

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

April 21, 2003

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

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

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

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

11. Current Claims and Payroll (Approve)

Claims 4425, 4426, 4427 and 4430 for a subtotal for Claims of \$8,749.98; and Payrolls 4428 for \$28,648.14 and 4429 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$66,046.26.

12. FY2002-2003 Cash Flow Analysis through April 21, 2003. (Receive & File)

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 18 – 30)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 30 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

18. Building Maintenance Report for March 2003 (Receive & File)
19. Personnel Report for March 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for March 2003 (Receive & File)
21. Circulation Report for March 2003 (Receive & File)

22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on April 3, 2003. (Receive & File)
27. Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002. (Receive & File)
28. Orange County Local Area Formation Commission (LAFCO) Proposed Budget for Fiscal Year 2003-2004. The fee for Placentia Library District will remain at \$1,000.00. (Receive & File)
29. Grant application from the Placentia Library Foundation to the Coca Cola Foundation for \$25,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004. (Receive & File)
30. Letter of Inquiry from the Placentia Library Foundation to Public Welfare Foundation for \$50,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004. (Receive & File)

CONTINUING BUSINESS

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

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

32. Review revised Items from Placentia Library District Policy Manual Sections 1000 (General) and 4000 (Board of Trustees); adopt as first reading Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and review Section 2000 (Personnel).

Presentation: Library Director
Recommendation: Review Items 1040, 1050, 4010, 4075, 4080, 4085 and 4090 as revised; and
Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and
Review Section 2000; and
Select sections for review at the May 19, 2003 Library Board Meeting.

33. Review of Proposed Work Plan and Designation of Poet Laureate for Placentia Library District

Presentation: Manager of Public Services
Recommendation: Receive & file proposed work plan; and

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

NEW BUSINESS

34. Proposed Loan Agreement between the City of Placentia and the Placentia Library District for the Placentia Civic Center Improvement Project in 2001.

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

35. Property Insurance Coverage

Presentation: Library Director
Recommendation: Ratify the transfer of property insurance coverage for the Library from the Placentia Civic Center Authority to the Special District Risk Management Authority (SDRMA) effective April 8, 2003.

36. June Meeting Date for the Library Board of Trustees

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

37. Establish Schedule for the Strategic Planning Process for the Placentia Library District Board of Trustees

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

38. Proposal for Story Hour Room Remodeling

Presentation: Library Director
Recommendation:

39. This item was removed from the Agenda.

STAFF REPORTS (Items 40 - 45)

Items 40 – 45 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.

40. Program Committee Report for March 2003 (Roberts)

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

CLOSED SESSION

46. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT

47. Agenda Preparation for the May Regular Meeting, which will be held on Monday, May 19, 2003 at 6:30 P.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 April 21, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, April 16, 2003.

Donna Siloti

Placentia Library Board Calendar

April 2003 - March 2004

Apr 2003						
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April

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

May

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

June

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

July

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

August

- 25 6:30 PM Library Board Meeting

September

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

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Placentia Library Board Calendar

April 2003 - March 2004

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September

25 7:15 AM Placentia Chamber of Commerce Breakfast

October

6 7:00 PM Friends Board Meeting, Shkoler

11 9:00 AM Heritage Parade

20 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

November

3 7:00 PM Friends Board Meeting, Escobosa

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

11 Library Closed for Veterans Day

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

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

24 6:30 PM Library Board Meeting

27 Library Closed for Thanksgiving

December

1 7:00 PM Friends Board Meeting, Braun

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

22 6:30 PM Library Board Meeting

January

5 7:00 PM Friends Board Meeting, Wood

9 American Library Association Midwinter Meeting, through Jan 14

17 5:30 PM Chamber Mixer

20 6:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

February

2 7:00 PM Friends Board Meeting, Dinsmore

17 6:30 PM Library Board Meeting

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

26 7:15 AM Placentia Chamber of Commerce Breakfast

March

1 7:00 PM Friends Board Meeting, Shkoler

Oct 2003						
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Letter
Resignation
Brawn

Mtn, Urgency Items occurred, declare item needing attention Mtn: W Sec: E All
Add to Agenda to mend Under include Mtn: W Sec: E All

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
April 21, 2003
6:30 P.M.
Library Conference Room

Start Time: 6:34

1. Roll Call Administrative Assistant

S
E
W

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

Mtn: W
Sec: E All

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

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E
Sec: W All

4. Oral Communications

5. Board President Report - Betty & Al CSDA leg Days - not a lot of significant activity. Doncher not in for PLF Fund. Friends Annual Mtg did usual good job. Thank Friends for doing fine job. FFL Program - 5/3/28. Highly recommend going. Guest storyteller. put schedule in Board Book. would like to know of community outreach programs. Graduation of Spanish Literacy. Al accepted cert last Tuesday. Get word out - Ch 53? Can we do ourselves? waiting to hear rather than go through City.

6. Trustee Reports

Betty - reported on her trip to Sacramento. Enjoyed meetings with elected reps.

Gae - attached SD R M Sainnal. Dennis Timoney. Insurance/sexual harassment. Encourage Participation.

7. Library Director Report

- Chamber mixer - last week. Supervisor - Chris Norby came, as did Bruce Whitaker on Chris' staff spent time in History Room.
- Hosted staff Breakfast - Annah's Shower @ House of Pancakes
- Graduation
- New Library Cards. less expensive than old ones. Logo designed by David Moyle. Patrons have choice of card, can pay for duplicate or \$2. Place on back for parent to sign for child.

