

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Monday, December 22, 2003

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call      6:33      Administrative Assistant
2. Adoption of Agenda      *Clarke and Betty / Lee*

*all but Susan*

*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

*Dinner served 6:30*

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

*see/ Piled*

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

**CLOSED SESSION**

5. Closed Session to Discuss a Personnel Matter

*to read,*

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

**REPORTS**

6. Board President Report

*- Nothing,*

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

7. Trustee Reports

*Richard - Friend mead - great job  
Betty - 1<sup>st</sup> yr anniversary - Harry Hoke  
Dinner served 6:30  
reiter*

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

8. Library Director's Report

*Appoint - Carol Grant  
10 hr - Kateri  
10 hr - Gordon*

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

9. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 10 – 13)

*Pargy/Gue*

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

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

12. Current Claims and Payroll (Approve)

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

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

FINANCIAL REPORTS (Items 14 - 18)

*Pargy/Gue*

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

**GENERAL CONSENT CALENDAR** (Items 19 - ~~35~~<sup>31</sup>)

*File (1/11/04)*

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 - ~~35~~<sup>31</sup> may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

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

**CONTINUING BUSINESS**

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

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

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

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

*fine/both*

*Pass - fine*

**NEW BUSINESS**

34. Election of Board Officers:

*Incumbents are indicated in parentheses.*

President (*Shkoler*)

Secretary (*Escobosa*)

Presentation: Library Director

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

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

*Incumbents are indicated in parentheses.*

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

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

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

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

Presentation: Library Board President

*Orin / Selva*

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

Presentation: Library Board President

Recommendation: Set the regular meeting date and time for 2004

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

Presentation: Manager of Public Services

Recommendation: No Action Recommended

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

Presentation: Library Director Minter

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

39. (This Item Number is not in use)

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

**STAFF REPORTS** (Items 41 – 46)

*Items 41 – 46 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

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

**ADJOURNMENT**

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

A Worksession for review of Personnel Policies is scheduled for Tuesday, January 13, 2004 at 10:00 A.M.

48. Review of Action Items.

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

49. Adjourn

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

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

Donna Siloti





# PLACENTIA LIBRARY BOARD CALENDAR

December 2003 - November 2004

Dec 2003						
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## December

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

## January

- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 13 10:00 AM Library Board Worksession on Personnel Handbook
- 14 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 23 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## March

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

## April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 18 5:01 PM National Library Week through Apr 25
- 19 7:00 PM Friends Annual Meeting
- 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## May

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

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# PLACENTIA LIBRARY BOARD CALENDAR

December 2003 - November 2004

Dec 2003

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## May

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

## June

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

## July

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

## August

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

## September

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

## October

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

## November

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Aug 2004

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Sep 2004

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Oct 2004

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Nov 2004

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**AGENDA**

**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

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

Start Time: 6:34

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

1. Roll Call Administrative Assistant

2. Adoption of Agenda

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

Presentation: Library Director  
Recommendation: Adopt by Motion

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

M: W  
S: De All

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

None

**CLOSED SESSION**

5. Closed Session to Discuss a Personnel Matter

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

Start Time: \_\_\_\_\_

End Time: 8:14

**REPORTS**

6. Board President Report

None

7. Trustee Reports

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

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, it is noted that the records should be kept up-to-date and organized in a logical manner. This helps in identifying trends and anomalies over time. The document also mentions that regular audits are essential to ensure the integrity of the information.

Furthermore, the text highlights the need for clear communication between all parties involved. This includes providing detailed explanations for any discrepancies and ensuring that all stakeholders are kept informed of the current status.

The second part of the document focuses on the implementation of internal controls. It describes various measures that can be put in place to minimize the risk of errors and fraud. These include segregation of duties, regular reconciliations, and the use of automated systems where possible.

It is also stressed that training and awareness are key to the success of any internal control system. All employees should be educated on the importance of these controls and their role in maintaining them. The document provides examples of best practices and offers guidance on how to tailor these to the specific needs of the organization.

Finally, the text concludes by stating that a strong internal control system is not only a means of risk management but also a tool for improving operational efficiency. By ensuring that resources are used effectively and that all activities are properly documented, organizations can achieve their goals more successfully.

8. Library Director's Report  
Jillian fell in NYC, on medical leave. Caroline Gurkewitz assigned FT Children's. Katie FT (10 hrs), Barbara Phillips (10 hrs)

9. Friends of Placentia Library Board of Directors Report  
None

CLAIMS (Items 10 - 13)

Presentation: Library Director M: D  
Recommendation: Approve by Motion S: W All

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

No Nonstandard Claims were processed during this report period.

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

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

12. Current Claims and Payroll (Approve)

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

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

FINANCIAL REPORTS (Items 14 - 18)

Presentation: Library Director M: D  
Recommendation: Approve by Motion S: W All

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

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

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

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

2. The second part of the document outlines the specific procedures and protocols that must be followed to ensure that all records are properly maintained and updated. This includes details on how data should be collected, stored, and reviewed.

