2400-02	Special Department Expense - Video	0	337.98	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	40,810.29	19,202.97	9,020.00	0.00	
2400-04	Special Department Expense - Periodicals	0	7,766.01	15,444.87	0.00	82.77	
2400-05	Special Department Expense - Audio	0	9,678.45	5,593.81	2,517.87	338.28	
2400-07	Special Department Expense - ELLI Grant	5,900	5,204.48	78.47	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	4,979.93	2,634.77	0.00	0.00	249.00%
2400-09	Special Department Expense - Families for Literacy	0	1,758.87	75.51	0.00	0.00	
	Total Special Department Expense	153,360	122,761.29	113,624.81	23,227.56	9,826.31	80.05%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,093.56	1,673.23	0.00	0.00	83.74%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	3,841.94	5,148.49	267.20	261.18	51.23%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	1,195.79	1,021.62	741.29	125.00	79.72%
2700-03	Transportation/Travel - Meetings, Board Local	500	586.00	890.52	25.00	186.00	117.20%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	915.88	1,016.21	20.52	62.15	102.54%
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	988.35	0.00	15.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	219.30	0.00	10.08	0.00	
	Total Transportation/Travel - Meetings	14,500	9,877.82	10,936.39	1,064.09	649.33	68.12%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	49,309.34	0.00	2,901.15	23.02%
	Gas	5,000	2,211.64	2,324.66	728.64	452.47	44.23%
	Water	3,750	2,648.97	3,116.52	121.45	292.98	70.64%
	Total Utilities	71,750	19,361.28	54,750.52	850.09	3,646.60	26.98%
	TOTAL SUPPLIES & SERVICES	625,726	485,715.20	533,332.34	69,688.74	52,120.30	77.62%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	0.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	23,541.55	4,414.76	0.00	0.00	117.71%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	26,267.56	4,414.76	0.00	0.00	125.08%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	26,729.81	4,414.76	0.00	0.00	127.28%
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	1,204,990.41	1,203,460.52	130,846.39	111,498.85	76.10%

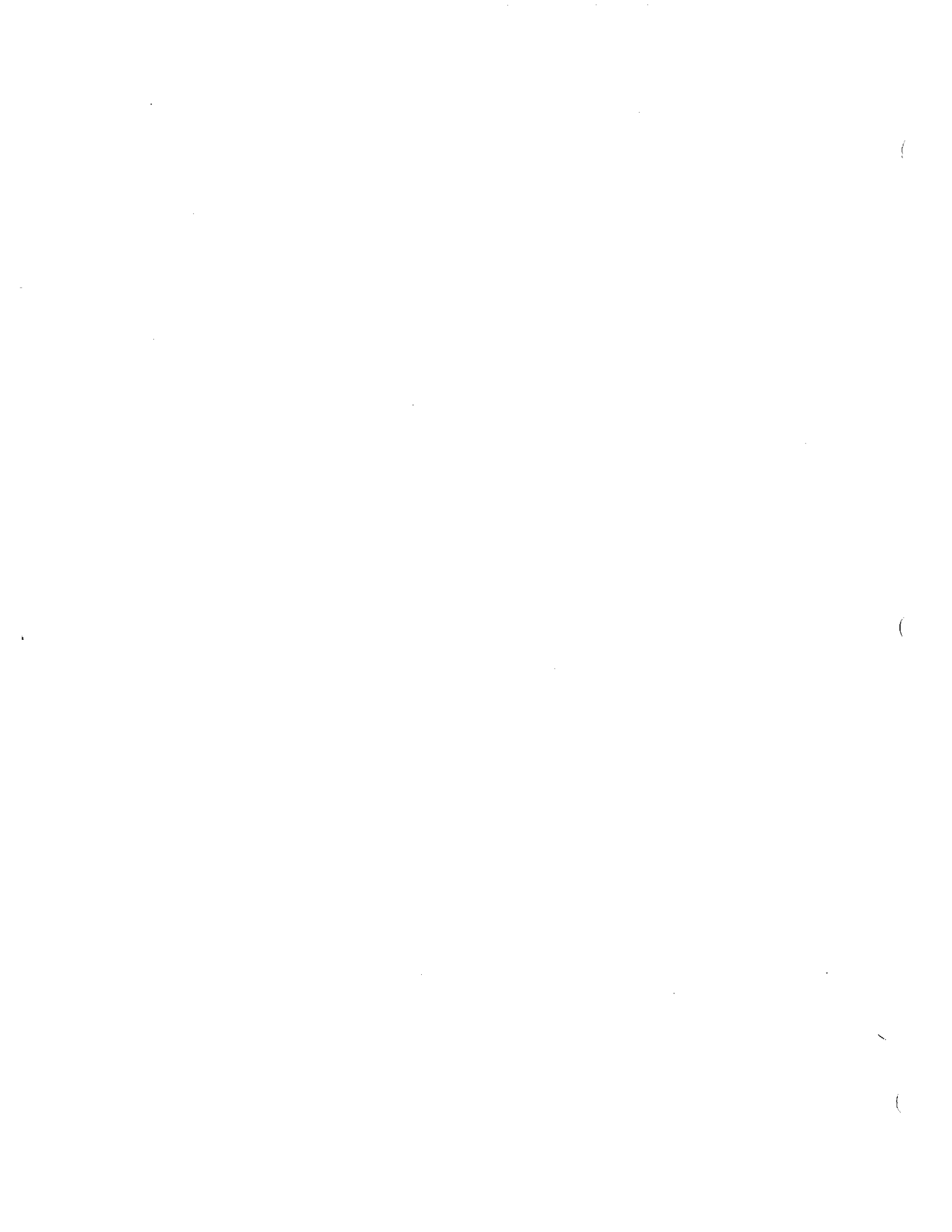
Placentia Library District
Balance Sheet
As of April 30, 2003

	<u>Apr 30, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,510.12
County Exempt - Savings	2,459.51
General Fund - Checking	10,633.18
General Fund - Savings	4,327.78
Literacy Fund - Savings	7,530.42
Payroll Checking - Wells Fargo	10,591.50
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>81,857.89</u>
Total Current Assets	<u>81,857.89</u>
TOTAL ASSETS	<u><u>81,857.89</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	<u>-3,103.45</u>
Total Equity	<u>81,857.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>81,857.89</u></u>

Placentia Library District
 Profit & Loss by Class
 April 2003

05/07/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Friends Contributions	4,200.00	0.00	0.00	0.00	4,200.00
COE Interest	0.99	0.00	0.00	0.00	0.99
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	310.00	0.00	0.00	0.00	310.00
COE Passport Chk Reimbursement	3,448.65	0.00	0.00	0.00	3,448.65
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Bankcard Deposit	0.00	3,955.01	0.00	0.00	3,955.01
GF Cash Register - Childrens	0.00	1.10	0.00	0.00	1.10
GF Cash Register - Copy/Debit	0.00	223.39	0.00	0.00	223.39
GF Cash Register - Fines	0.00	1,465.60	0.00	0.00	1,465.60
GF Cash Register - Lost Items	0.00	68.43	0.00	0.00	68.43
GF Cash Register - Reserves	0.00	114.50	0.00	0.00	114.50
GF County Reimbursements	0.00	4,439.27	0.00	0.00	4,439.27
GF Interest	0.00	5.78	0.00	0.00	5.78
GF Passport Revenue	0.00	15,824.33	0.00	0.00	15,824.33
GF State Library Reimbursements	0.00	69.00	0.00	0.00	69.00
LIT Interest Inc - Savings	0.00	0.00	3.09	0.00	3.09
PA Wire Transfer from County	0.00	0.00	0.00	57,296.28	57,296.28
Total Income	8,029.52	26,166.41	3.09	57,296.28	91,495.30
Expense					
COE Bank fees	10.00	0.00	0.00	0.00	10.00
COE Childn's Summer Rding Prgm	254.00	0.00	0.00	0.00	254.00
COE Children's Other	27.86	0.00	0.00	0.00	27.86
COE Friend's Director's Fund	200.00	0.00	0.00	0.00	200.00
COE Literacy	39.14	0.00	0.00	0.00	39.14
COE Meeting Room Maintenance	311.04	0.00	0.00	0.00	311.04
COE Passport Expenses	4,110.95	0.00	0.00	0.00	4,110.95
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	39.18	0.00	0.00	39.18
GF Insurance	0.00	640.00	0.00	0.00	640.00
GF Library Materials (books)	0.00	54.05	0.00	0.00	54.05
GF Memberships	0.00	90.00	0.00	0.00	90.00
GF Postage	0.00	37.00	0.00	0.00	37.00
GF Transfer to COE	0.00	1,000.00	0.00	0.00	1,000.00
GF Transfers to County	0.00	31,240.86	0.00	0.00	31,240.86
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,837.64	1,837.64
PA Employee 125 Co-Pay	0.00	0.00	0.00	888.02	888.02
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00



05/07/03

**Placentia Library District
Profit & Loss by Class
April 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	16,323.00	16,323.00
PA Salaries	0.00	0.00	0.00	38,442.18	38,442.18
Total Expense	4,952.99	33,120.09	0.00	58,334.72	96,407.80
Net Income	3,076.53	-6,953.68	3.09	-1,038.44	-4,912.50

**Placentia Library District
Profit & Loss by Class
July 2002 through April 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,381.91	0.00	0.00	0.00	1,381.91
COE Friends Contributions	5,053.00	0.00	0.00	0.00	5,053.00
COE Interest	10.27	0.00	0.00	0.00	10.27
COE Life Insur Suplmt(EDM)	478.56	0.00	0.00	0.00	478.56
COE Meeting Room Income	3,230.00	0.00	0.00	0.00	3,230.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	37,486.35	0.00	0.00	0.00	37,486.35
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	59.50	0.00	0.00	0.00	59.50
GF Bankcard Deposit	0.00	4,076.91	0.00	0.00	4,076.91
GF Cash Register - Childrens	0.00	116.93	0.00	0.00	116.93
GF Cash Register - Copy/Debit	0.00	1,690.25	0.00	0.00	1,690.25
GF Cash Register - Fines	0.00	15,016.94	0.00	0.00	15,016.94
GF Cash Register - Lost Items	0.00	1,134.99	0.00	0.00	1,134.99
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	1,180.89	0.00	0.00	1,180.89
GF County Reimbursements	0.00	13,016.35	0.00	0.00	13,016.35
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	93.73	0.00	0.00	93.73
GF Miscellaneous Income	0.00	4,237.91	0.00	0.00	4,237.91
GF Non Government Grant	0.00	13,000.00	0.00	0.00	13,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	106,624.34	0.00	0.00	106,624.34
GF Return Check Fee	0.00	20.00	0.00	0.00	20.00
GF State Library Grants	0.00	179,141.00	0.00	0.00	179,141.00
GF State Library Reimbursements	0.00	11,944.98	0.00	0.00	11,944.98
GF State of CA Foundation Funds	0.00	46,435.15	0.00	0.00	46,435.15
GF Transfers from County	0.00	13,297.01	0.00	0.00	13,297.01
GF Typewriter Income	0.00	4.85	0.00	0.00	4.85
LIT Interest Inc - Savings	0.00	0.00	43.47	0.00	43.47
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	587.05	587.05
PA Interest Inc - Savings	0.00	0.00	0.00	12.61	12.61
PA Wire Transfer from County	0.00	0.00	0.00	603,941.88	603,941.88
PA Wire Transfer from Paychex	0.00	0.00	0.00	24,118.80	24,118.80
Total Income	52,980.39	412,164.15	43.47	628,660.34	1,093,848.35

