

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

March 24 , 2003

**Library Conference Room
Administration**

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, June 18, 2007






6:30 P.M.

Library History Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

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

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

CALL TO ORDER

- 1. Call to Order Library Board President
- 2. Roll Call Administrative Services Manager
- 3. Adoption of Agenda

Stop
A.H.
K.H.

correct Allen 45
from 11/12
J.T.
G.W.

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

Presentation: Library Director
Recommendation: Adopt by Motion

- 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).

TRUSTEE & ORGANIZATIONAL REPORTS

- 5. Board President Report

MAC Announce meeting last week

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

- 6. Trustee Reports

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

- 7. Placentia Library Friends Foundation Board of Directors Report.

Camille Times

- 8. Upcoming Trustee meetings and events.

Vernon in

18. Collection Agency Report for May 2007. (Receive & File)

19. Gift Report for May, 2007. (Receive & File)

GENERAL CONSENT REPORTS (Items 20 – 30)

20. Building Maintenance Report for May 2007. (Receive & File)

21. Personnel Report for May 2007. (Receive, File, and Ratify Appointments)

22. Volunteer Reports for May 2007. (Receive & File)

23. Circulation Report for May 2007. (Receive & File)

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

25. Legislative Reports from the California Special Districts Association and the California Library Association. (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. Announcement from the State Library of California of the appointment of Stacey Aldrich, Assistant Director of the Omaha, NE Public Library, as the Deputy State Librarian effective August 6, 2007. (Receive & File)

30. Certification by the State Library of California of the population figures to be used in the calculation of the Public Library Fund (PLF) Allocations for Fiscal Year 2007-2008. Placentia Library District is certified at 55,065. (Receive & File)

STAFF REPORTS (Items 31 – 40)

31. Library Director's Report. (Minter)

32. Program Committee Report for May 2007. (Roberts)

33. Children's Services Report for May 2007. (Gurkweitz)

34. Placentia Library Literacy Services Report for May 2007. (Roberts)

35. Reference and Adult Services Report for April and May 2007. (Strazdas)

36. History Room Report for May 2007. (Bell)

37. Placentia Library Web Site Report for May 2007. (Napier)

- 38. Technology Report for May 2007. (Napier)
- 39. Publicity Materials Produced in May 2007. (Monroe)
- 40. Safety Committee Minutes for May 2007. (Matas)

CONTINUING BUSINESS

- 41. 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.

- 42. Receive & File and Adopt the Facility Master Plan for Placentia Library District and set the Facility Master Plan for a Public Hearing on Monday, August 13, 2007 at 6:30 P.M. The next action will be the meeting with a representative from MuniFinancial on Thursday, June 28, 2007 at 12:30 P.M. to discuss the implementation of Developer Fees and financing the projects identified in the Facility Master Plan.

Presentation: Library Director
 Recommendation: Receive & File the Facility Master Plan as prepared by Linda Demmers; and
 Adopt the Facility Master Plan for Placentia Library District, 2007; and
 Set the Facility Master Plan for Placentia Library District, 2007 for a Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

*Linda Baesler
in @ 7pm.*

*M1 - GW
M2 - R.D.*

*M1 - G.W.
M2 - J.T.*

- 43. Adopt Budget for Fund 707, the General Fund, for Fiscal Year 2007-2008 and set a Public Hearing for Monday, August 13, 2007 at 6:30 P.M.

Presentation: Library Director
 Recommendation: Adopt the Budget for Fund 707 for Fiscal Year 2007-2008; and
 Set the Budget for Fiscal Year 2007-2008 for Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

*Breakdown
travel
budget
further*

*M1 - B.E
M2 - J.T.
M1 - B.E
M2 - R.D.*

- 44. Amend the Salary Schedule for Exempt Library Personnel for Fiscal Year 2007-2008, to include the change in the Library Director's salary adopted at the May 22, 2007 Library Board Meeting, to be effective July 1, 2007.

Presentation: Library Director
 Recommendation: Amend the Salary Schedule for Exempt Library Personnel for Fiscal Year 2007 to change the Library Director's Annual Salary from \$104,707.20 to \$108,888.00 effective July 1, 2007.

*M1 - GW
M2 - J.T.*

*Betty to CSDA
in October*

- 45. Establish the Holiday and Library Public Services Schedule for Calendar Years 2007 and 2008 and Adopt by Resolution 07-09. The Library Board will determine whether to add the third Monday in January as a staff holiday for Martin Luther King Day and whether to close on the Sunday before Martin Luther King Day.

Minute 42 on recording

Presentation: Library Director
 Recommendation: Determine whether or not to close on the Saturday preceding a Monday holiday; and

PD GW 07/08

Defer to Policy

Determine whether or not to add Martin Luther King Day to the list of staff holidays, and whether or not to close the Library on the Sunday and Saturday preceding Martin Luther King Day; and

redme footer

M1 GW M2

Determine and adopt the Holiday and Public Service Calendar for Calendar Years 2007 and 2008;

Read Resolution 07-09 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2007 and 2008; and

M1 M2

Adopt Resolution 07-09 by Roll Call Vote.

M1 M2

- 46. Staff Appreciation Dinner. Trustee Wood will give a status report on the arrangements.

Presentation: Trustee Wood
 Recommendation: Action to be determined by the Library Board of Trustees.

no report at this time

NEW BUSINESS

- 47. Establish Fines and Fees Schedule for Fiscal Year 2007-2008 and set Public Hearing for Monday, August 13, 2007 at 6:30 P.M.

Presentation: Library Director
 Recommendation: Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2007-2008; and

as amended 15% / 100% more

Authorize the amendment of Placentia Library District Policy 6035 – Fines & Fees Schedule to reflect the changes; and

M1 J.T. M2 GW M1 J.T. M2 GW M1 J.T. M2 GW

Set the Fines & Fees Schedule for Fiscal Year 2007-2008 for Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

8PM

- 48. Personnel Allocation Schedule and Organization Chart for Fiscal Year 2007-2008.

Presentation: Library Director
 Recommendation: Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2007-2008.

M1 R.D. M2 GW





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Fines and Fees Schedule for Fiscal Year 2007-2008 and set Public Hearing for Monday, August 13, 2007 at 6:30 P.M.
DATE: June 18, 2007

BACKGROUND:

Attachment A is Placentia Library District Policy 6035 – Fines & Fees Schedule adopted August 25, 2003 and revised August 15, 2005. The Policy was reviewed on August 31, 2006 and no changes were made.

Staff is recommending the following changes for Fiscal Year 2007-2008, effective September 1, 2007:

-  That the Special Services, Photocopy, black ink, per page, be reduced from \$.15 to \$.10. This change was implemented by staff with the consent of the Library Board of Trustees when the new photocopier was installed with the understanding that the change would be formalized with the Fiscal Year 2007-2008 Fines & Fees Schedule. This amount will be noted as paid in cash or by credit card.
-  That a new Special Services, Photocopy, black ink, per page, paid with a Library Card Deposit Account be established at \$.08 per page. This is to encourage clients to pay for services with their Library Cards. If they pay with their Library Cards the Library does not have to count the coins or pay a processing fee for a credit card transaction.
-  That the Special Services, Printing & Photocopy, color, per page, be reduced from \$1.00 to \$.50. This amount will be noted as paid in cash by credit card. This rate will bring the Library more in line with local commercial printing services.
-  That a new Special Services, Printing & Photocopy, color, per page, paid with a Library Card Deposit Account be established at \$.45 per page. This is to encourage clients to pay for services with their Library Cards. If they pay with their Library Cards the Library does not have to count the coins or pay a processing fee for a credit card transaction.



That the Special Services, Passport Check Preparation be increased from \$2.00 to \$5.00 per check.



That a new fee be established in Special Services for copies of photographs from the Placentia History Room at \$7.50 per photograph, plus actual packaging and postage or shipping costs, if required.

Attachment B is the Proposed Fines & Fees Schedule for Fiscal Year 2007-2008.

The Fines & Fees Schedule needs to be adopted as a first reading and set for public hearing. Final adoption will take place after the public hearing. The recommended date for the public hearing is the August Board Meeting, Monday, August 13, 2007 at 6:30 P.M.. The public hearing on the Fines & Fees Schedule and the Budget will take place at the same meeting.

RECOMMENDATIONS:

1. Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2007-2008.
2. Authorize the amendment of Placentia Library District Policy 6035 – Fines & Fees Schedule to reflect the changes.
3. Set the Fines & Fees Schedule for Fiscal Year 2007-2008 for Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE
Adopted August 25, 2003, Revised August 15, 2005

FINES PER DAY

All Items \$.20

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

MAXIMUM FINE PER ITEM **MAXIMUM**
All Items \$ 10.00

RESERVES & SHELF CHECKS **PER ITEM**
All Items \$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books Item Cost + \$ 5.00 \$ 20.00
Uncataloged Paperbacks Item Cost + \$ 5.00 5.00
Magazines/Pamphlets..... No Processing Fee..... 3.00
Cassettes..... No Processing Fee..... 10.00
CDs, CD ROMs & Videos..... Item Cost + \$ 5.00..... 15.00
Audio Books (all formats)..... Item Cost + \$ 5.00 50.00

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

SPECIAL SERVICES **PER ITEM**
Library card replacement..... \$ 2.00
Cleaning CD/DVD, next business day service..... 2.00
Cleaning CD/DVD, expedited same day service 5.00
Fax per document (outgoing or incoming) plus \$.10 per page 2.00
Laminating, per sheet 1.00
Notary services, per signature 10.00
Printing, black ink, per page..... .10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page 1.00
Passport check preparation..... 2.00
Test monitoring, per exam 30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours	\$ 35.00
Additional hours, in four hour increments	35.00
Set-up & clean-up combination	30.00
Set-up fee	20.00
Clean-up fee	20.00

SURCHARGES

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

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE
 Effective September 1, 2007
 Adopted August 25, 2003, Revised August 15, 2005, Revised August 20, 2007

FINES PER DAY

All Items \$.20

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

MAXIMUM FINE PER ITEM MAXIMUM

All Items \$ 10.00

RESERVES & SHELF CHECKS..... PER ITEM

All Items \$.50

Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

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SPECIAL SERVICES PER ITEM

Library card replacement..... \$ 2.00

Cleaning CD/DVD, next business day service..... 2.00

Cleaning CD/DVD, expedited same day service 5.00

Fax per document (outgoing or incoming) plus \$.10 per page 2.00

Laminating, per sheet 1.00

Notary services, per signature	10.00
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card	0.10
Printing & Photocopy, black ink, per page, paid by Library Card deposit account	0.08
Printing & Photocopy, color, per page, paid by cash or credit/debit card.....	0.50
Printing & Photocopy, color, per page, paid by Library Card deposit account.....	0.45
Passport check preparation.....	2.00
Test monitoring, per exam	30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours	\$ 35.00
Additional hours, in four hour increments	35.00
Set-up & clean-up combination	30.00
Set-up fee	20.00
Clean-up fee	20.00

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PLACENTIA LIBRARY DISTRICT FINES AND FEES SC

Effective, September 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised August 20, 2007

FINES PER DAY

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MAXIMUM FINE PER ITEM MAXIMUM

All Items..... \$ 10.00

RESERVES & SHELF CHECKS PER ITEM

All Items..... \$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

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Cleaning CD/DVD, expedited same day service..... 5.00
Fax per document (outgoing or incoming) plus \$.10 per page..... 2.00
Laminating, per sheet..... 1.00
Notary services, per signature..... 10.00
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card..... .10
Printing & Photocopy, black ink, per page, paid by Library Card deposit account..... .08
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping..... 7.50
Printing & Photocopy, color, per page, paid by cash or credit/debit card..... .50
Printing & Photocopy, color, per page, paid by Library Card deposit account..... .45
Passport check preparation..... 5.00
Passport photo, per person..... 10.00
Test monitoring, per exam..... 30.00

MULTIPURPOSE ROOM PER DAY

Up to four hours..... \$ 35.00
Additional hours, in four hour increments..... 35.00
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Set-up fee..... 20.00
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *wdm*
SUBJECT: Establish Fines and Fees Schedule for Fiscal Year 2007-2008 and set Public Hearing for Monday, August 13, 2007 at 6:30 P.M.
DATE: June 18, 2007

BACKGROUND:

Attachment A is Placentia Library District Policy 6035 – Fines & Fees Schedule adopted August 25, 2003 and revised August 15, 2005. The Policy was reviewed on August 31, 2006 and no changes were made.

Staff is recommending the following changes for Fiscal Year 2007-2008, effective September 1, 2007:

-  That Passport Check Preparation be increased from \$2.00 to \$5.00 per check.
-  That a new fee be established for copies of photographs from the Placentia History Room at \$7.50 per photograph, plus actual packaging and postage or shipping costs, if required.

Attachment B is the Proposed Fines & Fees Schedule for Fiscal Year 2007-2008.

The Fines & Fees Schedule needs to be adopted as a first reading and set for public hearing. Final adoption will take place after the public hearing. The recommended date for the public hearing is the August Board Meeting, Monday, August 13, 2007 at 6:30 P.M.. The public hearing on the Fines & Fees Schedule and the Budget will take place at the same meeting.

RECOMMENDATIONS:

1. Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2007-2008.
2. Authorize the amendment of Placentia Library District Policy 6035 – Fines & Fees Schedule to reflect the changes.
3. Set the Fines & Fees Schedule for Fiscal Year 2007-2008 for Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

Placentia Library District

POLICY HANDBOOK

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POLICY NUMBER: 6035

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All Items	\$ 10.00

RESERVES & SHELF CHECKS.....	PER ITEM
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	5.00

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PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective, September 1, 2007

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<u>FINES</u>	<u>PER DAY</u>
All Items.....	\$.20
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<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items.....	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
All Items.....	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	5.00

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Fax per document (outgoing or incoming) plus \$.10 per page.....	2.00
Laminating, per sheet.....	1.00
Notary services, per signature.....	10.00
Printing, black ink, per page.....	.10
Photocopy, black ink, per page.....	.15
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping.....	7.50
Printing & Photocopy, color, per page.....	1.00
Passport check preparation.....	5.00
Passport photo, per person.....	10.00
Test monitoring, per exam.....	30.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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






SUBJECT: Personnel Allocation Schedule and Organization Chart for Fiscal Year 2007-2008, effective July 1, 2007.

DATE: June 18, 2007

BACKGROUND:

The Proposed Personnel Allocation for Fiscal Year 2007-2008 is Attachment A and the Proposed Organization Chart for Fiscal Year 2007-2008 is Attachment B.

The Fiscal Year 2007-2008 Personnel Allocation and Organization Chart include the following positions that were approved by the Library Board of Trustees at its Meeting on May 29, 2007:

-  The addition of one .50 FTE Librarian/Library Assistant position to be assigned to the Children's Desk and the other will be assigned to the Literacy Office.
-  The addition of one .50 FTE Coordinator of Development & Volunteer Services position to be assigned to the Public Services Department as the Volunteer Coordinator.
-  The reduction from 1.0 FTE to .75 FTE of the Coordinator of Development & Volunteer Services position in Administration that is assigned as the Development Director and Publications Coordinator.
-  The addition of one .50 FTE Library Clerk I to be assigned to the Circulation Department.
-  The addition of one .50 FTE Library Clerk I to be assigned to the Technical Services Department.

There are no requests for position reclassifications.

The Library Managers have agreed upon the following allocation of responsibilities:

Library Director	Technical Services	Public Services	Administrative Services
Technical Services	Computers & Maintenance	Adult Services	Budget
Public Services	Telecommunications & Maintenance	Children's Services	Finance
Administrative Services	Electronics & Maintenance	Literacy	Accounting
Development & Publications	Building & Equipment Maintenance	Placentia History Room	Human Resources
	Purchasing Equipment	Volunteer office	Purchasing Supplies & Services
	Acquisition of Library Materials	Grants Management	Risk Management Administration
	Circulation Services & Passports		Payroll
			Records & Maintenance of Records

RECOMMENDATION:

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2007-2008, effective July 1, 2007.

Placentia Library District

Proposed Personnel Allocation for Fiscal Year 2007-2008
 Presented to the Library Board of Trustees June 18, 2007

Proposed Personnel Allocation for Fiscal Year FY2007-2008

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager	1.000	0.250		0.750			1.000	3.000
Administrative Assistant								0.000
Librarian II			1.000					1.000
Librarian			2.000	1.500	1.000		0.750	5.250
Library Assistant				0.500	1.000	1.000		2.500
Coordinator of Development & Volunteer Services	0.750	0.500						1.250
Library Clerk II						1.550		1.550
Library Clerk I	0.550					3.180	1.000	4.730
Substitute Librarian			0.250		0.250			0.500
Substitute Library Assistant						0.500	0.100	0.600
Substitute Clerk								0.000
Library Aide	0.250					1.625	1.000	2.875
Page						1.500		1.500
TOTAL	3.550	0.750	3.250	2.750	2.250	9.355	3.850	25.755

Personnel Allocation for Fiscal Year 2006-2007
 Presented to the Library Board of Trustees July 19, 2006

Proposed Personnel Allocation for Fiscal Year FY2006-2007

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager	1.000	0.250		0.750			1.000	3.000
Administrative Assistant								0.000
Librarian II			1.000					1.000
Librarian			2.000	2.000	0.500		0.750	5.250
Library Assistant	1.000				1.000	1.000		3.000
Library Clerk II						2.000		2.000
Library Clerk I	1.300					1.475	0.500	3.275
Substitute Librarian			0.250		0.250			0.500
Substitute Library Assistant						0.500	0.100	0.600
Substitute Clerk								0.000
Library Aide	0.250					1.625	1.000	2.875
Page						1.500		1.500
TOTAL	4.550	0.250	3.250	2.750	1.750	8.100	3.350	24.000

Placentia Library District
Personnel Allocation for Fiscal Year 2005-2006
Presented to the Library Board of Trustees November 28, 2005

Personnel Allocation for Fiscal Year FY2005-2006

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager	1.000	0.250		0.750			1.000	3.000
Administrative Assistant								0.000
Librarian II			1.000					1.000
Librarian			1.750	1.500	0.500		0.500	4.250
Library Assistant	1.000				1.000	1.000		3.000
Library Clerk II						2.000		2.000
Library Clerk I						1.130	2.050	3.180
Substitute Librarian			0.250		0.250			0.500
Substitute Library Assistant								0.000
Substitute Clerk						0.500	0.100	0.600
Library Aide	0.250					2.125	0.500	2.875
Page						1.500		1.500
TOTAL	3.250	0.250	3.000	2.250	1.750	8.255	4.150	22.905

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.000							1.000
Service Manager		0.250	0.250	0.750			0.750	2.000
Administrative Assistant	1.000							1.000
Librarian II								0.000
Librarian			2.500	1.000	1.500	1.000	0.250	6.250
Library Assistant	1.000							1.000
Library Clerk II						1.000		1.000
Library Clerk I						1.625	1.550	3.175
Substitute Librarian			0.190		0.190			0.380
Substitute Library Assistant								0.000
Substitute Clerk						0.380		0.380
Library Aide	0.250					2.000	0.500	2.750
Page						0.500		0.500
TOTAL	3.250	0.250	2.940	1.750	1.690	6.505	3.050	19.435

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2007-2008
Presented June 18, 2007

Library Staff
(25.75 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services (Including Passport Clerks) (13.21 FTE)

Technical Services Manager
(1.00 FTE)
Napier

Circulation Services (9.36 FTE)

Library Assistant
(1.00 FTE)
Gomez

Library Clerk II
(1.55 FTE)
Hoffman (.55 FTE)
Wnek (1.00 FTE)

Library Clerk I
(3.18 FTE)
Quintanar (1.00 FTE)
Diaz (.625 FTE)
Gibbons (.50 FTE)
Robison (.55 FTE)
Vacant (.50 FTE)

Library Aide/(Lead Shelver)
(1.625 FTE)
Peterson (.875 FTE)
Stryzik (.25 FTE)
Vacant (.50 FTE)

Library Student Assistant
(Sheivers)
(1.50 FTE)

Substitute Clerk
(.50 FTE)

Acquisitions Processing Services (2.85 FTE)

Librarian
(.75 FTE)
Matas

Library Clerk
(1.00 FTE)
Gibbons (.50 FTE)
Vacant (.50 FTE)

Library Aide
(1.00 FTE)
Zuniga (.50 FTE)
Guzman (.50 FTE)

Substitute Clerk
(.10 FTE)

Administrative Services (1.55 FTE)

Administrative Services
Manager
(1.00 FTE)
Goodson

Library Clerk
(.55 FTE)
Hernandez

Public Services (9.00 FTE)

Public Services Manager
(.25 FTE)
Roberts

Coordinator of
Development & Volunteer
Services (.50 FTE)
Monroe

Development Services 1.00 FTE

Coordinator of Development &
Volunteer Services (.75 FTE)
Vacant

Library Aide
(.25 FTE)
Stryzik

Adult Services (3.25 FTE)

Librarian II
Strazdas (1.00 FTE)
Librarian
(2.00 FTE)
Bell (.75 FTE)
Matas (.25 FTE)
Dallstream (.50 FTE)
Staymates (.50 FTE)
Substitute Librarian
(.25 FTE)

Children's Services (2.25 FTE)

Librarian
(1.00 FTE)
Vacant (.50 FTE)
Humble (.25 FTE)
Bell (.25 FTE)
Library Assistant
Gurkweitz (1.00 FTE)
Substitute Librarian
(.25 FTE)


Literacy Services (2.75 FTE)

Public Services Manager/
Literacy Coordinator
(.75 FTE)
Roberts

Librarian (1.50 FTE)
Silberfarb (1.00 FTE)
Dallstream (.50 FTE)
Library Assistant (.50 FTE)
Rivera (.50 FTE)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Request from a Part-Time (ten hours per week) Librarian I for an exemption from Placentia Library District Policy 2030 – Holidays that requires that a part-time employee work twenty hours per week or more to be eligible for Holiday Pay, so that she may be paid for holidays that fall during her regular work schedule.

DATE: June 18, 2007

BACKGROUND

The Library Director has received a request from a regular Part-Time Librarian I who is authorized to work ten hours per week (.25 FTE). She is requesting that she be exempted from Section 2030.1 of Placentia Library District Policy 2030 – Holidays, that provides that paid holidays are provided to part-time employees who work twenty hours or more per week.

The employee request is Attachment A.

Placentia Library District policy 2030 is Attachment B.

There are currently three Monday holidays during the year which would provide nine hours of paid time off plus any other scheduled holidays that fall during a work week. If Martin Luther King Day is added there would be four Monday holidays which would provide twelve hours of paid time off. The potential is for ten holidays to fall on a work day in any given year for a potential of a total of thirty (30) paid hours. If a .25 FTE were provided with vacation at the District pro-rated scale, this staff member would be receiving twenty (20) hours of vacation per year.

At the present time there are no additional regular part time staff working less than twenty hours per week but there is a possibility that there will be one additional staff member in that situation after July 1, 2007.

The issues for the Library Board are:



Whether to grant a personal exception to Section 2030.1 for this employee only, effective July 1, 2007.



Whether to authorize the Library Director to create a Section 2030.1.1 that grants Regular Part-Time Employees, excluding Pages, who work between ten and twenty hours per week, to receive paid holidays if they fall on that employee's regular work schedule. The pay would be calculated on the

number of hours that the employee is regularly scheduled for that day and not pro-rated on the number of work days in the week. These employees would not receive the holiday pay if the holiday falls on a day not on their regular work schedule.

This policy would mean that an employee would never be short in pay for a holiday week because a holiday fell during the work week.

It is current Library practice for all part time employee working less than twenty hours per week to be offered to work hours on a day other than the holiday so that the employee does not lose any income for a holiday pay period.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

MEMORANDUM

Date: April 19, 2007
To: Elizabeth Minter, Library Director
From: Phyllis Humple, Part-time Children's Librarian *PH*
Subject: Holiday Pay

Thank you for taking time out of your busy schedule to review this correspondence.

I have drafted this memo in response to our earlier conversation regarding my request for holiday compensation.

I would like to begin by expressing my gratitude for the opportunities this organization has afforded me. I thoroughly enjoy my time working for the Library and look forward to continuing to do so.

My compensation plan is currently based exclusively on the hours and days I work within a mutually agreed upon schedule but offers no additional consideration for me on days when the library is closed due to holiday. When one of my scheduled days falls on a holiday I am forced to sacrifice a significant portion of my weekly income through no plan or action of my own. This obviously has a negative impact on me financially.

I recognize that current policy does provide holiday compensation for employees of the Library who work a minimum of 20 hours per week. As a retiree on a fixed income, I choose to work a limited schedule of only 11 hours per week. Please consider my outstanding track record and my dedication to the Placentia Library District in response to my request that an exception be made in my case. I have been an employee in good standing of the Placentia Library District for over five years, and have held my current position as a permanent part-time Children's Librarian for almost three years now. I trust you will give this important matter the consideration it deserves.

My work schedule is as follows:

Monday: 3 hours - 3:00 pm - 6:00 pm

Wednesday: 4 hours - 2:00 pm - 6:00 pm

Thursday: 4 hours - 9:45 am - 1:45 pm

Thank you again for your time and attention.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

2 Floating Holidays, one accrued in April and one accrued in October on the second pay period of the month.

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.6 Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

2030.7 If any employee works on any of the holidays listed above, excluding floating holidays, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Travel Authorizations for the Internet Librarian Conference.
DATE: June 18, 2007

BACKGROUND

The Internet Librarian Conference, Monterey, October 27-31, 2007. The program addresses a wide range of technical topics for web based library services and electronic library services. An analysis of the cost is Attachment A. The Library Director recommends that Technology Manager Vernon Napier attends at a cost not to exceed \$2,579 from the General Fund. (We anticipate that there will be a discounted registration offered through CALIFA and we will wait for that announcement before submitting the paperwork.)

RECOMMENDATIONS

Authorize Technology Manager Napier to attend the Internet Librarian Seminars and Conference in Monterey, October 26 – November 1, 2007 at a cost not to exceed \$2,579 to be paid from the General Fund.

Placentia Library District
Travel Estimate

Name: Vernon Napier
Event: Internet Librarian Conference
Location: Monterey, CA
Fund: General Fund

Date	Fri 10/26/07	Sat 10/27/07	Sun 10/28/07	Mon 10/29/07	Tue 10/30/07	Wed 10/31/07	Thur 11/01/07	TOTAL
Registration		149.00	219.00	350.00				718.00
Hotel	186.40	186.40	131.4	131.40	131.40	131.40		898.40
Breakfast		15.00	15.00	15.00	15.00	15.00	15.00	90.00
Lunch	20.00	20.00		20.00	20.00	20.00	20.00	120.00
Dinner	25.00	25.00	25.00	25.00	25.00	25.00		150.00
Air/Train								-
Local Trans.								-
Mileage @ \$.485	181.88	9.70	9.70	9.70	9.70	9.70	181.88	412.25
Parking/Tolls		10.00	10.00	10.00	10.00	10.00		50.00
Telephone								-
Misc.	20.00	20.00	20.00	20.00	20.00	20.00	20.00	140.00
TOTAL	433.28	435.10	430.10	581.10	231.10	231.10	236.88	2,578.65

21. Circulation Report for February 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on February 10-12, 2003. (Receive & File)
27. Library of California Board Actions for February 19, 2003. (Receive & File)
28. Special Districts Financial Transactions Report for Placentia Library District as submitted to the State Controller's Office by Munson, Cronick & Associates on March 3, 2003. (Receive & File)
29. Notification from the State Library of California of the Public Library Fund Allocations for Fiscal Yea 2002-2003. (Receive & File)
30. Letter from City of Placentia Freedom Corps Chair Ryan Kenny dated February 21, 2003. (Receive & File)

CONTINUING BUSINESS

31. 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
32. Review of the Draft Placentia Library District Policy Manual Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings).

Presentation: Library Director
Recommendation: Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and
Select sections for review at the April 21, 2003 Library Board Meeting.
33. Resolution to join the Orange County Council of Governments

Presentation: Library Director
Recommendation: Authorize the Library Board President to send a letter to the Orange County Council of Governments (OCCOG) petitioning for membership for Placentia Library District; and

Authorize the Library Board President to sign the Joint Powers Agreement after the District's request for membership is approved by the OCCCOG Board of Directors.

34. Designation of Poet Laureate for Placentia Library District

Presentation: Library Director

Recommendation: Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate.

NEW BUSINESS

35. Travel/training authorizations for the Claims Education Day sponsored by the Special District Risk Management Authority, Tuesday, April 15, 2003, at the Buena Park Library District. This is a workshop for elected officials and managers on the claim management process including an employment liability update.

Presentation: Library Director

Recommendation: Determine who will attend and authorize the travel expenses for the Special District Risk Management Authority (SDRMA) Claims Education Day on Tuesday, April 15, 2003 at a cost of mileage to be paid from the General Fund.

STAFF REPORTS (Items 36 - 41)

Items 36 – 41 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

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

CLOSED SESSION

42. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT

43. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 21, 2003 at 6:30 P.M.

44. Review of Action Items.

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

45. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the March 24, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Tuesday, March 18, 2003.

Donna Siloti

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

March 24, 2003

6:30 P.M.

Library Conference Room

Start time: 6:35

1. Roll Call Administrative Assistant

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

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

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

5. Board President Report - ^{Kevin Starr.} ~~Geoff~~ Geoff, DI to CALTAC St. Lib. Director Spoke.
Agenda not applicable to our Lib.
Last Thurs - Strategic Planning session. Next week - Betty & Al - set up appts to see L. Pawler & Margett. EDM send note to meet @ Leg. Night -

6. Trustee Reports

D - CALTAC workshop
E - enjoyed Strategic Planning Meeting - Susan Berk
W - glad for both sessions.

7. Library Director Report - ^{Lib} ~~Harby~~ Chamberliper #116, ^{5:30 - 6:30 w/ 7:00} ~~all~~ trustees in attendance.
_{invte.}

② City sent \$ for Civic Ctr Restoration improvement - next month's Agenda
Have specialist in bonds review & have report for next mtg.
③ 4/1 MCLB - mts of all lib directors from south state State Budget, strategy afternoon 1-4 (Whittier).

8. Friends of Placentia Library Board of Directors Report *Camille Dennis*

Remiada - annual Mtg on 4/7. hope to see some n all.
Newsletter mailed today. Wear name badges.

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: D AU

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

No Nonstandard Claims were processed during this report period.

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

Claim 4406 forwarded by Library Trustees for a total of \$35,900; and Claims 4402, 4403, 4404, 4405, 4407, 4408, 4409 and 4410 forwarded by Library Director for a total of \$45,306.31; with a combined total of \$81,206.31 for this report period.

11. Current Claims and Payroll (Approve)

Claims 4411, 4412, 4413, 4414, 4415, 4416 and 4417 for a subtotal for Claims of \$34,470.25; and Payrolls 4418 for \$28,648.14 and 4419 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$91,766.53.

12. FY2002-2003 Cash Flow Analysis through March 24, 2003. (Receive & File)

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: D
Sec: E AU

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

GENERAL CONSENT CALENDAR (Items 18 – 30)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: E
ALL

18. Building Maintenance Report for February 2003 (Receive & File)
19. Personnel Report for February 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for February 2003 (Receive & File)
21. Circulation Report for February 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
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29. Notification from the State Library of California of the Public Library Fund Allocations for Fiscal Yea 2002-2003. (Receive & File)
30. Letter from City of Placentia Freedom Corps Chair Ryan Kenny dated February 21, 2003. (Receive & File)

CONTINUING BUSINESS

31. Legislative Issues and a Review of the Status of the State Budget and EDM — don't have news from State Library Budget. Legislature, so far cuts for this haven't impacted Lib. \$46K (twice expected) from St Lib Fund. 0 - \$25K next year. (Sacramento) 5/14-14. Board - local visits to legislative contacts. Talk next month.

March 24, 2003, 4:36 PM

Mtn:
Sec:

Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
*Revisions for review next month.
Review 2000 next month*

32. Review of the Draft Placentia Library District Policy Manual Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings).

Mtn:
Sec:

Presentation: Library Director
Recommendation: Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and
Select sections for review at the April 21,

2003 Library Board Meeting.

33. Resolution to join the Orange County Council of Governments

Mtn: W
Sec: E A11

Presentation: Library Director
Recommendation: Authorize the Library Board President to send a letter to the Orange County Council of Governments (OCCOG) petitioning for membership for Placentia Library District; and
Authorize the Library Board President to sign the Joint Powers Agreement after the District's request for membership is approved by the OCCOG Board of Directors.

Mtn: W
Sec: E A11

34. Designation of Poet Laureate for Placentia Library District

Mtn:
Sec:

Presentation: Library Director
Recommendation: Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate.

*G - rather open to city.
P - term 1-10 yr. Represent. Cultural Arts Commission looking at it. Guidelines?
NEW BUSINESS E - 1 yr term. Back next month - job description.*

35. Travel/training authorizations for the Claims Education Day sponsored by the Special District Risk Management Authority, Tuesday, April 15, 2003, at the Buena Park Library District. This is a workshop for elected officials and managers on the claim management process including an employment liability update.

Mtn: ~~D~~
Sec:

Gac going

Presentation: Library Director
Recommendation: Determine who will attend and authorize the travel expenses for the Special District Risk Management Authority (SDRMA) Claims Education Day on Tuesday, April

15, 2003 at a cost of mileage to be paid from the General Fund.

STAFF REPORTS (Items 36 - 41)

36. Program Committee Report for February 2003 (Roberts)

37. Children's Services Report for February 2003 (Smith)

38. Placentia Library Literacy Services Report for February 2003 (Roberts)

39. Placentia Library Web Site Report for February 2003 (Roberts)

40. Publicity Materials Produced in February 2003. (Rakos) *Cable Channel - Foundation?*

41. Safety Committee Minutes for February 2003 (Matas)

CLOSED SESSION

8:30 recessed

42. Closed Session to Discuss a Personnel Matter

ADJOURNMENT

43. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 21, 2003 at 6:30 P.M.

44. Review of Action Items.

45. Adjourn

*Mtn:
Sec:*

End Time: _____

Placentia Library Board Calendar

March 2003 - February 2004

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

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

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

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

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

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

March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 3 7:00 PM Friends Board Meeting, Shkoler
- 8 9:00 AM CALTAC Leadership Workshop, Glendora Library, until 4:30 P.M.
- 20 9:00 AM Trustee Staff Workshop, Library Meeting Room
- 24 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 1 5:14 PM CSDA Government Affairs Days, Sacramento, continues on Apr 2
- 7 6:30 PM Friends Annual Meeting Author's Program
- 16 5:30 PM CHAMBER MIXER AT PLACENTIA LIBRARY
- 21 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 CLA Legislative Day, Sacramento

May

- 5 7:00 PM Friends Board Meeting, Braun
- 14 LOCAL Legislative Rally in Sacramento, through Wednesday
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Library Closed for Monday Holiday
- 26 Library Closed for Memorial Day

June

- 2 7:00 PM Friends Board Meeting, Wood
- 19 10:40 AM American Library Association, Toronto, through June 25
- 23 6:30 PM Library Board Meeting
- 26 2:36 PM ALA Annual Conference, Toronto, through July 3
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

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

Sep 2003						
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Nov 2003						
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Jan 2004						
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Feb 2004						
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Placentia Library Board Calendar

March 2003 - February 2004

Mar 2003						
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August

25 6:30 PM Library Board Meeting

September

1 7:00 PM Friends Board Meeting, Dinsmore

Library Closed for Labor Day

7 Library Closed for Monday Holiday

16 2:21 PM CADA Annual Conference, Lake Tahoe, through September 18

22 6:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

October

6 7:00 PM Friends Board Meeting, Shkoler

11 9:00 AM Heritage Parade

20 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

November

3 7:00 PM Friends Board Meeting, Escobosa

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

11 Library Closed for Veterans Day

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

24 6:30 PM Library Board Meeting

27 Library Closed for Thanksgiving

December

1 7:00 PM Friends Board Meeting, Braun

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

22 6:30 PM Library Board Meeting

January

5 7:00 PM Friends Board Meeting, Wood

17 5:30 PM Chamber Mixer

20 6:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

February

2 7:00 PM Friends Board Meeting, Dinsmore

Sep 2003						
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Oct 2003						
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Nov 2003						
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Dec 2003						
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Jan 2004						
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Feb 2004						
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22	23	24	25	26	27	28
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**PRESIDENT'S
REPORT**

President Shkoler reported on the Independent Special Districts of Orange County meeting he attended January 30. Supervisor Norby spoke. He also attended a meeting of the Orange County Supervisors at which Supervisor Wilson spoke on the County's financial status. He also reported meeting with the Library's computer consultants.

TRUSTEE REPORTS

Trustee Dinsmore commented on the growth of the Literacy Program and commended Jim Roberts for his accomplishments.

Secretary Braun reported on attending the Friends of Placentia Library's Sweetheart's Day Workshop.

Trustee Escobosa expressed her appreciation for the Legislative Updates included in the Board Books and for the article about her that was included in the Newsletter.