8. Friends of Placentia Library Board of Directors Report —

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: E All

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

No Nonstandard Claims were processed during this report period.

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

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

11. Current Claims and Payroll (Approve)

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12. FY2002-2003 Cash Flow Analysis through April 21, 2003. (Receive & File)

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: E All

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

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

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

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

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

GENERAL CONSENT CALENDAR (Items 18 - 30)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: E All

18. Building Maintenance Report for March 2003 (Receive & File)
19. Personnel Report for March 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for March 2003 (Receive & File)
21. Circulation Report for March 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on April 3, 2003. (Receive & File)
27. Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002. (Receive & File)
28. Orange County Local Area Formation Commission (LAFCO) Proposed Budget for Fiscal Year 2003-2004. The fee for Placentia Library District will remain at \$1,000.00. (Receive & File)
29. Grant application from the Placentia Library Foundation to the Coca Cola Foundation for \$25,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004. (Receive & File)
30. Letter of Inquiry from the Placentia Library Foundation to Public Welfare Foundation for \$50,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004. (Receive & File)

CONTINUING BUSINESS

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

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

Board of Trustees

April 21, 2003, 2:13 PM

EDM 4/1 attended. mtg w/ Lib Dir. from OR, LA, Van City discussed. Pub Lib Fund, Trans Based Reimb. 23k / qtr. 44 + Dir con CA Lib Fund. watching Focus on Trans Based Reimb. will need to discuss in future Relationship w/ Fullerton (pulled out of State Lib System) working on cooperation plan.

- 32. Review revised Items from Placentia Library District Policy Manual Sections 1000 (General) and 4000 (Board of Trustees); adopt as first reading Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and review Section 2000 (Personnel).

Mtn: W
Sec: E All

Presentation: Library Director
Recommendation: Review Items 1040, 1050, 4010, 4075, 4080, 4085 and 4090 as revised; and

Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and Review Section 2000; and

Select sections for review at the May 19, 2003 Library Board Meeting.

5010 - corr. 5020, 1 (not public to board). 5060.1.2 90 days for types.
1060 taken out. Accept revised. Replace "shall" w/ "will".
Benefit Committee - there 3, give notice. Comp time? Sick leave pay off?
2130 - on next time -> July

- 33. Review of Proposed Work Plan and Designation of Poet Laureate for Placentia Library District

Mtn: EW
Sec: E All

Presentation: Manager of Public Services
Recommendation: Receive & file proposed work plan; and

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

Join net w/ Meredith. List of proposed activities, working w/ program committee. Program committee will bring back details.
Betty suggest Teacher from PUCSD on committee.
Term to begin July 1 for 1 year.

NEW BUSINESS

- 34. Proposed Loan Agreement between the City of Placentia and the Placentia Library District for the Placentia Civic Center Improvement Project in 2001.

Mtn: W AN
Sec: E

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

Civic Center Authority
\$230K
250K w/ const. fund
now \$259

Mtn to per city as outline in attachment based upon approval of P.S!

- 35. Property Insurance Coverage

Presentation: Library Director
Recommendation: Ratify the transfer of property insurance coverage for the Library from the

Mtn: W
Sec: E All

Ant - st lib office for cost of lib in o.c.

Placentia Civic Center Authority to the Special District Risk Management Authority (SDRMA) effective April 8, 2003.

Al - May 13 ~~vacation~~
EDM

36. June Meeting Date for the Library Board of Trustees

Mtn:

Presentation: Library Director

Sec:

Recommendation: Action to be determined by the Library Board of Trustees. May 12, June 30

37. Establish Schedule for the Strategic Planning Process for the Placentia Library District Board of Trustees

Mtn:

Presentation: Library Director

Sec:

Recommendation: Action to be determined by the Library Board of Trustees. Bring back in August.

EDM suggests: Al Gorkar - project for city.

38. Proposal for Story Hour Room Remodeling

Mtn: E

Presentation: Library Director

Sec: W

All

Recommendation: Remove steps, level floor. Ask friends to sponsor. Resignation - Braun

39. This item was removed from the agenda. Replacement of Trustee. See 4018.2. App Form in Admin. Ad outside in paper. EDM letter to Norby, giving heads up. Gift for Braun - gifts of Books. All calls ask EDM dinner write letter. Rec file w/ regret.

STAFF REPORTS (Items 40 - 45)

40. Program Committee Report for March 2003 (Roberts)

Mtn: W

41. Children's Services Report for March 2003 (Smith)

Sec: E

All

42. Placentia Library Literacy Services Report for March 2003 (Roberts)

43. Placentia Library Web Site Report for March 2003 (Roberts)

44. Publicity Materials Produced in March 2003. (Rakos)

Mtn: W

45. Safety Committee Minutes for March 2003 (Matas)

Sec: E

All

CLOSED SESSION 8:30

46. Closed Session to Discuss a Personnel Matter

ADJOURNMENT

47. Agenda Preparation for the May Regular Meeting, which will be held on Monday, May 19, 2003 at 6:30 P.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

End Time: 9:45 pm

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

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 24, 2003 at 6:35 P.M.