Placentia Library District
Profit & Loss by Class
 July 2002 through April 2003

05/07/03

Expense	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Bank fees	289.65	0.00	0.00	0.00	289.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rdnng Prgm	3,065.12	0.00	0.00	0.00	3,065.12
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	450.03	0.00	0.00	0.00	450.03
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,658.41	0.00	0.00	0.00	1,658.41
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Literacy	39.14	0.00	0.00	0.00	39.14
COE Meeting Room Maintenance	622.08	0.00	0.00	0.00	622.08
COE Miscellaneous Expense	163.00	0.00	0.00	0.00	163.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	36,297.05	0.00	0.00	0.00	36,297.05
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	623.12	0.00	0.00	623.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	119.65	0.00	0.00	119.65
GF Bankcard Service Charge	0.00	150.00	0.00	0.00	150.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	1,346.84	0.00	0.00	1,346.84
GF Insurance	0.00	4,244.35	0.00	0.00	4,244.35
GF Library Materials (books)	0.00	134.73	0.00	0.00	134.73
GF Literacy	0.00	1,178.81	0.00	0.00	1,178.81
GF Memberships	0.00	90.00	0.00	0.00	90.00
GF Miscellaneous	0.00	5,486.36	0.00	0.00	5,486.36
GF Office Expense	0.00	890.75	0.00	0.00	890.75
GF Postage	0.00	276.19	0.00	0.00	276.19
GF Printing	0.00	257.37	0.00	0.00	257.37
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Refreshments	0.00	63.62	0.00	0.00	63.62
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfer to COE	0.00	1,000.00	0.00	0.00	1,000.00
GF Transfers to County	0.00	382,275.51	0.00	0.00	382,275.51
GF Travel Staff	0.00	2,139.42	0.00	0.00	2,139.42
GF Travel Trustees	0.00	1,076.29	0.00	0.00	1,076.29
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	584.42	584.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	17,776.44	17,776.44
PA Employee 125 Co-Pay	0.00	0.00	0.00	7,964.12	7,964.12
PA Employee Life Insurance	0.00	0.00	0.00	438.68	438.68

**Placentia Library District
Profit & Loss by Class
July 2002 through April 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Garnishment	0.00	0.00	0.00	7,840.00	7,840.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	177,647.94	177,647.94
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	381,290.63	381,290.63
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	50,333.65	402,936.45	0.00	643,670.70	1,096,940.80
Net Income	2,646.74	9,227.70	43.47	-15,010.36	-3,092.45

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 13 Items						
Check	5/1/2003	4354	Christopher's Flowers		-44.12	-44.12
Check	5/3/2003	4359	Passport Services		-110.00	-154.12
Check	5/3/2003	4355	Passport Services		-55.00	-209.12
Check	5/3/2003	4358	Passport Services		-110.00	-319.12
Check	5/3/2003	4356	Passport Services		-55.00	-374.12
Check	5/3/2003	4360	Passport Services		-13.65	-387.77
Check	5/5/2003	4362	Passport Services		-115.00	-502.77
Check	5/6/2003	4365	Passport Services		-55.00	-557.77
Check	5/6/2003	4364	Passport Services		-55.00	-612.77
Check	5/6/2003	4363	Passport Services		-55.00	-667.77
Check	5/7/2003	4368	Passport Services		-115.00	-782.77
Check	5/7/2003	4367	Passport Services		-55.00	-837.77
Check	5/7/2003	4366	Passport Services		-40.00	-877.77
Total Checks and Payments					-877.77	-877.77
Deposits and Credits - 6 Items						
Deposit	5/5/2003				8.75	8.75
Deposit	5/5/2003				178.65	187.40
Deposit	5/6/2003				55.00	242.40
Deposit	5/6/2003				8.75	251.15
Deposit	5/7/2003				150.00	401.15
Deposit	5/8/2003				238.65	639.80
Total Deposits and Credits					639.80	639.80
Total New Transactions					-237.97	-237.97
Ending Balance					940.74	3,272.15

*20w
5/8/03*

(

(

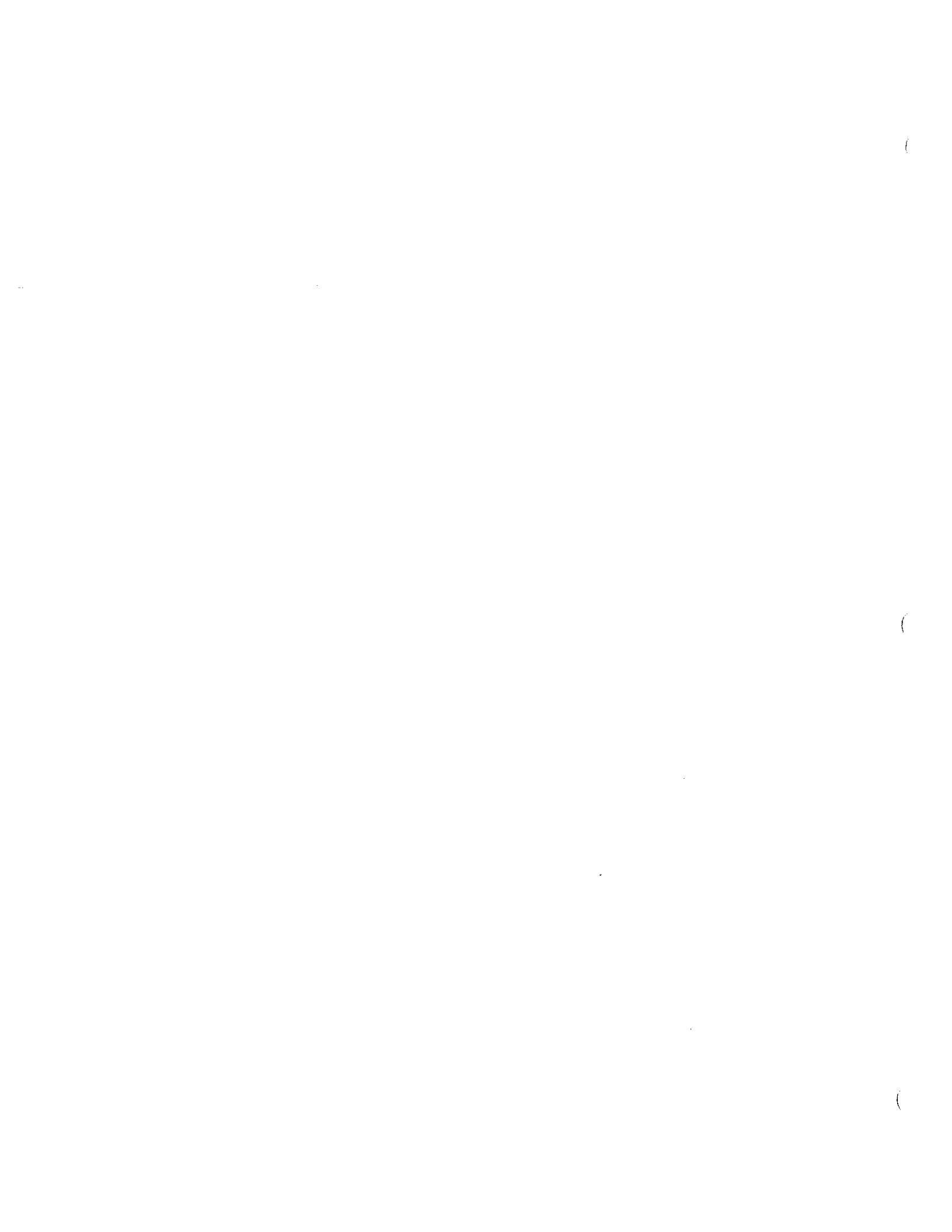
(

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Check	4/24/2003	4335	Passport Services	X	-120.00	-5,265.31
Check	4/30/2003			X	-11.00	-5,276.31
Total Checks and Payments					-5,276.31	-5,276.31
Deposits and Credits - 19 items						
Deposit	4/1/2003			X	780.00	780.00
Deposit	4/1/2003			X	55.00	835.00
Deposit	4/2/2003			X	190.00	1,025.00
Deposit	4/3/2003			X	40.00	1,065.00
Deposit	4/7/2003			X	110.00	1,175.00
Deposit	4/10/2003			X	200.00	1,375.00
Deposit	4/10/2003			X	155.00	1,530.00
Deposit	4/14/2003			X	55.00	1,585.00
Deposit	4/14/2003			X	40.00	1,625.00
Deposit	4/16/2003			X	500.00	2,125.00
Deposit	4/21/2003			X	55.00	2,180.00
Deposit	4/22/2003			X	175.00	2,355.00
Deposit	4/23/2003			X	535.00	2,890.00
Deposit	4/23/2003			X	225.00	3,115.00
Deposit	4/28/2003			X	4,200.00	7,315.00
Deposit	4/28/2003			X	120.00	7,435.00
Deposit	4/28/2003			X	150.00	7,585.00
Deposit	4/29/2003			X	128.65	7,713.65
Deposit	4/30/2003			X	55.00	7,768.65
Total Deposits and Credits					7,768.65	7,768.65
Total Cleared Transactions					2,492.34	2,492.34
Cleared Balance					2,492.34	4,823.75
Uncleared Transactions						
Checks and Payments - 15 items						
Check	4/19/2003	4324	Elizabeth D Minter		-25.98	-25.98
Check	4/24/2003	4338	Passport Services		-110.00	-135.98
Check	4/24/2003	4336	Metropolitan Coope...		-289.00	-424.98
Check	4/27/2003	4340	Passport Services		-40.00	-464.98
Check	4/27/2003	4339	Passport Services		-40.00	-504.98
Check	4/27/2003	4343	Passport Services		-55.00	-559.98
Check	4/27/2003	4342	Passport Services		-245.00	-804.98
Check	4/27/2003	4341	Passport Services		-55.00	-859.98
Check	4/28/2003	4345	Passport Services		-128.65	-988.63
Check	4/28/2003	4344	Passport Services		-40.00	-1,028.63
Check	4/29/2003	4348	Passport Services		-40.00	-1,068.63
Check	4/29/2003	4346	Passport Services		-55.00	-1,123.63
Check	4/29/2003	4347	Passport Services		-80.00	-1,203.63
Check	4/29/2003	4349	Passport Services		-55.00	-1,258.63
Check	4/30/2003	4353	Passport Services		-55.00	-1,313.63
Total Checks and Payments					-1,313.63	-1,313.63
Total Uncleared Transactions					-1,313.63	-1,313.63
Register Balance as of 04/30/2003					1,178.71	3,510.12

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,331.41
Cleared Transactions						
Checks and Payments - 64 Items						
Check	3/25/2003	4274	Passport Services	X	-115.00	-115.00
Check	3/25/2003	4273	Passport Services	X	-55.00	-170.00
Check	3/26/2003	4276	Passport Services	X	-115.00	-285.00
Check	3/26/2003	4275	Rhode Island Novelty	X	-77.12	-362.12
Check	3/27/2003	4281	Passport Services	X	-55.00	-417.12
Check	3/27/2003	4280	Passport Services	X	-55.00	-472.12
Check	3/27/2003	4278	Passport Services	X	-95.00	-567.12
Check	3/27/2003	4277	Passport Services	X	-110.00	-677.12
Check	3/27/2003	4279	Passport Services	X	-55.00	-732.12
Check	3/27/2003	4282	Passport Services	X	-110.00	-842.12
Check	3/27/2003	4283	Passport Services	X	-115.00	-957.12
Check	3/29/2003	4289	Passport Services	X	-330.00	-1,287.12
Check	3/29/2003	4284	S & S Worldwide, Inc.	X	-64.87	-1,351.99
Check	3/29/2003	4285	Passport Services	X	-55.00	-1,406.99
Check	3/29/2003	4286	Passport Services	X	-55.00	-1,461.99
Check	3/29/2003	4288	Passport Services	X	-55.00	-1,516.99
Check	3/29/2003	4287	Passport Services	X	-115.00	-1,631.99
Check	3/31/2003	4291	Passport Services	X	-115.00	-1,746.99
Check	3/31/2003	4290	Passport Services	X	-110.00	-1,856.99
Check	4/1/2003	4292	Passport Services	X	-55.00	-1,911.99
Check	4/1/2003	4294	Passport Services	X	-40.00	-1,951.99
Check	4/1/2003	4295	Passport Services	X	-55.00	-2,006.99
Check	4/1/2003	4293	Passport Services	X	-55.00	-2,061.99
Check	4/2/2003	4296	Passport Services	X	-135.00	-2,196.99
Check	4/3/2003	4297	Passport Services	X	-40.00	-2,236.99
Check	4/3/2003	4298	Passport Services	X	-55.00	-2,291.99
Check	4/5/2003	4300	Passport Services	X	-55.00	-2,346.99
Check	4/5/2003	4301	Passport Services	X	-55.00	-2,401.99
Check	4/5/2003	4299	Passport Services	X	-55.00	-2,456.99
Check	4/8/2003	4302	Passport Services	X	-55.00	-2,511.99
Check	4/8/2003	4303	Passport Services	X	-55.00	-2,566.99
Check	4/8/2003	4304	Passport Services	X	-115.00	-2,681.99
Check	4/8/2003	4305	Passport Services	X	-40.00	-2,721.99
Check	4/9/2003	4307	Passport Services	X	-115.00	-2,836.99
Check	4/9/2003	4306	Passport Services	X	-55.00	-2,891.99
Check	4/10/2003	4308	Passport Services	X	-315.00	-3,206.99
Check	4/12/2003	4309	Passport Services	X	-55.00	-3,261.99
Check	4/13/2003	4316	Ralph's	X	-21.46	-3,283.45
Check	4/13/2003	4315	Passport Services	X	-110.00	-3,393.45
Check	4/13/2003	4314	Passport Services	X	-40.00	-3,433.45
Check	4/13/2003	4313	Sam's Club	X	-49.31	-3,482.76
Check	4/13/2003	4311	Ralph's	X	-27.74	-3,510.50
Check	4/13/2003	4310	Ralph's	X	-79.97	-3,590.47
Check	4/13/2003	4312	Gem Meats	X	-17.00	-3,607.47
Check	4/14/2003	4318	Passport Services	X	-55.00	-3,662.47
Check	4/14/2003	4317	Cash	X	-6.40	-3,668.87
Check	4/15/2003	4319	Sam's Club	X	-39.14	-3,708.01
Check	4/15/2003	4320	Passport Services	X	-55.00	-3,763.01
Check	4/15/2003	4321	Passport Services	X	-55.00	-3,818.01
Check	4/17/2003	4323	Passport Services	X	-55.00	-3,873.01
Check	4/17/2003	4322	Passport Services	X	-55.00	-3,928.01
Check	4/19/2003	4325	Passport Services	X	-113.65	-4,041.66
Check	4/22/2003	4331	Passport Services	X	-115.00	-4,156.66
Check	4/22/2003	4329	Passport Services	X	-80.00	-4,236.66
Check	4/22/2003	4328	Passport Services	X	-230.00	-4,466.66
Check	4/22/2003	4327	Passport Services	X	-95.00	-4,561.66
Check	4/22/2003	4326	Passport Services	X	-55.00	-4,616.66
Check	4/22/2003	4330	Passport Services	X	-55.00	-4,671.66
Check	4/23/2003	4332	Passport Services	X	-110.00	-4,781.66
Check	4/23/2003	4333	Passport Services	X	-115.00	-4,896.66
Check	4/24/2003	4334	Passport Services	X	-120.00	-5,016.66
Check	4/24/2003	4337	Passport Services	X	-128.65	-5,145.31



