

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

December 22, 2003

Library Conference Room

Administration



3. Minutes of the November 24, 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).

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter

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

REPORTS

6. 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.

7. 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.

8. Library Director's Report

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

9. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 10 – 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 – 13 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4526, 4527, 4528, 4529, 4530 and 4531 forwarded by Library Director for a total of \$21,914.23.

12. Current Claims and Payroll (Approve)

Claims 4520, 4521, 4523 and 4523 for a subtotal for Claims of \$21,172.39; and Payrolls 4524 for \$30,603.80 and 4525 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,379.99.

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

FINANCIAL REPORTS (Items 14 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 19 – 33)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 33 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for November 2003 (Receive & File)
20. Personnel Report for November 2003 (Receive, File, and Ratify Appointments)
21. Volunteer Report for November 2003 (Receive & File)
22. Circulation Report for November 2003. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative Alerts from the California Special Districts Association. (Receive & File)
25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. Submission of Application to the State Library of California for the 2003-2004 Statewide Data Base Subsidy. (Receive & File and Ratify Application)
30. Submission of the Revised Budget Forms to the State Library of California for the 2003-2004 Literacy Grant. (Receive & File and Ratify Application)
31. Meeting Notice and Agenda for the Local Agency Formation Commission Orange County for its regular meeting (LAFCO) on December 10, 2003 in the Planning Commission Hearing Room, Hall of Administration, Santa Ana and a copy of the Municipal Review Program Update. (Receive & File)

CONTINUING BUSINESS

32. 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

33. Resolution to authorize the refinancing of the lease with ABM-AMBRO (LaSalle Bank) for the energy retrofit completed in September 1999 with the Municipal Finance Corporation (Special District Finance Authority) in the amount not to exceed \$230,000.

Presentation: Library Director
Recommendation: Adopt motion to read Resolution 03-10 by title only; and
Motion to adopt Resolution 03-10

NEW BUSINESS

34. Election of Board Officers:

Incumbents are indicated in parentheses.

President (*Shkoler*)

Secretary (*Escobosa*)

Presentation: Library Director
Recommendation: Elect a Library Board President and a Library Board Secretary for 2004

35. Appointment of Library Board Representatives for 2004 by the Board President:

Incumbents are indicated in parentheses.

Two Representatives to the Placentia Library Foundation Board of Directors (*DeVecchio & Wood*)

Representative to the Independent Special Districts of Orange County (*Wood*)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Wood*)

Two Representatives to the Placentia Civic Center Authority Commission (*Shkoler & Wood*)

Presentation: Library Board President

36. Selection of Date and Time for Regular Board Meetings for 2004

Presentation: Library Board President
Recommendation: Set the regular meeting date and time for 2003

37. Literacy Program presented at the California Library Association Meeting on November 16, 2003 by Public Services Manager Jim Roberts.

Presentation: Manager of Public Services
Recommendation: No Action Recommended

38. Travel Authorization for the Library Director to participate in the Library Board-recommended Human Interaction Laboratory.

Presentation: Library Director Minter

Recommendation: Determine when the Board would like the Library Director to take this course and authorize \$2,200 for tuition plus travel and housing costs to be paid from the General Fund.

39. (This Item Number is not in use)
40. Invitation for the Library Trustees to participate in the third annual Orange County Leadership Symposium, January 9-11, 2004, UCLA Conference Center, Lake Arrowhead.

STAFF REPORTS (Items 41 – 46)

Items 41 – 46 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.

41. Program Committee Report for November 2003 (Roberts)
42. Children's Services Report for November 2003 (Rakos)
43. Placentia Library Literacy Services Report for November 2003 (Roberts)
44. Placentia Library Web Site Report for November 2003 (Roberts)
45. Publicity Materials Produced in November 2003. (Humple)
46. Safety Committee Minutes for November 2003 (Matas)

ADJOURNMENT

47. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 19, 2004 at 6:30 P.M.

A Worksession for review of Personnel Policies is scheduled for Tuesday, January 14, 2004 at 10:00 A.M.

48. Review of Action Items.

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

49. Adjourn

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

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

Donna Siloti

PLACENTIA LIBRARY BOARD CALENDAR

December 2003 - November 2004

Dec 2003

S	M	T	W	T	F	S
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December

- 1 7:00 PM Friends Board Meeting, DeVecchio
- 5 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 17 5:30 AM Chamber Mixer at Placentia Linda Hospital
- 22 6:30 PM Library Board Meeting

Jun 2004

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Jan 2004

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January

- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 13 10:00 AM Library Board Worksession on Personnel Handbook
- 14 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting

Jul 2004

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Feb 2004

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- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 23 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28

Aug 2004

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Mar 2004

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- 26 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 9:30 AM Friends of Placentia Library Author's Luncheon
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Sep 2004

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April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 18 5:01 PM National Library Week through Apr 25
- 19 7:00 PM Friends Annual Meeting

Oct 2004

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- 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

May

- 3 7:00 PM Friends Board Meeting, DeVecchio
- 23 Library Closed for Monday Holiday

Nov 2004

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PLACENTIA LIBRARY BOARD CALENDAR

December 2003 - November 2004

Dec 2003

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Jan 2004

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Feb 2004

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Apr 2004

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May 2004

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May

- 24 6:30 PM Library Board Meeting
- Library Closed for Memorial Day
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

June

- 7 7:00 PM Friends Board Meeting, Wood
- 21 6:30 PM Library Board Meeting
- 24 American Library Association Annual Conference, Orlando, through June 30
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

August

- 23 6:30 PM Library Board Meeting
- 5 Library Closed for Monday Holiday
- 6 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

September

- 5 Library Closed for Monday Holiday
- 6 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

October

- 4 7:00 PM Friends Board Meeting, Shkoler
- 9 9:00 AM Heritage Parade
- 18 6:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 1 7:00 PM Friends Board Meeting, Escobosa
- 11 Library Closed for Veterans Day
- 12 California Library Association Annual Conference, San Jose, through Nov 15

Jun 2004

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Jul 2004

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Aug 2004

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Sep 2004

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Oct 2004

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17	●	19	20	21	22	23
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31						

Nov 2004

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AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Monday, December 22, 2003

6:30 P.M.

Library Conference Room

Start Time: 6:34

S -
E -
De -
D 6:35
W -

1. Roll Call Administrative Assistant

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

M: E Move closed to end.
S: W All

3. Minutes of the November 24, 2003 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

M: W
S: De All

4. Oral Communications

None

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter

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

Start Time: _____

End Time: 8:14

REPORTS

6. Board President Report

None

7. Trustee Reports

De - Friends Meeting - great group - enjoyed
E - 1 yr anniversary pleasure, healthy happy holidays
D - Mixer @ Hospital - Miss Placentia candidates
W - None

8. Library Director's Report

Jillian fell in NYC. On medical leave. Caroline Gurkewitz assigned FT Children's. Katie FT (10 hrs), Barbara Phillips (10 hrs)

9. Friends of Placentia Library Board of Directors Report

None

CLAIMS (Items 10 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

M: D
S: W All

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

No Nonstandard Claims were processed during this report period.

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

Claims 4526, 4527, 4528, 4529, 4530 and 4531 forwarded by Library Director for a total of \$21,914.23.

12. Current Claims and Payroll (Approve)

Claims 4520, 4521, 4523 and 4523 for a subtotal for Claims of \$21,172.39; and Payrolls 4524 for \$30,603.80 and 4525 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,379.99.

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

FINANCIAL REPORTS (Items 14 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

M: D
S: W All

14. Financial Reports for November 2003 (Receive & File)

15. Office General Ledger & Check Registers for November 2003 (Receive & File)

16. Acquisitions Report for November 2003 (Receive & File)

17. Collection Agency Report for November 2003 (Receive & File)

18. Gifts Report for November 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 33)

Presentation: Library Director
Recommendation: Approve by Motion

19-24 M: W
26-31 S: E A11

19. Building Maintenance Report for November 2003 (Receive & File)

20. Personnel Report for November 2003 (Receive, File, and Ratify Appointments)

21. Volunteer Report for November 2003 (Receive & File)

22. Circulation Report for November 2003. (Receive & File)

23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
2nd column total

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

25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File) *could get bill for \$196K. \$77K reduction in EDM - setting aside \$77K last 2 years.*

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

*EDM - setting aside
M: D
S: E A11*

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

28. Poet Laureate Report. (Receive & File)

29. Submission of Application to the State Library of California for the 2003-2004 Statewide Data Base Subsidy. (Receive & File and Ratify Application)

30. Submission of the Revised Budget Forms to the State Library of California for the 2003-2004 Literacy Grant. (Receive & File and Ratify Application)

31. Meeting Notice and Agenda for the Local Agency Formation Commission Orange County for its regular meeting (LAFCO) on December 10, 2003 in the Planning Commission Hearing Room, Hall of Administration, Santa Ana and a copy of the Municipal Review Program Update. (Receive & File)

CONTINUING BUSINESS

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

M:
S:

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

Board of Trustees NO news from State except #24. Special District ~~will~~ continue be voted.

- 33. Resolution to authorize the refinancing of the lease with ABM-AMBRO (LaSalle Bank) for the energy retrofit completed in September 1999 with the Municipal Finance Corporation (Special District Finance Authority) in the amount not to exceed \$230,000.

Presentation: Library Director
Recommendation: Adopt motion to read Resolution 03-10 by title only; and

M: W
S: E All
M: D B: A
S: W E: A
De: P
Di: P
W: P

Motion to adopt Resolution 03-10

NEW BUSINESS

- 34. Election of Board Officers:

Incumbents are indicated in parentheses.

E = Nom: S to continue
President (Shkoler) Shkoler - yes
Secretary (Escobosa) E = Nom De, decline

De = Nom E, accept
D
unanimous Ballot
M = D for
S: W Pres/sec

Presentation: Library Director
Recommendation: Elect a Library Board President and a Library Board Secretary for 2004

- 35. Appointment of Library Board Representatives for 2004 by the Board President:

Incumbents are indicated in parentheses.

Two Representatives to the Placentia Library Foundation.
Board of Directors (DeVecchio & Wood) De accepts. W declines. E nom D (decline)

Representative to the Independent Special Districts of Orange County (Wood) W declines. Sta Thur of month 4x/yr luncheon in F.V.

Escobosa accepts
Representative to Special District Local Area Formation

Commission (LAFCO) Selection Committee (Wood) wood declines.
same time as ISDOC Escobosa accepts



OCCOG - 1 (mo. Shkoler, DeV (Alternate)
Thurs

Two Representatives to the Placentia Civic Center Authority
Commission (Shkoler & Wood) Haven't met for 2 yrs.

Dinsmore/Shkoler
Presentation: Library Board President

36. Selection of Date and Time for Regular Board Meetings for 2004

Presentation: Library Board President
Recommendation: Set the regular meeting date and time for

2003 1st Monday. ~~at~~ following 18th

M: E All
S: De

37. Literacy Program presented at the California Library Association Meeting on November 16, 2003 by Public Services Manager Jim Roberts.

Presentation: Manager of Public Services
Recommendation: No Action Recommended

38. Travel Authorization for the Library Director to participate in the Library Board-recommended Human Interaction Laboratory.

Presentation: Library Director Minter
Recommendation: Determine when the Board would like the Library Director to take this course and authorize \$2,200 for tuition plus travel and housing costs to be paid from the General Fund.

M:
S:

Postpone for further discussion. January Agenda.

39. (This Item Number is not in use)

40. Invitation for the Library Trustees to participate in the third annual Orange County Leadership Symposium, January 9-11, 2004, UCLA Conference Center, Lake Arrowhead.

Shkoler will let know tomorrow

Approve Shkoler
M: De All
S: D

STAFF REPORTS (Items 41 - 46)

41. Program Committee Report for November 2003 (Roberts)

42. Children's Services Report for November 2003 (Rakos)

43. Placentia Library Literacy Services Report for November 2003 (Roberts)

44. Placentia Library Web Site Report for November 2003 (Roberts)

M: D
S: W All

- 45. Publicity Materials Produced in November 2003. (~~Humple~~) (Millonzi)
- 46. Safety Committee Minutes for November 2003 (Matas)

ADJOURNMENT

- 47. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 19, 2004 at 6:30 P.M.

Review Meeting Room Fee Waiver

A Worksession for review of Personnel Policies is scheduled for Tuesday, January 14, 2004 at 10:00 A.M.

Add Closed Session to Jan Agenda

- 48. Review of Action Items.
- 49. Adjourn

End Time: 7:26

Closed session : ended 8:04
8:15

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 24, 2003**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 24, 2003 at 6:33 P.M.

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, President of Friends of Placentia Library Eleanore Rankin, and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA Trustee Escobosa requested that Agenda Item 39 be tabled for further study. President Shkoler requested that Agenda Item 5 be moved to after Agenda Item 46.

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

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

MINUTES It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the Minutes of the October 20, 2003 Regular Meeting.

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

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

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

TRUSTEE REPORTS Trustee DeVecchio reported that he attended the CSDA Legal Forum and found it to be very valuable. He also reported that he met with the Placentia Library Foundation Board of Directors on November 13.

Trustee Wood reported that she had recently observed the Literacy program and was impressed by the number of people involved and Literacy Coordinator Jim Roberts' leadership.

Secretary Escobosa asked for a followup on her request to have letters of appreciation sent out to outstanding Library employees. Library Director Minter reported that the subject had not been discussed yet at a Staff Meeting.

Trustee Dinsmore did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter introduced the following new Library employees: Toby Silberfarb – ELLI/FFL Coordinator, Caroline Gurkweitz-part time Reference Librarian, Laranne Millonzi-Development Director/Volunteer Coordinator.

Library Director Minter also reported that Childrens Librarian Jillian Rakos submitted her letter of resignation. Her last day will be December 28. Jillian will be moving to Seattle.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

Friends of Placentia Library President Eleanore Rankin reported that the Friends' Sunday Book Sales were going well and she thanked Public Services Manager Jim Roberts for his help in setting up.

President Rankin reported that the Friends are in the midst of its annual membership drive and its mailing will go out by the end of the month.

**PLACENTIA
LIBRARY
FOUNDATION
REPORT**

Placentia Library Foundation President Gaeten Wood expressed her appreciation to Library Director Minter and Development Director Millonzi for preparing the Thanksgiving cards that were sent out by the Foundation. The cards were an alternative to the annual Donor Reception.

President Wood reported that at the Foundation's November meeting she submitted her resignation. Another Library Board member is needed for the Foundation Board. This item will be included on the December Agenda.

CLAIMS

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve Agenda Items 11 through 14.

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

Claims 4512, 4513, 4514, 4515, 4516, 4517, 4518, and 4519 forwarded by Library Director for a total of \$56,818.28.

Claims 4520, 4521, 4522 and 4523 for a subtotal for Claims of \$21,172.39; and Payrolls 4524 for \$30,603.80 and 4525 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,379.99.

FY2003-2004 Cash Flow Analysis through November 24, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to receive and file Agenda Items 15 through 19.

Financial Reports for October 2003

Official General Ledger & Check Registers for October 2003

Acquisitions Report for October 2003

Collection Agency Report for October 2003

Gifts Report for October 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Items 20 through 29 and Item 31.

Building Maintenance Report for October 2003.

Personnel Report for October 2003

Volunteer Report for October 2003

Circulation Report for October 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Poet Laureate Report.

Meeting Notice and Agenda for the October 13, 2003 and the November 20, 2003 Orange County Council of Governments and the minutes of the June 26 and October 23, 2003 Meetings.

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

Trustee DeVecchio inquired about Sandra Stark's position with the Library. Library Director Minter explained that she is the Library's consultant and is on the Board of Directors for the Special Districts Risk Management Authority.

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Item 30.

Report on the Board of Directors activities for the Special District Workers' Compensation Authority (SDWCA).

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Item 32 and to authorize Library Director Minter to request training by California Association of Library Trustees and Commissioners (CALTAC).

Memo from State Librarian Kevin Starr announcing that Library Board Training is Available.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Item 33.

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

Request from California Special Districts Association President William Miller requesting personal contributions to the statewide ballot initiative to put voters in charge of whether local tax dollars should be diverted from local district programs to fund state services.

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there is no new information regarding the State Budget. She also reported that the Literacy program's allocation from the State Library is \$51,000, far short of its budgeted cost. The Library has supplemented the Literacy program in the past and is currently pursuing additional grants.

**REVIEW POLICY
MANUAL SECTION
2000 (PERSONNEL)**

Library Director Minter reported that Personnel Consultant Gail Koff had reviewed and revised the Personnel Section of the proposed Policy Manual. It was decided that the Personnel Section would be reviewed by the trustees at a special meeting on January 13, 2004 at 10:00 A.M.

**CONTRACT WITH
CITY OF
PLACENTIA FOR
FINANCING CIVIC
CENTER
RENOVATION
PROJECT**

Library Director Minter reported that she had researched consolidating the Library's debt. She requested loan information from Carl Yoder at Delta Public Finance and from CSDA Finance Authority. They both reported that consolidation was not possible because of difficulties with the loan for the Civic Center Renovation Project. Because the project was done through the Civic Center Joint Powers Authority, the Library does not clearly own the property and the amount of the loan is too small to obtain financing. Both organizations did offer to refinance the Energy Rehab Project Loan with Delta offering a rate of 4.50% and CSDA offering a rate of 4.10%.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to authorize President Shkoler and Library Director Minter to proceed with refinancing the energy rehab loan currently with ABM AMBRO with California Special Districts Association (CSDA) Finance Authority at a rate of 4.1%.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project and to authorize President Shkoler and Secretary Escobosa to sign the contract.

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

**REVIEW OF ITEMS
IN BOARD AGENDA
BOOK**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to include in the Board Agenda Books the State Library Grants in their entirety and shortened versions of other Library grants, with the details of those grants to be kept on file.

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

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to accept all four recommendations for travel/training authorization as stated in the Agenda.

Authorize travel and registration fees for Library Director Minter to attend the Council of State Library Agencies preconference on January 7 and 8 to be paid from the Santiago Library System Staff Development Account.

Authorize travel and registration fees for Technology Manager Shook to attend the preconference on "Wireless in Libraries" on January 9 to be paid from the Santiago Library System Staff Development Account.

Authorize travel and registration for Librarians and Library Assistants to attend the Exhibits to be paid from the District General Fund.

Determine if any trustees are interested in attending the American Library Trustee Association reception and/or the Exhibits and authorize travel and registration to be paid from the District General Fund.

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

**REVIEW OF
LIBRARY BOARD
MINUTE
SIGNATURE POLICY**

It was moved by Trustee Escobosa and seconded by Trustee Wood that the Library Board Minutes be signed by both the President and Secretary; and in their absence, any two trustees present at the meeting.

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

STAFF REPORTS

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

Program Committee Report for October 2003.

Children's Services Report for October 2003.

Placentia Library Literacy Services Report for October 2003.

Placentia Library Web Site Report for October 2003.

Publicity Materials produced for October 2003.

Safety Committee Minutes for October 2003.

AYES: Shkoler, Escobosa, DeVecchio, Dinmore,
Wood
NOES: None
ABSTAIN: None
ABSENT: None

The Regular Library Board Meeting was suspended at 7:45 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:00 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 8:45 P.M. No Action was taken.

DECEMBER MEETING

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

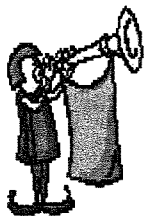
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 24, 2003 adjourned at 8:46 PM.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees





MINUTES NOVEMBER 3, 2003

FRIENDS OF PLACENTIA BOARD MEETING

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

Eleanor introduced Laranne Millonzi. She is Development Director for the library and will work closely with the Friends.

The **minutes** of the November meeting were approved as corrected. **Treasurer**, Camille Himes reported a balance of \$8841.77. **Financial Secretary**, Ginny Sanatar, reported deposits for November of \$1,127.59

President's Report: 1) Ellie attended the November Trustee meeting and gave a short report of our activities. 2) Ellie attended the November 13 Foundation Meeting. 3) Virginia Walker did help at the November Poetry Workshop. Ginny will do so on December 12. 4) The material for our membership mailing is at the printers. Pat Irot and Laranne will update the mailing list. 5) Camille moved that we donate \$500 to the Placentia Christmas Clearing Bureau for the purchase of books. Frances seconded this motion. The motion carried. 6) Camille Himes is our representative to the Santiago Library District meetings, which are held four times a year. At the one she attended she saw special library cards made only for Friends members. This would be a possibility for our Life Members. She visited the Canyon Hills Library. It has recently been remodeled. 7) Kelly Lange is in contact with Elizabeth and Laranne and all is in order. It was suggested that the new CEO of Placentia Linda Hospital be asked to be our Maitre d' at the Author's Luncheon. By consensus this was agreed. Elizabeth will make the contact. 8) Jim Roberts has withdrawn his name as a candidate for Citizen-of-the-Year.

Chair Reports: 1) Publicity: Pat has sent items to the local papers as well as the Placentia Quarterly. We pay for the privilege of having the two pages in this quarterly. 2) Bookstore-Pat Irot reported that Virginia Walker has worked hard to rotate the books that were in the hallway on the shelves. These have all been replaced with ones from our workroom. The ones from the hallway go to the Second Sunday Sale. Jim, Laranne, Nancy Lone-Tollefson, and Pat Irot are to meet to discuss the overall volunteer situation in the Library. Nancy is hosting a volunteer brunch on Friday, December 12. 3) Sunday Sale: Ginny Sanatar said it is a real problem getting a group to pick up our unsold books. Ted Farkas and Pat Irot will work the December 14 sale. 4) Silent Auction: Jill Botha has

had a series of snafus—frustrating happenings—that make her question the continuance of the Silent Auction.

Library Reports:

Elizabeth Minter: 1) The library has been assured the Book Tower will be delivered before Christmas. This will release the other revolving rack for the Friends. 2) Lee Castner and Elizabeth continue to confer on the sound system. 3) Elizabeth thanked the Friends, again, for the \$1000 Directors fund. She was able to buy many lovely Christmas flowers and ornaments with some of this money. 4) December 28 is Jillian's last day.

Jim Roberts: On November 18-19 he was privileged to drive Ruth Heller to three schools; Ruby Drive, Rio Vista, and Tynes. There she presented her programs to 600 very receptive students.

No report from Richard DeVecchio

Next meeting: January 5, 2004

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 22, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

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

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	November 25, 2003	4526	4,006.46
	November 25, 2003	4527	7,614.01
	December 4, 2003	4528	918.81
	December 4, 2003	4529	3,717.32
	December 11, 2003	4530	4,944.40
	December 11, 2003	4531	713.23
TOTAL BY LIBRARY DIRECTOR			<u>\$ 21,914.23</u>

Prepared by Donna Siloti

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

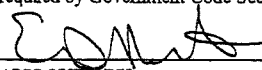
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

12-4-03

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
N01074 The Gas Company PO Box C Monterey Park, CA 91756	10/17/03-11/17/03		2800	00		349.39		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	11/16/03 714-528-8236		0700	01		4.40		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	220197		1400	00		1,750.76		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	336744		1800	00		155.58		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	12/1/03-1/1/04		0300	00		264.38		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	3630350		2400	08		1,125.47		
N09054 Volunteer Center of Orange Co. 1901 E. Fourth St., Ste. 100 Santa Ana, CA 92705	2004 Membership		1600	00		300.00		
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	November 2003		2700	01		56.48		

The claims listed above (totaling \$4,006.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

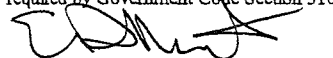
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

12-4-03

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
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	12/1/03-1/1/04		0300	00		68.25		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N16112		2700	01		75.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-11021		1300	01		6,500.00		
N26565 Day & Nite Door Service Inc. 370 E. Orangethorpe Ave. Placentia, CA 92870	OC-37696		1400	00		166.00		
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NY 08034-0550	152030		1800	00		92.26		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0350		1900	00		612.50		
(need vendor no.) American Library Association Membership/Customer Service 50 E. Huron St. Chicago, IL 60611	Membership- Silberfarb		1600	08		100.00		

The claims listed above (totaling \$7,614.01) 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.



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Page Total

7,614.01


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
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	December 2003		0300	00		175.29		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	081739		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3728		1900	00		42.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	11/24/03		2800	00		337.93		
N03660A Elizabeth D. Minter 539 Gardenia Avenue. Placentia, CA 92870-4705	11/29/03-12/2/03		2700	01		36.00		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	375095		2100	00		154.09		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	December 03		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	11/30/03		1900	00		111.00		

The claims listed above (totaling \$918.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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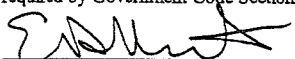
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	11/21/03		1800	00		1,499.27		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20031126		1900	00		283.65		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035971		1800	00		374.97		
N21698 M.F. Blouin P.O. Box 10 Rollinsford, NH 03869-0010	199537		1800	00		6.60		
N28517 Barbara J. Phillips 749 San Juan Lane Placentia, CA 92870 SSN 563-56-2880	Storytime Oct/Nov		1900	00		360.00	2	
	Storytime Nov 26		1900	00		45.00	2	
						405.00		
N27626 Zimmer Electric, Inc. 11581 Range View Rd. Mira Loma, CA 91752	385		1400	00		1,147.83		

The claims listed above (totaling \$3,717.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N03650C Kinko's Inc. Customer Administrative Services PO Box 530257 Atlanta, GA 30353-0257	11/30/03		1800	00		78.44		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1912340 714-223-1698		0700	01		342.47		
	T1916546 714-524-8408		0700	08		26.94		
	T1929634 335-253-2062		0700	01		269.96		
						639.37		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA 90060-0062	11/24/03-5/10/04		2400	04		105.60		
N03912 California Special Districts Assn 1215 K Street, Ste. 930 Sacramento, CA 95814	10034 2004 Dues		1600	00		1,174.00		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1474141		1800	00		640.03		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062784		1400	00		1,100.00	2	
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202321121		1600	00		265.00		
			1800	00		845.46		
			2400	02		21.50		
			2700	01		75.00		
						1,206.96		

The claims listed above (totaling \$4,944.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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ATTESTED AND/OR COUNTERSIGNED B

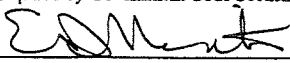
Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

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	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	1/1/04-1/31/04		0300	00		650.70		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	7318		1800	00		62.53		

The claims listed above (totaling \$713.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
December 22, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4532	18,484.23
	4533	1,523.89
	4534	33,177.85
	4535	4,416.57
	4536	12,781.08
TOTAL CURRENT CLAIMS		<u>\$70,383.62</u>
PAYROLL	4537	30,603.80
	4538	30,603.80
		<u>\$61,207.60</u>
TOTAL		<u><u>\$131,591.22</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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55997		1800	00		1,712.25		
			1800	08		570.75		
						2,283.00		
	55998		2800	00		3,284.05		
			1400	00		4,188.69		
						7,472.74		
					9,755.74			
N01917A Library Video Company P.O. Box 580 Wynnewood, PA 19096-0580	W00407730001 W00407730002 W00407730003		2400	02		395.51		
			2400	02		239.70		
			2400	02		119.85		
						755.06		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1851427 1864459 1868529 1875835		2400	05		518.93		
			2400	05		291.36		
			2400	05		38.79		
			2400	05		167.23		
					1,016.31			
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3875		1900	00		42.00		
N03769D County of Orange P.O. Box 567 Santa Ana, CA 92702	219927		1900	00		6,103.00		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5510953P 5527725P 5543150P		2400	05		97.84		
			2400	05		236.19		
			2400	05		122.84		
						456.87		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	442891		1800	00		355.25		

The claims listed above (totaling \$18,484.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

18,484.23

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36754		0700	05		215.50		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	H542912 H542913 H553122 H553123		2400	01		23.33 23.38 436.13 37.92		
						520.76		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	2CM89853 86204402 86204403 86204404 86281348 86296617 86296618 86296619 86296620 86296621 86296622 86296623 86296624 86296625 86296626 86296627 86296628 86296629 86296630 86339794 86339795 86339796 86339797 86339798 86390600 86390601 86390602 86419799 86419800 86419801		2400	01		-35.32 16.47 17.30 16.95 26.47 67.80 34.31 28.21 18.05 17.46 20.63 18.23 32.81 22.50 15.65 13.43 58.44 27.44 16.02 34.82 17.90 18.64 16.93 29.62 15.75 16.14 16.55 72.33 81.96 34.14		
						787.63		