Trustee Wood did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter did not address the Board.

**FRIENDS OF
PLACENTIA
LIBRARY**

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

CLAIMS

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 9 through 12

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

Forwarded by the Library Director: Claims 4383, 4384, 4385, 4386, 4387, 4388, 4389, and 4390 for a total of \$25,121.75.

Current Claims and Payroll: Claims 4391, 4392, 4393, 4394, 4395, 4396, 4397, 4398 and 4399 for a subtotal for Claims of \$18,973.95; and Payrolls 4400 for \$28,648.14 and 4401 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$76,270.23.

FY 2002-2003 Cash Flow Analysis through February 24, 2003 and report that \$7,000 was transferred from the Payroll Checking Account (Wells Fargo Bank) to the Emergency Payroll Savings Account (California National Bank) to replace the funds withdrawn on October 7, 2002.

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

**FINANCIAL
REPORTS**

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

Financial Reports for January 2003

Official General Ledger & Check Registers for January 2003

Acquisitions Report for January 2003

Collection Agency Report for January 2003

Gifts Report for January 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 18 through 33

Building Maintenance Report for January 2003. (Receive & File)

Personnel Report for January 2003 (Receive, File & Ratify Appointments)

Volunteer Report for January 2003 (Receive & File)

Circulation Report for January 2003 (Receive & File)

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

Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)

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

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

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on (Receive & File)

Quarterly report for the Staff Education Grant. (Receive & File)

California Library Literacy Services Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)

Families for Literacy Grant Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)

Semi-annual report for English Language Literacy Intensive Grant (Receive & File)

Public Library Claim for State Library Statewide Date Base Subsidy for Fiscal Year 2002-2003 (Receive & File)

Letter from State Librarian Kevin Starr awarding \$24,725 for the California Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

Claim for Second/Final Payment for the State Library Families for Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

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

LEGISLATIVE ISSUES

Library Director Minter reported that she has received a couple of notes from Assemblywoman Lynn Daucher. Daucher is hosting a local event on February 28 that Minter will attend. She invited the Trustees to join her. Minter passed out the CSDA Weekly Legislative Update for February 21, 2003, and reported that the State Budget has not been finalized. A bipartisan group of legislators, including Daucher, has been formed to address the budget issues.

REPLACEMENT OF LOCAL AREA NETWORK (LAN)

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750 to be paid from the General Fund.

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

**STAFF TRAINING
SESSION**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to authorize a joint Trustee and Staff training session on interpersonal communications issues with Susan Berk on Thursday, March 20, 2003 followed by a planning session with Trustees and Managers, at a cost of \$3,500.

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

POET LAUREATE

Meredith Laskow was present to answer Trustees' questions about her request to be appointed Poet Laureate for the Placentia Library District. Laskow reported that she has also presented her proposal to the Placentia City Council but does not know when they will address the issue.

It was moved by Trustee Wood and seconded by Trustee Escobosa to defer this matter to the March Board Meeting.

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

**AMENDMENT OF 457
PLAN**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve amendment to Placentia Library District's United States Conference of Mayors 457 Plan with Nationwide Retirement Solutions to allow participant loans from the Plan.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize the Library Board President to sign the Loans to Participants Amendment to Plan Document and the Participant Loan Administrative Procedures.

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

**REVIEW OF STAFF
INSURANCE AND
SELECTION OF
MEDICAL GROUP**

District's Personnel Insurance Broker Stormy Waldeck reviewed the current medical, dental, vision and life insurance coverage for staff. He then compared the benefits and costs of three medical group plans.

It was moved by Secretary Braun and seconded by Trustee Dinsmore to select Blue Cross as the new medical insurance carrier for staff.

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

Stormy Waldeck said he would come to the Library on Thursday, March 6, 2003 to explain the change in medical insurance to the staff and to enroll staff in the new plan.

**DISTRICT POLICY
MANUAL**

Library Director Minter passed out the Draft Placentia Library District Policy Manual. She said two additional job descriptions would be added next month. It was decided that Sections 1000, 4000, and 5000 would be reviewed and discussed at the March 24, 2003 Board Meeting.

**ORANGE COUNTY
COUNCIL OF
GOVERNMENTS**

It was discussed whether the District should request membership in the Orange County Council of Governments. Trustee Wood said she would attend the meetings.

It was moved by Trustee Wood and seconded by Secretary Braun that the Placentia Library District request membership in the Orange County Council of Governments.

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

**EMERGENCY PLANS
FOR "RED-SEVERE"
THREAT LEVEL**

Library Director Minter explained that the Library is a member of the Orange County Emergency Management Organization (OCEMO). OCEMO is requesting the District's protocol that will be implemented if the National Threat Level goes to "Red-Severe."

It was moved by Trustee Escobosa and seconded by Trustee Dinsmore to authorize the Library Director or, in the absence of the Library Director, the Librarian in Charge, to determine whether to close the Library and how to deploy the staff whenever the National Threat Level goes to "Red-Severe."

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

**RESOLUTION
SUPPORTING
PLACENTIA POLICE
DEPARTMENT**

Trustee Dinsmore expressed support for maintaining the City of Placentia Police Department rather than contracting with an outside Agency. The consensus was that support would be on an individual basis. Trustee Dinsmore invited the Trustees to attend the March 4, 2003 Placentia City Council Meeting.

**GRANT WRITING
AGREEMENT FOR
ELLI PROGRAM**

It was moved by Trustee Wood and seconded by Secretary Braun to authorize the Grant Writing Agreement with Drew & Associates for the English Language and Literacy Intensive (ELLI) Program in the amount of \$4,200 to be paid from the ELLI Grant.

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

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve Agenda Items 44-49.

Program Committee Report for January 2003.

Children's Services Report for January 2003.

Placentia Library Literacy Services Report for January 2003.

Placentia Library Web Site Report for January 2003.

Publicity Materials produced for January 2003.

Safety Committee Minutes for January 2003.

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

**MARCH
MEETING**

The March Regular Library Board Meeting will be held on Monday, March 24, 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 February 24, 2003 adjourned at 8:30 P.M.

Geoff Braun
Secretary
Library Board of Trustees



MINUTES MARCH 3, 2003

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Eleanor Rankin, Camille Himes, Pat Irot, Frances Stoller, Rene Scott, Jill Botha, Barbara Hemmerling, Virginia Walker and Ginny Sanatar. Jillian Rakos represented the staff and Al Shkoler the Trustees.

The **minutes** of the February board meeting were approved as read. **Treasurer**, Camille Himes reported a balance of 17,812.03. Ginny Sanatar, **Financial Secretary**, reported receipts for February of \$1,314.85. We are averaging about \$500 a month on our book store and hallway sales. There were no bills to be paid.

President's Report: 1) President Rankin informed us that she must decline the honor of being our representative at the Orange County Register's Volunteer Appreciation Luncheon in April. She will be having medical tests that prevent her attendance. 2) Trustee's Meeting: Jill Botha was unable to attend. March 24-Camille Himes will be our representative and in April Jill Botha. 3) Author's Luncheon: \$5330 was collected in tips. Eleanor asked for a comment from each director regarding this event. The Directors were unanimous that it was a great success. The early arrival time was a concern expressed by several. Having the speaker first and then the luncheon was popular. The menu was good, although some of the meals were not hot enough. Eleanor expressed the need for a person to direct and lead each line of waiters. 4) Annual Meeting: Pat Irot, Eleanor Rankin, Virginia Walker, Camille Himes and Ginny Sanatar will be a committee to make final plans for this April 7 event.

Committee Reports: 1) Public Relations: Pat Irot will have a copy of the proposed By Law changes and the slate of officers available at the circulation desk. The public will have 30 days before the election on April 7, to read these documents. Pat is continuing to place news items concerning our activities in the local newspapers. Patrick Vuong, of the NewsTimes has been especially helpful. 2) Sunday Book Sales: March 9—Camille Himes and Frances Stoller. Jillian Rakos will arrange for the pickup of unsold books. 3) Sweetheart Day for Volunteers: It was agreed that this was a big success. Pat Irot showed interest in repeating this event. 4) Silent Auction-Jill Botha reported making \$36 in January, \$45 in February and \$31 at the Author's Luncheon.

Trustee Al Shkoler reminded the Director's that the Boys and Girls Club of Placentia are collecting books for their own in house library. He suggested we remember this when we receive donations of children's material. It was noted that there were now 2 sets of

children's encyclopedias in the workroom. Jillian Rakos volunteered to deliver them to the Boys and Girls Club.

The next meeting will be Monday April 7, our annual meeting.

There being no further business the meeting was adjourned.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
March 24, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
March 24, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	February 27, 2003	4402	6,905.46
	February 27, 2003	4403	2,687.63
	February 27, 2003	4404	6,724.40
	February 27, 2003	4405	3,774.09
	March 10, 2003	4407	1,020.16
	March 10, 2003	4408	2,067.29
	March 16, 2003	4409	3,328.25
	March 16, 2003	4410	18,799.03
SUBTOTAL BY LIBRARY DIRECTOR			<u>\$ 45,306.31</u>
TRUSTEES			
	February 27, 2003	4406	\$ 35,900.00
SUBTOTAL BY TRUSTEES			<u>\$ 35,900.00</u>
TOTAL BY LIBRARY DIRECTOR AND TRUSTEES			<u><u>\$ 81,206.31</u></u>

Prepared by Donna Siloti

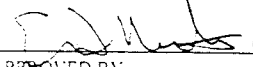
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	1/22/03-2/20/03		2800	00		342.52		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	3/1/03-4/1/03		0300	00		5,282.25		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	March 2003		0300	00		208.32		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anahem, CA 92807-1640	03-02-179		1400	00		228.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	2/24/03		2800	00		226.80		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	633709		1800	00		151.59		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	360456		1800	00		354.43		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	714-528-8236 2/16/03 714-524-8408 1/1/03		0700	01		70.13		
			0700	08		41.42		
						111.55		

The claims listed above (totaling \$6,905.46) 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

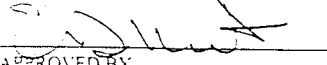
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

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
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	058462		1800	00		112.05		
	062240		1800	00		106.13		
						218.18		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	3/1/03-4/1/03		0300	00		270.47		
N06619A Orange County Fire Authority P.O. Box 1828 Orange, CA 92856-0828	S0089898		1700	00		260.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	2/21/03		1800	00		925.19		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	13-988		1900	00		168.49		
N19776 Donna G. Bass 500 Vanderbilt Dr. Placentia, CA 92870 562-54-2194	1-2/03-2/6/03		1900	00		315.00	2	
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	3/1/03-4/1/03		0300	00		80.30		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Feb 2003		1900	00		450.00	2	

The claims listed above (totaling \$2,687.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY 

COUNTERSIGNED BY _____

ATTESTED AND OR COUNTERSIGNED BY _____

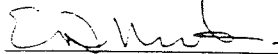
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1/22/03-2/24/03		2700	01		21.24		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	T92613		2700	07		260.00		
	192557		2700	07		190.00		
	12.9/02-1/23/03		2700	07		12.96		
	1.9-03-2/23/03		2700	07		21.44		
	1.27.03-2.23/03		2700	07		17.28		
						501.68		
N26341 LeapFrog SchoolHouse Dept. 33236 PO Box 39000 San Francisco, CA 94139-3236	59468		2400	07		1,749.33		
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1039176		1300	00		240.00		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1105162		0700	01		1,022.15		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22297		1400	00		3,190.00		

The claims listed above (totaling \$6,724.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

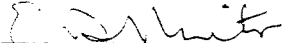
ATTESTED AND OR COUNTERSIGNED BY

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	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N27783 John C. Drew dba Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614 SSN: 559-25-9817	20		1900	07		1,400.00	2	
(new vendor) Book Wholesalers, Inc. 1847 Mercer Road Lexington, KY 40511	1352068		2400	01		21.89		
(new vendor) Moyle Design Group 404 Windflower Lane Placentia, CA 92870	0308		1900	00		662.50		
(new vendor) Kay Pfaffle 2200 Mont Blanc Circle Placentia, CA 92870 SSN 483-46-9479	Jan-Feb 2003		1900	00		450.00	2	
(new vendor) Shields Consulting Group Inc. 1536 36th Street Sacramento, CA 95816	0203-1		1900	00		1,239.70		

The claims listed above (totaling \$3,774.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/27/03
REPORT NO 4406

Agenda Item 10

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


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

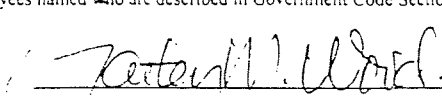
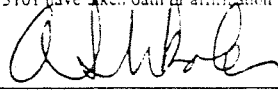
Page 6 of 10

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
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	2/18/03		2200	00		35,900.00		

The claim listed above (totaling \$35,900.00) is 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

35,900.00

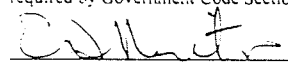
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address 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
N01903 Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	508190		2400	07		332.58		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	069230		1800	00		27.50		
N03650C Kinko's Inc. Customer Administrative Services PO Box 530257 Atlanta, GA 30353-0257	031500049570		1800	00		38.79		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2518		1900	00		52.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	March 2003		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	3/2/03		1900	00		85.50		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	35596		1800	00		171.27		
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21430161		1300	00		277.52		

The claims listed above (totaling \$1,020.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

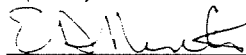
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320221		2700	02		289.50		
			1800	08		161.62		
			1800	00		161.61		
						612.73		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	3/7/03		1900	08		284.16	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	3/7/03		1900	08		194.46	2	
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1108880 524-8408		0700	08		51.46		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35752		0700	05		215.50		
	A35839		0700	05		215.50		
						431.00		
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1043068		1800	00		333.25		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	883605		2100	00		154.09		
(new vendor) Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-380674		2400	07		6.14		

The claims listed above (totaling \$2,067.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

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ATTESTED AND OR COUNTERSIGNED BY


Placentia Library District
411 E. Chapman Ave.
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
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	19241		1900	00		500.00		
N01903 Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	508850		1800	09		73.35		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	363888		1800	00		3.71		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062775		1400	00		1,100.00	2	
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030227		1900	00		262.05		
N09110 Special Districts Workers' Compensation Authority 1481 River Park Drive, Suite 110 Sacramento CA 95815-4501	0001129-IN		0350	00		394.00		
	0001230-IN		0350	00		814.00		
						1,208.00		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200303-19		0700	02		19.95		
	200303-26		1900	00		15.00		
						34.95		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	135374		1900	00		146.19		

The claims listed above (totaling \$3,328.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

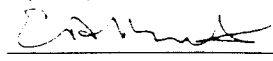
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

Agenda Item 10
Page 10 of 10

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
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N14163		2700	01		75.00		
	N14164		2700	01		75.00		
	N14220		2700	01		75.00		
	N14221		2700	01		75.00		
	N14222		2700	01		75.00		
						375.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-2015		4000	00		9,928.69		
	03-2016		4000	00		4,794.43		
	03-2017		4000	00		164.00		
	03-2027		4000	00		3,234.14		
						18,121.26		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	2/14-2/28/03		1900	08		300.00		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2703662		2400	09		2.77		

The claims listed above (totaling \$18799.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
March 24, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4411	18,395.09
	4412	4,140.11
	4413	974.56
	4414	6,268.44
	4415	1,415.93
	4416	1,622.64
	4417	1,653.48
TOTAL CURRENT CLAIMS		<u>\$34,470.25</u>
PAYROLL	4418	28,648.14
	4419	28,648.14
		<u>\$57,296.28</u>
TOTAL		<u><u>\$91,766.53</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	55503		1800	00		2,283.00		
	55509		0700	00		10.55		
			1400	00		2,047.19		
						2,057.74		
						4,340.74		
N03642A NewsBank P.O. Box 1130 Chester, VT 05413	RN376068		2400	03		9,020.00		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	11/20/02-3/17/03		1800	00		8.38		
			1803	00		2.26		
						10.64		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	12/10/02-3/17/03		0300	00		3,592.40		
			0700	08		108.53		
			0900	00		156.73		
			0900	08		69.87		
			1800	00		83.53		
			1803	00		37.00		
			1803	09		37.00		
			2700	01		175.00		
			2700	02		154.21		
			2700	03		25.00		
						4,439.27		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5203200P		2400	05		318.94		
	5207528P		2400	05		265.50		
						584.44		

The claims listed above (totaling \$18,395.09) 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

18,395.09

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4412 Page 3 of 10

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U827357		2400	01		164.59		
	U827358		2400	01		23.76		
	U827359		2400	01		130.74		
	U827360		2400	01		49.25		
	U827361		2400	01		190.75		
	U871958		2400	01		550.56		
	U871959		2400	01		134.96		
	U880833		2400	01		191.80		
	U880834		2400	01		190.07		
	U880835		2400	01		88.31		
	U880836		2400	01		403.04		
	U880837		2400	01		726.12		
	U880838		2400	01		138.02		
	U880839		2400	01		457.51		
	U880840		2400	01		28.22		
	U880841		2400	01		399.25		
	U887247		2400	01		38.08		
	U887248		2400	01		23.80		
	U901552		2400	01		21.22		
	U911902		2400	01		118.79		
U911903		2400	01		71.27			
					4,140.11			

The claims listed above (totaling \$4140.11) 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

4,140.11

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	A35985		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82759754		2400	01		65.70		
	82759755		2400	01		48.23		
	82759756		2400	01		33.41		
	82759757		2400	01		41.14		
	82759758		2400	01		148.39		
	82870405		2400	01		17.56		
	82870406		2400	01		26.67		
	82870407		2400	01		17.14		
	82870408		2400	01		32.98		
	82870409		2400	01		33.61		
	82884489		2400	01		22.40		
	82916145		2400	01		16.55		
	82916146		2400	01		15.93		
	82916147		2400	01		94.17		
82916148		2400	01		36.57			
82916149		2400	01		66.41			
82916150		2400	01		16.70			
82941633		2400	01		25.50			
						759.06		

The claims listed above (totaling \$974.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4414 Page 5 of 10

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
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	R 626403		2400	01		154.60		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	12203637 12231960		2400	01		138.79 77.86		
						216.65		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	3/11/03		2700	01		7.20		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	3/24/03		1803	00		500.00		
N06954 Networking Directory P.O. Box 6401 Irvine, CA 92616	030219R		2400	01		45.95		
N09195 Scholastic Library Publishing PO Box 19014 Newark, NJ 07195-0014	10782754 10788947		2400	01		168.09 54.95		
						223.04		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	110153559 110162882		2400	01		45.00 76.00		
						121.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-2018		1300	01		5,000.00		

The claims listed above (totaling \$6268.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03
REPORT NO 4415

Agenda Item 11
Page 6 of 10

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
N23459 Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	70381		2400	01		321.00		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2703662		1800	09		231.43		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	3/4/03		1900	08		214.48	2	
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1452737		2400	01		83.04		
	1452738		2400	01		35.04		
	1462673		2400	01		84.51		
	1462674		2400	01		16.69		
	1462675		2400	01		46.68		
	1462676		2400	01		93.15		
	1462677		2400	01		118.11		
	1469234		2400	01		30.93		
	1469235		2400	01		16.69		
	1469236		2400	01		25.62		
	1469237		2400	01		21.30		
	1469238		1800	09		77.26		
						649.02		

The claims listed above (totaling \$1,415.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,415.93

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4416 Page 7 of 10

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
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	0990001034		1800	08		303.84		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1146624 528-1906		0700	00		73.63		
	T1146638 528-8236		0700	01		13.89		
						87.52		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	3/4/03		1900	08		154.80	2	
(new vendor) ASPCA Humane Education 424 E. 92nd St. New York, NY 10128-6804	4356		1800	07		139.21		
(new vendor) CASAS 5151 Murphy Canyon Rd., Ste 220 San Diego, CA 92123-4339	51740		1800	07		367.43		
(new vendor) Chelsea House Publishers, LLC P.O. Box 8500-54868 Philadelphia, PA 19178-4868	708325 12		2400	01		270.75		
(new vendor) Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	I0008077		2400	01		203.76		
(new vendor) Omnigraphics P.O. Box 625 Holmes, PA 19043	107734-3082		2400	01		95.33		

The claims listed above (totaling \$1,624.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,622.64

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4417 Page 8 of 10

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	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Cat	Doc Number
(new vendor) Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124	030204		2400	01		137.16		
	030205		2400	01		275.40		
	030205A		2400	01		257.04		
	030210		2400	01		179.28		
	030210A		2400	01		25.92		
	030211		2400	01		567.00		
	030222		2400	01		211.68		
						1,653.48		

The claims listed above (totaling \$1,653.48) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03
REPORT NO 4418

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 Account # 2011939659 Route #121000248	4/17/03 Pay period # 21 Apr 4, 2003 Apr 17, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, April 17, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND OR COUNTERSIGNED BY _____

Page Total

28,648.14

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03
REPORT NO 4419

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	5/01/03 Pay period # 22 Apr 18, 2003 May 1, 2003		0100	00		26,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, May 1, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: March 24, 2003

BACKGROUND:

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through March 24, 2003.

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/21/03	4377	General		3,974.55	359,669.47
01/21/03	4378	General		2,111.72	357,557.75
01/21/03	4379	General		1,892.87	355,664.88
01/21/03	4380	General		2,434.33	353,230.55
01/21/03	4381	Payroll to wire February 20, 2003		28,648.14	324,582.41
01/21/03	4382	Payroll to wire March 6, 2003		28,648.14	295,934.27
01/23/03		Library Passport Revenue, Jan	8,614.57		304,548.84
01/23/03		State Library Grant Staff Education	5,676.00		310,224.84
01/23/03		Library Revenue, Jan	1,929.28		312,154.12
01/23/03		Interest GF Savings	3.29		312,157.41
01/24/03		Interest Dec	848.35	56.68	312,949.08
01/25/03	4383	General by Library Director		8,146.75	304,802.33
01/25/03	4384	General by Library Director		2,290.83	302,511.50
01/30/03	4385	General by Library Director		1,969.68	300,541.82
01/30/03	4386	General by Library Director		3,053.55	297,488.27
02/06/03		Public Utility #1	11,127.47	27.82	308,587.92
02/10/03	4387	General by Library Director		2,302.00	306,285.92
02/10/03	4388	General by Library Director		4,714.74	301,571.18
02/13/03	4389	General by Library Director		1,302.54	300,268.64
02/13/03	4390	General by Library Director		1,341.66	298,926.98
02/14/03		Library Passport Revenue, Feb	10,030.99		308,957.97
02/14/03		State Library Project Grants	6,000.00		314,957.97
02/14/03		Library Revenue, Feb	3,819.43		318,777.40
02/14/03		Interest GF Savings	7.90		318,785.30
02/20/03		Special District Augmentation Fund #1	3,915.00		322,700.30
02/20/03		Supplemental 6th Actual	1,374.47		324,074.77
02/20/03		Excess Supplemental Administration Fee	907.15		324,981.92
02/24/03	4391	General		6,833.39	318,148.53
02/24/03	4392	General		2,245.47	315,903.06
02/24/03	4393	General		1,073.04	314,830.02
02/24/03	4394	General		733.42	314,096.60
02/24/03	4395	General		774.68	313,321.92
02/24/03	4396	General		2,165.07	311,156.85
02/24/03	4397	General		1,777.17	309,379.68
02/24/03	4398	General		957.81	308,421.87
02/24/03	4399	General		2,413.90	306,007.97
02/24/03	4400	Payroll to wire March 20, 2003		28,648.14	277,359.83
02/24/03	4401	Payroll to wire April 3, 2003		28,648.14	248,711.69
02/27/03		Interest Jan	830.96	60.18	249,482.47
02/27/03	4402	General by Library Director		6,905.46	242,577.01
02/27/03	4403	General by Library Director		2,687.63	239,889.38
02/27/03	4404	General by Library Director		6,724.40	233,164.98
02/27/03	4405	General by Library Director		3,774.09	229,390.89
02/27/03	4406	General by Library Trustees		35,900.00	193,490.89
03/10/03	4407	General by Library Director		1,020.16	192,470.73
03/10/03	4408	General by Library Director		2,067.29	190,403.44
03/16/03	4409	General by Library Director		3,328.25	187,075.19
03/16/03	4410	General by Library Director		18,799.03	168,276.16
03/24/03	4411	General		18,395.09	149,881.07
03/24/03	1142	General		4,140.11	145,740.96

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/24/03	4413	General		974.56	144,766.40
03/24/03	4414	General		6,268.44	138,497.96
03/24/03	4415	General		1,415.93	137,082.03
03/24/03	4416	General		1,622.64	135,459.39
03/24/03	4418	General		1,653.48	133,805.91
03/24/03	4418	Payroll to wire April 17, 2003		28,648.14	105,157.77
03/24/03	4419	Payroll to wire May 1, 2003		28,648.14	76,509.63
					76,509.63

Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

Agenda Item 12
Attachment B
Page 1 of 1

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 March 24, 2003

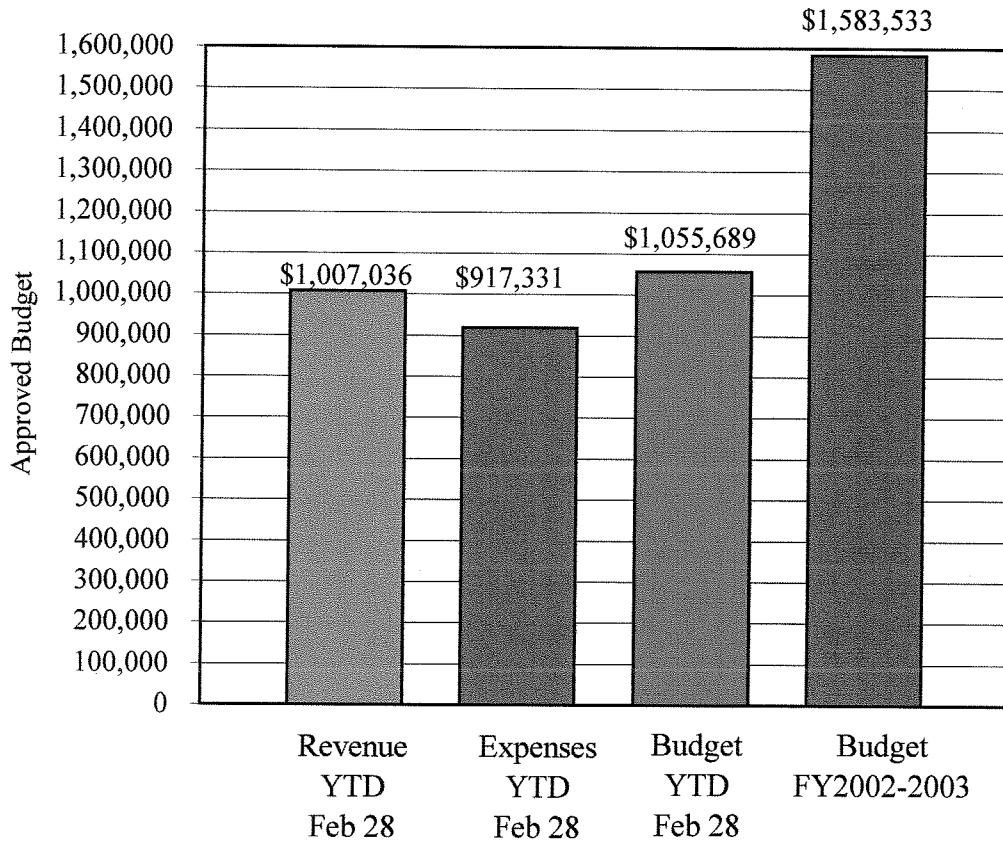
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82
28-Feb-03	118,273.90	10,004.57	109,870.14	466,653.34	9,762.30	714,564.25	247,910.91
31-Mar-03						0.00	0.00
30-Apr-03						0.00	0.00
31-May-03						0.00	0.00
30-Jun-03						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	610,746.92	566,129.67	0.00	0.00	57.13%
6210-01	Public Utility	25,000	11,127.47	13,196.15	11,127.47	13,196.15	44.51%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	621,813.46	593,202.23	11,127.47	13,196.15	56.17%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	54,527.97	53,874.62	0.00	0.00	99.14%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	3,915.00	4,640.00	3,915.00	4,640.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	25,618.93	24,679.84	2,281.62	1,380.22	73.20%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	25,618.93	26,426.66	2,281.62	1,380.22	73.20%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	736,230.13	691,477.82	17,324.09	19,216.37	60.37%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	4,205.58	4,859.70	838.86	745.33	19.12%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	4,205.58	4,859.70	838.86	745.33	19.12%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	8,169.27	8,050.52	0.00	0.00	51.70%
6970-00	State - ILL & Direct Loan Reimbursement	0	8,099.44	4,999.56	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	6,030.00	5,000.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	11,676.00	5,000.00	6,000.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	166,485.44	14,999.56	6,000.00	0.00	113.88%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	20,503.29	18,297.68	3,819.43	1,343.07	68.34%
7670-01	Local Revenue -- Passport	150,000	70,442.36	34,421.95	10,030.99	4,073.15	46.96%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	91,945.65	52,719.63	13,850.42	5,416.22	51.08%
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	1,583,533	1,007,036.07	772,107.23	38,013.37	25,377.92	63.59%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	449,308.50	425,054.00	53,224.60	50,124.00	64.94%
0200	Retirement (Social Security & Pension Contribution)	98,103	75,726.49	76,899.14	4,071.68	5,086.73	77.19%
	Health & Life Insurance/Blue Shield CA	48,584	25,103.89	23,042.99	(444.01)	3,870.59	51.67%
	Long Term Disability/CNA	3,903	2,076.76	1,861.89	0.00	0.00	53.22%
	Life Insurance/Fortis & Protective Life	2,194	791.20	1,377.65	253.75	184.80	36.07%
	Vision Service Plan/VSP	2,886	1,442.16	1,841.52	186.30	233.36	49.97%
	Dental/Ameritas	6,918	3,924.40	4,124.30	600.50	623.60	56.73%
0300	Total Employee Insurance	64,484	33,338.41	32,248.35	596.54	4,912.35	51.70%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	3,127.00	8,476.00	0.00	0.00	27.67%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	561,894.40	542,677.49	57,892.82	60,123.08	64.90%
0700-00	Communications - Telephone	4,000	1,050.76	2,544.26	0.00	218.18	26.27%
0700-01	Communications - Modem/Fax	6,000	3,895.55	4,163.37	63.93	705.76	64.93%
0700-02	Communications - Internet/Database	2,500	504.87	897.33	0.00	0.00	20.19%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	862.00	1,148.43	0.00	248.62	31.93%
0700-07	Communications - ELLI Grant	250	250.00	0.00	250.00	0.00	
0700-08	Communications - Adult Literacy	500	973.99	242.40	156.54	0.00	194.80%
	Total Communications	15,950	7,537.17	8,995.79	470.47	1,172.56	47.25%
0900-00	Food - General Fund	100	68.06	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	85.21	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	0.00	0.00	
	Total Food	600	221.90	0.00	0.00	0.00	36.98%
1000-00	Household Expense	5,000	2,564.22	18,570.81	0.00	12,166.15	51.28%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	2,127.49	1,991.00	917.52	0.00	47.28%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	11,304.37	4,860.00	0.00	0.00	98.30%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	13,666.49	6,851.00	917.52	0.00	78.09%
	HVAC	2,500	5,689.88	908.88	0.00	0.00	227.60%
	Carpet Cleaning	3,500	430.98	2,805.99	0.00	2,805.99	12.31%
	Groundskeeping, City of Placentia	30,000	17,409.92	8,364.08	0.00	0.00	58.03%
	Plumbing	1,800	1,033.97	4,085.62	105.75	621.57	57.44%
	Electrical	1,500	1,442.49	313.19	0.00	0.00	96.17%
	Cleaning Service	13,700	8,800.00	8,650.00	1,100.00	1,100.00	64.23%
	Locksmith	200	1,307.54	199.91	124.68	68.50	653.77%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	2,188.82	454.52	801.23	0.00	43.78%
1400-00	Total Maintenance of Building & Grounds	58,200	38,303.60	25,782.19	2,131.66	4,596.06	65.81%
	Memberships - General Fund	3,750	1,618.00	2,343.50	0.00	1,421.00	43.15%
1600-07	Memberships - ELLI Grant	250	125.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	325.50	0.00	50.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,223.00	2,669.00	0.00	1,471.00	50.52%
	Miscellaneous Expense - General Fund	0	3,285.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	3,285.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
	Library Supplies	10,000	7,991.78	8,549.05	1,049.29	364.96	79.92%
	Printing	10,000	5,883.18	6,041.44	250.95	2,446.21	58.83%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	861.55	1,436.78	0.00	226.69	57.44%
	Paper	1,700	184.43	1,069.96	0.00	70.01	10.85%
	Drinking Water Service	325	220.00	182.00	27.50	26.00	67.69%
	Other Office Supplies	8,500	5,418.02	8,014.68	830.30	794.67	63.74%
1800-00	Total Office Supply Expense - General Fund	32,025	20,558.96	25,293.91	2,158.04	3,928.54	64.20%
1800-07	ELLI Grant Supply Expense	2,611	921.33	529.04	20.27	15.48	
	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	4,045.59	1,729.71	0.00	80.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	306.93	4,154.35	0.00	75.95	
1800-08	Total Adult Literacy Office Supply Expense	5,000	4,352.52	8,208.83	0.00	155.95	87.05%
1800-09	Supply Expense Families for Literacy	500	108.54	607.80	0.00	0.00	
	Total Office Expense	40,136	25,941.35	34,639.58	2,178.31	4,099.97	64.63%
1803-00	Postage Expense - General Fund	5,500	2,772.70	2,604.32	0.00	0.00	50.41%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	6.62	0.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	2,872.70	3,146.79	0.00	0.00	51.30%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	280.00	280.00	35.00	70.00	66.67%
	Pension Contribution & Operating Expenses	7,500	5,126.63	2,271.42	0.00	0.00	68.36%
	Anaheim Consortium Automated Library System	31,000	30,169.74	0.00	0.00	0.00	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	331.71	301.68	84.00	75.42	65.82%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,329.22	6,299.30	60.18	34.89	80.54%
	Advertising (Including WEB Site)	2,000	1,127.52	0.00	0.00	0.00	56.38%
	Medical Exams	750	984.00	920.00	166.50	0.00	131.20%
	Collection Services - Accounts Receivable	2,500	1,189.54	1,524.97	0.00	75.39	47.58%
	Audit & Accounting Services	5,250	4,385.00	5,150.00	0.00	0.00	83.52%
	Payroll Preparation	3,250	2,371.56	2,123.99	542.50	357.10	72.97%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	8,947.17	19,360.64	4,299.02	4,208.75	51.13%
1900-00	Total Specialized Services - General Fund	87,774	62,242.09	38,232.00	5,187.20	4,821.55	70.91%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0	471.74	3,526.85	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	5,204.99	1,605.00	834.14	480.00	54.79%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	183.69	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	1,764.06	1,583.00	27.82	32.99	14.70%
	Total Specialized Services	110,774	69,682.88	57,423.35	6,049.16	5,334.54	62.91%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	313.58	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	58,208.29	58,051.90	0.00	0.00	48.19%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	31,489.92	56,543.05	0.00	18,848.80	21.65%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	31,790.29	19,202.97	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	7,766.01	6,529.33	0.00	5,940.37	
2400-05	Special Department Expense - Audio	0	4,599.56	4,684.97	0.00	0.00	
2400-07	Special Department Expense - ELLI Grant	5,900	1,623.98	78.47	448.31	31.39	
2400-08	Special Department Expense - Adult Literacy	2,000	5,579.93	2,357.92	600.00	75.68	279.00%
2400-09	Special Department Expense - Families for Literacy	0	794.08	75.51	0.00	0.00	
	Total Special Department Expense	153,360	83,643.77	89,762.34	1,048.31	24,896.24	54.54%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,093.56	1,673.23	0.00	0.00	83.74%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	3,165.40	3,916.66	224.36	252.13	42.21%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	399.00	704.52	0.00	412.00	79.80%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	393.68	453.12	0.00	61.68	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	658.44	0.00	275.00	102.54%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	209.22	0.00	61.92	0.00	
	Total Transportation/Travel - Meetings	14,500	7,286.21	8,500.56	286.28	1,000.81	50.25%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	42,031.93	0.00	8,594.24	23.02%
	Gas	5,000	1,140.48	1,220.96	514.96	559.62	22.81%
	Water	3,750	2,300.72	2,511.65	134.95	173.35	61.35%
	Total Utilities	71,750	17,941.87	45,764.54	649.91	9,327.21	25.01%
	TOTAL SUPPLIES & SERVICES	625,726	341,444.13	365,437.39	13,731.62	64,064.54	54.57%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	0.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	5,420.29	4,414.76	0.00	1,033.29	27.10%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	8,146.30	4,414.76	0.00	1,033.29	38.79%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
5200	TOTAL EQUIPMENT EXPENSE	21,000	8,608.55	4,414.76	0.00	1,033.29	40.99%
5600	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	917,330.88	914,558.32	71,624.44	125,220.91	57.93%