**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,429.68
Cleared Transactions						
Checks and Payments - 2 Items						
Check	4/3/2003	1505	Greg's Carpet & Up...	X	-155.52	-155.52
Check	4/30/2003			X	-10.00	-165.52
Total Checks and Payments					-165.52	-165.52
Deposits and Credits - 10 Items						
Deposit	4/3/2003			X	30.00	30.00
Deposit	4/10/2003			X	19.94	49.94
Deposit	4/14/2003			X	30.00	79.94
Deposit	4/17/2003			X	30.00	109.94
Deposit	4/23/2003			X	19.94	129.88
Deposit	4/24/2003			X	30.00	159.88
Deposit	4/28/2003			X	30.00	189.88
Deposit	4/28/2003			X	30.00	219.88
Deposit	4/29/2003			X	130.00	349.88
Deposit	4/30/2003			X	0.99	350.87
Total Deposits and Credits					350.87	350.87
Total Cleared Transactions					185.35	185.35
Cleared Balance					185.35	2,615.03
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	4/29/2003	1506	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 04/30/2003					29.83	2,459.51
New Transactions						
Deposits and Credits - 2 Items						
Deposit	5/1/2003				30.00	30.00
Deposit	5/7/2003				19.94	49.94
Total Deposits and Credits					49.94	49.94
Total New Transactions					49.94	49.94
Ending Balance					79.77	2,509.45

EDM
5/7/03

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,107.38
Cleared Transactions						
Checks and Payments - 12 Items						
Check	3/12/2003	4665	Blue Cross	X	-3,266.00	-3,266.00
Check	3/19/2003	4676	CSUF Foundation-...	X	-80.68	-3,346.68
Check	3/26/2003	4679	Marie Schmidt	X	-12.07	-3,358.75
Check	3/27/2003	4681	Sheraton Grand	X	-297.08	-3,655.83
Check	3/30/2003	4682	Donna Siloti	X	-87.42	-3,743.25
Check	4/1/2003	4683	Sam's Club	X	-39.18	-3,782.43
Check	4/7/2003		Bank of the West	X	-15.00	-3,797.43
Check	4/14/2003	4684	Sam's Club	X	-180.00	-3,977.43
Check	4/14/2003	4685	Placentia Library Di...	X	-500.00	-4,477.43
Check	4/22/2003	4686	Placentia Library Di...	X	-500.00	-4,977.43
Check	4/24/2003	4689	Blue Shield of Calif...	X	-800.00	-5,777.43
Check	4/28/2003	4690	Placentia Library Di...	X	-60.00	-5,837.43
Total Checks and Payments					-5,837.43	-5,837.43
Deposits and Credits - 25 Items						
Check	3/20/2003	4673	Quizno's	X	0.00	0.00
Deposit	4/3/2003			X	60.00	60.00
Deposit	4/7/2003			X	326.00	386.00
Deposit	4/7/2003			X	37.00	423.00
Deposit	4/8/2003			X	87.00	510.00
Deposit	4/8/2003			X	4,439.27	4,949.27
Deposit	4/10/2003			X	375.00	5,324.27
Deposit	4/14/2003			X	171.00	5,495.27
Deposit	4/14/2003			X	91.00	5,586.27
Deposit	4/16/2003			X	249.96	5,836.23
Deposit	4/17/2003			X	88.20	5,924.43
Deposit	4/18/2003			X	90.00	6,014.43
Deposit	4/21/2003			X	60.00	6,074.43
Deposit	4/21/2003			X	30.00	6,104.43
Deposit	4/22/2003			X	86.00	6,190.43
Deposit	4/22/2003			X	381.00	6,571.43
Deposit	4/23/2003			X	86.00	6,657.43
Deposit	4/24/2003			X	30.00	6,687.43
Deposit	4/24/2003			X	371.55	7,058.98
Deposit	4/24/2003			X	120.00	7,178.98
Deposit	4/28/2003			X	191.00	7,369.98
Deposit	4/28/2003			X	360.30	7,730.28
Deposit	4/29/2003			X	141.00	7,871.28
Deposit	4/30/2003			X	396.00	8,267.28
Deposit	4/30/2003			X	187.00	8,454.28
Total Deposits and Credits					8,454.28	8,454.28
Total Cleared Transactions					2,616.85	2,616.85
Cleared Balance					2,616.85	10,724.23
Uncleared Transactions						
Checks and Payments - 2 Items						
Check	4/24/2003	4688	Pat Irot		-67.00	-67.00
Check	4/24/2003	4687	Dave Henson-Books		-24.05	-91.05
Total Checks and Payments					-91.05	-91.05
Total Uncleared Transactions					-91.05	-91.05
Register Balance as of 04/30/2003					2,525.80	10,633.18
New Transactions						
Checks and Payments - 2 Items						
Check	5/1/2003	4691	Warner Pacific Insu...		-1,518.95	-1,518.95
Check	5/5/2003	4692	US Postmaster Pla...		-37.00	-1,555.95
Total Checks and Payments					-1,555.95	-1,555.95

3:24 PM
05/07/03

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 04/30/2003

Agenda Item 14
General Fund Checking
Page 9 of 13

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 Item						
Deposit	5/6/2003				849.91	849.91
Total Deposits and Credits					849.91	849.91
Total New Transactions					-706.04	-706.04
Ending Balance					1,819.76	9,927.14

ZBW
5/7/03

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,550.51
Cleared Transactions						
Checks and Payments - 3 Items						
Check	4/1/2003	1210	Orange County Aud...	X	-15,897.75	-15,897.75
Check	4/7/2003		Bank of the West	X	-30.00	-15,927.75
Check	4/7/2003		Bank of the West	X	-4.00	-15,931.75
Total Checks and Payments					-15,931.75	-15,931.75
Deposits and Credits - 35 Items						
Deposit	4/1/2003			X	69.00	69.00
Deposit	4/1/2003			X	796.15	865.15
Deposit	4/2/2003			X	601.65	1,466.80
Deposit	4/3/2003			X	585.59	2,052.39
Deposit	4/7/2003			X	90.00	2,142.39
Deposit	4/7/2003			X	246.59	2,388.98
Deposit	4/7/2003			X	722.00	3,110.98
Deposit	4/7/2003			X	759.29	3,870.27
Deposit	4/8/2003			X	622.00	4,492.27
Deposit	4/10/2003			X	519.95	5,012.22
Deposit	4/10/2003			X	652.75	5,664.97
Deposit	4/14/2003			X	331.00	5,995.97
Deposit	4/14/2003			X	340.09	6,336.06
Deposit	4/14/2003			X	530.00	6,866.06
Deposit	4/15/2003			X	154.72	7,020.78
Deposit	4/15/2003			X	360.00	7,380.78
Deposit	4/15/2003			X	675.15	8,055.93
Deposit	4/16/2003			X	657.30	8,713.23
Deposit	4/17/2003			X	608.55	9,321.78
Deposit	4/17/2003			X	1,990.03	11,311.81
Deposit	4/21/2003			X	327.20	11,639.01
Deposit	4/21/2003			X	330.00	11,969.01
Deposit	4/22/2003			X	627.84	12,596.85
Deposit	4/23/2003			X	160.00	12,756.85
Deposit	4/23/2003			X	886.05	13,642.90
Check	4/24/2003	1211	Blue Shield of Calif...	X	0.00	13,642.90
Deposit	4/24/2003			X	675.50	14,318.40
Deposit	4/28/2003			X	138.05	14,456.45
Deposit	4/28/2003			X	150.00	14,606.45
Deposit	4/28/2003			X	930.00	15,536.45
Deposit	4/28/2003			X	687.90	16,224.35
Deposit	4/29/2003			X	60.00	16,284.35
Deposit	4/29/2003			X	954.60	17,238.95
Deposit	4/30/2003			X	5.78	17,244.73
Deposit	4/30/2003			X	807.40	18,052.13
Total Deposits and Credits					18,052.13	18,052.13
Total Cleared Transactions					2,120.38	2,120.38
Cleared Balance					2,120.38	19,670.89
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	4/28/2003	1212	Orange County Aud...		-15,343.11	-15,343.11
Total Checks and Payments					-15,343.11	-15,343.11
Total Uncleared Transactions					-15,343.11	-15,343.11
Register Balance as of 04/30/2003					-13,222.73	4,327.78
New Transactions						
Checks and Payments - 1 Item						
Check	5/5/2003	1213	Patricia Strobel		-120.00	-120.00
Total Checks and Payments					-120.00	-120.00

3:30 PM
05/07/03

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 04/30/2003**

Agenda Item 14
General Fund Savings
Page 11 of 13

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 8 items						
Deposit	5/1/2003				504.85	504.85
Deposit	5/5/2003				791.65	1,296.50
Deposit	5/5/2003				645.45	1,941.95
Deposit	5/5/2003				315.50	2,257.45
Deposit	5/5/2003				210.00	2,467.45
Deposit	5/6/2003				60.00	2,527.45
Deposit	5/6/2003				692.40	3,219.85
Deposit	5/7/2003				678.05	3,897.90
Total Deposits and Credits					3,897.90	3,897.90
Total New Transactions					3,777.90	3,777.90
Ending Balance					-9,444.83	8,105.68

eww
5/7/03

3:37 PM
05/07/03

**Placentia Library District
Reconciliation Detail**
Literacy Fund - Savings, Period Ending 04/30/2003

Agenda Item 14
Literacy Fund Savings
Page 12 of 13

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,527.33
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	4/30/2003			X	3.09	3.09
Total Deposits and Credits					3.09	3.09
Total Cleared Transactions					3.09	3.09
Cleared Balance					3.09	7,530.42
Register Balance as of 04/30/2003					3.09	7,530.42
Ending Balance					3.09	7,530.42