3. The third part of the document provides a detailed overview of the various systems and tools that are used to manage and analyze the data. It describes how these tools are integrated into the organization's workflow to facilitate efficient data management.



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

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

GENERAL CONSENT CALENDAR (Items 19 – 33)

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

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

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

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

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

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

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

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

MITD  
S: E All

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

28. Poet Laureate Report. (Receive & File)

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

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

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

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

CONTINUING BUSINESS

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

M:

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

S:

NO news from State except #24. Special District continue be voted.

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

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

M: W
S: E All

Motion to adopt Resolution 03-10

M: D \$: A
S: W E: A
De: A
D: A
W: D

NEW BUSINESS

- 34. Election of Board Officers:

Incumbents are indicated in parentheses.

E = Nom; S to continue

President (Shkoler) Shkoler - yes

Secretary (Escobosa) E = Nom De, decline

De = Nom E, accept

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

Unanimous Ballot for Pres/sec
M = D
S = W

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

Incumbents are indicated in parentheses.

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

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

Escobosa accepts

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

same time as ISDOC

Wood declines. Escobosa accepts

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

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for a systematic approach to data collection and the importance of using reliable and valid measurement instruments. The document also discusses the challenges associated with data collection and analysis, such as missing data and measurement error, and provides strategies to address these issues.

3. The third part of the document focuses on the interpretation and reporting of research findings. It discusses the importance of providing a clear and concise summary of the results, as well as the need to discuss the implications of the findings for practice and policy. The document also emphasizes the importance of being transparent about the limitations of the study and the potential for bias.

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

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

Dinsmore/Shkoler  
Presentation: Library Board President

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

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

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

M: E All  
S: De

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

Presentation: Manager of Public Services  
Recommendation: No Action Recommended

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

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

M:  
S:

Postpone for further discussion. January Agenda.

39. (This Item Number is not in use)

Approve Shkoler

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

M: De All  
S: D

Shkoler will let know tomorrow

STAFF REPORTS (Items 41 - 46)

41. Program Committee Report for November 2003 (Roberts)

M: D  
S: W All

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

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

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

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

**ADJOURNMENT**

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

Review Meeting Room Fee Waiver

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

Add Closed Session to Jan Agenda

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

End Time: 7:26

Closed session: ended 8:14  
8:15





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

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 24, 2003 at 6:33 P.M.
- ROLL CALL**
- Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio, Peggy Dinsmore, and Gaeten Wood; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, President of Friends of Placentia Library Eleanore Rankin, and Administrative Assistant Donna Siloti.
- ADOPTION OF AGENDA**
- Trustee Escobosa requested that Agenda Item 39 be tabled for further study. President Shkoler requested that Agenda Item 5 be moved to after Agenda Item 46.
- It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Agenda as amended.
- AYES:** Shkoler, Escobosa, DeVecchio, Dinsmore, Wood  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None
- MINUTES**
- It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the Minutes of the October 20, 2003 Regular Meeting.
- AYES:** Shkoler, Escobosa, DeVecchio, Dinsmore, Wood  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None
- ORAL COMMUNICATIONS**
- No members of the public requested to address the Board.
- PRESIDENT'S REPORT**
- President Shkoler did not address the Board.
- TRUSTEE REPORTS**
- Trustee DeVecchio reported that he attended the CSDA Legal Forum and found it to be very valuable. He also reported that he met with the Placentia Library Foundation Board of Directors on November 13.
- Trustee Wood reported that she had recently observed the Literacy program and was impressed by the number of people involved and Literacy Coordinator Jim Roberts' leadership.

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

Trustee Dinsmore did not address the Board.

**LIBRARY  
DIRECTOR'S  
REPORT**

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

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

**FRIENDS OF  
PLACENTIA  
LIBRARY REPORT**

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

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

**PLACENTIA  
LIBRARY  
FOUNDATION  
REPORT**

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

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

**CLAIMS**

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

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

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

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

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

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

**FINANCIAL  
REPORTS**

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

Financial Reports for October 2003

Official General Ledger & Check Registers for October 2003

Acquisitions Report for October 2003

Collection Agency Report for October 2003

Gifts Report for October 2003

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

**GENERAL CONSENT  
CALENDAR**

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

Building Maintenance Report for October 2003.

Personnel Report for October 2003

Volunteer Report for October 2003

Circulation Report for October 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Poet Laureate Report.

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

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

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

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

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

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

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

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

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

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

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

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

**LEGISLATIVE  
ISSUES**

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

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

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

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

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

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

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

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

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

**REVIEW OF ITEMS  
IN BOARD AGENDA  
BOOK**

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

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

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

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

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

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

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

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

**REVIEW OF  
LIBRARY BOARD  
MINUTE  
SIGNATURE POLICY**

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

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

**STAFF REPORTS**

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

Program Committee Report for October 2003.

Children's Services Report for October 2003.

Placentia Library Literacy Services Report for October 2003.

Placentia Library Web Site Report for October 2003.

Publicity Materials produced for October 2003.

Safety Committee Minutes for October 2003.