03/16/03

Placentia Library District
Balance Sheet
 As of February 28, 2003

	<u>Feb 28, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	837.41
County Exempt - Savings	2,379.12
General Fund - Checking	6,399.98
General Fund - Savings	13,230.04
Literacy Fund - Savings	7,523.50
Payroll Checking - Wells Fargo	10,653.76
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>83,829.19</u>
Total Current Assets	<u>83,829.19</u>
TOTAL ASSETS	<u>83,829.19</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	<u>-1,132.15</u>
Total Equity	<u>83,829.19</u>
TOTAL LIABILITIES & EQUITY	<u>83,829.19</u>

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

03/16/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	0.95	0.00	0.00	0.00	0.95
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	460.00	0.00	0.00	0.00	460.00
COE Passport Chck Reimbursement	4,296.55	0.00	0.00	0.00	4,296.55
GF Cash Register - Copy/Debit	0.00	238.95	0.00	0.00	238.95
GF Cash Register - Fines	0.00	1,506.01	0.00	0.00	1,506.01
GF Cash Register - Lost Items	0.00	111.63	0.00	0.00	111.63
GF Cash Register - Reserves	0.00	103.00	0.00	0.00	103.00
GF Interest	0.00	9.09	0.00	0.00	9.09
GF Miscellaneous Income	0.00	2,076.61	0.00	0.00	2,076.61
GF Passport Revenue	0.00	12,315.34	0.00	0.00	12,315.34
GF State Library Reimbursements	0.00	3,776.54	0.00	0.00	3,776.54
LIT Interest Inc - Savings	0.00	0.00	3.46	0.00	3.46
PA Wire Transfer from County	0.00	0.00	0.00	57,296.28	57,296.28
Total Income	4,797.38	20,137.17	3.46	57,296.28	82,234.29
Expense					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Friend's Director's Fund	242.65	0.00	0.00	0.00	242.65
COE Passport Expenses	3,923.25	0.00	0.00	0.00	3,923.25
GF Advertising Expense	0.00	85.00	0.00	0.00	85.00
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	179.18	0.00	0.00	179.18
GF Insurance	0.00	326.40	0.00	0.00	326.40
GF Miscellaneous	0.00	-235.00	0.00	0.00	-235.00
GF Postage	0.00	37.00	0.00	0.00	37.00
GF Transfers to County	0.00	19,858.32	0.00	0.00	19,858.32
GF Travel Staff	0.00	30.00	0.00	0.00	30.00
GF Travel Trustees	0.00	25.00	0.00	0.00	25.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,274.00	1,274.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	444.01	444.01
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Payroll Taxes	0.00	0.00	0.00	15,408.68	15,408.68
PA Salaries	0.00	0.00	0.00	38,978.23	38,978.23
Total Expense	4,186.90	20,324.90	0.00	56,948.80	81,460.60
Net Income	610.48	-187.73	3.46	347.48	773.69

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,381.91	0.00	0.00	0.00	1,381.91
COE Friends Contributions	853.00	0.00	0.00	0.00	853.00
COE Interest	8.08	0.00	0.00	0.00	8.08
COE Life Insur Suplmt(EDM)	398.80	0.00	0.00	0.00	398.80
COE Meeting Room Income	2,555.00	0.00	0.00	0.00	2,555.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	29,679.05	0.00	0.00	0.00	29,679.05
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	29.50	0.00	0.00	0.00	29.50
GF Cash Register - Childrens	0.00	115.83	0.00	0.00	115.83
GF Cash Register - Copy/Debit	0.00	1,252.61	0.00	0.00	1,252.61
GF Cash Register - Fines	0.00	12,011.54	0.00	0.00	12,011.54
GF Cash Register - Lost Items	0.00	989.36	0.00	0.00	989.36
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	947.39	0.00	0.00	947.39
GF County Reimbursements	0.00	6,163.18	0.00	0.00	6,163.18
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	70.04	0.00	0.00	70.04
GF Miscellaneous Income	0.00	4,237.91	0.00	0.00	4,237.91
GF Non Government Grant	0.00	11,000.00	0.00	0.00	11,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	75,249.36	0.00	0.00	75,249.36
GF State Library Grants	0.00	148,386.00	0.00	0.00	148,386.00
GF State Library Reimbursements	0.00	11,875.98	0.00	0.00	11,875.98
GF State of CA Foundation Funds	0.00	58.15	0.00	0.00	58.15
GF Transfers from County	0.00	13,297.01	0.00	0.00	13,297.01
GF Typewriter Income	0.00	4.85	0.00	0.00	4.85
LIT Interest Inc - Savings	0.00	0.00	36.55	0.00	36.55
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - Savings	0.00	0.00	0.00	587.05	587.05
PA Wire Transfer from County	0.00	0.00	0.00	12.61	12.61
PA Wire Transfer from Paychex	0.00	0.00	0.00	489,349.32	489,349.32
Total Income	40,186.14	286,791.13	36.55	514,067.78	841,081.60
Expense					
COE Bank fees	258.65	0.00	0.00	0.00	258.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rdrng Prgm	2,734.00	0.00	0.00	0.00	2,734.00
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	357.30	0.00	0.00	0.00	357.30
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,458.41	0.00	0.00	0.00	1,458.41
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	163.00	0.00	0.00	0.00	163.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	27,427.45	0.00	0.00	0.00	27,427.45
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	623.12	0.00	0.00	623.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	111.65	0.00	0.00	111.65
GF Bankcard Service Charge	0.00	120.00	0.00	0.00	120.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	1,058.45	0.00	0.00	1,058.45
GF Insurance	0.00	978.35	0.00	0.00	978.35
GF Literacy	0.00	1,155.28	0.00	0.00	1,155.28
GF Miscellaneous	0.00	5,486.36	0.00	0.00	5,486.36
GF Office Expense	0.00	753.77	0.00	0.00	753.77
GF Postage	0.00	100.17	0.00	0.00	100.17
GF Printing	0.00	233.74	0.00	0.00	233.74
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	257,926.41	0.00	0.00	257,926.41
GF Travel Staff	0.00	1,984.42	0.00	0.00	1,984.42
GF Travel Trustees	0.00	779.21	0.00	0.00	779.21
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	544.42	544.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	14,101.16	14,101.16
PA Employee 125 Co-Pay	0.00	0.00	0.00	6,188.08	6,188.08
PA Employee Life Insurance	0.00	0.00	0.00	358.92	358.92
PA Garnishment	0.00	0.00	0.00	6,272.00	6,272.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	145,659.69	145,659.69
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	305,763.14	305,763.14
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	40,303.50	272,894.37	0.00	529,015.88	842,213.75
Net Income	-117.36	13,896.76	36.55	-14,948.10	-1,132.15

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 02/28/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,283.64
Cleared Transactions						
Checks and Payments - 46 items						
Check	1/27/2003	4177	Passport Services	X	-55.00	-55.00
Check	1/27/2003	4176	Passport Services	X	-55.00	-110.00
Check	1/28/2003	4178	Passport Services	X	-55.00	-165.00
Check	1/29/2003	4181	Passport Services	X	-55.00	-220.00
Check	1/29/2003	4179	Photography by Joh...	X	-61.42	-281.42
Check	1/29/2003	4180	Passport Services	X	-55.00	-336.42
Check	1/29/2003	4182	Passport Services	X	-110.00	-446.42
Check	1/30/2003	4183	I.M.P.A.C. Govern...	X	-124.46	-570.88
Check	1/30/2003	4184	Passport Services	X	-55.00	-625.88
Check	2/1/2003	4186	Passport Services	X	-55.00	-680.88
Check	2/1/2003	4185	Passport Services	X	-115.00	-795.88
Check	2/3/2003	4190	Passport Services	X	-115.00	-910.88
Check	2/3/2003	4188	Passport Services	X	-55.00	-965.88
Check	2/3/2003	4189	Passport Services	X	-128.65	-1,094.53
Check	2/3/2003	4191	Passport Services	X	-55.00	-1,149.53
Check	2/3/2003	4187	Passport Services	X	-68.65	-1,218.18
Check	2/4/2003	4192	Passport Services	X	-55.00	-1,273.18
Check	2/5/2003	4193	Passport Services	X	-40.00	-1,313.18
Check	2/8/2003	4195	Passport Services	X	-100.00	-1,413.18
Check	2/8/2003	4194	Passport Services	X	-55.00	-1,468.18
Check	2/9/2003	4196	Passport Services	X	-110.00	-1,578.18
Check	2/10/2003	4200	Passport Services	X	-100.00	-1,678.18
Check	2/11/2003	4201	Passport Services	X	-80.00	-1,758.18
Check	2/12/2003	4203	Passport Services	X	-40.00	-1,798.18
Check	2/13/2003	4204	Passport Services	X	-115.00	-1,913.18
Check	2/13/2003	4205	Passport Services	X	-115.00	-2,028.18
Check	2/18/2003	4206	Passport Services	X	-80.00	-2,108.18
Check	2/19/2003	4211	Passport Services	X	-115.00	-2,223.18
Check	2/19/2003	4213	Passport Services	X	-55.00	-2,278.18
Check	2/19/2003	4212	Passport Services	X	-128.65	-2,406.83
Check	2/19/2003	4210	Passport Services	X	-100.00	-2,506.83
Check	2/19/2003	4209	Passport Services	X	-115.00	-2,621.83
Check	2/19/2003	4208	Passport Services	X	-55.00	-2,676.83
Check	2/19/2003	4207	Passport Services	X	-40.00	-2,716.83
Check	2/20/2003	4215	Passport Services	X	-55.00	-2,771.83
Check	2/20/2003	4214	Passport Services	X	-55.00	-2,826.83
Check	2/22/2003	4219	Passport Services	X	-55.00	-2,881.83
Check	2/22/2003	4217	Passport Services	X	-55.00	-2,936.83
Check	2/22/2003	4216	Passport Services	X	-55.00	-2,991.83
Check	2/22/2003	4218	Passport Services	X	-95.00	-3,086.83
Check	2/23/2003	4222	Passport Services	X	-110.00	-3,196.83
Check	2/23/2003	4221	Passport Services	X	-55.00	-3,251.83
Check	2/24/2003	4225	Passport Services	X	-115.00	-3,366.83
Check	2/24/2003	4223	Passport Services	X	-55.00	-3,421.83
Check	2/24/2003	4224	Passport Services	X	-115.00	-3,536.83
Check	2/28/2003			X	-11.00	-3,547.83
Total Checks and Payments					-3,547.83	-3,547.83
Deposits and Credits - 18 items						
Deposit	2/3/2003			X	55.00	55.00
Deposit	2/3/2003			X	55.00	110.00
Deposit	2/3/2003			X	500.00	610.00
Deposit	2/5/2003			X	95.00	705.00
Deposit	2/6/2003			X	30.00	735.00
Deposit	2/10/2003			X	165.00	900.00
Deposit	2/11/2003			X	220.00	1,120.00
Deposit	2/11/2003			X	875.60	1,995.60
Deposit	2/12/2003			X	40.00	2,035.60
Deposit	2/18/2003			X	115.00	2,150.60
Deposit	2/19/2003			X	323.65	2,474.25
Deposit	2/20/2003			X	325.00	2,799.25
Check	2/24/2003	4226	Elisa Herrera-Thomas	X	0.00	2,799.25
Deposit	2/24/2003			X	165.00	2,964.25
Deposit	2/24/2003			X	275.00	3,239.25
Deposit	2/26/2003			X	183.65	3,422.90

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 02/28/2003**

Type	Date	Num	Name	Cir	Amount	Balance
Deposit	2/27/2003			X	848.65	4,271.55
Deposit	2/27/2003			X	85.00	4,356.55
Total Deposits and Credits					4,356.55	4,356.55
Total Cleared Transactions					808.72	808.72
Cleared Balance					808.72	2,092.36
Uncleared Transactions						
Checks and Payments - 13 items						
Check	2/9/2003	4197	Passport Services		-95.00	-95.00
Check	2/10/2003	4199	Passport Services		-55.00	-150.00
Check	2/10/2003	4198	Passport Services		-40.00	-190.00
Check	2/23/2003	4220	Passport Services		-55.00	-245.00
Check	2/25/2003	4229	Passport Services		-128.65	-373.65
Check	2/25/2003	4227	Passport Services		-115.00	-488.65
Check	2/25/2003	4228	Passport Services		-128.65	-617.30
Check	2/26/2003	4232	Passport Services		-55.00	-672.30
Check	2/26/2003	4233	Passport Services		-55.00	-727.30
Check	2/26/2003	4231	Passport Services		-55.00	-782.30
Check	2/26/2003	4230	Elisa Herrera-Thomas		-242.65	-1,024.95
Check	2/27/2003	4235	Passport Services		-115.00	-1,139.95
Check	2/27/2003	4234	Passport Services		-115.00	-1,254.95
Total Checks and Payments					-1,254.95	-1,254.95
Total Uncleared Transactions					-1,254.95	-1,254.95
Register Balance as of 02/28/2003					-446.23	837.41
New Transactions						
Checks and Payments - 14 items						
Check	3/1/2003	4236	Passport Services		-115.00	-115.00
Check	3/2/2003	4237	Passport Services		-115.00	-230.00
Check	3/4/2003	4238	Passport Services		-55.00	-285.00
Check	3/6/2003	4241	Passport Services		-115.00	-400.00
Check	3/6/2003	4240	Passport Services		-165.00	-565.00
Check	3/6/2003	4239	Passport Services		-120.00	-685.00
Check	3/8/2003	4244	Passport Services		-55.00	-740.00
Check	3/8/2003	4245	Passport Services		-110.00	-850.00
Check	3/8/2003	4242	Passport Services		-80.00	-930.00
Check	3/8/2003	4243	Passport Services		-40.00	-970.00
Check	3/9/2003	4246	Passport Services		-128.65	-1,098.65
Check	3/10/2003	4247	Passport Services		-55.00	-1,153.65
Check	3/10/2003	4249	Passport Services		-115.00	-1,268.65
Check	3/10/2003	4248	Passport Services		-55.00	-1,323.65
Total Checks and Payments					-1,323.65	-1,323.65
Deposits and Credits - 5 items						
Deposit	3/3/2003				115.00	115.00
Deposit	3/3/2003				115.00	230.00
Deposit	3/6/2003				150.00	380.00
Deposit	3/10/2003				110.00	490.00
Deposit	3/10/2003				70.00	560.00
Total Deposits and Credits					560.00	560.00
Total New Transactions					-763.65	-763.65
Ending Balance					-1,209.88	73.76

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**Placentia Library District
 Reconciliation Detail
 County Exempt - Savings, Period Ending 02/28/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,103.81
Cleared Transactions						
Checks and Payments - 2 items						
Check	1/29/2003	1503	Greg's Carpet & Up...	X	-155.52	-155.52
Check	2/28/2003			X	-10.00	-165.52
Total Checks and Payments					-165.52	-165.52
Deposits and Credits - 7 items						
Deposit	2/12/2003			X	19.94	19.94
Deposit	2/13/2003			X	60.00	79.94
Deposit	2/19/2003			X	30.00	109.94
Deposit	2/20/2003			X	150.00	259.94
Deposit	2/25/2003			X	160.00	419.94
Deposit	2/26/2003			X	19.94	439.88
Deposit	2/28/2003			X	0.95	440.83
Total Deposits and Credits					440.83	440.83
Total Cleared Transactions					275.31	275.31
Cleared Balance					275.31	2,379.12
Register Balance as of 02/28/2003					275.31	2,379.12
New Transactions						
Checks and Payments - 1 item						
Check	3/4/2003	1504	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 1 item						
Deposit	3/12/2003				19.94	19.94
Total Deposits and Credits					19.94	19.94
Total New Transactions					-135.58	-135.58
Ending Balance					139.73	2,243.54

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 02/26/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,303.56
Cleared Transactions						
Checks and Payments - 11 items						
Check	1/22/2003	4648	Association of Fund...	X	-50.00	-50.00
Check	1/26/2003	4651	CALTAC	X	-108.00	-158.00
Check	1/26/2003	4652	ISDOC	X	-48.00	-206.00
Check	2/3/2003			X	-15.00	-221.00
Check	2/12/2003	4655	Sharon's Bakery	X	-16.20	-237.20
Check	2/12/2003	4656	Elisa Herrera-Thomas	X	-326.40	-563.60
Check	2/19/2003	4657	Placentia Chamber ...	X	-25.00	-588.60
Check	2/20/2003	4658	US Postmaster Pla...	X	-37.00	-625.60
Check	2/23/2003	4659	Allstar Calendar Co...	X	-85.00	-710.60
Check	2/26/2003	4661	Placentia Chamber ...	X	-30.00	-740.60
Check	2/26/2003	4660	Sam's Club	X	-69.87	-810.47
Total Checks and Payments					-810.47	-810.47
Deposits and Credits - 1 item						
Check	3/13/2003	4667	Sam's Club	X	0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Cleared Transactions					-810.47	-810.47
Cleared Balance					-810.47	6,493.09
Register Balance as of 02/26/2003					-810.47	6,493.09
New Transactions						
Checks and Payments - 5 items						
Check	2/27/2003	4662	First Class Pizza		-93.11	-93.11
Check	3/6/2003	4663	Fry's Electronics		-21.54	-114.65
Check	3/10/2003	4664	Anaheim Public Libr...		-135.00	-249.65
Check	3/12/2003	4666	Ralph's		-63.62	-313.27
Check	3/12/2003	4665	Blue Cross		-3,266.00	-3,579.27
Total Checks and Payments					-3,579.27	-3,579.27
Deposits and Credits - 2 items						
Deposit	3/12/2003				2,413.90	2,413.90
Check	3/13/2003	4668	Smart & Final			2,413.90
Total Deposits and Credits					2,413.90	2,413.90
Total New Transactions					-1,165.37	-1,165.37
Ending Balance					-1,975.84	5,327.72

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**Placentia Library District
 Reconciliation Detail
 General Fund - Savings, Period Ending 02/28/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,720.19
Cleared Transactions						
Checks and Payments - 3 items						
Check	2/3/2003		Bank of the West	X	-30.00	-30.00
Check	2/3/2003		Bank of the West	X	-4.00	-34.00
Check	2/11/2003	1207	Orange County Aud...	X	-19,858.32	-19,892.32
Total Checks and Payments					-19,892.32	-19,892.32
Deposits and Credits - 28 items						
Deposit	2/3/2003			X	270.00	270.00
Deposit	2/3/2003			X	794.65	1,064.65
Deposit	2/3/2003			X	170.34	1,234.99
Deposit	2/3/2003			X	907.75	2,142.74
Deposit	2/3/2003			X	90.00	2,232.74
Deposit	2/3/2003			X	2,076.61	4,309.35
Deposit	2/4/2003			X	525.39	4,834.74
Deposit	2/5/2003			X	458.05	5,292.79
Deposit	2/6/2003			X	340.35	5,633.14
Deposit	2/10/2003			X	269.00	5,902.14
Deposit	2/10/2003			X	630.00	6,532.14
Deposit	2/10/2003			X	571.00	7,103.14
Deposit	2/11/2003			X	680.80	7,783.94
Deposit	2/11/2003			X	1,888.19	9,672.13
Deposit	2/12/2003			X	390.06	10,062.19
Deposit	2/13/2003			X	601.00	10,663.19
Deposit	2/18/2003			X	452.40	11,115.59
Deposit	2/18/2003			X	360.00	11,475.59
Deposit	2/19/2003			X	3,776.54	15,252.13
Deposit	2/19/2003			X	730.55	15,982.68
Deposit	2/20/2003			X	880.10	16,862.78
Deposit	2/24/2003			X	202.10	17,064.88
Deposit	2/24/2003			X	598.00	17,662.88
Deposit	2/24/2003			X	911.85	18,574.73
Deposit	2/25/2003			X	502.55	19,077.28
Deposit	2/26/2003			X	698.50	19,775.78
Deposit	2/27/2003			X	617.30	20,393.08
Deposit	2/28/2003			X	9.09	20,402.17
Total Deposits and Credits					20,402.17	20,402.17
Total Cleared Transactions					509.85	509.85
Cleared Balance					509.85	13,230.04
Register Balance as of 02/28/2003					509.85	13,230.04
New Transactions						
Checks and Payments - 3 items						
Check	3/3/2003		Bank of the West		-9.00	-9.00
Check	3/3/2003		Bank of the West		-4.00	-13.00
Check	3/5/2003	1208	Orange County Aud...		-40,876.65	-40,889.65
Total Checks and Payments					-40,889.65	-40,889.65
Deposits and Credits - 19 items						
Deposit	3/3/2003				407.55	407.55
Deposit	3/3/2003				751.00	1,158.55
Deposit	3/3/2003				2,000.00	3,158.55
Deposit	3/3/2003				645.80	3,804.35
Deposit	3/3/2003				360.00	4,164.35
Deposit	3/4/2003				24,725.00	28,889.35
Deposit	3/4/2003				819.55	29,708.90
Deposit	3/5/2003				446.80	30,155.70
Deposit	3/6/2003				521.79	30,677.49
Deposit	3/10/2003				632.00	31,309.49
Deposit	3/10/2003				746.75	32,056.24
Deposit	3/10/2003				319.95	32,376.19
Deposit	3/11/2003				541.80	32,917.99
Deposit	3/12/2003				29.00	32,946.99

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 02/28/2003**

Agenda Item 14
General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Deposit	3/12/2003				421.95	33,368.94
Deposit	3/13/2003				669.20	34,038.14
Deposit	3/17/2003				468.70	34,506.84
Deposit	3/17/2003				720.00	35,226.84
Deposit	3/17/2003				46,377.00	81,603.84
Total Deposits and Credits					81,603.84	81,603.84
Total New Transactions					40,714.19	40,714.19
Ending Balance					<u>41,224.04</u>	<u>53,944.23</u>

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**Placentia Library District
Reconciliation Detail**
Literacy Fund - Savings, Period Ending 02/28/2003

Agenda Item 14
Literacy Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,520.04
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	2/28/2003			X	3.46	3.46
Total Deposits and Credits					3.46	3.46
Total Cleared Transactions					3.46	3.46
Cleared Balance					3.46	7,523.50
Register Balance as of 02/28/2003					3.46	7,523.50
Ending Balance					3.46	7,523.50

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**Placentia Library District
Reconciliation Detail**

Payroll Checking - Wells Fargo, Period Ending 02/28/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,350.92
Cleared Transactions						
Checks and Payments - 41 items						
Check	1/15/2003	2988	Evena Shu	X	-63.68	-63.68
Check	1/15/2003	2985	Joshua Robbins	X	-96.19	-159.87
Check	1/20/2003	2009	Matthew G. Mallard	X	-53.85	-213.72
Check	1/29/2003	3012	Barbara Phillips	X	-67.67	-281.39
Check	1/29/2003	3011	Ruth Peterson	X	-361.49	-642.88
Check	1/29/2003	3003	Joyce G. Hampton	X	-319.37	-962.25
Check	1/29/2003	3002	Esther P. Guzman	X	-255.65	-1,217.90
Check	1/29/2003	3000	Dorothy J. Cummings	X	-152.59	-1,370.49
Check	1/29/2003	2011	Katherine L. Matas	X	-302.22	-1,672.71
Check	1/29/2003	3029	Katherine L. Roberts	X	-392.00	-2,064.71
Check	1/29/2003	3030	Nationwide Retirem...	X	-637.00	-2,701.71
Check	1/29/2003	3013	Beatrice V. Quintanar	X	-287.20	-2,988.91
Check	1/29/2003	3015	Joshua Robbins	X	-191.45	-3,180.36
Check	1/29/2003	3018	Evena Shu	X	-63.68	-3,244.04
Check	1/29/2003	3022	Edward Strysik	X	-305.20	-3,549.24
Check	1/29/2003	3027	Orange County Aud...	X	-444.01	-3,993.25
Check	2/6/2003		Wells Fargo Bank	X	-10.00	-4,003.25
Check	2/11/2003		Paychex	X	-17,587.83	-21,591.08
Check	2/12/2003	3063	Katherine L. Roberts	X	-392.00	-21,983.08
Check	2/12/2003	3062	Placentia Library Di...	X	-19.94	-22,003.02
Check	2/12/2003	3051	Joshua Robbins	X	-191.45	-22,194.47
Check	2/12/2003	3049	Beatrice V. Quintanar	X	-287.20	-22,481.67
Check	2/12/2003	3064	Nationwide Retirem...	X	-637.00	-23,118.67
Check	2/12/2003	3042	Darlene Mc Cartin	X	-80.79	-23,199.46
Check	2/12/2003	3040	Matthew G. Mallard	X	-40.40	-23,239.86
Check	2/12/2003	3038	Joyce G. Hampton	X	-319.37	-23,559.23
Check	2/12/2003	3037	Esther P. Guzman	X	-277.19	-23,836.42
Check	2/12/2003	3035	Joy Di Loreto	X	-264.74	-24,101.16
Check	2/12/2003	3033	Dorothy J. Cummings	X	-203.44	-24,304.60
Check	2/12/2003	3032	Victoria Campbell	X	-114.45	-24,419.05
Check	2/12/2003	3031	Louise Beebe	X	-107.72	-24,526.77
Check	2/12/2003		Paychex	X	-7,811.36	-32,338.13
Check	2/12/2003	3057	Edward Strysik	X	-305.20	-32,643.33
Check	2/20/2003		Wells Fargo Bank	X	-10.00	-32,653.33
Check	2/25/2003		Paychex	X	-17,669.37	-50,322.70
Check	2/26/2003		Paychex	X	-7,597.32	-57,920.02
Check	2/26/2003	3099	Nationwide Retirem...	X	-637.00	-58,557.02
Check	2/26/2003	3070	Esther P. Guzman	X	-255.65	-58,812.67
Check	2/26/2003	3071	Joyce G. Hampton	X	-319.37	-59,132.04
Check	2/26/2003	3097	Placentia Library Di...	X	-19.94	-59,151.98
Check	2/26/2003	3096	Orange County Aud...	X	-444.01	-59,595.99
Total Checks and Payments					-59,595.99	-59,595.99
Deposits and Credits - 2 items						
Deposit	2/6/2003			X	28,648.14	28,648.14
Deposit	2/20/2003			X	28,648.14	57,296.28
Total Deposits and Credits					57,296.28	57,296.28
Total Cleared Transactions					-2,299.71	-2,299.71
Cleared Balance					-2,299.71	12,051.21

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 02/28/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 9 items						
Check	1/29/2003	3009	Marlane Nebel		-51.39	-51.39
Check	2/12/2003	3046	Marlane Nebel		-41.11	-92.50
Check	2/26/2003	3082	Beatrice V. Quintanar		-287.20	-379.70
Check	2/26/2003	3084	Joshua Robbins		-143.87	-523.57
Check	2/26/2003	3086	Shawn Robison		-93.50	-617.07
Check	2/26/2003	3067	Dorothy J. Cummings		-152.59	-769.66
Check	2/26/2003	3098	Kathryn L. Roberts		-392.00	-1,161.66
Check	2/26/2003	3073	Matthew G. Mallard		-188.03	-1,349.69
Check	2/26/2003	3081	Barbara Phillips		-47.76	-1,397.45
Total Checks and Payments					-1,397.45	-1,397.45
Total Uncleared Transactions					-1,397.45	-1,397.45
Register Balance as of 02/28/2003					-3,697.16	10,653.76
New Transactions						
Checks and Payments - 11 items						
Check	3/11/2003		Paychex		-17,137.48	-17,137.48
Check	3/12/2003	3130	Nationwide Retirem...		-918.82	-18,056.30
Check	3/12/2003	3129	Kathryn L. Roberts		-392.00	-18,448.30
Check	3/12/2003	3128	Placentia Library Di...		-19.94	-18,468.24
Check	3/12/2003	3127	Orange County Aud...		-444.01	-18,912.25
Check	3/12/2003	3116	Shawn Robison		-112.21	-19,024.46
Check	3/12/2003	3114	Joshua Robbins		-96.19	-19,120.65
Check	3/12/2003	3112	Beatrice V. Quintanar		-287.20	-19,407.85
Check	3/12/2003	3104	Joyce G. Hampton		-319.37	-19,727.22
Check	3/12/2003	3103	Esther P. Guzman		-255.65	-19,982.87
Check	3/12/2003		Paychex		-7,778.35	-27,761.22
Total Checks and Payments					-27,761.22	-27,761.22
Deposits and Credits - 1 item						
Deposit	3/6/2003				28,648.14	28,648.14
Total Deposits and Credits					28,648.14	28,648.14
Total New Transactions					886.92	886.92
Ending Balance					-2,810.24	11,540.68

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Placentia Library District
Reconciliation Detail
387-0070269, Period Ending 02/27/2003

Agenda Item 14
Payroll CD 387-0070269
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-11.98	-11.98
Deposit	1/27/2003			X	-5,000.89	-5,012.87
Total Checks and Payments					-5,012.87	-5,012.87
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	11.98	11.98
Deposit	1/27/2003			X	0.89	12.87
Total Deposits and Credits					12.87	12.87
Total Cleared Transactions					-5,000.00	-5,000.00
Cleared Balance					-5,000.00	0.00
Register Balance as of 02/27/2003					-5,000.00	0.00
Ending Balance					-5,000.00	0.00

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**Placentia Library District
Reconciliation Detail
387-0070269, Period Ending 12/31/2002**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-11.59	-11.59
Deposit	11/25/2002			X	-11.98	-23.57
Deposit	12/23/2002			X	-11.58	-35.15
Total Checks and Payments					-35.15	-35.15
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	11.59	11.59
Deposit	11/22/2002			X	11.98	23.57
Deposit	12/22/2002			X	11.58	35.15
Total Deposits and Credits					35.15	35.15
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	5,000.00
Register Balance as of 12/31/2002					0.00	5,000.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-11.98	-11.98
Deposit	1/27/2003				-5,000.89	-5,012.87
Total Checks and Payments					-5,012.87	-5,012.87
Deposits and Credits - 2 items						
Deposit	1/22/2003				11.98	11.98
Deposit	1/27/2003				0.89	12.87
Total Deposits and Credits					12.87	12.87
Total New Transactions					-5,000.00	-5,000.00
Ending Balance					-5,000.00	0.00

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Placentia Library District
Reconciliation Detail
387-0070277, Period Ending 02/27/2003

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Payroll CD 387-0070277
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-5.99	-5.99
Deposit	1/27/2003			X	-2,500.44	-2,506.43
Total Checks and Payments					-2,506.43	-2,506.43
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	5.99	5.99
Deposit	1/27/2003			X	0.44	6.43
Total Deposits and Credits					6.43	6.43
Total Cleared Transactions					-2,500.00	-2,500.00
Cleared Balance					-2,500.00	0.00
Register Balance as of 02/27/2003					-2,500.00	0.00
Ending Balance					-2,500.00	0.00

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**Placentia Library District
Reconciliation Detail
387-0070277, Period Ending 10/31/2002**

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Payroll CD 387-0070277
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-5.79	-5.79
Deposit	11/25/2002			X	-5.99	-11.78
Deposit	12/23/2002			X	-5.79	-17.57
Total Checks and Payments					-17.57	-17.57
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	5.79	5.79
Deposit	11/22/2002			X	5.99	11.78
Deposit	12/22/2002			X	5.79	17.57
Total Deposits and Credits					17.57	17.57
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	2,500.00
Register Balance as of 10/31/2002					0.00	2,500.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-5.99	-5.99
Deposit	1/27/2003				-2,500.44	-2,506.43
Total Checks and Payments					-2,506.43	-2,506.43
Deposits and Credits - 2 items						
Deposit	1/22/2003				5.99	5.99
Deposit	1/27/2003				0.44	6.43
Total Deposits and Credits					6.43	6.43
Total New Transactions					-2,500.00	-2,500.00
Ending Balance					-2,500.00	0.00

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Placentia Library District
Reconciliation Detail
387-0070285, Period Ending 02/27/2003

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Payroll CD 387-0070285
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-5.99	-5.99
Deposit	1/27/2003			X	-2,500.44	-2,506.43
Total Checks and Payments					-2,506.43	-2,506.43
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	5.99	5.99
Deposit	1/27/2003			X	0.44	6.43
Total Deposits and Credits					6.43	6.43
Total Cleared Transactions					-2,500.00	-2,500.00
Cleared Balance					-2,500.00	0.00
Register Balance as of 02/27/2003					-2,500.00	0.00
Ending Balance					<u>-2,500.00</u>	<u>0.00</u>

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**Placentia Library District
Reconciliation Detail
387-0070285, Period Ending 12/31/2002**

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Payroll CD 387-0070285
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-5.79	-5.79
Deposit	11/25/2002			X	-5.99	-11.78
Deposit	12/23/2002			X	-5.79	-17.57
Total Checks and Payments					-17.57	-17.57
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	5.79	5.79
Deposit	11/22/2002			X	5.99	11.78
Deposit	12/22/2002			X	5.79	17.57
Total Deposits and Credits					17.57	17.57
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	2,500.00
Register Balance as of 12/31/2002					0.00	2,500.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-5.99	-5.99
Deposit	1/27/2003				-2,500.44	-2,506.43
Total Checks and Payments					-2,506.43	-2,506.43
Deposits and Credits - 2 items						
Deposit	1/22/2003				5.99	5.99
Deposit	1/27/2003				0.44	6.43
Total Deposits and Credits					6.43	6.43
Total New Transactions					-2,500.00	-2,500.00
Ending Balance					-2,500.00	0.00

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Placentia Library District
Reconciliation Detail
387-0070293, Period Ending 02/27/2003

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Payroll CD 387-007029
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-11.98	-11.98
Deposit	1/27/2003			X	-5,000.89	-5,012.87
Total Checks and Payments					-5,012.87	-5,012.87
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	11.98	11.98
Deposit	1/27/2003			X	0.89	12.87
Total Deposits and Credits					12.87	12.87
Total Cleared Transactions					-5,000.00	-5,000.00
Cleared Balance					-5,000.00	0.00
Register Balance as of 02/27/2003					-5,000.00	0.00
Ending Balance					-5,000.00	0.00

3/16/03

2:49 PM
03/16/03

**Placentia Library District
Reconciliation Detail
387-0070293, Period Ending 12/31/2002**

Agenda Item 14
Payroll CD 387-0070293
Page 21 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-11.59	-11.59
Deposit	11/25/2002			X	-11.98	-23.57
Deposit	12/23/2002			X	-11.58	-35.15
Total Checks and Payments					<u>-35.15</u>	<u>-35.15</u>
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	11.59	11.59
Deposit	11/22/2002			X	11.98	23.57
Deposit	12/22/2002			X	11.58	35.15
Total Deposits and Credits					<u>35.15</u>	<u>35.15</u>
Total Cleared Transactions					<u>0.00</u>	<u>0.00</u>
Cleared Balance					<u>0.00</u>	<u>5,000.00</u>
Register Balance as of 12/31/2002					0.00	5,000.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-11.98	-11.98
Deposit	1/27/2003				-5,000.89	-5,012.87
Total Checks and Payments					<u>-5,012.87</u>	<u>-5,012.87</u>
Deposits and Credits - 2 items						
Deposit	1/22/2003				11.98	11.98
Deposit	1/27/2003				0.89	12.87
Total Deposits and Credits					<u>12.87</u>	<u>12.87</u>
Total New Transactions					<u>-5,000.00</u>	<u>-5,000.00</u>
Ending Balance					<u><u>-5,000.00</u></u>	<u><u>0.00</u></u>

*200
3/14/03*

3:02 PM
03/16/03

Placentia Library District
Reconciliation Detail
387-0070301, Period Ending 02/27/2003

Agenda Item 14
Payroll CD 387-0070301
Page 22 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-23.95	-23.95
Deposit	1/27/2003			X	-10,001.79	-10,025.74
Total Checks and Payments					-10,025.74	-10,025.74
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	23.95	23.95
Deposit	1/27/2003			X	1.79	25.74
Total Deposits and Credits					25.74	25.74
Total Cleared Transactions					-10,000.00	-10,000.00
Cleared Balance					-10,000.00	0.00
Register Balance as of 02/27/2003					-10,000.00	0.00
Ending Balance					-10,000.00	0.00

*2003
3/16/03*

**Placentia Library District
Reconciliation Detail
387-0070301, Period Ending 12/31/2002**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-23.18	-23.18
Deposit	11/25/2002			X	-23.95	-47.13
Deposit	12/23/2002			X	-23.18	-70.31
Total Checks and Payments					-70.31	-70.31
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	23.18	23.18
Deposit	11/22/2002			X	23.95	47.13
Deposit	12/22/2002			X	23.18	70.31
Total Deposits and Credits					70.31	70.31
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	10,000.00
Register Balance as of 12/31/2002					0.00	10,000.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-23.95	-23.95
Deposit	1/27/2003				-10,001.79	-10,025.74
Total Checks and Payments					-10,025.74	-10,025.74
Deposits and Credits - 2 items						
Deposit	1/22/2003				23.95	23.95
Deposit	1/27/2003				1.79	25.74
Total Deposits and Credits					25.74	25.74
Total New Transactions					-10,000.00	-10,000.00
Ending Balance					-10,000.00	0.00