The claims listed above (totaling \$1,523.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED 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	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A	86419802		2400	01		31.64		
Ingram Library Services	86430304		2400	01		15.40		
P.O. Box 502779	86443670		2400	01		35.99		
St. Louis, MO 63150-2779	86443671		2400	01		16.63		
	86443672		2400	01		15.85		
	86443673		2400	01		72.12		
	86443674		2400	01		49.16		
	86443675		2400	01		45.77		
	86443676		2400	01		15.84		
	86443677		2400	01		32.84		
	86443678		2400	01		31.33		
	86581887		2400	01		16.46		
	86581888		2400	01		51.38		
	86581889		2400	01		14.82		
	86581890		2400	01		15.95		
	86581891		2400	01		18.76		
	86581892		2400	01		36.66		
	86581893		2400	01		31.16		
	86581894		2400	01		18.14		
	86581895		2400	01		58.83		
						624.73		
N03845A	R 651480		2400	01		73.92		
Marshall Cavendish								
PO Box 2001								
Tarrytown, NY 10591-9001								
N06573	Pension Plan		0200	00		30,542.50		
First American Trust	Contribution							
421 N. Main St.	FY 02/03							
Santa Ana, CA 92702								
N06579	12955460		2400	01		146.61		
The Gale Group	12976603		2400	01		307.45		
P.O. Box 95501						454.06		
Chicago, IL 60694-5501								
N06737C	383528		2400	03		1,500.64		
Facts On File								
General Post Office								
P.O. Box 26223								
New York, NY 10087-6223								

The claims listed above (totaling \$33,177.85) 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	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200312-22		1900	00		15.00		
N16779 LiteracyPro Systems, Inc. 333 W. Maude Ave., Suite 108 Sunnyvale, CA 94085	KS22804		1800	08		431.92		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	138916		1900	00		82.80		
N24515 The Penworthy Company P.O. Box 511160 Milwaukee, WI 53203-0202	197890		2400	01		875.29		
	197893		2400	01		875.54		
						1,750.83		
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1207308		1300	00		240.00		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/15/03		2400	01		19.40		
			2400	02		8.62		
						28.02		
	9/12/03-11/18/03		2700	01		18.00		
						46.02		
N27641 California Historical Society 678 Mission St. San Francisco, CA 94105	2004 Membership		1600	00		50.00		
N27782 John C. Drew dba Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614 SSN: 559-25-9817	55.0		1900	00		1,800.00	2	

The claims listed above (totaling \$4,416.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,416.57

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
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	134237		2400	05		44.92		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	01/01/04-02/01/04		0300	00		5,061.30		
N28353 Donna Siloti c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/16/03-11/3/03 11/4/03-12/10/03		2700	01		13.68		
			2700	01		22.90		
							36.58	
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	7348 7349 7350 7351		1300	00		50.00		
			1300	00		16.67		
			1300	00		16.67		
			1300	00		16.67		
						100.01		
N28656 Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	November 2003		1900	00		6,009.72		
(need vendor #) Protective Life Insurance Company P.O. Box 11407 Birmingham, AL 35246-0030	PL0684929		0300	00		651.95		
(need vendor #) Reserve Account (Pitney Bowes) P.O. Box 856056 Louisville, KY 40285-6056	12/22/03		1803	00		550.00		
(need vendor #) Thomas T. Beeler, Publisher P.O. Box 310 Rollinsford, NH 03869-0310	76026 76609		2400	01		198.30		
			2400	01		128.30		
							326.60	

The claims listed above (totaling \$12,781.08) 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

12,781.08

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/22/03
REPORT NO 4537

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	01/22/04 Pay period # 15 January 9, 2004 January 22, 2004		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, January 22, 2004								

The claims listed above (totaling \$30,603.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/22/03
REPORT NO 4538

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	02/05/04 Pay period # 16 January 23, 2004 February 5, 2004		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, February 5, 2004								

The claims listed above (totaling \$30,603.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

30,603.80

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: December 22, 2003

BACKGROUND:

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

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

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

RECOMMENDATION:

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



Placentia Library District
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			518,205.57
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	488,440.15
06/19/03	4464	General		910.99	487,529.16
06/30/03	4466	General		11,784.44	475,744.72
06/30/03	4467	General		10,235.12	465,509.60
06/30/03	4468	Payroll to wire Jul 24, 2003		30,603.80	434,905.80
06/30/03	4469	Payroll to wire Aug 7, 2003		30,603.80	404,302.00
07/03/03	4470	General by Library Director		2,350.74	401,951.26
07/03/03	4471	General by Library Director		2,594.89	399,356.37
07/03/03	4472	General by Library Director		3,139.44	396,216.93
07/10/03	4473	General by Library Director		973.96	395,242.97
07/17/03		Secured 2002-2003 #9	16,611.57	41.53	411,813.01
07/17/03		Supplemental 1985+ #1	4,111.95		415,924.96
07/17/03		Delinquent Supplemental	1,567.37		417,492.33
07/17/03		Supplemental 1984	1.73		417,494.06
07/21/03		Teeter Plan Delinquent Secured	14,296.23		431,790.29
07/21/03	4474	General		1,997.58	429,792.71
07/21/03	4475	General		2,706.79	427,085.92
07/21/03	4476	General		5,989.29	421,096.63
07/21/03	4477	Payroll to wire Aug 21, 2003		30,603.80	390,492.83
07/21/03	4478	Payroll to wire Sep 4, 2003		30,603.80	359,889.03
07/24/03	4479	General by Library Director		15,136.23	344,752.80
07/30/03		Library Passport Revenue, Jul	13,829.94		358,582.74
07/30/03		Library Revenue, Jul	1,495.70		360,078.44
07/30/03		Interest	4.48		360,082.92
07/31/03	4480	General by Library Director		3,859.76	356,223.16
07/31/03	4481	General by Library Director		1,229.51	354,993.65
08/07/03	4482	General by Library Director		2,600.86	352,392.79
08/13/03		Supplemental 1985+ #1	6,370.64		358,763.43
08/14/03	4483	General by Library Director		1,041.56	357,721.87
08/14/03	4484	General by Library Director		3,590.30	354,131.57
08/25/03	4485	General		17,771.94	336,359.63
08/25/03	4486	General		2,124.88	334,234.75
08/25/03	4487	General		37,278.11	296,956.64
08/25/03	4488	Payroll to wire Sep 18, 2003		30,603.80	266,352.84
08/25/03	4489	Payroll to wire Oct 2, 2003		30,603.80	235,749.04
08/27/03		Library passport Revenue, Aug	11,900.81		247,649.85
08/27/03		Library revenue, Aug	1,595.67		249,245.52
08/27/03		Non-Govt Grant	1,000.00		250,245.52
08/27/03		Interest	3.90		250,249.42
08/28/03		Interest, Jun accrual	(87.83)		250,161.59
08/28/03	4490	General by Library Director		1,646.04	248,515.55
08/28/03	4491	General by Library Director		5,223.77	243,291.78
08/28/03	4492	General by Library Director		180.00	243,111.78
08/29/03		Interest, Jul	563.41	54.08	243,621.11
09/03/03	4493	General by Library Director		3,155.44	240,465.67
09/03/03	4494	General by Library Director		375.84	240,089.83
09/04/03		State Timber Yield	0.57		240,090.40
09/10/03	4495	General by Library Director		3,564.46	236,525.94
09/10/03	4496	General by Library Director		1,923.32	234,602.62
12/18/2003	09/17/03	Library passport Revenue, Sep	6,361.54		240,964.16

Placentia Library District
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/17/03		State Library ILL Reimbursement	4,161.78		245,125.94
09/17/03		Library revenue, Sep	1,211.75		246,337.69
09/17/03		Interest	3.37		246,341.06
09/18/03		Unsecured 1st	52,712.49	131.78	298,921.77
09/18/03		Supplemental 1985+ #2	1,377.41		300,299.18
09/22/03	4497	General		12,557.47	287,741.71
09/22/03	4498	General		8,512.25	279,229.46
09/22/03	4499	Payroll to wire Oct 16, 2003		30,603.80	248,625.66
09/22/03	4500	Payroll to wire Oct 30, 2003		30,603.80	218,021.86
09/24/03		Literacy Grants through Foundation (2)	7,000.00		225,021.86
09/24/03		Library passport Revenue, Sep	5,085.30		230,107.16
09/24/03		State Library ILL Reimbursement	2,498.12		232,605.28
09/24/03		Library revenue, Sep	518.79		233,124.07
09/25/03	4501	General by Library Director		2,709.95	230,414.12
09/25/03	4502	General by Library Director		10,082.91	220,331.21
09/30/03		Interest, Aug	410.18	44.58	220,696.81
10/01/03	4503	General by Library Director		2,127.02	218,569.79
10/01/03	4504	General by Library Director		46.50	218,523.29
10/09/03	4505	General by Library Director		5,402.39	213,120.90
10/09/03	4506	General by Library Director		10,814.24	202,306.66
10/15/03		Supplemental # 3	6,669.98		208,976.64
10/20/03	4507	General		6,799.75	202,176.89
10/20/03	4508	General		13,343.69	188,833.20
10/20/03	4509	Payroll to wire Nov 13, 2003		30,603.80	158,229.40
10/20/03	4510	Payroll to wire Nov 26, 2003		30,603.80	127,625.60
10/20/03	4511	Payroll to wire Dec 11, 2003		30,603.80	97,021.80
10/23/03		Library passport Revenue, Oct	11,757.36		108,779.16
10/23/03		Library revenue, Oct	2,145.48		110,924.64
10/23/03		Interest, Bank of the West	4.01		110,928.65
10/23/03	4512	General by Library Director		10,016.04	100,912.61
10/23/03	4513	General by Library Director		546.09	100,366.52
10/28/03		Interest, Sep	373.65	37.43	100,702.74
10/30/03	4514	General by Library Director		8,643.14	92,059.60
10/30/03	4515	General by Library Director		6,063.01	85,996.59
11/03/03	4516	General by Library Director		18,196.22	67,800.37
11/05/03	4517	General by Library Director		1,193.18	66,607.19
11/13/03	4518	General by Library Director		10,320.04	56,287.15
11/13/03	4519	General by Library Director		1,840.56	54,446.59
11/17/03		Library passport Revenue, Oct/Nov	8,282.41		62,729.00
11/17/03		Library revenue, Oct/Nov	1,621.84		64,350.84
11/17/03		Raytheon for Literacy	1,003.25		65,354.09
11/17/03		Interest, Bank of the West	3.86		65,357.95
11/20/03		Supplemental #4	3,187.20		68,545.15
11/24/03	4520	General		2,222.45	66,322.70
11/24/03	4521	General		8,296.79	58,025.91
11/24/03	4522	General		8,739.20	49,286.71
11/24/03	4523	General		1,913.95	47,372.76
11/24/03	4524	Payroll to wire Dec 23, 2003		30,603.80	16,768.96
11/24/03	4525	Payroll to wire Jan 8, 2004		30,603.80	-13,834.84
11/25/03		Secured # 1	128,455.44	321.14	114,299.46
12/18/2003	11/25/03	4526	General by Library Director	4,006.46	110,293.00

Placentia Library District
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/25/03	4527	General by Library Director		7,614.01	102,678.99
11/26/03		Interest, Oct.	272.08	29.62	102,921.45
12/04/03	4528	General by Library Director		918.81	102,002.64
12/04/03	4529	General by Library Director		3,717.32	98,285.32
12/11/03	4530	General by Library Director		4,944.40	93,340.92
12/11/03	4531	General by Library Director		713.23	92,627.69
12/22/03	4532	General		18,484.23	74,143.46
12/22/03	4533	General		1,523.89	72,619.57
12/22/03	4534	General		33,177.85	39,441.72
12/22/03	4535	General		4,416.57	35,025.15
12/22/03	4536	General		12,781.08	22,244.07
12/22/03	4537	Payroll to wire Jan 22, 2004		30,603.80	-8,359.73
12/22/03	4538	Payroll to wire Feb 5, 2004		30,603.80	-38,963.53
					-38,963.53



Placentia Library District
 Property Tax Apportionments
 Fiscal Year 2003-2004

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
December 22, 2003

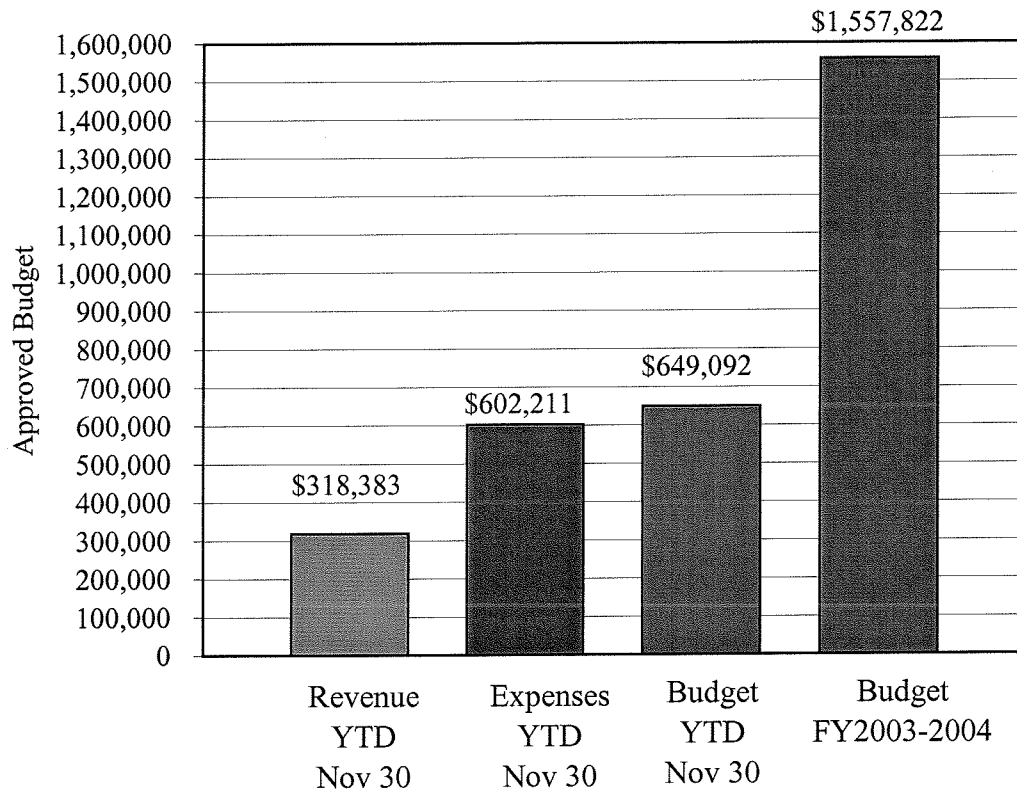
Fiscal Year 2003-2004							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28-Feb-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 2002-2003							
	Fund 702	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	118,720.13	10,042.33	160,284.68	629,234.54	9,799.12	928,080.80	298,846.26
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2003 - 2004

General Fund Cash Flow



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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	128,455.44	117,606.94	128,455.44	117,606.94	11.19%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	128,455.44	117,546.01	128,455.44	117,606.94	10.98%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	52,712.49	51,180.37	0.00	0.00	91.67%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	17,605.23	5,697.30	3,187.20	2,178.84	44.01%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	40,000	21,718.91	5,697.30	3,187.20	2,178.84	54.30%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	0.00	0.00	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	235,362.01	204,778.45	131,642.64	119,785.78	18.03%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
December 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	1,551.11	2,184.11	275.94	403.24	18.25%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	1,551.11	2,184.11	275.94	403.24	18.25%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	6,659.90	4,194.49	0.00	0.00	66.60%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	22,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	6,030.00	0.00	6,030.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	130,680.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.57	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	6,660.47	140,904.49	0.00	6,030.00	12.81%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	8,589.23	12,902.87	1,621.84	2,849.08	28.63%
7670-01	Local Revenue -- Passport	146,000	57,217.36	45,102.86	8,282.41	10,503.47	39.19%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	9,003.25	11,000.00	1,003.25	0.00	
	TOTAL LOCAL REVENUE	176,000	74,809.84	69,005.73	10,907.50	13,352.55	42.51%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	318,383.43	416,872.78	142,826.08	139,571.57	20.44%

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	307,354.38	282,000.00	54,946.82	51,528.00	44.25%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	23,663.44	21,537.00	4,349.64	3,942.00	24.11%
	Health & Life Insurance/Blue Shield CA	51,886.00	12,142.38	13,984.80	(987.66)	3,420.33	23.40%
	Long Term Disability/CNA	3,300.00	1,266.51	1,042.56	0.00	0.00	38.38%
	Life Insurance/Fortis & Protective Life	1,405.00	664.45	301.20	113.75	0.00	47.29%
	Vision Service Plan/VSP	2,682.00	986.55	839.22	197.31	188.77	36.78%
	Dental/Ameritas	7,597.00	3,891.70	2,208.70	588.50	516.00	51.23%
	Total Employee Insurance	66,870.00	18,951.59	18,376.48	(88.10)	4,125.10	28.34%
0310	Unemployment Insurance	0.00	0.00	394.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	9,683.00	2,733.00	7,501.00	0.00	96.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	359,652.41	325,040.48	66,709.36	59,595.10	41.36%
0700-00	Communications - Telephone	1,750.00	331.24	846.42	7.24	154.41	18.93%
0700-01	Communications - Modem/Fax	7,600.00	4,272.44	2,988.60	691.95	779.04	56.22%
0700-02	Communications - Internet/Database	800.00	0.00	449.97	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	862.00	862.00	0.00	215.50	31.93%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	749.85	311.61	32.93	158.91	49.99%
	Total Communications	14,350.00	6,215.53	5,458.60	732.12	1,307.86	43.31%
0900-00	Food - General Fund	350.00	198.36	68.06	37.86	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	44.12	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	298.27	28.69	0.00	0.00	
	Total Food	500.00	540.75	96.75	37.86	0.00	108.15%
1000-00	Household Expense	4,250.00	1,164.02	1,482.41	0.00	0.00	27.39%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	0.00	0.00	101.09%

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	401.60	654.93	0.00	310.49	13.39%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	18,750.00	5,308.06	0.00	0.00	93.75%
1300-07	Maintenance of Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	0.00	234.63	0.00	167.70	
1300-09	Maintenance of Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	23,500.00	19,151.60	6,197.62	0.00	478.19	81.50%
	HVAC	7,500.00	600.50	5,371.37	0.00	0.00	8.01%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	10,094.92	10,568.72	1,862.59	0.00	36.71%
	Plumbing	3,000.00	112.83	439.61	0.00	105.75	3.76%
	Electrical	1,500.00	253.58	442.49	0.00	163.30	16.91%
	Cleaning Service	13,700.00	5,500.00	5,500.00	1,100.00	1,100.00	40.15%
	Locksmith	1,000.00	0.00	1,099.48	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	100.00	171.19	0.00	0.00	1.67%
1400-00	Total Maintenance of Building & Grounds	62,950.00	17,184.55	24,023.84	2,962.59	1,369.05	27.30%
1600-00	Memberships - General Fund	2,200.00	1,043.00	140.00	765.00	0.00	47.41%
1600-07	Memberships - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550.00	0.00	480.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	1,043.00	620.00	765.00	0.00	37.93%
1700-00	Miscellaneous Expense - General Fund	0.00	4,597.00	0.00	82.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	4,597.00	0.00	82.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
1800-00	Library Supplies	12,000.00	4,518.76	2,518.13	1,992.13	426.48	37.66%
	Printing	11,500.00	4,319.51	2,443.79	31.23	53.88	37.56%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	143.00	372.78	23.00	0.00	13.00%
	Paper	700.00	258.76	153.09	197.84	0.00	36.97%
	Drinking Water Service	350.00	137.50	137.50	27.50	27.50	39.29%
	Other Office Supplies	10,000.00	5,021.02	3,213.55	1,378.92	512.78	50.21%
	Total Office Supply Expense - General Fund	35,650.00	14,398.55	8,838.84	3,650.62	1,020.64	40.39%
1800-07	ELLI Grant Supply Expense	0.00	255.71	435.74	0.00	151.23	
1800-08	Printing	1,500.00	570.75	0.00	0.00	0.00	
	Publications	2,500.00	18.00	2,670.07	0.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	171.74	0.00	105.53	
	Total Adult Literacy Office Supply Expense	5,500.00	588.75	2,841.81	0.00	105.53	10.70%
1800-09	Supply Expense Families for Literacy	2,500.00	1,456.99	53.88	0.00	53.88	
	Total Office Expense	43,650.00	16,700.00	12,170.27	3,650.62	1,331.28	38.26%
1803-00	Postage Expense - General Fund	4,500.00	1,404.11	2,259.05	0.00	0.00	31.20%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100.00	0.00	50.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150.00	37.00	50.00	0.00	0.00	
	Total Postage Expense	4,750.00	1,441.11	2,359.05	0.00	0.00	30.34%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	175.00	175.00	35.00	35.00	41.67%
	Pension Contribution & Operating Expenses	7,000.00	4,055.88	3,729.10	0.00	673.75	57.94%
	Anaheim Consortium Automated Library System	34,000.00	646.50	0.00	0.00	0.00	1.90%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	210.00	205.71	42.00	42.00	41.67%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	1,207.24	1,088.76	29.62	23.28	14.20%
	Advertising (Including WEB Site)	4,000.00	710.00	1,097.52	0.00	0.00	17.75%
	Medical Exams	1,200.00	332.50	595.50	55.50	55.50	27.71%
	Collection Services - Accounts Receivable	2,250.00	832.46	653.44	0.00	0.00	37.00%
	Audit & Accounting Services	5,250.00	4,845.00	4,385.00	0.00	1,310.00	92.29%
	Payroll Preparation	3,600.00	1,224.76	1,147.21	455.91	250.60	34.02%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500.00	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	14,000.00	13,376.58	2,447.00	2,393.32	286.00	95.55%
1900-00	Total Specialized Services - General Fund	84,224.00	27,615.92	15,524.24	3,011.35	2,676.13	32.79%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	579.86	0.00	579.86	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	1,780.00	2,033.15	1,200.00	1,443.15	35.60%
1900-09	Specialized Services - Families for Literacy	500.00	1,150.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	452.92	495.02	321.14	294.02	3.62%
	Total Specialized Services	102,224.00	31,578.70	18,052.41	5,112.35	4,413.30	30.89%
2000-00	Legal Notices - General Fund	650.00	192.24	137.70	0.00	0.00	29.58%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	650.00	192.24	137.70	0.00	0.00	29.58%
2100-00	Rents/Leases-Equipment	400.00	350.83	164.87	0.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
2200-00	Seignior Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	50,843.30	50,736.64	0.00	0.00	48.42%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	10,604.03	13,291.91	0.00	0.00	8.04%
2400-02	Special Department Expense - Video	0.00	587.12	0.00	371.02	0.00	
2400-03	Special Department Expense - Electronic	0.00	12,671.55	26,234.42	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0.00	489.97	655.34	0.00	0.00	
2400-05	Special Department Expense - Audio	0.00	1,924.43	1,382.02	0.00	0.00	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	312.91	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000.00	686.49	989.36	0.00	0.00	34.32%
2400-09	Special Department Expense - Families for Literacy	0.00	2,852.65	0.00	0.00	0.00	
	Total Special Department Expense	133,840.00	30,631.97	42,865.96	371.02	0.00	22.89%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500.00	0.00	1,493.87	0.00	459.50	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	1,179.70	2,296.50	574.72	197.59	26.22%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	905.00	267.00	645.00	0.00	120.67%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	229.83	0.00	41.98	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	1,005.27	0.00	633.41	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	52.56	86.33	0.00	78.81	
	Total Transportation/Travel - Meetings	10,250.00	2,159.58	5,378.80	1,219.72	1,411.29	21.07%

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	22,213.82	14,500.67	4,002.21	0.00	37.02%
	Gas	3,500.00	562.37	58.74	0.00	17.82	16.07%
	Water	3,750.00	1,629.75	1,833.60	266.80	348.35	43.46%
	Total Utilities	67,250.00	24,405.94	16,393.01	4,269.01	366.17	36.29%
	TOTAL SUPPLIES & SERVICES	587,314.00	219,320.24	193,752.33	19,202.29	10,677.14	37.34%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	2,535.84	0.00	2,535.84	0.00	63.40%
4000-00	Equipment - General Fund	20,000.00	20,712.89	1,810.15	16,468.22	0.00	103.56%
4000-07	Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	0.00	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	20,712.89	4,536.16	16,468.22	0.00	103.56%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	20,712.89	4,998.41	16,468.22	0.00	103.56%
5200	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,557,822.00	602,221.38	523,791.22	104,915.71	70,272.24	38.66%
	ELLI Grant Summary Object Code 07	0	1,094	978	0	193	0.96
	CLC Summary Object Code 08	16,300	3,849	10,672	1,233	2,509	
	FFL Grant Summary Object Code 09	3,150	5,847	219	0	133	
	TOTAL LITERACY (Excluding Personnel)	19,450	10,790	11,869	1,233	2,835	

Placentia Library District
Balance Sheet
 As of November 30, 2003

12/16/03

	<u>Nov 30, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	458.29
County Exempt - Savings	5,146.94
General Fund - Checking	10,756.66
General Fund - Savings	12,403.42
Literacy Fund - Savings	6,496.28
Payroll Checking - Wells Fargo	59,316.36
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>137,383.33</u>
Total Current Assets	<u>137,383.33</u>
TOTAL ASSETS	<u><u>137,383.33</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	31,985.59
Total Equity	<u>137,383.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>137,383.33</u></u>

Placentia Library District
Profit & Loss by Class
 November 2003

12/16/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	1.15	0.00	0.00	0.00	1.15
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	1,220.00	0.00	0.00	0.00	1,220.00
COE Passport Chck Reimbursement	3,493.65	0.00	0.00	0.00	3,493.65
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Bankcard Deposit	0.00	3,840.36	0.00	0.00	3,840.36
GF Cash Register - Childrens	0.00	75.00	0.00	0.00	75.00
GF Cash Register - Copy/Debit	0.00	212.25	0.00	0.00	212.25
GF Cash Register - Fines	0.00	1,127.35	0.00	0.00	1,127.35
GF Cash Register - Lost Items	0.00	97.44	0.00	0.00	97.44
GF Cash Register - Misc.	0.00	107.00	0.00	0.00	107.00
GF Cash Register - Reserves	0.00	75.00	0.00	0.00	75.00
GF Fed Work Study Reimbursement	0.00	2,873.26	0.00	0.00	2,873.26
GF Interest	0.00	3.44	0.00	0.00	3.44
GF Miscellaneous Income	0.00	178.25	0.00	0.00	178.25
GF Passport Revenue	0.00	9,156.41	0.00	0.00	9,156.41
GF State Library Reimbursements	0.00	4,006.56	0.00	0.00	4,006.56
LIT Book Sales	0.00	0.00	64.65	0.00	64.65
LIT Interest Inc - Savings	0.00	0.00	1.60	0.00	1.60
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
PA Wire Transfer from Paychex	0.00	0.00	0.00	87.33	87.33
Total Income	4,784.68	21,752.32	66.25	61,294.93	87,898.18
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Children's Camp Library	462.10	0.00	0.00	0.00	462.10
COE Friend's Director's Fund	222.42	0.00	0.00	0.00	222.42
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Passport Expenses	3,757.30	0.00	0.00	0.00	3,757.30
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	131.30	0.00	0.00	131.30
GF Literacy	0.00	2,000.00	0.00	0.00	2,000.00
GF Miscellaneous	0.00	97.90	0.00	0.00	97.90
GF Office Expense	0.00	273.41	0.00	0.00	273.41
GF Postage	0.00	17.81	0.00	0.00	17.81
GF Transfer to COE	0.00	1,965.00	0.00	0.00	1,965.00
GF Transfer to GF Savings	0.00	1,648.36	0.00	0.00	1,648.36
GF Transfer to Literacy Savings	0.00	25.86	0.00	0.00	25.86
GF Transfers to County	0.00	12,822.50	0.00	0.00	12,822.50
GF Travel Staff	0.00	124.00	0.00	0.00	124.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	3,613.64	3,613.64
PA Employee 125 Co-Pay	0.00	0.00	0.00	987.66	987.66
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	14,697.27	14,697.27
PA Salaries	0.00	0.00	0.00	36,770.24	36,770.24
Total Expense	4,608.34	19,110.14	0.00	56,108.69	79,827.17
Net Income	176.34	2,642.18	66.25	5,186.24	8,071.01