AYES: Shkoler, Escobosa, DeVecchio, Dinmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

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

**CLOSED SESSION**

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

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

**DECEMBER  
MEETING**

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

**ADJOURNMENT**

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

\_\_\_\_\_  
Betty Escobosa  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees







## MINUTES NOVEMBER 3, 2003

### FRIENDS OF PLACENTIA BOARD MEETING

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

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

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

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

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

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

**Library Reports:**

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

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

No report from Richard DeVecchio

Next meeting: January 5, 2004

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
December 22, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti



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

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

Prepared by Donna Siloti

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

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

12-4-03

APPROVED CLAIMS

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

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

12-4-03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	12/1/03-1/1/04		0300	00		68.25		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N16112		2700	01		75.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-11021		1300	01		6,500.00		
N26565 Day & Nite Door Service Inc. 370 E. Orangethorpe Ave. Placentia, CA 92870	OC-37696		1400	00		166.00		
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NY 08034-0550	152030		1800	00		92.26		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0350		1900	00		612.50		
(need vendor no.) American Library Association Membership/Customer Service 50 E. Huron St. Chicago, IL 60611	Membership- Silberfarb		1600	08		100.00		

The claims listed above (totaling \$7,614.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

7,614.01


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A.C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	December 2003		0300	00		175.29		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	081739		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3728		1900	00		42.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	11/24/03		2800	00		337.93		
N03660A Elizabeth D. Minter 539 Gardenia Avenue. Placentia, CA 92870-4705	11/29/03-12/2/03		2700	01		36.00		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	375095		2100	00		154.09		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	December 03		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	11/30/03		1900	00		111.00		

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

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

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

  
APPROVED BY

COUNTERSIGNED BY

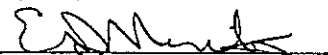
ATTESTED AND/OR COUNTERSIGNED BY

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

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

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

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

APPROVED CLAIMS

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

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT

Current Claims and Payroll

December 22, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4532	18,484.23
	4533	1,523.89
	4534	33,177.85
	4535	4,416.57
	4536	12,781.08
TOTAL CURRENT CLAIMS		<u>\$70,383.62</u>
PAYROLL	4537	30,603.80
	4538	30,603.80
		<u>\$61,207.60</u>
<b>TOTAL</b>		<b><u><u>\$131,591.22</u></u></b>

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
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55997		1800	00		1,712.25		
			1800	08		570.75		
						2,283.00		
	55998		2800	00		3,284.05		
			1400	00		4,188.69		
						7,472.74		
					9,755.74			
N01917A Library Video Company P.O. Box 580 Wynnewood, PA 19096-0580	W00407730001		2400	02		395.51		
			2400	02		239.70		
			2400	02		119.85		
						755.06		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1851427		2400	05		518.93		
	1864459		2400	05		291.36		
	1868529		2400	05		38.79		
	1875835		2400	05		167.23		
						1,016.31		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3875		1900	00		42.00		
N03769D County of Orange P.O. Box 567 Santa Ana, CA 92702	219927		1900	00		6,103.00		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5510953P		2400	05		97.84		
	5527725P		2400	05		236.19		
	5543150P		2400	05		122.84		
						456.87		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	442891		1800	00		355.25		

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

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
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36754		0700	05		215.50		
	N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	H542912 H542913 H553122 H553123	2400 2400 2400 2400	01 01 01 01		23.33 23.38 436.13 37.92		
						<b>520.76</b>		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	2CM89853		2400	01		-35.32		
	86204402		2400	01		16.47		
	86204403		2400	01		17.30		
	86204404		2400	01		16.95		
	86281348		2400	01		26.47		
	86296617		2400	01		67.80		
	86296618		2400	01		34.31		
	86296619		2400	01		28.21		
	86296620		2400	01		18.05		
	86296621		2400	01		17.46		
	86296622		2400	01		20.63		
	86296623		2400	01		18.23		
	86296624		2400	01		32.81		
	86296625		2400	01		22.50		
	86296626		2400	01		15.65		
	86296627		2400	01		13.43		
	86296628		2400	01		58.44		
	86296629		2400	01		27.44		
	86296630		2400	01		16.02		
	86339794		2400	01		34.82		
86339795		2400	01		17.90			
86339796		2400	01		18.64			
86339797		2400	01		16.93			
86339798		2400	01		29.62			
86390600		2400	01		15.75			
86390601		2400	01		16.14			
86390602		2400	01		16.55			
86419799		2400	01		72.33			
86419800		2400	01		81.96			
86419801		2400	01		34.14			
						<b>787.63</b>		

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

1,523.89

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

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

APPROVED CLAIMS

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

The claims listed above (totaling \$33,177.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