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

Members Absent: Secretary Geoff Braun

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts; Friends of Placentia Library Representative Camille Himes; and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA It was moved by Trustee Wood, seconded by Trustee Escobosa to adopt the Agenda as printed.

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

MINUTES It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the Minutes of the February 24, 2003 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler reported that he attended the CALTAC Workshop in Glendora on March 8. State Librarian Kevin Starr spoke. All the Trustees attended a workshop March 20th on Strategic Planning conducted by Susan Berk. President Shkoler and Trustee Escobosa will attend the CSDA Government Affairs Conference in Sacramento on April 1st. They will set up appointments to meet Assemblywoman Daucher and Senator Margett.

TRUSTEE REPORTS Trustee Dinsmore reported she attended the CALTAC Workshop.

Trustee Escobosa commented that she enjoyed the Strategic Planning Workshop and felt Susan Berk did an excellent job.

Trustee Wood said she appreciated both the Strategic Planning Workshop on March 20th and the morning session dealing with Creating a Positive Work Environment.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that the Library is hosting the Placentia Chamber of Commerce Mixer on April 16th from 5:30PM to 7:00PM. She invited the Trustees to attend.

Library Director Minter also reported that the City of Placentia has sent the Library a contract for the Civic Center Restoration Improvements. Library Director Minter reported that she will have an attorney to review the contract. Library Director Minter will have a report for next month's Board Meeting.

She also reported that she will be attending a MCLS meeting on April 1st for all the library directors from Los Angeles, Orange and Ventura Counties. The State Budget and strategies for dealing with the proposed cuts to Transaction Based Reimbursements will be discussed.

**FRIENDS OF
PLACENTIA
LIBRARY**

Camille Himes from the Friends of Placentia Library reminded the Board that the Friends Annual Meeting will be on April 7. She invited all the Trustees to attend. She also announced that the Friends and Foundation newsletter was mailed out March 24.

CLAIMS

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

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

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

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

FY2002-2003 Cash Flow Analysis through March 24, 2003.

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

**FINANCIAL
REPORTS**

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

Financial Reports for February 2003

Official General Ledger & Check Registers for February 2003

Acquisitions Report for February 2003

Collection Agency Report for February 2003

Gifts Report for February 2003

AYES: Shkoler, Dinsmore, Escobosa, Wood

NOES: None

ABSTAIN: None

ABSENT: Braun

**GENERAL CONSENT
CALENDAR**

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

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

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

Volunteer Report for February 2003 (Receive & File)

Circulation Report for February 2003 (Receive & File)

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

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

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

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

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on February 10-12, 2003. (Receive & File)

Library of California Board Actions for February 19, 2003. (Receive & File)

Special Districts Financial Transactions Report for Placentia Library District as submitted to the State Controller's Office by Munson, Cronick & Associates on March 3, 2003. (Receive & File)

Notification from the State Library of California of the Public Library

Fund Allocations for Fiscal Yea 2002-2003. (Receive & File)

Letter from City of Placentia Freedom Corps Chair Ryan Kenny dated February 21, 2003. (Receive & File)

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there is no news from the Legislature yet on the State Budget. She said that so far the proposed cuts have not impacted the District budget. She also reported that the Library received \$46,000 from the Public Library Fund (PLF), twice the amount expected for this year. Next year, she is projecting that the Library will receive from \$0 to \$25,000 from PLF. She mentioned that the LOCAL Rally in Sacramento will be held on May 14-16. She encouraged the Board members to make visits to the local offices of our Legislators.

**REVIEW OF DRAFT
POLICY MANUAL**

Sections 1000 (General), 4000 (Board of Trustees), and 5000 (Board Meetings) were reviewed by the Board members. Library Director Minter will prepare the requested revisions and have them for review at next month's meeting. The Board will also review Section 2000 (Personnel) at next month's meeting.

**ORANGE COUNTY
COUNCIL OF
GOVERNMENTS**

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Library Board President to send a letter to the Orange County Council of Governments (OCCOG) petitioning for membership for Placentia Library District.

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Library Board President to sign the Joint Powers Agreement after the District's request for membership is approved by the OCCOG Board of Directors.

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

**DESIGNATION OF
POET LAUREATE**

The Board discussed whether Meredith Karen Laskow would be appointed as Placentia Library District's Poet Laureate. It was decided that Public Services Manager Jim Roberts would write a description of what the Poet Laureate would do and present it at next month's board meeting.

**TRAVEL/TRAINING
AUTHORIZATION**

Library Director Minter reported that Special District Risk Management Authority was sponsoring Claims Education Day on Tuesday, April 15. She said that she would be attending along with Administrative Assistant Donna Siloti. Trustee Wood said she would also attend.

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve Agenda Items 36-41.

Program Committee Report for February 2003.

Children's Services Report for February 2003.

Placentia Library Literacy Services Report for February 2003.

Placentia Library Web Site Report for February 2003.

Publicity Materials produced for February 2003.

Safety Committee Minutes for February 2003.

AYES: Shkoler, Dinsmore, Escobosa, Wood

NOES: None

ABSTAIN: None

ABSENT: Braun

**APRIL
MEETING**

The April Regular Library Board Meeting will be held on Monday, April 21, 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 March 24, 2003 adjourned at 8:30 P.M.

CLOSED SESSION

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

The Closed Session ended at 9:40 P.M.