*2003
3/16/03*

**Placentia Library District
Reconciliation Detail
387-0070319, Period Ending 02/27/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-23.95	-23.95
Deposit	1/27/2003			X	-10,001.79	-10,025.74
Total Checks and Payments					-10,025.74	-10,025.74
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	23.95	23.95
Deposit	1/27/2003			X	1.79	25.74
Total Deposits and Credits					25.74	25.74
Total Cleared Transactions					-10,000.00	-10,000.00
Cleared Balance					-10,000.00	0.00
Register Balance as of 02/27/2003					-10,000.00	0.00
Ending Balance					-10,000.00	0.00

*EDW
3/16/03*

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03/16/03

**Placentia Library District
Reconciliation Detail
387-0070319, Period Ending 12/31/2002**

Agenda Item 14
Payroll CD 387-0070319
Page 25 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-23.18	-23.18
Deposit	11/25/2002			X	-23.95	-47.13
Deposit	12/23/2002			X	-23.18	-70.31
Total Checks and Payments					-70.31	-70.31
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	23.18	23.18
Deposit	11/22/2002			X	23.95	47.13
Deposit	12/22/2002			X	23.18	70.31
Total Deposits and Credits					70.31	70.31
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	10,000.00
Register Balance as of 12/31/2002					0.00	10,000.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-23.95	-23.95
Deposit	1/27/2003				-10,001.79	-10,025.74
Total Checks and Payments					-10,025.74	-10,025.74
Deposits and Credits - 2 items						
Deposit	1/22/2003				23.95	23.95
Deposit	1/27/2003				1.79	25.74
Total Deposits and Credits					25.74	25.74
Total New Transactions					-10,000.00	-10,000.00
Ending Balance					-10,000.00	0.00

*2003
3/16/03*

**Placentia Library District
Reconciliation Detail
Payroll Savings (Int CDs), Period Ending 12/31/2002**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,467.26
Cleared Transactions						
Checks and Payments - 1 item						
Check	10/7/2002		Wells Fargo Bank	X	-7,000.00	-7,000.00
Total Checks and Payments					-7,000.00	-7,000.00
Deposits and Credits - 6 items						
Deposit	10/23/2002			X	81.12	81.12
Deposit	10/31/2002			X	1.18	82.30
Deposit	11/25/2002			X	83.84	166.14
Deposit	11/30/2002			X	0.26	166.40
Deposit	12/23/2002			X	81.10	247.50
Deposit	12/31/2002			X	0.28	247.78
Total Deposits and Credits					247.78	247.78
Total Cleared Transactions					-6,752.22	-6,752.22
Cleared Balance					-6,752.22	715.04
Register Balance as of 12/31/2002					-6,752.22	715.04
New Transactions						
Checks and Payments - 1 item						
Check	1/27/2003	7484...	Placentia Library Di...		-35,805.38	-35,805.38
Total Checks and Payments					-35,805.38	-35,805.38
Deposits and Credits - 4 items						
Deposit	1/22/2003				83.84	83.84
Deposit	1/23/2003				83.84	167.68
Deposit	1/27/2003				0.26	167.94
Deposit	1/27/2003				35,006.24	35,174.18
Total Deposits and Credits					35,174.18	35,174.18
Total New Transactions					-631.20	-631.20
Ending Balance					-7,383.42	83.84

*2003
3/14/03*

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF FEBRUARY 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	4,930.81	377	2,146.06	106	7,076.87	483	1,642.17	78	8,719.04	561
Adult Circulating Non-Fiction	6,550.29	350	2,350.69	100	8,900.98	450	3,066.58	154	11,967.56	604
Adult Reference	10,652.60	116	332.95	3	10,985.55	119	1,175.90	44	12,161.45	163
Adult Print Continuations	681.00	61	0.00	0	681.00	61	0.00	0	681.00	61
Adult Electronic Continuations	21,366.50	3	0.00	0	21,366.50	3	0.00	0	21,366.50	3
Total Adult Non-Fiction	39,250.39	530	2,683.64	103	41,934.03	633	4,242.48	198	46,176.51	831
TOTAL ADULT PRINT MATERIALS	44,181.20	907	4,829.70	209	49,010.90	1,116	5,884.65	276	54,895.55	1,392
Adult Audio/Music	0.00	0	0.00	0	0.00	0	145.00	10	145.00	10
Adult Audio Books	4,580.85	68	0.00	0	4,580.85	68	14.95	1	4,595.80	69
Total Adult Audio	4,580.85	68	0.00	0	4,580.85	68	159.95	11	4,740.80	79
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	4,580.85	68	0.00	0	4,580.85	68	159.95	11	4,740.80	79
TOTAL ADULT MATERIALS	48,762.05	975	4,829.70	209	53,591.75	1,184	6,044.60	287	59,636.35	1,471
Juvenile Fiction	5,641.56	432	5,476.17	387	11,117.73	819	371.31	40	11,489.04	859
Juvenile Circulating Non-Fiction	8,835.79	529	894.46	60	9,730.25	589	206.70	17	9,936.95	606
Juvenile Reference	1,466.04	11	0.00	0	1,466.04	11	7.00	1	1,473.04	12
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	300.00	1	0.00	0	300.00	1	0.00	0	300.00	1
Total Juvenile Non-Fiction	10,601.83	541	894.46	60	11,496.29	601	213.70	18	11,709.99	619
TOTAL JUVENILE PRINT MATERIALS	16,243.39	973	6,370.63	447	22,614.02	1,420	585.01	58	23,199.03	1,478
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	3,223.86	112	5,360.38	128	8,584.24	240	0.00	0	8,584.24	240
Total Juvenile Audio	3,223.86	112	5,360.38	128	8,584.24	240	0.00	0	8,584.24	240
Juvenile Video Educational	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	3,561.84	120	5,360.38	128	8,922.22	248	0.00	0	8,922.22	248
TOTAL JUVENILE MATERIALS	19,805.23	1093	11,731.01	575	31,536.24	1,668	585.01	58	32,121.25	1,726
Total Fiction	10,572.37	809	7,622.23	493	18,194.60	1,302	2,013.48	118	20,208.08	1,420
Total Non-Fiction	49,852.22	1,071	3,578.10	163	53,430.32	1,234	4,855.18	216	57,886.50	1,450
Total Audio	7,804.71	180	5,360.38	128	13,165.09	308	159.95	11	13,325.04	319
Total Video	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	68,567.28	2,068	16,560.71	784	85,127.99	2,852	6,629.61	345	91,757.60	3,197

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,994.10	137	0.00	0	1,994.10	137	133.95	6	2,128.05	143
Adult Circulating Non-Fiction	2,680.25	158	0.00	0	2,680.25	158	236.10	14	2,916.35	172
Adult Reference	488.97	4	0.00	0	488.97	4	10.00	1	498.97	5
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	3,169.22	162	0.00	0	3,169.22	162	246.10	15	3,415.32	177
TOTAL ADULT PRINT MATERIALS	5,163.32	299	0.00	0	5,163.32	299	380.05	21	5,543.37	320
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	1,041.06	17	0.00	0	1,041.06	17	0.00	0	1,041.06	17
Total Adult Audio	1,041.06	17	0.00	0	1,041.06	17	0.00	0	1,041.06	17
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	1,041.06	17	0.00	0	1,041.06	17	0.00	0	1,041.06	17
TOTAL ADULT MATERIALS	6,204.38	316	0.00	0	6,204.38	316	380.05	21	6,584.43	337
Juvenile Fiction	427.43	28	0.00	0	427.43	28	35.95	5	463.38	33
Juvenile Circulating Non-Fiction	5,139.27	217	0.00	0	5,139.27	217	71.90	3	5,211.17	220
Juvenile Reference	0.00	0	0.00	0	0.00	0	7.00	1	7.00	1
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	5,139.27	217	0.00	0	5,139.27	217	78.90	4	5,218.17	221
TOTAL JUVENILE PRINT MATERIALS	5,566.70	245	0.00	0	5,566.70	245	114.85	9	5,681.55	254
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	386.97	28	0.00	0	386.97	28	0.00	0	386.97	28
Total Juvenile Audio	386.97	28	0.00	0	386.97	28	0.00	0	386.97	28
Juvenile Video Educational	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	724.95	36	0.00	0	724.95	36	0.00	0	724.95	36
TOTAL JUVENILE MATERIALS	6,291.65	281	0.00	0	6,291.65	281	114.85	9	6,406.50	290
Total Fiction	2,421.53	165	0.00	0	2,421.53	165	169.90	11	2,591.43	176
Total Non-Fiction	8,308.49	379	0.00	0	8,308.49	379	325.00	19	8,633.49	398
Total Audio	1,428.03	45	0.00	0	1,428.03	45	0.00	0	1,428.03	45
Total Video	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	12,496.03	597	0.00	0	12,496.03	597	494.90	30	12,990.93	627

OUTSTANDING ORDERS AS OF FEBRUARY 28, 2003

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$16,977.36	\$3,232.01	\$20,209.37

*Summary of Current Status of Unique Management Accounts
March 24, 2003*

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	16	441	8	696.37	0
December	8	444	2	157.29	0
January	15	459	6	321.2	0
February	7	467	5	354.79	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	85	3647	39	2941.52	0

Please be advised that during the month of February 1 check was returned to the Library NSF for Passport Services. I was unable to collect from the patron so the check has been referred to UMC for collection. The face value of the check was \$30.00, however in accordance with the law, UMC will attempt to collect three times the value of the check or \$100.00, whichever is greater.

UNIQUE MANAGEMENT SERVICES, INC.

DATE: 03/02/2003 5:10 PM TC

SUMMARY STATUS REPORT

PAGE: 127

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

CREDITOR: 286 - PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 02/28/2003

Accounts Submitted	: 746	Dollars Submitted	: 68,204.64	Dollars Received	: 20,416.45
Bankruptcies	: 1	Dollars in Bankruptcy	: 101.75	Material Returned	: 12,152.77
Correct Addresses	: 97	Dollars in Skips	: 6,265.04	Dollars Waived	: 2,514.53
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 44,645.26
Accounts in Process	: 647	Dollars in Process	: 59,973.31	% of Dollars Activated	: 74.44%
# of Accounts Activated	: 467				
% of Accounts Activated	: 72.18%				

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{EDM}
SUBJECT: **Building Maintenance Report for February 2003**
DATE: March 24, 2003

HVAC: Routine maintenance. No service calls in February.

Plumbing: No service calls in February.

Electrical: No service calls in February.

Exterminator: No service calls in February.

General Contractor: Installed Partitions in Men's and Women's Public Restrooms.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Personnel Report for February 2003**
DATE: March 24, 2003

RESIGNATIONS:

None in February

APPOINTMENTS:

Darlene McCartin, Substitute Librarian, 2/02/03
Victoria Campbell, Substitute Librarian, 2/03/03
Shawn Robison, Page, 2/11/03

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of February 2003 

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 February	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	16.00	75.00	Sep-95	7,010.50
Backes, Theresa	13.00	40.25	6/98	320.50
Bart, Lillian	14.00	78.00	May-01	230.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	6.25	42.75	Apr-01	124.25
Botha, Jill	1.50	17.50	Nov-01	33.50
Clugston, Patricia	11.25	74.75	6/98	404.00
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	33.50	152.75	8/98	734.50
Fioroni, Pete	6.00	11.25	3/97	248.25
Fitzgerald, Joan	12.00	76.25	10/93	2,096.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	14.00	62.25	2/96	255.00
Haagan, John	1.50	39.75	Jan-00	58.25
Hemmerling, Barbara	11.25	85.25	9/95	587.50
Horrocks, Marjorie	6.00	31.50	10/95	248.00
Hunsinger, Debbie	0.00	28.75	Jul-02	28.75
Irot, Pat	50.00	345.50	2/96	2,648.50
Jertberg, Pat	27.00	146.00	4/98	841.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	7.50	8.50	Jan. 03	8.50
Lord, Audrey	21.00	118.50	Jul-00	336.75
Mehta, Neela	17.50	48.75	Jun-02	109.25
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	22.00	82.00	10/95	1,172.25
Olson, Bob	2.00	30.00	9/95	438.00
Pence, Thomas	6.00	33.00	1/99	253.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Rankin, Eleanore	51.00	212.50	May-02	212.50
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	16.00	59.00	Oct-00	192.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	11.00	48.00	Aug-02	48.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	12.00	196.00	4/98	364.00
Shaw, Dixie	1.00	7.50	5/94	204.00
Stoller, Frances	6.00	24.00	May-96	130.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Betty	14.25	77.00	1/96	868.75
TOTAL	410.50	2,385.25		22,220.90

	FY02/03			FY02/03	
	February	YTD		February	YTD
Acosta, Anthony	0	26.75	Lee, James	1.25	5
Bajit, Ricky	5	5	Lee, Jaclyn	9.25	2.25
Born, Ashley	0.00	15.50	Marquez, Jesse	3	3
Chisholm, Kaitlan	0.00	4.50	Maru, Vik	2.00	10.00
Javier, Dana	2.00	22.00	Maru, Sid	1.00	17.25
Gallagher, Kenni	0.75	0.75	Meza, Jack	0.00	24.75
Garcia, Nick	29.50	29.50	Montes, Juan	0.00	40.25
Ghanavatian, Sinbad	6.00	6.00	Nguyen, Don	9.00	25.75
Guiletti, Alex	2.25	22.75	Pandya, Gopi	10.00	24.50
Haag, Elisha	0.00	0.00	Shah, Soham	0.00	4.25
Haag, Jennifer	0.00	12.75	Shah, Sweny	2.25	56.50
Haag, Katie	0.00	0.00	Stanford, Amy	0.75	1.75
Haag, Stephanie	0.00	12.25	Stapleton, Jeremy	0.00	32.00
Hill, Joseph	5.00	5.00	Ukes, Kyle	0.00	2.00
Ho, Evelyn	9.25	9.25	Victores, Ryan	0.00	19.25
Humphries, Caitlin	0.75	0.75	Ward, Alan	0.00	1.00
Laehnemann, David	1.00	28.25			
TOTAL	56.50	153.75	TOTAL	25.00	312.25
TOTAL Library Volunteer Hours		492.00			
TOTAL Literacy Volunteer Hours		534.00			
TOTAL VOLUNTEERS HOURS		1,026.00			

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

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 February	FY02/03 YTD	Cumulative		FY02/03 February	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	48.00	270.00	Nguyen, Kelly	-	6.00	42.00
Anderson, Susan	6.00	48.00	244.00	Norwood, Sophie	-	6.00	36.00
Bayne, Linda	6.00	48.00	106.00	Nozot, Helena	-	6.00	60.00
Belsher, Kristin	6.00	42.00	252.00	Oropeza, Mikela	6.00	48.00	78.00
Bereiter, Gretchen	6.00	48.00	290.00	Pandya, Prema	-	6.00	38.00
Bolkovatz, Alta	6.00	48.00	305.00	Patel, Deepa	6.00	48.00	153.00
Brackett, Jim	6.00	48.00	57.00	Patterson, John	-	3.00	3.00
Braun, Geoff	6.00	45.00	45.00	Pelto, Ernest	6.00	48.00	86.00
Casias, Michelle	-	6.00	24.00	Precht, Jeanette	6.00	45.00	45.00
Chen, April	6.00	48.00	61.00	Purcell, Lisa	6.00	42.00	54.00
Choi, Jason	-	12.00	48.00	Pydeski, Linda	6.00	42.00	72.00
Coffee, Nancy	6.00	48.00	307.00	Quintana, Michele	6.00	39.00	39.00
Colenso, Bill	6.00	42.00	178.00	Rahmari, Razi	6.00	42.00	54.00
Croom, Carolyn	-	6.00	290.00	Record, Ben	6.00	36.00	90.00
Curtis, Daniel	12.00	84.00	138.00	Risso, Edith	-	-	240.00
Duffie, Pat	12.00	96.00	446.00	Rodriguez, Carmen	-	-	166.00
Fakoufar, Reihaneh	6.00	45.00	45.00	Roth, Howard	-	-	180.00
Fay, Sonia	-	12.00	50.00	Rutnurati, Naydin	12.00	36.00	50.00
Fitsimons-Diaz, Chelsea	-	27.00	27.00	Sanchez, Margo	-	-	230.00
Garry, Kenneth	6.00	48.00	63.00	Schaal, Linda	6.00	51.00	51.00
Gast, Polly	12.00	96.00	1,625.00	Schultheis, William	-	6.00	42.00
Gasper, Chris	6.00	48.00	58.00	Serafica, Christina	-	6.00	30.00
Gonzalez, Polize Felipe	6.00	48.00	78.00	Shah, Sweny	12.00	48.00	52.00
Gonzalez, Natasha	6.00	45.00	45.00	Shah, Sheadeha	6.00	48.00	48.00
Goodman, Dale	30.00	240.00	3,313.00	Shepherd, Kathy	6.00	48.00	179.00
Graves, David	6.00	48.00	223.00	Singer, Stephanie	6.00	48.00	78.00
Hatch, Bill	6.00	45.00	45.00	Skimizu, Ken	6.00	48.00	265.00
Healey, Kathleen	6.00	48.00	206.00	Soto, Nina	6.00	45.00	45.00
Heer, Kim	6.00	48.00	193.00	Springston, Madlyn	-	6.00	66.00
Hernandez, Rosy	-	-	340.00	Stalnaker, Linda	-	-	281.00
Ho, Irene	-	6.00	36.00	Stichter, Julie	-	-	130.00
Homrighausen, Scott	6.00	48.00	78.00	Teeter, Robert	6.00	36.00	36.00
Humple, Phyllis	6.00	48.00	108.00	Thafer, Dave	12.00	48.00	52.00
Hugar, Jessica	6.00	45.00	45.00	Tran, Chi	-	6.00	9.00
Hutton, Katherine (Kate)	6.00	48	204.00	Troumby, Pamela	6.00	48.00	72.00
Jiminez, Daisy	6.00	48.00	69.00	Truong, Christine	6.00	45.00	45.00
Keller, Christina	-	-	201.00	Truong, Will	6.00	45.00	45.00
Kightlinger, Dana	6.00	48.00	69.00	Truong, Richard	-	6.00	52.00
Kelly, Jerry	6.00	48.00	57.00	Truong, Steven	-	6.00	52.00
Knank, Sam	6.00	48.00	51.00	Turczyasfy, Stephan	-	3.00	18.00
Knudson, Chip	6.00	48.00	63.00	Van Zee, Karin	-	-	180.00
Lada, Stephan	6.00	48.00	78.00	Vester, Ricki	-	48.00	84.00
Lasker, Marilyn	6.00	48.00	145.00	Villarreal, Tanya	6.00	50.00	82.00
Larson, Li	-	6.00	134.00	Vu, Elizabeth	6.00	48.00	78.00
Leslie, Sandra	6.00	48.00	206.00	Vukovick, Kathy	6.00	48.00	120.00
Livezey, June	12.00	90.00	134.00	Walters, Catherine	-	6.00	36.00
Malkowicz, Edward	12.00	96.00	124.00	Wang, Sue	12.00	84.00	93.00
Martinez, Diane	-	6.00	30.00	Westfall, Carolyn	-	-	180.00
Martlaro, Diane	24.00	192.00	384.00	Wiegman, Karin	-	-	188.00
Medland, Karen	6.00	48.00	122.00	Yang, Yale	-	6.00	18.00
Meza, Jack			116.00	Yom, Gina	6.00	154.00	154.00
Mohr, Kelsey	6.00	46.00	51.00	Zamora, Mary	-	42.00	42.00
Morales, Gabriela	-	30.00	58.00				
Morrissey, Jean-Marie	6.00	48.00	51.00				
Moyer, Disa	-	-	170.00				
Murray, Snell	6.00	42.00	42.00				
Murray, Edward	6.00	52.00	206.00				
Naples, David	-	6.00	6.00				
Narcisco, Dennis	12.00	97.00	380.00				
Total	348.00	2,853.00	12,790.00	Total	186.00	1,536.00	4,619.00

Placentia Library District
Circulation Report
March 24, 2003

Agenda Item 21

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 February	FY01-02 February
1st Time Checkouts	94,910	95,950	-1.08%	11,036	11,820
Phone Renewals	11,962	13,095	-8.65%	1,587	1,621
In-Building Renewals	2,471	3,570	-30.78%	330	566
Total Renewals	14,433	16,665	-13.39%	1,917	2,187
TOTAL CHECKOUTS	109,343	112,615	-2.91%	12,953	14,007
On-Time Checkins	87,396	88,298	-1.02%	11,533	10,442
Late Checkins	8,456	19,235	-56.04%	983	2,548
TOTAL CHECKINS	95,852	107,533	-10.86%	12,516	12,990
Holdings Placed	3,029	2,154	40.62%	285	269
Holdings Cancelled	363	427	-14.99%	34	47
Holdings Filled	2,603	2,081	25.08%	262	251
Holdings Expired	77	19	305.26%	11	1
Patrons Registered	2,368	2,430	-2.55%	374	322
Titles Added	5,275	7,039	-25.06%	782	822
Volumes Added	7,068	10,536	-32.92%	1,042	1,357
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	44,977	46,553	-3.39%	6,852	5,273
Juvenile Print	55,152	53,153	3.76%	7,521	7,153
Total Print	100,129	99,706	0.42%	14,373	12,426
Audio	5,749	4,948	16.19%	435	640
Visual	7,051	7,920	-10.97%	859	939
Equipment	0	0	0.00%	0	0
Total Audio Visual	8,345	12,868	-35.15%	1,294	1,579
TOTAL CIRCULATION	108,474	112,574	-3.64%	15,667	14,005
Placentia Circulation	52,758	67,632	-21.99%	7,910	8,526
%Placentia Circulation	48.64%	60.08%	-19.05%	50.49%	60.88%
Anaheim/Yorba Linda Circulation	22,049	20,399	8.09%	2,302	2,820
%Anaheim/Yorba Linda Circulation	20%	18.12%	12.18%	15%	20.14%
TYPES OF ACTIVE BORROWERS					
Adult	51,463	72,541	-18.98%	8,572	9,159
Young Adult	2,232	2,755	-18.98%	298	417
Juvenile	18,353	24,147	-23.99%	2,957	3,099
New Borrower	4,963	9,453	-47.50%	916	1,152
Non Resident	4,132	0		0	0
Other (staff)	865	0		193	0
TOTAL ACTIVE BORROWERS	82,008	108,896	-24.69%	12,936	13,827
TOTAL REGISTERED BORROWERS	26,138	17,851	46.42%	16,581	17,673
ATTENDANCE	226,821	219,261	3.45%	33,451	30,152
Adult Reference-In Building	5,188	8,821	-41.19%	869	1,051
Adult Reference-Telephone	814	1,667	-51.17%	146	248
Children's Reference-In Building	4,469	5,594	-20.11%	589	708
Children's Reference-Telephone	1,005	232	333.19%	31	49
Total Adult Reference	6,743	10,488	-35.71%	1,015	1,299
Total Children's Reference	3,529	5,826	-39.43%	620	757
Total in Building Reference	8,406	14,415	-41.69%	1,458	1,759
Total Telephone Reference	1,909	1,899	0.53%	177	297
TOTAL REFERENCE	10,225	16,314	-37.32%	1,635	2,056

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/20	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03	3/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		16,362.85	12,341.79	6,080.41	860.00	0.00	59.60	35,704.65
AVG		4,090.71	1,371.31	675.60	95.56		6.62	3,967.18

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-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				0.00	0.00
May-03				0.00	0.00
Jun-03				0.00	0.00
TOTAL	10,592.38	1,566.00	2.48	12,160.86	6,080.43
AVG	1,176.93	174.00	0.28	1,351.21	675.60

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-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						0.00
May-03						0.00
Jun-03						0.00
TOTAL	3,440.16	2,109.60	572.22	0.00	4,470.40	10,592.38
AVG	382.24	234.40	63.58	0.00	496.71	1,176.93

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00	6.00	8.00	2.00	0.00	16.00	32.00
Nov-00	8.00	8.00	2.00	0.00	16.00	34.00
Dec-00	8.00	8.00	2.00	0.00	16.00	34.00
Jan-01	6.00	8.00	2.00	0.00	16.00	32.00
Feb-01	8.00	8.00	2.00	0.00	16.00	34.00
Mar-01	8.00	10.00	2.00	0.00	20.00	40.00
Apr-01	8.00	8.00	2.00	0.00	16.00	34.00
May-01	8.00	8.00	2.00	0.00	16.00	34.00
Jun-01	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	86.00	98.00	24.00	0.00	196.00	404.00
AVG	7.17	8.17	2.00	0.00	16.33	33.67

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-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						0.00
May-03						0.00
Jun-03						0.00
TOTAL	72.00	72.00	18.00	0.00	160.00	322.00
AVG	8.00	8.00	2.00	0.00	17.78	35.78

Senator Bob Margett



Capitol Update

Senate Republican Budget Proposal

Today, the Senate Republicans unveiled their plans for a balanced budget. This proposal ensures that California's budget is balanced by 2004-05, and is accomplished without raising taxes or fees. Our proposal is based on a two year budget coupled with a hard freeze in spending, which would require General Fund spending in 2004-05 to be not more than in 2003-04.

Background

Table 1 shows the Legislative Analyst's Office's (LAO) estimate of how the Governor's Budget proposals would affect General Fund revenues, expenditures and ending reserves.

Table 1 Multi-year Impact of Governor's Budget (dollars in millions)				
	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
Carry in balance	-\$2,135	-\$4,489	\$2,968	\$4,353
Revenues and Transfer	<u>72,964</u>	<u>70,643</u>	<u>73,293</u>	<u>79,012</u>
Total Resources	\$70,829	\$66,154	\$76,261	\$83,365
Expenditures	<u>\$75,318</u>	<u>\$63,186</u>	<u>\$71,908</u>	<u>\$75,961</u>
Ending Fund Balance	-\$4,489	\$2,968	\$4,353	\$7,404
Encumbrances	<u>-1,402</u>	<u>-1,402</u>	<u>-1,402</u>	<u>-1,402</u>
Reserve	-\$5,891	\$1,566	\$2,951	\$6,002

Senate Republican Plan

Table 2 displays the Senate Republican proposal for a balanced budget that minimizes financial harm to local governments and contains *no tax or fee increases* (and eliminates the proposed Community College fee increase from \$11

to \$24 per unit). To accomplish this, the proposal extends the budget planning time frame for one additional year and makes a variety of other adjustments, discussed in detail below.

Table 2				
Senate Republican Budget Proposal				
(dollars in millions)				
	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
RESOURCES				
Carry in balance	-\$2,135	-\$5,783	-\$2,986	\$2,110
Revenues and Transfers	72,964	70,643	73,293	79,012
Total Resources	\$70,829	\$64,860	\$70,307	\$81,122
<i>Reject Indian Gaming Revenue</i>	0	-1,500	-1,500	-1,500
<i>Accept Transportation Loan Forgiveness</i>	0	0	650	0
<i>PERS Contribution Special Fund</i>	0	1,000	0	0
<i>Local Government Contribution</i>	500	500	500	0
RESOURCES, REVISED	\$71,329	\$64,860	\$69,957	\$79,622
EXPENDITURES				
	\$75,318	\$63,186	\$67,846	\$67,846
<i>Reject Realignment / Taxes</i>	0	8,154	0	0
<i>Reject Williamson Act Elimination</i>	0	39	0	0
<i>Accept Prop. 42 Transportation Suspension</i>	0	0	0	0
<i>Reject Redevelopment ERAF Shift</i>	500	250	0	0
<i>Reject the Elimination of VLF Subvention</i>	1,265	2,929	0	0
<i>Reject Fees, Restore General Fund</i>	29	595	0	0
<i>Accept PERS/STRS Bond Funding</i>	0	0	0	0
<i>Shift Medi-Cal to Cash Basis</i>	0	-1,100	0	0
<i>Proposition 98 June Deferral</i>	0	-1,100	0	0
Subtotals, Expenditures	\$77,112	\$72,953	\$67,846	\$67,846
<i>7-percent Across-the-Board Reduction</i>	\$0	-\$5,107	\$0	\$0
REVISED EXPENDITURES	\$77,112	\$67,846	\$67,846	\$67,846
Ending Fund Balance	-\$5,783	-\$2,986	\$2,110	\$11,776
Encumbrances	1,402	1,402	1,402	1,402
RESERVE	-\$7,185	-\$4,388	\$708	\$10,374

Indian Gaming Revenues. The Budget assumes the receipt of \$1.5 billion in General Fund revenues from new Tribal-State gaming Compacts with various Indian tribes. Senate Republicans do not believe that this level of revenue will be realized; therefore it is not included as a revenue source.

Transportation Loan Forgiveness. The Budget proposes to forgive a \$500 million loan repayment from the General Fund to the Transportation Congestion Relief Fund (TCRF) in fiscal year 2003-04. Senate Republicans propose to defer loan repayment for two years rather than forgive the loan. This will increase General Fund resources by \$650 million in 2004-05.

PERS/STRS Contribution Special Fund. The additional resources associated with this proposal are described below, together with the expenditure reductions component. In addition, Senate Republicans propose to restore the Tier 2 retirement benefit package for new employees. Tier 2 – which is a reduced package of retirement benefits that applies to new employees – was adopted in the late 1980's as a long-term cost-saving measure, but abandoned in the late 1990's when the PERS fund was awash in stock market gains. The elimination of Tier 2 was fiscally imprudent and is one of the major reasons that the state's PERS contributions are now slated to rise dramatically.

Local Government Contribution. The Budget proposes over \$5 billion in shifts from local government in 2002-03 and 2003-04. Assuming the proposed shifts continue into the next year, the local government burden would be \$8.6 billion (exclusive of the \$1 billion in deferral of mandate payments). Senate Republicans do not support the proposed shifts from local government. Instead, Senate Republicans propose to negotiate with local governments a more reasonable, three-year, \$500 million- per-year contribution to the budget solution. This will provide local governments the flexibility to plan how best to contribute. In addition, the Budget proposes to defer approximately \$1 billion in reimbursements for state mandated programs. Senate Republicans propose to eliminate the mandates, thereby giving local government the flexibility to reduce costs.

Realignment/Taxes. The Budget proposes \$8.2 billion of General Fund savings in 2003-04 due to the shift of responsibility of various programs to local governments. Local governments would receive revenues from a variety of tax increases to pay for these new costs. Legislative Counsel has opined that the proposed sequestration of the new revenues from Proposition 98 is unconstitutional. Therefore, the Budget overestimates the new revenue that would be available for non-Proposition 98 purposes by \$3.5 billion. Senate Republicans do not support the realignment and its associated tax increases.

Williamson Act. The Budget proposes to repeal the \$39 million Williamson Act Open Space Subvention Program effective 2003-04. Senate Republicans do not support this proposal.

Proposition 42 Transportation Funding. The Budget proposes to suspend the \$1.1 billion transfer from the General Fund to transportation funds in fiscal year 2003-04, which would otherwise occur pursuant to Prop. 42. Senate Republicans accept the Budget proposal but would defer, rather than suspend, the transfer. In addition, Senate Republicans propose that transportation efficiency improvements be included in the final budget package.

Redevelopment Funds. The Budget proposes to shift \$500 million in low-income housing set-aside funds to ERAF in 2002-03 and to permanently shift \$250 million (and growing) in redevelopment property tax increment beginning in 2003-04. Senate Republicans do not support this proposal.

VLF Subvention. The Governor's Budget proposes to eliminate the major portion of the VLF subvention to local governments, for a General Fund spending reduction of \$1.3 billion in 2002-03 and \$3 billion 2003-04. Senate Republicans do not support this proposal.

Fee Increases. The Budget proposes fee increases that result in General Fund expenditure reductions totaling \$29 million in 2002-03 and \$596 million in 2003-04. Senate Republicans do not support these fee increases. (See attachment for fee detail.)

PERS/STRS. The Budget assumes that the State will issue Pension Obligation Bonds to pay the \$1.5 billion General Fund contribution to PERS and STRS in the 2003-04 fiscal year. This proposal results in a one-time General Fund savings of \$1.5 billion. Senate Republicans include this savings. In addition, the Senate Republican plan adds to the Governor's proposal by increasing the size of the Pension Obligation Bond to include all special fund contributions to PERS/STRS in the 2003-04 fiscal year. In return, the special funds will make their 2003-04 fiscal year contribution to the General Fund, thereby generating a one-time General Fund revenue increase of \$1 billion in the 2003-04 fiscal year. (Note: the additional benefit from the special funds component appears in the resources portion of the table.)

Shift Medi-Cal to Cash Basis. Senate Republicans propose to return Medi-Cal to a cost-based accounting methodology, consistent with the way the state accounts for debt service payments on General Obligation bonds. Currently, Medi-Cal attributes costs to the year in which services are provided, which is an accrual basis of accounting. Attributing costs to the year in which payment for services is made (cash-based accounting) will result in a one-time General Fund savings of \$1.1 billion. This accounting change will have no effect on services or on the timing of payments to providers.

Proposition 98 Deferral. The Senate and the Assembly have already passed bills to defer the final apportionment to schools from June 25th to July 2nd (thus into the following fiscal year), for a General Fund savings of approximately \$1.1 billion in 2002-03. In order to avoid suspending Prop-98 in 2002-03, the Senate Republican proposal reflects these one-time savings in 2003-04.

Seven-Percent Across-the-Board Reduction. In order to balance the budget with the above adjustments, it is necessary to implement a General Fund reduction of seven percent, or \$5.1 billion beginning in 2003-04.

Multi-year Budgeting and Spending Freeze. Finally, Senate Republicans propose a two-year budget coupled with a hard freeze in spending, which would require General Fund spending in 2004-05 to be no more than in 2003-04. Together with the adjustments detailed above, this will result in a budget that balances in 2004-05.

Fee Detail

The Governor's budget assumes that fee increases will generate approximately \$1.3 billion. Of this amount, approximately \$29 million in fiscal year 2002-03 and \$596 million in 2003-04 would offset General Fund costs. Rejection of these fee increases would add \$596 million to General Fund expenditures in 2003-04. These fee increases are as follows:

	<u>(dollars in thousands)</u>
<u>Education - \$365.5 million</u>	
Community college tuition	\$365,278
Community college facilities plan fee	240
<u>Business - \$121.3 million</u>	
Air pollution permitting fee	10,000
Pesticide permitting/licensing & examination	10,555
Waste water discharge permitting	13,620
Physician training fee	4,498
Workers' compensation administration	75,759
Social services licensing (foster care homes, child care facilities, senior care facilities)	6,843
<u>Consumer - \$108.9 million</u>	
Trial court fees (filing motions, security, etc.)	66,200
Appellate filing fee	2,100
HCD employee housing enforcement	721
HCD migrant services	625
Fishing, hunting license	2,000
Park use fees	20,000
California State Library service fee	15,145
Earthquake insurance policy fee	884
Veterans' medical care	1,150
TOTAL	\$595,618

If you have any questions please feel free to contact my office at 916-445-2848.

MOST RECENT LEGISLATIVE ALERT

Leg Alert for March 14, 2003

Budget Watch

Ending a weeks-long budget stalemate, on Monday the Assembly approved \$3.3 billion in current year cuts that Governor Davis said he would sign. The Assembly's action comes after the Davis Administration and State Controller Westly agreed that the Vehicle License Fee (VLF) can be raised without a vote of the Legislature. Lawyers for both Davis and Westly issued a joint opinion that concludes that the VLF can be raised if state revenues fall below a specified level, which they currently have. Assembly Speaker Herb Wesson stated upon learning of the opinion: "Our comfort level is elevated to the point that we believe [the tax hike] is inevitable and it will in fact occur." It is estimated that the VLF will increase by an average of \$105 by the end of June, giving the state \$4 billion in revenue.

Republicans were not happy with the opinion or the actions the Democrats took on Monday and promised to challenge the fee increase in court. "Don't count on that money," said Assembly Member Ray Haynes, Republican from Riverside County, "It's a pipe dream." Assembly Republican Leader Dave Cox said: "Governor Davis and legislative Democrats today [Monday] worked out a secret backroom deal to triple the car tax without a legislative vote or public input."

Also this week, Republicans, expressing concerns that lawmakers are way behind schedule in closing California's budget hole, proposed giving Governor Davis the power to cut programs from the current year budget without approval by the Legislature. Governor Davis supports this authority, a power former governors enjoyed, and included the proposal in his proposed 2003-04 state budget. Democrats, by and large, think this is a bad idea and will block any such authority, arguing that it gives the Governor too much power over matters that are rightly within the legislative process.

To round-out a busy budget-related week of activities, Assembly Speaker Wesson announced yesterday that he will not allow policy committees to hear any non-budget related bills until the last week in March. The Speaker said this will give the Assembly more time to focus on the budget void of the normal committee hearing schedule. Not a big thing as most legislators do not set their bills until early April anyway.