Placentia Library District
Profit & Loss by Class
 July through November 2003

12/16/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	4.61	0.00	0.00	0.00	4.61
COE Life Insur Suplmt(EDM)	219.34	0.00	0.00	0.00	219.34
COE Meeting Room Income	2,945.00	0.00	0.00	0.00	2,945.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	16,449.20	0.00	0.00	0.00	16,449.20
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	300.00	0.00	0.00	0.00	300.00
GF Bankcard Deposit	0.00	19,934.24	0.00	0.00	19,934.24
GF Cash Register - Childrens	0.00	374.00	0.00	0.00	374.00
GF Cash Register - Copy/Debit	0.00	1,115.20	0.00	0.00	1,115.20
GF Cash Register - Fines	0.00	6,677.96	0.00	0.00	6,677.96
GF Cash Register - Lost Items	0.00	318.51	0.00	0.00	318.51
GF Cash Register - Misc.	0.00	138.23	0.00	0.00	138.23
GF Cash Register - Reserves	0.00	492.10	0.00	0.00	492.10
GF Fed Work Study Reimbursement	0.00	4,247.72	0.00	0.00	4,247.72
GF Interest	0.00	18.58	0.00	0.00	18.58
GF Miscellaneous Income	0.00	205.25	0.00	0.00	205.25
GF Non Government Grant	0.00	9,003.25	0.00	0.00	9,003.25
GF Passport Revenue	0.00	59,132.71	0.00	0.00	59,132.71
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Special Grants	0.00	1,500.00	0.00	0.00	1,500.00
GF State Library Reimbursements	0.00	10,666.46	0.00	0.00	10,666.46
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	3,235.99	0.00	0.00	3,235.99
LIT Book Sales	0.00	0.00	607.71	0.00	607.71
LIT Interest Inc - Savings	0.00	0.00	8.03	0.00	8.03
PA Wire Transfer from County	0.00	0.00	0.00	335,803.42	335,803.42
PA Wire Transfer from Paychex	0.00	0.00	0.00	87.33	87.33
Total Income	22,672.00	117,994.91	615.74	335,890.75	477,173.40
Expense					
COE Bank fees	55.00	0.00	0.00	0.00	55.00
COE Childn's Summer Rding Prgrm	1,332.19	0.00	0.00	0.00	1,332.19
COE Children's Camp Library	462.10	0.00	0.00	0.00	462.10
COE Friend's Director's Fund	468.47	0.00	0.00	0.00	468.47
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Meeting Room Maintenance	777.60	0.00	0.00	0.00	777.60
COE Passport Expenses	18,022.85	0.00	0.00	0.00	18,022.85
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
GF Advertising Expense	0.00	160.00	0.00	0.00	160.00
GF Bank Return Check Item/Fees	0.00	12.00	0.00	0.00	12.00
GF Bankcard Service Charge	0.00	788.74	0.00	0.00	788.74
GF Food	0.00	297.05	0.00	0.00	297.05

Placentia Library District
Profit & Loss by Class
 July through November 2003

12/16/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
GF Literacy	0.00	2,581.35	0.00	0.00	2,581.35
GF Memberships	0.00	45.00	0.00	0.00	45.00
GF Miscellaneous	0.00	60.19	0.00	0.00	60.19
GF Office Expense	0.00	912.17	0.00	0.00	912.17
GF Postage	0.00	64.66	0.00	0.00	64.66
GF Transfer to COE	0.00	9,054.60	0.00	0.00	9,054.60
GF Transfer to GF Savings	0.00	6,997.48	0.00	0.00	6,997.48
GF Transfer to Literacy Savings	0.00	25.86	0.00	0.00	25.86
GF Transfers to County	0.00	86,324.03	0.00	0.00	86,324.03
GF Travel Staff	0.00	343.00	0.00	0.00	343.00
GF Travel Trustees	0.00	250.00	0.00	0.00	250.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00
PA Bank fees	0.00	0.00	0.00	70.00	70.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	11,325.02	11,325.02
PA Employee 125 Co-Pay	0.00	0.00	0.00	3,039.07	3,039.07
PA Employee Life Insurance	0.00	0.00	0.00	219.34	219.34
PA Payroll Taxes	0.00	0.00	0.00	83,737.19	83,737.19
PA Salaries	0.00	0.00	0.00	214,807.25	214,807.25
Total Expense	21,918.81	107,916.13	2,155.00	313,197.87	445,187.81
Net Income	753.19	10,078.78	-1,539.26	22,692.88	31,985.59

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 11/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,798.45
Cleared Transactions						
Checks and Payments - 38 items						
Check	10/25/2003	4683	Passport Services	X	-55.00	-55.00
Check	10/25/2003	4685	Passport Services	X	-40.00	-95.00
Check	10/25/2003	4684	Passport Services	X	-55.00	-150.00
Check	10/28/2003	4686	Elizabeth D Minter	X	-5.99	-155.99
Check	10/29/2003	4687	Passport Services	X	-115.00	-270.99
Check	10/30/2003	4689	Passport Services	X	-55.00	-325.99
Check	10/30/2003	4688	Passport Services	X	-55.00	-380.99
Check	11/3/2003	4693	Passport Services	X	-460.00	-840.99
Check	11/3/2003	4694	Passport Services	X	-128.65	-969.64
Check	11/3/2003	4692	Passport Services	X	-40.00	-1,009.64
Check	11/3/2003	4691	Passport Services	X	-40.00	-1,049.64
Check	11/3/2003	4690	Passport Services	X	-55.00	-1,104.64
Check	11/4/2003	4695	Passport Services	X	-68.65	-1,173.29
Check	11/6/2003	4697	Passport Services	X	-55.00	-1,228.29
Check	11/6/2003	4696	Passport Services	X	-110.00	-1,338.29
Check	11/8/2003	4700	Passport Services	X	-110.00	-1,448.29
Check	11/8/2003	4699	Passport Services	X	-80.00	-1,528.29
Check	11/10/2003	4701	Smart & Final	X	-128.15	-1,656.44
Check	11/10/2003	4702	Kimmie Yong	X	-33.95	-1,690.39
Check	11/10/2003	4703	Passport Services	X	-115.00	-1,805.39
Check	11/12/2003	4706	Passport Services	X	-55.00	-1,860.39
Check	11/12/2003	4705	Passport Services	X	-55.00	-1,915.39
Check	11/12/2003	4704	Passport Services	X	-115.00	-2,030.39
Check	11/13/2003	4708	Passport Services	X	-115.00	-2,145.39
Check	11/14/2003	4707	Eric Cyrs	X	-300.00	-2,445.39
Check	11/15/2003	4711	Passport Services	X	-55.00	-2,500.39
Check	11/15/2003	4710	Passport Services	X	-55.00	-2,555.39
Check	11/15/2003	4712	Passport Services	X	-100.00	-2,655.39
Check	11/15/2003	4713	Passport Services	X	-55.00	-2,710.39
Check	11/15/2003	4709	Passport Services	X	-115.00	-2,825.39
Check	11/16/2003	4714	Sam's Club	X	-18.57	-2,843.96
Check	11/17/2003	4716	Passport Services	X	-55.00	-2,898.96
Check	11/17/2003	4715	Passport Services	X	-55.00	-2,953.96
Check	11/17/2003	4717	Passport Services	X	-55.00	-3,008.96
Check	11/18/2003	4718	Passport Services	X	-55.00	-3,063.96
Check	11/18/2003	4719	Passport Services	X	-55.00	-3,118.96
Check	11/19/2003	4723	Passport Services	X	-115.00	-3,233.96
Check	11/30/2003			X	-11.00	-3,244.96
Total Checks and Payments					-3,244.96	-3,244.96
Deposits and Credits - 12 items						
Deposit	11/3/2003			X	555.00	555.00
Deposit	11/4/2003			X	128.65	683.65
Deposit	11/6/2003			X	1,965.00	2,648.65
Deposit	11/10/2003			X	80.00	2,728.65
Deposit	11/10/2003			X	110.00	2,838.65
Deposit	11/12/2003			X	115.00	2,953.65
Deposit	11/13/2003			X	55.00	3,008.65
Deposit	11/17/2003			X	155.00	3,163.65
Deposit	11/19/2003			X	55.00	3,218.65
Deposit	11/20/2003			X	80.00	3,298.65
Deposit	11/24/2003			X	40.00	3,338.65
Deposit	11/24/2003			X	155.00	3,493.65
Total Deposits and Credits					3,493.65	3,493.65
Total Cleared Transactions					248.69	248.69
Cleared Balance					248.69	2,047.14

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 11/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 24 items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	11/19/2003	4720	Sophia's Restaurant		-53.49	-163.49
Check	11/19/2003	4721	Passport Services		-80.00	-243.49
Check	11/19/2003	4722	Passport Services		-55.00	-298.49
Check	11/20/2003	4724	Passport Services		-55.00	-353.49
Check	11/20/2003	4725	Passport Services		-40.00	-393.49
Check	11/22/2003	4727	Passport Services		-40.00	-433.49
Check	11/22/2003	4726	Passport Services		-115.00	-548.49
Check	11/24/2003	4729	Passport Services		-115.00	-663.49
Check	11/24/2003	4728	Passport Services		-40.00	-703.49
Check	11/25/2003	4732	Passport Services		-55.00	-758.49
Check	11/25/2003	4731	Passport Services		-55.00	-813.49
Check	11/25/2003	4730	Passport Services		-55.00	-868.49
Check	11/26/2003	4737	Passport Services		-55.00	-923.49
Check	11/26/2003	4733	First Class Pizza		-37.10	-960.59
Check	11/26/2003	4736	Passport Services		-115.00	-1,075.59
Check	11/26/2003	4734	Passport Services		-95.00	-1,170.59
Check	11/26/2003	4735	Passport Services		-115.00	-1,285.59
Check	11/29/2003	4742	Passport Services		-80.00	-1,365.59
Check	11/29/2003	4741	Passport Services		-55.00	-1,420.59
Check	11/29/2003	4738	San Gabriel Nursery		-90.00	-1,510.59
Check	11/29/2003	4740	Passport Services		-55.00	-1,565.59
Check	11/30/2003	4739	Target		-16.15	-1,581.74
Check	11/30/2003	4743	Joann's Fabrics		-7.11	-1,588.85
Total Checks and Payments					-1,588.85	-1,588.85
Total Uncleared Transactions					-1,588.85	-1,588.85
Register Balance as of 11/30/2003					-1,340.16	458.29
New Transactions						
Checks and Payments - 21 items						
Check	12/1/2003	4744	Passport Services		-80.00	-80.00
Check	12/2/2003	4745	Passport Services		-200.00	-280.00
Check	12/4/2003	4747	Passport Services		-55.00	-335.00
Check	12/4/2003	4746	Passport Services		-55.00	-390.00
Check	12/6/2003	4749	Passport Services		-55.00	-445.00
Check	12/6/2003	4748	Passport Services		-100.00	-545.00
Check	12/8/2003	4750	Passport Services		-40.00	-585.00
Check	12/8/2003	4751	Passport Services		-115.00	-700.00
Check	12/9/2003	4755	Passport Services		-55.00	-755.00
Check	12/9/2003	4756	Passport Services		-128.65	-883.65
Check	12/9/2003	4753	Passport Services		-115.00	-998.65
Check	12/9/2003	4752	Margo's Flowers		-50.59	-1,049.24
Check	12/9/2003	4754	Passport Services		-115.00	-1,164.24
Check	12/10/2003	4759	Passport Services		-115.00	-1,279.24
Check	12/10/2003	4757	Target		-37.68	-1,316.92
Check	12/10/2003	4758	Passport Services		-55.00	-1,371.92
Check	12/11/2003	4761	Passport Services		-55.00	-1,426.92
Check	12/11/2003	4762	Passport Services		-110.00	-1,536.92
Check	12/11/2003	4760	Passport Services		-227.30	-1,764.22
Check	12/15/2003	4763	Passport Services		-115.00	-1,879.22
Check	12/15/2003	4764	Passport Services		-80.00	-1,959.22
Total Checks and Payments					-1,959.22	-1,959.22

9:24 AM
12/16/03

Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 11/30/2003

Agenda Item 15
County Exempt Checking
Page 8 of 17

Type	Date	Num	Name	Cir	Amount	Balance
Deposits and Credits - 10 items						
Deposit	12/1/2003				115.00	115.00
Deposit	12/1/2003				55.00	170.00
Deposit	12/1/2003				135.00	305.00
Deposit	12/2/2003				280.00	585.00
Deposit	12/2/2003				1,923.65	2,508.65
Deposit	12/4/2003				110.00	2,618.65
Deposit	12/8/2003				155.00	2,773.65
Deposit	12/11/2003				298.65	3,072.30
Deposit	12/11/2003				170.00	3,242.30
Deposit	12/15/2003				227.30	3,469.60
Total Deposits and Credits					3,469.60	3,469.60
Total New Transactions					1,510.38	1,510.38
Ending Balance					170.22	1,968.67

2011/11/15
14/1/03

9:20 AM
12/16/03

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 11/30/2003**

Agenda Item 15
County Exempt Savings
Page 9 of 17

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,011.43
Cleared Transactions						
Checks and Payments - 1 item						
Check	11/6/2003	1512	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 13 items						
Deposit	11/3/2003			X	30.00	30.00
Deposit	11/4/2003			X	35.00	65.00
Deposit	11/5/2003			X	19.94	84.94
Deposit	11/6/2003			X	60.00	144.94
Deposit	11/10/2003			X	70.00	214.94
Deposit	11/10/2003			X	750.00	964.94
Deposit	11/13/2003			X	30.00	994.94
Deposit	11/18/2003			X	140.00	1,134.94
Deposit	11/19/2003			X	19.94	1,154.88
Deposit	11/20/2003			X	30.00	1,184.88
Deposit	11/24/2003			X	40.00	1,224.88
Deposit	11/25/2003			X	65.00	1,289.88
Deposit	11/30/2003			X	1.15	1,291.03
Total Deposits and Credits					1,291.03	1,291.03
Total Cleared Transactions					1,135.51	1,135.51
Cleared Balance					1,135.51	5,146.94
Register Balance as of 11/30/2003					1,135.51	5,146.94
New Transactions						
Checks and Payments - 2 items						
Check	12/2/2003	1513	Greg's Carpet & Up...		-155.52	-155.52
Check	12/15/2003	1514	Protective Life Insur...		-651.95	-807.47
Total Checks and Payments					-807.47	-807.47
Deposits and Credits - 5 items						
Deposit	12/1/2003				40.00	40.00
Deposit	12/4/2003				19.94	59.94
Deposit	12/4/2003				30.00	89.94
Deposit	12/11/2003				35.00	124.94
Deposit	12/11/2003				30.00	154.94
Total Deposits and Credits					154.94	154.94
Total New Transactions					-652.53	-652.53
Ending Balance					482.98	4,494.41

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 11/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,275.94
Cleared Transactions						
Checks and Payments - 15 items						
Check	9/14/2003	4754	OCLA	X	-12.00	-12.00
Check	11/3/2003		Bank of the West	X	-127.50	-139.50
Check	11/4/2003	4772	Radio Shack	X	-103.39	-242.89
Check	11/4/2003		Bank of the West	X	-3.80	-246.69
Check	11/5/2003	4773	Placentia Library Di...	X	-1,965.00	-2,211.69
Check	11/5/2003	4775	Placentia Library Di...	X	-25.86	-2,237.55
Check	11/5/2003	4774	Placentia Library G...	X	-1,648.36	-3,885.91
Check	11/6/2003	4776	The UPS Store	X	-10.06	-3,895.97
Check	11/6/2003	4777	CompuMaster	X	-99.00	-3,994.97
Check	11/12/2003	4778	Dick's Lock & Safe	X	-8.84	-4,003.81
Check	11/12/2003	4779	The UPS Store	X	-7.75	-4,011.56
Check	11/18/2003	4782	Chase Suites	X	-97.90	-4,109.46
Check	11/18/2003	4783	Association of Fund...	X	-25.00	-4,134.46
Check	11/20/2003	4784	Steve Marsh	X	-65.00	-4,199.46
Check	11/25/2003	4785	OfficeMax	X	-96.18	-4,295.64
Total Checks and Payments					-4,295.64	-4,295.64
Deposits and Credits - 23 items						
Deposit	11/3/2003			X	102.00	102.00
Deposit	11/4/2003			X	25.00	127.00
Deposit	11/5/2003			X	100.65	227.65
Deposit	11/6/2003			X	228.15	455.80
Deposit	11/10/2003			X	314.00	769.80
Deposit	11/10/2003			X	60.00	829.80
Deposit	11/10/2003			X	6.00	835.80
Deposit	11/12/2003			X	60.00	895.80
Deposit	11/12/2003			X	94.26	990.06
Deposit	11/13/2003			X	262.00	1,252.06
Deposit	11/17/2003			X	229.00	1,481.06
Deposit	11/17/2003			X	68.90	1,549.96
Deposit	11/17/2003			X	171.96	1,721.92
Deposit	11/18/2003			X	367.59	2,089.51
Deposit	11/19/2003			X	142.81	2,232.32
Deposit	11/20/2003			X	375.72	2,608.04
Deposit	11/21/2003			X	167.00	2,775.04
Deposit	11/21/2003			X	117.00	2,892.04
Deposit	11/24/2003			X	84.52	2,976.56
Deposit	11/24/2003			X	177.00	3,153.56
Deposit	11/25/2003			X	61.80	3,215.36
Deposit	11/28/2003			X	234.00	3,449.36
Deposit	11/28/2003			X	391.00	3,840.36
Total Deposits and Credits					3,840.36	3,840.36
Total Cleared Transactions					-455.28	-455.28
Cleared Balance					-455.28	12,820.66
Uncleared Transactions						
Checks and Payments - 2 items						
Check	10/28/2003	4769	Debra Haag		-64.00	-64.00
Check	11/18/2003	4781	Ruth Heller		-2,000.00	-2,064.00
Total Checks and Payments					-2,064.00	-2,064.00
Total Uncleared Transactions					-2,064.00	-2,064.00
Register Balance as of 11/30/2003					-2,519.28	10,756.66

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Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 11/30/2003

Agenda Item 15
General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 7 items						
Check	12/1/2003	4789	US Postmaster Pla...		-37.00	-37.00
Check	12/1/2003	4787	Placentia Library Di...		-1,923.65	-1,960.65
Check	12/1/2003	4788	Sam's Club		-58.39	-2,019.04
Check	12/5/2003	4790	Placentia Chamber ...		-120.00	-2,139.04
Check	12/15/2003	4791	Placentia Library G...		-1,721.54	-3,860.58
Check	12/15/2003	4793	Placentia Library Di...		-77.58	-3,938.16
Check	12/15/2003	4792	Placentia Library Fo...		-50.00	-3,988.16
Total Checks and Payments					-3,988.16	-3,988.16
Deposits and Credits - 1 item						
Deposit	12/11/2003				463.06	463.06
Total Deposits and Credits					463.06	463.06
Total New Transactions					-3,525.10	-3,525.10
Ending Balance					-6,044.38	7,231.56

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 11/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,317.96
Cleared Transactions						
Checks and Payments - 3 items						
Check	11/13/2003	1222	Orange County Aud...	X	-12,822.50	-12,822.50
Check	11/21/2003		Bank of the West	X	-90.00	-12,912.50
Check	11/21/2003		Bank of the West	X	-4.00	-12,916.50
Total Checks and Payments					-12,916.50	-12,916.50
Deposits and Credits - 27 items						
Deposit	11/3/2003			X	390.00	390.00
Deposit	11/3/2003			X	273.70	663.70
Deposit	11/3/2003			X	604.05	1,267.75
Deposit	11/4/2003			X	332.90	1,600.65
Deposit	11/4/2003			X	1,911.14	3,511.79
Deposit	11/5/2003			X	350.30	3,862.09
Deposit	11/6/2003			X	256.00	4,118.09
Deposit	11/6/2003			X	1,648.36	5,766.45
Deposit	11/10/2003			X	512.00	6,278.45
Deposit	11/10/2003			X	319.45	6,597.90
Deposit	11/10/2003			X	586.90	7,184.80
Deposit	11/12/2003			X	11.00	7,195.80
Deposit	11/12/2003			X	257.55	7,453.35
Deposit	11/13/2003			X	551.19	8,004.54
Deposit	11/17/2003			X	556.61	8,561.15
Deposit	11/17/2003			X	581.65	9,142.80
Deposit	11/17/2003			X	454.00	9,596.80
Deposit	11/18/2003			X	514.65	10,111.45
Deposit	11/19/2003			X	405.65	10,517.10
Deposit	11/19/2003			X	167.25	10,684.35
Deposit	11/20/2003			X	607.50	11,291.85
Deposit	11/24/2003			X	364.00	11,655.85
Deposit	11/24/2003			X	546.77	12,202.62
Deposit	11/24/2003			X	377.12	12,579.74
Deposit	11/25/2003			X	450.10	13,029.84
Deposit	11/25/2003			X	4,968.68	17,998.52
Deposit	11/30/2003			X	3.44	18,001.96
Total Deposits and Credits					18,001.96	18,001.96
Total Cleared Transactions					5,085.46	5,085.46
Cleared Balance					5,085.46	12,403.42
Register Balance as of 11/30/2003					5,085.46	12,403.42
New Transactions						
Checks and Payments - 1 item						
Check	12/1/2003	1223	Orange County Aud...		-11,411.29	-11,411.29
Total Checks and Payments					-11,411.29	-11,411.29
Deposits and Credits - 18 items						
Deposit	12/1/2003				33.40	33.40
Deposit	12/1/2003				409.91	443.31
Deposit	12/1/2003				202.80	646.11
Deposit	12/1/2003				394.00	1,040.11
Deposit	12/1/2003				471.20	1,511.31
Deposit	12/2/2003				606.25	2,117.56
Deposit	12/4/2003				230.90	2,348.46
Deposit	12/4/2003				336.66	2,685.12
Deposit	12/8/2003				176.55	2,861.67
Deposit	12/8/2003				416.00	3,277.67
Deposit	12/8/2003				394.00	3,671.67
Deposit	12/9/2003				351.30	4,022.97
Deposit	12/11/2003				241.43	4,264.40
Deposit	12/11/2003				313.75	4,578.15
Deposit	12/15/2003				210.00	4,788.15
Deposit	12/15/2003				285.60	5,073.75

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Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 11/30/2003

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General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Deposit	12/15/2003				346.85	5,420.60
Deposit	12/16/2003				381.20	5,801.80
Total Deposits and Credits					5,801.80	5,801.80
Total New Transactions					-5,609.49	-5,609.49
Ending Balance					-524.03	6,793.93

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**Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 11/30/2003**

Agenda Item 15
Literacy Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,430.03
Cleared Transactions						
Deposits and Credits - 4 items						
Deposit	11/6/2003			X	25.86	25.86
Deposit	11/10/2003			X	25.86	51.72
Deposit	11/17/2003			X	12.93	64.65
Deposit	11/30/2003			X	1.60	66.25
Total Deposits and Credits					<u>66.25</u>	<u>66.25</u>
Total Cleared Transactions					<u>66.25</u>	<u>66.25</u>
Cleared Balance					<u>66.25</u>	<u>6,496.28</u>
Register Balance as of 11/30/2003					66.25	6,496.28
New Transactions						
Deposits and Credits - 6 items						
Deposit	12/1/2003				12.93	12.93
Deposit	12/1/2003				25.86	38.79
Deposit	12/4/2003				25.86	64.65
Deposit	12/8/2003				12.93	77.58
Deposit	12/15/2003				12.93	90.51
Deposit	12/16/2003				77.58	168.09
Total Deposits and Credits					<u>168.09</u>	<u>168.09</u>
Total New Transactions					<u>168.09</u>	<u>168.09</u>
Ending Balance					<u><u>234.34</u></u>	<u><u>6,664.37</u></u>

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 11/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,189.94
Cleared Transactions						
Checks and Payments - 49 items						
Check	10/8/2003	3607	Hubert Chim	X	-24.18	-24.18
Check	10/22/2003	3619	Esther P. Guzman	X	-272.82	-297.00
Check	10/22/2003	3642	Angelica Alatorre	X	-169.24	-466.24
Check	10/22/2003	3643	Denetra Gipson	X	-60.44	-526.68
Check	10/22/2003	3647	Jennifer Tarrío	X	-48.35	-575.03
Check	10/22/2003	3635	Shawn Robison	X	-117.86	-692.89
Check	10/22/2003	3630	Kristen Proffitt	X	-222.59	-915.48
Check	10/22/2003	3622	Arlene Mahru	X	-395.40	-1,310.88
Check	10/22/2003	3629	Barbara Phillips	X	-60.83	-1,371.71
Check	10/22/2003	3646	Hilda Rivera	X	-180.52	-1,552.23
Check	10/28/2003	2016	Tyese Wortham	X	-1,063.04	-2,615.27
Check	11/4/2003		Paychex	X	-14,126.14	-16,741.41
Check	11/5/2003	3682	Placentia Library Di...	X	-19.94	-16,761.35
Check	11/5/2003	3681	Orange County Aud...	X	-360.58	-17,121.93
Check	11/5/2003	3679	Hilda Rivera	X	-192.47	-17,314.40
Check	11/5/2003	3678	Melissa Porter	X	-160.18	-17,474.58
Check	11/5/2003	3676	Lorraine Gunderson	X	-324.37	-17,798.95
Check	11/5/2003	3675	Denetra Gipson	X	-96.71	-17,895.66
Check	11/5/2003	3669	Shawn Robison	X	-157.14	-18,052.80
Check	11/5/2003	3667	Joshua Robbins	X	-175.96	-18,228.76
Check	11/5/2003	3665	Beatrice V. Quintanar	X	-321.67	-18,550.43
Check	11/5/2003	3664	Kristen Proffitt	X	-132.64	-18,683.07
Check	11/5/2003	3655	Joyce G. Hampton	X	-331.10	-19,014.17
Check	11/5/2003	3654	Esther P. Guzman	X	-272.82	-19,286.99
Check	11/5/2003	3683	Nationwide Retirem...	X	-1,806.82	-21,093.81
Check	11/5/2003		Paychex	X	-7,085.21	-28,179.02
Check	11/5/2003	3651	Gary Bell	X	-101.44	-28,280.46
Check	11/5/2003	3652	Dorothy J. Cummings	X	-345.23	-28,625.69
Check	11/18/2003	2017	Shannon McCartney	X	-144.50	-28,770.19
Check	11/18/2003		Paychex	X	-14,216.71	-42,986.90
Check	11/19/2003	3711	Hubert Chim	X	-459.37	-43,446.27
Check	11/19/2003	3710	Angelica Alatorre	X	-193.41	-43,639.68
Check	11/19/2003	3705	Toby Silberfarb	X	-1,148.21	-44,787.89
Check	11/19/2003	3703	Shawn Robison	X	-189.88	-44,977.77
Check	11/19/2003	3701	Joshua Robbins	X	-175.96	-45,153.73
Check	11/19/2003	3699	Beatrice V. Quintanar	X	-321.67	-45,475.40
Check	11/19/2003	3713	Amanda Hopkins	X	-30.23	-45,505.63
Check	11/19/2003	3688	Joyce G. Hampton	X	-331.10	-45,836.73
Check	11/19/2003	3687	Esther P. Guzman	X	-272.82	-46,109.55
Check	11/19/2003	3686	Caroline Gurkweitz	X	-557.87	-46,667.42
Check	11/19/2003	3684	Dorothy J. Cummings	X	-239.80	-46,907.22
Check	11/19/2003	3714	Melissa Porter	X	-54.41	-46,961.63
Check	11/19/2003	3715	Hilda Rivera	X	-240.31	-47,201.94
Check	11/19/2003		Paychex	X	-7,612.06	-54,814.00
Check	11/19/2003	3716	Orange County Aud...	X	-627.08	-55,441.08
Check	11/19/2003	3717	Placentia Library Di...	X	-19.94	-55,461.02
Check	11/19/2003	3718	Nationwide Retirem...	X	-1,806.82	-57,267.84
Check	11/19/2003	3712	Lorraine Gunderson	X	-181.72	-57,449.56
Check	11/24/2003	2020	Gary Bell	X	-55.96	-57,505.52
Total Checks and Payments					-57,505.52	-57,505.52
Deposits and Credits - 4 items						
Deposit	10/31/2003			X	30,603.80	30,603.80
Deposit	11/14/2003			X	30,603.80	61,207.60
Deposit	11/19/2003		Paychex	X	87.33	61,294.93
Deposit	11/26/2003			X	30,603.80	91,898.73
Total Deposits and Credits					91,898.73	91,898.73
Total Cleared Transactions					34,393.21	34,393.21
Cleared Balance					34,393.21	60,583.15