*2003
5/7/03*

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 04/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Checks and Payments - 22 Items						
Check	4/3/2003		Wells Fargo Bank	X	-10.00	-10.00
Check	4/8/2003		Paychex	X	-17,834.61	-17,844.61
Check	4/9/2003	3167	Dorothy J. Cummings	X	-189.33	-18,033.94
Check	4/9/2003	3170	Esther P. Guzman	X	-255.65	-18,289.59
Check	4/9/2003	3171	Joyce G. Hampton	X	-319.37	-18,608.96
Check	4/9/2003	3184	Shawn Robison	X	-93.50	-18,702.46
Check	4/9/2003	3194	Orange County Aud...	X	-444.01	-19,146.47
Check	4/9/2003	3195	Placentia Library Di...	X	-19.94	-19,166.41
Check	4/9/2003	3197	Kathryn L. Roberts	X	-392.00	-19,558.41
Check	4/9/2003	3198	Nationwide Retirem...	X	-918.82	-20,477.23
Check	4/9/2003	3180	Beatrice V. Quintanar	X	-277.29	-20,754.52
Check	4/9/2003		Paychex	X	-8,239.33	-28,993.85
Check	4/9/2003	3182	Joshua Robbins	X	-191.45	-29,185.30
Check	4/17/2003		Wells Fargo Bank	X	-10.00	-29,195.30
Check	4/22/2003		Paychex	X	-17,663.86	-46,859.16
Check	4/23/2003		Paychex	X	-8,083.67	-54,942.83
Check	4/23/2003	3230	Placentia Library Di...	X	-19.94	-54,962.77
Check	4/23/2003	3229	Orange County Aud...	X	-444.01	-55,406.78
Check	4/23/2003	3217	Joshua Robbins	X	-167.67	-55,574.45
Check	4/23/2003	3205	Joyce G. Hampton	X	-319.37	-55,893.82
Check	4/23/2003	3206	Vincent Howard	X	-29.71	-55,923.53
Check	4/23/2003	3232	Nationwide Retirem...	X	-918.82	-56,842.35
Total Checks and Payments					-56,842.35	-56,842.35
Deposits and Credits - 2 Items						
Deposit	4/3/2003			X	28,648.14	28,648.14
Deposit	4/17/2003			X	28,648.14	57,296.28
Total Deposits and Credits					57,296.28	57,296.28
Total Cleared Transactions					453.93	453.93
Cleared Balance					453.93	453.93
Uncleared Transactions						
Checks and Payments - 6 Items						
Check	4/23/2003	3204	Esther P. Guzman		-255.65	-255.65
Check	4/23/2003	3219	Shawn Robison		-93.50	-349.15
Check	4/23/2003	3202	Joy Di Loreto		-274.69	-623.84
Check	4/23/2003	3200	Dorothy J. Cummings		-189.33	-813.17
Check	4/23/2003	3231	Kathryn L. Roberts		-392.00	-1,205.17
Check	4/23/2003	3215	Beatrice V. Quintanar		-287.20	-1,492.37
Total Checks and Payments					-1,492.37	-1,492.37
Total Uncleared Transactions					-1,492.37	-1,492.37
Register Balance as of 04/30/2003					-1,038.44	-1,038.44
Ending Balance					-1,038.44	-1,038.44

EW
5/6/03



ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF MARCH 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	7,165.03	537	492	2,146.06	106	102	9,311.09	643	594	2,021.97	100	100	11,333.06	743	694
Adult Circulating Non-Fiction	9,468.92	486	476	2,350.69	100	86	11,819.61	586	562	3,387.73	169	168	15,207.34	755	730
Adult Reference	13,471.27	138	73	332.95	3	3	13,804.22	141	76	1,348.90	49	44	15,153.12	190	120
Adult Print Continuations	681.00	61	61	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Continuations	30,386.50	11	11	0.00	0	0	30,386.50	11	11	0.00	0	0	30,386.50	11	11
Total Adult Non-Fiction	54,007.69	696	621	2,683.64	103	89	56,691.33	799	710	4,736.63	218	212	61,427.96	1,017	922
TOTAL ADULT PRINT MATERIALS	61,172.72	1,233	1,233	4,829.70	209	191	66,002.42	1,442	1,304	6,758.60	318	312	72,761.02	1,760	1,616
Adult Audio/Music	0.00	0	0	38.37	2	1	38.37	2	1	145.00	10	10	183.37	12	11
Adult Audio Books	7,057.62	101	95	0.00	0	0	7,057.62	101	95	254.95	13	13	7,312.57	114	108
Total Adult Audio	7,057.62	101	95	38.37	2	1	7,095.99	103	96	399.95	23	23	7,495.94	126	119
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	85.00	6	6	85.00	6	6
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	145.00	7	7	145.00	7	7
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	230.00	13	13	230.00	13	13
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	7,057.62	101	95	38.37	2	1	7,095.99	103	96	629.95	36	36	7,725.94	139	132
TOTAL ADULT MATERIALS	68,230.34	1,334	1,328	4,868.07	211	192	73,098.41	1,545	1,400	7,388.55	354	348	80,486.96	1,899	1,748
Juvenile Fiction	7,633.76	567	528	5,560.48	400	318	13,194.24	967	846	407.30	42	42	13,601.54	1,009	888
Juvenile Circulating Non-Fiction	10,714.21	609	592	894.46	60	60	11,608.67	669	652	238.65	19	19	11,847.32	688	671
Juvenile Reference	1,700.16	13	9	0.00	0	0	1,700.16	13	9	30.00	2	2	1,730.16	15	11
Juvenile Print Continuations	139.26	1	1	0.00	0	0	139.26	1	1	0.00	0	0	139.26	1	1
Juvenile Electronic Continuations	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	12,853.63	624	603	894.46	60	60	13,748.09	684	663	268.65	21	21	14,016.74	705	684
TOTAL JUVENILE PRINT MATERIALS	20,487.39	1,191	1,131	6,454.94	460	378	26,942.33	1,651	1,509	675.95	63	63	27,618.28	1,714	1,572
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	4,054.70	132	132	5,595.92	135	135	9,650.62	267	267	0.00	0	0	9,650.62	267	267
Total Juvenile Audio	4,054.70	132	132	5,595.92	135	135	9,650.62	267	267	0.00	0	0	9,650.62	267	267
Juvenile Video Educational	337.98	8	8	0.00	0	0	337.98	8	8	55.00	4	4	392.98	12	12
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	270.00	12	12	270.00	12	12
Total Juvenile Video	337.98	8	8	0.00	0	0	337.98	8	8	325.00	16	16	662.98	24	24
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	4,392.68	140	140	5,595.92	135	135	9,988.60	275	275	325.00	16	16	10,313.60	291	291
TOTAL JUVENILE MATERIALS	24,880.07	1,331	1,271	12,050.86	595	513	36,930.93	1,926	1,784	1,000.95	79	79	37,931.88	2,005	1,863
Total Fiction	14,798.79	1,104	1,020	7,706.54	506	420	22,505.33	1,610	1,440	2,429.27	142	142	24,934.60	1,752	1,582
Total Non-Fiction	66,861.32	1,320	1,224	3,578.10	163	149	70,439.42	1,483	1,373	5,005.28	239	233	75,444.70	1,722	1,606
Total Audio	11,112.32	233	227	5,634.29	137	136	16,746.61	370	363	399.95	23	23	17,146.56	393	386
Total Video	337.98	8	8	0.00	0	0	337.98	8	8	555.00	29	29	892.98	37	37
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	93,110.41	2,865	2,479	16,918.93	806	705	110,029.34	3,471	3,184	8,389.50	433	427	118,418.84	3,904	3,611

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,210.11	73	0.00	0	1,210.11	73	276.90	15	1,487.01	88
Adult Circulating Non-Fiction	2,245.09	102	0.00	0	2,245.09	102	268.25	12	2,513.34	114
Adult Reference	1,832.34	12	0.00	0	1,832.34	12	143.00	4	1,975.34	16
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	4,077.43	114	0.00	0	4,077.43	114	411.25	16	4,488.68	130
TOTAL ADULT PRINT MATERIALS	5,287.54	187	0.00	0	5,287.54	187	688.15	31	5,975.69	218
Adult Audio/Music	0.00	0	38.37	2	38.37	2	0.00	0	38.37	2
Adult Audio Books	874.54	12	0.00	0	874.54	12	0.00	0	874.54	12
Total Adult Audio	874.54	12	38.37	2	912.91	14	0.00	0	912.91	14
Adult Video Educational	0.00	0	0.00	0	0.00	0	85.00	6	85.00	6
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	145.00	7	145.00	7
Total Adult Video	0.00	0	0.00	0	0.00	0	230.00	13	230.00	13
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	874.54	12	38.37	2	912.91	14	230.00	13	1,142.91	27
TOTAL ADULT MATERIALS	6,162.08	199	38.37	2	6,200.45	201	918.15	44	7,118.60	245
Juvenile Fiction	353.14	19	84.31	13	437.45	32	18.00	1	455.45	33
Juvenile Circulating Non-Fiction	837.90	37	0.00	0	837.90	37	19.95	1	857.85	38
Juvenile Reference	0.00	0	0.00	0	0.00	0	23.00	1	23.00	1
Juvenile Print Continuations	139.26	1	0.00	0	139.26	1	0.00	0	139.26	1
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	977.16	38	84.31	13	1,061.47	51	42.95	2	1,104.42	53
TOTAL JUVENILE PRINT MATERIALS	1,330.30	57	84.31	13	1,414.61	70	60.95	3	1,475.56	73
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	96.76	3	96.76	3	0.00	0	96.76	3
Total Juvenile Audio	0.00	0	96.76	3	96.76	3	0.00	0	96.76	3
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	55.00	4	55.00	4
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	270.00	12	270.00	12
Total Juvenile Video	0.00	0	0.00	0	0.00	0	325.00	16	325.00	16
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	96.76	3	96.76	3	325.00	16	421.76	19
TOTAL JUVENILE MATERIALS	1,330.30	57	181.07	16	1,511.37	73	385.95	19	1,897.32	92
Total Fiction	1,563.25	92	84.31	13	1,647.56	105	294.90	16	1,942.46	121
Total Non-Fiction	5,054.59	152	0.00	0	5,054.59	152	454.20	18	5,508.79	170
Total Audio	874.54	12	135.13	5	1,009.67	17	0.00	0	1,009.67	17
Total Video	0.00	0	0.00	0	0.00	0	555.00	29	555.00	29
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	7,492.38	256	219.44	18	7,711.82	274	1,304.10	63	9,015.92	337

OUTSTANDING ORDERS AS OF April 30, 2003

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$20,647.08	\$3,947.84	\$24,594.92

Summary of Current Status of Unique Management Accounts
May 12, 2003

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	16	441	8	696.37	0
December	8	444	2	157.29	0
January	15	459	6	321.2	0
February	7	467	5	354.79	0
March	17	475	8	308.85	0
April	6	481	3	183.95	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	108	475	50	3434.32	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 04/01/2003 12:40 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 03/31/2003

Accounts Submitted	:	758	Dollars Submitted	:	69,188.10	Dollars Received	:	21,068.88
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,152.77
Incorrect Addresses	:	98	Dollars in Skips	:	6,332.98	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	45,290.21
Accounts in Process	:	658	Dollars in Process	:	60,888.83	% of Dollars Activated	:	74.38%
# of Accounts Activated	:	475						
% of Accounts Activated	:	72.19%						

UNIQUE Management
Services, Inc.

Thursday, April 24, 2003

Ms. Elizabeth Minter
Director
Placentia Library District
411 E Chapman Ave
Placentia, CA 92670

Dear Ms. Minter:

This is our periodic Return on Investment letter designed to keep you informed of our results on behalf of the library. This information can always be extrapolated from our monthly reports to the library but I thought you might find it useful to see our results, compared to cost, in a more concise format. Our aim is to keep you fully apprised of the bottom line as it relates to our service without creating additional demands on your time. Providing this information at regular intervals will help you track the library's return on investment.

From November 1998 through March 2003, Unique Management processed 658 Placentia Library District accounts for collection. Of that number, 475 or 72.19% of patrons processed responded by fully or partially settling their accounts.

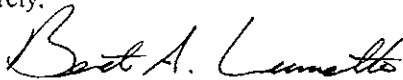
The financial result for the library has been the recovery of \$12,152.77 in materials, \$21,068.88 in cash and \$2,514.53 in waives for a total value of \$35,736.18. This does not include materials and cash still to be recovered from patrons submitted during that period who will continue to respond.

Our billings for services to the library during the same period total less than the cash recovered and amounts waived, so our service remains budget neutral. When considering the value of our recoveries described above compared to our billings, our service has given the library a return of \$4.25 for each \$1.00 invested. This 4:1 ratio shows a powerful return on the library's investment. Needless to say, we are very pleased to bring these results to your attention.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required.