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

Geoff Braun
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
April 21, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 April 21, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	March 27, 2003	4420	10,219.56
	March 27, 2003	4421	4,377.21
	April 3, 2003	4422	2,793.87
	April 3, 2003	4423	1,381.24
	April 13, 2003	4424	3,466.23
TOTAL BY LIBRARY DIRECTOR			<u>\$ 22,238.11</u>

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/27/03
REPORT NO 4420

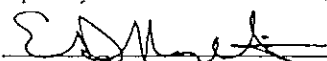
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	2/20/03-03/21/03		2800	00		728.64		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	April 2003		0300	00		208.32		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	2/20/03-3/19/03		2800	00		121.45		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	714-528-8236 3/16/03		0700	01		119.51		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	086581		1800	00		103.82		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	4/1/03-5/1/03		0300	00		265.17		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	3/1/03-3/31/03		0300	00		600.50		
	4/1/03-4/30/03		0300	00		600.50		
						1,201.00		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	23-4552		2200	00		7,471.65		

The claims listed above (totaling \$10,219.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/27/03
REPORT NO 4421

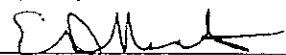
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1471873		1800	09		158.02		
	1472574		1800	09		90.29		
	1474009		1800	09		117.47		
						365.78		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	4/1/03-5/1/03		0300	00		122.50		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22325		1400	00		50.00		
(new vendor) Susan Berk 4234 Noeline Ave. Encino, CA 91436 SSN 569-52-5918	3/19/03		1900	00		3,500.00	2	
(new vendor) C2 Reprographics 2393 N. Tustin Ave. Orange, CA 92865	32934		1800	00		110.98		
N06622 Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-382286		1800	09		77.95		
(new vendor) Leslie Perry 2349 Glenrose Altadena, CA 91001 SSN 379-34-3100	3-24/03		1900	09		150.00		

The claims listed above (totaling \$4,377.21) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/03/03
REPORT NO 4422

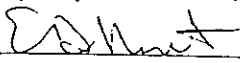
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	070583		1800	00		27.50		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-04-359		1400	00		108.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2644		1900	00		32.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	372291		1800	00		758.22		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	095751		1800	00		59.40		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	April 2003		1900	00		35.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	03/21/03		1800	00		597.28		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	3416644		1800	08		1,176.47		

The claims listed above (totaling \$2,793.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/03/03
REPORT NO 4423

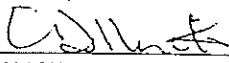
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Cat	Doc Number
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030327		1900	00		256.60		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320321		0700	02		135.00		
			1800	00		286.95		
			2700	02		290.00		
						711.95		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	2/24/03-3/27/03		2700	07		16.56		
			2700	07		3.96		
						20.52		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1189437 714-223-1698		0700	01		342.41		
	T1193221 714-524-8408		0700	08		49.76		
						392.17		

The claims listed above (totaling \$1,381.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/13/03
REPORT NO 4424

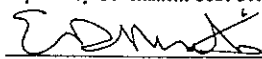
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062776		1400	00		1,100.00	2	
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N14523		2700	01		75.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	04-04-03		1900	08		207.96	2	
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	3/14/03, 3/21/03, 3/28/03		1900	08		300.00	2	
N27783 John C. Drew dba Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614 SSN: 559-25-9817	20		1900	07		1,400.00	2	
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	203104		1400	00		105.75		
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21462734		1300	00		277.52		

The claims listed above (totaling \$3466.23) 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
April 21, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4425	4,867.88
	4426	1,252.29
	4427	1,779.90
	4430	849.91
TOTAL CURRENT CLAIMS		<u>\$8,749.98</u>
PAYROLL	4428	28,648.14
	4429	28,648.14
		<u>\$57,296.28</u>
	TOTAL	<u><u>\$66,046.26</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55542		0700	00		7.17		
			1400	00		2,295.52		
						2,302.69		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1643733		2400	05		371.03		
	1644411		2400	05		459.81		
	1660291		2400	05		1,102.59		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U949966		2400	01		23.76		
						1,933.43		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36087		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83121446		2400	01		17.90		
	83121447		2400	01		16.70		
	83121448		2400	01		18.19		
	83121449		2400	01		18.20		
	83129102		2400	01		35.97		
	83129103		2400	01		16.69		
	83129104		2400	01		16.55		
	83129105		2400	01		67.49		
	83129106		2400	01		48.82		
	83129107		2400	01		135.99		
						392.50		

The claims listed above (totaling \$4,867.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/21/03
REPORT NO 4426

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83129108		2400	01		45.84		
	83129109		2400	01		16.71		
	83129110		2400	01		61.82		
	83129111		2400	01		19.99		
	83129112		2400	01		11.19		
	83129113		2400	01		15.64		
	83129114		2400	01		15.87		
	83129115		2400	01		16.63		
	83129116		2400	01		15.20		
						218.89		
N24062 Evergreen Publishing & Stationery 760 West Garvey Ave. Monterey Park, CA 91754	15947		2400	01		768.36		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1471872		2400	01		25.95		
	1472573		2400	01		29.59		
	1474007		2400	01		116.31		
						171.85		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1231641 714-528-1906		0700	00		69.04		
	T1231656 714-528-8236		0700	01		14.07		
						83.11		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	3/19/03-3/26/03		2700	09		4.32		
	3/27/03-4/10/03		2700	09		5.76		
						10.08		