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 11/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 9 items						
Check	10/8/2003	3609	Shantay losia		-48.35	-48.35
Check	10/31/2003		Wells Fargo Bank		-10.00	-58.35
Check	11/5/2003	3677	Shantay losia		-48.35	-106.70
Check	11/5/2003	3680	Jennifer Tarrio		-33.25	-139.95
Check	11/19/2003	3698	Kristen Proffitt		-55.96	-195.91
Check	11/19/2003	2018	Shantay losia		-280.82	-476.73
Check	11/19/2003	2019	Jennifer Tarrio		-66.50	-543.23
Check	11/19/2003	3694	Laranne Millonzi		-453.25	-996.48
Check	11/26/2003	2021	Rebecca Messenger		-280.31	-1,276.79
Total Checks and Payments					-1,276.79	-1,276.79
Total Uncleared Transactions					-1,276.79	-1,276.79
Register Balance as of 11/30/2003					33,116.42	59,306.36
New Transactions						
Checks and Payments - 42 items						
Check	12/2/2003		Paychex		-16,750.05	-16,750.05
Check	12/3/2003	3747	Denetra Gipson		-193.41	-16,943.46
Check	12/3/2003	3748	Lorraine Gunderson		-319.43	-17,262.89
Check	12/3/2003	3749	Amanda Hopkins		-84.62	-17,347.51
Check	12/3/2003	3750	Shantay losia		-108.80	-17,456.31
Check	12/3/2003	3752	Hilda Rivera		-162.59	-17,618.90
Check	12/3/2003	3753	Jennifer Tarrio		-72.53	-17,691.43
Check	12/3/2003	3754	Orange County Aud...		-166.08	-17,857.51
Check	12/3/2003	3755	Placentia Library Di...		-19.94	-17,877.45
Check	12/3/2003	3757	Nationwide Retirem...		-1,806.82	-19,684.27
Check	12/3/2003	3746	Hubert Chim		-181.33	-19,865.60
Check	12/3/2003	3745	Angelica Alatorre		-145.06	-20,010.66
Check	12/3/2003	3738	Shawn Robison		-204.61	-20,215.27
Check	12/3/2003	3736	Joshua Robbins		-136.71	-20,351.98
Check	12/3/2003	3734	Beatrice V. Quintanar		-321.67	-20,673.65
Check	12/3/2003	3733	Kristen Proffitt		-55.96	-20,729.61
Check	12/3/2003	3725	Joyce G. Hampton		-331.10	-21,060.71
Check	12/3/2003	3724	Esther P. Guzman		-272.82	-21,333.53
Check	12/3/2003	3721	Dorothy J. Cummings		-155.63	-21,489.16
Check	12/3/2003	3720	Gary Bell		-181.07	-21,670.23
Check	12/3/2003		Paychex		-7,934.85	-29,605.08
Check	12/3/2003	3751	Melissa Porter		-120.88	-29,725.96
Check	12/16/2003		Paychex		-17,132.69	-46,858.65
Check	12/17/2003		Paychex		-7,501.41	-54,360.06
Check	12/17/2003	3758	Dorothy J. Cummings		-54.59	-54,414.65
Check	12/17/2003	3761	Esther P. Guzman		-272.82	-54,687.47
Check	12/17/2003	3762	Joyce G. Hampton		-331.10	-55,018.57
Check	12/17/2003	3771	Barbara Phillips		-276.22	-55,294.79
Check	12/17/2003	3772	Beatrice V. Quintanar		-364.16	-55,658.95
Check	12/17/2003	3774	Joshua Robbins		-229.76	-55,888.71
Check	12/17/2003	3776	Shawn Robison		-270.09	-56,158.80
Check	12/17/2003	3783	Angelica Alatorre		-241.77	-56,400.57
Check	12/17/2003	3785	Denetra Gipson		-96.71	-56,497.28
Check	12/17/2003	3786	Lorraine Gunderson		-358.90	-56,856.18
Check	12/17/2003	3787	Amanda Hopkins		-48.35	-56,904.53
Check	12/17/2003	3788	Melissa Porter		-117.87	-57,022.40
Check	12/17/2003	3789	Hilda Rivera		-270.21	-57,292.61
Check	12/17/2003	3790	Jennifer Tarrio		-54.41	-57,347.02
Check	12/17/2003	3791	Orange County Aud...		-166.08	-57,513.10
Check	12/17/2003	3792	Placentia Library Di...		-19.94	-57,533.04
Check	12/17/2003	3793	Nationwide Retirem...		-1,806.82	-59,339.86
Check	12/17/2003	3784	Hubert Chim		-120.88	-59,460.74
Total Checks and Payments					-59,460.74	-59,460.74

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Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 11/30/2003

Agenda Item 15
Payroll Fund Checking-WF
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Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Deposit	12/12/2003				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total New Transactions					-28,856.94	-28,856.94
Ending Balance					4,259.48	30,449.42

2011/12/16/03

ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 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	985.68	63	0.00	0	985.68	63	195.60	8	1,181.28	71
Adult Circulating Non-Fiction	759.40	43	0.00	0	759.40	43	619.39	30	1,378.79	73
Adult Reference	590.48	10	0.00	0	590.48	10	52.95	2	643.43	12
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	1,500.64	4	0.00	0	1,500.64	4	0.00	0	1,500.64	4
Total Adult Non-Fiction	2,850.52	57	0.00	0	2,850.52	57	672.34	32	3,522.86	89
TOTAL ADULT PRINT MATERIALS	3,836.20	120	0.00	0	3,836.20	120	867.94	40	4,704.14	160
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	904.77	14	0.00	0	904.77	14	0.00	0	904.77	14
Total Adult Audio	904.77	14	0.00	0	904.77	14	0.00	0	904.77	14
Adult Video Educational	1,717.76	34	0.00	0	1,717.76	34	110.00	8	1,827.76	42
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	585.00	32	585.00	32
Total Adult Video	1,717.76	34	0.00	0	1,717.76	34	695.00	40	2,412.76	74
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	2,622.53	48	0.00	0	2,622.53	48	695.00	40	3,317.53	88
TOTAL ADULT MATERIALS	6,458.73	168	0.00	0	6,458.73	168	1,562.94	80	8,021.67	248
Juvenile Fiction	1,128.91	66	0.00	0	1,128.91	66	117.90	10	1,246.81	76
Juvenile Circulating Non-Fiction	811.73	46	0.00	0	811.73	46	23.95	2	835.68	48
Juvenile Reference	10.00	1	0.00	0	10.00	1	0.00	0	10.00	1
Juvenile Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	821.73	47	0.00	0	821.73	47	23.95	2	845.68	49
TOTAL JUVENILE PRINT MATERIALS	1,950.64	113	0.00	0	1,950.64	113	141.85	12	2,092.49	125
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	97.84	3	0.00	0	97.84	3	0.00	0	97.84	3
Total Juvenile Audio	97.84	3	0.00	0	97.84	3	0.00	0	97.84	3
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	67.00	5	67.00	5
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	125.00	10	125.00	10
Total Juvenile Video	0.00	0	0.00	0	0.00	0	192.00	15	192.00	15
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	97.84	3	0.00	0	97.84	3	192.00	15	289.84	18
TOTAL JUVENILE MATERIALS	2,048.48	116	0.00	0	2,048.48	116	333.85	27	2,382.33	143
Total Fiction	2,114.59	129	0.00	0	2,114.59	129	313.50	18	2,428.09	147
Total Non-Fiction	3,672.25	104	0.00	0	3,672.25	104	696.29	34	4,368.54	138
Total Audio	1,002.61	17	0.00	0	1,002.61	17	0.00	0	1,002.61	17
Total Video	1,717.76	34	0.00	0	1,717.76	34	887.00	55	2,604.76	89
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	8,507.21	284	0.00	0	8,507.21	284	1,896.79	107	10,404.00	391

OUTSTANDING ORDERS AS OF NOVEMBER 30, 2003

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$21,303.91	\$3,582.29	\$24,886.20

ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF NOVEMBER 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	1,963.42	133	111	5,165.70	342	310	7,129.12	475	421	830.98	38	38	7,960.10	513	459
Adult Circulating Non-Fiction	1,853.59	102	97	7,102.89	326	314	8,956.48	428	411	2,957.89	129	123	11,914.37	557	534
Adult Reference	8,496.09	31	14	2,267.05	33	29	10,763.14	64	43	527.75	15	14	11,290.89	79	57
Adult Print Continuations	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuations	13,773.19	9	9	0.00	0	0	13,773.19	9	9	0.00	0	0	13,773.19	9	9
Total Adult Non-Fiction	24,431.46	152	130	9,369.94	359	343	33,801.40	511	473	3,485.64	144	137	37,287.04	655	610
TOTAL ADULT PRINT MATERIALS	26,394.88	285	285	14,535.64	701	653	40,930.52	986	894	4,316.62	182	175	45,247.14	1,168	1,069
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	2,696.83	39	39	2,733.72	49	42	5,430.55	88	81	24.95	1	1	5,455.50	89	82
Total Adult Audio	2,696.83	39	39	2,733.72	49	42	5,430.55	88	81	24.95	1	1	5,455.50	89	82
Adult Video Educational	1,717.76	34	30	1,692.16	118	65	3,409.92	152	95	185.00	13	13	3,594.92	165	108
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	755.00	40	40	1,308.90	79	63
Total Adult Video	1,717.76	34	30	2,246.06	157	88	3,963.82	191	118	940.00	53	53	4,903.82	244	171
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	4,414.59	73	69	4,979.78	206	130	9,394.37	279	199	964.95	54	54	10,359.32	333	253
TOTAL ADULT MATERIALS	30,809.47	358	354	19,515.42	907	783	50,324.89	1,265	1,093	5,281.57	236	229	55,606.46	1,501	1,322
Juvenile Fiction	1,227.15	74	72	299.37	18	18	1,526.52	92	90	568.37	58	57	2,094.89	150	147
Juvenile Circulating Non-Fiction	811.73	46	46	338.43	20	20	1,150.16	66	66	213.67	17	13	1,363.83	83	79
Juvenile Reference	10.00	1	1	239.16	4	4	249.16	5	5	0.00	0	0	249.16	5	5
Juvenile Print Continuations	278.05	2	1	285.87	2	2	563.92	4	3	0.00	0	0	563.92	4	3
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	1,498.78	50	49	863.46	26	26	2,362.24	76	75	213.67	17	13	2,575.91	93	88
TOTAL JUVENILE PRINT MATERIALS	2,725.93	124	121	1,162.83	44	44	3,888.76	168	165	782.04	75	70	4,670.80	243	235
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	230.21	5	5	1,417.57	36	33	1,647.78	41	38	0.00	0	0	1,647.78	41	38
Total Juvenile Audio	230.21	5	5	1,432.57	37	34	1,662.78	42	39	0.00	0	0	1,662.78	42	39
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	577.00	42	41	577.00	42	41
Juvenile Video Entertainment	0.00	0	0	39.33	1	1	39.33	1	1	655.00	50	49	694.33	51	50
Total Juvenile Video	0.00	0	0	39.33	1	1	39.33	1	1	1,232.00	92	90	1,271.33	93	91
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	230.21	5	5	1,471.90	38	35	1,702.11	43	40	1,232.00	92	90	2,934.11	135	130
TOTAL JUVENILE MATERIALS	2,956.14	129	126	2,634.73	82	79	5,590.87	211	205	2,014.04	167	160	7,604.91	378	365
Total Fiction	3,190.57	207	183	5,465.07	360	328	8,655.64	567	511	1,399.35	96	95	10,054.99	663	606
Total Non-Fiction	25,930.24	202	179	10,233.40	385	369	36,163.64	587	548	3,699.31	161	150	39,862.95	748	698
Total Audio	2,927.04	44	44	4,166.29	86	76	7,093.33	130	120	24.95	1	1	7,118.28	131	121
Total Video	1,717.76	34	30	2,285.39	158	89	4,003.15	192	119	2,172.00	145	143	6,175.15	337	262
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	33,765.61	487	436	22,150.15	989	862	55,915.76	1,476	1,298	7,295.61	403	389	63,211.37	1,879	1,687

Summary of Current Status of Unique Management Accounts
December 1, 2003

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	10	531	4	585.44	0
September	10	535	3	815.23	0
October	18	548	6	952.92	0
November	15	554	3	475.41	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	69	0	22	3732.37	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 11/30/2003 3:51 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 11/30/2003

Accounts Submitted	:	881	Dollars Submitted	:	80,705.59	Dollars Received	:	26,395.18
Bankruptcies	:	3	Dollars in Bankruptcy	:	319.65	Material Returned	:	12,414.65
Incorrect Addresses	:	111	Dollars in Skips	:	6,802.46	Dollars Waived	:	2,514.88
Patron Disputes/Suspends	:	2	Dollars in Dispute	:	87.70	Total Activated	:	52,979.92
Accounts in Process	:	765	Dollars in Process	:	71,298.59	% of Dollars Activated	:	74.31%
# of Accounts Activated	:	554						
% of Accounts Activated	:	72.42%						



TO: Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: December 22, 2003
SUBJECT: **GIFT REPORT**

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

ADOPT A BOOK DONATIONS

Susan Hillman	Dhaval Dagli
Placentia Disposal	Dixie Shaw
Judith & Edward Sowell	Hermelinda Andrade
Keith Dombroski	Marilyn Martin
Karen Cain	Thomas & Joan Dressel
Richard & Phyllis DeVecchio	Frances Stoller
Patricia Hayes	James & Sara McClure
Kristie Amaya	Carol Bednar
Jo Ann Nelson	John Milton
Jose de la Torre	Deborah Osen Hancock
Charles Jarusek	Beverly Brombach
Edward Hartmann	Susan Toman
Abby Cook	Elizabeth Clarke
Alice Miller	Union Bank of California
Carolyn Davis	Karen Lee Cole
Deborah Vincent	Lisa Quental
John Wheatley	Lynda Baker
Colleen Delmay Thomas	

TOTAL ADOPT A BOOK DONATIONS: \$1,610.01

BOOK ENDOWMENT FUND

Friends of Placentia Library

TOTAL BOOK ENDOWMENT FUND \$226.26

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS \$1,836.27



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Building Maintenance Report for November 2003**
DATE: December 22, 2003

HVAC: 11/03/03 – Routine Maintenance
11/04/03 – Clean Condenser Coils

Plumbing: 11/20/03 – Install new faucets in public restrooms.

Electrical: 11/17/03 – Replace main switch.

Exterminator: No service calls in November.

General Contractor: 11/14/03 – Install two bulletin boards in Literacy
11/17/03 – Brace book shelves in History Room Workroom
11/19/03 – Lower corner roof drain and install drain at low spot in roof

Door Service: 11/17/03 – Service and align front doors


Lighting: 11/05/03 – Replace burned out light bulbs throughout Library

Carpet Cleaners: 11/21/03 – Clean Meeting Room carpet

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Personnel Report for November 2003
DATE: December 22, 2003

RESIGNATIONS:

Jillian Rakos, Children's Librarian, effective 12/29/03

APPOINTMENTS:

None

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

SUBJECT: Volunteer Report for Month of November 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 November	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	6.00	34.50	Sep-95	792.00
Backes, Theresa	4.00	32.50	Jun-98	372.25
Bart, Lillian	6.00	52.00	May-01	320.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	16.75	69.00	Mar-03	90.50
Boelman, Marge	0.00	10.25	Apr-01	156.00
Botha, Jill	3.00	17.00	Nov-01	61.00
Clugston, Patricia	5.75	40.25	Jun-98	473.00
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	6.00	40.00	Jul-03	40.00
Dell, Lyla	19.75	147.25	Aug-98	989.25
Fioroni, Pete	2.00	34.00	Mar-97	304.25
Fitzgerald, Joan	9.00	36.75	Oct-93	2,162.75
Frazee, Kathy	0.00	2.00	Jul-02	7.00
Godwin, Nita	8.25	33.25	Feb-96	328.25
Haagen, John	3.25	24.00	Jan-00	91.00
Hathaway, Eugenia	2.00	2.00	Nov-03	2.00
Hemmerling, Barbara	11.00	52.25	Sep-95	658.25
Henderson, Jan	0.00	3.00	Oct-03	3.00
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	0.00	8.00	Oct-95	274.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	45.50	226.50	Feb-96	3,064.50
Jertberg, Pat	9.00	77.50	Apr-98	983.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	15.00	90.50	Jan. 03	161.00
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	7.50	48.00	Oct-95	1,262.25
Olson, Bob	4.00	16.00	Sep-95	478.00
Pence, Thomas	10.50	24.50	Jan-99	297.50
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	18.00	130.00	May-02	433.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	4.00	34.00	Feb-00	230.00
Salem, Rose	2.00	32.00	Oct-00	259.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	8.00	38.00	Aug-02	118.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	14.00	85.00	Apr-98	538.25
Scott, Linda	0.00	15.25	Jul-03	15.25
Segovia, Inez	12.00	47.50	Jun-03	49.50
Shaw, Dixie	1.50	5.00	May-94	217.50
Silverman, Pat	8.00	48.00	Jul-03	48.00
Stoller, Frances	2.00	8.00	May-96	146.00
Thum, Margo	4.00	4.00	Nov-03	4.00
Tollefson, Jerry	2.00	20.00	Jul-03	20.00
Walker, Jim	1.50	1.50	Nov-03	1.50
Walker, Virginia	7.50	7.50	Mar-99	140.75
Wymer, Betty	13.00	58.75	Jan-96	979.00
TOTAL	291.75	1673.00		18,842.00

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04			FY03/04	
	November	YTD		November	YTD
Arzu, Robert	4.00	25.50	Liu, Denise	0.00	38.50
Benites, Brenda	6.00	34.50	Mamtora, Niyati	0.00	0.00
Bishtawi, Stephen	0.00	12.00	Maru, Vik	0.00	6.00
Boris, Tara	0.00	12.25	Miladi, Omid	0.00	20.00
Born, Ashley	0.00	14.00	Miranda, Aurora	3.00	5.50
Cha, Helen	0.00	9.50	Moua, Andy	0.00	0.00
Chau, David	0.00	24.25	Moua, Judy	0.00	0.00
Chun, Andrea	4.00	19.75	Mrotz, Michael	0.00	0.00
Chun, Sophia	0.00	13.75	Negrete, Adriana	2.00	2.00
Eng, Jonathan	0.00	22.00	William Ortiz	2.00	2.00
Eng, Lawrence	0.00	41.25	Park, Jung	10.00	40.50
Ford, Chris	7.50	29.50	Pond, Cassie	0.00	19.50
Fukunaga, Alysa	0.00	12.50	Rodriguez, Daniel	0.00	26.50
Guerra, Philip	12.00	12.00	Rodriguez, Rene	0.00	9.75
Ho, Evelyn	0.00	0.00	Rosete, Jeremy	3.00	11.00
Jaini, Durga	0.00	5.25	Shah, Mihir	0.00	0.00
Javier, Vonn	0.00	6.25	Shah, Soham	0.00	22.75
Jiye, Angela	0.00	10.50	Tan, Hannah	1.00	17.00
Kou, Albert	0.00	1.00	Thomas, Tiffany	0.00	17.00
Lamberson, Annie	0.00	14.25	Tjoarman, Arlene	0.00	25.50
Lee, Jaclyn	0.00	0.00	Tran, Michael	0.00	110.50
Lee, Edward	2.00	20.00	Valencia, Adrianna	0.00	10.50
Lemos, Vanessa	40.00	40.00	Waterson, Elizabeth	0.00	11.50
TOTAL	75.50	380.00	TOTAL	21.00	396.00

TOTAL Library Volunteer Hours	388.25
TOTAL Literacy Volunteer Hours	805.00
TOTAL VOLUNTEERS HOURS	1193.25

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

	Regular/Temp. Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00		564.00	586.00	504.00	
January	387.25	356.50	425.00		797.00	586.00	504.00	
February	376.75	359.75	492.00		617.00	600.00	534.00	
March	377.25	399.00	340.00		622.50	600.00	767.00	
April	457.25	299.75	533.25		656.00	600.00	502.00	
May	393.00	371.50	555.50		1,204.50	588.00	500.00	
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>		<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	
	4905.00	7191.10	5256.75		8,712.00	7777.50	9380.00	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 November	FY03/04 YTD	Cumulative		FY03/04 November	FY03/04 YTD	Cumulative
Ablir, Victoria	-	30.00	39.00	Healey, Kathleen	6.00	30.00	260.00
Acevedo, Marta	12.00	66.00	102.00	Heer, Kim	6.00	30.00	247.00
a La Torre, Angelica	6.00	12.00	12.00	Hilleweart, Heather	6.00	30.00	42.00
Bayne, Linda	6.00	30.00	160.00	Hopkins, Amanda	6.00	122.00	12.00
Bazell, Laura	6.00	30.00	90.00	Howell, Anne	6.00	30.00	48.00
Becerril, Esther	-	24.00	42.00	Hu, Lisa	-	24.00	82.00
Becil, Emily	-	18.00	72.00	Humple, Phyllis	4.00	20.00	150.00
Belekjian, Maria	6.00	48.00	66.00	Hugar, Jessica	6.00	30.00	87.00
Bello, Dominic	12.00	18.00	18.00	Hutton, Katherine (Kate)	6.00	30.00	258.00
Bernardino, Maria	6.00	30.00	54.00	Imbler, Wolf	-	24.00	42.00
Bonasuro, Amber	6.00	30.00	96.00	Inta, Lisa	6.00	30.00	36.00
Bowen, Laura	-	24.00	30.00	Iosia, Shantay	6.00	12.00	12.00
Brackett, Jim	6.00	30.00	111.00	Jara, Sandra	30.00	36.00	36.00
Brzovic, Kathy	6.00	30.00	48.00	Jung, Daniel	12.00	18.00	18.00
Bui, Tiffany	-	18.00	36.00	Kelly, Jerry	-	24.00	105.00
Bull, Sophie	-	18.00	96.00	Khamphanh, Molly	6.00	30.00	48.00
Busam, Mary	-	24.00	57.00	Kilpatrick, Amy	-	24.00	39.00
Casdorph, Tracy	-	24.00	36.00	Kishida, Rita	-	18.00	72.00
Cha, Sally	6.00	30.00	48.00	Kraus, Jennifer	-	18.00	60.00
Chandrasekaram, Vinolie	6.00	30.00	68.00	Krisinger, Elizabeth	-	24.00	78.00
Chen, April	6.00	30.00	135.00	Lasker, Marilyn	6.00	30.00	211.00
Chen, Wen	6.00	30.00	42.00	Le, Daniel	-	24.00	30.00
Chim, Hubert	6.00	12.00	112.00	Lee, Wilma	-	18.00	72.00
Choi, Jason	-	24.00	78.00	Leslie, Sandra	6.00	30.00	260.00
Chopna, Reema	-	24.00	42.00	Licano, Katie	-	18.00	66.00
Coffee, Nancy	6.00	30.00	367.00	Livezey, June	12.00	60.00	206.00
Cotter, Capri	12.00	18.00	18.00	Loon, Chris	-	24.00	30.00
Covey, Debra	-	18.00	66.00	Lopez, Maria	6.00	30.00	84.00
Cuceloglu, Haken	-	18.00	36.00	Luckett, Emily	-	24.00	36.00
Curtis, Daniel	-	24.00	192.00	Maguire, Joanne	-	-	54.00
DeFrietas, Genie	12.00	18.00	18.00	Malkowicz, Edward	12.00	60.00	232.00
Dhupan, Ankush	-	18.00	48.00	Margarit, Georgiana	-	-	18.00
Diaz, Cynthia	-	24.00	52.00	Martlaro, Diane	12.00	78.00	540.00
Diaz, Monica	-	24.00	70.00	Massaro, Lauren	6.00	30.00	48.00
DeFrietas, Genie	12.00	12.00	12.00	McBain, Frances	6.00	30.00	42.00
Donotrio, Susan	6.00	30.00	99.00	McBentez, Kathy	6.00	30.00	126.00
Dorris, Rosita	-	18.00	36.00	McGrath, Patricia	6.00	30.00	42.00
Draper, Krispa	6.00	30.00	108.00	McLead, Shivan	6.00	30.00	36.00
Dudka, Julia	12.00	18.00	18.00	Medland, Karen	-	-	146.00
Duran, Paul	18.00	24.00	24.00	Meza, Jack	-	-	116.00
Eckels, Krys	6.00	30.00	48.00	Mohr, Kelsey	-	18.00	93.00
Economou, Christina	6.00	30.00	42.00	Monreal, Greg	-	24.00	36.00
Elmore, Sylvia	6.00	30.00	84.00	Mostatabi, Roxana	-	24.00	42.00
Espinosa, Jaclyn	-	18.00	30.00	Murray, Edward	-	-	230.00
Farno, Fariba	6.00	30.00	102.00	Nava, Marcella	12.00	18.00	18.00
Finley, Virginia	6.00	30.00	60.00	Navarro, Nicole	6.00	30.00	48.00
Fitsimons-Diaz, Chelsea	6.00	30.00	75.00	Nguyen, Mike	-	24.00	42.00
Franco, Hilda	12.00	30.00	84.00	Noss, Linda	-	18.00	102.00
Fuentes, Carlos	6.00	30.00	36.00	Okamura, Lynn	-	18.00	75.00
Gallagher, Kenni	-	18.00	68.00	Paez, Vicki	6.00	30.00	66.00
Gast, Polly	6.00	30.00	1,703.00	Patel, Deepa	6.00	30.00	196.00
Gillespie, Justin	-	24.00	36.00	Patel, Vani	6.00	30.00	48.00
Gipson, Deinetra	6.00	12.00	12.00	Patino, Ashley	-	18.00	36.00
Glines, Alexi	-	24.00	36.00	Patino, Nicole	-	18.00	42.00
Glines, Ellen	-	24.00	36.00	Pelto, Ernest	6.00	30.00	152.00
Gomez, Juanita	6.00	30.00	142.00	Peyre, Isa	6.00	30.00	72.00
Gonzalez, Rosemarie	12.00	18.00	18.00	Pineda, Guadalupe	-	18.00	66.00
Gonzalez, Emmanuel	-	24.00	48.00	Porter, Melissa	12.00	12.00	12.00
Gonzalez, Luis	-	24.00	36.00	Precht, Jeanette	6.00	30.00	117.00
Gonzalez, Natasha	-	18.00	81.00	Ring, Diane	-	24.00	84.00
Goodman, Dale	-	36.00	3,441.00	Rivera, Hilda	12.00	24.00	24.00
Guerrero, Christine	6.00	30.00	42.00	Rodriguez, Claudia	6.00	30.00	42.00
Guerrero, Lavone	6.00	30.00	48.00	Rodriguez, David	-	24.00	72.00
Gunderson, Lorraine	12.00	24.00	24.00	Rodriguez, Kenia	51.00	63.00	113.00
Hamacher, Holly	6.00	30.00	42.00	Rodriguez, Maria	6.00	30.00	42.00
Hatch, Bill	6.00	30.00	99.00	Sanders, Asia	12.00	12.00	12.00
Hawkins, Christina	6.00	30.00	54.00	Sandoval, Lizbeth	6.00	12.00	73.00

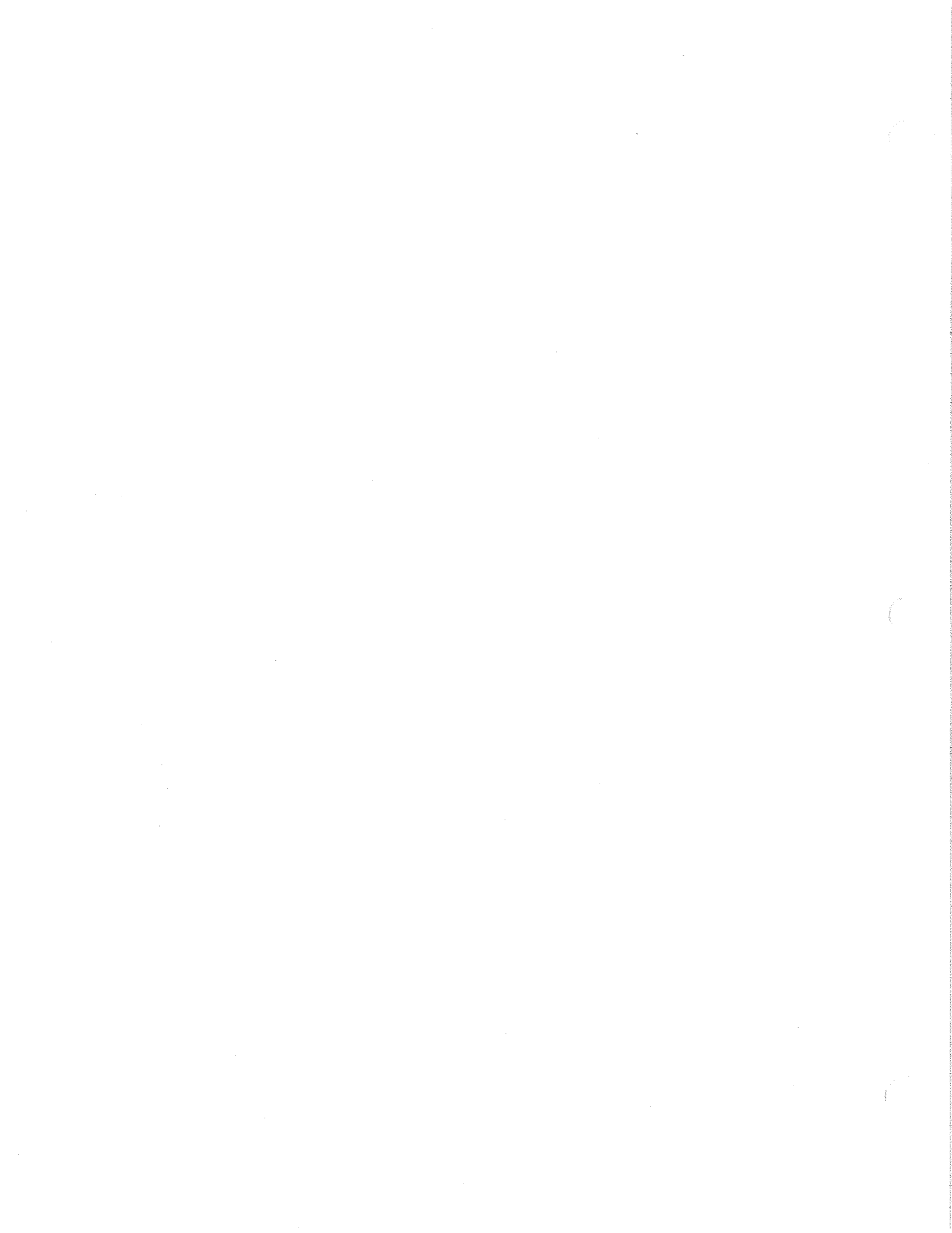
Literacy Hours continued

REGULAR	FY03/04 November	FY03/04 YTD	Cumulative
Saulifer, Gregory	12.00	18.00	18.00
Schaal, Linda	6.00	30.00	171.00
Sgobba, Jackie	12.00	48.00	78.00
Shah, Jay	-	24.00	72.00
Shah, Soham	-	24.00	30.00
Shah, Sweny	6.00	30.00	120.00
Skimizu, Ken	12.00	60.00	367.00
Sosa, Mathew	-	18.00	38.00
Studer, Michelle	12.00	12.00	12.00
Stutzman, Mark	6.00	30.00	48.00
Tania, Jennifer	6.00	12.00	12.00
Teeter, Robert	-	18.00	78.00
Thatcher, Kaitlyn	-	-	26.00
Thieu, Dominique	-	12.00	12.00
Thomas, Peggy	6.00	30.00	77.00
Tierney, Ryan	12.00	12.00	12.00
Tomlin, Jennifer	6.00	30.00	55.00
Tran, Victor	-	24.00	36.00
Tranquill, Jill	6.00	30.00	48.00
Trotter, Cynthia	6.00	30.00	105.00
Truong, Christine	6.00	30.00	99.00
Truong, Will	-	18.00	81.00
Uribe, Yajaira	6.00	30.00	60.00
Valle, Ana	6.00	30.00	55.00
Vasani, Sheena	6.00	30.00	42.00
Vasquez, Johanna	6.00	30.00	57.00
Vu, Elizabeth	-	6.00	108.00
Vukovick, Kathy	6.00	30.00	174.00