33,177.85



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

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

APPROVED CLAIMS

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

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,416.57

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	134237		2400	05		44.92		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	01/01/04-02/01/04		0300	00		5,061.30		
N28353 Donna Siloti c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/16/03-11/3/03		2700	01		13.68		
	11/4/03-12/10/03		2700	01		22.90		
						36.58		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	7348		1300	00		50.00		
	7349		1300	00		16.67		
	7350		1300	00		16.67		
	7351		1300	00		16.67		
						100.01		
N28656 Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	November 2003		1900	00		6,009.72		
(need vendor #) Protective Life Insurance Company P.O. Box 11407 Birmingham, AL 35246-0030	PL0684929		0300	00		651.95		
(need vendor #) Reserve Account (Pitney Bowes) P.O. Box 856056 Louisville, KY 40285-6056	12/22/03		1803	00		550.00		
(need vendor #) Thomas T. Beeler, Publisher P.O. Box 310 Rollinsford, NH 03869-0310	76026		2400	01		198.30		
	76609		2400	01		128.30		
						326.60		

The claims listed above (totaling \$12,781.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

12,781.08

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/22/03  
REPORT NO 4537

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

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

APPROVED CLAIMS

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

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/22/03  
REPORT NO 4538

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

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

APPROVED CLAIMS

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

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

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

30,603.80

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**BACKGROUND:**

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

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

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

**RECOMMENDATION:**

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



Placentia Library District  
 FY2003-2004 General Fund Cash Flow

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

Placentia Library District  
 FY2003-2004 General Fund Cash Flow

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



Placentia Library District  
 FY2003-2004 General Fund Cash Flow

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



Placentia Library District  
 Property Tax Apportionments  
 Fiscal Year 2003-2004

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



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

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

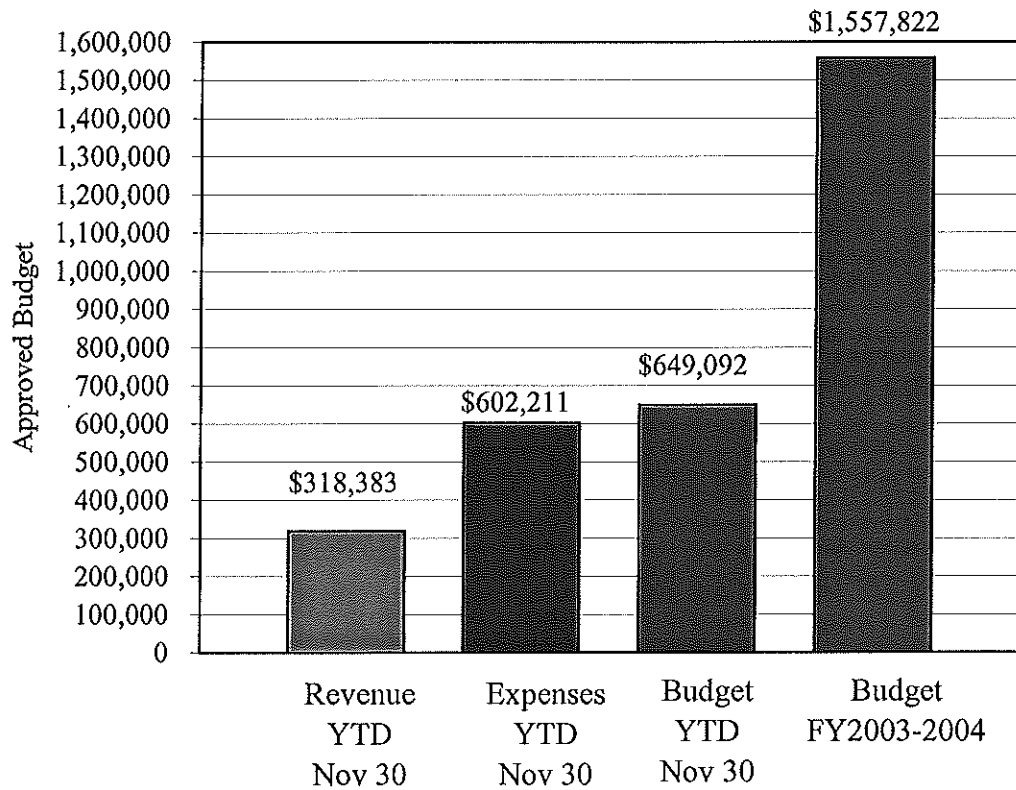
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82
28-Feb-03	118,273.90	10,004.57	109,870.14	466,653.34	9,762.30	714,564.25	247,910.91
31-Mar-03	118,435.92	10,018.28	110,020.65	477,099.56	9,775.67	725,350.08	248,250.52
30-Apr-03	118,579.99	10,030.47	110,154.49	550,760.45	9,787.56	799,312.96	248,552.51
31-May-03	118,720.13	10,042.33	160,284.68	629,234.54	9,799.12	928,080.80	298,846.26
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2003 - 2004