Budget by Initiative?

Numerous unions and advocacy groups have taken the first steps toward qualifying a ballot initiative that would reduce from two-thirds to 55% the voting threshold California lawmakers need to pass a state budget or raise taxes. Legislative Democrats support the lower vote requirements, while Republicans hate it. Assembly Member Dave Cox said Assembly Republicans "stand absolutely opposed to lowering the voting threshold," maintaining it protects taxpayers. "Reducing it would be a slap in their face," Cox said.

The Service Employees International Union is spearheading the ballot measure, which has the support of the California Teachers Association and other unions, along with Health Access coalition and the League of Women Voters of California. Titled the "Budget Accountability Act," the measure would not change Proposition 13's property tax limitations or voting thresholds. This claim drew the following response from Jon Coupal,

president of the Howard Jarvis Taxpayers Association: "I think California voters will see this as a pig in a poke – a disguised effort for more government spending." Coupal said the initiative should be called the "Tax Increase Act of 2003."

The initiative must gather 598,105 valid signatures to qualify for next year's election and contains language that would prohibit legislators and the governor from collecting their salaries and expenses for every day they miss the budget deadline and require the Legislature to remain in session until the budget is passed. Stay tuned on this one...

Report Your Local Outreach Progress

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

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update
Date: Fri, 07 Mar 2003 11:03:22 -0800



CSDA Weekly Legislative Update for March 7, 2003

Budget Watch

The week started with Senate and Assembly Democrats blasting the Senate Republican budget plan unveiled late last week. Legislative Democrats declared that the plan to solve the budget crisis by slashing programs by another 7% across-the-board could force the early release of 23,000 prisoners, close some of the state's universities and turn state-supported nursing home residents out on the street. Senate President Pro Tem John Burton said that parts of the plan are unrealistic and liable to cause even greater financial damage to people who depend on state spending.

Numerous Assembly/Senate budget subcommittees also commenced hearings this week on the Governor's proposed 2003-04 state budget, but it appears that major decisions from the subcommittees will be held until Governor Davis releases his May Revision, expected around May 14th.

Local Government Committee Holds Fiscal Reform Informational Hearing

On Wednesday the Assembly Local Government Committee and the Assembly Budget Subcommittee #4 held an informational hearing entitled: *FISCAL STRUCTURAL REFORM: IF NOT NOW, WHEN?* Numerous witnesses, including Department of Finance Director Steve Peace, encouraged the Committee to continue to consider past structural reform proposals and new ideas as well. One proposal that was included in the Committee's briefing packet was a recommendation the Legislative Analyst's Office made in 2000 that proposed that all of the property tax revenues currently allocated to independent special districts be shifted to cities and counties and they, in turn, contract with special districts for specified services. The proposal was not discussed, but the mere fact that it was in the Committee members' briefing packet is of some concern. Proposals that were discussed include giving property taxes back to local government as a dollar-for-dollar trade for sales tax, which would give more special districts, cities and counties more predictability; a Constitutional Amendment that would guarantee no further raiding of local government coffers by the state; reassessing business properties periodically; and Assemblyman Canciamilla's proposal to shift to a two-year budget process.

The Committee indicated that it intends to explore a variety of proposals over the next few months and CSDA will continue to monitor the Committee's activities with great care.

Bills, Bills, and More Bills

For those that keep track of such things, the total number of bills introduced this year (as of 2/28) is 2,909 – 1,799 Assembly measures and 1,110 Senate measures.

Special District Fact Sheets

Has your district completed a special district fact sheet that you use in your outreach activities? CSDA would like to have some great examples of district fact sheets to share with others who want to prepare one for their district. Please send your example to Geoffrey Neill by email (gneill@csla.net), fax (916.442.7889) or by mail to the address listed below. For information about how to prepare a fact sheet for your district, consult your Local Outreach Packet. For copies of the documents contained in the packet, visit www.csla.net, click on the red bar near the top that says 'Click here to report on your Local Outreach progress,' then click the 'Local Outreach Packet' link on the left side.

Government Affairs Day – April 1st and 2nd

Confirmed speakers:

- ! **Steve Peace**, Director, California Department of Finance
- ! **Dan Walters**, syndicated political columnist for newspapers across California
- ! **Jonathan Coupal**, President, Howard Jarvis Taxpayers Association
- ! **Jean Ross**, founding Executive Director, California Budget Project
- ! **Ralph Heim**, CSDA's Legislative Advocate

Come and hear about the state of California politics from those who know it best! And don't forget to make appointments to visit your legislators! CSDA would like to coordinate group visits, so please contact Geoffrey Neill for further information at 877.924.CSDA, or email him at gneill@csla.net. Register **today** either through CSDA's website (www.csla.net) or by filling out the brochure you received in the mail. Time is running out!

Report Your Local Outreach Progress

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

If other people affiliated with your district would like to start receiving this notice via email, please contact Geoffrey Neill at 877.924.CSDA or gneill@csla.net.

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

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Leg Alert for February 28, 2003**Budget Watch**

On Monday the Senate passed a number of bills relating to budget cuts proposed by Governor Davis as part of his mid-year budget reduction package. The bills passed by the Senate total some \$3.5 billion in cuts and are viewed as an attempt to "jump-start" the larger budget deficit, now estimated at \$26 billion to \$35 billion. The Assembly adjourned Thursday without considering the bills passed by the Senate.

Senate Republicans Release Budget Proposal

Late Wednesday, Senate Republican Leader Jim Brulte released the Senate Republican's budget proposal, which includes the following proposal: Senate Republicans propose to negotiate with local governments a more reasonable (than Governor Davis' proposals), three-year, \$500 million-per-year contribution to the budget solution. This will provide local governments the flexibility to plan how best to contribute. In addition, the Governor's budget proposes to defer approximately \$1 billion in reimbursements for state mandated programs. Senate Republicans propose to eliminate the mandates, thereby giving local government the flexibility to reduce costs.

According to Senator Brulte, the Senate Republicans' plan will include a constitutional amendment to "protect local government revenues." Brulte indicated that more details relative to the constitutional amendments would be forthcoming in the very near future.

Vehicle License Fee Disjoined from Budget Cut Proposals

The mid-year budget reduction bills passed by the Senate on Monday removed the "joining" language added in the Assembly. As passed by the Assembly, the budget reduction bills would only become operative if the VLF is increased to the 2% level. The Governor opposed this "joining," as did the Assembly/Senate Republican Caucus' and that "joining" language was deleted on the Senate Floor prior to passage.

Regarding the VLF, most political observers now believe the VLF "trigger" will be pulled later this Spring. As reported last week, Senator Tom McClintock and others have vowed to challenge the matter in court and possibly file an initiative to totally repeal the VLF. Stay tuned on this one...

Legislative Committee Review New Legislation

CSDA's Legislative Committee met yesterday to review over 200 bills that were introduced by the February 21 bill introduction deadline. Scores of bills relating to PERS, labor relations, bond acts, LAFCO, and water-related issues were discussed and positions and priorities assigned. The Committee will meet again on March 21 to complete review of the new legislation. A detailed report on all significant legislation will be presented during CSDA's Government Affairs Day April 1 and 2, so please make every effort to attend. Given the state of the budget crisis and the ever-changing dynamics of the budget process, this year's Government Affairs Day will be among the most important in recent memory and afford you the opportunity to discuss priority legislation with your legislators.

Report Your Local Outreach Progress

Remember to report your local outreach progress! The fight has already begun to protect local funding from state budget cutbacks. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This

information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our website (www.csda.net) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSDA or via email at gneill@csda.net.

NEWS FROM THE CAPITOL: Legislative Updates 2003

March 4, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: **NEWS FROM THE CAPITOL – ACTION REQUESTED**

I. GOVERNOR'S BUDGET PROPOSAL ELIMINATES TRANSACTION BASED REIMBURSEMENT FUNDS

You may recall from our January memo regarding the Governor's 2003-04 Budget, that Governor Davis proposes to eliminate all \$12.1 million in funding for the Transaction Based Reimbursement (TBR) program. The Governor proposes to replace state funding for the program with a "fee-based approach" which would require that libraries begin charging a \$1 fee per item for direct loans, and a \$5 fee per item for Inter-Library Loans. The Governor's announcement garnered immediate opposition from those in the library community, who believe that the proposal threatens the fundamental concept of a cooperative and seamless library lending program in California. Further, the proposal potentially jeopardizes matching LSTA grant monies, if the \$12.1 million is eliminated by the legislature or Governor.

On February 14, 2003, the CLA Legislative Committee, Chaired by Anne Cain, voted to support a statewide grass roots effort to educate local officials, state legislators, library patrons, and affected entities, regarding the Governor's plan to eliminate the TBR. The massive outreach effort is being spearheaded by Linda Crowe, BALIS/PLS/SVLS System Director.

This morning, we delivered 120 letters – one to each member of the State Legislature, urging they oppose the Governor's drastic action (please see the attached). The purpose of the letter was to provide basic information to the legislators regarding TBR and to inform them that you will be contacting them to share your concerns about the fate of the program. Please note that in addition to the more than thirty new members of the legislature who may not be familiar with library services delivery and library funding, we anticipate that this will be an important educational opportunity for all members of the legislature. Since the TBR has never been threatened to this extent in its 30 years of existence, and has been a reliable and effective program, the legislature is not going to be familiar with the TBR, its impact locally, and why a shift to a fee-based system is not an acceptable option for the library community. We encourage you to contact your legislator via phone or mail and share your concerns.

(FOR YOUR INFORMATION, THE LETTER THAT THE DILLONS SENT TO THE LEGISLATURE FOLLOWS)

II. BUDGET SUBCOMMITTEES TO BEGIN HEARINGS THIS WEEK

This week the Senate and Assembly Budget Subcommittees will begin holding hearings regarding the Governor's 2003-04 Budget. The Budget Subcommittees on Education Finance will hear the issue of the Public Library Foundation (proposed reduction of \$15.8 million) and the Transaction Based Reimbursement (proposed elimination of all funding - \$12.1 million, and a shift to fee-based charges of \$1 for each direct loan, and \$5 for each Inter-Library Loan) during the same hearing. The Senate has set its hearing for both issues on **Monday, April 28, 2003 at 1:30 p.m.** The Assembly schedule has not been set as of this writing.

Please take a moment today and write the members of the Budget Subcommittees if you are impacted by one or both of these issues. You may recall that the recommendations of the subcommittees are crucial to the process, as the members may choose to 1) reject the Governor's proposal, 2) accept the Governor's proposal, or 3) offer a compromise proposal of some dollar amount in between. Success at the subcommittee level is a critical first step.

Senate Budget Subcommittee Number One on Education Finance
Chair, Senator Jack Scott
Senator Bob Margett
Senator John Vasconcellos

Assembly Budget Subcommittee Number Two on Education Finance
Chair, Assemblyman Joe Simitian
Assemblywoman Wilma Chan
Assemblywoman Lynn Daucher
Assemblywoman Jackie Goldberg
Assemblywoman Carol Liu
Assemblywoman Sharon Runner

Sample address:

The Honorable Jack Scott
Chair, Senate Budget Subcommittee Number Two on Education Finance
State Capitol
Sacramento, CA. 95814

DILLON LETTER TO LEGISLATORS

March 4, 2003

The Honorable _____
California State [Assembly/ Senate]
State Capitol
Sacramento, CA. 95814

Dear [Assemblymember] [Senator] _____,

ALERT – LIBRARY LENDING PROGRAM DECIMATED IN GOVERNOR’S BUDGET

As the lobbyists for the California Library Association (CLA), we wanted to alert you to an issue that is proposed for elimination in the Governor’s 2003-04 Budget, that will have a significant impact in the way that library services are delivered in California. Your constituents in the library community will be contacting you in the coming weeks to discuss with you the Governor’s proposal to eliminate all funding for the **Transaction Based Reimbursement** program (TBR) in the State Library Budget (\$12.1 million). We thought that it would be helpful to provide you with background information regarding this issue. CLA is strongly opposed to the Governor’s proposed action.

For thirty years, Californians have had the opportunity to use any library in the state to check out books and materials. Due to a seamless system, called Transaction Based Reimbursement, a library patron is not penalized if they live in one city or county, but choose to use the services of another city or county library system. Many patrons find it is more convenient to use a library where they work, attend school, or to seek different services, collections, or hours. Under current law, the TBR program allows a patron to check out a book in a jurisdiction where they do not reside, without having to pay a fee to do so. This is called a “direct loan.”

The Governor’s January Budget calls for the elimination of the entire \$12.1 million to support this important program that was put in place so that libraries would be encouraged to cooperatively, not competitively, share their existing resources. Under the Governor’s plan, a child, for example, would be charged one dollar for every book or material that he or she checked out using a library that is not in the jurisdiction where the child resides. CLA believes that this shift to a fee-based system would be a significant and unfair burden on those who need libraries the most, and who can least afford to pay for them, i.e., students, seniors or parents on a modest income, the unemployed seeking job training materials, etc. Not only do the fees become a barrier to usage, but symbolically, the Governor’s proposal flies in the face of the premise of free library service. The removal of all TBR funds from the State Budget means that dominant libraries in wealthy communities will deny out-of-area residents from borrowing entirely at their library. This shifts the concept of a “free library system” to a system of the “haves” vs. the “have nots.”

In addition, the TBR monies help to meet the matching requirement for federal grant dollars. Thus, elimination of the TBR, also means the elimination of a large portion of federal matching grant dollars – a double-hit to the program.

We have encouraged your local library community constituents to contact you and share their personal city and county library budget impacts with you in the coming days. We hope that you will agree with them, that libraries are a fundamental cornerstone to improving literacy, providing research opportunities, and enhancing children’s education. The elimination of the TBR will significantly undermine the effective and efficient sharing of resources between libraries and patrons.

NOTE: The Transaction Based Reimbursement item is scheduled to be heard in the Budget Subcommittee on Education Finance in the Senate and Assembly when the State Library Budget is considered. Your assistance would be greatly appreciated.

Sincerely,

MICHAEL F. DILLON

CHRISTINA DILLON

CLA Lobbyist

CLA Lobbyist

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update
Date: Fri, 21 Mar 2003 09:44:01 -0800



Budget Watch

On Tuesday Governor Davis signed the budget reduction package of bills passed by the Legislature last week. While far short of the reductions Governor Davis sought back in January, the total mid-year reductions contained in the bill package totals \$3.3 billion. In signing the bills, Governor Davis stated: "There is still difficult work ahead, but I commend the members of the Legislature for taking this important step."

Assembly Republican Leader Dave Cox said of the bills signing: "These reductions should have been enacted sooner and they are woefully short of what is necessary to keep California out of bankruptcy."

The only other budget-related issues this week of note were a meeting of the "Big 5," which took place yesterday and from which few details emerged. Additionally, Speaker Wesson announced that no policy committee would meet next week, affording the budget subcommittees to concentrate on their work.

Finally, while not specifically related to the state budget but newsworthy nevertheless, was the sudden resignation this week of Mike Gotch, Governor Davis' Legislative Secretary. No public reason given for Gotch's resignation.

Bill of the Week

Starting today, each week this space will report on a bill (or two) that is of special interest to CSDA. As the legislative year progresses, we will expand the list of important bills to better inform CSDA's membership of such bills and their status. This weeks "bill of the week" is **Assembly Bill 208 by Assembly Member Harman**, relating to local agency formation.

Assembly Bill 208 is sponsored by the California Association of Local Agency Formation Commissions and states in part: **This bill would provide that a successor agency may not be prevented from continuing to perform any or all functions of the extinguished local agency, regardless of whether the successor agency had previously performed that function.** Sounds reasonable-right? Consider the fact that this issue was raised by Cal-LAFCO during the hearings conducted by the Commission on Local Governance for the 21st Century, whose report led to the enactment of the Cortese-Knox-Hertzberg Local Government Organization Act of 2000, **and was rejected by the Commission.** Assembly Bill 208 seeks to grant LAFCOs that power to extinguish a special district through a dissolution proceeding.

With this new authority, a LAFCO could name a successor agency to perform a function that the Legislature may not have provided statutory authority to the successor agency to perform. An example would be combining a sanitation district with a water district. CSDA's Legislative Committee is meeting today and will consider AB 208 and no doubt assume a strong oppose position.

Government Affairs Day – April 1st and 2nd

CSDA's Government Affairs Day will prepare you to deal with all the changes this year has to offer, and equip you to plan for your district's future. CSDA is sending out the rallying cry for all special district representatives to embrace their roles as crucial elements of the government system, and to understand that only when working together can we truly fulfill our legislative potential. There will be several informational segments, including presentations by CSDA's inimitable Legislative Advocate Ralph Heim and the syndicated political columnist Dan Walters. And, perhaps most importantly, you get the opportunity to visit with your legislators! CSDA would like to coordinate group visits with legislators, so please contact Geoffrey Neill for further information at 877.924.CSDA, or email him at gneill@csda.net. Register today either through CSDA's website (www.csda.net) or by filling out the brochure you received in the mail.

Report Your Local Outreach Progress

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

If you or members of your Board or staff would like to start receiving this notice via email please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

****This update is brought to you exclusively as a CSDA member benefit****

CSDA...keeping special districts informed!

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

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

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Friday, March 21, 2003 11:23 AM
To: CLA Listserve- CALIX
Subject: NEWS FROM THE CAPITOL

March 20, 2003

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

I. SENATE BEGINS HEARINGS ON \$2 BILLION LIBRARY BOND BILL

SB 40 by Senator Dede Alpert, principal co-author Assemblywoman Lois Wolk, and coauthor, Assemblyman Abel Maldonado, was heard in the Senate Education Committee last week. The bill seeks to provide \$2 billion in General Obligation bonds for the purpose of financing the construction and renovation/remodel of libraries throughout California, if approved by the voters in the 2004 direct primary election.

SB 40 contains the same 35% local match requirement as is currently found in the existing library bond, provides up to \$25 million to encourage the development of joint use projects between libraries and school districts or higher education, and would allow unfunded Cycle 3 applicants to get "first call" on new bond act funds, without having to complete a new application. Remaining funds would be available to any additional applicants.

During the hearing in Senate Education, Senator Alpert, the Senate

representative on the current bond board, told the committee members that it was "amazing the number of worthy applicants before us. It is a shame we can't fund all of them. We are seeing a great support for libraries throughout the state."

The California Library Association, the bill's sponsor, was represented by the following individuals who testified in support: Anne Cain, CLA Legislative Chair and Contra Costa County Library Director; Susan Hildreth, San Francisco County Library Director; and Margaret Donnellan Todd, Los Angeles County Library Director. All three individuals testified as to the tremendous need for more library bond funding, and the appeal of the Cycle 3 "first call" component. Alameda County's lobbyist and the lobbyist for the Coalition For Adequate School Housing also testified in support.

Two Republican members of the committee asked Senator Alpert to continue to work with their caucus to ascertain what the state would be able to absorb in terms of bonded indebtedness capacity. Chairman, Senator John Vasconcellos, has instituted a "suspense file" process in his committee, whereby bills with an appropriation of \$500,000 or more, will be automatically set aside so that measures with cost implications can be considered together and then moved forward on a priority basis. We believe that because Senator Alpert is a member of the Senate Education Committee, and because SB 40 is a top priority measure for her, the bill will be sent to the Senate Appropriations Committee (which she chairs) in April. In the meantime, CLA members are encouraged to begin writing the Senate Appropriations Committee members during April, to urge their strong support of SB 40. (The committee analysis for the Senate Education Committee only indicated a few letters of support. Members of the CLA Legislative Committee will be contacting library directors in the next few weeks to ask them to write letters and contact their legislators.) Members of the Senate Appropriations Committee are:

Senator Dede Alpert (Chair)
Senator Jim Battin (Vice Chair)

Senator Sam Aanestad
Senator Roy Ashburn
Senator Debra Bowen
Senator John Burton, Senate President pro Tem
Senator Martha Escutia
Senator Ross Johnson
Senator Betty Karnette
Senator Mike Machado
Senator Kevin Murray
Senator Chuck Poochigian
Senator Jackie Speier

II. AB 222-CORBETT HAS BEEN SET FOR HEARING IN ASSEMBLY

Assemblywoman Ellen Corbett, the Assembly representative on the current library bond board, has also expressed her concern over the lack of available bond monies for library construction grants. As a result, she has introduced AB 222, a library bond measure on the Assembly side. CLA and the State Library have been involved in a series of meetings with the Assemblywoman's staff for several months. While the bill in print mirrors that of Senator Alpert's SB 40, Assemblywoman Corbett's staff has indicated that the direction of their measure will be somewhat different, including features such as a higher bond dollar amount. The Assemblywoman has also informed us that she has been in contact with Senator Alpert about their joint effort.

AB 222-Corbett has been scheduled for hearing in the Assembly Local Government Committee on Wednesday, April 9, 2003. The CLA Legislative Committee has taken a "support/work with author" position on the measure.

We will forward you additional information about potential amendments to AB 222 when they are available. Please take a moment today to write the members of the Assembly Local Government Committee and urge their support of AB 222-Corbett. Members are:

Assemblyman Simon Salinas (Chair)
Assemblywoman Sally Lieber (Vice Chair)
Assemblywoman Lynn Daucher
Assemblywoman Bonnie Garcia
Assemblyman Jay LaSuer
Assemblyman Mark Leno
Assemblyman Gene Mullin

Assemblyman Darrell Steinberg
Assemblywoman Patricia Wiggins

Sample address:

The Honorable Simon Salinas
Chair, Assembly Local Government Committee
State Capitol
Sacramento, CA. 95814

III. BUDGET BATTLE CONTINUES

In recent weeks, a few Republicans and Democrats in the Assembly have banded together to pursue possible budget solutions on their own. Additional legislators we have talked to have expressed dissatisfaction with the apparent lack of progress towards an eventual budget solution. Partly in response to this discontentment, Assembly Speaker Herb Wesson has cancelled all policy committees for next week to allow the Budget subcommittees to direct their focus toward current and Budget Year problems... and the problems remain huge.

Earlier this week, we were told by a key official in the Department of Finance that another \$2.5 billion must be cut from the current year budget within the next few weeks, otherwise the money will have gone out as scheduled, thereby making next year's problem that much worse.

IV. PLF AND TBR STILL AT RISK

Thanks to the Budget subcommittee's refusal to cut the Public Library Foundation (PLF) in the current year, as requested by the Governor in December, this year's PLF allocation was distributed to public libraries at the end of February 2003, as scheduled and required by law. As reported previously, the Governor's proposed mid-year cuts would have reduced the \$31.5 million to \$15.7 million, with the \$15.7 million being continued for the upcoming Budget Year. In addition, the Governor proposed eliminating the entire \$12.1 million currently going for Transaction Based Reimbursement (TBR), for 2003-04.

In arguing for restoration of the TBR and PLF with one of the Department of Finance officials with responsibility for education and library issues, he

responded, "Libraries are a local function. With all we are cutting at the State level, we have to take that point of view."

The library community has previously been asked to write, call, or visit their local legislators as well as the members of the Senate and Assembly Budget Subcommittees on the TBR and PLF. Several of the legislators we have checked with indicate they have heard very little from the library community. If you have not already done so, please take that action today. The library issues are not scheduled to be heard for several weeks, however that timetable could always be moved up on short notice at the direction of the committee chairs (particularly in light of this recent development on the Assembly side to concentrate their efforts regarding immediate Budget cuts). Thanks for your help - letters do make a difference!

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

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

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

-----calix--

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: March 24, 2003

BACKGROUND:

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

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

The initial impact (one-time cost) of the property tax refund for Placentia Library District in Fiscal Year 2002-2003 would be approximately \$186,000. For each year the refund is delayed the amount would increase by approximately \$77,000, plus interest. This is a significant increase over the previous estimate.


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

RECOMMENDATION:

Receive & File

Agenda Item 25

TO: Library Board of Trustees

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: March 17, 2003

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- *Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.
- *Potential *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04.

March 18, 2003

To: Placentia Library District
From: Sandra Stark
Re: Special Districts Workers Compensation Authority

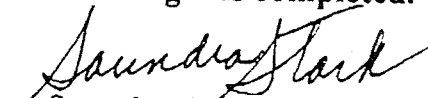
On February 10 - 12, 2003, I attended meetings of both the Special Districts Risk Management Authority and the Special Districts Workers Compensation Authority in Sacramento. These dual meetings brought the two separate boards closer to understanding the functions, problems and concerns of each other. Since the merger of both authorities is scheduled for July 1, 2003, it is necessary that all board members are knowledgeable.

As of today March 18, 2003, SDWCA has approved the merger with a few dissenting votes. SDRMA however is still 14 votes short for approval of the merger. A telephone campaign in Sacramento will be instituted immediately.

There is a new program being developed by California Special Districts Association--CSDA Special District Governance Academy. Look for additional information by mid-year.

NAVRISK Software is a product that has been financially supported by SDRMA and is now available for sale to insurance companies. SDRMA anticipates that sale of this product will be of significant financial benefit to the organization. Further information will be provide when available.

The next meeting of joint SDWCA and SDRMA will be March 27 - 28 in Sacramento. It seems that these 2 - 3 day meetings will continue until the merger is completed.


Sandra Stark

March 10, 2003

To: Members, Library of California Board

From: Dr. Diana Paque, Chief
Library Development Services

Subject: Library of California Board Actions February 19, 2003

Purpose of the Library of California Act:

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

Library of California Board Mission and Vision Statements:

Mission Statement: The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.

Vision Statement: The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

The following actions were taken at the Library of California Board meeting in Sacramento on February 19, 2003. Board members present were: Kallenberg, President; Gaines, Vice-President; Calderon; Fong; Kastanis; Levitin; Lin; Lowenthal; Maghsoudi; Pritchard; Steinhauser; and Tuttle.

Adoption of Agenda

1. It was moved, seconded (Maghsoudi/Pritchard) and carried unanimously that the Library of California Board adopts the agenda of the February 19, 2003 meeting as submitted.

Approval of Minutes

2. It was moved, seconded (Calderon/Fong) and carried unanimously that the draft minutes of the November 19, 2002 Library of California Board meeting were approved as submitted.

Board Actions, February 19, 2003

Resolutions

3. It was moved, seconded (Fong/Tuttle) and carried unanimously that the Library of California Board adopts the following Library of California Board Resolutions as written; and further moved to have the resolutions entered into the record in conjunction with the minutes: Resolution 2003-01 for James Kirks on the occasion of his retirement from North State Cooperative Library System; Resolution 2003-02 for Judith Segel on the occasion of her retirement from Black Gold Cooperative Library System; Resolution 2003-03 for Victoria F. Fong in honor of her distinguished service as President of the Library of California Board; and Resolution 2003-04 for Ed E. Harris, Resolution 2003-05 for Mary I. Purucker and Resolution 2003-06 for Kim Wang on the occasion of the conclusion of their terms of service and to honor them for their distinguished service on the Library of California Board. (See Attachment A (1-6))

Consent Calendar

4. It was moved, seconded (Gaines/Kastanis) and carried unanimously that the Library of California Board approves the Consent Calendar included with the agenda of February 19, 2003 as submitted.

Regional Library Network Development

5. It was moved, seconded (Tuttle/Calderon) and carried unanimously that the Library of California Board approves the 5 requests for network affiliation for the potential members listed in Table A, with member services to begin immediately. (See Attachment B)

CLSA Consolidations and Affiliations

6. It was moved, seconded (Kastanis/Lin) and carried unanimously that the Library of California Board approves the proposed change in System membership for the Dixon Unified School District Library District from the Mountain Valley Library System to the North Bay Cooperative Library System, contingent upon approval by the North Bay Administrative Council; and further moved to accept the request to waive the September 1, 2002 filing date for 2003/04 affiliations so that this request becomes effective July 1, 2003.

Budget and Planning

7. It was moved, seconded (Steinhauser/Pritchard) and carried unanimously that the Library of California Board supports continued authorization for operation of the Library of California and for continued funding, at a minimum, at the 2002/03 level.

Board Actions, February 19, 2003

8. It was moved, seconded (Lowenthal/Levitin) and carried unanimously that the Library of California Board endorses continuation of current year funding levels for the interlibrary loan, equal access and universal borrowing reimbursement programs, to retain the core resource sharing functions of the California Library Services Act (CLSA) and to ensure California's ability to receive continued federal Library Services and Technology Act (LSTA) funding at the statutory level.
9. It was moved, seconded (Lowenthal/Pritchard) and carried unanimously that the Library of California Board supports a strong California State Library, continuing the 153-year tradition of information services to California state government and the people of California, and providing leadership to and fostering resource sharing among the 8000 libraries statewide.

Legislative

10. It was moved, seconded (Gaines/Lowenthal) and carried unanimously that the Library of California Board supports the 2003 reauthorization of the Library Services and Technology Act (LSTA).
11. It was moved, seconded (Maghsoudi/Lowenthal) and carried unanimously that the Library of California Board supports SB 40 (Alpert) and AB 222 (Corbett) that propose a public library construction bond measure for 2004.
12. It was moved, seconded (Kastanis/Lin) and carried unanimously that the Library of California Board supports the California Public School Library Act and the continuation of the budget line item to fund library materials for school libraries.
13. It was moved, seconded (Maghsoudi/Lowenthal) and carried unanimously that the Library of California Board endorses and supports the California Library Association's campaign to retain CLSA funding for reimbursement for interlibrary loan, equal access and universal borrowing services; and, further, that the LoC Board will actively participate in this campaign.

Attached also is the Library of California Board meeting schedule including a calendar of meetings, events, and deadlines for 2003. (See Attachment C)

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2003

February 18-19, 2003	Sacramento
May 28-29, 2003	Sacramento
August 20-21, 2003	Sacramento
November 18-19, 2003	Ontario

CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2003

February 27	Gold Coast Library Network, Board of Directors, Santa Barbara Public Library
February 27	Santiago Library System, Administrative Council, Orange County Public Library
February 28	Black Gold Cooperative Library System, Administrative Council, Santa Maria Public Library
March 3	4 th 2002/03 CLSA Direct Loan Sample data due at State Library
March 14	North State System Advisory Board and Council of Librarians, Tehama County Library
March 19	Golden Gateway Library Network, Board of Directors (Annual meeting)
March 20	Gold Coast Library Network, Board of Directors (Annual meeting), Santa Barbara Public Library, Faulkner Gallery
March 28	Black Gold Cooperative Library System, Administrative Council, Lompoc
April 15	3 rd quarter 2002/03 ILL claims due at State Library
April 24	Santiago Library System, Administrative Council, Mission Viejo Library
May 9	North State System Advisory Board and Council of Librarians, Mt. Shasta Branch Library
July 15	4 th quarter 2002/03 ILL claims due at State Library

Arroyo Seco Board of Directors normally meets the second Thursday of the month.
Heartland Board of Directors normally meets the first Tuesday of the month.
Meeting dates for CLSA Systems and Regional Library Networks are subject to change.

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT COVER PAGE

Placentia Library District

Fiscal Year **2002**

ID Number: **12173004000**

Submitted by:

CLIENT'S COPY

Signature

Title

Name (Please Print)

Date

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

To file electronically:

1. Complete all forms as necessary.
2. Transmit the completed output file using a File Transfer Protocol (FTP) program or via diskette.
3. Sign this cover page and mail to either address.

Report will not be considered filed until receipt of this signed cover page.

To file a paper report:

1. Complete all forms as necessary.
2. Sign this cover page, and mail completed report to either address below.

Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

Placentia Library District
Special Districts Financial Transactions Report
General Information

Fiscal Year

Mailing Address

Street 1 Is Address Changed?
 Street 2
 City State Zip
 Email

Members of the Governing Body

	First Name	Middle Initial	Last Name	Title
Member	AL		SHKOLER	PRESIDENT
Member	GEOFF		BRAUN	SECRETARY
Member	GAETEN	M	WOOD	BOARD MEMBER
Member	MARGARET	V	DINSMORE	BOARD MEMBER
Member	SAUNDRA	M	STARK	BOARD MEMBER
Member	ELIZABETH		MINTER	DIRECTOR
Member				
Member				
Member				

Other Officials

First Name	Middle Initial	Last Name	Title
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Report Prepared By

First Name	Middle Initial	Last Name	Phone No
MERRIALYCE		MCHENRY, CPA	(714) 449-9909

Independent Auditor

First Name	Middle Initial	Last Name	Phone No
MERRIALYCE		MCHENRY, CPA	(714) 449-9909

Placentia Library District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year 2002

	General and Special Revenue Funds A	Debt Service Funds B	Capital Projects Funds C
Non-Enterprise Activity	Library Services		
Taxes and Assessments			
Current Secured and Unsecured (1%)	1,117,230		
Voter Approved Taxes			
Property Assessments			
Special Assessments (Mello/Roos, Mark/Roos)			
Prior Year Taxes and Assessments	27,879		
Penalties and Cost on Delinquent Taxes and Assessments			
Licenses, Permits, and Franchises			
Fines, Forfeits, and Penalties			
Revenue From Use of Money and Property			
Interest Income	13,464		
Rents, Concessions and Royalties			
Federal			
Aid for Construction			
Other Federal			
State			
Aid for Construction			
State Water Project			
Homeowners Property Tax Relief	16,101		
Timber Yield			
Other State	125,235		
Other Governmental Agencies			
Redevelopment Pass-Through			
Other	157,237		
Charges for Current Services			
Contributions From Property Owners			
Self Insurance Only			
Member Contributions			
Claim Adjustments			
Other Revenues	13,167		
Total Revenues	\$1,470,313	\$0	\$0
Expenditures			
Salaries and Wages	645,467		
Employee Benefits	161,084		
Services and Supplies	629,430		
Self Insurance Only - Claims Paid			

Placentia Library District
Special Districts Financial Transactions Report - Non-Enterprise Activity
Revenues, Expenditures, Sources and Uses

Fiscal Year	2002		
	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds
	A	B	C
Contributions to Outside Agencies			
Debt Service			
Retirement of Long-Term Debt	60,000		
Interest on Long-Term Debt			
Interest on Short-Term Notes and Warrants			
Fixed Assets			
Other Expenditures			
Total Expenditures	\$1,495,981	\$0	\$0
Revenues Over (Under) Expenditures	(\$25,668)	\$0	\$0
Financing Sources and Uses			
Proceeds of Long-Term Debt			
Proceeds of Refunding Debt			
Payments to Refunded Debt Escrow Agent			
Inception of Lease Purchase Agreements			
Other Financing Sources			
Other Financing Uses			
Operating Transfers In (Intra-District)			
Operating Transfers Out (Intra-District)			
Total Other Financing Sources (Uses)	\$0	\$0	\$0
Revenues/Sources Over (Under) Expenditures/Uses	(\$25,668)	\$0	\$0
Fund Equity, Beginning of Period	\$759,746	\$0	\$0
Prior Period Adjustments			
Residual Equity Transfers			
Other			
Fund Equity, End of Period	\$734,078	\$0	\$0

Placentia Library District
Special Districts Financial Transactions Report
Consolidation of Fund Equities and Transfers
Consolidation of Fund Equities and Transfers

Fiscal Year 2002

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
Consolidation of Fund Equities				
Non-Enterprise Activities	\$734,078	\$0	\$0	
Enterprise Fund Equities				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$0
Total Ending Fund Equities	\$734,078	\$0	\$0	\$0

	Transfers In A	Transfers Out B	Net C
Consolidation of Transfers In and Transfer Out			
General and Special Revenue Funds	\$0	\$0	
Debt Service Funds	\$0	\$0	
Capital Projects Funds	\$0	\$0	
Enterprise Activities			
Airport	\$0	\$0	
Electric	\$0	\$0	
Harbor and Port	\$0	\$0	
Waste Disposal	\$0	\$0	
Water	\$0	\$0	
Total	\$0	\$0	\$0

Placentia Library District
Special Districts Financial Transactions Report
Appropriations Limit Information

Fiscal Year 2002

Appropriations Limit as of the End of the Fiscal Year	2,511,659
Total Annual Appropriations Subject to the Limit as of the End of the Fiscal Year	1,432,721
Amount (Over) Under the Appropriation Limit	\$1,078,938

Placentia Library District
Special Districts Financial Transactions Report - Long-Term Debt
General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other

Fiscal Year 2002

District-wide or Improvement District/Zone	District-wide
Improvement/Zone (If Applicable)	
Type of Debt	Other Long-Term Indebtedness
Activity	Library Services
Purpose of Issue	Building
Nature of Revenue Pledged	NONE
Percent of Pledge	0.00
Year of Authorization	1972
Principal Amount Authorized	1,000,000
Principal Amount Issued	1,000,000
Beginning Maturity Date	1972
Ending Maturity Date	2004
Principal Amount Unmatured, Beginning of Fiscal Year	\$270,000
Adjustments - Increase (Decrease)	
Principal Amount Issued During Fiscal Year	
Principal Amount Matured During Fiscal Year	
Principal Amount Defeased During Fiscal Year	60,000
Principal Amount Unmatured, End of Fiscal Year	\$210,000
Principal Amount in Default, End of Fiscal Year	
Interest in Default, End of Fiscal Year	
Amount Held in Bond Reserve	

Placentia Library District

Special Districts Financial Transactions Report - Lease Obligations

Lease Obligations

Fiscal Year	2002
Activity	Library Services
Purpose of Lease	EQUIPMENT
Original Term of Lease - Number of Years	14
Type of Lease	Rental
Name of Lessor	ABN AMRO INC.
Total Principal and Interest Unmatured, Beginning of Fiscal Year	
Principal Payment During Fiscal Year	14,623
Interest Payment During the Fiscal Year	14,947
Adjustments - Increase (Decrease)	376,940
Total Principal and Interest Unmatured, End of Fiscal Year	\$347,370
Total Unmatured Principal (Only) End of Fiscal Year	

Placentia Library District
Special Districts Financial Transactions Report - Consolidated Balance Sheet

Fiscal Year 2002

Liabilities and Equity

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
Liabilities and Equity							
Accounts/Warrants Payable	19,742						\$19,742
Loans and Notes Payable							\$0
Interest Payable - Matured/Accrued	2,992						\$2,992
Other Current Liabilities	23,907						\$23,907
Compensated Absences Payable	45,473						\$45,473
Due to Other Governments	75,073						\$75,073
Due to Other Funds							\$0
Long-Term Debt							
General Obligation Bonds							\$0
Revenue Bonds							\$0
Certificates of Participation							\$0
Special Assessment							\$0
Federal							\$0
State							\$0
Time Warrants							\$0
Other Long-Term Indebtedness						210,000	\$210,000
Unamortized Premium on Long-Term Debt							
Advances for Construction							
Deferred Revenue							\$0
All Other Non-Current Liabilities							
Total Liabilities	\$167,187	\$0	\$0	\$0	\$0	\$210,000	\$377,187
Fund Equity							
Contributed Capital					2,117,028		\$2,117,028
Investments in General Fixed Assets							
Retained Earnings							
Reserved							
Unreserved							
Fund Balances							
Reserved	18,914						\$18,914
Unreserved Designated	189,522						\$189,522
Unreserved Undesignated	525,642						\$525,642
Total Fund Equity	\$734,078	\$0	\$0	\$0	\$2,117,028	\$210,000	\$2,851,104
Total Liabilities and Fund Equity	\$901,265	\$0	\$0	\$0	\$2,117,028	\$210,000	\$3,228,291

Placentia Library District

Special Districts Financial Transactions Report

Detailed Summary of Footnotes For Fiscal Year 2001-02

Forms

Column

Additional Details

Footnotes

Lease Obligations

Adjustments - Increase (Decrease)

A

**LEASE_PURPOSE =
'EQUIPMENT' and
ACTIVITY_CODE =
'Library Services'**

**TOTAL PRINCIPAL AND
INTEREST UNMATURED,
BEGINNING OF FISCAL
YEAR**

**Supplement to the Annual Report of Special Districts
For the Fiscal Year Ended June 30, 2002**

Special District ID Number	12173004000
Name of District	Placentia Library District
Address	411 E. Chapman Ave.
City, State, Zip	Placentia, CA 92870

The U. S. Bureau of the Census requests the following information about the fiscal activities of your government for the 2001-2002 fiscal year (defined from July 1, 2001 through June 30, 2002). Governments furnishing this information will no longer receive U. S. Bureau of the Census Form F-29 or F-32, Survey of Local Government Finances. If you have any questions, please contact:

U. S. Bureau of the Census
Jeffrey Little
1-800-242-4523

A. Personnel Expenditures

Report your government's total expenditures for salaries and wages during the year, including amounts paid on force account construction projects.