Total	805.00	4,207.00	17,554.00
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Placentia Library District
Circulation Report
December 1, 2003

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 November	FY02-03 November
1st Time Checkouts	26,930	25,736	4.64%	11,036	9,944
Phone Renewals	2,807	2,933	-4.30%	2,001	1,445
In-Building Renewals	942	843	11.74%	371	332
Total Renewals	3,749	3,776	-0.72%	2,372	1,777
TOTAL CHECKOUTS	30,679	17,791	72.44%	13,408	11,721
On-Time Checkins	27,208	28,095	-3.16%	11,021	11,387
Late Checkins	898	2,393	-62.47%	1,033	1,296
TOTAL CHECKINS	28,106	30,488	-7.81%	12,054	12,683
Holdings Placed	453	660	-31.36%	279	254
Holdings Cancelled	18	48	-62.50%	15	4
Holdings Filled	2,311	504	358.53%	783	108
Holdings Expired	0	16	-100.00%	0	10
Patrons Registered	774	788	-1.78%	418	439
Titles Added	1,777	1,058	67.96%	1,614	847
Volumes Added	1,832	2,098	-12.68%	1,641	1,846
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	12,121	16,241	-25.37%	5,854	9,851
Juvenile Print	15,221	16,264	-6.41%	6,228	7,169
Total Print	27,342	32,505	-15.88%	12,082	17,020
Audio	1,461	2,386	-38.77%	702	1,541
Visual	2,477	3,241	-23.57%	1,234	1,807
Equipment	0	0	0.00%	0	0
Total Audio Visual	3,938	5,627	-30.02%	1,936	3,348
TOTAL CIRCULATION	31,280	38,132	-17.97%	14,018	20,368
Placentia Circulation	19,997	21,560	-7.25%	8,395	10,303
%Placentia Circulation	63.93%	56.54%	13.07%	59.89%	50.58%
Anaheim/Yorba Linda Circulation	4,743	5,094	-6.89%	2,593	2,154
%Anaheim/Yorba Linda Circulation	15%	13.36%	13.51%	18%	11%
TYPES OF ACTIVE BORROWERS					
Adult	20,838	17,645	-46.81%	9,608	7,752
Young Adult	584	1,098	-46.81%	296	344
Juvenile	6,780	6,693	1.30%	2,900	3,014
New Borrower	2,632	1,635	60.98%	987	1,133
Non Resident	0	1,102		0	1,102
Other (staff)	458	206		231	206
TOTAL ACTIVE BORROWERS	31,292	28,379	10.26%	14,022	13,551
TOTAL REGISTERED BORROWERS	37,011	32,745	13.03%	19,018	16,475
ATTENDANCE	77,446	78,330	-1.13%	46,395	44,286
Adult Reference-In Building	1,660	1,850	-10.27%	901	804
Adult Reference-Telephone	272	287	-5.23%	137	129
Children's Reference-In Building	654	2,392	-72.66%	562	447
Children's Reference-Telephone	29	447	-93.51%	24	32
Total Adult Reference	1,889	2,137	-11.61%	1,038	933
Total Children's Reference	683	2,839	-75.94%	586	479
Total in Building Reference	2,314	4,242	-45.45%	1,463	1,251
Total Telephone Reference	301	734	-58.99%	161	161
TOTAL REFERENCE	2,615	4,976	-47.45%	1,624	1,412



PLACENTIA INVOICES

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	09/07/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/08/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/07/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/04/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	02/07/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	03/07/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	04/05/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	05/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	06/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	07/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	08/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	07/10/20	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	08/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	09/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	01/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	02/11/03		1,269.07	762.39				2,031.46
Mar-03	03/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	04/07/03	35,884.16	1,263.68	762.39	269.45		7.17	38,186.85
May-03	06/05/03	3,712.49	1,150.57	650.77	107.50		7.20	5,628.53
Jun-03	07/24/03	4,522.91	1,150.57	650.77	207.50		7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50		7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17		7.23	7,472.74
Dec-03								0.00
Jan-04								0.00
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		20,967.73	7,302.00	3,022.60	1,950.17	0.00	36.05	33,278.55
AVG		4,193.55	1,460.40	604.52	390.03		7.21	6,655.71

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

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03	1,127.53	174.00		1,301.53	650.77
Jun-03	1,127.53	174.00		1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03				0.00	0.00
Jan-04				0.00	0.00
Feb-04				0.00	0.00
Mar-04				0.00	0.00
Apr-04				0.00	0.00
May-04				0.00	0.00
Jun-04				0.00	0.00
TOTAL	5,175.20	870.00	0.00	6,045.20	3,022.60
AVG	1,035.04	174.00	0.00	1,209.04	604.52

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

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03	382.24	234.40	63.58		447.04	1,127.26
Jun-03	382.24	234.40	63.58		447.04	1,127.26
TOTAL	4,586.88	2,812.80	762.96	0.00	6,035.04	14,197.68
AVG	382.24	234.40	63.58	0.00	502.92	1,183.14

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	1,423.60	1,202.40	302.80	0.00	2,246.40	5,175.20
AVG	284.72	240.48	60.56	0.00	449.28	1,035.04

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

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03	8.00	8.00	2.00	0.00	24.00	42.00
May-03	8.00	8.00	2.00	0.00	16.00	34.00
Jun-03	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	96.00	96.00	24.00	0.00	216.00	432.00
AVG	8.00	8.00	2.00	0.00	18.00	36.00

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	40.00	40.00	10.00	0.00	80.00	170.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: LOCAL Action Alert

LOCAL Action Alert!

DON'T LET UP!

**CALL YOUR SENATOR AND ASSEMBLY MEMBER
TODAY!**

Legislators and Governor Reportedly Close to Deal on Fiscal Package. We Must Keep Up the Pressure and Make Sure Lawmakers Take Care of the City/County VLF Backfill as Part of Any Fiscal Recovery Solution. Urge Legislators to appropriate a FULL Backfill, Not Just a Partial Fix.

Today's news conferences in Sacramento and other major media markets were a success, garnering statewide media coverage reinforcing that today is "D-Day" for local services and stressing the need for immediate legislative action. In addition, hundreds of local elected officials, public safety representatives and local government employees walked the halls of the State Capitol and urged Senators, Assembly Members and their staffs to ACT IMMEDIATELY to appropriate a full backfill to reimburse cities and counties for lost Vehicle License Fee revenues.

Thank you for all of your efforts to date. We are having an impact. **BUT WE CANNOT LET UP.** We're getting reports that one or more of the "backfill bills" -- ABX5 7 (Lowenthal), SBX5 1 (Bruitte) and ABX5 3 (Cox) -- could be set for hearing in committee as early as tomorrow, most likely one of the Assembly bills. We're also hearing that Legislators and the Governor may be close to a deal on a bond/ spending cap package, but the package may include only a partial backfill to cities and counties for VLF losses.

We must keep the pressure on legislators to ensure that they act -- right away -- to appropriate the FULL backfill to cities and counties as part of any fiscal recovery package.

ACTION ALERT: PLEASE CALL YOUR SENATOR AND ASSEMBLY MEMBER TODAY AND TOMORROW!

- ✓ Using the attached talking points as a guide, please call your State Senator and Assembly Member TODAY and urge them to immediately pass one of the VLF backfill bills (SBX5 1, ABX5 7, and/or ABX5 3). **Full Funding of the VLF Backfill Must Be Part of the Deal.** It would be irresponsible for the Legislature and Governor to solve the state's fiscal crisis and leave the VLF backfill even partially unfunded. REAL local services are at stake.

- ✓ Please call your Senator and Assembly member in their local district office AND their Sacramento office. Numbers for both can be found by typing in your address at the following link: <http://congress.org/congressorg/officials/state/?|v|=C&state=ca>.

- ✓ Please send an email to bcastillo@bickerassociates.com letting us know you've called your Senators and Assembly Members.

Thank you for your continued efforts. Please call (916) 443-0872 for additional information or visit the LOCAL website at www.calocal.org.

To: eminter@placentiallibrary.org
From: gneill@cda.net
Subject: CSDA Weekly Legislative Update - November 26, 2003

 CSDA Alliance Legislative Information

CSDA Weekly Legislative Update for November 26, 2003

CSDA PRESIDENT BILL MILLER TESTIFIES AT SENATE LOCAL GOVERNMENT COMMITTEE INTERIM HEARING

On Tuesday, November 24, CSDA President Bill Miller spoke at the interim hearing entitled "Integrity and Accountability: Exploring Special District Governance" before the Senate Local Government Committee and Senator Deborah Ortiz (D-Sacramento) author of SB 456. Senator Tom Torlakson (Chair) Senator Nell Soto and Senator Mike Machado joined Senator Ortiz in the effort to gather information for possible legislation regarding the oversight and governance activities of special districts.

At least 200 people jammed into the Orangevale Community Center to hear the discussion on ways to improve districts' accountability. Senator Ortiz introduced SB 456 following the uncovering of widespread problems at the Sacramento Suburban Water District. The bill originally addressed just Sacramento Suburban but the Senator has sense decided to develop language that will address all special districts.

The agenda included panelists representing grand juries, special district associations, district attorneys, state agencies, LAFCO and the Little Hoover Commission.

CSDA President Miller stated, "We feel very strongly that, with the exception of a handful, directors, trustees and employees of special districts are committed to serving their constituents and ensuring their special district is operating at the highest level of professionalism and integrity."

At the conclusion of the hearing, Senator Ortiz indicated that she might be pursuing reform involving the following areas:

- Governing officials health and retirements benefits
- Governing officials compensation and per diem
- Definition of a meeting that qualifies for compensation
- Ethics training for governing officials (*similar to the Special District Governance Academy endorsed by the Special District Leadership Foundation*)
- Auditing and Accountability

This is the first step in the development of what may be special district reform legislation in 2004. CSDA will be working closely with Senator Ortiz, the Senate Local Government Committee and other special district associations throughout the process. President Miller's testimony and the Senate Local Government Committee's background paper for the interim hearing can be found on CSDA's website – www.cda.net. We will continue to keep you updated on the reform activities.

The Local Taxpayers and Public Safety Protection Act of 2004

As many of you know from firsthand experience, the California State Legislature continues to bleed local agencies of increasing amounts of local tax dollars, forcing special districts, cities and counties to either raise local fees or taxes, or cut back essential services they provide, such as water delivery, road paving, public health and safety, parks, etc.

CSDA, the League of California Cities and California State Association of Counties formed the LOCAL Coalition in 2002 to try to work through the legislative process and resolve the issues that way, and the Coalition has been very successful over the last two years in increasing the awareness of the citizenry of the connection between local revenues and local services. LOCAL is also credited, along with the individual efforts of the participating organizations, with significantly reducing the impact of this year's budget cuts on local governments. However,

local government advocates feel that this is not a reliable way to ensure much-needed stability and predictability for local revenues.

The Local Taxpayers and Public Safety Protection Act, which is slated to appear on the November 2004 ballot, would remove local government from the annual budget dance and "staunch the bleeding," setting the stage for an open, honest long-term fiscal reform discussion with the State.

This measure would put the voters in charge of whether local tax dollars should be used to fund state services. It would not prevent structural change, it would not raise taxes, it would not repeal current laws and it would not require the return of property taxes that have already been taken. It would do two things:

- Require approval by a majority of the electorate before a proposed state law may take effect that appropriates, reallocates, redistributes, reduces or suspends the payment of local tax revenues to cities, counties and special districts; and
- Clarify that the state must reimburse local governments for a new mandated program or higher level of service, protecting local governments from cost shifts.

But getting a ballot measure passed, especially in today's political climate, is far from inexpensive, and we need your help! Your public agency can help CSDA to underwrite the start-up cost of the ballot measure. These start-up costs are significant, and while we have gotten a good response so far, much more is needed. There are about 2,300 independent special districts in California, so if each district just gave \$100 we would raise almost a quarter of a million dollars! Unfortunately, not every district will be able to give, so if you are with a larger agency please give what you can, whether that is \$500, \$1000, \$5000 or even \$10,000. Please indicate also whether individuals in your area, whether affiliated with your district or not, will be able to help us later during the campaign by assisting in local fundraising, serving as a speaker or serving as a regional coordinator for campaign efforts.

You can make checks out to CSDA and mail them to 1215 K Street, Suite 930, Sacramento, CA 95814.

It is critical that we receive these funds before December 24. That is the day that we expect to receive an official title and summary for the measure from the State Attorney General's office. After that date it will no longer be legal to use public funds to promote the ballot measure. In fact, it will no longer be legal for public officials to promote the ballot measure while acting in their capacity as a public official. For a complete explanation of these rules visit our website, www.csda.net, and click on the big orange link at the bottom that reads 'CSDA FILES LANDMARK BALLOT MEASURE!' Then see the link titled 'Legal Issues for Public Officials.'

Directors/Staff Home Addresses and Emails Needed

Since it will not be legal to use public funds or resources in advocacy of this or any other ballot measure, it is critical that you make sure CSDA has a way to contact you aside from your district's mailing address, phone number, fax number or email address paid for by your district. In fact, you will not even be allowed to use your district's computers to check ballot measure-related information on your personal email address.

If you wish to receive any information about the ballot measure after December 24, you need to provide CSDA with your home address, home phone number, home fax number, and/or an email address that you can access somewhere besides your district. This information will never be shared, sold or distributed to anyone in any way and will only be used to relay information about the ballot measure (unless you prefer for CSDA to continue using that address afterwards for other mailings).

For more information about the ballot measure, please call Catherine Smith, Executive Director, or Neil McCormick, Assistant Director, at 877.924.CSDA (2732).

Senate Bill SBX5 1 (Brulte) Would Reimburse Cities and Counties for Lost VLF Revenues

On Friday, November 21, Senator Jim Brulte (R-Rancho Cucamonga) introduced legislation in the Special Legislative Session that would reimburse cities and counties for lost revenues resulting from the recent reduction in Vehicle License Fees. While details are still being discussed, partners in the LOCAL coalition have expressed initial support for this legislation. We need to generate as much support as possible for this important legislation.

Essential Local Services are at Risk NOW. Last week, cities and counties began losing more than two-thirds of

revenues provided by Vehicle License Fees. Combined, **cities and counties are now losing more than \$300 million per month!** Public safety, public health and essential local services are in jeopardy in communities throughout California. Even though special districts do not receive VLF revenues, we must oppose any reduced funding for essential local services. This is especially true in light of recent actions by cities and counties opposing legislation that would have actually provided them with additional revenue at the expense of special districts (SB 407).

The Time to Act is NOW. Call and urge your Legislators to pass SBX5 1 right away.

Please follow these easy action steps TODAY and call your Senator and Assembly Member.

- Using the attached talking points as a guide, please call your State Senator and Assembly Member TODAY and urge them to act immediately to support SBX5 1. Please call your Senator and Assembly member in their local district office or their Sacramento office. Numbers for both can be found by following the link below.
- You can locate the number for your Senator and Assembly member by typing in your address at <http://congress.org/congressorg/officials/state/?|vl=C&state=ca>. Fax numbers for your Senator and Assembly members can also be found through this search function if you prefer to send a letter.
- If you prefer to write your legislator, please personalize the attached letter and fax a copy to your Senator, Assembly Member and Governor Schwarzenegger's Legislative Department. Fax number - 916-324-6358
- REMEMBER TO LOCALIZE YOUR MESSAGE AND HIGHLIGHT THE IMPORTANCE OF VLF FOR YOUR CITY/COUNTY AND YOUR LOCAL SERVICES.
- Please send an email to bcastillo@bickerassociates.com letting us know you've called your legislators. If you send a letter, please email us a copy for our files or fax to 916-442-3510.

Remember, the time for legislators to act is now. Essential services are already at risk. Please take the time today to call your Senator and Assembly Member and ask them to support SBX5 1.

Thank you for your continued support. We will continue to keep you informed throughout the budget negotiations. Please call 916.443.0872 with any questions or visit www.calocal.org for the latest information and resources.

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

From: "Jeri Takeda" <jtakeda@mcls.org>
 To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>,
 ...snip... "scurzon" <susan.curzon@csun.edu>
 Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,
 ...snip... "palger" <palger@mcls.org>
 Subject: FW: [CALIX:1632] NEWS FROM THE CAPITOL

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

>From: owner-calix@listproc.sjsu.edu
 >[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
 >Sent: Thursday, December 11, 2003 9:09 AM
 >To: calix@listproc.sjsu.edu
 >Subject: [CALIX:1632] NEWS FROM THE CAPITOL
 >
 >December 9, 2003
 >
 >
 >
 >TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
 >
 >FROM: Mike Dillon, CLA Lobbyist
 > Christina Dillon, CLA Lobbyist
 >
 >RE: LEGISLATIVE UPDATE
 >
 >
 >I. GOVERNOR EXTENDS "NEGOTIATING TIME"
 >
 >Governor Schwarzenegger had been pressuring the Legislature to enact his
 >proposal to issue \$15 billion in deficit bonds (actually \$17 billion
 >with
 >"stuff" included) along with his constitutional spending cap by last
 >Friday, December 5th, the Secretary of State's "deadline" for getting
 >constitutional amendments on the March ballot. Throughout last week,
 >both
 >the Assembly and Senate debated Democratic proposals for a modest
 >spending
 >cap, the Governor's proposal which calls for a stringent cap, and a
 >middle
 >ground proposal offered by Democratic Assemblyman Joe Canciamilla and
 >Republican Assemblyman Keith Richman, with a number of moderate
 >Democrats
 >and Republicans as co-authors. In the end, Democrats were unable to
 >receive Republican votes to reach the 2/3 vote requirements on their
 >proposal, Republicans were unable to get Democratic votes for the
 >Governor's proposal, and the Canciamilla proposal, with some bipartisan
 >votes, also failed. Democrats complained that the Governor's proposal
 >would prevent the Legislature from ever restoring many of the programs
 >that have been cut in recent years, as the cap was too restrictive.

>With

>the failure to enact the Governor's plan, Senate Republican Leader Jim
>Brulte stated, "We will come back with an even stronger proposal for the
>November ballot."

>

>It is the consensus of most of us around the Capitol that the issue of
>placing a \$15 billion bond proposal on the ballot, or perhaps increasing
>the current \$10.7 billion bond tied to the sales tax, could have been
>reached. However, the Governor and Republicans insist that the bonds
>and

>spending cap proposal be tied together. Yesterday, we received word
>that

>the Governor had extended the "negotiating time" by another 48 hours,
>i.e.

>yesterday and today. Earlier today, the Governor met with Assembly
>Speaker Herb Wesson and this afternoon, he met with Senate President pro
>Tem John Burton. It is our suspicion that an agreement will likely not
>be

>reached. While the Secretary of State's deadline could possibly be
>pushed

>forward another day or so, time is running out.

>

>

>I. SUBCOMMITTEES DEBATE GOVERNOR'S MID-YEAR CUTS

>

>As part of the current-year reductions proposed in special session, the
>Administration has identified \$2.26 billion in current-year savings, and
>\$1.62 billion in 2004-05 (The PLF and TBR have not been targeted for
>mid-year cuts). Of this amount, the Senate Budget Subcommittee No. 4 is
>responsible for reviewing approximately \$1.7 billion of the reductions,
>representing the largest of cuts being reviewed by any of the
>subcommittees. A majority of the savings is attributed to cuts in the
>Department of Transportation (\$930 million), tax relief (\$475 million),
>and other reductions (\$150 million). With respect to the "tax relief,"
>the current-year budget agreement assumes that local governments will
>lose

>\$825 million as a result of the implementation lag of the higher vehicle
>license fees. The General Fund is scheduled to repay this loss in the
>2006-07 fiscal year. The Department of Finance estimates that the loss
>of

>revenues to local governments is now \$1.3 billion (\$475 million above
>projections). This proposal will add the additional \$475 million to the
>amount scheduled for repayment in 2006-2007. It should be noted that SB
>1

>5X (Brulte), which is sponsored by the Administration, has been referred
>to the Senate Local Government Committee. The measure would appropriate
>\$3.625 billion to pay the vehicle license fee backfill to local
>governments and VLF refunds for the 2003-04 fiscal year. While there
>has

>been much discussion of the VLF issue, it is not likely to be dealt with
>separately, but will be part of the overall budget negotiations after

>the
>Governor's Budget is released in January.
>
>NOTE: SOME PROBLEMS OCCURRED WHEN THIS WAS SENT TO CALIX YESTERDAY.
>PLEASE
>EXCUSE DUPLICATE POSTING.
>
>
>
>-----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--

From: "Jeri Takeda" <jtakeda@mcls.org>
 To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
 Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,
 ...snip... "palger" <palger@mcls.org>
 Subject: FW: [CALIX:1569] LEGISLATIVE REPORT

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

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] **On Behalf Of** Susan Negreen
Sent: Tuesday, November 25, 2003 5:17 PM
To: CLA Listserve- CALIX
Subject: [CALIX:1569] LEGISLATIVE REPORT

November 25, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
RE: LEGISLATIVE REPORT

I. GOVERNOR PROPOSES \$2 BILLION IN "CURRENT YEAR" CUTS

Not unlike his predecessor, Governor Gray Davis, who exercised his right to propose cuts during the legislative interim, Governor Schwarzenegger is proposing \$1.9 billion in cuts in the current year 2003-04 Budget. However, unlike Davis, the Governor is not making any cuts to K-14 education, which as far as we can tell, also includes the Public Library Foundation (PLF). A committee consultant for the Senate Budget and Fiscal Committee, who staffs the PLF issue, concurred that the library funding "may be safe --- for now." The major cuts are in the areas of transportation, resources, health and human services, and higher education. The major cut to high education involves an unallocated reduction of approximately \$27 million in the current year to the University of California, CSU, and Hastings College of Law. Additionally, outreach funding for CSU and UC would be eliminated, effective January 1, 2004. Both houses of the Legislature are scheduled to meet next week to consider the Governor's proposed reductions. At that time, the Legislature can accept, reject, or modify the Governor's requests. There is a good chance the deliberations will be carried over to January for further debate.

II. GOVERNOR'S GENERAL OBLIGATION BOND AND CONSTITUTIONAL SPENDING LIMIT PROPOSAL

Last week, the Governor proposed a so-called "deficit recovery bond" proposal, which would be submitted to the voters on the March 2, 2004 primary ballot. Specifically, the Administration wants the Legislature to authorize the issuance of up to \$17 billion of bonds for the following purposes:

- Up to \$15 billion to fund the accumulated State Budget deficit, as of June 30, 2004. This amount would include the \$10.7 billion of Governor Davis' fiscal recovery bonds, issued under existing law, that was adopted as part of the 2003-04 budget package.
- "Related Costs" (presumably up to \$2 billion) including issuance costs, administrative costs, and any costs of repayment or refunding of any fiscal recovery bonds issued under existing law.

Tied to the bond proposal would be a constitutional amendment imposing a new state spending limit, which would take effect only if voters also approved the deficit bonds.

III. BUDGET COMMITTEE SKEPTICAL

At 9:00 a.m. this morning, the Assembly Budget Committee heard presentations from Donna Arduin, the new Director of Finance, Elizabeth Hill, the Legislative Analyst, and Philip Angelides, the State Treasurer, on the Governor's bond and spending cap proposal. As they wrapped their testimony in the Assembly hearing, the above witnesses moved across the hall to the hearing on the same subject by the Senate Budget and Fiscal Review Committee.

Donna Arduin began by explaining that the State was in a fiscal mess because of past years of overspending, and noted that "health services are more expensive than in the private sector - - , K-12 spending has been consistently over-funded, but with no accountability - - ." She then noted that her presentation would be a discussion of the bond and spending limit proposal with discussion of budget cuts to come next week. Committee members and representatives of the Analyst's office commented that they just received the Governor's spending cap language last night and were still in the process interpreting its various provisions. However, Elizabeth Hill (LAO), in attempting to explain the ramifications of Proposition 98, noted that if debt service and Proposition 98 get first call on limited revenues under the spending limit, it could "crowd out" (cause a reduction) of other programs that received State General Funds. Hill also cautioned legislators to carefully examine the language in the spending cap proposal that would allow the Governor to make mid-year cuts arbitrarily, and the Legislature would need a 2/3 vote to block his cuts. Committee members also queried, with a current Gann spending limit on the books, why is a new limit needed. Finance Director Arduin argued that in order to send a signal to the market and get the best possible rate for the bonds, "we need to also put a cap on the ballot." The debate will continue in the coming weeks.

IV. TREASURER ANGELIDES ATTACKS GOVERNOR'S BOND PROPOSAL

The last witness at both of today's Budget Committee hearings was State Treasurer Phil Angelide who was not bashful in attacking the Governor's bond proposal. He emphasized, over and over again that the State should be reducing, not increasing, the total debt burden. He said the Governor proposed General Obligation bond, which would be used to pay for ongoing expenses rather than traditional infrastructure, has an "immoral effect of passing debt onto our children and grandchildren." He further added, "This borrowing does nothing to bring us to a truly structure balanced budget ... nothing ... zip! All cuts and revenue should be on the table and borrowing should be used as a last resort." Other comments by Treasurer Angelides on the Governor's bond proposal were:

1. "It goes the wrong way. It results in more borrowing, not less. Our Office was prepared to go with the \$10.7 billion, plus the pension bonds. This adds another \$4 billion."
2. "The proposed borrowing of \$15 billion extends the term from 15 to 30 years, as opposed to the five years for the already legislatively-approved \$10.7 billion tied to the sales tax. Short term bonds result in far less interest payments."
3. "The proposal does move us toward a budget solution."
4. "It does not help us with our credit rating."
5. "The 'cap' on spending (proposed for the ballot) is no help at all - Wall Street can see right through it."
6. "I urge you to reject the Governor's plan."

Later in his presentation, Angelides emphasized that bonding should be used for capital projects, :

every dollar spent there generates \$2.50 in terms of jobs and the economy. Lastly, Angelides unveiled several charts showing that with the proposed additional debt, and if voters approve the school bonds scheduled for March, and the high-speed rail bonds scheduled for November, California's ratio of debt service to General Fund revenues will exceed 7.5%, whereas a 6% limit has been traditional for many years. The final chart showed that sales of GO bonds typically have ranged in the neighborhood of \$1 to \$4 billion a year. Last year, it was over \$6 billion. If the Governor's proposal is added, we will be approaching almost \$25 billion, which Angelides stated is an astounding level of borrowing and will stretch the credit market.



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: December 22, 2003

BACKGROUND:

No new information has been received since the last report on November 24, 2003.

It is my understanding from a conversation with Neal Gruber in October that a hearing date is set for sometime in December. There may be some news coverage at that time.

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 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 


DATE: December 11, 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.
- *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04 has begun.
- *Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager/Literacy Coordinator 

Date: December 11, 2003

Subject: Status Report on Active Grant Applications

Open/Received Grants


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

Grants Denied/Withdrawn

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

Agenda Item 28

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: December 11, 2003

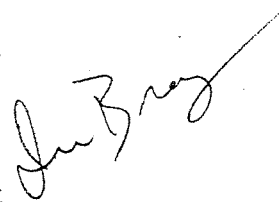
SUBJECT: Poet Laureate Report.