### General Fund Cash Flow







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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	128,455.44	117,606.94	128,455.44	117,606.94	11.19%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teceter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	<b>TOTAL PROP. TAXES - CURRENT SECURED</b>	<b>1,170,022</b>	<b>128,455.44</b>	<b>117,546.01</b>	<b>128,455.44</b>	<b>117,606.94</b>	<b>10.98%</b>
6220	<b>PROP. TAXES - CURRENT UNSECURED</b>	<b>57,500</b>	<b>52,712.49</b>	<b>51,180.37</b>	<b>0.00</b>	<b>0.00</b>	<b>91.67%</b>
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teceter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	<b>TOTAL PROP. TAXES - PRIOR SECURED</b>	<b>27,500</b>	<b>30,907.80</b>	<b>28,991.27</b>	<b>0.00</b>	<b>0.00</b>	<b>112.39%</b>
6240	<b>TOTAL PROP. TAXES PRIOR UNSECURED</b>	<b>750</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
6250	<b>TAXES - SPECIAL DISTRICT AUGMENTATION</b>	<b>8,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
6260	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
6280-00	Property taxes current supplemental	40,000	17,605.23	5,697.30	3,187.20	2,178.84	44.01%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	<b>TOTAL PROP. TAXES SUPPLEMENTAL - CURREN</b>	<b>40,000</b>	<b>21,718.91</b>	<b>5,697.30</b>	<b>3,187.20</b>	<b>2,178.84</b>	<b>54.30%</b>
6300	<b>PROP. TAXES SUPPLEMENTAL - PRIOR</b>	<b>1,300</b>	<b>1,567.37</b>	<b>1,363.50</b>	<b>0.00</b>	<b>0.00</b>	<b>120.57%</b>
6540	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL TAXES</b>	<b>1,305,072</b>	<b>235,562.01</b>	<b>204,778.45</b>	<b>131,642.64</b>	<b>119,785.78</b>	<b>18.03%</b>

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

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

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 NOV 2003	FY2002-2003 NOV 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	307,354.38	282,000.00	54,946.82	51,528.00	44.25%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	23,663.44	21,537.00	4,349.64	3,942.00	24.11%
	Health & Life Insurance/Blue Shield CA	51,886.00	12,142.38	13,984.80	(987.66)	3,420.33	23.40%
	Long Term Disability/CNA	3,300.00	1,266.51	1,042.56	0.00	0.00	38.38%
	Life Insurance/Fortis & Protective Life	1,405.00	664.45	301.20	113.75	0.00	47.29%
	Vision Service Plan/VSP	2,682.00	986.55	839.22	197.31	188.77	36.78%
	Dental/Ameritas	7,597.00	3,891.70	2,208.70	588.50	516.00	51.23%
0300	Total Employee Insurance	66,870.00	18,951.59	18,376.48	(88.10)	4,125.10	28.34%
0310	Unemployment Insurance	0.00	0.00	394.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	9,683.00	2,733.00	7,501.00	0.00	96.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	359,652.41	325,040.48	66,709.36	59,595.10	41.36%
0700-00	Communications - Telephone	1,750.00	331.24	846.42	7.24	154.41	18.93%
0700-01	Communications - Modem/Fax	7,600.00	4,272.44	2,988.60	691.95	779.04	56.22%
0700-02	Communications - Internet/Database	800.00	0.00	449.97	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	862.00	862.00	0.00	215.50	31.93%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	749.85	311.61	32.93	158.91	49.99%
	Total Communications	14,350.00	6,215.53	5,458.60	732.12	1,307.86	43.31%
0900-00	Food - General Fund	350.00	198.36	68.06	37.86	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	44.12	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	298.27	28.69	0.00	0.00	
	Total Food	500.00	540.75	96.75	37.86	0.00	108.15%
1000-00	Household Expense	4,250.00	1,164.02	1,482.41	0.00	0.00	27.39%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	0.00	0.00	101.09%

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

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

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

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

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

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

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

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

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

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



**Placentia Library District**  
**Balance Sheet**  
 As of November 30, 2003

12/16/03

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

Placentia Library District  
 Profit & Loss by Class  
 November 2003

12/16/03

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

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

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

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

12/16/03

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

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

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

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

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

9:24 AM  
 12/16/03

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

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

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

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

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 12/16/03*



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

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

*2003.8  
12/16/03*

## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 11/30/2003

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

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

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

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12/16/03

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

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

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

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

*Ed Hunt  
12/16/03*

9:31 AM  
12/16/03

## Placentia Library District Reconciliation Detail

Agenda Item 15  
Literacy Fund Savings  
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Literacy Fund - Savings, Period Ending 11/30/2003

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

*Edwin  
12/16/03*

9:47 AM  
 12/16/03

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

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

**Placentia Library District  
Reconciliation Detail**

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

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



9:47 AM  
12/16/03

# Placentia Library District Reconciliation Detail

Agenda Item 15  
Payroll Fund Checking-WF  
Page 17 of 17

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

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 1 item</b>						
Deposit	12/12/2003				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total New Transactions					-28,856.94	-28,856.94
<b>Ending Balance</b>					<b>4,259.48</b>	<b>30,449.42</b>