The claims listed above (totaling \$1,252.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/21/03
REPORT NO 4427

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
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856 (new vendor) Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124 (new vendor) International Code Council 5360 Workman Mill Road Whittier, CA 90601-2298	04/21/03		1803	00		600.00		
	030307		2400	01		72.36		
	030317		2400	01		172.80		
	030324		2400	01		108.00		
						353.16		
	O-66647550		2400	01		826.74		

The claims listed above (totaling \$1,779.90) 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
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	3/18/03-4/21/03		0900	00		242.32		
			1800	00		12.07		
			1800	08		105.74		
			1803	00		28.02		
			1803	07		74.00		
			2400	01		80.68		
			2700	01		10.00		
			2700	02		297.08		
						849.91		

The claims listed above (totaling \$849.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/21/03
REPORT NO 4428

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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Obj/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	5/15/03 Pay period # 23 May 2, 2003 May 15, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, May 15, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

Placentia Library District
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/	Sub Obj/ 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	5/29/03 Pay period # 24 May 16, 2003 May 29, 2003		0100	00		26,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, May 29, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: April 21, 2003

BACKGROUND:

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

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

I am recommending that no funds be transferred at this time. The next fund transfer will be in May.

RECOMMENDATION:

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/16/03	4409	General by Library Director		3,328.25	203,226.84
03/16/03	4410	General by Library Director		18,799.03	184,427.81
03/20/03		Property Taxes Secured #6	71,054.05	177.64	255,304.22
03/20/03		State Library Public Library Foundation Fund	46,377.00		301,681.22
03/20/03		State Library California Literacy Campaign	24,725.00		326,406.22
03/20/03		Library Passport Revenue, Mar	5,021.00		331,427.22
03/20/03		Supplemental 7th Actual	2,266.11		333,693.33
03/20/03		Library Revenue, Mar	824.50		334,517.83
03/20/03		Interest GF Savings	9.09		334,526.92
03/24/03	1142	General		4,140.11	330,386.81
03/24/03	4411	General		18,395.09	311,991.72
03/24/03	4413	General		974.56	311,017.16
03/24/03	4414	General		6,268.44	304,748.72
03/24/03	4415	General		1,415.93	303,332.79
03/24/03	4416	General		1,622.64	301,710.15
03/24/03	4418	General		1,653.48	300,056.67
03/24/03	4418	Payroll to wire April 17, 2003		28,648.14	271,408.53
03/24/03	4419	Payroll to wire May 1, 2003		28,648.14	242,760.39
03/26/03		Interest Feb	648.15	46.98	243,361.56
03/27/03	4420	General by Library Director		10,219.56	233,142.00
03/27/03	4421	General by Library Director		4,377.21	228,764.79
04/03/03	4422	General by Library Director		2,793.87	225,970.92
04/03/03	4423	General by Library Director		1,381.24	224,589.68
04/13/03		General by Library Director		3,466.23	221,123.45
04/21/03		General		4,867.88	216,255.57
04/21/03		General		1,252.29	215,003.28
04/21/03		General		1,779.90	213,223.38
04/21/03		General		849.91	212,373.47
04/21/03		Payroll to wire May 15, 2003		28,648.14	183,725.33
04/21/03		Payroll to wire May 29, 2003		28,648.14	155,077.19

Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)

April 21, 2003

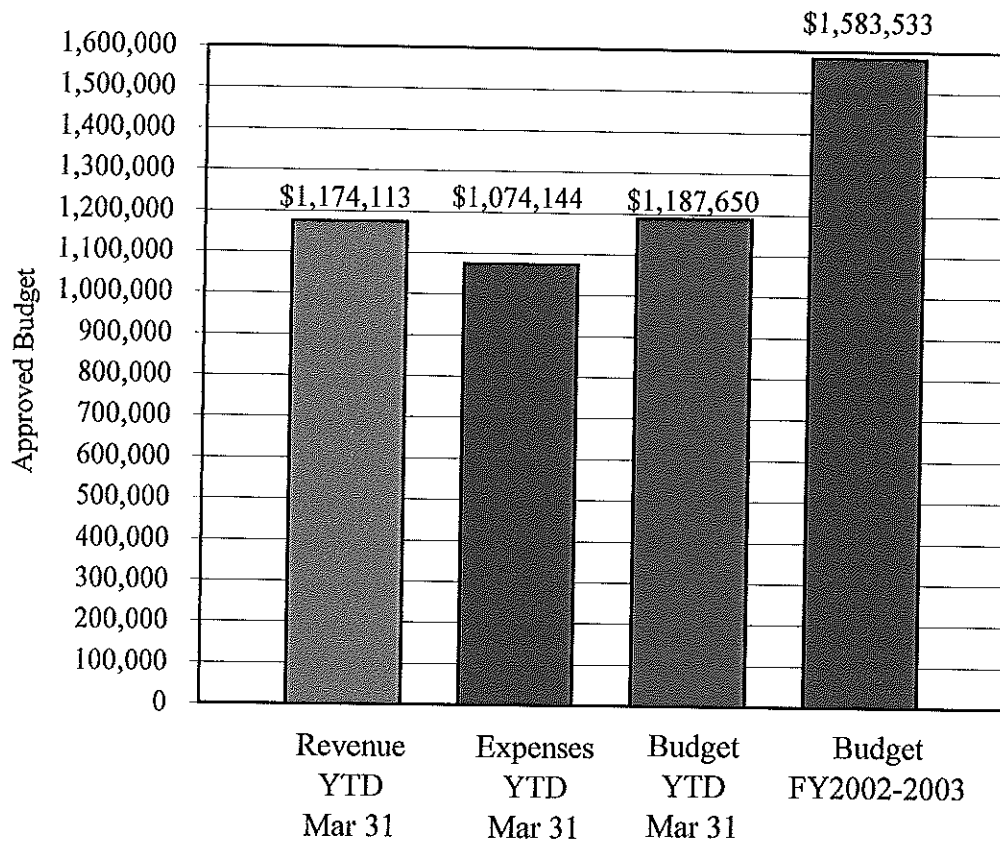
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04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