200	\$645,467
-----	-----------

B. Cash and Investments Held at the End of the Fiscal Year

Report separately for each of the three types of funds listed below, the total cash on hand and on deposit and investments in Federal government, Federal agency, State and local government and non-governmental securities. Report all investments at par value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property and non-security assets.

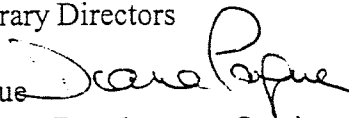
1. Sinking funds - Reserve held for redemption of long term debt.	W01	\$0.00
2. Bond funds - Unexpended proceeds from the sale of bond issues held pending disbursement.	W31	\$0.00
3. All other funds - Exclude employee retirement funds.	W61	\$0.00



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

MEMORANDUM

TO: Public Library Directors

FROM: Diana Paque 
Chief, Library Development Services

DATE: February 14, 2003

SUBJECT: Public Library Fund Allocations, 2002-03

The certification process of local revenue for the allocation of the 2002-03 Public Library Fund (PLF) has been completed and payment to local libraries has been initiated for allotments at the level of \$31,532,000, as appropriated in the FY 2002-03 enacted budget.

The list of public libraries qualifying, together with their PLF allocations for 2002-03, is attached.

If you have questions or need further information, please contact Sharon Gomez at (916) 653-6492, email sgomez@library.ca.gov or Jay Cunningham at (916) 653-8112, email jcunningham@library.ca.gov.

Attachment

PUBLIC LIBRARY FUND
FY 2002/2003

(Payment Based on Population)

Library	1	2	3	4	5
	Population FY 02/03	Local Appropriation	Meets MOE Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.289	Proportionally Funded Allocation 1 x 0.90050
Menlo Park	31,100	1,641,531	Y	71,188	28,007
Merced Co.	218,900	1,583,095	Y	501,062	197,127
Mill Valley	13,700	1,365,683	Y	31,359	12,337
Mission Viejo	98,300	1,898,507	Y	225,009	88,522
Modoc Co.	9,350	299,500	Y	21,402	8,420
Mono Co.	13,250	444,540	Y	30,329	11,932
Monrovia	37,950	1,202,080	Y	86,868	34,175
Monterey	29,800	2,602,498	Y	68,212	26,836
Monterey Co.	211,800	4,586,611	Y	484,810	190,733
Monterey Park (Buggerrn	62,600	1,322,980	Y	143,291	56,373
Moreno Valley	146,000	1,340,413	Y	334,194	131,478
Mountain View	71,600	3,909,538	Y	163,892	64,478
Murrieta	51,600	714,400	Y	118,112	46,468
Napa City-Co.	121,975	4,146,323	Y	279,201	109,843
National City	58,100	1,533,148	Y	132,991	52,321
Nevada Co.	95,300	1,573,102	Y	218,142	85,821
Newport Beach	72,500	4,508,448	Y	165,953	65,289
Oakland	427,200	16,844,818	Y	977,861	384,708
Oceanside	167,200	4,019,889	Y	382,721	150,569
Ontario City	162,300	3,135,418	Y	371,505	146,157
Orange	132,900	3,381,931	Y	304,208	119,681
Orange Co.	1,441,400	25,893,138	Y	3,299,365	1,298,028
Orland Free	13,450	351,591	Y	30,787	12,112
Oxnard	182,000	3,099,042	Y	416,598	163,897
Pacific Grove	15,500	1,045,986	Y	35,480	13,958
Palm Springs	43,700	2,148,004	Y	100,029	39,353
Palmdale City	123,700	1,991,360	Y	283,149	111,396
Palo Alto City	60,500	6,062,811	Y	138,485	54,482
Palo Verde Valley L.D.	41,600	141,849	Y	95,222	37,462
Palos Verdes L.D.	65,900	4,195,691	Y	150,845	59,345
Pasadena	138,800	9,171,810	Y	317,713	124,994
Paso Robles	25,800	1,095,200	Y	59,056	23,234
→ Placentia L.D.	51,500	1,765,112	Y	117,884	46,377
Pleasanton	66,200	2,887,243	Y	151,532	59,615
Plumas/Sierra Co.	24,500	427,055	Y	56,081	22,063
Pomona	153,900	2,412,667	Y	352,277	138,592
Porterville	41,000	591,854	Y	93,849	36,922

Mayor
SCOTT P. BRADY

City Administrator
ROBERT D'AMATO



Councilmembers:
JUDY A. DICKINSON
NORMAN Z. ECKENRODE
CHRIS LOWE
CONSTANCE UNDERHILL

401 East Chapman Avenue - Placentia, California 92870

February 21, 2003

Ms. Elizabeth Minter
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Dear Elizabeth:

As chairman, I would like to provide you with an update of the recent accelerated progress of the Placentia Freedom Corps.

Because funding from the state to the county to Placentia has been delayed until at least April, the plans that we formulated in the third quarter and before were temporarily placed on hold. All five members of the city council informed me that they are completely supportive of the purpose of our board, and would like to increase our visibility and efforts to attract volunteers in different capacities once the funding is secured, hopefully within the next few months. Thus, we expect to fully implement our marketing and volunteer recruitment ideas soon.

In the meantime and since the start of the year, we have made some significant progress. Michael McConaha has secured a partnership with Placentia-Linda Hospital to assemble a Medical Reserve Corps of current and retired doctors and nurses so that they can be available to assist in a time of emergency. FEMA is currently beginning their efforts to establish this program throughout the country, but we already have this implemented.

In addition, FEMA proactively asked the governor's office for our list of accomplishments two weeks ago in order to brief the White House on the efforts of a few national cities. We are pleased that they continue to recognize the responsibility Placentia has assumed with respect to the spirit of the federal initiative. Also, the Placentia Freedom Corps will be featured on the City's new web site to meet one of our objectives to inform our citizens of valuable volunteer opportunities with regards to emergency preparedness and nonprofits.

(Page Two)

In relation to these efforts, Patrick Vuong, the Placentia reporter for the Orange County Register, has written an article on what we have done in the last year, published February 20, 2003, in the "Placentia News Times".

Finally, we are re-positioning the Placentia Freedom Corps board in a slightly different direction. Because we are in consistent contact with FEMA, the Orange County Sheriff's Office, the White House, and the governor's office, we will now have biannual meetings that will host an influential decision-maker to discuss issues relating to our efforts and to identify short-term emergency-related opportunities and threats for Placentia. In addition, we want to use this time to allow for a forum of key ideas that can assist in protecting Placentia and promoting volunteer opportunities.

We are working on a few other key ideas with members of the city council and staff, and I will be providing periodic updates to keep you informed. If you have any ideas, questions, or comments, please feel free to contact me at (949) 770-0400, ext. 2528 or at RyanJKenny@yahoo.com.

Thank you for your assistance,

A handwritten signature in black ink, appearing to read "Ryan Kenny", with a long, sweeping underline.

Ryan Kenny
Chairman, Placentia Freedom Corps

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: March 24, 2003

BACKGROUND

Trustee Wood has reported that she will be unable to attend the California Special Districts Association Legislative Days on April 1 and 2 in Sacramento. President Shkoler and Trustee Escobosa are registered to attend.

The Trustees need to report on legislative contacts during the past month.

The Legislature has been very quiet for the past several weeks. Additional information will be distributed at the Library Board meeting if it becomes available.

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

SUBJECT: Review of the Draft Placentia Library District Policy Manual Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings).

DATE: March 24, 2003

BACKGROUND:

At its meeting on February 24, 2003 the Library Board assigned review of Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings) for the March 24 Board meeting.

Based on information received from the Special District Risk Management Authority (SDRMA) dated March 14, 2003 a revised Policy Number 1040, Claims Against the District, is included as Attachment A. Policy Number 1040 now includes a Placentia Library District Claims Form. The letter from SDRMA is Attachment B.

RECOMMENDATION:

1. Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings).
2. Select sections for review at the April 21, 2003 Library Board Meeting.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Claims Against the District
POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the Library Director. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Library Board of Trustees describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

1040.2 Property Damage Claims on District Form

Pursuant to California Government Code Section 910.4 (a) all damage claims, including those with legal representation, must be submitted in writing on a District Claims Form. This will ensure that a claim is valid and protect important rights of the District.

Section 910.2 of the California Government Code specifies the following:

*The claim shall be signed by the claimant or by some person on his behalf.
Claims against local public entities for supplies, materials, equipment or
services need not be signed by the claimant or on his behalf if presented on a
billhead or invoice regularly used in the conduct of the business of the claimant.*

If the claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

A claim may be returned to the person if it was not presented using the Placentia Library District Claims Form. Any claim returned to a person may be resubmitted using the appropriate form.

District staff shall provide no assistance to the claimant in filling out the Claims Form. Claimant must fill out the Claims Form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

CLAIMS FORM

PLACENTIA LIBRARY DISTRICT
411 E. CHAPMAN AVENUE
PLACENTIA, CA 92870

Date Claim Received: _____

This form is provided pursuant to Government Code Section 910.4.(a)

1. Claimant's Name: _____ Date of Birth: _____ Daytime Phone: (____) _____

2. Claimant's Address: _____

3. Claimant's SSN: _____ Home Phone: (____) _____

4. Date of Loss: _____ Time of Loss: _____

5. Location of Loss (Specify in as much detail as possible, example, 5 feet inside the main entrance): _____

6. Description of incident or accident which caused you to make this claim: _____

7. What specific injury, damages or other losses did you incur? _____

8. What amount of money or damages are you seeking to recover? _____

Basis for computation: _____

9. How was this amount calculated? (Itemize and attach bills, repair estimates, receipts, etc.; if claim is for vehicle damage, obtain and attach two repair estimates): _____

10. What is your basis for claiming that the District or District employee(s) are the cause of your injury, damages or loss? _____

11. What are the name(s) of the District employee(s) whom you allege caused your injury, damages or loss, if known? _____

12. Name, address and phone number of any witnesses who can substantiate your claim: _____

13. Any additional information that you believe might be helpful to the District in considering this claim: _____

14. All notices and communications with regard to this claim will be directed to the Claimant shown in Lines 1 and 2 above unless you complete the following to identify to whom further communication should be directed:

Name: _____ Relationship: _____

Address: _____ State: _____ ZIP: _____

Daytime Phone: (____) _____ Home Phone: (____) _____

Section 72 of the Penal Code provides that, "every person who, with intent to defraud, presents for allowance or for payment to any State Board or Officer, or to any county, town, city, district, board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony."

Claimant Printed Name _____ Claimant Signature _____ Date Signed _____

(Note: If the claim is filed by someone on behalf of the claimant, the person making the claim on behalf of the claimant should sign above.)

Completed Claims Forms must be submitted by personal delivery or by United States mail.

March 14, 2003

RE: Recommended Claims Form

Dear SDRMA Member:

The March issue of the CSDA News referred to the recent amendment to Government Code Section 910.4.(a), regarding the form required to file a claim against a public entity. Enclosed for your use is a **CLAIMS FORM** that your agency can use to be in compliance with the Government Code. This form contains the legal requirements for filing a claim with a public entity.

The amendment to Government Code Section 910.4. reads as follows:

910.4. (a) The board shall provide form specifying the information to be contained in claims against the public entity. The person presenting a claim shall use the form in order that his or her claim is deemed in conformity with Sections 910 and 910.2. A claim may be returned to the person if it was not presented using the form. Any claim returned to a person may be resubmitted using the appropriate form.

(b) The amendments made to this section by the act adding this subdivision shall become operative six months after the date that act takes effect.

This amendment will take effect on March 30, 2003.

This form is to be used on all claims including those claims with legal representation.

If you have any questions, please call SDRMA Claims Manager Dennis Timoney at 800-537-7790.

Thank You!

G:\CLAIMS\Mber letter claims ltr

**SPECIAL DISTRICT
RISK MANAGEMENT
AUTHORITY**

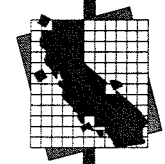
1481 River Park Dr. Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

1481 River Park Dr.
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

1481 River Park Dr.
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776


Toll-Free Numbers

General: 1.877.924.CSDA
SDRMA/SDWCA Claims &
Coverages: 1.800.537.7790



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Resolution authorizing Placentia Library District membership in the Orange County Council of Governments

DATE: March 24, 2003

BACKGROUND:

At its meeting on February 24, 2003 the Library Board of Trustees authorized the Library Director to request membership information for the Orange County Council of Governments (OCCOG).

Attachment A is a letter from Orange County Water District Director, Philip Anthony, dated February 28, 2003, with the instructions for affiliating with the OCCOG.

RECOMMENDATION:

1. Authorize the Library Board President to send a letter to the Orange County Council of Governments (OCCOG) petitioning for membership for Placentia Library District.
2. Authorize the Library Board President to sign the Joint Powers Agreement after the District's request for membership is approved by the OCCOG Board of Directors.



Directors
PHILIP L. ANTHONY
WES BANNISTER
KATHRYN L. BARR
DENIS R. BILODEAU
RICHARD CHAVEZ
PAUL COOK
JAN DEBAY
BRETT FRANKLIN
LAWRENCE P. KRAEMER JR.
SHAWN NELSON

ORANGE COUNTY WATER DISTRICT

Orange County's Groundwater Authority

First Vice President
BRETT FRANKLIN
Second Vice President
—
VIRGINIA GREBBIEN
General Manager
JANICE DURANT
District Secretary

February 28, 2003

Elizabeth D. Minter, Library Director
Placentia Library District of Orange County
411 East Chapman Avenue
Placentia, California 92870-8236

Subject: Membership in the Orange County Council of Governments

Dear Elizabeth:

Sorry I missed your call, but its very good to hear that your Board is interested in joining the Orange County Council of Governments (OCCOG). Since you were going to be out of the office for several days, I thought it best just to send the information you need.

It is very easy to be a member of OCCOG. There are no dues or fees. There is no obligation to attend any meetings. You will get OCCOG Board agendas and other information, so you can selectively choose meetings or topics that are of interest to you and your District.

To become a member of OCCOG all your Board needs to do is to adopt a resolution that (1) authorizes petitioning OCCOG for your District to be accepted as a member and (2) authorizes signing the OCCOG Joint Powers Agreement after your request for membership is approved by the OCCOG Board of Directors.

When your Board takes formal action to join the OCCOG, just send me your resolution and it will have prompt attention. Call me at 714/454-2003 if you have any questions.

Sincerely,

Philip L. Anthony
Director, Division 4
and Chair, OCCOG

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Designation of Poet Laureate for Placentia Library District
DATE: March 24, 2003

BACKGROUND:

At its meeting on February 24, 2003 the Library Board of Trustees deferred action on this item and requested that it be carried forward to the March 24 Meeting.

At its meeting on January 21, 2003 the Library Board listened to a presentation by Placentia resident Meredith Karen Laskow concerning the creation of a position of Poet Laureate for Placentia Library District. She also said that she would like to apply for that appointment.

RECOMMENDATION:

Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Travel/training authorizations for the Claims Education Day sponsored by the Special District Risk Management Authority, Tuesday, April 15, 2003, at the Buena Park Library District.

DATE: March 24, 2003

BACKGROUND

The Library Director is requesting that one or two Trustees attend the Claims Education Day. Several of the Trustees had questions about Claims processing at the January Board Meeting and this workshop will provide a good opportunity to learn firsthand about the legal requirements and liability implications. There is no charge for this workshop and participation qualifies the District for a discount in liability insurance fees. Lunch will be provided at the workshop. The workshop information is Attachment A.

RECOMMENDATION

Determine who will attend and authorize the travel expenses for the Special District Risk Management Authority (SDRMA) Claims Education Day on Tuesday, April 15, 2003 at a cost of mileage to be paid from the General Fund.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
A PROPERTY AND LIABILITY PROGRAM FOR PUBLIC AGENCIES

CLAIMS EDUCATION DAY

- DATE:** Tuesday, April 15, 2003
- LOCATION:** Buena Park Library District
7150 La Palma Avenue, Buena Park, California 90620-2547
714-826-4100
- TIME:** 9:00 a.m. - 3:00 p.m.
Lunch Provided
- COST:** No Cost to SDRMA Members
- CIP CREDIT:** Earn 1 Point for each *full-session* attended by your managerial staff or board members at an SDRMA Education Day held during the program year. A maximum of (2) CIP points (1 point per person) per program year.
- REGISTRATION:** Please complete this registration form and fax to 916-641-2776. Registration is necessary to confirm facility reservations.
- AGENDA:**
- | | |
|------------|------------------------------------------------|
| 8:30 a.m. | Registration |
| 9:00 a.m. | Insurance Market Overview/SDRMA Program Update |
| 10:15 a.m. | Break |
| 10:30 a.m. | Claims Process Review |
| 12:00 p.m. | Lunch |
| 1:00 p.m. | Employment Liability Update |
| 3:00 p.m. | Questions & Answer |

MEMBER DISTRICT _____

ATTENDEE NAME

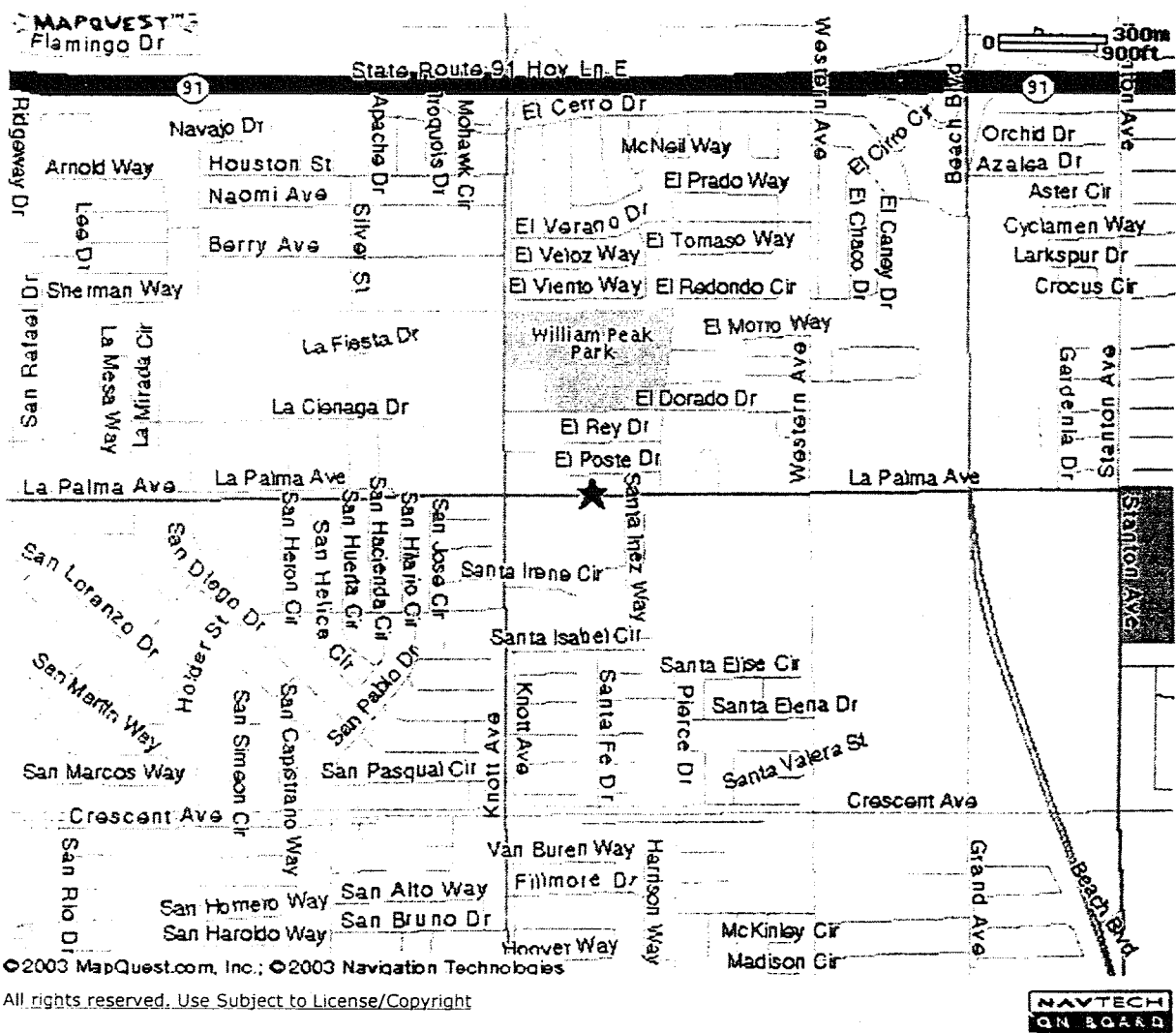
TITLE

We highly encourage your district to take advantage of these important educational and training workshop opportunities. These programs are designed to help Special District Risk Management Authority members take a proactive approach to effectively managing their risk through loss prevention and claim reduction training. On behalf of the Special District Risk Management Authority and the California Special Districts Association Alliance we look forward to seeing you on Tuesday, April 15, 2003.

Special District Risk Management Authority
1481 River Park Drive, Suite 110, Sacramento, California 95815
Toll-Free 800.537.7790 Direct 916.641.2773 Fax 916.641.2776



Buena Park Library District
7150 La Palma Ave.
Buena Park, CA 90620-2547



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Agenda Item 36

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: March 17, 2003
 SUBJECT: Program Committee Report for the month of February.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	2	23
<u>TYD Total</u>	9	125
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	4	46
Thurs. AM Story Times	4	63
3-4 year-old music times	4	196
5-6 year-old music times	4	95
Lapsits	4	101
Class tours	1	13
Comm Center Storytimes	0	00
Head Start Storytimes	21	426
Parenting Class	0	00
TOTAL FOR JANUARY	42	<u>940</u>
YTD TOTAL	213	<u>5,843</u>

<i>LITERACY SERVICES</i>	<i>Feb 2002-03</i>	<i>FY 2002-03 YTD</i>
Total Tutors	177	240
Total Students	215	303
Total Hours	1,054	10,772

For more detailed literacy statistics, see Agenda Item 46, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

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

Date: March 24, 2003

Subject: February Activities in the Children's Department

Programming- The winter programming session ended in February. There were eight storytimes, four lapsits, and eight musictimes with a total attendance of 501.


TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	52 children / 49 adults
3 - 6 year old storytimes (a.m.)	4	37 children / 26 adults
3 - 6 year old storytimes (p.m.)	4	31 children / 15 adults
MusicTime 3 - 4 year olds	4	113 children / 83 adults
MusicTime 5 - 6 year olds	4	58 children / 37 adults
Totals	20	291 children / 210 adults

School Visits- School visits have continued. One class visited the library during February. A total of 9 children participated in this visits.

Offsite Programming- Storytimes at the Placentia Head Start classrooms have continued. Three storytimes were performed for each of the seven Head Start classes with a combined attendance of 420.

Reading Incentive Programs- The In-N-Out Burger reading program "Food for Thought has been postponed by In-N-Out until March 10. The Mervyn's Big Blue Book Club began February 2. Library's are responsible for stamping book logs. All paper work and prizes will be handled by Mervyn's.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: March 17, 2003

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

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and several accelerated workshops in February and seventeen tutors were trained, five adults and twelve teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for March 2, 2003.

Families for Literacy (FFL) Program Status. FFL tutors are now volunteering at Head Start and Ruby Drive's CBET preschool 2-3 hours a week; recruiting FFL families through parenting classes and meetings; and sharing literacy activities with the parents and children. **Black History Month** was featured this month on February 27, 2003 as FFL's second event of the fiscal year. More than ten families and over fifty family members participated in story time, dance and song, and each received a book for their home library.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP continues to recruit high school volunteers at El Camino Real, El Dorado and Valencia High Schools. More than sixty high school students have signed up this year for PRREP, and we have over sixty matches. Most PRREP tutors meet at the Library and five tutor at Van Buren Elementary School.

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

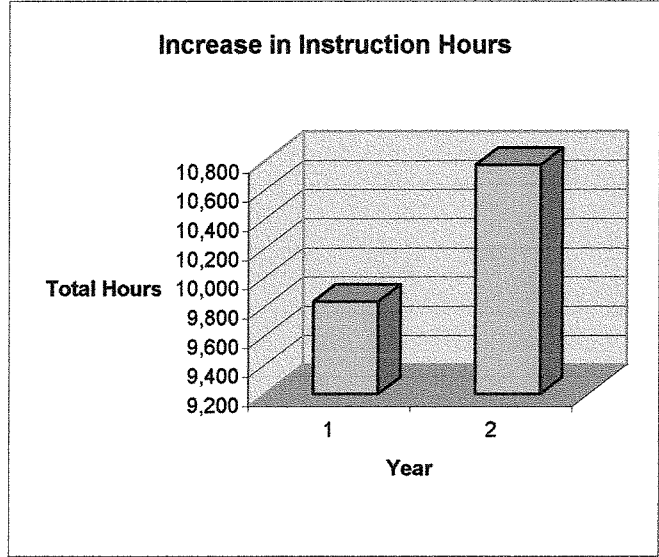
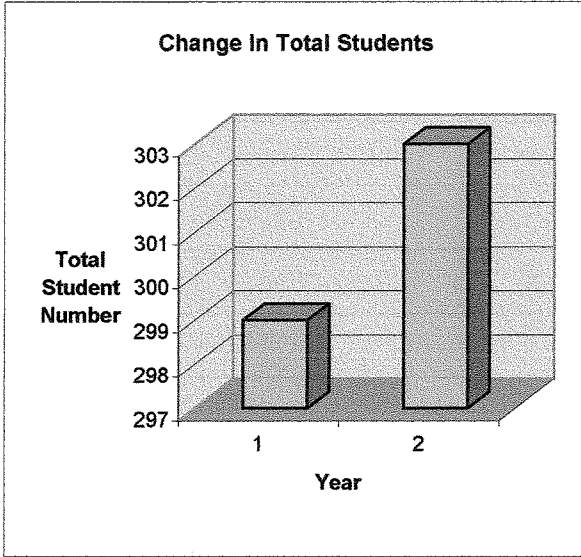
English Language and Literacy Intensive (ELLI) Program Update. Registration is now complete for the ELLI Program, and a total of 423 students at six schools are receiving tutoring. ELLI tutors are working in four kindergarten extended day programs; four CBET child care programs; two 3rd grade emerging English classrooms; and eleven kindergarten and 1st grade classrooms.

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

Placenta Library Literacy Services

Report of Growth and Progress

	Feb-02	Feb-03	YTD 2002	YTD 2003
Tutors				
Adult	106	108	120	142
Teen	66	69	72	98
Hours Instruction	1,054	1,027	9,836	10,772
Other Volunteer Hours	36	36	304	584
Total Hours	1,090	1,065	10,132	11,356
Training Workshops				
Workshops Held	2	4	16	25
Tutors Trained	8	17	88	129
Students				
With Adult Tutors	164	103	176	179
With Teen Tutors	71	107	93	109
In Groups	8	5	30	15
Total Active Students	243	215	299	303
Families for Literacy				
Family Students	8	54	26	54
Family Tutors	8	41	18	41
Hours of Instruction	32	200	332	669
ELLI Program				
K-6th Grade Students	190	423	190	423
Tutors for K-6th Grade	11	7	11	14
Hours of Instruction	923	208	923	1,216
Total Tutors	172	177	194	240
Total Students	248	215	299	303
Total Instruction Hours	1,054	1,027	9,836	10,772



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*


Date: March 17, 2003

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

In February, the Placentia Library District had 5,373 "hits" on the Web Site, an average of 298 a day. The following are our year to date statistics:

Pages Visited	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03
Borrowers	115	126	161	131	157	153
Friends	84	167	101	104	215	95
District	21	47	8	0	65	76
Fines	125	149	10	0	47	16
Foundation	77	86	69	81	73	48
History Room	42	72	68	95	89	65
Literacy/CLC Logo	96	117	98	84	101	53
Passports	113	230	235	241	383	204
Total Views Most Hits	673	994	750	736	1,130	710

Total Most Hits YTD 7,402

TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: March 24, 2003
SUBJECT: **Publicity materials produced for February 2003** 

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
9. Passport Hours
10. Silent Auction Returns

Newspaper articles published:

1. Orange Council approves \$44,570,000 Orange Public Library Facilities Plan
2. Literacy Tutor Training schedule (2 articles)
3. Lisa See to guest at library's luncheon (2 articles)
4. 'Lapsit' stories for ages 2 and younger; Storytimes for ages 3-6 (3 articles)
5. New City site: www.placentia.org
6. Tracing street names has its rewards

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Booksale flyer
4. Library Closed for Easter

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Foothill Sentry
Monthly FEB 11 2003

Orange Council approves \$44,570,000 Orange Public Library Facilities Plan

³³⁷The Orange City Council approved a three phase \$44,570,000 Orange Public Library Facilities Master Plan not including land costs to be carried out in three phases over an 18-year build out program.

Phase 1, to be carried out from 2002 to 2007, includes a 45,000 square foot expansion of the Orange Main library costing \$16,600,000.

Phase 2, to be carried out from 2008 to 2013, calls for construction of a new 12,300 square foot East Orange branch library from 2008 to 2013 costing \$11,130,000, and expansion of the El Modena Branch to 16,100 square feet costing \$6,850,000.

Phase 3, to be carried out from 2014 to 2020 calls for relocation of the Taft Branch

Library and its expansion to 20,200 square feet at a cost of \$9,990,000.

A 20-year library facilities master plan prepared by a consulting firm showed that Orange has only 0.25 square feet of library space per capita, one of the lowest ratios of any city library in California and only about 35 per cent of what

Continued on page 19

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Placentia News
Weekly FEB 27 2003

TODAY ³³⁷

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

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

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

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

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Placentia News
Weekly

FEB 27 2003

TUESDAY 332

Exercise classes for breast cancer survivors held at 7 p.m. at the Backs Community Building, 201 N. Bradford Ave. Classes are free and open to all fitness levels. Call (714) 524-5913.

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

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

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Placentia News
Weekly

FEB 27 2003

Lisa See guests at library's luncheon

Placentia Library's annual author's luncheon is scheduled Saturday at the Alta Vista Country Club, 777 Alta Vista St.

The featured guest will be best-selling writer Lisa See, whose murder mystery "Dragon Bones" is set for an October release.

Her family memoir, "On Gold Mountain," was a national bestseller and will be the focus of her presentation. Tickets are \$35.

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

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Placentia News
Weekly

FEB 13 2003

Agenda Item 40

Page 3 of 4

BRIEFLY

Lisa See to guest at library's luncheon

Placentia Library's annual author's luncheon is scheduled March 1 at the Alta Vista Country Club, 777 Alta Vista St.

The featured guest will be best-selling writer Lisa See, whose murder mystery "Dragon Bones" is set for an October release.

Her family memoir, "On

Gold Mountain," was a national bestseller and will be the focus of her presentation. Tickets are \$35.

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

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The Register

Daily FEB 11 2003

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Placentia News

Weekly FEB 13 2003

WEDNESDAY 332

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Genealogical Society of North Orange County meets at 6:30 p.m. at the Community Center, 4501 Casa Loma Ave. in Yorba Linda. Call (714) 528-4725.

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

Ship Modelers' Association meets at 7 p.m. at Backs Community Building, 201 N. Bradford Ave. Call Bob Beach, (714) 529-1481.

For more listings, see www.myoc.com/community/placentia.

What's happening in your group? Call (714) 704-3796 or fax information to (714) 704-3714. Include a phone number.

PLACENTIA

New city site: A new municipal Web site -

www.placentia.org -

launches Monday with a livelier, more colorful appearance, improved ease of use and a lot more information, Director of Community Services

Steve Pischel said. "We'll have updated and new information for each department, and it will be much easier to spot new information and hot topics," Pischel said.

- Ann Pepper

(714) 704-3777

apecper@ocregister.com

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Placentia News
 Weekly FEB - 6 2003

**Tracing street names
 has its rewards**

Longtime Placentia resident Marie Schmidt recently received a commendation from Mayor Scott Brady for her work updating the "Placentia Street Names" document, a record of street name origins.

"It was nice for them to acknowledge it at a special time, and I do appreciate that," Schmidt said. "I feel good about it."

Her volunteer effort involved adding 150 to 160 street names - along with the stories behind the designations - to the book that was compiled in



MARIE SCHMIDT

1982 by former city historian Victor J. Michel. She more than doubled the record.

With just two more tracts left to develop in the city, Schmidt said she hopes some of the street signs will bear the names of such pioneers as Juan Pacifico Ontiveros, who earned rights to the territory in 1837.

The 65-page book is available at City Hall for \$10 and will benefit the Historical Committee, for which Schmidt served as chairwoman and is an emeritus member.

FRIDAY
 Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

SATURDAY
 Falturn data, a Chinese exercise program, is offered from 8:30 to 10:30 a.m. at Tri-City Park, 2301 N. Kramer Blvd. Free. Call (714) 307-9485 or see www.falturndata.org.

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

Placentia Planning Commission meets at 7:30 p.m. in City Hall Council Chambers, 401 E. Chapm

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Placentia News
 Weekly FEB 13 2003

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

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

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

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

City Council meets at 7:30 p.m. in the City Hall Council Chambers, 401 E. Chapman Ave. Call (714) 993-8117.

Wood Carvers meets at 7 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call (714) 777-5639.