Please feel free to contact any UMS customer service staff or me should you have any questions. Thank you for the opportunity to serve the Placentia Library District and its patrons.

Sincerely,



Bert A. Lumetta
Customer Service Specialist

cc: Alice Kuo

TO: Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: May 12, 2003
SUBJECT: **GIFT REPORT**

The following gifts were received from April 1, 2003 through April 30, 2003.

ADOPT A BOOK DONATIONS

Frank & Pamela Yrungaray

TOTAL ADOPT A BOOK DONATIONS: \$50.00

BOOK ENDOWMENT FUND

TOTAL BOOK ENDOWMENT FUND \$0.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS **\$50.00**

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Building Maintenance Report for April 2003**
DATE: May 12, 2003

HVAC: 4/11/03 - AC was not cooling. Found chiller off; reset chillers; checked freon, motors and controls.

Plumbing: 4/2/03 - Cleaned out drain pipe in Break Room sink.

Electrical: No service calls in April.

Exterminator: No service calls in April.

General Contractor: No service calls in April.

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 April 2003
DATE: May 12, 2003

RESIGNATIONS:

None in April

APPOINTMENTS:

None in April

OPEN POSITIONS:

None in April

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of April 2003 

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 April	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	19.50	102.50	Sep-95	739.00
Backes, Theresa	5.00	50.25	6/98	330.25
Bart, Lillian	18.00	104.00	May-01	256.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Blancett, Nadine	5.25	10.25	Mar-03	10.25
Boelman, Marge	3.50	52.25	Apr-01	133.75
Botha, Jill	2.00	22.00	Nov-01	38.00
Clugston, Patricia	10.50	93.50	6/98	422.75
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	36.25	205.25	8/98	787.00
Fioroni, Pete	6.00	17.25	3/97	254.25
Fitzgerald, Joan	0.00	85.25	10/93	2,105.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	14.00	84.25	2/96	277.00
Haagan, John	1.00	41.75	Jan-00	60.25
Hemmerling, Barbara	7.50	92.75	9/95	595.00
Horrocks, Marjorie	12.00	45.50	10/95	262.00
Hunsinger, Debbie	4.00	32.75	Jul-02	32.75
Irot, Pat	62.50	444.50	2/96	2,747.50
Jertberg, Pat	31.50	189.50	4/98	884.65
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	7.50	42.00	Jan. 03	42.00
Lord, Audrey	31.50	157.50	Jul-00	375.75
Mehta, Neela	0.00	48.75	Jun-02	109.25
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	10.00	110.00	10/95	1,194.25
Olson, Bob	10.00	44.00	9/95	452.00
Pence, Thomas	4.00	45.00	1/99	265.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Phillips, Barbara	8.50	8.50	Apr-03	8.50
Rankin, Eleanore	22.00	262.00	May-02	262.50
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	2.00	18.00	2/00	180.00
Salem, Rose	18.00	81.00	Oct-00	214.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	14.00	64.00	Aug-02	64.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	46.50	257.50	4/98	425.50
Shaw, Dixie	6.00	12.50	5/94	211.00
Stoller, Frances	0.00	26.00	May-96	132.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Belty	17.50	105.50	1/96	897.25
TOTAL	436.00	3,072.75		16,605.65

	FY02/03			FY02/03	
	April	YTD		April	YTD
Acosta, Anthony	3	31.75	Mamtora, Niyati	4.75	4.75
Bajit, Ricky	4	21	Marquez, Jesse	0	4
Becerril, Esther	1.5	6.5	Maru, Vik	3.00	17.00
Born, Ashley	0.00	15.50	Maru, Sid	2.00	22.25
Chisholm, Kaitlan	0.00	4.50	Massaro, Lauren	7.25	7.25
Elder Beauchamp	0.00	2.00	Mathin, Jenna	2.00	2.00
Elder Rant	0.00	2.00	Mehta, Ami	0.00	2.50
Elder Barney	0.00	2.00	Meza, Jack	0.00	26.75
Javier, Dana	0.00	22.00	Mona, Judy	16.00	20.00
Gallagher, Kenni	0.00	0.75	Mona, Andy	16.00	20.00
Garcia, Nick	9.00	56.50	Montes, Juan	0.00	40.25
Ghanavatian, Sinbad	4.00	30.00	Mrotz, Michael	6.00	6.00
Guiletti, Alex	0.00	22.75	Nguyen, Don	0.00	25.75
Haag, Elisha	0.00	0.00	Pandya, Gopi	0.00	28.50
Haag, Jennifer	0.00	12.75	Shah, Soham	0.00	4.25
Haag, Katie	0.00	0.00	Shah, Sweny	0.00	59.00
Haag, Stephanie	0.00	12.25	Stanford, Amy	0.00	2.25
Hill, Joseph	0.00	6.00	Stapleton, Jeremy	0.00	32.00
Ho, Evelyn	10.00	27.75	Tan, Hannah	3.00	3.00
Humphries, Caitlin	0.00	0.75	Ukes, Kyle	0.00	2.00
Javier, Dana	1.00	3.00	Victores, Ryan	0.00	19.25
Laehnmann, David	1.00	34.25	Ward, Alan	0.00	1.00
Lee, James	0	42.5	Wardlaw, Sarah	3.00	3.00
Lee, Jaclyn	8	23.75			
Lee, Edward	6	10			

TOTAL

39.00 315.50

TOTAL 58.25

TOTAL Library Volunteer Hours 340.00
TOTAL Literacy Volunteer Hours 767.00

TOTAL VOLUNTEERS HOURS 1,107.00

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY00/01	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	563.25	834.25	386	662.00	847.00	513
September	248.00	802.75	386	581.00	605.00	518
October	385.00	1029.8	442.5	614.00	550	516
November	369.25	1457.3	388.25	685.50	550.00	510
December	205.25	203.5	260	564.00	586.00	504
January	387.25	356.5	425	797.00	586.00	504
February	376.75	359.75	492	617.00	600.00	534
March	377.25	399	340	622.50	600.00	767
April	457.25	299.75	533.25	656.00	600.00	502
May	393.00	371.5		1,204.50	588.00	
June	580.75	454		1,050.50	639.00	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 April	FY02/03 YTD	Cumulative		FY02/03 April	FY02/03 YTD	Cumulative
Anicich, Linda	6.00	36.00	36.00	Nguyen, Kelly	-	6.00	42.00
Bayne, Linda	6.00	60.00	118.00	Norwood, Sophie	-	6.00	36.00
Belsher, Kristin	6.00	51.00	264.00	Noss, Linda	6.00	18.00	18.00
Bereiter, Gretchen	6.00	50.00	302.00	Nozot, Helena	-	6.00	60.00
Brackett, Jim	6.00	60.00	69.00	Okamuna, Lynn	6.00	45.00	45.00
Braun, Geoff	6.00	57.00	57.00	Oropeza, Mikela	-	48.00	78.00
Casias, Michelle	-	6.00	24.00	Paez, Vicki	6.00	24.00	24.00
Chen, April	6.00	60.00	93.00	Pandya, Prema	-	6.00	38.00
Choi, Jason	-	12.00	48.00	Patel, Deepa	6.00	60.00	160.00
Coffee, Nancy	6.00	60.00	319.00	Patterson, John	-	3.00	3.00
Colenso, Bill	-	42.00	178.00	Pelto, Ernest	6.00	60.00	98.00
Croom, Carolyn	-	6.00	290.00	Peyre, Isa	7.00	29.00	29.00
Curtis, Daniel	12.00	96.00	150.00	Precht, Jeanette	6.00	75.00	75.00
De La Torre, JR	6.00	18.00	18.00	Purcell, Lisa	6.00	54.00	66.00
Dhupan, Ankush	6.00	18.00	18.00	Pydeski, Linda	6.00	54.00	84.00
Duffie, Pat	-	96.00	446.00	Quintana, Michele	6.00	41.00	41.00
Fakoufar, Reihaneh	6.00	57.00	57.00	Rahmani, Razi	6.00	54.00	66.00
Fay, Sonia	-	12.00	50.00	Rankins, Quan	7.00	14.00	43.00
Fitsimons-Diaz, Chelsea	6.00	39.00	39.00	Record, Ben	-	36.00	90.00
Garry, Kenneth	6.00	60.00	75.00	Ring, Diane	9.00	45.00	45.00
Gast, Polly	12.00	120.00	1,649.00	Risso, Edith	-	-	240.00
Gasper, Chris	-	48.00	58.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	54.00	84.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	51.00	51.00	Rutnurati, Naydin	12.00	60.00	74.00
Goodman, Dale	30.00	308.00	3,363.00	Sanchez, Margo	-	-	230.00
Graves, David	-	48.00	223.00	Sandoval, Lizbeth	6.00	55.00	55.00
Hatch, Bill	6.00	57.00	57.00	Schaal, Linda	6.00	63.00	63.00
Healey, Kathleen	6.00	60.00	218.00	Schulthels, William	-	6.00	42.00
Heer, Kim	6.00	660.00	205.00	Serafica, Christina	-	6.00	30.00
Hernandez, Rosy	-	-	340.00	Shah, Sweny	12.00	72.00	72.00
Ho, Irene	-	6.00	36.00	Shah, Sheadeha	-	48.00	48.00
Homrighausen, Scott	-	48.00	78.00	Shepherd, Kathy	6.00	60.00	191.00
Humple, Phyllis	6.00	60.00	120.00	Singer, Stephanie	6.00	60.00	90.00
Hugar, Jessica	6.00	51.00	51.00	Skimizu, Ken	6.00	60.00	277.00
Hutton, Katherine (Kate)	6.00	60	216.00	Soto, Nina	6.00	51.00	51.00
Jiminez, Daisy	6.00	60.00	81.00	Springston, Madlyn	-	6.00	66.00
Keller, Christina	-	-	201.00	Stalnaker, Linda	-	-	281.00
Kightlinger, Dana	-	48.00	69.00	Stichter, Julie	-	-	130.00
Kelly, Jerry	6.00	60.00	69.00	Teeter, Robert	6.00	48.00	48.00
Knank, Sam	6.00	60.00	63.00	Thafer, Dave	6.00	60.00	64.00
Knudson, Chip	-	48.00	63.00	Thomas, Peggy	6.00	35.00	35.00
Lada, Stephan	-	48.00	78.00	Tran, Chi	-	6.00	9.00
Lasker, Marilyn	6.00	60.00	157.00	Troumby, Pamela	6.00	60.00	84.00
Larson, Li	-	6.00	134.00	Truong, Christine	6.00	57.00	57.00
Leslie, Sandra	6.00	60.00	218.00	Truong, Will	6.00	57.00	57.00
Livezey, June	-	90.00	134.00	Truong, Richard	-	6.00	52.00
Maddock, Brian	5.00	20.00	20.00	Truong, Steven	-	6.00	52.00
Malkowicz, Edward	12.00	120.00	148.00	Turczyastyl, Stephan	-	3.00	18.00
Martinez, Diane	-	6.00	30.00	Van Zee, Karin	-	-	180.00
Martlaro, Diane	24.00	240.00	432.00	Vester, Ricki	-	48.00	84.00
Medland, Karen	6.00	60.00	134.00	Villarreal, Tanya	-	50.00	82.00
Meza, Jack	-	-	116.00	Vu, Elizabeth	6.00	60.00	90.00
Mohr, Kelsey	6.00	58.00	63.00	Vukovick, Kathy	6.00	60.00	132.00
Morales, Gabriela	-	30.00	58.00	Walters, Catherine	-	6.00	36.00
Morrissey, Jean-Marie	6.00	60.00	63.00	Wang, Sue	12.00	96.00	105.00
Moyer, Disa	-	-	170.00	Westfall, Carolyn	-	-	180.00
Murray, Snell	6.00	54.00	54.00	Wiegman, Karin	-	-	188.00
Murray, Edward	6.00	64.00	218.00	Yang, Yate	-	6.00	18.00
Naples, David	-	6.00	6.00	Yom, Gina	6.00	166.00	166.00
Narcisco, Dennis	12.00	116.00	404.00	Zamora, Mary	-	42.00	42.00
Total	293.00	3,901.00	12,583.00	Total	209.00	2,103.00	5,206.00