*231116  
12/16/03*



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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	985.68	63	0.00	0	985.68	63	195.60	8	1,181.28	71
Adult Circulating Non-Fiction	759.40	43	0.00	0	759.40	43	619.39	30	1,378.79	73
Adult Reference	590.48	10	0.00	0	590.48	10	32.95	2	643.43	12
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	1,500.64	4	0.00	0	1,500.64	4	0.00	0	1,500.64	4
Total Adult Non-Fiction	2,850.52	57	0.00	0	2,850.52	57	672.34	32	3,522.86	89
TOTAL ADULT PRINT MATERIALS	3,836.20	120	0.00	0	3,836.20	120	867.94	40	4,704.14	160
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	904.77	14	0.00	0	904.77	14	0.00	0	904.77	14
Total Adult Audio	904.77	14	0.00	0	904.77	14	0.00	0	904.77	14
Adult Video Educational	1,717.76	34	0.00	0	1,717.76	34	110.00	8	1,827.76	42
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	585.00	32	585.00	32
Total Adult Video	1,717.76	34	0.00	0	1,717.76	34	695.00	40	2,412.76	74
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	2,622.53	48	0.00	0	2,622.53	48	695.00	40	3,317.53	88
TOTAL ADULT MATERIALS	6,458.73	168	0.00	0	6,458.73	168	1,562.94	80	8,021.67	248
Juvenile Fiction	1,128.91	66	0.00	0	1,128.91	66	117.90	10	1,246.81	76
Juvenile Circulating Non-Fiction	811.73	46	0.00	0	811.73	46	23.95	2	835.68	48
Juvenile Reference	10.00	1	0.00	0	10.00	1	0.00	0	10.00	1
Juvenile Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	821.73	47	0.00	0	821.73	47	23.95	2	845.68	49
TOTAL JUVENILE PRINT MATERIALS	1,950.64	113	0.00	0	1,950.64	113	141.85	12	2,092.49	125
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	97.84	3	0.00	0	97.84	3	0.00	0	97.84	3
Total Juvenile Audio	97.84	3	0.00	0	97.84	3	0.00	0	97.84	3
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	67.00	5	67.00	5
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	125.00	10	125.00	10
Total Juvenile Video	0.00	0	0.00	0	0.00	0	192.00	15	192.00	15
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	97.84	3	0.00	0	97.84	3	192.00	15	289.84	18
TOTAL JUVENILE MATERIALS	2,048.48	116	0.00	0	2,048.48	116	333.85	27	2,382.33	143
Total Fiction	2,114.59	129	0.00	0	2,114.59	129	313.50	18	2,428.09	147
Total Non-Fiction	3,672.25	104	0.00	0	3,672.25	104	696.29	34	4,368.54	138
Total Audio	1,002.61	17	0.00	0	1,002.61	17	0.00	0	1,002.61	17
Total Video	1,717.76	34	0.00	0	1,717.76	34	887.00	55	2,604.76	89
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	8,507.21	284	0.00	0	8,507.21	284	1,896.79	107	10,404.00	391

OUTSTANDING ORDERS AS OF NOVEMBER 30, 2003

General Fund Amount	\$21,303.91
Adopt-A-Book Amount	\$5,582.29
TOTAL Amount	\$24,886.20