FRIDAY
 Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

SATURDAY
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Placentia Planning Commission meets at 7:30 p.m. in City Hall Council Chambers, 401 E. Chapm

WEDNESDAY
 MOMS Club of Placentia North meets at 10 a.m. in the Placentia-Linda Hospital meeting room, 1301 Rose Drive. For mothers north of Yorba Linda boulevard. Call (714) 528-1906.

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Placentia News
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THIS WEEK

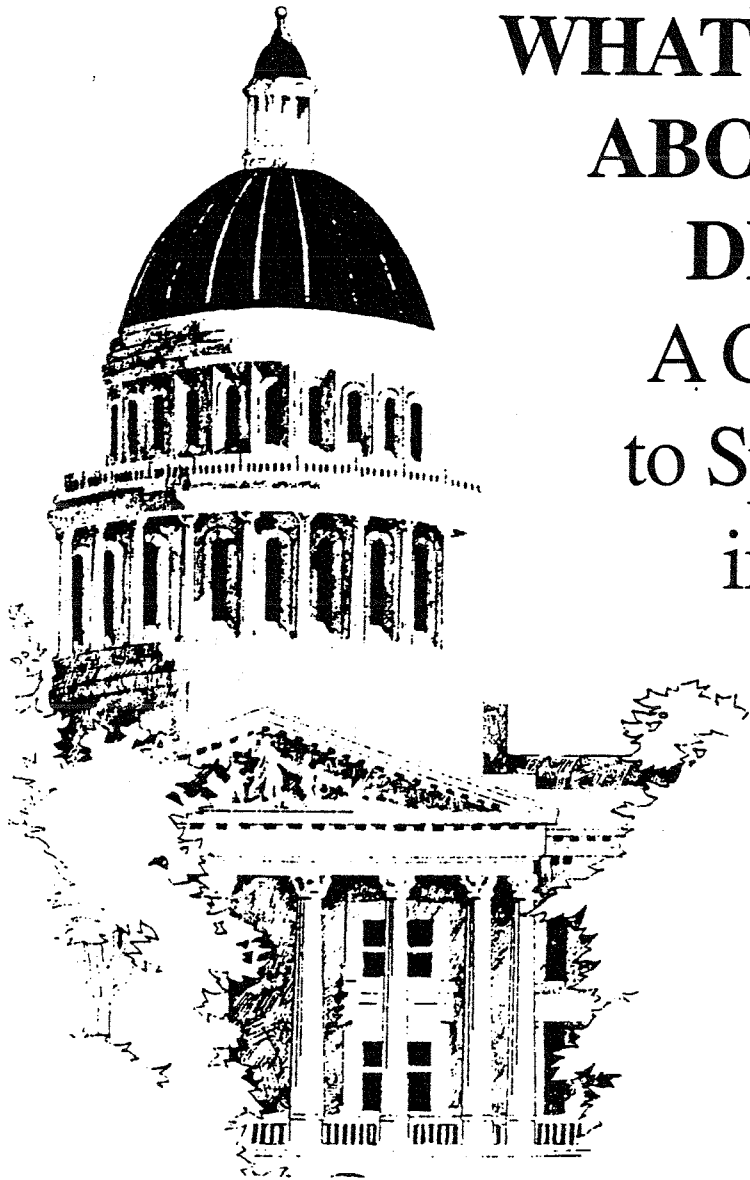
Chapman Ave. Call (714) 993-8124.
 Great Books Discussion Group meets at 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

993-1071. Neighborhood Watch Program board meets at 7:15 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8225.

For more listings, see www.myoc.com/community/placentia.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Library Assistant *KMM*
DATE: March 24, 2003
SUBJECT: **Safety Committee report for February**

There was no safety committee meeting in February. The next meeting is scheduled for Wednesday, March 26, 2003 at 11:30 A.M.



WHAT'S SO SPECIAL ABOUT SPECIAL DISTRICTS? A Citizen's Guide to Special Districts in California

THIRD EDITION

February 2002

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VICE CHAIRMAN
DICK ACKERMAN
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Senate Committee
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Local Government

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916.445-9748
FAX 916.322-0298
www.sen.ca.gov/lccgov

February 1, 2002

Dear Friend,

Most of us don't know much about local governments. We know less about special districts. Special district advocates hail special districts as the best examples of small-town democracy. Their critics say that special districts make local government too complex. This Third Edition of What's So Special About Special Districts? untangles the basic facts about the least known segment of local government.

Kimia Mizany wrote the Third Edition, based on the two earlier versions that April Manatt prepared for the Committee a decade ago. April wrote the First Edition during her year as a Senate Fellow and the Second Edition when she worked for the Committee. This Third Edition is the product of Kimia's work as a Senate Fellow in my office this year. It's appropriate that they share the credit for this revised edition.

As the report explains, the number of special districts has actually declined in the last 20 years. But the need to know more about these important public actors has increased. That's why I'm pleased that you have chosen to pick up this report to learn about special districts. I am convinced that readers will be better informed about the local governments that serve all of us.

Sincerely,



Tom Torlakson
Chair

WHAT'S SO SPECIAL ABOUT SPECIAL DISTRICTS?

A Citizen's Guide to Special Districts in California

Third Edition

Kimia Mizany & April Manatt

February 2002

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INTRODUCTION TO THE THIRD EDITION

Most Californians don't understand special districts. Most of us don't know:

- How many exist (about 3,400).
- What they do (services from A to Z: airports to zoos).
- Who runs them (it could be your next-door neighbor).
- Or even what they cost (about \$26 billion a year).

Celebrated as the best example of democracy, cursed as the worst form of fragmented government, and generally misunderstood even by the experts, special districts are California's unique contribution to local government. But what *is* so special about special districts anyway? The answer: **focused service**.

Focused because special districts only serve in specifically defined areas, unlike counties and cities that provide services throughout their boundaries. Special districts are also ***focused*** because most of them provide only a single service, allowing them to concentrate on one activity. ***Service*** because special districts deliver public programs and public facilities that their constituents want. Cities and counties must provide a wide variety of services, some of them mandated by the federal and state governments. Special districts provide the public services that the public wants.

This third edition of this **citizen's guide to special districts** answers many of your questions about California's most abundant form of local government. In plain language, this guide explains what special districts are, where districts came from, their legal powers, and different ways to understand them. This guide also tells you where to get more information about the special districts that serve you --- and how to form new districts in your community.

The Senate Local Government Committee first published What's So Special About Special Districts? in June 1991, the result of a research project by Senate Fellow April Manatt. In 1993, working as a Committee Consultant, Manatt produced a Second Edition. The publication has been the most popular of the Committee's citizens guides, selling hundreds of copies. Frequently cited by other authors, this report has become a standard introduction to special district government.

But much has changed since 1993. The Legislature shifted billions of dollars of property tax revenues away from local agencies, including the districts. The voters passed more initiatives, including Proposition 218 (1996). And the California economy went through a major recession and an expansion. This Third Edition documents special districts' current financial status, revisits what is and what is not a special district, explains how many services districts provide, and describes how citizens can effect changes in the districts which serve them. Revised by Senate Fellow Kimia Mizany, the Third Edition builds on the earlier explanations.

Democracy works best when people are informed about the governments that are created to serve them. This guide will make you smarter about the special districts that serve you.

WHAT'S A SPECIAL DISTRICT?

State law defines a special district as "any agency of the state for the local performance of governmental or proprietary functions within limited boundaries" (Government Code §16271 [d]). In plain language, a special district is a separate local government that delivers public services to a particular area.

Special districts can be distinguished by their four common characteristics:

- A form of government.
- Governed by a board.
- Provides services and facilities.
- Has defined boundaries.

Inadequate tax bases and competing demands for existing taxes make it hard for cities and counties to provide all the services their citizens desire. When residents or landowners want new services or higher levels of existing services, they can form a district to pay for them. Fire districts, irrigation districts, and pest abatement districts exist today because taxpayers were willing to pay for public services they wanted. Special districts **localize** the costs and benefits of public services. Special districts allow local citizens to obtain the services they want at a price they are willing to pay.

So, what's so special about special districts? Focused services. Special districts are a type of local government that delivers specific public services within defined boundaries.

Special districts deliver highly diverse services including water, closed captioned television, mosquito abatement, and fire protection. Most special districts serve just a single purpose, such as sewage treatment. Others address a multiplicity of needs, as in the case of community service districts, which can offer up to 16 different services. Districts' service areas can range from a single city block to vast areas which cross city and county lines. For example, the Metropolitan Water District of Southern California serves nearly 17 million people in over 5,200 square miles of six counties, while County Service Area #2 in Los Angeles County serves only 25 acres.

Special districts enjoy many of the same governing powers as other cities and counties. They can enter into contracts, employ workers, and acquire real property through purchase or eminent domain. They can also issue debt, impose taxes, levy assessments, and many charge fees for their services. Special districts, like other governments, can sue and be sued. They can also adopt a seal and alter it at will!

Special districts have the **corporate power** and **tax power** but rarely the **police power**. The *corporate power* is the ability to "do things," like constructing public works projects such as dams and sewers. It's the power to deliver recreation programs and collect garbage. The *tax power* is the authority to raise money to pay for these projects and services. The *police power* is different; it's the authority to regulate private behavior to accomplish a public goal. Governments that make rules and enforce them use the police powers: zoning property, requiring business licenses, or setting speed limits. Special districts rarely have police powers. Instead, they usually build public facilities and provide services. When special districts do have police powers, they are usually related to some corporate power. Banning alcohol from a park district's picnic area is one example.

WHAT A SPECIAL DISTRICT IS NOT

Now that we understand what special districts are, let's examine what special districts are not.

- **Special districts are not state government.**

Special districts are local agencies which provide public services to specific communities. Special districts are autonomous government entities, accountable only to the voters or landowners they serve. State government, however, oversees special districts in several ways. For example, special districts must submit annual financial reports to the State Controller. Districts must also follow the state laws pertaining to public meetings, bonded debt, record keeping, and elections.

- **Special districts are not city or county government.**

Cities and counties are *general purpose* governments. Cities and counties perform a broad array of services to protect the health, safety, and welfare of all their citizens. Special districts are *limited purpose* local governments. Special districts provide only the services their residents desire. Certain types of special districts require that the city council or county supervisors serve as their governing boards. Nevertheless, special districts remain legally separate local entities.

- **Special districts are not school districts.**

School districts exist to provide one service --- public education. Special districts provide a variety of public services, excluding education. In addition, school districts get most of their money from the state, whereas special districts rely primarily on local revenues.

- **Special districts are not "Mello-Roos" districts or benefit assessment districts.**

California law allows cities, counties, school districts, and many special districts to establish Mello-Roos districts and benefit assessment districts to finance public works and public services. Mello-Roos districts and benefit assessment districts are solely financing mechanisms and do not deliver services. Special districts use these financing mechanisms to provide public services.

- **Special districts are not redevelopment agencies.**

Cities and counties set up redevelopment agencies to eliminate blight by paying for public and private improvements and economic development. Special districts do not exist to eliminate blight. Special districts provide public services and infrastructure that help communities, but they are not in the business of direct economic development.

- **Who's in, who's out?**

Most of the data on special districts in this report comes from the annual Special Districts Annual Reports produced by the State Controller's Office. The total number of special districts included in this citizens guide (3,361) varies from the State Controller's report (4,792) because they define special districts differently. The State Controller's report has a very broad reach, including many organizations that aren't really special districts. This guide omits districts that don't share all four of the key characteristics: provides services, has boundaries, is a form of government, has a board. This citizens guide omits the 31 Air Pollution Control Districts because they are regulatory agencies not service districts. Similarly, nonprofit corporations don't appear in our count because they are corporations not governments.

HISTORY OF SPECIAL DISTRICTS IN CALIFORNIA

Like hula hoops, martinis, and freeways, special districts became an art form in California. Special districts first arose in California to meet the water needs of farmers in the San Joaquin Valley. Frustrated by an inconsistent water supply and widely varying prices, farmers in Stanislaus County organized the Turlock Irrigation District under the Wright Act of 1887. The Wright Act allowed a majority of residents in an area to form a public entity for water delivery, and to finance its operation through bond sales. The Turlock Irrigation District made it possible for San Joaquin Valley farmers to intensify and diversify their agricultural activities.

Following the development of districts such as the Turlock Irrigation District, new water district formation shifted away from rural, agricultural lands, towards water-deficient communities in urban areas. In the early 1900s, water districts were primarily located in northern and central California. After 1950, they spread to Southern California to satisfy the suburbs' growing demand for water.

In the 20th Century, special districts increased dramatically in both number and scope. The prosperity that followed World War II increased the demand for public services of all kinds and, consequently, special districts. Special districts became a popular way to meet these incremental needs because, unlike complex municipal bureaucracies, special districts were flexible and provided desired services quickly and efficiently.

The decade after World War II saw an expansion in district activities for fire protection, sanitation, and water supply. Mosquito abatement districts, though first formed in 1915, multiplied to combat diseases inadvertently imported by returning soldiers. Hospital districts arose in 1945 because of a statewide shortage of hospital beds. Population growth in unincorporated areas spurred the development of recreation and park districts. Created to address individual service needs, special districts grew to encompass multiple needs as well. The Municipal Utility District Act of 1921 allowed special districts to diversify and address multiple needs ranging from water, power, transportation, and telephone service, as well as "all things necessary and convenient."

STATUTORY AUTHORITY FOR SPECIAL DISTRICTS

Special districts operate either under a **principal act** or a **special act**. A *principal act* is a generic statute which applies to all special districts of that type. For example, the Fire Protection District Law of 1987 in the state Health and Safety Code governs all 386 fire districts. There are about 60 principal law statutes which can be used anywhere in the state to create a special district.

Occasionally, local circumstances fail to fit the general conditions anticipated by a principal act. In those cases, the Legislature may create a **special act** district tailored to the unique needs of a specific area. Districts which are regional in nature, have specific governing board requirements, provide unique services, or need special financing, necessitate special laws for formation. Districts formed under a special act include: the Humboldt Bay Harbor Recreation and Conservation District, the Fairfield-Suisun Sewer District, and the Alameda County Flood Control and Water District. There are about 120 special act districts.

All principal acts appear as laws in the California State codes, whereas most special acts are not codified. However, for convenience, many of the special acts for water districts appear in the Appendix to the California Water Code. For a complete listing of these acts, see Appendix A in the State Controller's Special Districts Annual Report.

TYPES OF SPECIAL DISTRICTS

Special districts' activities are as diverse as the communities they serve. The most common type of special district in California is the County Service Area (897), while districts with unique functions include the bridge and highway authority (1).

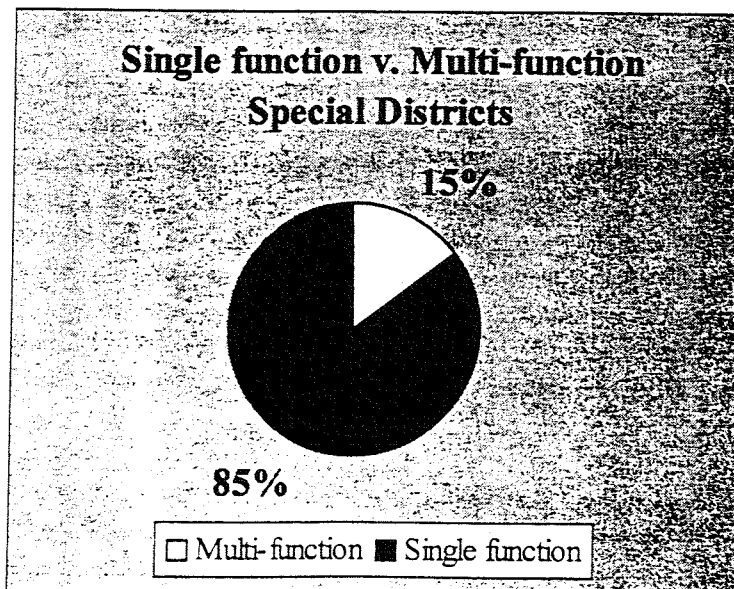
With about 3,400 special districts, it may seem overwhelming to try to understand the purpose and function of the districts. So, to simplify, let's break down the districts into pairs of categories. One way of understanding districts is to look at their various contrasting features:

- Single function versus multi-function.
- Enterprise versus non-enterprise.
- Independent versus dependent.

Single Function versus Multi-Function Districts

Nearly 85% of California's special districts perform a single function. Single function districts provide only one service such as water, sewage, or fire protection. The Happy Camp Cemetery District in Siskiyou County is an example of a single function special district. The only service that the 253 public cemetery districts can provide is cemeteries.

Multi-function districts provide two or more services. County Service Areas (CSAs) may provide any service which a county can provide. For example, CSAs provide extended police protection, enhanced library facilities, parks, and television translator services.

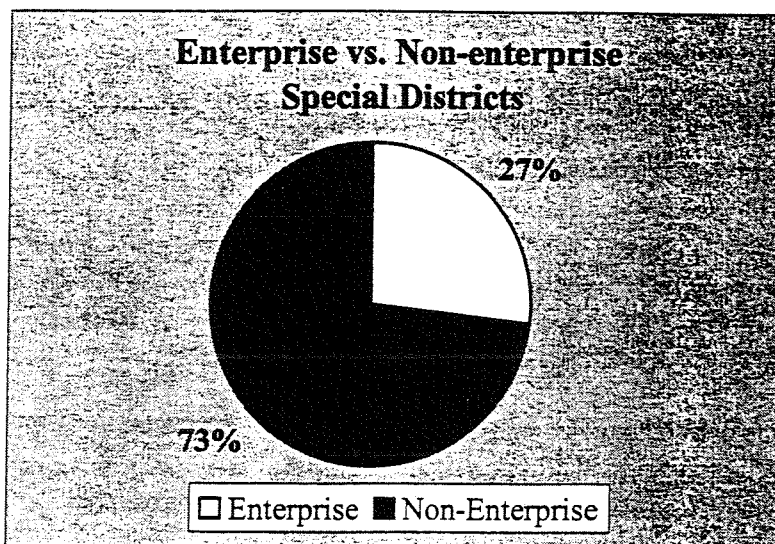


Source: 1996-97 State Controller's Special Districts Annual Report

Some multi-function districts only offer a few of the services they are authorized to provide. For example, the Buzztail Community Service District in Butte County is authorized under the Community Service District Law to provide up to 16 services and yet it offers only water service. The powers which a district is authorized to use but does not currently employ are called **latent powers**. Special districts can usually enact latent powers by vote of the district board. In some cases, however, district voters must approve new powers.

Enterprise versus Non-enterprise Districts

Just over a quarter of the special districts are enterprise districts. Enterprise districts deliver services that are run like a business enterprise; they charge for their customers' services. For example, a hospital district charges room fees paid by patients, not the district's other residents. Water districts charge water rates to their customers. Virtually all water, waste, and hospital districts are enterprise districts.



Source: 1998-99 State Controller's Special Districts Annual Report

Non-enterprise districts provide services which don't lend themselves to fees. Fire protection services and mosquito abatement programs benefit the entire community, not just individual residents. No direct cost/benefit relationship exists in the services provided by non-enterprise districts. Consequently, non-enterprise districts generally don't charge user fees for their services. No one wants to put a meter on a park district's swings or charge residents to put out a house fire. Non-enterprise districts rely overwhelmingly on property taxes for their operational expenses. Services commonly provided by non-enterprise districts include fire protection, cemeteries, libraries, and police protection. Though non-enterprise districts rely primarily on non-fee revenue, certain services, such as a park district's pool, can generate a small amount of fee revenue.

Independent versus Dependent Districts

About two-thirds of the state's special districts are independent districts. Independent districts have their own separate boards of directors elected by the districts' own voters. Independent districts also include districts where the appointed boards of directors serve for fixed terms. The cemetery districts are independent districts with this governance structure. Special districts' governing boards can vary with the size and nature of the district. Most districts have five-

member governing boards. Other governing boards vary from three to 11 members. The Metropolitan Water District of Southern California, which has 37 board members, is unique.

Dependent districts are governed by other, existing legislative bodies (either a city council or a county board of supervisors). All County Service Areas, for example, are dependent districts because their county boards of supervisors govern them. The Yucca Valley Recreation and Park District is governed by the San Bernardino County Board of Supervisors, making it a dependent district. The Oceanside Small Craft Harbor District is another dependent district that is run by the Oceanside City Council.

A community's registered voters usually choose an independent district's board of directors. But in some water districts, political power rests with the local landowners. Where the districts' services primarily benefit landowners' land and not people, the courts have upheld the use of these *landowner-voter districts*.

Larger independent districts often have a professional manager, similar to a city manager or a county administrator, to assist the board members. The governing boards adopt broad policies that the general managers carry out. Different types of independent special districts include library districts, resource conservation districts, and memorial districts.

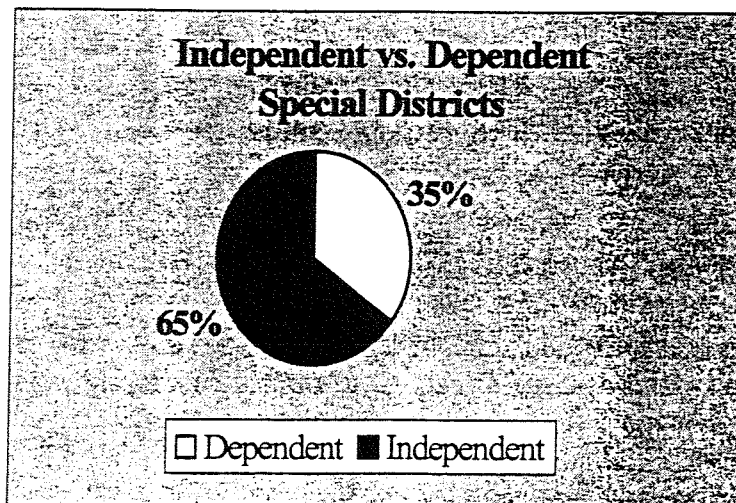
Who has the right to vote?

The issue of landowner-voter districts was called into question in the US Supreme Court case, *Salyer Land Company v. Tulare Lake Basin Water Storage District* (1972).

The plaintiffs were landowners and resident registered voters within the District who claimed that it was unconstitutional for the District to restrict voting rights to landowners only. Further, they argued that it was inequitable that smaller landowners received fewer votes than larger landowners. The plaintiffs urged the creation of a new policy so that all residents in the District would be permitted only one vote regardless of landownership.

The defendant District argued that its services benefited the land only. Thus, any effects on non-landowner residents were indirect and did not entitle them to vote. Also, the number of votes allotted to landowners was proportional to the assessed value of the land, and therefore relative to the benefits and burdens to each landowner.

The US Supreme Court agreed with the defendant and upheld landowner-voting because the District "provides no service to the general public."



Source: 1998-99 State Controller's Special Districts Annual Report

These three distinctions about special districts are certainly not mutually exclusive. It is possible to have an independent, multifunction, enterprise special district, such as the Whispering Palms Community Service District in San Diego County. The District is *independent* because it the lo-

cal voters elect their own board of directors; it's *multifunction* because the District provides sewers, street lighting, and road maintenance; and it's *enterprise* because local officials charge their customers for the sewer services. Conversely, County Service Area # 19 in Marin County is a dependent, single function, non-enterprise district. The CSA is *dependent* because the Marin County Board of Supervisors governs it; it's *single function* because it delivers only one service; and it's *nonenterprise* because that sole service is fire protection.

FUNDING SPECIAL DISTRICTS

Special districts generate revenue from several sources. Some collect fees to fund their activities, while others rely more heavily on property tax revenues.

Both enterprise and non-enterprise districts can issue bonds to pay for capital improvements. These bonds can pay for a new dam or purchase a new library building. Special districts' total long-term bonded debt is approximately \$13 billion. Special districts' **general obligation bonds** are backed by property taxes and require 2/3-voter approval. Special districts' **revenue bonds** are paid from user fees and don't necessarily need voter approval.

Enterprise districts rely primarily on non-tax revenues, such as user charges. Because enterprise districts' costs are directly related to the services provided, it is easy for enterprise districts to recoup their costs by collecting fees. For example, the Sacramento Municipal Utility District sells the electricity it produces to the District's customers. Enterprise revenues generated by enterprise districts in 1997-98 were nearly \$14 billion.

Enterprise Districts' Enterprise Revenues (1997-98)

(Dollars in millions)

Water	\$ 4,802
Transit	2,436
Waste disposal	2,278
Electric utility	2,257
Hospital	1,739
Airport	169
Harbor and port	<u>139</u>
TOTAL	\$13,820

Source: 1997-98 State Controller's Special Districts Annual Report

Non-enterprise districts rarely bill the beneficiaries of their services. Non-enterprise districts rely primarily on property taxes to pay for their operation and maintenance costs. Tax revenues used by non-enterprise districts come through regular property tax allocations.

Loss of Funding for Special Districts

Many special districts have faced tough financial times over the last quarter century. Before Proposition 13, special districts received \$945 million from property taxes (1977-78). In 1978-79, their property tax revenues dropped to \$532 million, a loss of almost 50%.

Responding to this financial hardship, the Legislature created the Special District Augmentation Fund (SDAF) to provide a supplemental income for special districts. The state government sent

ERAF and the Fulton-El Camino Recreation and Park District

One special district that has been particularly devastated by the ERAF shift is the Fulton-El Camino Recreation and Park District in Sacramento County.

This District lost more than \$2.9 million in property tax revenue to ERAF between 1992-93 and 2001-02. As a non-enterprise district, it cannot recover these losses with service charges.

This revenue loss has caused the District to demolish the Howe Pool, and it may have to fill another swimming pool. The District lacks money to repair aging facilities and attract quality employees. The lack of funds threatens the public safety at its recreation facilities.

state money to the SDAF in each county based on a formula in state law. The county supervisors, in turn, allocated the SDAF money to the special districts within their counties. The State took over a greater percentage of funding for schools from local governments to help local governments get through the Proposition 13 transition. This practice lasted from 1978 to 1992.

Faced with huge state budget deficits in 1992-93 and 1993-94, state officials shifted almost \$4 billion annually in property taxes from local governments (cities, counties, special districts, and redevelopment agencies) to an Educational Revenue Augmentation Fund (ERAF) in each county. The property tax revenue in the ERAF supports schools. ERAF helps the state government fulfill its constitutional duty to fund schools. When the

Legislature abolished SDAF in 1993-94, the state transferred \$244 million in special district property tax revenues to schools.

Because non-enterprise special districts rely almost entirely on property tax revenues, many were fiscally devastated as a result of the ERAF funding shifts. (See the box above.) Enterprise special districts were better able to make up for the lost revenue because they have fees that generate revenue and they rely less on property taxes.

Although state legislators have granted some partial relief to special districts, ERAF's fiscal consequences remain especially harsh for non-enterprise districts. In 2000, Governor Gray Davis vetoed a bill that would have capped ERAF shifts. In 2001, bills that would have helped fire districts, library districts, and recreation and park districts failed to pass. The ERAF issue remains unsolved.

Reserves: How much is too much?

Special districts' financial reserves have become controversial. In 2000, a report by the Little Hoover Commission revealed that special districts reported more than \$19.4 billion in reserves to the State Controller in 1996-97. Enterprise special districts, which charge fees, hold most of the reserves.

This large dollar figure raised a red flag for policy-makers and the public. Why were the districts setting aside so much money? And how were they planning to spend it?

In response, special district leaders argued that there are legitimate reasons for these reserves. Nearly all of the money in reserves was allocated into specific funds for given purposes.

Much Ado About Nothing?

The Metropolitan Water District of Southern California (Met) entered the public spotlight when the Little Hoover Commission report revealed that it held \$4 billion in reserves.

But, according to Met, that figure actually reflected all of Met's earnings (not just cash reserves). This figure included the District's capital assets like the Colorado River Aqueduct and expensive water filtration plants. The cash reserves were actually just under \$1 billion.

As a large special district that serves the highly populated Southern California region, Met claims its reserves are a hedge against volatile water markets. Fluctuating weather patterns cause shortfalls that would create price spikes for customers in the absence of a Water Rate Stabilization fund, which uses reserve money.

ses. Large reserves are needed to accumulate the capital to pay for large public works projects. Reserves also provide a safety cushion in lean years, stabilizing consumers' rates.

It became clear to taxpayers and legislators that special districts should improve the way they report their fiscal activities. Specifically, they need to explain the purpose of the reserves. Out of this controversy came a new law that now requires the largest special districts to report their reserves and fiscal information more descriptively to the State Controller's Office, which will post the information on its web site.

LAFCO Cost-Sharing

Starting in January 2001, cities, counties, and special districts each pay one-third of the costs of the Local Agency Formation Commission (LAFCO), where they have representation on the Commission. For decades, the county governments had always paid 100% of LAFCOs' costs. Many consider this new formula to be a more equitable way of paying for LAFCOs.

Special districts' one-third share of the LAFCO costs is divided among the districts in that county. A given district's contribution is proportionate to the district's revenue. For this reason, some special districts must pay what they say are disproportionate amounts. For example, the Sacramento Municipal Utility District, an enterprise district that serves a large number of customers, pays for nearly 85% of the special districts' share of the Sacramento LAFCO budget. Similarly, hospital districts in Sonoma County pay more than other special districts.

ADVANTAGES AND DISADVANTAGES OF SPECIAL DISTRICTS

Many people disagree over the usefulness and desirability of special districts. Before you make up your own mind, consider these arguments.

ADVANTAGES:

- **Special districts can tailor services to citizen demand.**

Cities and counties must protect their residents' health, safety, and welfare and, thus, must provide many services, regardless of citizen demand. Special districts, however, only provide the services that the community desires.

- **Special districts can link costs to benefits.**

General purpose local governments --- cities and counties --- levy general taxes to pay for public services. The services that taxpayers receive are not directly related to the amount of taxes they pay. In a special district, only those who benefit from district services pay for them. Those who do not benefit do not pay.

- **Special districts are responsive to their constituents.**

Because most special districts are geographically smaller and have fewer residents than counties and cities, they can be more responsive to their constituents. Small groups of citizens can be quite effective in influencing special districts' decisions.

DISADVANTAGES:

- **Special districts can lead to inefficiency.**

Many special districts provide the same services that cities and counties provide. Overlapping jurisdictions can create competition and conflict between special districts, and also between districts and general purpose governments. In addition, when communities incorporate, some Local Agency Formation Commissions (LAFCOs) fail to dissolve the special districts that exist within the new city boundaries, resulting in duplicated services.

- **Special districts can hinder regional planning.**

Having numerous special districts can hamper planning efforts. For example, it can be difficult to organize the various water, sewer, and fire services in one region to provide equitable services for all residents. Because about 2/3 of the districts have independent governing boards, there is no single agency which can guarantee a coordination of efforts.

- **Special districts can decrease accountability.**

The multiplicity of limited purpose special districts can make it harder for citizens to gather information. Separate special districts may provide water, sewer, parks, library, and fire protection services to the same unincorporated community. Residents have a hard time finding out who's in charge. Furthermore, the narrow and technical nature of a district's activities often results in special districts with low visibility until a crisis arises. Special district elections typically have very low voter turnout. Although some view low voter turnout as a sign of voter satisfaction, representative democracy requires broad participation.

FREQUENTLY ASKED QUESTIONS

Now that you have a basic understanding of special districts, you may have some specific questions you'd like answered. Here are nine of the most frequently asked questions.

1. How do I find out if I live in a special district?

The easiest way to find out if you live in a special district is to call your Local Agency Formation Commission (LAFCO). This office exists in every county and is responsible for forming and dissolving special districts within that county. You can find a directory of LAFCOs at: www.calafco.org.

2. How can I form a special district?

District formation follows five steps:

1. **Application:** Registered voters in the proposed district apply to the Local Agency Formation Commission (LAFCO). The application must detail the proposed district's boundaries and services, any environmental effects, and financing options.
2. **Review and approval:** The LAFCO's staff studies the application, and schedules a public hearing. The LAFCO can approve or deny the proposal. If the LAFCO approves, it's time to measure protests.
3. **Protest hearing:** The LAFCO holds a second public hearing, this time to measure formal protests from voters and property owners. A majority protest stops the proposal, otherwise there's an election.
4. **Election:** Only the voters inside the proposed district's boundaries vote at this election, which usually requires majority-voter approval. If the proposal involves new special taxes, the measure needs 2/3-voter approval.

5. **Formal filing:** If the voters approve the proposed district, the LAFCO and other officials file the formal documents to start the new district.

3. **Who picks my district's governing board?**

About 2/3 of our special districts are **independent**, that is, they have independently elected or appointed boards of directors. The other districts are **dependent** districts because they depend on another local government to govern them; usually a city council or a county board of supervisors. In most independent districts, registered voters elect the governing boards. In a few types of special districts, the landowners vote. Most governing boards have five members who serve staggered, four-year terms.

4. **How can I find out who runs a special district?**

The easiest way is to call the district directly and ask who serves on the district's governing board. You can find the telephone number in the white pages of your telephone book. Also, your county clerk keeps a formal Roster of Public Agencies which lists all special districts and the names and addresses of the members of the districts' governing boards. Ask your county clerk for a copy of your county's Roster. This information may also be available on your county's web site.

5. **Can special districts tax me without my consent?**

No. Proposition 13 (1978) limited property taxes to 1% of property value. Many special districts get a share of these revenues. If a special district wants additional taxes, Proposition 13 and state law require 2/3-voter approval for "special taxes." A general obligation bond that raises property taxes also requires 2/3-voter approval.

6. **But what about special assessments? Aren't they like special taxes?**

Not really. Special districts can charge benefit assessments to pay for public works like sewers, parks, and water systems. Property owners pay benefit assessments only for the projects or services that *directly* benefit their property. The amount of the assessment must be directly related to the benefit received. Proposition 218 (1996) required local governments, including special districts, to get weighted ballot approval from property owners before they can levy benefit assessments.

7. **Suppose I don't like what a special district is doing. What can I do?**

Talk to your district representative, the district's general manager, or the district board at its next meeting. If you still aren't pleased with your district's activities, the remedy is direct democracy in the form of **initiative**, **referendum**, and **recall**.

- The **initiative** power lets citizens propose ordinances directly instead of waiting for the district board to act. Initiative drives follow this pattern: notice, petition, and election.
- **Referenda** also give citizens a direct vote in district matters. The referendum power lets citizens put recent board actions on the ballot and reject them *before* they go into effect. Referendum procedures are similar to the initiative process.
- The **recall** power allows voters to remove board members from office before the next election. Elected board members may be relieved of their duties by a process similar to those for initiatives and referendums.

8. Why are special districts so invisible to the public?

Special districts often escape wide public attention because their functions are narrow and technical. Special districts, however, must conform to democratic safeguards such as the Brown Act, the Public Records Act, and the Political Reform Act. For more information on access to government meetings and documents, the Senate Local Government Committee has produced citizen guides to the Brown Act, the Public Records Act, and conflict-of-interest laws. These reference books can be obtained from the Senate Publications Office at (916) 327-2155.

9. Where can I get more information about special districts in my area?

The following organizations can give you more information on special districts:

Resources in your city or county:

- Local Agency Formation Commission (LAFCO).
- County Board of Supervisors.
- City Council.

Resources in Sacramento:

- California Special Districts Association.
- Association of California Water Agencies.
- California Association of Sanitation Agencies.
- Mosquito and Vector Control Association of California.

Web sites for several of these above organizations appear in **Appendix B**.

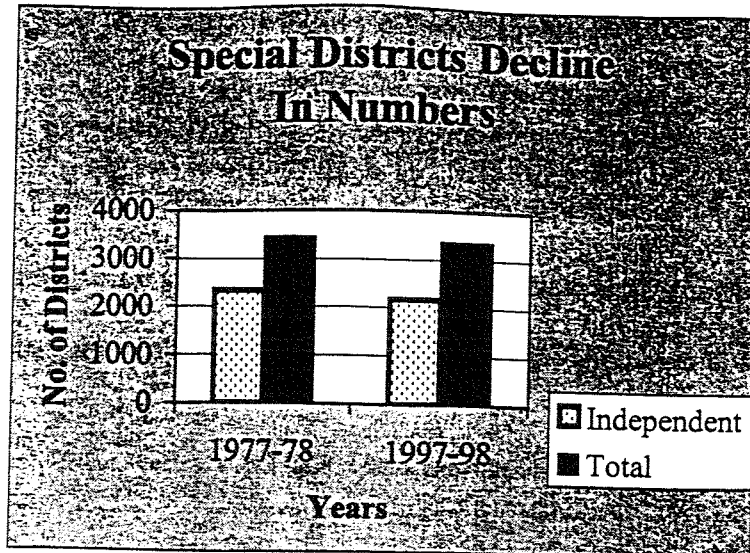
For more detailed information about the number and types of special districts around the state, you may contact the Office of the State Controller at (916) 445-3028. Every year the Controller's Office publishes a Special Districts Annual Report. You can find copies of these reports in many major public libraries.