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	681,800.97	629,663.30	71,054.05	63,533.63	63.78%
6210-01	Public Utility	25,000	11,127.47	13,196.15	0.00	0.00	44.51%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	692,867.51	656,735.86	71,054.05	63,533.63	62.59%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	54,527.97	53,874.62	0.00	0.00	99.14%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	3,915.00	4,640.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	27,885.04	28,216.30	2,266.11	3,536.46	79.67%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	27,885.04	29,963.12	2,266.11	3,536.46	79.67%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	809,550.29	758,547.91	73,320.16	67,070.09	66.38%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	4,862.82	5,596.21	657.24	736.51	22.10%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	4,862.82	5,596.21	657.24	736.51	22.10%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	8,169.27	8,050.52	0.00	0.00	51.70%
6970-00	State - ILL & Direct Loan Reimbursement	0	11,875.98	7,253.25	3,776.54	2,253.69	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	46,377.00	77,328.00	46,377.00	77,328.00	185.51%
6970-02	State - CA Literacy Campaign	20,000	24,725.00	19,593.00	24,725.00	19,593.00	123.63%
6970-03	State - Family Literacy	16,000	6,030.00	10,000.00	0.00	5,000.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	11,676.00	5,000.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	241,363.98	119,174.25	74,878.54	104,174.69	165.09%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	22,612.60	20,705.77	2,109.31	2,408.09	75.38%
7670-01	Local Revenue -- Passport	150,000	84,553.66	42,318.30	14,111.30	7,896.35	56.37%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	0	3,000.00	0.00	2,000.00	0.00	
	TOTAL LOCAL REVENUE	180,000	110,166.26	63,024.07	18,220.61	10,304.44	61.20%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	74.53	0.00	74.53	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	1,174,112.62	954,467.49	167,076.55	182,360.26	74.15%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	502,533.10	475,178.00	53,224.60	50,124.00	72.63%
0200	Retirement (Social Security & Pension Contribution)	98,103	79,798.17	80,697.14	4,071.68	3,798.00	81.34%
	Health & Life Insurance/Blue Shield CA	48,584	30,150.07	26,913.68	5,046.18	3,870.69	62.06%
	Long Term Disability/CNA	3,903	2,347.23	2,107.94	270.47	246.05	60.15%
	Life Insurance/Fortis & Protective Life	2,194	871.50	1,377.65	80.30	0.00	39.73%
	Vision Service Plan/VSP	2,886	1,650.48	2,074.88	208.32	233.36	57.19%
	Dental/Ameritas	6,918	3,924.40	4,747.90	0.00	623.60	56.73%
0300	Total Employee Insurance	64,484	38,943.68	37,222.05	5,605.27	4,973.70	60.39%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	4,335.00	11,209.00	1,208.00	2,733.00	38.36%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	626,003.95	604,306.19	64,109.55	61,628.70	72.30%
0700-00	Communications - Telephone	4,000	1,195.63	2,711.06	144.87	166.80	29.89%
0700-01	Communications - Modem/Fax	6,000	4,987.83	4,765.30	1,092.28	601.93	83.13%
0700-02	Communications - Internet/Database	2,500	559.77	932.28	54.90	34.95	22.39%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,508.50	1,363.93	646.50	215.50	55.87%
0700-07	Communications - ELLI Grant	250	250.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	1,066.87	275.87	92.88	33.47	213.37%
	Total Communications	15,950	9,568.60	10,048.44	2,031.43	1,052.65	59.99%
0900-00	Food - General Fund	100	84.26	0.00	16.20	0.00	
0900-07	Food - ELLI Grant	500	56.98	0.00	56.98	0.00	
0900-08	Food - Adult Literacy	0	85.21	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	0.00	0.00	
	Total Food	600	295.08	0.00	73.18	0.00	49.18%
1000-00	Household Expense	5,000	2,599.32	18,570.81	35.10	0.00	51.99%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	2,195.01	1,991.00	67.52	0.00	48.78%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	11,304.37	7,657.60	0.00	2,797.60	98.30%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	5,365.95	0.00	5,365.95	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	13,734.01	15,014.55	67.52	8,163.55	78.48%
	HVAC	2,500	5,917.88	1,631.29	228.00	722.41	236.72%
	Carpet Cleaning	3,500	430.98	2,805.99	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	19,441.38	9,619.65	2,031.46	1,255.57	64.80%
	Plumbing	1,800	1,033.97	4,085.62	0.00	0.00	57.44%
	Electrical	1,500	1,442.49	313.19	0.00	0.00	96.17%
	Cleaning Service	13,700	9,900.00	9,750.00	1,100.00	1,100.00	72.26%
	Locksmith	200	1,307.54	286.69	0.00	86.78	653.77%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	5,273.07	2,652.26	3,084.25	2,197.74	105.46%
1400-00	Total Maintenance of Building & Grounds	58,200	44,747.31	31,144.69	6,443.71	5,362.50	76.89%
1600-00	Memberships - General Fund	3,750	1,813.00	2,368.50	195.00	25.00	48.35%
1600-07	Memberships - ELLI Grant	250	125.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	325.50	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,418.00	2,694.00	195.00	25.00	54.95%
1700-00	Miscellaneous Expense - General Fund	0	3,545.00	0.00	260.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	3,545.00	0.00	260.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