The Program Committee met with Meredith Laskow, Poet Laureate, Placentia Library District. We discussed previous teen poetry workshops and the one coming up on December 8, 2003. We scheduled another meeting on December 9 to discuss Poet Laureate programs for the remainder of the fiscal year.





To: Public Library Directors
cc: Cooperative Library System Directors

From: Ira Bray, Electronic Information Resources Consultant 

Date: November 3, 2003

Subject: California Library Services Act: Statewide Data Base Subsidies, 2003/04

At its October 16, 2003 meeting, the Library of California Board allocated 2003/04 funds to provide another year of subsidy payments in support of the CLSA Statewide Data Base program, with the following provisions for public libraries:

- to encourage libraries to make their collections directly accessible via Z39.50 searching and contribute connection and configuration information to a statewide access list,
- to encourage libraries to make their collections accessible via Z39.50 linking through CLSA or Library of California resource sharing servers,
- to continue to offer an OCLC access subsidy, in recognition of OCLC as a valuable tool for locating materials owned by California libraries whose collections are stored on OCLC but are not accessible via regional Z39.50 search, and
- to require that any library that accepts funding under this program agree not to charge a handling fee for lending material to another California public library.

In order to simplify the payment process, I have completed Parts 1, 2 and 3 of the Public Library Claim for CLSA Statewide Data Base Subsidy form using information gathered from last year's application process. You must complete Part 5, Designation of Warrantee, if the subsidy payment is to be sent to somewhere other than your library. If there are any changes to last year's data, please provide the correct information. Complete Part 6, Certification, with the appropriate signature, etc. and return the two-page claim form, postmarked no later than **December 1, 2003**, to:

Mickie Potter
California State Library
CLSA Program Office
P.O. Box 942837
Sacramento, CA 94237-0001

Please note: Once this year's subsidy claims have been processed, any remaining funds for this program have been allocated by the Board to other CLSA Statewide Data Base objectives and will be expended in accordance with those objectives. Therefore, **claims received after the December 1 deadline may not be honored.** If you have any questions, please do not hesitate to contact Ira Bray at (916) 653-0171, email ibray@library.ca.gov or Sandy Habbestad (916) 653-7532, email shabbestad@library.ca.gov.

Part 3. **Type of Subsidy Claimed** (check one only)

- \$69 OCLC access subsidy
2002/2003 Application response: **Yes**
- \$550 direct Z39.50 **or** resource sharing server subsidy
2002/2003 Application response: Direct: **No**, server subsidy:
- \$800 direct Z39.50 **and** resource sharing server subsidy
2002/2003 Application response: Direct: **No**, server subsidy:

Part 4. **Documentation**

For libraries claiming the \$69 OCLC access subsidy:

Attach a copy of the signature page from your OCLC contract. (EXCEPTION: If you submitted a copy with a prior year's claim and there has been no change in your contractual status, it is not necessary to attach one at this time.)

Part 5. **Designation of Warrantee** (*must be completed*)

Placentia Library District
(authorized agency to receive, disburse, and account for CLSA funds)

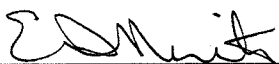
411 E. Chapman Ave., Placentia, CA, 92870-6198
(address)

Part 6. **Certification**

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

I further certify: That this library will not charge a fee of any type for lending materials to any other CLSA participating public library during the period covered by this CLSA Statewide Data Base subsidy, i.e. July 1, 2003 through June 30, 2004.

Library Name: Placentia Library District


(signature of Library Director or Fiscal Agent)

Elizabeth D. Minter
(print name)

November 17 2003
(date)

Library Director
(title)

<i>For CLSA use only</i>		
Approved: _____	Amount awarded: _____	Date: _____

Budget Detail
Proposed for FY 2003/04

Instructions:

Placentia Library District

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

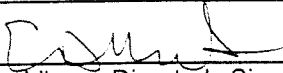
Personnel						
Title	FTE	Benefits Yes/No	State \$ Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
Literacy Coordinator	1	Y	0	80,863	53,053	133,916
ELLI/FFL Coordinator	1	Y	51,194			51,194
						0
						0
						0
						0
1 Sub-total of Personnel	2		51,194	80,863	53,053	185,110

Contract Services						
Title	FTE	Benefits Yes/No	State \$ Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
NA						0
						0
2 Sub-total of Contract Services			0	0	0	0

3 Operations			0	16,500		16,500
4 Library Materials (circulate)			0			0
5 Library Materials (giveaway)			0	5,000		5,000
6 Equipment (\$5K+)			0			0
7 Indirect Costs						0
8 Sub-total of 3-7 above			0	21,500	0	21,500
Grand Total (sub-totals 1, 2, & 8)			51,194	102,363	53,053	206,610

(Grand Total should match grand total on Projected Budget)

Note: Comments can be included as an attachment to this form.

 _____ Library Director's Signature	Elizabeth D. Minter _____ Library Director's Name (printed)
November 13, 2003 _____ Date	

California Library Literacy Services Revised Budget for Fiscal Year 2003/04

List below all private and public funds budgeted for all of your California Library Literacy Services - - Adult Literacy Services, Family Literacy Services, ELLI, LLABS, ESL and Other in Fiscal Year 2003/04.

In order to capture the whole funding picture of your literacy services you can include the funds you use to support your ESL, Reach Out & Read, and other complementary literacy services not funded with State Library funds in the column provided. Understand that those ESL/Other funds will not be included in the matching formula by the California State Library when calculating an award. Also, any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. Any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. In-kind support such as space, utilities, etc., is also not eligible for matching.

Projected Budget for FY 2003/04 by Program & Supporting Functions		Adult Literacy Services	Family Literacy	LLABS	ELLI	ESL/ Other
Library Name: Placentia Library	Grand Total					
Support Revenue	State Revenue	Other Revenue				
California Library Literacy Services (California State Library Grant)	51,194		10,000		10,000	
Library/Local Jurisdiction Commitment (City, County, District, Library)		133,916				
California Work Opportunity (CalWorks)		0				
Community Based English Tutoring (CBET)		0				
Community Development Block Grant (CDBG)		0				
County Health/Human Services/Alcohol & Drug (Prop 36)		0				
County Housing Authorities/Departments (CHA)		0				
County Sheriff's Department/Corrections		0				
Donations from Individuals (including Bequests)		0				
English Literacy & Civics Education (EL CIVICS)		0				
Even Start		0				
First Five/Children & Families Commission (Prop 10)		0				
Head Start		0				
Healthy Start		0				
Library Foundations		0				
Library Friends Groups		0				
Local Literacy Councils/Groups		0				
Private/Corporate Foundations (e.g., Verizon)		15,500	2,000			
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)		0				
Service Clubs (e.g., Rotary, Kiwanis)		1,000				
Special Events Net (fundraisers)		0				
United Way		0				
Workforce Investment Act (WIA)		0				
Other (identify)		5,000				
ELLI Rollover Amount	0					
Total	51,194	155,416	12,000	0	20,000	
Grand Total*	206,610					

* Total eligible for California State Lib

CLAIM FORM


California Library Literacy and English Acquisition Services Program (CLLS)

FY 2003/2004

California Education Code; Sections 18880-18884 ♦ CSL Budget Item 6120-213-0001

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18884 of the California Education Code.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their CLLS application and in Sections 18880-18884 of the California Education Code.



Library Director (signature)

Elizabeth D. Minter

Typed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
Name of Authorized Library

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

Date November 13, 2003

Amount Claimed:

State Library Budget Office Use Only California Library Literacy Services \$ _____
--

CERTIFICATION

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

By _____
Official Representative of Fiscal Agent Title

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

(Authorized agency to receive, disburse and account for CLLS funds)

(Address of above agency)

Approval by State:

STATE LIBRARY BUDGET OFFICE BY: _____ DATE: _____
--



LOCAL AGENCY FORMATION COMMISSION ORANGE COUNTY

12 Civic Center Plaza, Room 235
Santa Ana, California 92701
(714) 834-2556, FAX (714) 834-2643

REGULAR MEETING AGENDA

Wednesday, December 10, 2003, 9 a.m.
Planning Commission Hearing Room, Hall of Administration
10 Civic Center Plaza, Santa Ana

(Any member of the public may request to speak on any agenda item at the time that item is being considered by the Commission.)

1. **CALL THE MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE – BY COMMISSIONER CHARLEY WILSON**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES:**
 - a.) November 12, 2003 – Regular Commission Meeting
5. **PUBLIC COMMENT**

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.
6. **CONSENT CALENDAR**
 - a.) **Selman Annexation to the Orange County Sanitation District (DA 03-06)**

The Commission will consider the annexation of approximately 2.77 acres of unincorporated County territory located in the City of Tustin's sphere of influence to the Orange County Sanitation District.
7. **PUBLIC HEARING**

None
8. **COMMISSION DISCUSSION**
 - a.) **Update re the Municipal Service Review (MSR) Program**

The Commission will receive an overview of LAFCO's MSR Program and an update on the status of the two initial MSR prototypes.

b.) Amendment to Local CEQA Guidelines re MSRs and Spheres of Influence

The Commission will consider an amendment to LAFCO's Local CEQA Guidelines to clarify the thresholds for the application of CEQA to municipal service review studies and spheres of influence.

c.) OCLS III Update

The Commission will receive updated information on the third annual Orange County Leadership Symposium, scheduled Friday, January 9 through Sunday, January 11, 2004 at the UCLA Conference Center in Lake Arrowhead.

9. COMMISSIONER COMMENTS

This is an opportunity for commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.

10. INFORMATIONAL ITEMS

None

11. CLOSED SESSION

None

12. ADJOURNMENT

NOTICE: State law requires that a participant in a LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.


LAFCO agendas are available on the Internet at <http://orange.lafco.ca.gov/agenda/index.htm>


2004 LAFCO CALENDAR


JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	29	21	22	23	24	25	26	27
25	26	27	28	29	30	31	29							28	29	30	31			
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

Boxed dates are regular LAFCO meeting dates

Regular LAFCO meetings are held in the Planning Commission Hearing Room at 10 Civic Center Plaza at 9 a.m.

 2004 Orange County Leadership Symposium is January 9th through January 11th.

 2004 LAFCO Strategic Planning Session is January 30th.

 2004 CALAFCO Conference is September 8th through September 10th at the Disney Grand Californian Hotel.

* Adopted by the Commission on September 10, 2003.



December 10, 2003

CHAIR
ARLENE SCHAFFER
Director
Costa Mesa
Sanitary District

VICE CHAIR
CHARLES V. SMITH
Supervisor
First District

RANDAL J. BRESSETTE
Councilmember
City of Laguna Hills

BILL CAMPBELL
Supervisor
Third District

PETER HERZOG
Councilmember
City of Lake Forest

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Representative of
General Public

JOHN B. WITHERS
Director
Irvine Ranch Water
District

ALTERNATE
ROBERT BOUER
Councilmember
City of Laguna Woods

ALTERNATE
RHONDA MCCUNE
Representative of
General Public

ALTERNATE
JAMES W. SILVA
Supervisor
Second District

ALTERNATE
CHARLEY WILSON
Director
Santa Margarita
Water District

DANA M. SMITH
Executive Officer

TO: Local Agency Formation Commission

FROM: MSR Oversight Committee - *Commissioners Peter Herzog, Charley Wilson, Susan Wilson, and John Withers*
Dana M. Smith, Executive Officer *DM*
Ken Lee, Senior Project Manager *KL*

SUBJECT: Municipal Service Review Program Update

Introduction

On August 13, 2003, the Commission received a consultant report on findings from a series of 35 countywide stakeholder interviews and authorized staff to launch the municipal service review (MSR) "prototypes" as part of the next phase of LAFCO's MSR Program. Since then, staff has been meeting and working closely with LAFCO's MSR Oversight Committee to develop a model for a stakeholder-driven MSR process that will be implemented in two prototypes:

1. Los Alamitos / Seal Beach / Rossmoor / Sunset Beach
2. City of Orange / East Orange / Orange Sphere of Influence

During the past month, staff has met one-on-one with staff and electeds from the various stakeholder groups in these prototype areas to "roll out" and explain the MSR process and seek stakeholder support and participation. All stakeholders have expressed their willingness to participate in the process and offered helpful input and feedback. Staff anticipates that the two MSR prototypes will officially launch in mid-January 2004.

The following report provides a review and update of the overall MSR Program and a detailed description of the MSR process model developed by the MSR Oversight Committee, including its application to the two upcoming prototypes.

Finding a Compass

The MSR law is contained in one brief paragraph in the Government Code (§56430) and, in short, requires LAFCO to: (1) conduct MSRs in preparation for sphere of influence updates; (2) conduct MSRs regionally or sub-regionally; and (3) adopt nine determinations. That law does not, however, provide LAFCO any clear direction or guidance on how to actually go about conducting or implementing these studies. To provide a compass and guidance for MSRs in Orange County, this Commission set forth three guiding principles for MSRs:

1. MSRs should be **future-oriented** studies that address future growth and municipal service and infrastructure needs and opportunities over the next 15 to 20 years.
2. MSRs should be **valuable to the stakeholders and the public as the ultimate end-users** of the studies.
3. MSRs should be conducted through an **open and inclusive process**.

What is “valuable”?

To better understand how LAFCO can make MSRs valuable to the end-users, the Commission hired two professional consulting teams in March of this year to conduct countywide stakeholder interviews to learn firsthand what stakeholders to Orange County’s local governments believe to be the important regional issues and concerns in this County. From those findings, the MSR Oversight Committee has worked with staff to begin developing an approach and process for conducting MSRs in Orange County by “focus areas.” In total, these focus areas will encompass more than 60 local agencies countywide, including 34 cities and more than 26 special districts, independent and dependent.

Step-by-Step

Before fully launching the MSR Program countywide, two initial MSRs will be conducted as “prototypes” in 2004. A consistent model for the MSR process will be used in both prototypes. Upon conclusion of the prototypes, the Commission will review and evaluate the successes and shortcomings of the MSR model in both prototypes:

- ▶ Did we satisfy our statutory obligations?
- ▶ Did we meet our guiding principles?
- ▶ Were the MSRs future-oriented?
- ▶ Were the studies valuable to stakeholders and the public?
- ▶ Was the process open to and inclusive of the public?

Based on this evaluation, the Commission will revise and refine the MSR model before fully implementing the MSR Program in other focus areas. Staff is currently working with consultants and the MSR Oversight Committee to develop a broader five-year (2005-2009) implementation plan for the entire MSR Program that will include multiple focus areas covering more than 60 local agencies and specified regional or countywide MSRs.

The MSR Model

A tentative model of the MSR process to be used in the focus areas is depicted in a flowchart and outline in Exhibit "A." The development of the model was substantially based on how LAFCO can make the MSRs valuable to the end-users. This meant trying to understand what end-product stakeholders will find usable and valuable to their agencies and their communities.

Stakeholder Driven

First, the MSR process must be stakeholder-driven. The stakeholders, not LAFCO, should set the stage for determining what is or is not a critical future governance, service, or infrastructure issue in their given focus area. This can be implemented through a stakeholder working group process that is run by an outside facilitator. LAFCO staff will participate on this working group and provide staff support to the working group but will not run or facilitate the process or the meetings. One of the key outcomes of this stakeholder-driven process will be to create high-level dialogue and collaborative discussions among the stakeholders that is normally politically difficult for agencies and the public to raise on their own.

Data Driven

Decisions about future governance, services, and infrastructure need to be based on sound, reliable data. Another key outcome of the MSR process will be to collect accurate and trusted data about future growth, future change, existing service and infrastructure gaps, and how our governance, service, and infrastructure systems will be impacted by future growth and change. To help synthesize the technical data in an efficient, productive, and understandable manner, the stakeholder working group will assign technical committees to analyze data for specified municipal services and draw conclusions from the data to serve as the basis for recommendations that will be made by the working group about future governance, services, and infrastructure.

Stakeholder Created

To produce an end-product that is valuable to the stakeholders as the ultimate end-users, the stakeholders need to have personal ownership over the creation of

the end-product. Under the MSR model, the stakeholder working group will be responsible for the creation of a 20-year vision plan document that sets forth short-range, mid-range, and long-range alternative plans, strategies, opportunities, and solutions for the future governance, services, and infrastructure in the focus area. The vision plan will also serve as the basis for LAFCO's nine required determinations and updates of spheres of influence for all local agencies within the focus area.

Timeframe – Sustaining Interest and Maintaining Momentum

One of the greatest challenges in facilitating a volunteer working group or committee process is sustaining a high level of interest among participants in the work that is being accomplished and maintaining continual momentum throughout the process. Long breaks between meetings often lead to a loss of both interest and momentum. To sustain interest and maintain momentum, the stakeholder working group will meet every three weeks over a seven to nine month timeframe. The working group will also develop and maintain a "roadmap" of the MSR process that the group can consistently revisit to help them stay on target.

"Open and Inclusive"

Consistent with the Commission's guiding principles for the MSRs, each and every meeting of the stakeholder working group will be open to the public to attend and observe. The working group will decide what opportunities to make available during the meetings for public comment. Meeting announcements for each of the prototype working groups will be posted on LAFCO's MSR web page.

In summary, the MSR process will include six general steps:

1. Stakeholders in a focus area are identified.
2. A stakeholder working group is formed.
3. The working group collects data and conducts a gaps analysis of current and future governance, service, and infrastructure issues in the focus area.
4. The working group develops and identifies short-range, mid-range, and long-range alternative plans, strategies, solutions, and opportunities to address the gaps.
5. The working group crafts a 20-year vision plan for future governance, services, and infrastructure that incorporates alternative plans, strategies, solutions, and opportunities.

6. LAFCO adopts nine required determinations and updates spheres of influence for all local agencies in the focus area in a manner that is consistent with the working group's 20-year vision plan.

Composition of the Stakeholder Working Group

A key goal of the working group process will be to engage stakeholders in high-level yet data-driven discussions about future growth in the focus area. To facilitate these discussions, the working group should be composed of stakeholder representatives who possess a strong technical knowledge and expertise of the plans, data, and, more importantly, policies that govern municipal services and infrastructure systems in the focus area. Accordingly, working group members from local agencies will consist mostly of staff representatives.

The working group members should also be representative of the key agencies and major communities of interest in the area and should be positioned to serve as an information conduit to and from the agencies, elected officials, community groups, and the general public. In general, each stakeholder category will be assigned one representative. For cities, however, representatives will also include one rotating technical staff member to provide technical support to the city manager on specific city services (e.g., police, fire, public works, finance, etc.) and one public or community member to represent the city's general public. Public members from cities will provide balanced representation on the working group relative to representation from the major unincorporated communities of interest. Representatives from the major unincorporated communities will be appointed by the respective County Supervisors from those areas.

Under the MSR model, the composition of stakeholder working groups for each focus area will be as follows:

Stakeholder Group	Representatives
Each City	One City Manager One technical city staff representative (selected by the City Manager) One public or other community representative (selected by the City Manager)
Each Special District or Other Utility/Service Provider	One General Manager or Director of Engineering
Each Major Unincorporated Community of Interest	One public representative (selected by the respective County Supervisor)
County of Orange	One County staff representative
LAFCO	One or two LAFCO staff representatives

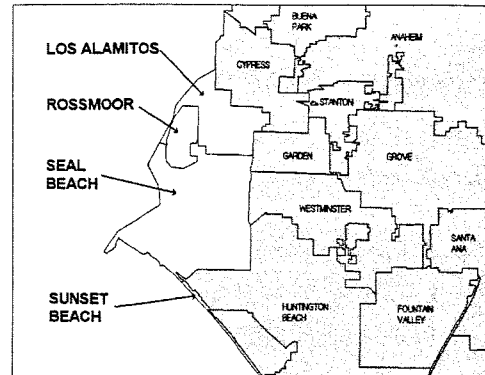
The "Prototypes"

The initial two prototype focus areas the MSR model will be applied to in the coming year are:

Rossmoor / Los Alamitos / Seal Beach / Sunset Beach

This focus area is generally characteristic of Orange County's older "urban core" areas with more established neighborhoods built before 1970. An MSR in this "focus area" might seek to address service, infrastructure, and governance challenges such as:

- ▶ Aging infrastructure (water, sewer, roads)
- ▶ Financing constraints and opportunities to sustain urban levels of service and quality of life
- ▶ New and existing opportunities for inter-agency collaboration, cost-sharing, cooperative agreements, etc.
- ▶ Governance options and communities of interest

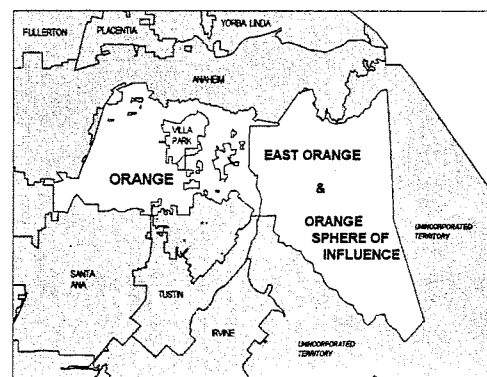


The stakeholder working group will specifically identify and define what the current and future challenges are for the focus area.

Orange / East Orange / Orange Sphere of Influence

This focus area is characteristic both of Orange County's older "urban core" areas and the newer "urban fringe" areas of the County where new and existing development potential exist. An MSR in this "focus area" might seek to address service, infrastructure, and governance challenges such as:

- ▶ Public services and facilities required to serve the future needs of future residents
- ▶ Structural relationships of overlapping service agencies and providers in newly developing territories
- ▶ Aging infrastructure (water, sewer, roads)



The stakeholder working group will specifically identify and define what the current and future challenges are for the focus area.

Although the boundaries of the prototype focus areas have been generally defined, edge issues affecting neighboring agencies and service providers will likely arise out of the stakeholder working group process. Consultation with some of these MSR "neighbors" may be necessary as these edge discussions take place. Staff will be sending letters in the next few weeks to each of the MSR neighbors to describe the prototype process and invite them to send staff to attend and observe the working group meetings in the audience.

Please refer to Exhibit "B" for more detailed maps of the prototype areas. Also, please refer to the tables in Exhibit "C" detailing the tentative stakeholder working group compositions for each prototype based on the formula described previously.

Next Steps

The following is a list of next steps in the implementation of the MSR process model for the two upcoming MSR prototypes.

1. **Appointments:** Supervisors Jim Silva and Bill Campbell will be making appointments to the working groups from the major unincorporated communities in the prototypes. These unincorporated communities include: (a) Rossmoor and Sunset Beach, and (b) Orange Park Acres, North Tustin, and a likely representative from the Inter-Canyon League in the Silverado-Modjeska Canyon area. Staff is suggesting that the Supervisors also make recommendations to the County Executive Officer for the selection of a County staff representative that will sit on both working groups.
2. **Prototype Kickoff:** Once the Supervisors' appointments are made, staff will send out an official invitation letter to each stakeholder and schedule the first meetings of the stakeholder working groups. Staff anticipates the MSR prototypes to officially launch in mid-January 2004. The first working group meeting will be an organizational "kickoff" meeting to establish goals, ground rules, roles, expectations, and logistics for the working group. Sharon Browning has been selected as the facilitator for both prototype working groups.

Five-Year MSR Implementation Plan

Staff is also working with consultants and the MSR Oversight Committee to develop a five-year (2005-2009) plan for the implementation of MSRs by focus area for the entire County. The plan will include proposed boundaries for MSR focus areas, proposed regional or countywide MSRs to address service-specific issues, and a prioritized schedule of MSRs from 2005 through 2009. The five-year MSR implementation plan will be presented to the full Commission for review and discussion at next year's January 30, 2004 Annual Strategic Planning Session.

Exhibits:

- A. MSR Process Model Flowchart and Outline
- B. MSR Prototype Maps
- C. Tentative Compositions of MSR Prototype Working Groups

EXHIBIT "A"

MSR PROCESS

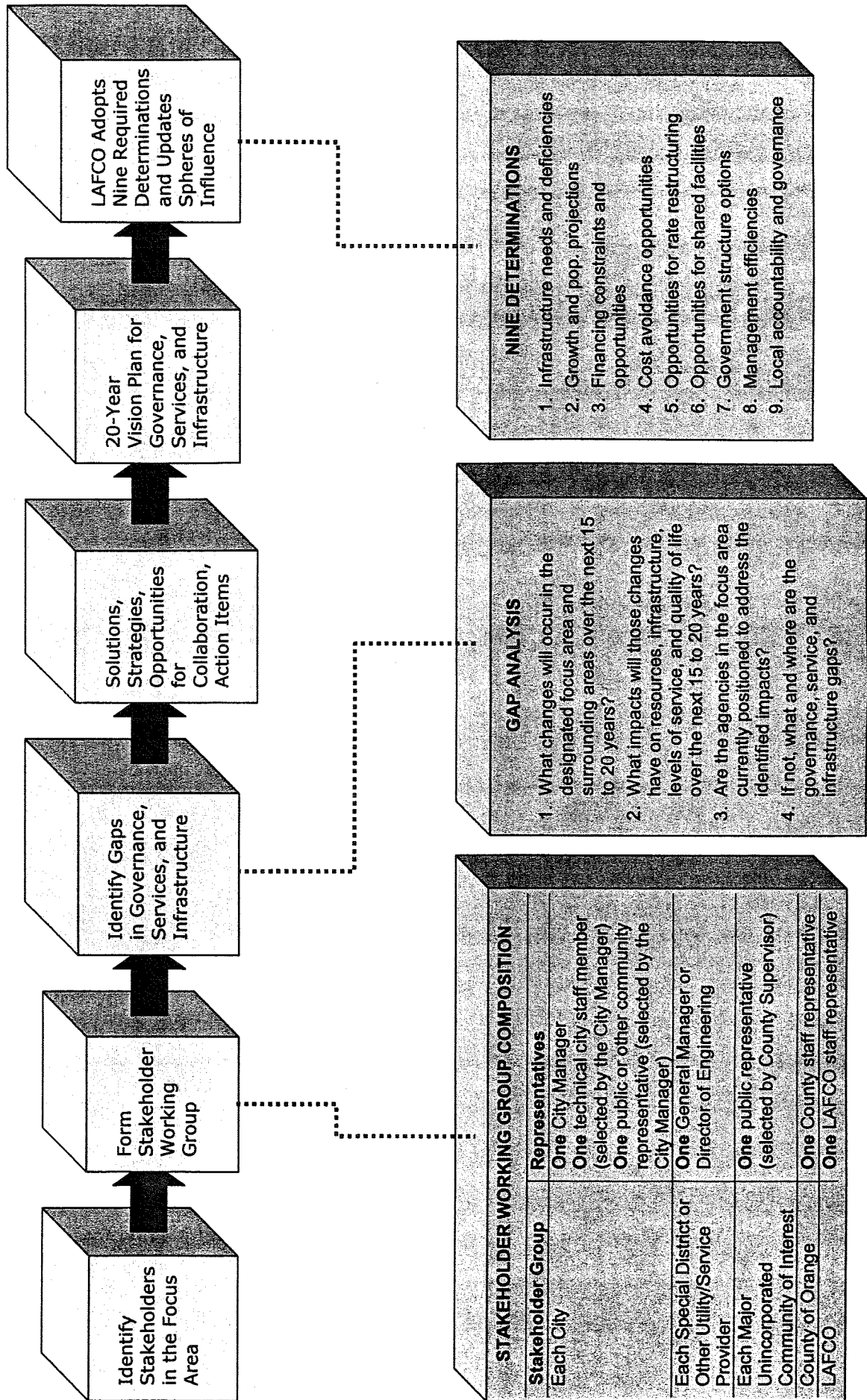


EXHIBIT "A"

MUNICIPAL SERVICE REVIEW ("MSR") PROCESS

Purpose

Establish an MSR process that involves and engages stakeholders to develop a 20-year vision plan for governance, services, and infrastructure that provides a basis and foundation for LAFCO's state-mandated MSR determinations and sphere of influence updates.

One-Year MSR Process Outline

1. Identification of stakeholders

The first step in the MSR process will be to identify key stakeholders in the focus area who will be effective representatives in a stakeholder working group. Stakeholders will include key service providers in the focus area, including governmental agencies such as cities, special districts, and the County. Stakeholders will also include resident and community groups from major recognized communities of interest in the focus area.

2. Formation and composition of stakeholder working group

A stakeholder working group will be formed composed of stakeholder representatives who possess strong technical knowledge and expertise in the plans, data, and policies that govern municipal services and infrastructure systems in the focus area. The working group members should be representative of the key agencies and major communities of interest in the area and positioned to serve as an information conduit for agencies, elected officials, community groups, and the general public.

3. Composition of the stakeholder working group

Stakeholder Group	Representatives
Each City	One City Manager One technical city staff representative (selected by the City Manager) One public or other community representative (selected by the City Manager)
Each Special District or Other Utility/Service Provider	One General Manager or Director of Engineering
Each Major Unincorporated Community of Interest	One public representative (selected by the respective County Supervisor)
County of Orange	One County staff representative
LAFCO	One or two LAFCO staff representatives

4. Facilitation

Working group meetings will be facilitated by an outside consultant. The facilitator will prepare the agenda, guide the working group discussions, and get consensus from the working group on key issues.