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,963.42	133	111	5,165.70	342	310	7,129.12	475	421	\$30.98	38	38	7,960.10	513	459
Adult Circulating Non-Fiction	1,853.59	102	97	7,102.89	326	314	8,956.48	428	411	2,957.89	129	123	11,914.37	557	534
Adult Reference	8,496.09	31	14	2,267.05	33	29	10,763.14	64	43	\$27.75	15	14	11,290.89	79	57
Adult Print Continuities	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuities	13,773.19	9	9	0.00	0	0	13,773.19	9	9	0.00	0	0	13,773.19	9	9
Total Adult Non-Fiction	24,431.46	152	130	9,369.94	359	343	33,801.40	511	473	3,485.64	144	137	37,287.04	655	610
TOTAL ADULT PRINT MATERIALS	26,394.88	285	285	14,535.64	701	653	40,930.52	986	894	4,316.62	182	175	45,247.14	1,168	1,069
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	2,696.83	39	39	2,733.72	49	42	5,430.55	88	81	24.95	1	1	5,455.50	89	82
Total Adult Audio	2,696.83	39	39	2,733.72	49	42	5,430.55	88	81	24.95	1	1	5,455.50	89	82
Adult Video Educational	1,717.76	34	30	1,692.16	118	65	3,409.92	152	95	185.00	13	13	3,594.92	165	108
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	755.00	40	40	1,308.90	79	63
Total Adult Video	1,717.76	34	30	2,246.06	157	88	3,963.82	191	118	940.00	53	53	4,903.82	244	171
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	4,414.59	73	69	4,979.78	206	130	9,394.37	279	199	964.95	54	54	10,359.32	333	253
TOTAL ADULT MATERIALS	30,809.47	358	354	19,515.42	907	783	50,324.89	1,265	1,093	5,281.57	236	229	55,606.46	1,501	1,322
Juvenile Fiction	1,227.15	74	72	299.37	18	18	1,526.52	92	90	\$68.37	58	57	2,094.89	150	147
Juvenile Circulating Non-Fiction	811.73	46	46	338.43	20	20	1,150.16	66	66	213.67	17	13	1,363.83	83	79
Juvenile Reference	10.00	1	1	239.16	4	4	249.16	5	5	0.00	0	0	249.16	5	5
Juvenile Print Continuities	278.05	2	1	285.87	2	2	563.92	4	3	0.00	0	0	563.92	4	3
Juvenile Electronic Continuities	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	1,498.78	50	49	863.46	26	26	2,362.34	76	75	213.67	17	13	2,575.91	93	88
TOTAL JUVENILE PRINT MATERIALS	2,725.93	124	121	1,162.83	44	44	3,888.76	168	165	782.04	75	70	4,670.80	243	235
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	230.21	5	5	1,417.57	36	33	1,647.78	41	38	0.00	0	0	1,647.78	41	38
Total Juvenile Audio	230.21	5	5	1,432.57	37	34	1,662.78	42	39	0.00	0	0	1,662.78	42	39
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	577.00	42	41	577.00	42	41
Juvenile Video Entertainment	0.00	0	0	39.33	1	1	39.33	1	1	655.00	50	49	694.33	51	50
Total Juvenile Video	0.00	0	0	39.33	1	1	39.33	1	1	1,232.00	92	90	1,271.33	93	91
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	230.21	5	5	1,471.90	38	35	1,702.11	43	40	1,232.00	92	90	2,934.11	135	130
TOTAL JUVENILE MATERIALS	2,956.14	129	126	2,654.73	82	79	5,590.87	211	205	2,014.04	167	160	7,604.91	378	365
Total Fiction	3,190.57	207	183	5,465.07	360	328	8,655.64	567	511	1,399.35	96	95	10,054.99	663	606
Total Non-Fiction	25,930.24	202	179	10,233.40	385	369	36,163.64	587	548	3,699.31	161	150	39,862.95	748	698
Total Audio	2,927.04	44	44	4,166.29	86	76	7,093.33	130	120	24.95	1	1	7,118.28	131	121
Total Video	1,717.76	34	30	2,283.39	158	89	4,003.15	192	119	2,172.00	145	143	6,175.15	337	262
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	33,765.61	487	436	22,150.15	989	862	55,915.76	1,476	1,298	7,295.61	403	389	63,211.37	1,879	1,687

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

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

**UNIQUE MANAGEMENT SERVICES, INC.**

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

SUMMARY STATUS REPORT

PAGE: 128

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

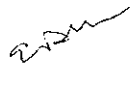
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 11/30/2003