1800-00	Library Supplies	10,000	8,511.96	8,840.42	520.18	291.37	85.12%
	Printing	10,000	6,357.91	9,010.50	474.73	2,969.06	63.58%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	1,056.55	2,519.09	195.00	1,082.31	70.44%
	Paper	1,700	184.43	1,148.08	0.00	78.12	10.85%
	Drinking Water Service	325	247.50	182.00	27.50	0.00	76.15%
	Other Office Supplies	8,500	7,529.47	12,518.85	2,111.45	4,504.17	88.58%
	Total Office Supply Expense - General Fund	32,025	23,887.82	34,218.94	3,328.86	8,925.03	74.59%
1800-07	ELLI Grant Supply Expense	2,611	921.33	878.90	0.00	349.86	
1800-08	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	4,045.59	1,729.71	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	468.55	4,154.35	161.62	0.00	
	Total Adult Literacy Office Supply Expense	5,000	4,514.14	8,208.83	161.62	0.00	90.28%
1800-09	Supply Expense Families for Literacy	500	181.89	607.80	73.35	0.00	
	Total Office Expense	40,136	29,505.18	43,914.47	3,563.83	9,274.89	73.51%
1803-00	Postage Expense - General Fund	5,500	2,772.70	3,421.73	0.00	817.41	50.41%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	6.62	0.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	87.00	0.00	37.00	0.00	
	Total Postage Expense	5,600	2,909.70	3,964.20	37.00	817.41	51.96%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	315.00	280.00	35.00	0.00	75.00%
	Pension Contribution & Operating Expenses	7,500	5,126.63	2,271.42	0.00	0.00	68.36%
	Anaheim Consortium Automated Library System	31,000	30,169.74	25,218.60	0.00	25,218.60	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	383.71	339.39	52.00	37.71	76.13%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,376.20	6,335.06	46.98	35.76	81.06%
	Advertising (Including WEB Site)	2,000	1,805.02	0.00	677.50	0.00	90.25%
	Medical Exams	750	1,069.50	920.00	85.50	0.00	142.60%
	Collection Services - Accounts Receivable	2,500	1,504.22	1,674.96	314.68	149.99	60.17%
	Audit & Accounting Services	5,250	4,885.00	5,150.00	500.00	0.00	93.05%
	Payroll Preparation	3,250	2,633.61	2,348.09	262.05	224.10	81.03%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	11,851.87	27,190.64	2,904.70	7,850.00	67.72%
1900-00	Total Specialized Services - General Fund	87,774	67,120.50	71,728.16	4,878.41	33,496.16	76.47%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0	1,871.74	3,708.47	1,400.00	181.62	
1900-08	Specialized Services - Adult Literacy	9,500	6,583.61	1,785.00	1,378.62	180.00	69.30%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	183.69	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	1,941.70	1,741.83	177.64	158.83	16.18%
	Total Specialized Services	110,774	77,517.55	91,439.96	7,834.67	34,016.61	69.98%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	467.67	0.00	154.09	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	94,108.29	93,951.90	35,900.00	35,900.00	77.90%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	40,535.59	60,899.03	9,045.67	4,355.98	27.87%
2400-02	Special Department Expense - Video	0	337.98	242.12	337.98	0.00	
2400-03	Special Department Expense - Electronic	0	31,790.29	19,202.97	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	7,766.01	15,362.10	0.00	8,832.77	
2400-05	Special Department Expense - Audio	0	7,160.58	5,255.53	2,561.02	570.56	
2400-07	Special Department Expense - ELLI Grant	5,900	5,204.48	78.47	3,580.50	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	4,979.93	2,634.77	(600.00)	276.85	249.00%
2400-09	Special Department Expense - Families for Literacy	0	1,758.87	75.51	964.79	0.00	
	Total Special Department Expense	153,360	99,533.73	103,798.50	15,889.96	14,036.16	64.90%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,093.56	1,673.23	0.00	0.00	83.74%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	3,574.74	4,887.31	409.34	970.65	47.66%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	454.50	896.62	454.50	0.00	30.30%
2700-03	Transportation/Travel - Meetings, Board Local	500	561.00	704.52	162.00	0.00	112.20%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	895.36	954.06	501.68	500.94	102.54%
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	973.35	0.00	314.91	
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	209.22	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	14,500	8,813.73	10,287.06	1,527.52	1,786.50	60.78%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAR 2003	FY2001-2002 MAR 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	46,408.19	0.00	4,376.26	23.02%
	Gas	5,000	1,483.00	1,872.19	342.52	651.23	29.66%
	Water	3,750	2,527.52	2,823.54	226.80	311.89	67.40%
	Total Utilities	71,750	18,511.19	51,103.92	569.32	5,339.38	25.80%
	TOTAL SUPPLIES & SERVICES	625,726	416,026.46	481,212.04	74,582.33	115,774.65	66.49%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	0.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	23,541.55	4,414.76	18,121.26	0.00	117.71%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	26,267.56	4,414.76	18,121.26	0.00	125.08%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	26,729.81	4,414.76	18,121.26	0.00	127.28%
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	1,074,144.02	1,091,961.67	156,813.14	177,403.35	67.83%