Placentia Library District
Circulation Report
May 12, 2003

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 April	FY01-02 April
1st Time Checkouts	122,173	120,946	1.01%	13,578	13,182
Phone Renewals	15,281	16,019	-4.61%	1,643	1,685
In-Building Renewals	3,555	4,328	-17.86%	400	404
Total Renewals	18,836	20,347	-7.43%	2,043	2,089
TOTAL CHECKOUTS	141,009	141,293	-0.20%	15,621	15,271
On-Time Checkins	115,321	110,771	4.11%	13,893	14,091
Late Checkins	11,097	22,053	-49.68%	1,281	1,147
TOTAL CHECKINS	126,418	132,824	-4.82%	15,174	15,238
Holdings Placed	3,342	2,497	33.84%	166	141
Holdings Cancelled	744	479	55.32%	8	14
Holdings Filled	3,038	2,551	19.09%	147	222
Holdings Expired	87	32	171.88%	0	12
Patrons Registered	23,913	2,995	698.43%	10,120	334
Titles Added	7,295	7,736	-5.70%	966	489
Volumes Added	8,709	11,486	-24.18%	573	528
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	57,233	57,729	-0.86%	6,067	6,034
Juvenile Print	70,773	67,614	4.67%	7,669	7,545
Total Print	128,006	125,343	2.12%	13,736	13,579
Audio	6,734	6,123	9.98%	563	655
Visual	9,123	9,827	-7.16%	1,105	1,307
Equipment	0	0	0.00%	0	0
Total Audio Visual	15,857	15,950	-0.58%	1,668	1,692
TOTAL CIRCULATION	143,863	141,293	1.82%	15,404	15,271
Placentia Circulation	72,308	75,052	-3.66%	9,938	9,361
%Placentia Circulation	50.26%	53.12%	-5.38%	64.52%	61.30%
Anaheim/Yorba Linda Circulation	28,733	19,676	46.03%	3,674	2,740
%Anaheim/Yorba Linda Circulation	20%	13.93%	43.38%	24%	17.94%
TYPES OF ACTIVE BORROWERS					
Adult	72,694	80,256	-17.23%	10,425	9,933
Young Adult	2,510	3,032	-17.23%	4	370
Juvenile	24,932	27,035	-7.78%	3,270	3,407
New Borrower	7,476	10,508	-28.85%	1,323	1,327
Non Resident	4,132	0		0	0
Other (staff)	1,323	0		240	0
TOTAL ACTIVE BORROWERS	113,067	120,831	-6.43%	15,262	15,037
TOTAL REGISTERED BORROWERS	16,213	15,222	6.51%	16,213	15,222
ATTENDANCE	302,417	250,368	20.79%	36,854	31,289
Adult Reference-In Building	7,537	10,594	-28.86%	1,246	1,537
Adult Reference-Telephone	1,202	1,910	-37.07%	185	213
Children's Reference-In Building	6,319	6,312	0.11%	870	775
Children's Reference-Telephone	1,077	249	332.53%	32	33
Total Adult Reference	9,480	12,504	-24.18%	1,431	1,750
Total Children's Reference	5,451	6,561	-16.92%	902	808
Total in Building Reference	12,605	16,906	-25.44%	2,116	2,312
Total Telephone Reference	2,369	2,159	9.73%	217	246
TOTAL REFERENCE	14,974	19,065	-21.46%	2,333	2,558

Please be advised that during the month of March, 2002, the library experienced a major purge of its database. This purge, along with the fact that March was also the month that Horizon was installed, account for the unusually low number of materials and patrons added.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: May 12, 2003

BACKGROUND:

The invoice from the City was not received in time for inclusion with this agenda item. This item will be included with the report for the June 30, 2003 Board Meeting.

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



CSDA Weekly Legislative Update for April 25, 2003

State Budget Update

After weeks of pounding by the press for the Legislature's inaction on the state budget, this week Assembly Speaker Wesson unveiled a budget plan that is slated to be considered on Monday by the Assembly Budget Committee with a possible vote on Tuesday by the full Assembly. While Assembly Republicans rejected the plan, talks among the Assembly Leadership continued Thursday and probably today through the weekend. Speaker Wesson also presented his proposal to Governor Davis, who indicated his pleasure that "the Assembly is moving forward with proposals to address the current budget situation." Among the provisions contained in the Speaker's plan that are of interest to special districts include: (1) deferral of payments for state mandated local programs; (2) elimination of the booking fees backfill (\$38 million); and (3) a one-time reduction in local government funds of \$500 million, 50% from counties, 50% from cities. This latter provision is without any detail as of this writing.

Legislation—A Week In Review

Presented below are brief summaries on bills of interest to CSDA that were considered this week.

SENATE BILL 1068: Introduced by the Senate Local Government Committee, SB 1068 would require the State Controller to publish the annual report on local governments on a more timely basis. The bill passed the Senate Local Government Committee on Wednesday on consent.

SENATE BILL 312: Introduced by Senator Machado, SB 312 enacts the Urban Landscape Water Conservation Act of 2003 and passed the Senate Agriculture and Water Resources Committee on Tuesday on an 8 to 4 vote.

SENATE BILL 318 (Alpert): This bill relates to urban water suppliers and desalinated water and passed the Senate Agriculture and Water Resources Committee on Tuesday on a 12 to 0 vote.

SENATE BILL 411 (Ducheny): This bill relates to quantified settlements under the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002. SB 411 passed the Senate Agriculture and Water Resources Committee on Tuesday on a 12 to 0 vote.

SENATE BILL 479 (Machado): Relating to water transfers. The Senate Agriculture and Water Resources Committee on Tuesday received testimony and postponed action until a future date.

SENATE BILL 543 (Machado): This bill relates to water rights—groundwater clean-up operations and passed the Senate Agriculture and Water Resources Committee Tuesday on a 7 to 4 vote.

SENATE BILL 906 (Escutia): This bill, relating to water districts, passed the Senate Agriculture and Water Resources Committee on Tuesday on an 11 to 1 vote.

ASSEMBLY BILL 1020 (Laird): This bill relates to civil actions for contamination of public water systems and was scheduled for Tuesday in the Assembly Environmental Safety and Toxics Materials Committee. The bill was put over until April 29.

ASSEMBLY BILL 314 (Kehoe): Relating to desalination, AB 314 passed the Assembly Water, Parks and Wildlife Committee on Tuesday on a 12 to 2 vote.

Over 200 bills were amended this week, so for the most recent text of bills CSDA is following, please visit CSDA's website (www.csda.net).

LOCAL's Legislative Action Days – May 14-15

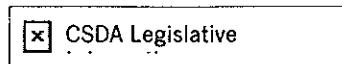
Register for LOCAL Legislative Action Days for FREE, and get an immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days). Join hundreds of California's community leaders to help ensure our local services are not sacrificed to solve state budget problems! Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening. Attend a budget briefing from the Administration and State Legislative Leaders and join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning. Last year's event was an enormous success, make sure you don't miss the action this time around!

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.

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

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

To: eminter@placentiallibrary.org
Subject: CSDA Weekly Legislative Update



CSDA Weekly Legislative Update for May 2, 2003

BUDGET WATCH

Legislative activity surrounding the state budget picked up in a major way this week. On Tuesday afternoon, the Assembly Republican Caucus unveiled their budget plan citing the plan contains no tax increases and maintains education funding. Governor Davis was quick to respond, stating that the plan is not realistic and is based on "fuzzy math." Of particular note in the plan is the repeal of the multi-county special district exemption from ERAF. The plan estimates that the repeal of the multi-county special district ERAF exemption would generate \$45 million in 2003-04 and \$47.25 million in 2004-05. Unlike last year when Governor Davis included the repeal of the multi-county ERAF exemption – which exempted fire protection and hospital districts – the Assembly Republican Caucus plan contains no such exemption, at least not as of this writing.

As if the release of the Assembly Republican Caucus budget plan jump-started the stalled budget talks, on Thursday the Assembly, in bipartisan fashion, passed a number of bills to start closing the budget gap. The package of bills, estimated to close approximately \$3.6 billion of the budget deficit, borrows from the state pension funds and makes additional cuts in state programs. The latter was key to securing Republican votes and included cuts to education spending and various health care programs.

Just a few short weeks ago, betting around the Capitol was the budget impasse would go well into the fall. With Thursday's bipartisan efforts, many now believe passage of a budget by June 30 is possible even though the final compromise may include paying off the debt over a multi-year period and borrowing another \$10 billion or more.

MULTI-COUNTY ERAF EXEMPTION REPEAL

If your district is a multi-county special district, we ask that you act now and contact your Assembly representative and express your opposition to this provision contained in the Assembly Republican Caucus' budget plan. If your district is represented by a Republican member of the Assembly, make a special effort to education them as to how this repeal would impact your operations. Time is critical, as we do not know when this issue may receive attention within the Assembly.

LOCAL's Legislative Action Days – May 14-15

Register for LOCAL Legislative Action Days for FREE and get an immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days). Join hundreds of California's community leaders to help ensure our local services are not sacrificed to solve state budget problems! Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening. Attend a budget briefing from the Administration and State Legislative Leaders and join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning. Last year's event was an enormous success, make sure you don't miss the action this time around!

Report Your Local Outreach Progress

Remember to report your local outreach progress! The fight to protect local funding from state budget cutbacks continues. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our website (www.csda.net) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. To report your progress, simply click on the red bar at the top of CSDA's homepage and fill out the form. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSDA or via email at gneill@csda.net.

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.

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

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

To: eminter@placentialibrary.org
Subject: LOCAL Legislative Action Days

REGISTER ONLINE NOW!

for

L.O.C.A.L. LEGISLATIVE ACTION DAYS

May 14 & 15, 2003

Sheraton Grand Hotel

Sacramento, CA

The LOCAL Coalition urges you to be part of its second annual Legislative Action Days at the State Capitol. Join hundreds of California's community leaders to help ensure our local services are not sacrificed to solve state budget problems!

- ✓ Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening.
- ✓ Attend a budget briefing from the Administration and State Legislative Leaders.
- ✓ Get immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days).
- ✓ Join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning.

Formal invitations were recently sent via U.S. Mail. But you can register online TODAY and find additional information at www.calocal.org. Please call Meghan Meisel at 916-443-0872 with any questions.

We Hope to See You In Sacramento On May 14th and 15th!

Elizabeth Minter

Sent: Monday, May 05, 2003 3:03 PM

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATE BUDGET SUBCOMMITTEE CONSIDERS PLF AND TBR

Late Monday afternoon, the Senate Budget Subcommittee on Education Finance met to consider the budget of the California State Library. Contained in the State Library budget are two major issues - the Public Library Foundation, and the Transaction Based Reimbursement. You will recall that the Governor is proposing a reduction to the PLF of \$15.8 million in the 2003-04 Budget, and further, he is proposing to eliminate all \$12.1 million of funding for the TBR. The Governor suggests that libraries instead, charge \$1 for direct loans, and \$5 for Inter-Library Loans to backfill the \$12.1 million for reimbursement to libraries. In addition to opposing the proposed reduction to the PLF, CLA is strongly opposed to the Governor's TBR proposal, and has been engaged in a wide-scale effort to educate legislators about this important resource-sharing program.

In the Senate subcommittee hearing on Monday, the Department of Finance was asked to comment on the large reductions to the two programs. Said the representative from Finance, "The majority of the money in the State Library Budget was contained in these two programs. The goal was to sustain services. One of those goals was to shift from a General Fund source to fees (ie. the TBR)." Subcommittee member Senator Vasconcellos seemed troubled by Finance's logic, and offered, "You did this because [the libraries] are flush with money now?"

CLA then testified, thanking the subcommittee for its past support of the PLF, and its efforts to save the PLF from a significant Mid-Year cut earlier this session. We called to their attention the now-famous "72 percent cut chart" and added that "we know of no segment of local government that has been hit so hard." Anne Cain, the CLA Legislative Chair and Contra Costa Library Director noted that the PLF has direct benefit to libraries in helping to keep the library doors open, buy books, and pay the electrical bills. She added that as her circulation has spiked upward significantly this year, Contra Costa has also seen a 52% increase in students for the Summer Reading Program - a program assisted with PLF dollars. Melinda Cervantes, the Santa Clara Library Director addressed TBR, and noted that her county library checked out 9 million items last year, with 3.5 million items borrowed by non-Santa Clara residents. She argued that "to charge a

fee is simply not feasible," for both administrative and philosophical reasons. Senator Vasconcellos asked Director Cervantes, if the \$12.1 million was eliminated, "Would you be able to make up this difference? Did the Department of Finance consult with you before hand?" She shook her head "no," and he added, "I didn't think so - it's irresponsible."