CURRENT ISSUES AND EMERGING TRENDS

As you are now aware, special districts are a highly diverse form of local government. Although it is difficult to generalize about trends affecting special districts, here are some general themes and issues:

- **Formation.** There is a lingering public perception that the number of special districts is growing, particularly independent special districts, contributing to increased bureaucracy and inefficiency. The truth is that the overall number of special districts has edged down from 3,454 districts in 1977-78, to 3,359 in 1997-98. And the number of independent districts has dropped by more than 150 in the past twenty years, going from 2,340 districts to 2,176 in 1997-98.

Since the 1980s, newly formed special districts have been primarily revenue-generating districts. Proposition 13's limits on property taxes forced special districts to find other ways to raise money to pay for services. Enterprise districts, as well as community service districts and county service areas, have become increasingly popular due to their flexibility, broad range of service, and ability to generate user fees.



Source: State Controller's Special Districts Annual Reports

- **Cooperation.** Special districts are overcoming their sense of isolation and are forming associations to discuss common problems and ways to improve service. Some groups represent special districts in a single county. Districts in Butte, San Diego, and Ventura County all have active groups. Statewide organizations such as the California Special District Association, the Association of California Water Agencies, and the Mosquito and Vector Control Association of California serve special districts across the state. Special district associations also exist on the national level.
- **Land use planning.** Some experts feel that public works, not public policy, determine the location, timing, and intensity of development. Because special districts are a major provider of public works such as water and sewers, they can have a significant effect on local development. Cities and counties control land use within their borders by adopting general plans. Special districts, however, can ignore or override local land use controls. Though some districts are governed by the same board or council that adopts the general plan, the majority have independent governing bodies which may have different development ideas. Though most independent districts work well with their city and county governments, the potential for inconsistency exists.

APPENDIX A: SPECIAL DISTRICTS BY TYPE, 1998-99

County Service Area	897
Fire Protection	386
Community Services	313
Cemetery	253
County Water	174
California Water	141
Reclamation	152
Recreation and Park	110
Resource Conservation	99
County Sanitation	91
Irrigation	97
Sanitary	76
Hospital	77
Public Utility	54
Mosquito Abatement	47
Storm Water Drainage and Conservation	49
County Waterworks	34
Municipal Water	40
Flood Control and Water Conservation	39
Water Agency or Authority	30
Memorial	27
Drainage	23
Levee	15
Harbor and Port	13
Library	13
Transit	13
Water Conservation	13
Airport	9
Water Storage	8
Citrus Pest Control	8
Waste Disposal	7
Pest Control	7
Municipal Improvement	5
Municipal Utility	5
Police Protection	3
Sanitation and Flood Control	2
Sewer	2
Water Replenishment	2
Bridge and Highway	1
Joint Highway	1
Metropolitan Water	1
Separation of Grade	1
Toll Tunnel Authority	<u>1</u>
TOTAL	3,361

APPENDIX B: WEB SITES AND RESOURCES RELATED TO SPECIAL DISTRICTS

- University of California, Institute of Governmental Studies,
California Local Government Information Web site:
<http://www.igs.berkeley.edu:8880/library/localweb.html>

109 Moses Hall #2370
Berkeley, CA 94720-2370
(510) 642-1472
(510) 643-0866

- Association of California Water Agencies (ACWA):
<http://www.acwanet.com/generalinfo/waterlinks/index1.asp>

910 K Street, Suite 100
Sacramento, CA 95814-3512
(916) 441-4545

- California Special Districts Association (CSDA):
<http://www.csda.net/links.htm>

1215 K Street, Suite 930
Sacramento, CA 95814
(916) 442-7887

- California Governor's Office of Planning and Research—
Local Agency Formation Commissions (LAFCO) Directory:
<http://ceres.ca.gov/planning/bol/1999/lafco.html>

P.O. Box 3044
Sacramento, CA 95812-3044
Ph: (916) 445-0613

- California Association of LAFCOs:
<http://www.calafco.org>

c/o San Joaquin LAFCO
1860 East Hazelton Avenue
Stockton, CA 95205
Ph: (209) 468-3198
Fax: (209) 468-3199

- Text Resources:

The San Diego LAFCO publishes a LAFCO Procedures Guide which provides a general introduction to special districts and local government. Contact the San Diego LAFCO directly: County Administration Center, 1600 Pacific Highway, Room 452, San Diego, CA 92101. Ph: (619) 531-5400, Fax: (619) 557-4190.

APPENDIX C: REFERENCES FOR QUESTIONS

The section entitled, "Frequently Asked Questions" on pages 11-13 tried to anticipate many of your questions about special districts. Here is a list of references we used to answer the questions.

Statutes are listed by code followed by section. For example, "Government Code §34601" means that you can find the statute under Section 34601 of the Government Code. When reading the code, start by looking at the back of the book in the "pocket part." The pocket section has the latest versions of the statutes, including recent amendments and deletions.

Question #2

References:

Cortese-Knox-Hertzberg Local Government Reorganization Act
Government Code §56000

Question #3

References:

Uniform District Election Law
Elections Code §10500

Question #5

References:

California Constitution Article XIII A (Proposition 13)
Revenue and Taxation Code §95 (property tax allocation)
Government Code §50075 (special taxes)
Revenue and Taxation Code §96.3 and §96.31 (bonded debt)

Questions #6

References:

California Constitution Article XIII D (Proposition 218)
Government Code §53753 (weighted ballots)

Question #7

References:

Elections Code §9300 and §9340 (initiative and referendum procedures)
Elections Code §11000 (recall procedures)

ACKNOWLEDGMENTS

Kimia Mizany prepared the Third Edition of this citizens guide. She worked from the First and Second Editions, prepared by April Manatt, formerly a consultant to the Senate Local Government Committee. The Third Edition benefited from the generous contributions from the following individuals:

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- Bob Reeb, Association of California Water Agencies
- Catherine Smith, California Special Districts Association

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Board & Administrator

FOR BOARD MEMBERS

March 2003 Vol. 19, No. 7

Editor: Jeff Stratton

The policy focus: A natural part of a board's evolution

Policy versus management

A board member from an East Coast nonprofit shared a story with me recently that I think illustrates a good point about how an organization's growth can affect board members.

"We've hired our first executive director, and some members of the board are having difficulty accepting the change from being a hands-on board making management decisions, to a board that sets policy and asks staff to implement it.

"For some board members, what the executive does is just very fuzzy to them.

"We now have board members openly questioning why we are spending the money on paid staff who are doing what the board did in the past. They are

asking, 'Isn't there a better use for our resources.'" says the East Coast board member.

Boards often face this challenge at a certain point when the organization has a growth spurt. When the board commits the resources to hiring paid professional staff, it is important that all board members understand that the board will give up the hands-on decision-making responsibility for the organization's day-to-day affairs.

As a board, or as individual board members, you will no longer be paying bills, or managing volunteers. These now become the responsibilities of the executive director and his or her staff. ■

Understand your financial responsibility

Most board members are not CPAs, bankers or financial wizards by trade. So how in the world are they supposed to understand complicated funding streams and monthly financial statements.

You don't have to figure this all out by yourself. You're not responsible for figuring out where every penny has been spent. That's your administrator's responsibility.

Your financial responsibility to the organization you serve is simply this: To

oversee and monitor the financial health of the organization. Here are the four areas that you're responsible for as a board member...

1. **You set financial policy.** This means that you determine the areas your organizational dollars will be spent. Your policy decisions will be based on the goals you have set during your planning sessions with the executive director.

continued on next page

Continued from previous page

2. **You help develop and approve the annual budget.** Your budget is the financial blueprint for the nonprofit, based on the board's broad financial policies. You must make sure there is enough money in the coming year to deliver services and meet goals and objectives for the coming year.

3. **You delegate implementation of financial policies to your chief executive officer.** It's the administrator's job to spend the organization's money—make all spending decisions—within budget limits.

4. **You monitor financial outcomes.** Board members have always been haunted by financial worries. "Is spending being done appropriately? Will there be money to meet our obligations?" It's tempting to open up the books and seek answers. But that's not your job. Remember, you monitor results.

Instead of trying to monitor every single purchase the administrator makes, pay attention to big-picture topics by asking your administrator questions like these:

1. Are we on target with our planned expenses and revenues?
2. Are we financially solvent?

3. Will we have income to meet future expenses?

Here are three tools that can give you answers to the above questions (ask your executive director for this kind of information)...

1. **A basic financial statement.** This should summarize revenues and expenses in a way that provides a good idea of the organization's financial condition. It will give you a good understanding of how things stand.

2. **Bottom-line figures.** Rather than line-by-line explanations, ask your administrator to highlight bottom-line figures in the basic financial statement. Concentrate on total expenditures and revenues.

3. **Historical figures for comparison.** This will put the numbers into context for you. You'll want to review this month's figures and compare them to last month's, as well as the numbers from the same month last year. I would also ask to see "year-to-date" figures for the current and previous year.

Then, concentrate on changes you see. If the numbers are very different from what the board expects, start asking questions. ■

Fund raising isn't necessarily asking for money

No one likes asking for money—even when a cause is a worthy one, like your organization's. But fund raising is about much more than asking somebody to write a check. It's also about getting to that point. Here are some cultivation activities that most any board member should be able to do—painlessly.

1. Provide a prospect with "inside" information, such as good news about the organization from your executive director.
2. Introduce potential donors to the organization's management team.
3. Send personalized invitations to the organization's events and activities.

Developing constituents

4. Ask donors to identify other potential donors.
5. Ask donors to volunteer at the organization, or help at a phone-a-thon.
6. Recruit a prospect to serve on a board committee.
7. Personally escort a "friend" of your nonprofit to a special activity at the organization.
8. Nominate someone for a special award at your organization.
9. Host a party at your home over the holidays for donors and prospects.
10. Make telephone calls, or send a note, on a special occasion like a birthday or anniversary. ■

CONNECTION

L I B R A R Y O F C A L I F O R N I A

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

ISSUE NUMBER 33
March 2003

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Library Profile:

Folsom Prison Library

By Sarah Dalton
Connection Editor

Libraries and prisons have opposing missions. A library represents freeing, intellectual movement - the unimpeded search for knowledge. A prison embodies closure - the radical restriction of the human impulse. Blending the two complex organizations has been the prison librarian's tricky task since the early 19th century when social reformists pushed for libraries in prisons.

Brenda Vogel, in *Down for the Count: A Prison Library Handbook*, discusses the "dilemmas" the prison librarian faces. Censorship, of course, is one. Censoring texts that would be innocuous in the traditional library (inmates can't, for example, have books about gunsmithing or locksmithing), serving without search engines (inmates can't have access to the Internet, to online searches, or to shared databases) can, according to Vogel, grate against a librarian's "training and instincts." Censorship "denies" a librarian's "professional judgment" and "excludes collection development as a librarian's responsibility."

Another "dilemma" the prison librarian faces is how to safely and judiciously integrate inmates into the day-to-day life of the prison library, many times the most unsupervised, and therefore most desirable, spot in prison. Experts concur that though a "well-selected,

well-trained inmate staff work well" in the prison library, they also warn that "a devious and divisive inmate staff can undermine program procedures and wrest control of the program away from the librarian."



A view from the Folsom Prison Library window.

The librarians at the Folsom State Prison library have accepted their profession's "dilemmas" and built a program that works for the institution, the inmates and the staff. Folsom's librarians use their "training and instincts" (and a big dose of humor) to customize a

collection, circulation system and vocational-intern program that make the world of reading and research appealing and valuable to their patrons.

The Department of Corrections (DOC), a California state agency of 49,052 employees, oversees the libraries in California's state prisons, including Folsom. Janice Stuter, principal librarian for the DOC's Education and Inmate Programs Unit, says that today's state prison library has two roles: to provide inmates with a law library, and to support the prison's educational program. These primary services, Stuter says, "support the self-help needs of the inmates, most of whom have dropped out of high school and read below a sixth grade level and have never been in a library." As the DOC sees it, the prison library can "open up the

Please see Library Profile, page 2

from page 1 **Library Profile**

library world" to inmates.

In Norfolk, Virginia's Prison Colony library, Malcolm X's world "opened up" as he learned to read by copying the entire dictionary, writing "a million words." In his *Autobiography*, Malcolm X recalls that while in Norfolk's library "months passed" without his "even thinking of being imprisoned." In the prison library Malcolm X had "never been so truly free."

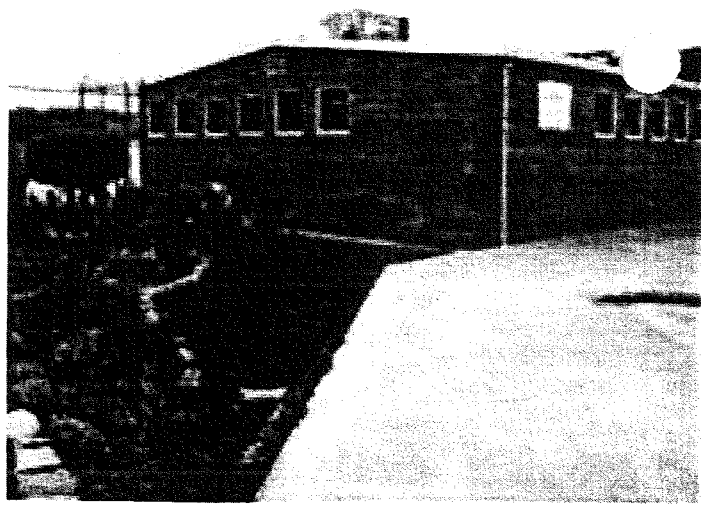
Malcolm X's story should inspire anyone whose life's work embraces literacy and the written word, but when one visits a state prison such as Folsom, the Utopian idealism of Malcolm X's story blurs when the first iron gate slams at your back. One quickly sees how the physical proximity of inmates and barred windows test prison library theory, analysis, and legend.

Connection Visits Folsom

When *Connection* staff visited the Folsom State Prison library in January, the day was as gray and clammy as Folsom's 107 year-old stone walls. While Janice Stuter escorted us past the inmates' yard to the modern bungalow housing the library, she laid out the traits today's prison library staff should have. Staff, according to the DOC's Stuter, should be in a state of "relaxed awareness," of alert fearlessness and control; staff shouldn't be "too nice" or talk about their "personal life"; they must be consistent and fair. And (one of the hardest things for prison librarians) staff must let go of the claustrophobic fear of being locked-in. Finally, the successful prison library staff member is not "pulled into" inmates' "games."

Robert Morris, Folsom's senior librarian for 15 years, is not a man to get "pulled into" much of anything. Though down to earth, full of stories and one-liners, Morris has eyes in the back of his head. During the *Connection* interview in his locked, glassed-in office, Morris talked about his library's "Privilege Card" which enables inmates to checkout books. He explained that he sends overdue notices to inmates' cells and charges inmates ten-cent daily fines (any book sent back makes him happy).

As he talked though, Morris' eyes flicked through the glass, noting the sudden flood of inmate patrons into the library's central reading area: the news of visitors had



Folsom Prison library and inmate garden

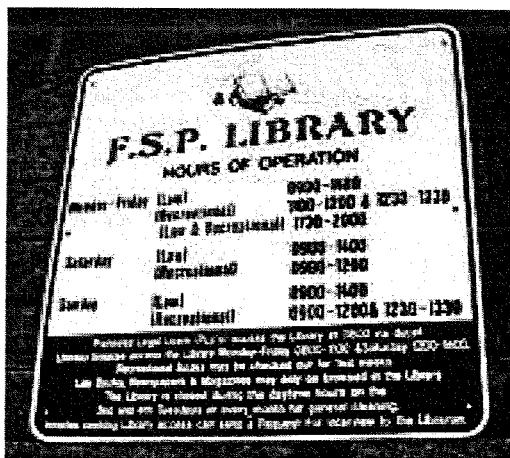
traveled fast. Morris popped up, walked into the middle of the clustered men, greeted them by name, and made it clear he was in control while he was cracking jokes. In this impromptu act, Morris had illustrated, more than his circulation statistics (16,522 fiction; 4,176 non-fiction;

1,449 law texts for 3,875 inmates for the 3rd quarter of 2003) or his 6 percent theft/loss ratio (the same as Sacramento City College's where he was principal librarian), how the successful prison library works. He had made real Vogel's idea that "the librarian who chooses to manage his or her own shop... will succeed in prison librarianship."

Folsom Law Library

Folsom State Prison library's busiest spot is its law library. Federal law (*Bounds vs.*

Smith 430 U.S. 817 [1977]) requires that prisoners have "access to the courts," and many prisons, Folsom among them, have chosen to provide inmates with law libraries for that "access." Folsom's Morris concurs with Vogel's assertion that law libraries reinforce "the librarian's goal to provide information and an opportunity to read." As part of the DOC's dictate to "support the self-help needs" of the inmates, Morris has designed a *Paralegal Studies Program* in which inmates learn to locate texts and form in the law library. The law texts are in a glassed-in locked section of the library. As inmates research their cases,



Folsom Prison's library hours are posted outside the building

The California Campaign for Libraries enters its final phase...or has it?

By Joe Burroughs

*Specialized Media Marketing & Promotions LLC and
Campaign Contractor of the California Campaign for Libraries*

After three pilot campaigns, two research surveys, eight regional campaigns, over 40 media partners, over 5,000 television and radio Public Service Announcements (PSA), numerous events and promotions, and 112 celebrity spokespeople, the California Campaign for Libraries--perhaps better known as "The Library. Check it Out" Campaign--has entered its final phase. The PSA's began airing in the Central Valley media markets of Bakersfield, Fresno, and Sacramento on January 6, 2003 and will continue until the end of March.

Maybe the biggest challenge facing the library community in the aftermath of the statewide media campaign will be how to utilize the momentum created by an increase in library awareness and building on the development of partnerships between media companies and celebrity spokespeople. So how do individual libraries across the state of California tap into this momentum? The answer is found in three words - *PUBLIC-PRIVATE-PARTNERSHIP*.

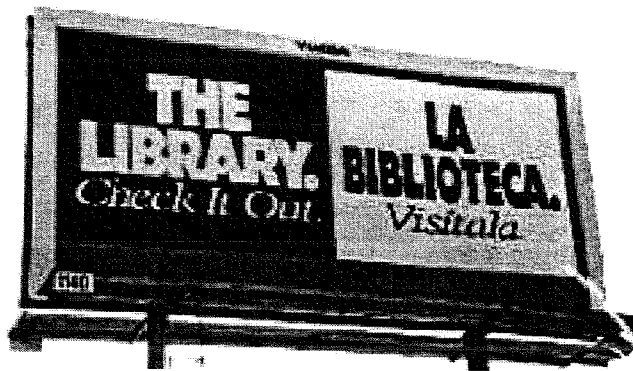
Many businesses and organizations in the private sector are eager to partner with libraries. One such company is Mervyn's®. Their new "Big Blue Book Reading Club," with free gift incentives and discounts for kids who read books, "is Mervyn's® way of showing support for and appreciation of California's Public Libraries," to borrow a phrase from one of their flyers. My seven years of experience calling on businesses and asking them to underwrite a portion of a Library Awareness Campaign tells me that these companies know that their customers value corporate citizenship nearly as much as they value price and country.

Public-Private Partnerships promises to be the legacy left by the California Campaign for Libraries. Across the state, libraries now have the opportunity to test the claim, "if you build it, they will come." Much of the work has been done. Many, many well-known Californians are now on videotape raising awareness for your libraries. The messages are simple: READ, BE CURIOUS, USE YOUR

IMAGINATION, GET A LIBRARY CARD. Perhaps in the future more businesses such as the Mervyn's® in California will create programs to reward one's usage of the library. But isn't it also conceivable that more businesses will partner with libraries to create and support library programs?

One such public library is putting these words to the test. The San Luis Obispo City-County Library is developing a

public-private community-wide partnership model from which libraries across the state can learn and emulate. Large corporations, professional organizations, public utilities, small businesses, and individuals are joining celebrities from the entertainment, sports, and literary world to further the message and raise awareness of the San Luis Obispo Public Library. The San Luis Obispo campaign will air from July through September of this



Over 220 billboards like this have been mounted around California.

year. You will have to "Check It Out."

The California Campaign for Libraries has been wildly successful. Nearly half of the thousands of library PSA's that have aired between January 2000 and today were *donated* by many of the media companies that library patrons watch every day. And these PSA's did not run in the middle of the night. Many of them aired in programs such as "Oprah," evidence that the library community should have the confidence that *many* in the private sector do support libraries and their missions in full measure.

Walt Disney once said, "There is more treasure in books than in all the pirate's loot on Treasure Island." If that's true, the library is the greatest treasure chest of all.

The California Campaign for Libraries project is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act (LSTA), administered in California by the State Librarian.

Connection has published other articles about the Library Awareness program in the July 2000 and February, May, and August 2001 issues. For additional information, contact Kathy Low, human resource development consultant, California State Library, at (916) 653-6822 (phone), or send an email to klow@library.ca.gov.

New LoC board forges ahead despite state budget challenges

By Chris Berger

Library Development Services
California State Library

Five new board members, appointed by Governor Gray Davis last month, attended their first Library of California board meeting on February 18-19, 2003, in Sacramento. During a general orientation for the new members, the board listened intently as Deputy State Librarian Cameron Robertson explained what he called the "quite grave" current status of the California state budget, which included drastic reductions to California State Library-funded local assistance programs for the 2003/2004 fiscal year. For local assistance programs, the proposed reduction is 66 percent overall to the Public Library Foundation (PLF) program, the California Library Services Act (CLSA), and the Library of California (LoC). He said, however, that these reductions were not final because they still had to be approved by the State Legislature. Dr. Diana Paque, Library Development Services bureau chief and former director of the LoC, also pointed out that funding for the Library of California program, overall, had been eliminated in the 2003/2004 State Budget.

Despite the grim news about the LoC's future, the board bravely forged ahead and considered numerous recommended motions from both the Legislative and Budget and Planning Committees, including opposition to legislation that would repeal the LoC Act; opposition to the elimination of current funding of around \$12 million for the interlibrary loan, equal access, and universal borrowing reimbursement programs under CLSA; and support for the reauthorization of the federal Library Services and Technology Act (LSTA) grant funding program for museums and libraries.

LoC Board President John Kallenberg also announced, during his report to the board, that Dr. Michael Keller, university librarian/director of academic information resources at Stanford University, is resigning from the board.

Here are some highlights from the LoC board meeting:

1. 2003/04 Budget Issues

Through recommendations by its Budget and Planning Committee, the board voted unanimously to support continued funding of the Library of California Act at the



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

2002/2003 level of \$1 million and to oppose repeal of the Act itself. It also unanimously recommended continuing the interlibrary loan, equal access, and universal borrowing reimbursement programs of CLSA at its current funding level of \$12 million and retaining the core resource sharing functions of CLSA.

2. Regional Library Network Development

The LoC board unanimously approved the following member and participating libraries in the LoC regional library networks:

Cascade Pacific Library Network Members

Hamilton Union High School District

Participating Library

Hamilton Union High School Library

Arroyo Seco Library Network Members

Los Angeles Harbor College

Salvation Army-Crestmont College

The Webb Schools

Participating Libraries

Library (Los Angeles Harbor College)

Crestmont College Library/

Elftman Memorial Library

Fawcett Memorial Library (The Webb Schools)

Heartland Regional Library Network Members

Kern Medical Center

Participating Library

Kern Health Sciences Library

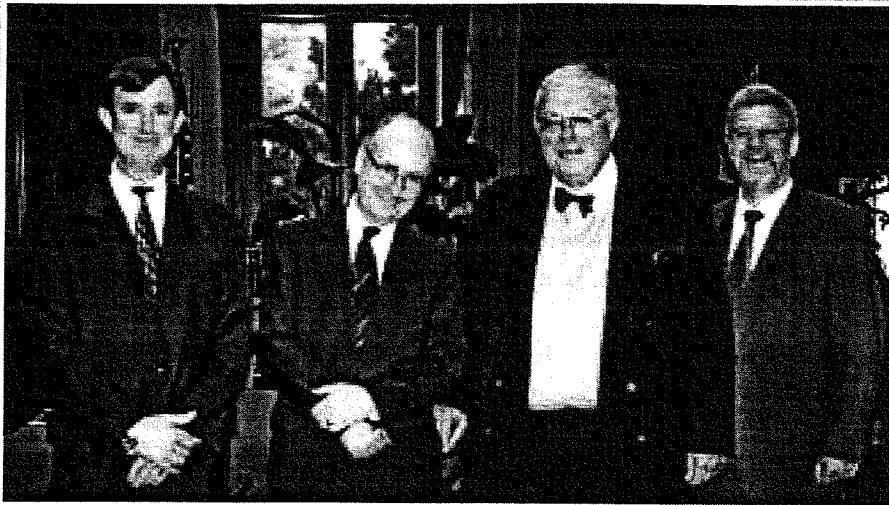
3. Other Actions

The LoC board voted unanimously to approve the following motions:

- The Dixon Unified School District Library District can change from being affiliated with the Mountain Valley Library System (MVLS) of CLSA to being affiliated with the North Bay Cooperative Library System (NBC) of CLSA beginning July 1, 2003.
- Through the recommendations of its Legislative Committee, the board supported SB 40 (Alpert) and AB 222 (Corbett) that propose a public library construction bond measure for California voter approval in 2004 to finance the construction and/or renovation of public library buildings.
- Support for continuing the budget line item in the California Public School Library Act to fund library materials for school libraries.

Irish Ambassador visits the State Library...

 *Erin go braugh!*



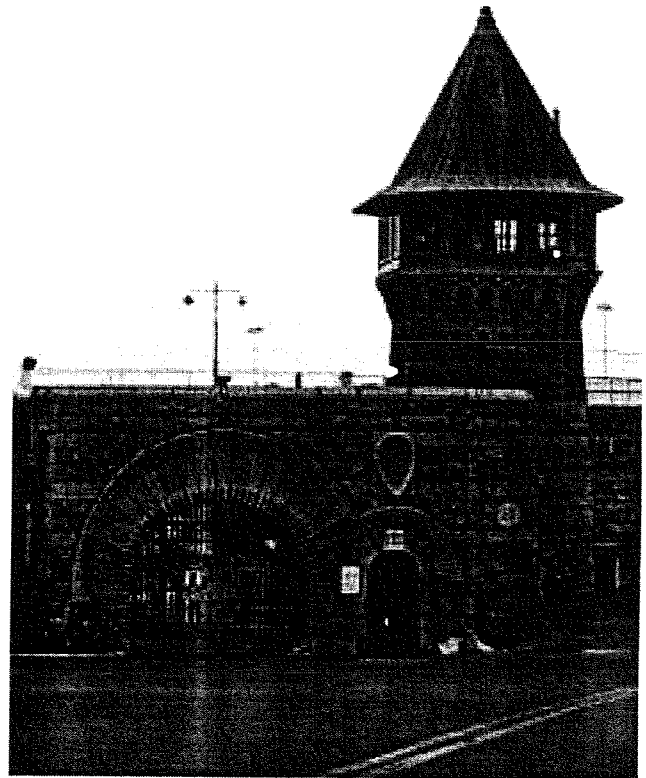
Pictured (L-R):
Rich Callaghan,
Director, University of
Southern California
Sacramento Center;
Noel Fahey, Ireland's
Ambassador to the
United States;
Dr. Kevin Starr, State
Librarian of California;
and Donal Denham,
Consul General of
Ireland in San
Francisco.

from page 2 Library Profile

they give the paralegals request forms through a sliding drawer and the paralegals retrieve the texts, all of which must remain on-site.

The inmate paralegals *Connection* staff met, loved their jobs and showed great respect for Morris. They told us the law library was the best place to work in Folsom prison. Afterward, Morris and Stuter reminded us that "relaxed awareness" is crucial in the elite law library too.

In the January 23, 2003 *New Yorker*, David Grann writes the tale of 79 year-old prison inmate Forrest Tucker, a lifelong bank robber who escaped from both Alcatraz and San Quentin. What fueled Tucker's fantasy of himself as the "outlaw" were "dime novels" and "pulp fiction," the most popular books in prison collections. Inmates love Louis L'Amour, for example; they also love Joe McGinnis' fictionalized true crime such as *Fatal Vision* (which fills a one-foot shelf at Folsom). "Escapist" fiction, prison librarians know, is fine as a metaphor. Their *dilemma* is when to censor the collection so that Folsom's Forrest Tuckers don't use escapist books as training manuals.



Training Corner

Provider: **OCLC Western Service Center**
 Course: *MARC21 Holdings Format/Serials Format*
 Dates and locations:
 Thursday-Friday, March 6-7, 2003,
 Pleasant Hill, Contra Costa County Library
http://www.oclc.org/western/training/marc_holdings.htm

Provider: **OCLC Western Service Center**
 Course: *CatME for Original Catalogers*
 Dates and locations:
 Tuesday, March 11, 2003,
 San Francisco, City College of San Francisco
 Thursday, March 13, 2003,
 Ontario, OCLC Western Service Center
http://www.oclc.org/western/training/catme_origcatalog.htm

Provider: **OCLC Western Service Center**
 Course: *CatME for Copy Catalogers*
 Dates and locations:
 Wednesday, March 12, 2003,
 Ontario, OCLC Western Service Center
http://www.oclc.org/western/training/catme_copycatalog.htm

Provider: **OCLC Western Service Center**
 Course: *Connexion Demo*
 Dates and locations:
 Friday, March 14, 2003,
 Aptos, Cabrillo College Library
<http://www.oclc.org/western/training/connexion.htm>

Provider: **OCLC Western Service Center**
 Course: *What is QuestionPoint?*
 Dates and locations:
 Tuesday, March 18, 2003,
 Ontario, OCLC Western Service Center
 Thursday, March 27, 2003,
 Long Beach, Long Beach Public Library
<http://www.oclc.org/western/training/qpoint.htm>

Provider: **OCLC Western Service Center**
 Course: *ILL Web Basics*
 Dates and locations:
 Thursday, March 20, 2003,
 Berkeley, Graduate Theological Union
 Friday, March 28, 2003,
 Long Beach, Long Beach Public Library
http://www.oclc.org/western/training/ill_web.htm

Provider: **OCLC Western Service Center**
 Course: *ILL Web Beyond the Basics*
 Dates and locations:
 Friday, March 21, 2003,
 Berkeley, Graduate Theological Union
http://www.oclc.org/western/training/ill_webbeyond.htm

Provider: **OCLC Western Service Center**
 Course: *Cataloging With Connexion*
 Dates and locations:
 Friday, March 7, 2003,
 Ontario, CA OCLC Western Service Center
 Wednesday, March 19, 2003,
 Ontario, OCLC Western Service Center
 Tuesday, March 25, 2003,
 Irvine, University of California-Irvine
<http://www.oclc.org/western/training/CatalogConnexion.htm>

Provider: **Infopeople**
 Course: *Getting Started with XML*
 (with Eric Lease Morgan, Head of the Digital Access
 and Information Architecture Department at the
 University Libraries of Notre Dame)

Dates and locations:
 Tuesday, March 11, San Francisco Public Library
 Wednesday, March 12, California State Library
 Friday, March 14, Cerritos Public Library
<http://www.infopeople.org/WS/workshop/Workshop/116>

Provider: **Infopeople**
 Course: *Developing Spanish and Latino Interest Collections
 Using the Web and Online Sources*

Dates and locations:
 Thursday, March 6, San Francisco Public Library
 Thursday, April 3, Fresno County Public Library
 Wednesday, April 16, San Jose Public Library
 Thursday, May 1, Ventura County Library
 Thursday, May 15, California State Library
 Friday, May 23, Cerritos Public Library
 Thursday, June 12, San Diego Public Library
<http://www.infopeople.org/WS/workshop/Workshop/109>

Provider: **Infopeople**
 Course: *Scanning for Preservation and Access*
 Dates and locations:
 Monday, March 17, California State Library
 Tuesday, April 1, Cerritos Public Library
<http://www.infopeople.org/workshops/index.html>

Provider: **Infopeople**
 Course: *Training the Tech Trainer*
 Date and Location:
 Tuesday, April 22,
 Contra Costa County Library - Pleasant Hill
 Wednesday, May 7,
 San Diego Public Library
<http://www.infopeople.dreamhost.com/WS/workshop/Workshop/115>

CONNECTION

LIBRARY OF CALIFORNIA

Training Corner

Provider: **Infopeople**

Course: *When Being Nice Isn't Working: Service, Safety, and Security at the Moment of Truth*

Dates and Locations:

Tuesday, March 11, 2003,
Contra Costa County Library - Pleasant Hill

Tuesday, March 25, 2003
Chico Branch Library

<http://www.infopeople.org/WS/workshop/Workshop/110>

Provider: **Infopeople**

Course: *Raising Private Dollars for Public Libraries*

Dates and locations:

Wednesday, April 2, San Diego Public Library

Monday, April 28, Sutter County Library

<http://infopeople.org/WS/workshop/Workshop/122>

Provider: **Infopeople**

Course: *Science & Technology Resources on the Internet*

Date and location:

Tuesday, March 11, 2003, San Jose Public Library

<http://www.infopeople.org/WS/workshop/Workshop/121>

Provider: **Infopeople**

Distance Learning Course:

Library Laws for the Web Environment

<http://www.infopeople.org/WS/workshop/Workshop/86>

Provider: **Infopeople**

Course: *Delivering Effective Library Presentations!*

Dates and locations:

Monday, March 17, 2003,

Contra Costa County Library - Pleasant Hill

Friday, March 28, 2003,

Cerritos Public Library

Friday, April 11, 2003,

Mountain View Public Library

Thursday, April 24, 2003,

Fresno County Public Library

<http://www.infopeople.org/WS/workshop/Workshop/126>

Provider: **Infopeople**

Course: *What in the World is GIS? An Introduction to Geographic Information Systems for Librarians*

Dates and locations:

Monday, March 10, 2003,

San Francisco Public Library

Thursday, April 3, Cerritos Public Library

Friday, April 4, San Diego Public Library

<http://www.infopeople.org/WS/workshop/Workshop/124>

Provider: **Infopeople**

Course: *Building a Dynamic Web Site with Dreamweaver MX*

Dates and locations:

Friday, March 7, 2003, California State Library

<http://www.infopeople.org/WS/workshop/Workshop/114>

Provider: **Infopeople**

Course: *Genealogy Resources on the Internet*

Dates and locations:

Tuesday, March 18, San Jose Public Library

Thursday, April 3, Ventura County-EP Foster Branch

Monday, April 21, San Diego Public Library

Thursday, May 8, Fresno County Public Library

Thursday, May 22, Los Angeles Public Library

<http://www.infopeople.org/WS/workshop/Workshop/107>

Provider: **Infopeople**

presents Gary Price teaching ...

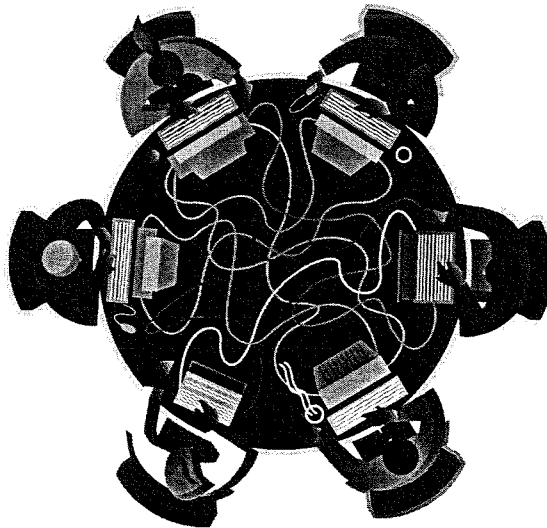
Course: *There's More to Web Research than Google!*

Dates and locations:

Thursday, April 10, Fresno County Public Library

Friday, April 11, Los Angeles Public Library

<http://www.infopeople.org/WS/workshop/Workshop/102>



If you would like your library-related training event included in *Connection*, please send event information to Sarah Dalton, *Connection* editor at sdalton@library.ca.gov

2003

March

March 6-8, 2003

Public Library Association (PLA) Spring Symposium, Chicago

April

April 6-12, 2003

National Library Week

April 10-13, 2003

Association of College & Research Libraries (ACRL),
11th National Conference, Charlotte, North Carolina

May

May 2-7, 2003

Medical Library Association (MLA) Annual Conference, San Diego

May 28-29, 2003

Library of California board meeting, Sacramento

June

June 7-12, 2003

Special Libraries Association (SLA) Annual Conference, New York City

June 19-25, 2003

American Library Association (ALA) Annual Conference, Toronto, Canada

July

July 12-16, 2003

American Association of Law Libraries (AALL), Annual Conference, Seattle

August

August 20-21, 2003

Library of California board meeting, Sacramento

October

October 22-26, 2003

American Association of School Librarians (AASL)
National Conference, Kansas City, Missouri

November

November 15-17, 2003

California Library Association (CLA) Annual Conference, Ontario

November 18-19, 2003

Library of California board meeting, Ontario

CONNECTION

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Articles for inclusion in a
future issue of the
Connection are welcomed.
Please submit articles or
suggestions to the *Connection*
editor, Sarah Dalton.



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