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



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

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

**ADOPT A BOOK DONATIONS**

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

**TOTAL ADOPT A BOOK DONATIONS:** \$1,610.01

**BOOK ENDOWMENT FUND**

Friends of Placentia Library

**TOTAL BOOK ENDOWMENT FUND** \$226.26

**GENERAL FUND DONATIONS**

**TOTAL GENERAL FUND DONATIONS:** \$0.00

**TOTAL ALL DONATIONS** \$1,836.27

Prepared By: Donna Siloti





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

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

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

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

**Exterminator:** No service calls in November.

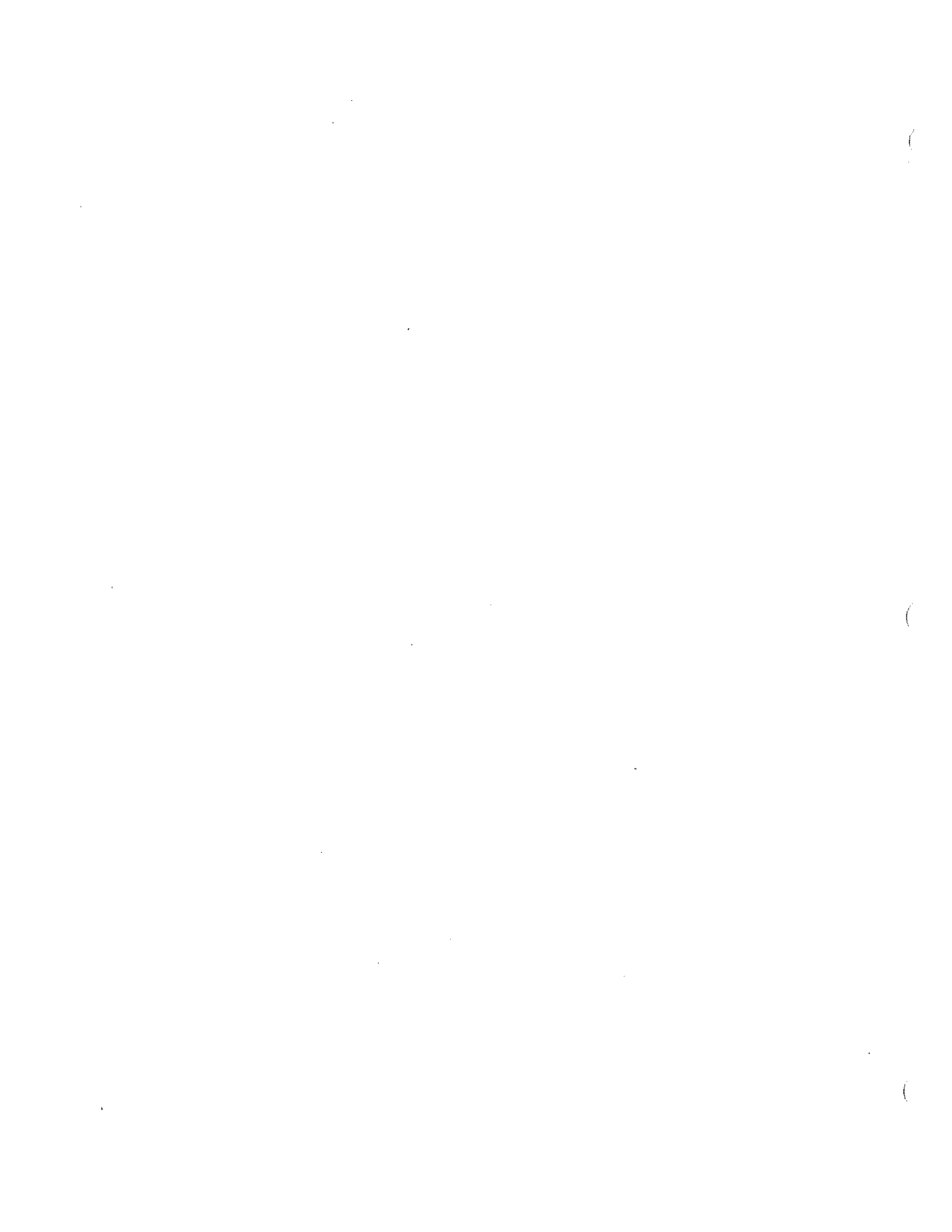
**General Contractor:** 11/14/03 – Install two bulletin boards in Literacy  
11/17/03 – Brace book shelves in History Room Workroom  
11/19/03 – Lower corner roof drain and install drain at low spot in roof

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

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

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

Prepared by: Donna Siloti



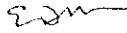
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**RESIGNATIONS:**

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

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Donna Siloti



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

SUBJECT: Volunteer Report for Month of November 2003

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

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

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

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

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

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

	Regular/Temp. Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00		564.00	586.00	504.00	
January	387.25	356.50	425.00		797.00	586.00	504.00	
February	376.75	359.75	492.00		617.00	600.00	534.00	
March	377.25	399.00	340.00		622.50	600.00	767.00	
April	457.25	299.75	533.25		656.00	600.00	502.00	
May	393.00	371.50	355.50		1,204.50	588.00	500.00	
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>		<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	
	4905.00	7191.10	5256.75		8,712.00	7777.50	9380.00	

## CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

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

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

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

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

*Total not correct*

29,512

*not correct*

1.30%

*June*

272

654

29



PLACENTIA INVOICES

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

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

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

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

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

# LOCAL Action Alert!

**DON'T LET UP!**

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

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

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

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

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

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

- ✓ Using the attached talking points as a guide, please call your State Senator and Assembly Member TODAY and urge them to immediately pass one of the VLF backfill bills (SBX5 1, ABX5 7, and/or ABX5 3). **Full Funding of the VLF Backfill Must Be Part of the Deal.** It would be irresponsible for the Legislature and Governor to solve the state's fiscal crisis and leave the VLF backfill even partially unfunded. REAL local services are at stake.
  
- ✓ Please call your Senator and Assembly member in their local district office AND their Sacramento office. Numbers for both can be found by typing in your address at the following link: <http://congress.org/congressorg/officials/state/?lvl=C&state=ca>.

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

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



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

CSDA Alliance Legislative Information

## CSDA Weekly Legislative Update for November 26, 2003

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

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

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

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

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

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

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

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

### The Local Taxpayers and Public Safety Protection Act of 2004

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

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

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

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

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

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

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

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

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

#### **Directors/Staff Home Addresses and Emails Needed**

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

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

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

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

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

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

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

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

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

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

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

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

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

**\*\*This update is brought to you exclusively as a CSDA member benefit\*\*  
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From: "Jeri Takeda" <jtakeda@mcls.org>  
 To: "'MCLS/SLS/SSCLS Directors'" <mclshq@mcls.org>,  
 ...snip... "scurzon" <susan.curzon@csun.edu>  
 Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,  
 ...snip... "palger" <palger@mcls.org>  
 Subject: FW: [CALIX:1632] NEWS FROM THE CAPITOL

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

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

>With

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

>

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

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

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

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

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

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

>

>

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

>

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

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

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

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

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

>the  
>Governor's Budget is released in January.  
>  
>NOTE: SOME PROBLEMS OCCURRED WHEN THIS WAS SENT TO CALIX YESTERDAY.  
>PLEASE  
>EXCUSE DUPLICATE POSTING.  
>  
>  
>  
>-----calix-+  
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>  
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>the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body  
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