5. LAFCO's roles

LAFCO staff will be active participants on the working group. LAFCO will also provide staff support to the working group, including writing up meeting notes, researching data, and preparing reports.

6. Expectations of the stakeholder working group

The stakeholder working group will:

- a) Identify the key municipal service, governance, and infrastructure gaps that will present the greatest challenges over the next 15 to 20 years.
- b) Assign technical work to technical committees on an as needed basis.
- c) Form clear conclusions about future opportunities, constraints, and needs that LAFCO can formalize and address through sphere of influence updates and LAFCO's nine required determinations. To identify gaps and draw conclusions, the members will explore the following:
 - i. What changes will occur in the designated focus area and surrounding areas over the next 15 to 20 years?
 - Population projections
 - Demographic shifts
 - Age of infrastructure
 - Finance/funding
 - Etc.
 - ii. What impacts will those changes have on resources, infrastructure, levels of service, and quality of life over the next 15 to 20 years?
 - iii. Are the agencies in the focus area currently positioned to address the identified impacts?
 - iv. If not, what and where are the governance, service, and infrastructure gaps?
 - v. What solutions, opportunities for collaboration, strategies, and action items can be implemented to fill the gaps?
- d) Create a 20-year vision plan for governance, services, and infrastructure that sets forth goals and short-range, mid-range, and long-range strategies, plans, and action items for implementation by the stakeholders. The vision plan will address the key municipal service, governance, and infrastructure issues and gaps identified by the stakeholder working group.

7. LAFCO's nine required determinations and sphere of influence updates

The MSR law mandates LAFCO to make nine determinations and update spheres of influence for all agencies in the focus area. The determinations and sphere updates will serve as important implementation tools for the 20-year vision plan by establishing clear conclusions and recommendations about future opportunities, constraints, and needs and setting sphere of influence boundaries that direct the location and timing of growth in a manner consistent with the 20-year vision plan. The nine determinations and

sphere updates will therefore be consistent with the findings, conclusions, and 20-year vision plan set forth by the stakeholder working group.

The nine determinations will identify the governance, service, and infrastructure gaps addressed by the working group and set forth recommendations about the structural relationships of the various agencies in the focus area.

- a) LAFCO's nine required determinations are:
 - i. Infrastructure needs or deficiencies
 - ii. Growth and population projections for the affected area
 - iii. Financing constraints and opportunities
 - iv. Cost avoidance opportunities
 - v. Opportunities for rate restructuring
 - vi. Opportunities for shared facilities
 - vii. Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers
 - viii. Evaluation of management efficiencies
 - ix. Local accountability and governance

EXHIBIT "B"

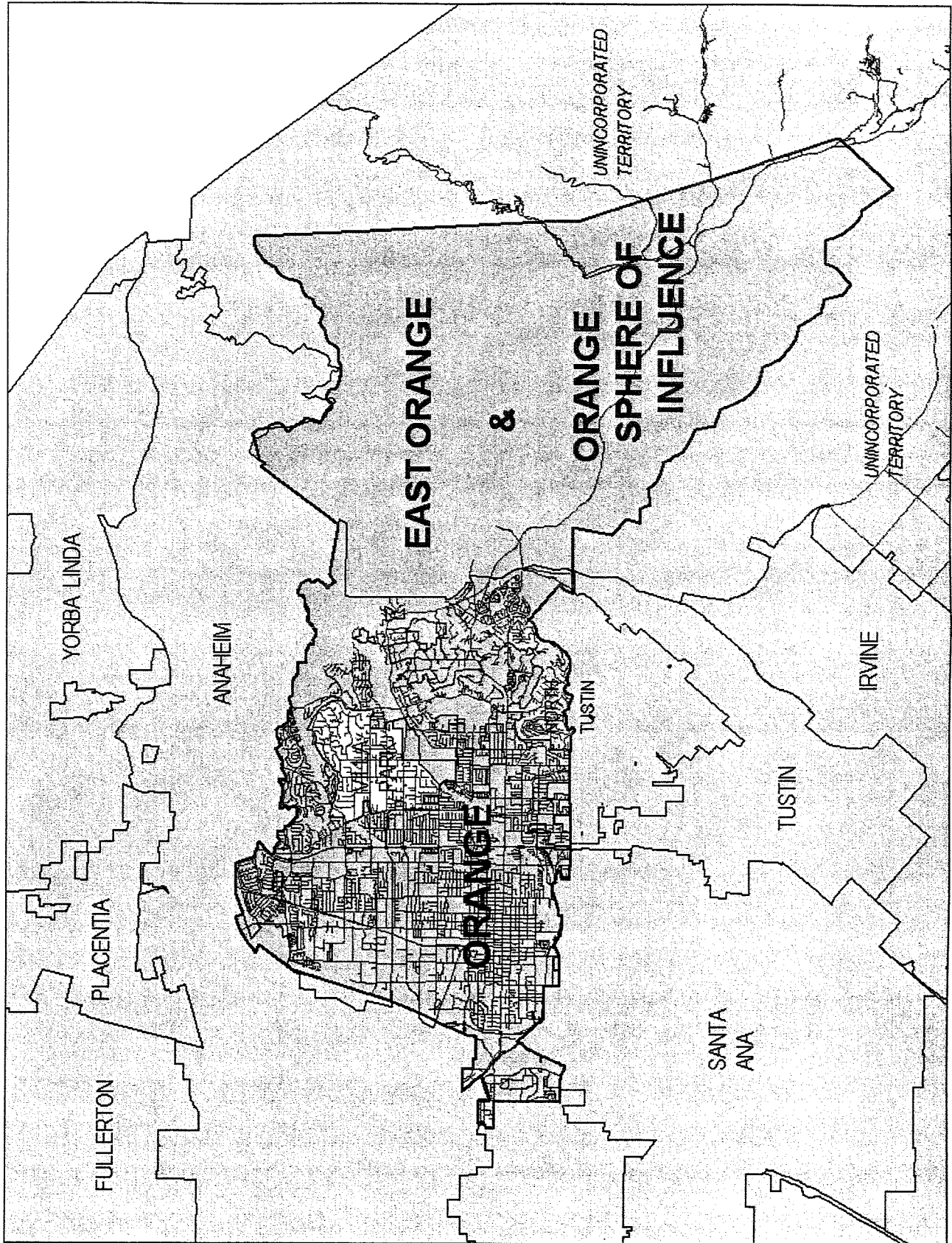


EXHIBIT "B"

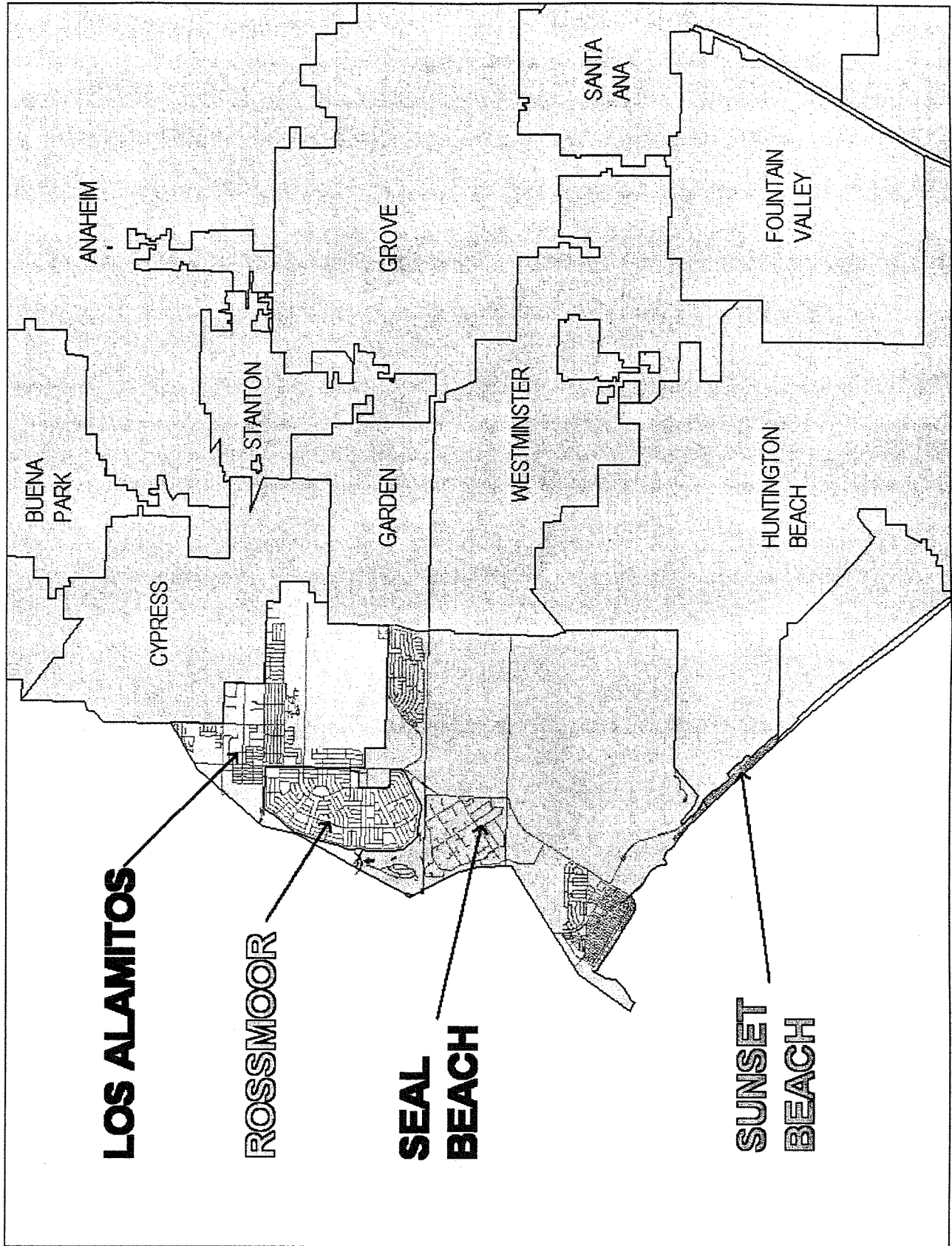


EXHIBIT "C"

City of Orange / East Orange / Orange Sphere of Influence

Stakeholder Working Group Composition:

Category	Stakeholder Group	#	Representative	Who selects?
CITIES	City of Orange	1	City Manager	
		1	Technical / utilities staff rep.	City Manager
	City of Villa Park	1	Public or other community rep.	City Manager
		1	City Manager	
SPECIAL DISTRICTS & UTILITIES	IRWD	1	Rotating technical / utilities staff rep.	City Manager
		1	Public or other community rep.	City Manager
	Santiago County Water District	1	General Manager / Dir. of Engineering	
		1	General Manager / Dir. of Engineering	
	Serrano Water District	1	General Manager / Dir. of Engineering	
		1	General Manager / Dir. of Engineering	
	East Orange County Water District	1	General Manager / Dir. of Engineering	
1		General Manager / Dir. of Engineering		
COMMUNITIES OF INTEREST	Sil-Mod Park & Rec District	1	General Manager / Dir. of Engineering	
	North Tustin	1	Public rep.	County Supervisor
	Orange Park Acres / OPA Mutual	1	Public rep.	County Supervisor
	Inter-Canyon League (??)	1	Public rep.	County Supervisor
COUNTY	County of Orange	1	County staff rep.	
	TOTAL	15		

EXHIBIT "C"

Rossmoor / Los Alamitos / Seal Beach / Sunset Beach

Stakeholder Working Group Composition:

Category	Stakeholder Group	#	Representative	Who selects?
CITIES	City of Seal Beach	1	City Manager	
		1	Technical / utilities staff rep.	City Manager
	City of Los Alamitos	1	Public or other community rep.	City Manager
		1	City Manager	
COMMUNITIES OF INTEREST	Rossmoor CSD / Los Alamitos Sewer District / Public Representative	1	Rotating technical / utilities staff rep.	City Manager
		1	Public or other community rep.	City Manager
COMMUNITIES OF INTEREST	Sunset Beach Sanitary District / Public Representative	2	To be appointed	County Supervisor
		2	To be appointed	County Supervisor
COUNTY	County of Orange	1	County staff rep.	
		11	TOTAL	



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: December 22, 2003

BACKGROUND

No information has been received since the November 24, 2003 Library Board Meeting.

The activity at the State level continues to focus on the State's failure to backfill the Vehicle License Fees for cities and counties. If this is not resolved it will result in draconian cuts at the local level. The City of Placentia has the potential of losing over \$2 million.

LOCAL continues to request support from local elected officials of the activities to get the referendum that would require that the State take any measure that would reduce funding to any local governmental unit to the voters.

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: Resolution to authorize the refinancing of the lease with ABM-AMBRO (LaSalle Bank) for the energy retrofit completed in September 1999 with the Municipal Finance Corporation (Special District Finance Authority) in the amount not to exceed \$230,000.

DATE: December 22, 2003

BACKGROUND:

At its Meeting on November 24, 2003 the Library Board of Trustees authorized President Shkoler and Library Director Minter to proceed with refinancing the energy rehab loan currently with ABM AMBRO with California Special Districts Association (CSDA) Finance Authority at a rate of 4.1%.

Resolution 03-10, Attachment A, is required by the CSDA Finance Authority in order to proceed with the processing. It sets a loan cap of \$230,000.

RECOMMENDATION:

1. Motion to read Resolution 03-10 by title only.
2. Motion to adopt Resolution 03-10.



RESOLUTION 03-10

RESOLUTION AUTHORIZING REFINANCING OF AN EXISTING LEASE
THE EXECUTION AND DELIVERY OF A LEASE WITH OPTION TO PURCHASE
AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS IN CONNECTION THEREWITH

WHEREAS, the Placentia Library District (the "District") is a library district duly organized and existing under and pursuant to the Constitution and laws of the State of California; and

WHEREAS, the District desires to provide for the prepayment and the refinancing of that certain Municipal Lease and Option Agreement (the "Prior Lease"), by and between the District and LaSalle National Bank; and

WHEREAS, Municipal Finance Corporation ("MFC") has proposed a cost-effective lease refinancing arrangement to refinance the purchase option price of the Prior Lease in an amount not to exceed \$230,000 at a 4.10% interest rate;

NOW, THEREFORE, it is resolved by the Board of Directors of the Placentia Library District as follows:

SECTION 1. Lease with Option to Purchase. The President of the Board or a designee is hereby authorized to enter into a Lease with Option to Purchase (the "Lease") with MFC, subject to approval as to form by the District's legal counsel.

SECTION 2. Attestations. The Secretary or other appropriate District officer are hereby authorized and directed to attest the signature of the President of the Board or of such other person or persons as may have been designated by the President of the Board, and to affix and attest the seal of the District, as may be required or appropriate in connection with the execution and delivery of the Lease.

SECTION 3. Other Actions. The President of the Board and other officers of the District are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all agreements, documents and certificates which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms of this Resolution and the Lease. Such actions are hereby ratified, confirmed and approved.

SECTION 4. Qualified Tax-Exempt Obligations. The Lease is hereby designated as "qualified tax exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The District, together with all subordinate entities of the District, do not reasonably expect to issue during the calendar year in which the Lease is issued more than \$10,000,000 of obligations which it could designate as "qualified tax-exempt obligations" under Section 265(b) of the Code.

SECTION 5. Effect. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 22nd day of December, 2003, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

President of the Board

I hereby certify that the foregoing resolution was duly introduced, passed and adopted at the time and place and by the vote as noted above.

Secretary of the Board

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Election of Board Officers
DATE: December 22, 2003

BACKGROUND:

The following positions need to be elected:

President (Incumbent is Shkoler, 5 years)

Secretary (Incumbent is Escobosa, 1 year)

RECOMMENDATION:

Elect a Library Board President and a Library Board Secretary for 2004.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Appointment of Library Board Representatives for 2004 by the Board President**
DATE: December 22, 2003

BACKGROUND:

The following positions need to be appointed:

Placentia Library Foundation Board of Directors (2 positions – incumbents are DeVecchio and Wood)

Independent Special Districts of Orange County (Incumbent is Wood)

Independent Special District Local Area Formation Commission (LAFCO) Selection Committee (Incumbent is Wood)

Placentia Civic Center Authority (2 positions – incumbents are Shkoler and Wood)

Orange County Council of Governments (OCCOG) (Incumbent is Wood)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Selection of Date and Time for Regular Board Meetings for 2004
DATE: December 22, 2003

BACKGROUND:

The current date and time is the Tuesday following the seventeenth (17th) of each month at 6:30 P.M.

RECOMMENDATION:

Set the regular meeting date and time for 2004.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Literacy Program presented at the California Library Association Meeting on November 16, 2003 by Public Services Manager Jim Roberts.

DATE: December 22, 2003

BACKGROUND

Public Services Manager Jim Roberts will present the program he gave at the California Library Association Annual Conference in Ontario on November 16, 2003.

RECOMMENDATION

No Action Recommended



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 2017

SUBJECT: **Travel Authorization for the Library Director to participate in the Library Board-recommended Human Interaction Laboratory.**

DATE: December 22, 2004

BACKGROUND

In the proposed Management Performance Planning and Review for the Library Director dated October 29, 2003 the Library Board requires that the Library Director attend a NTL Institute course entitle Human Interaction Laboratory: Transforming Interpersonal Relations either December 6-11, 2003 or February 7-12, 2004 in Costa Mesa.

This course runs twelve hours per day for six days and encourages (but does not require) participants to stay at the course facility. Commuting would add an additional 1.5 hours per day.

The December dates are past and the February dates include three days, February 10-12, that the Library Director requested for vacation on October 11, 2003 (prior to receiving the directive). The Library Director has a speaking engagement the evening of February 11. The cost of the course is \$2,200 plus travel and any housing. The next date in Costa Mesa is May 1-6 and the Library Director requested vacation for May 2-10 on October 19, 2003 (prior to receiving the directive) and has non-refundable cruise tickets. The class is not offered again in Costa Mesa until December 4-10, 2004.

An alternative option is taking the course in Naples, FL January 10-16, 2004. These dates are clear for the Library Director but travel arrangements would need to be made immediately.

The course description and training schedules for Costa Mesa and Naples are Attachment A.

RECOMMENDATION

Determine when the Board would like the Library Director to take this course and authorize \$2,200 for tuition plus travel and housing costs to be paid from the General Fund.

The Human Interaction Laboratory is NTL's most requested program. It is an introduction to interpersonal relations, group dynamics, with a focus on developing and practicing effective interpersonal skills and giving and receiving feedback responsibly. This popular program is the gateway program for many other NTL offerings. The T Group (T for training)--developed and refined by NTL to provide an intensive small-group experience, an informal atmosphere of shared learning, and an opportunity for behavioral feedback and assessment--is the foundation of the Human Interaction Laboratory. Working through the T Group method, experiential methods, and theoretical and conceptual frameworks, participants will increase their awareness of the effects of their behavior on others, enhance their communication skills and thus their ability to understand themselves and others, develop the ability to give and receive feedback responsibly, have a clearer understanding of group development and group dynamics, and be more aware of diversity issues.

Tuition: \$2200.00

Prerequisites:

CourseNotes:

NTLCore: Yes

Status: Offered

*Human Interaction Laboratory
Course Description*



Public Prog

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Graduate & Certificate
Customized Services Group
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Public Training

Please click on the course title to view course description and to continue w registration.

Location	Course	Start D
Costa Mesa, CA	Human Interaction Laboratory: Transforming Interpersonal Relations	02/07/2
Costa Mesa, CA	Human Interaction Laboratory: Transforming Interpersonal Relations	05/01/2
Costa Mesa, CA	Interpersonal Skills for Leadership Success (formerly Management Work Conference)	05/15/2
Costa Mesa, CA	Self-Awareness and Being: The Importance of Self in the Influence Process	10/16/2
Costa Mesa, CA	Interpersonal Skills for Leadership Success (formerly Management Work Conference)	10/16/2
Costa Mesa, CA	Managing Conflict: Organizational and Interpersonal	11/06/2
Costa Mesa, CA	Leading Organization Change	12/04/2
Costa Mesa, CA	Human Interaction Laboratory: Transforming Interpersonal Relations	12/04/2





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Please click on the course title to view course description and to continue w registration.

Location	Course	Start D
Naples, FL	<i>OK</i> Human Interaction Laboratory: Transforming Interpersonal Relations	01/10/2
Naples, FL	Creating and Sustaining High Performing Teams	02/23/2
Naples, FL	<i>No</i> Human Interaction Laboratory: Transforming Interpersonal Relations	03/06/2
Naples, FL	Interpersonal Skills for Leadership Success (formerly Management Work Conference)	03/13/2
Naples, FL	Diagnosing Organizations With Impact	03/22/2
Naples, FL	<i>OK</i> Human Interaction Laboratory: Transforming Interpersonal Relations	03/27/2
Naples, FL	Art of Coaching and Being Coached, The	04/14/2
Naples, FL	Senior Executives Challenge	04/25/2
Naples, FL	Group Process Consultation: A Practical Diagnostic and Intervention Approach	05/15/2
Naples, FL	— Human Interaction Laboratory: Transforming Interpersonal Relations	10/09/2
Naples, FL	Power to Change Whole Systems: The New Organization Challenge	10/23/2
Naples, FL	Senior Executives Challenge	10/24/2
Naples, FL	— Human Interaction Laboratory: Transforming Interpersonal Relations	11/06/2
Naples, FL	Interpersonal Skills for Leadership Success (formerly Management Work Conference)	12/04/2





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Invitation for the Library Trustees to participate in the Orange County Leadership Symposium, January 9-11, 2004, UCLA Conference Center, Lake Arrowhead**

DATE: December 22, 2004

BACKGROUND

Elected officials in Orange County are invited to participate in the third annual Orange County Leadership Symposium.

The symposium description and registration form are Attachment A.

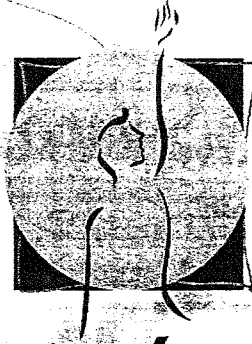
The cost for Trustees is \$525 plus travel.

RECOMMENDATION

Determine if any Trustees are willing to attend and authorize the payment of registration and travel expenses from the General Fund.



ORANGE COUNTY



Leadership SYMPOSIUM

III

Friday, January 9, 2004

thru

Sunday, January 11, 2004

UCLA Conference Center in Lake Arrowhead

The 2004 Orange County Leadership Symposium

The OCLS Advisory Team ...

- Blake Anderson**—General Manager,
Orange County Sanitation District
- Janet Huston**—Director, League of California
Cities, Orange County Division
- Wally Kruetzen**—Executive Director,
Transportation Corridor Agencies
- Art Leahy**—Chief Executive Officer,
Orange County Transportation Authority
- Dave Morgan**—Orange County City
Managers' Association
- Tim O'Donnell**—Orange County City
Managers' Association
- Chip Prather**—Chief,
Orange County Fire Authority
- Jim Ruth**—County Executive Officer,
County of Orange
- Dana M. Smith**—Executive Officer,
Orange County Local Agency
Formation Commission

...invites you, the elected regional leadership of Orange County, to a pioneering dialogue on leadership.

The seeds for what would become the OCLS Advisory Team were sewn in 2000, when the executive directors of seven Orange County regional agencies began meeting on a regular basis to discuss their common challenges. They soon envisioned creating a forum that would foster the development of working relationships between leaders who are responsible for overlapping regional issues. That vision would become the Orange County Leadership Symposium (OCLS).

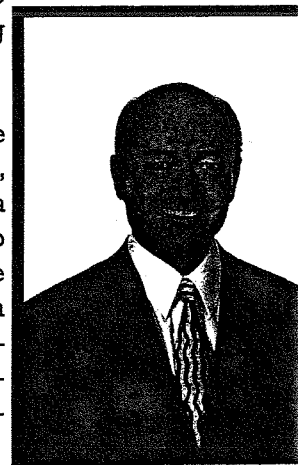
Over sixty elected officials attended the first annual OCLS in January 2002. The second annual event in January 2003 drew more than sixty participants, over half of whom attended OCLS I.

OCLS has created a powerful momentum. Please join us for OCLS III in January 2004!

Symposium Facilitator - Eric Allenbaugh, Ph.D.

The OCLS Advisory Team welcomes **Dr. Eric Allenbaugh** as this year's new symposium facilitator. His work in the public and private sectors as a leadership consultant and executive coach has spanned nearly twenty-five years. He has presented to more than 1500 audiences and has been a guest on over 350 television and radio programs focusing on succeeding in business and in life.

Eric received his doctoral degree from the University of Oregon, where he immersed himself in a program emphasizing leadership and organizational behavior. He has since built a solid career as a leadership and organizational development consultant for corporate, health care, and governmental organizations.



His best selling book, **WAKE-UP CALLS: You Don't Have to Sleepwalk Through Your Life, Love, or Career**, is published in five languages. His newest book, **DELIBERATE SUCCESS: Realize Your Vision with Purpose, Passion, and Performance**, is already available in three languages. As a former hospital administrator, Dr. Allenbaugh brings a pragmatic focus to enhancing leadership effectiveness.

The Challenge: Problems & Questions Facing OC Leaders

The long-term challenges facing Orange County's leadership will compound as the county's population increases by more than 700,000 people in the next two decades, the pressures on the county's infrastructure reaching critical proportions. At the same time, the long-term goals envisioned for the Orange County Leadership Symposium become even more crucial -- to inspire a renewed sense of stewardship over Orange County, to encourage more peer-to-peer communication and interaction among the county's leaders, to infuse creative and long-term vision into the OC leadership dialogue, and to leave a positive legacy to the future Orange County.

Now, more than at any time in Orange County's history, leaders need an open forum to develop an understanding of the risks and ever-changing demands of leadership and to tap into a collective capacity to enact positive change for the future of Orange County. The problems and opportunities resultant from the urbanization of Orange County will require all of the county's leaders to work collaboratively toward shared solutions. Band-aid fixes and short-term adjustments are inadequate to address the growing demands.

OC ELECTEDS PARTICIPATING IN THE DESIGN OF OCLS III

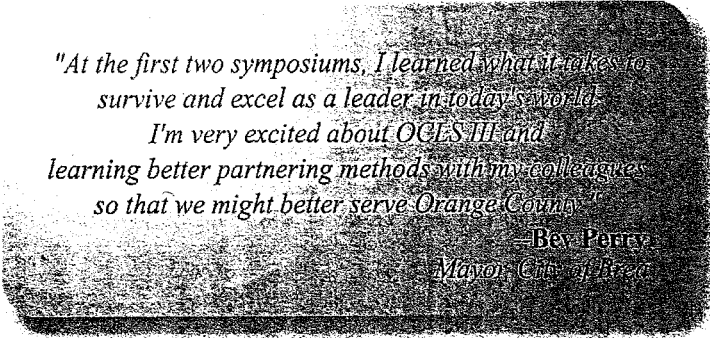
Based on feedback from last year's symposium, the OCLS Advisory Team coordinated a series of advanced focus group sessions with this year's facilitator, Dr. Eric Allenbaugh, inviting participants from OCLS I & II to engage themselves in the development and design of OCLS III.

On October 6th, over twenty past symposium participants gathered in one of four small focus groups

led by Dr. Allenbaugh. Dr. Allenbaugh sought the participants' unique insights and perspectives and found some surprising continuity in the responses he received.

Focus group participants highlighted the many ways in which leaders come together in the spirit of collaboration and commonality to address regional issues. They were quick to point out that Orange County is home to many innovative programs and organizations.

Focus group participants overwhelmingly agreed that elected officials want to give back to the community, that they sought public office to create something better for Orange County. In spite of this shared desire, participants expressed concern that the county has many political entities but no shared vision. "We need a clear mission and vision for Orange County," they said. Additionally, participants worry that term limits contribute to a lack of continuity and loss of developed political talent, further diluting one's ability to enact positive change.



"At the first two symposiums, I learned what it takes to survive and excel as a leader in today's world. I'm very excited about OCLS III and learning better partnering methods with my colleagues so that we might better serve Orange County."

—Bob Porrey
Mayor, City of Orange

Dr. Allenbaugh is working in close collaboration with the Advisory Team to develop a program based on the feedback compiled from the focus group session around one central theme:

Expanding Your Leadership Influence Strategies & Tools to Shape Your Future

Dr. Allenbaugh promises a fun and inclusive program providing pragmatic and experiential learning opportunities aimed at helping you, Orange County leaders, build a network for addressing common issues.

Change is a choice. Orange County leaders are challenged to move from "what is" to "what can be." By embracing the spirit of partnership embodied by OCLS, we can make an even more significant and positive difference in shaping the Orange County of the future. Make your commitment today!