Senator Scott revisited the PLF issue, stating, "My two libraries expressed concern over the rather harsh cut. Not only a 50% cut in 2003-04, but a 72% cut total over two years." In the end, the subcommittee decided to hold all of the State Library items open and will plan to revisit all of them after the Governor's May Revision of the Budget is available in mid-May. The May Revision will give the legislature a better idea of the most current fiscal projections on the Budget deficit, and any new proposals by the Governor regarding reductions or add-ons.

II. BUDGET TRAILER BILL STRIPPED - ONEROUS TBR PIECE REMOVED

At CLA Legislative Day yesterday, we referenced a major Budget Trailer bill, (AB 1419-Committee on the Budget), which contains the Governor's statutory proposals regarding Transaction Based Reimbursement, the Library of California, and various K-12 education items. As is common practice, the Committee on the Budget will draft a measure containing all of the items contained in the Governor's January Budget proposal that will require statutory change. For example, if there was agreement to eliminate the TBR funding and allow libraries to begin charging a \$1 fee for direct loan, and a \$5 fee for Inter Library Loan, per material, that would require legislation to accomplish that intent.

In recent years, the policy committees - in this case, the Assembly Education Committee - requested initial jurisdiction over these trailer bills so that they can weigh in on some of these major proposals. This process allows for them to debate the issues and then forward their recommendations back to the Budget subcommittees. Late Wednesday, the Assembly Education Committee discussed AB 1419. When they reached the library issues, Assemblywoman Carol Liu, who is also a member of the important Assembly Budget Subcommittee on Education Finance said that she had just been visited by her library folks, and had concerns about the Governor's TBR proposal. The Department of Finance representative indicated, "We just don't have the [state] resources to replace the costs (for borrowing.) This allows the locals the option to charge the fee if they choose to." Assemblywoman Liu said that she was not inclined to support the library changes from current law, and asked if she could make a motion to strike them all from the bill. The motion was encouraged and seconded by Assemblywoman Sarah Reyes.

The committee also disapproved of several K-12 measures in AB 1419, and systematically proposed that they each be removed. In the end, very little remained in the initial version of the Governor's bill.

We would like to thank the members of the Education Committee for their strong symbolic vote of support today in opposing the TBR proposal. The

library language will now be entirely removed from AB 1419 in the next few days. The Assembly Education Committee's recommendation regarding AB 1419 will now be forwarded to the Budget subcommittees and Budget Conference Committee, where CLA will need to continue its efforts. Special thanks to Anne Cain, CLA Legislative Chair and Ann Cousineau, Solano County Library Director for their assistance in an important meeting on this issue with Education Committee staff.

III. CLA LEGISLATIVE DAY SUCCESSES -YOU DO MAKE A DIFFERENCE

We hope that those of you who came to Sacramento for CLA Legislative Day had an enjoyable experience. Just to let you know that your contacts do make a difference: after one of your visits with Assemblyman Juan Vargas, his office called us to request that he be added to Senator Alpert's bond measure, SB 40, as a co-author. And clearly, those of you who visited with Assemblywoman Carol Liu were instrumental in advising her to oppose the TBR proposal in AB 1419. Thank you all for your efforts.

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

-----calix+
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

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

-----calix--

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: May 12, 2003

BACKGROUND:

No new information has been received since the last report on April 21, 2003.

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.

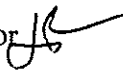
The ongoing impact (permanent loss) on future revenue would be a loss of approximately \$77,000 per year.

RECOMMENDATION:

Receive & File

Agenda Item 25

TO: Library Board of Trustees

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 5, 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.
- *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.



PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2001

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2001

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report	1
Combined Balance Sheet - All Governmental Fund Types and Account Groups	2
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types	3
Notes to Financial Statements	4
Supplementary Information:	
Combining Balance Sheet - Series B Bonds	8
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series B Bonds	9

Board of Directors
Placentia Civic Center Authority
Placentia, California

INDEPENDENT AUDITORS' REPORT

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

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

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

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

Conrad and Associates, L.L.P.

August 24, 2001

PLACENTIA CIVIC CENTER AUTHORITY

Combined Balance Sheet -
All Governmental Fund Types and Account Groups

June 30, 2001

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

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

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

Year ended June 30, 2001

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

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

June 30, 2001

(1) Summary of Significant Accounting Policies

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

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

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

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

(2) History and Organization

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

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

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

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(3) Cash and Investments

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

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

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

Authorized Investments:

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

Classification of Cash and Investments by Credit Risk:

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

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(4) Revenue Bonds Payable

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

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

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

Future debt service requirements are as follows:

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

(5) Fund Balances

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

SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series B Bonds

June 30, 2001

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

PLACENTIA CIVIC CENTER AUTHORITY

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

Year ended June 30, 2001

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

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2002

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2002

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report	1
Combined Balance Sheet - All Governmental Fund Types and Account Groups	2
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types	3
Notes to Financial Statements	4
Supplementary Information:	
Combining Balance Sheet - Series B Bonds	8
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series B Bonds	9

Board of Directors
Placentia Civic Center Authority
Placentia, California

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of and for the year ended June 30, 2002. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 2002, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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

Conrad and Associates, L.L.P.

August 30, 2002

PLACENTIA CIVIC CENTER AUTHORITY

Combined Balance Sheet -
All Governmental Fund Types and Account Groups

June 30, 2002

	Debt Service Fund Series B	Account Group	Totals (Memorandum Only)	
			2002	2001
<u>Assets</u>				
Investments held by trustee (note 3)	\$ 69,007	-	69,007	69,023
Lease payment receivable	-	198,125	198,125	274,469
Unearned lease finance charges	-	(18,525)	(18,525)	(32,205)
Amount available for debt service	-	30,400	30,400	27,736
Total assets	\$ 69,007	210,000	279,007	339,023
<u>Liabilities and Fund Balances</u>				
Liabilities:				
Revenue bonds payable (note 4)	\$ -	210,000	210,000	270,000
Total liabilities	-	210,000	210,000	270,000
Fund balances:				
Reserve for debt service	30,400	-	30,400	27,736
Reserve for bond reserve	35,900	-	35,900	35,900
Reserve for working capital	1,000	-	1,000	1,000
Unreserved	1,707	-	1,707	4,387
Total fund balances	69,007	-	69,007	69,023
Total liabilities and fund balances	\$ 69,007	210,000	279,007	339,023

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

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

Year ended June 30, 2002

	Debt Service Fund Series B	Totals (Memorandum Only)	
		2002	2001
Revenues:			
Lease payments received	\$ 71,800	71,800	35,900
Investment income	1,864	1,864	5,209
Total revenues	73,664	73,664	41,109
Expenditures:			
Principal	60,000	60,000	60,000
Interest	13,680	13,680	17,100
Total expenditures	73,680	73,680	77,100
Other financing sources (uses):			
Operating transfers in	79,277	79,277	78,228
Operating transfers out	(79,277)	(79,277)	78,228
Total other financing sources (uses)	-	-	-
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	(16)	(16)	(35,991)
Fund balances at beginning of year	69,023	69,023	105,014
Fund balances at end of year	\$ 69,007	69,007	69,023

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

June 30, 2002

(1) Summary of Significant Accounting Policies

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

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

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

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

(2) History and Organization

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

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

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

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(3) Cash and Investments

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

Cash and investments at June 30, 2002 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>
Deposits:		
Money Market Funds	<u>\$69,007</u>	<u>69,007</u>
Total cash and investments	<u>\$69,007</u>	<u>69,007</u>

Authorized Investments:

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

(4) Revenue Bonds Payable

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

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(4) Revenue Bonds Payable, (Continued)

Changes in revenue bonds payable for the year ended June 30, 2002 were as follows:

Balance at July 1, 2001	\$270,000
Principal payments	<u>(60,000)</u>
Balance at June 30, 2002	<u>\$210,000</u>

Future debt service requirements are as follows:

<u>Year Ending June 30</u>	<u>Principal Series B</u>	<u>Interest Series B</u>	<u>Total</u>
2003	\$ 65,000	10,118	75,118
2004	70,000	6,556	76,556
2005	<u>75,000</u>	<u>1,851</u>	<u>76,851</u>
	<u>\$210,000</u>	<u>18,525</u>	<u>228,525</u>

(5) Fund Balances

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

SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series B Bonds

June 30, 2002

	Working Capital	Interest and Retirement	Debt Service Reserve	Totals (Memorandum Only)	
				2002	2001
<u>Assets</u>					
Investments held by trustee	\$ 2,588	30,400	36,019	69,007	69,023
Total assets	<u>\$ 2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>
<u>Liabilities and Fund Balances</u>					
Liabilities:	\$ -	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances:					
Reserve for debt service	-	30,400	-	30,400	27,736
Reserve for bond reserve	-	-	35,900	35,900	35,900
Reserve for working capital	1,000	-	-	1,000	1,000
Unreserved	<u>1,588</u>	<u>-</u>	<u>119</u>	<u>1,707</u>	<u>4,387</u>
Total fund balances	<u>2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>
Total liabilities and fund balances	<u>\$ 2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>

PLACENTIA CIVIC CENTER AUTHORITY

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

Year ended June 30, 2002

	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>	
				<u>2002</u>	<u>2001</u>
Revenues:					
Lease payments received	\$ -	71,800	-	71,800	35,900
Investment income	<u>57</u>	<u>1,389</u>	<u>418</u>	<u>1,864</u>	<u>5,209</u>
Total revenues	<u>57</u>	<u>73,189</u>	<u>418</u>	<u>73,664</u>	<u>41,109</u>
Expenditures:					
Principal	-	60,000	-	60,000	60,000
Interest	<u>-</u>	<u>13,680</u>	<u>-</u>	<u>13,680</u>	<u>17,100</u>
Total expenditures	<u>-</u>	<u>73,680</u>	<u>-</u>	<u>73,680</u>	<u>77,100</u>
Other financing sources (uses):					
Operating transfers in	-	72,928	6,349	79,277	78,228
Operating transfers out	<u>(748)</u>	<u>(69,773)</u>	<u>(8,756)</u>	<u>(79,277)</u>	<u>(78,228)</u>
Total other financing sources (uses)	<u>(748)</u>	<u>3,155</u>	<u>(2,407)</u>	<u>-</u>	<u>-</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	(691)	2,664	(1,989)	(16)	(35,991)
Fund balances at beginning of year	<u>3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>
Fund balances at end of year	<u>\$ 2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002

DATE: May 12, 2003

BACKGROUND:

The transition for employee health insurance coverage from Blue Shield to Blue Cross was very troublesome.

Coverage was not confirmed until the afternoon of Wednesday, April 16 and prior to that time staff members were reported by Blue Cross as "uncovered" and services (medical and pharmacy) were being denied. Once the coverage was confirmed it was effective as of April 1.

RECOMMENDATION:

Receive & File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: May 12, 2003

BACKGROUND

The Legislative action thus far has had minimal impact on funding for Placentia Library District with the exception of the Literacy program.

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.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Election of Board Secretary for term expiring December 2003.
DATE: May 12, 2003

BACKGROUND

The Board needs to elect a Board Secretary to complete the unexpired term of Geoff Braun.

RECOMMENDATION

Elect Board Secretary for term expiring December 2003



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Determine the interview process for new trustee scheduled for Monday, June 30, 2003 at 5:30 P.M.

DATE: May 12, 2003

BACKGROUND.

The Board needs to elect a Board Secretary to complete the unexpired term of Geoff Braun.

Attachment A is a copy of the information provided to each applicant, including the application form.

Attachment B is a rating sheet from a Trustee interview process prior to 1991.

The Board needs to determine whether it wants to work from a list of standard questions and to compile those questions.

RECOMMENDATION

Determine length of interview and develop a list of questions.



PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APPLICATION FOR APPOINTMENT TO TERM EXPIRING IN
DECEMBER 2004

NAME _____ PHONE _____

ADDRESS _____

OCCUPATION _____

EMPLOYER _____

BUSINESS ADDRESS _____

OCCUPATION FOR PAST THREE YEARS _____

PUBLIC ELECTED OFFICES CURRENTLY HELD: _____

PUBLIC ELECTED OFFICES PREVIOUSLY HELD: _____

YEARS RESIDENCE IN CALIFORNIA _____ CITIZEN OF U.S. ()YES ()NO

ADDRESS FOR PAST FIVE YEARS _____

STATEMENT OF INTEREST IN PLACENTIA LIBRARY DISTRICT: _____

IF APPOINTED, I WILL ACCEPT THE OFFICE AND WILL QUALIFY FOR THAT OFFICE.