The UCLA Facility

Nestled among the trees up 5,000 feet in the San Bernardino Forest, the UCLA Conference Center is located on the north shore of Lake Arrowhead. The conference facility is made available to government and non-profit organizations at a substantially reduced rate. All amenities are included in the registration fee, including participation in the symposium, meals, and lodging.

Symposium participants will be housed in two bedroom, two bathroom condolets. You'll be given an opportunity to select your own housemate when completing the registration form. We will do our best to accommodate your requests.

You can get more information about the UCLA Conference Center, including detailed driving directions, by visiting the conference center's Website at www.uclaconferencecenter.com.

NOTE: The Advisory Team is closely monitoring the situation with the southern California wildfires in the Lake Arrowhead area. If a change of venue becomes necessary, the Advisory Team will provide you updated logistical information as it becomes available.

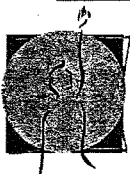


Registration Information

The invitation to attend this symposium has been extended to the 125 members that make up the following sponsoring boards and commissions: the Orange County Transportation Authority, the Orange County Fire Authority, the Orange County Sanitation District, the Orange County Transportation Corridor Agencies, the County of Orange, the Orange County Water District, the Orange County Local Agency Formation Commission, and the Orange County Division of the League of California Cities. Members of the Orange County City Managers' Association have been extended an invitation, as well.

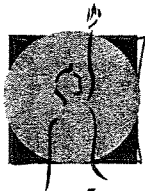
Recognizing the fiscal challenges that municipalities will face in the coming year, the Advisory Team did its utmost to reduce the costs of OCLS III. As a result, the team was able to par down the overall expenses related to the conference and is passing the savings on to the symposium attendees. For registrants from sponsoring agencies (listed above), the registration fee is \$375 -- that's a savings of \$150 over last year's registration fee. This fee is fully inclusive of all symposium materials, lodging, and meals. Provided there is space available, the Advisory Team welcomes participants from outside of the group of sponsoring agencies. The registration fee for such registrants is \$525.

The deadline for registration is December 19th. Detailed registration information is outlined on the enclosed registration form, including the answers to frequently asked questions. Please complete the form and mail it per the instructions provided.



ORANGE COUNTY LEADERSHIP SYMPOSIUM
c/o Orange County LAFCO
12 Civic Center Plaza, Room 235
Santa Ana, CA 92701

ORANGE COUNTY



Leadership
SYMPOSIUM

REGISTRATION INFO:

HOW TO REGISTER

If you are affiliated with one of the sponsoring agencies, your investment in this leadership experience is only \$375, including symposium materials, lodging, and meals. Provided there is space available, the Advisory Team welcomes participants from outside of the group of sponsoring agencies. The registration fee for such registrants is \$525.

We must receive your registration by Friday, December 19th for you to be included in the event. Please complete this form in its entirety and mail it to the address specified. Your agencies will be appropriately invoiced for your registration fee.

Due to program format and capacity limits at the conference center, symposium participants are discouraged from bringing guests.

TIME SCHEDULE & ATTIRE

The symposium will begin promptly at 2:30 p.m. on Friday, January 9th. Please arrive around 1:30 p.m. to allow time to register and receive symposium materials. Also, an early arrival will enable participants to avoid the brunt of Friday afternoon traffic from Orange County to the Inland Empire. Please eat lunch prior to your arrival, as dinner will not be served until 6:30 p.m.

Participants can expect to immerse themselves in conference sessions all day Saturday. The symposium will adjourn around noon on Sunday.

We recommend that you dress in casual attire and bring a sweater due to possible fluctuations in room temperature.

REGISTRATION FORM

PARTICIPANT INFORMATION:

Name: _____

Title: _____

Organizational Affiliations: (check all that apply)

- County of Orange Orange County Fire Authority
- Orange County Sanitation District Orange County LAFCO
- Orange County Transportation Authority League of Cities-OC
- Orange County Transportation Corridor Agencies
- Orange County City Managers' Association
- City of _____
- Other: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email address: _____

SPECIAL REQUESTS:

Preferred housemate: _____

Requests (i.e., dietary restrictions, special accommodations, etc.): _____

Please note, all guest rooms are non-smoking.

Mail completed form to:

ORANGE COUNTY LEADERSHIP SYMPOSIUM
c/o League of California Cities-OC Division
600 W. Santa Ana Blvd., Suite 214
Santa Ana, CA 92701-4542
FAX: (714) 972-1816

Please direct any questions and requests for information to Heather Dion at (714) 972-0077 or Danielle Ball at (714) 834-6212.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: December 11, 2003

SUBJECT: Program Committee Report for the month of November

DEPARTMENT NUMBER OF PROGRAMS NUMBER OF ATTENDEES

<i>ADULT SERVICES</i>	5	697
<u>TYD Total</u>	<u>9</u>	<u>793</u>

CHILDREN'S SERVICES

Wed. PM Story Times	3	82
Thurs. AM Story Times	3	17
3-4 year-old music times	2	74
5-6 year-old music times	0	0
Lapsits	3	54
Camp Library	1	108
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0

TOTAL FOR OCTOBER	<u>12</u>	<u>335</u>
--------------------------	-----------	------------

YTD TOTAL	<u>77</u>	<u>1,823</u>
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***LITERACY SERVICES* Nov 2003-04 FY 2003-04 YTD**

Total Tutors	135	211
Total Students	191	256
Total Hours	2,208	8,719

For more detailed literacy statistics, see Agenda Item 42, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Jillian Rakos, Children's Librarian

Date: December 22, 2003


Subject: November Activities in the Children's Department

Programming- Programming began in November. There were 6 storytimes, 3 lapsits and 2 MusicTimes in November. There was also Camp Library.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	3	30 children / 24 adults
Storytimes (a.m.) 3 - 6 year olds	3	47 children / 35 adults
Storytimes (p.m.) 3 - 6 year olds	3	10 children / 7 adults
MusicTimes 3 - 4 year olds	2	24 children / 15 adults
MusicTimes 5 - 6 year olds	2	22 children / 13 adults
Camp Library	1	50 children / 58 adults
TOTALS		183 children / 152 adults



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: December 11, 2003

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

Tutor Training . The Literacy Coordinator conducted one regular workshop and one accelerated workshop in October and nine (9) tutors were trained. All new tutors are presently matched or are being matched. The next tutor training is scheduled for December 7, 2003.

Families for Literacy (FFL) Program Status. FFL now serves over 50 family students who are either active or on the waiting list. There was no family program in November. We're planning to have our last calendar year program on Sunday, December 21. We plan to develop future FFL programs in conjunction with our *EVEN START* partners from Ruby Drive Elementary..

Placentia Rotary Reading Enrichment Program (PRREP). PRREP began again this year in September, and so far more than seventy high school students from El Dorado and Valencia High Schools have signed up. We presently have El Dorado PRREP volunteers helping after school at Brookhaven Elementary and Valencia PRREP volunteers helping again at Van Buren Elementary. We plan to have all PRREP volunteers active as soon as possible.

Reach Out and Read. PLLS continued its partnership in November with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who are back again to read to the kids.

English Language and Literacy Intensive (ELLI) Program Update. ELLI is active again but so far only at Ruby Drive Elementary School. At Ruby Drive, we have eight staff working with Kindergarten Extended Day classes and third grade emerging English classes. So far, we have received more than 170 permission slips for students in these classes.

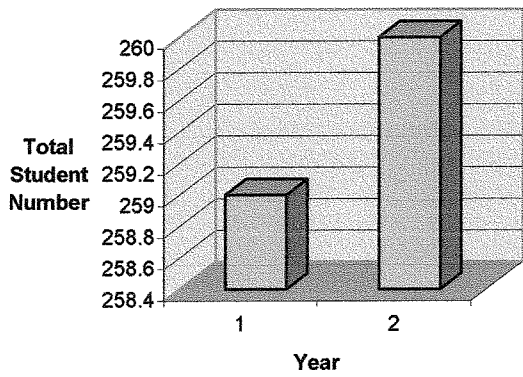
Literacy statistics. See Agenda Item 43, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

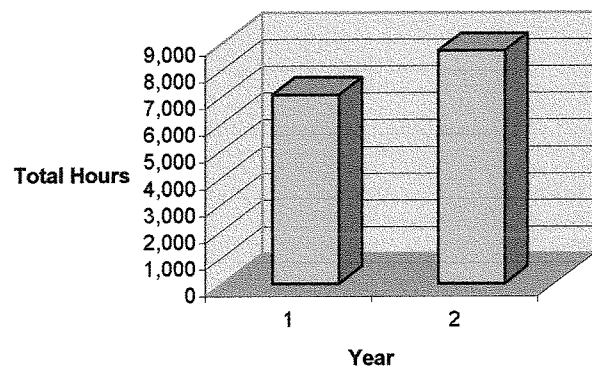
Report of Growth and Progress

	Jul-02	Jul-03	YTD 2002	YTD 2003
Tutors				
Adult	78	84	78	84
Teen	60	55	60	55
Hours Instruction	1,468	1,480	1,468	1,480
Other Volunteer Hours	48	48	48	48
Total Hours	1,516	1,528	1,516	1,528
Training Workshops				
Workshops Held	2	3	22	2
Tutors Trained	14	10	14	10
Students				
With Adult Tutors	130	131	130	131
With Teen Tutors	33	55	33	55
In Groups	0	0	0	0
Total Active Students	163	186	163	186
Families for Literacy				
Family Students	22	147	22	147
Family Tutors	10	9	10	9
Hours of Instruction	68	120	68	120
ELLI Program				
K-6th Grade Students	0	0	423	0
Tutors for K-6th Grade	0	0	20	0
Hours of Instruction	0	0	1,832	0
Total Tutors	138	139	138	139
Total Students	163	186	63	186
Total Instruction Hours	1,468	1,480	1,468	1,480

Change in Total Students



Increase in Instruction Hours



100

100


100

100

100

100

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: December 11, 2003

SUBJECT: Placentia Library Web Site Development Report for the month of November.

In November, the Placentia Library District had 43,961 "hits" on the Web Site, an average of 1,465 a day. The following are our year to date statistics:

Pages Visited	July 03	August 03	Sept 03	Oct 03	Nov 03	Dec 03
Borrowers	185	122	132	188	136	
Friends	82	63	56	98	76	
District	81	76	108	135	75	
Kids	191	144	154	206	169	
Foundation	68	58	300	193	72	
History Room	150	125	147	155	91	
Literacy/CLC Logo	68	69	113	208	130	
Passports	530	498	505	488	273	
Total Views Most Hits	1,355	1,085	1,515	1,671	1,022	

Total Most Hits YTD 6,648



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

DATE: December 22, 2003

SUBJECT: Publicity materials produced for November 2003

Information on the Placentia Library cable channel #53, updated November 30, 2003:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Library Hours
4. Christmas and New Year's Closures
5. Library Departments
6. Friends of Placentia Library Bookstore offering great bargains
7. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
8. Bookstore Volunteers Needed
9. Silent Auction
10. Placentia Historical Afghan Sale
11. 2004 Authors Luncheon, Kelly Lange
12. Library Hours
13. Christmas and New Year's Closures
14. Literacy Services logo
15. Literacy Program asking for volunteers
16. Apply for your passport at Placentia Library
17. Passport Hours
18. Library Hours
19. Christmas and New Year's Closures
20. Poet Laureate Scheduled
21. Placentia's Newest Local History For Children & Adults
22. Lapsit Storyhours
23. Story Times, ages 3-6, no December hours
24. Music Times, ages 3-4, no December hours
25. Music Times, ages 5-6, no December hours
26. Story Time at Home, *Tumblebook Library*
27. Library Hours
28. Christmas and New Year's Closures
29. Telephone Renewal Instructions
30. www.placentialibrary.org, 24/7 Reference, the Library Catalog
31. www.placentialibrary.org, Online Resources
32. Placentia History Room Hours
33. Placentia History Room Displays
34. Placentia History Room Collections
35. Placentia History Room Archival Resources

General Newspaper articles published:

1. Libraries Compete for Scarce Funding
2. Adventures in Writing


Library Newspaper articles published:

1. Library's History Room Open
2. Tutors Needed for Literacy Program, Orange Coast Magazine
3. New Placentia Plan Presented
4. Tuesday Event of Literacy Tutor Training
5. Youth Poetry Group to Hold Meetings
6. Bargain Prices Set for Placentia Library Used Book Sale

Flyers and Notices:

1. Thanksgiving cards sent out to all Foundation donors
2. Foundation thank you cards, Library bookmarks, and ID cards are sent out
3. Friends Annual Membership Campaign mailing which included letters, brochures, rolodex card, and return envelope
4. Friends membership thank you letters are sent out with membership cards
5. Second Sunday Book Sale Flyer

Welcome to Placentia Library District




411 East Chapman Avenue
Placentia, CA 92670-6198
714-528-1906 Ext. 210
www.placentialibrary.org

Placentia Library
Board of Trustees

Al Shkoler, President
Margaret "Peggy" Dinsmore
Betty Escobosa
Gaeten Wood
Richard DeVecchio, Ed.D.

Placentia Library Hours


Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

Library Closed for 

Christmas Eve and Christmas Day
Wednesday, December 24 & Thursday, December 25

&


New Year's Eve and New Year's Day
Wednesday, December 31 & Thursday, January 1



Placentia Library
528-1906

Renewals Ext.# 6
Adult Services Ext.# 209
Children Services Ext.# 212
Literacy Ext.# 213
Passport Information Ext.# 265
www.placentialibrary.org

USED BOOKSTORE




Staffed entirely by Volunteers
Located in the Library lobby

GREAT BARGAINS!!


SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:30 P.M.
Next three sales will be: Dec 14, Jan 11, Feb 8

Where: BACKROOM where Friends sort and price donations - ENTER through delivery entrance from parking lot

What: **Everything** in stock 

Why: To provide money to support Library needs while providing quality reading materials at low cost



Bookstore Volunteers Needed

Sundays 3:00 - 5:00 P.M.
Mondays 6:00 - 8:00 P.M.
Tuesdays 4:00 - 6:00 P.M.
Substitutes needed for additional hours

Please call 528-1925, Ext. 201 for information

Silent Auction!

- The Friends of Placentia Library has assembled a display case in the lobby of the Library with unusual books and other treasures.
- Bid sheets are located inside the Book Store.
- At the conclusion of the bidding period, a volunteer will notify winners.
- Bids close the 3rd Tuesday of each month.

Placentia Historical Afghans
On Sale Now At The
Library Circulation Desk


Cranberry X Blue X Green

\$55.00 plus tax

Proceeds support the Placentia History Room

2004 Authors Luncheon
Saturday, March 6, Alta Vista Country Club

Featuring




Kelly Lange
Newswoman & Mystery Writer

Tickets go on sale January 19*


Placentia Library Hours


Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

Library Closed for 

Christmas Eve and Christmas Day
Wednesday, December 24 & Thursday, December 25

&

 New Year's Eve and New Year's Day
Wednesday, December 31 & Thursday, January 1



Placentia Library Literacy Services

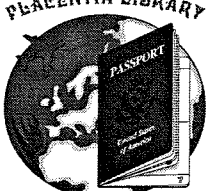
Call Literacy Coordinator Jim Roberts
if you or someone you know
needs help in reading or speaking English.

☎ 524- 8408 Ext 213

Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
December 7th & January 4th & February 1st


For more information and to sign up call 524-8408, Ext 213



PLACENTIA LIBRARY

Passport Application
Acceptance Agency

Passport Services Available at the Library




Passport hours at the Library are:

Sunday	1:00 - 4:30 P.M.
Monday	12:00 - 8:30 P.M.
Tuesday	12:00 - 8:30 P.M.
Wednesday	12:00 - 8:30 P.M.
Thursday	10:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	10:00 A.M. - 2:00 P.M.

Placentia Library is an official U.S. Department of State
Passport Acceptance Agency.
For Passport information
call 528-1916 Ext. 265 or visit the Library Website www.placentialibrary.org

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED


Library Closed for 

Christmas Eve and Christmas Day
Wednesday, December 24 & Thursday, December 25

&

New Year's Eve and New Year's Day
Wednesday, December 31 & Thursday, January 1


Young Adult Poetry



With
Meredith Laskow
Placentia Library District's
Poet Laureate for 2003-2004

7:00 - 8:45 P.M.
Library Meeting Room
Monday, December 8

Placentia's Newest Local History
For Children & Adults





Available At The
Library Circulation Desk
\$12.93 (including tax)

*Great Holiday Present
For Young & Old*

Lapsit Storyhours
Ages newborn to 2 years

Thursday Mornings
10:15 - 10:35 A.M.
January 8 - February 26
No December Hours

Childrens Storyhour Room






Sponsored by the
Gordon & Dixie Shaw Endowment

No pre-registration required - no charge

Story Times
For Children
Ages 3 - 6


Wednesday Evenings
6:30 - 7:00 P.M.
January 7 - February 25

Thursday Mornings
11:00 - 11:30 A.M.
January 8 - February 26


No December Hours
No pre-registration required - no charge

Music Times
For Children
Ages 3 - 4



Tuesday Evenings
6:00 - 6:30 P.M.
January 6 - February 24
No December Hours

Featuring Lynn Baesler



No pre-registration required - no charge

Music Times
For Children
Ages 5 - 6



Tuesday Evenings
6:30 - 7:15 P.M.
January 6 - February 24
No December Hours



Featuring Lynn Baesler

No pre-registration required - no charge

Story Time at Home

Use the *Tumblebook Library*
at
www.placentialibrary.org


Click on: Just for Kids

Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Placentia Library Hours


Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

Library Closed for 

Christmas Eve and Christmas Day
Wednesday, December 24 & Thursday, December 25

&


New Year's Eve and New Year's Day
Wednesday, December 31 & Thursday, January 1



Renew your books
By phone
Using **TeleCirc**

714-765-1775
24 hours a day / 7 days a week

"Please enter your library card number, followed by the # sign"



- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines

www.placentialibrary.org

24/7 Reference
There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

The Library Catalog
You can look up what books are available at the Placentia Library, as well as Yorba Linda Library, and all of the Anaheim Library branches. *(no library card number needed)*

Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

www.placentialibrary.org


Online Resources
(To access, you must have your library card number available)

- LearnA Test
- Newspapers
- Facts On File
- NoveList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center

Placentia History Room




Staffed and managed by volunteers


Hours
Monday & Wednesday
6:00 – 9:00 P.M.
Other hours by special arrangement



Placentia History Room








Displays currently featuring

-  Local school annuals
-  Traveling historical photographs of local schools
-  Books by local authors












Placentia History Room

Historical Collections Include

-  Bancroft's historical series
-  Local oral histories
-  California historical fiction
-  Complete collection of Women's Round table Scrapbooks
-  Local citrus label collection
-  Spanish made cannonball – possibly from the 1769 Portola Expedition
-  Adobe brick from Ontiveras adobe built in 1832

Placentia History Room

Archival Resources Include

-  West Atwood Yacht Club memorabilia
-  Assorted Samuel/Louis Kraemer maps and papers
-  Articles on international student visit in Placentia, Italy
-  West Placentia Little League
-  International Kiwanis papers and scrapbook (1965-1974)
-  Virginia Carpenter photograph collection
-  Placentia Courier negative collection
-  Historic photograph collection
-  Newspaper clippings, brochures, newsletters, maps of local historic interest

pacific clippings

Post Office Box 11789
Santa Ana, Calif. 92711

pacific clippings

Post Office Box 11789
Santa Ana, Calif. 92711

Placentia News
Weekly NOV 27 2003

pacific clippings

Post Office Box 11789
Santa Ana, Calif. 92711

Placentia News
Weekly NOV 27 2003

Agenda Item 44
Page 7 of 9

Register
Daily NOV 27 2003

PLACENTIA 332

Help on the shelves: The Placentia Library is seeking volunteers to help with its book sales, which are held the second Sunday of each month. Volunteers will assist customers and help with pricing and sorting donations. Proceeds from the sales benefit the library's programs and services. Schedules can be tailored for each volunteer. Information: Jillian Rakos, (714) 528-1925, Ext. 201.

- Patrick Vuong
(714) 704-3796
pvuong@ocregister.com

TUESDAY 332

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

pacific clippings

Post Office Box 11789
Santa Ana, Calif. 92711

Placentia News
Weekly NOV 27 2003

Youth poetry group to hold meetings

A young adult poetry group, led by Meredith Laskow, Placentia Library District's poet laureate, will meet in the library from 7 to 8:45 p.m. one Monday per month this fall.

The group is for youths ages 12-18 who are interested in writing poetry.

The next meeting will be held Dec. 8.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

Bargain prices set for Placentia Library used book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Dec. 14 at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

The sale is held on the second Sunday each month. Enter from the loading dock area.

Also, the library is hosting a silent auction, whose display in the lobby changes every month.

Bidding sheets are in the library's book store.

For the coming weeks, various rare books will be up for grabs, including a 1935 edition of "Winnie the Pooh."

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

BRIEFLY

pacific clippings

Post Office Box 11789
Santa Ana, Calif. 92711

Coast Magazine
Monthly DEC 2003

SPOTLIGHT

Adventures in Writing

A child's imagination is a precious thing. Here's a way to foster that incredible imagination. "Adventures in Writing" is a short story contest sponsored by the Irvine Barclay Theatre and the Orange County Public Library and is being held in honor of the Kennedy Center's February 6th, 2004 performance of Hans Christian Andersen's classic fairy tale, *The Nightingale*. Young budding authors ages 8 through 12 are invited to enter the contest, which runs now through December 20. Using Andersen's popular fairy tales as inspiration and then applying creative aspects often found in fairy tales - from magic spells to the triumph of good over evil - the contest provides young authors with an opportunity to write their own fairy tale that reflects the 21st century. As a special treat, all finalists will have their stories copied and bound into a book that will then be placed on the shelves of all 27 Orange County Libraries. In addition, each finalist will receive their very own copy of the final book and a certificate to show their story has been published and placed in the library. Talk about bragging rights! To make it even better, three lucky winners will be chosen from the finalists to receive four tickets to see *The Nightingale* at the Barclay with a chance to meet the cast after the show. Entry forms can be picked up at any OC Public Library branch. -Sofie Lejejs



pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Los Angeles Times

OC Edition

Daily

NOV 24

Agenda Item 44

Page 8 of 9

Libraries Compete for Scarce Funding

O.C. branches among those making requests for money from a 2000 construction bond.

By **STUART PFEIFER**
Times Staff Writer

332

Jill Patterson follows a morning routine when she opens La Habra Library: She unlocks the door and quickly gets out of the way.

That's when a crowd of patrons rushes in for first crack at the library's six computers. Those who are too late, or are muscled out, must wait as long as an hour for a turn.

"They know to walk. If they don't walk, I won't let them on a terminal," said Patterson, who manages the library. "I don't want them injured."

The morning rush illustrates the library's need for more computers. But even if she could afford them, Patterson wouldn't have the room. Built in 1966, the library has squeezed so many bookshelves into its cramped building that a wheelchair cannot fit in its narrow aisles.

That's why the city plans to apply for \$4.2 million from a state library bond next year for expansion and renovation of the library.

But with libraries around the state competing for a limited pot of money, the city's chances are far from good.

"It's a dream," Patterson said. "I know how competitive it is. . . . But I know how great our need is."

Many librarians had that dream when California voters approved a \$350-million library construction bond in 2000. Three years later, local and state officials say they now realize the funding did not come close to meeting the state's needs. In the last two years, a committee reviewing the applications has funded just 34 of 127 eligible requests.

"It's extremely difficult. I don't think there's a project that came in here that wasn't a viable and needed project," said Richard Hall, manager of bond construction for the California State Library.

"It's a little bit like having to cut off eight of your 10 fingers to make a decision who gets funded and who doesn't."

Under the voter-approved initiative, the state pays 65% of construction costs, with local

[See *Libraries*, Page B6]

pacific clippings

post office box 11789
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Placentia News

Weekly NOV 27 2003

Library's History Room open

332 The Placentia Library's History Room is open to the public from 6 to 9 p.m. Monday and Wednesday.

The library is also inviting residents with historical items to discuss the preservation of materials at the library.

Information: (714) 996-8390.

pacific clippings

post office box 11789
santa ana, calif. 92711

Orange Coast Magazine

Monthly DEC - - 2003

PLACENTIA LIBRARY

332 DISTRICT

Placentia

714-528-1906

www.placentialibrary.org

Purpose: Library-sponsored literacy program.

Needs: Tutors to teach English as a second language.

Libraries Competing for Limited Improvement Funds

Libraries, from Page B1

however, none of the 24 cities that are part of the Orange County Public Library system has seen any money. Officials in three cities — Tustin, La Habra and Dana Point — say they plan to apply for the final batch of construction money next year, which promises to be the most competitive year yet.

Officials expect more applications, including some from cities that failed to win grants in the previous two rounds, with less money to distribute. And the state's budget crisis means it might be difficult for library officials to persuade voters or state lawmakers to approve another bond any time soon.

"There's nothing we hear about additional bond mea-

asures. If that money is not available, it would be very difficult to do the project at all," said La Habra City Manager Brad Bridenbecker. "My guess is it would be some time before they do that again."

Need is one of several areas considered by the committee reviewing the applications, Hall said. The bond act requires the committee to consider several factors, including the inadequacy of the current library, its

age and condition, and population growth in the area. Tustin officials say they have a strong case for a proposed 32,000-square-foot downtown library that would be more than twice the size of the current facility. They will ask the state to approve an \$11-million grant with the city picking up an additional \$6 million, officials said.

The current library is too small, has no separate children's section and is more than 25 years

old, said Tustin Mayor Tracy Worley Hagen, who has been advocating for a new library building for several years. The city applied for funding under the state bond in 2002 but was bypassed.

This time, Tustin officials say, they hope things will be different.

"The facility is bursting out at the seams," said Tustin Assistant City Manager Christine A. Shingleton. "No matter what happens, this is one of the city's No. 1 priorities."

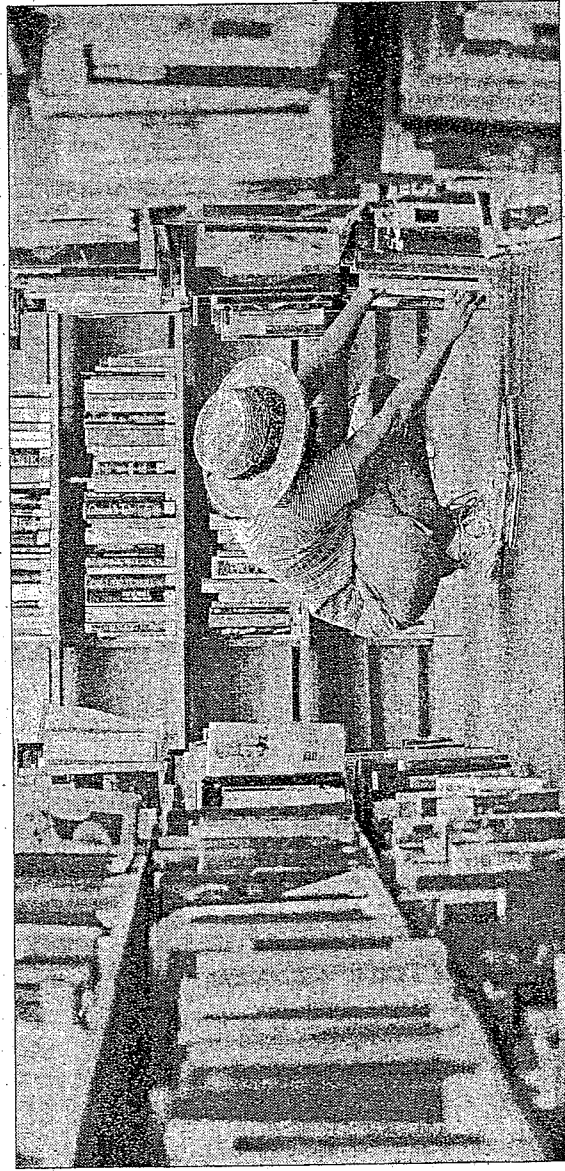
Hall said he knows a number of city and county libraries will be disappointed when the winners are announced next year. He said some cities can take so- lace in the example set by Fra- zier Park library in Kern County. The county applied for funding

again."

"This is certainly the last chance for this bond act," Hall said. "I've been around state government long enough to know there's cycles we go through. There may be a positive cycle again."

IN A BIND: Lynn Kings searches the stacks at the cramped La Habra Library. The city is applying for expansion funds from a \$350-million bond issue, but in the last two years, a state panel has approved just 34 of 127 requests.

IN A RESOURCE: Jaime Mendez, 2, and Guadalupe Garcia browse on one of the half-dozen computers available to patrons at the La Habra branch library.



Photographs by GLENN KOENIG, Los Angeles Times

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Los Angeles Times
OC Edition
Daily NOV 2 4



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Library Assistant *KM*
DATE: December 22, 2003
SUBJECT: **Safety Committee report for November**

There was no safety committee meeting in November. The next meeting is scheduled for Tuesday, December 23, 2003 at 11:30 A.M.