DATE _____

SIGNATURE _____

APPLICATION MUST BE RECEIVED BY LIBRARY ADMINISTRATIVE OFFICE BY 5:00PM, THURSDAY, MAY 22, 2003.

PLACENTIA LIBRARY DISTRICT
MISSION STATEMENT
Adopted by the Library Board of Trustees
June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY
DISTRICT IS TO:

- Acquire, organize and maintain 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.
- Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- Provide and operate 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.
- Collect, preserve and maintain 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.

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
HANDBOOK

I. DEFINITION AND HISTORY

A. Definition of a Special District

Special Districts are the most local form of government. There are over 2,000 special districts in the State of California. They provide many essential services to areas embracing both incorporated and unincorporated territories, sometimes within and sometimes across county boundaries. In most cases special districts were organized by local citizens seeking solutions to their many service and utility problems, and in the process established service areas not necessarily limited to or encompasses by the other political boundaries of existing cities and counties. In the case of the Placentia Library District there was no county library available or an incorporated city at that time to provide library service to the citizens of the territory. Today there are five special library districts with exclusively elected boards in the State of California and five more district libraries that use school board members as their governing body.

B. History

The Placentia Library District was formed in September 1919, pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 27501 through 27707).

In 1926, the board started their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the 4500 square foot library. This building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present library at 411 E. Chapman in the civic Center. The district joined the City in a joint-powers authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System.

In 1974, the System in conjunction with the universities and colleges formed a network called Libraries of Orange County Network (LOCNET).

Membership in the System and Network provides an expanded source of books reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

C. Administration

The Placentia Library District is governed by a five member elected Board of Trustees. The governing board promulgates policies and regulations for the district, as well as establishing the budget for tax rate.

Memberships are maintained for the District in California Library Association (CLA) AND California Special Districts Association (CSDA). Staff memberships include American Library Association (ALA), Special Libraries Association (SLA), Orange County Library Association (OCLA), American Society of Information Science (ASIS), Public Library Executives Association of Southern California (PLEASC), Public Library Administrators of Orange County (PLAOC).

II. BOARD MEMBERS ARE TRUSTEES

A. Qualification of Library Trustees

Serving on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility of rendering faithful service, and of providing enlightened leadership to promote the best library service the community can afford.

The Board of Library Trustees should be composed of men and women representing the highest standards of the community. An ideal board member is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will ensure the value of an individual as a board member are:

1. Understanding of cultural, social and economic conditions in the community
2. Appreciation of the role of the library as an educational center for the whole community.
3. Ability to help make the library appreciated and respected in the community.
4. Availability to give the time and effort required for board and committee meetings.
5. Willingness to keep informed on library trends, developments, and progress so that the program will constantly grow according to modern requirements.
6. Willingness to present the library fiscal, building, and program needs to appropriating bodies and community.

B. Authority

Libraries in unincorporated towns and villages may be established and operated under the Unincorporated Towns Library Act. This is found in the California Education Code, Sections 27501-27665. Upon the establishment of the library district, the Board of Trustees consisting of five members, is constituted and continued in the manner prescribed in the Education code.

C. Selection and Appointment

1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-74)
 - a. Elections shall be held biennially in the district on the same day as the school district election as specified in Section 1111, in the odd number years.
 - b. The Trustees shall hold office for a term of four years beginning on the first day of July next succeeding their appointment or election.
2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available at the library director's office. The Library Board will screen all applications and make an appointment. The Orange County Board of Supervisors will be informed of the appointment. (Govt. Code 1780.)

D. Duties and Responsibilities

The duties and powers of boards of library trustees are set forth in the following section of the Education Code of California: libraries in unincorporated towns and villages, Sections 27501-27665.

Generally, the board of library trustees is responsible for maintaining the total effectiveness of the library service, and for keeping the public informed of the library's policies services, and needs. The board has a public relations responsibility to interpret the library to the community it serves.

The following duties and responsibilities are prescribed by law:

1. The board manages the affairs of the library district. (In practice, the board determines policy, and delegates administration to the director.
2. The board meets at least once each month, with special meetings subject to call by request of a majority of the board's membership, or by the president of the board.
3. The board keeps a record of its proceedings.
4. The board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.
5. The board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as its necessary for library operations.
6. The Board prescribes the duties and powers of the director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the board.
7. The board purchases necessary library materials and other personal property. The board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.
8. The board delegates to the director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.
9. The board adopts a yearly budget with the advice and assistance of the director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.
10. The board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.
11. The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

E. Rules for Library Trustees

1. Each trustee should attend library board meetings regularly and carry his full share of responsibility. (Govt. Code 1770.)
2. All authority rests with a majority of the board. It must never be assumed by the president or any other member or group of members.
3. After a policy or regulation has been adopted by a majority vote of the board, it should receive the unanimous support of board members.
4. The board is responsible for adequate financial support of the library and for economical and efficient use of funds.
5. The board should select a director who will merit and receive the confidence of the board as a satisfactory administrator of the library.

6. Directives and recommendations to the director should emanate from a majority of the board at a regular or duly called special meeting.
7. The director should attend board meetings except when his own salary or other conditions of employment are being discussed.
8. Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the board. They should not be handled by individual board members.
9. News releases and other releases of information should be made by the director or a designated board member. Confidential discussions of the board in executive session should be respected.
10. All meetings of the board shall be conducted under the laws pertaining to the Brown Act. (Govt. Code 54950 to 54961.)

III. BOARD ORGANIZATION AND PROCEDURES

A. Officers

The board shall elect, at its regular meeting in July, one of its members as president and another as secretary. Each officer shall serve for one year and/or until election of his successor.

B. Duties of Officers

President—The president of the board shall preside at all meetings, appoint all committees, authorize call for any special meetings, certify (with the secretary) all bills approved by the board, and generally perform the duties of a presiding officer.

Secretary—The secretary shall authenticate the proceedings of each board meeting, write official letters on behalf of the board, and file copies of such letters with the board's records. The secretary shall perform the duties of president in his/her absence.

C. Meetings

The board of library trustees shall meet at least once a month at such time and place as may be decided by the board. At the request of any three members, special meetings shall be called 24 hours notice, which notice shall be written and delivered to all board members.

1. Minutes of Meetings: A true and accurate account of all proceedings of board meetings shall be recorded by the secretary or by one appointed by the board from library staff for this specific purpose. All motions shall be recorded as stated, and their adoption or rejection shall be shown in the minutes. As a matter of good practice, it is recommended that minutes be prepared in several copies and sent to board members prior to the next meeting.
2. Quorum: A quorum for the transaction of business shall consist of a majority of the members of the board.

D. Duties of the Director

As the chief administrative officer of the library, the director is responsible for the management of the library within the framework of the policies adopted by the board.

1. The director is responsible for preparing the annual budget request for adoption by the library board, and for administering the budget after its approval.
2. The director is in charge of library personnel, and handles such matters as staff appointments, assignments of duties, service standards, promotions and transfers, approval of salary increments in conformity with classification and pay plans, staff development and morale, disciplinary actions, and any necessary dismissal of employees.
3. The director is ultimately responsible for selecting books and other library materials.
4. The director is responsible for developing a program of public relations according to the community's needs.
5. The director is responsible for preparing an annual report and is to forward it to the State Librarian to comply with the state law.

In the advisory capacity of professional expert to the board, the director is responsible for attending board meetings (except when matters relating to the position of director are under consideration), for recommending policies, programs, and changes, and for conducting such investigations and making such reports as the board may from time to time require.

E. The Library Board and the Director

The closest cooperation and harmony should be maintained between the library board and the director. Each should keep the other fully informed of major decisions and actions.

The board is in control:

1. It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.
2. It establishes policies in regard to (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) Personnel; (e) services, including rules and regulations; and (f) public relations.
3. It selects and appoints a competent director in whom it has genuine confidence and to whom it gives full support and encouragement.

F. Miscellaneous

1. Telephone credit cards are issued to each trustee for the purpose of carrying on library business from home or office as required.
2. To encourage participation in library related activities; the district will reimburse expenses incurred for travel, meals, lodging and conference fees. The library board can be requested to give advance approval for reimbursement.
3. Memberships for trustees in the California Library Association are paid for by the district. This will provide the trustees with periodicals and bulletins to keep them aware of library activities within the state.

TRUSTEE INTERVIEW APPLICATION

EVALUATE EACH CANDIDATE ON A ONE TO TEN SCALE, TEN BEING BEST, IN EACH OF THE FOLLOWING CATEGORIES RELATING TO THE QUESTIONS ASKED.

APPLICANT _____

I. TELL OF SELF

- A. Meeting Attendance _____
- B. Interests _____
- C. Other _____

II. LOCAL GOVERNMENT AND FUNDING

- A. Experience _____
- B. Knowledge of Special Districts _____
- C. Funding Sources _____
- D. Other _____

III. LIBRARY PLACE IN COMMUNITY

- A. Continuing Education _____
- B. Leisure/Culture _____
- C. Free Access to Material _____
- D. Services Offered _____
- E. Other _____

TRUSTEE INTERVIEW APPLICATION

EVALUATE EACH CANDIDATE ON A ONE TO TEN SCALE, TEN BEING BEST, IN EACH OF THE FOLLOWING CATEGORIES RELATING TO THE QUESTIONS ASKED.

APPLICANT _____

I. TELL OF SELF

- A. Meeting Attendance _____
- B. Interests _____
- C. Other _____

II. LOCAL GOVERNMENT AND FUNDING

- A. Experience _____
- B. Knowledge of Special Districts _____
- C. Funding Sources _____
- D. Other _____

III. LIBRARY PLACE IN COMMUNITY

- A. Continuing Education _____
- B. Leisure/Culture _____
- C. Free Access to Material _____
- D. Services Offered _____
- E. Other _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Staff Survey

DATE: May 12, 2003

BACKGROUND:

Library Board President Shkoler requested that staff prepare a copy of the Staff Survey that was completed in 1999 as part of the strategic planning process. This document is Attachment A.

President Shkoler is requesting that the Library Board update the survey and set a schedule for submitting it to the staff for completion.

RECOMMENDATION:

1. Revise and approve the Survey document.
2. Establish a schedule for submitting the Survey to the Staff.

PLACENTIA LIBRARY DISTRICT EMPLOYEE OPINION SURVEY – 1999

Please take a few minutes to complete this opinion survey. The survey serves as a tool to gather feedback from you that will help us improve working conditions, customer service, enhance supervision and training and choose the best selection and placement practices possible.

This opinion survey is anonymous. Your responses will not be divulged to anyone. The Board of Trustees will tally responses for results only to be presented to management for review and consideration. You are not required to answer the questions on this survey, however your input is valuable and appreciated.

Once completed, please mail the survey back to Al Shkoler, in the enclosed envelope.

SURVEY RESPONSE DEADLINE: JUNE 11, 1999

Please check where you work.
Each department will be provided
a tabulation of the results.

How long have you worked for the
Placentia Library?

_____ Librarians, Library Assistants,
and Administrative Assistant

_____ Less than 1 year

_____ Library Clerks & Aides

_____ 1 – 5 years

_____ 6 – 10 years

_____ 11 – 20 years

_____ 21+ years

YOUR JOB

The following questions are about the job to which you are presently assigned.

1. I generally have the tools, equipment and material I need to do my job.

- _____ A. Strongly Agree
- _____ B. Agree
- _____ C. Disagree
- _____ D. Strongly Disagree

2. Is your work load usually:

- _____ A. Too great
- _____ B. Too light
- _____ C. About right
- _____ D. Varied

3. I like my present job:

- A. Very much
- B. It's okay
- C. Could be better
- D. Not at all

4. I get a great deal of personal satisfaction from my job.

- A. All the time
- B. Most of the time
- C. Sometimes
- D. Seldom

5. Of the work assigned to me, ____% falls outside of my job classification.

- A. None
- B. Less than 10%
- C. Less than 25%
- D. More than 50%

6. On a scale of 1 to 10, rate your level of stress on an average day at work by circling the appropriate number.

1 2 3 4 5 6 7 8 9 10

LOW

MODERATE

HIGH

YOUR SUPERVISOR

The following questions are about your immediate supervisor – the person who usually assigns your work.

7. My supervisor keeps me informed about what is happening in the department.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

8. Does your supervisor let you know what is expected of you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never