04/10/03

Placentia Library District
Balance Sheet
 As of March 31, 2003

	<u>Mar 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	474.42
County Exempt - Savings	2,429.68
General Fund - Checking	4,364.13
General Fund - Savings	17,550.51
Literacy Fund - Savings	7,527.33
Payroll Checking - Wells Fargo	11,629.94
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>86,781.39</u>
Total Current Assets	<u>86,781.39</u>
TOTAL ASSETS	<u><u>86,781.39</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	1,820.05
Total Equity	<u>86,781.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>86,781.39</u></u>

Placentia Library District
 Profit & Loss by Class
 March 2003

4:10 PM
 04/10/03
 Accrual Basis

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	1.20	0.00	0.00	0.00	1.20
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	365.00	0.00	0.00	0.00	365.00
COE Passport Chk Reimbursement	4,358.65	0.00	0.00	0.00	4,358.65
GF Bankcard Deposit	0.00	121.90	0.00	0.00	121.90
GF Cash Register - Copy/Debit	0.00	214.25	0.00	0.00	214.25
GF Cash Register - Fines	0.00	1,539.80	0.00	0.00	1,539.80
GF Cash Register - Lost Items	0.00	77.20	0.00	0.00	77.20
GF Cash Register - Reserves	0.00	119.00	0.00	0.00	119.00
GF County Reimbursements	0.00	2,413.90	0.00	0.00	2,413.90
GF Interest	0.00	17.91	0.00	0.00	17.91
GF Miscellaneous Income	0.00	640.00	0.00	0.00	640.00
GF Non Government Grant	0.00	2,000.00	0.00	0.00	2,000.00
GF Passport Revenue	0.00	15,550.65	0.00	0.00	15,550.65
GF Return Check Fee	0.00	20.00	0.00	0.00	20.00
GF State Library Grants	0.00	30,755.00	0.00	0.00	30,755.00
GF State of CA Foundation Funds	0.00	46,377.00	0.00	0.00	46,377.00
LIT Interest Inc - Savings	0.00	0.00	3.83	0.00	3.83
PA Wire Transfer from County	0.00	0.00	0.00	57,296.28	57,296.28
Total Income	4,764.73	99,846.61	3.83	57,296.28	161,911.45
Expense					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Childn's Summer Rding Prgm	77.12	0.00	0.00	0.00	77.12
COE Children's Other	64.87	0.00	0.00	0.00	64.87
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Passport Expenses	4,758.65	0.00	0.00	0.00	4,758.65
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	242.32	0.00	0.00	242.32
GF Insurance	0.00	3,266.00	0.00	0.00	3,266.00
GF Library Materials (books)	0.00	80.68	0.00	0.00	80.68
GF Literacy	0.00	23.53	0.00	0.00	23.53
GF Office Expense	0.00	136.98	0.00	0.00	136.98
GF Postage	0.00	139.02	0.00	0.00	139.02
GF Printing	0.00	23.63	0.00	0.00	23.63
GF Refreshments	0.00	63.62	0.00	0.00	63.62
GF Transfers to County	0.00	93,108.24	0.00	0.00	93,108.24
GF Travel Staff	0.00	155.00	0.00	0.00	155.00
GF Travel Trustees	0.00	297.08	0.00	0.00	297.08
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,837.64	1,837.64
PA Employee 125 Co-Pay	0.00	0.00	0.00	888.02	888.02
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00

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04/10/03

Accrual Basis

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	15,665.25	15,665.25
PA Salaries	0.00	0.00	0.00	37,085.31	37,085.31
Total Expense	5,077.16	97,555.10	0.00	56,320.10	158,952.36
Net Income	-312.43	2,291.51	3.83	976.18	2,959.09

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,381.91	0.00	0.00	0.00	1,381.91
COE Friends Contributions	853.00	0.00	0.00	0.00	853.00
COE Interest	9.28	0.00	0.00	0.00	9.28
COE Life Insur Suplmt(EDM)	438.68	0.00	0.00	0.00	438.68
COE Meeting Room Income	2,920.00	0.00	0.00	0.00	2,920.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	34,037.70	0.00	0.00	0.00	34,037.70
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	29.50	0.00	0.00	0.00	29.50
GF Bankcard Deposit	0.00	121.90	0.00	0.00	121.90
GF Cash Register - Childrens	0.00	115.83	0.00	0.00	115.83
GF Cash Register - Copy/Debit	0.00	1,466.86	0.00	0.00	1,466.86
GF Cash Register - Fines	0.00	13,551.34	0.00	0.00	13,551.34
GF Cash Register - Lost Items	0.00	1,066.56	0.00	0.00	1,066.56
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	1,066.39	0.00	0.00	1,066.39
GF County Reimbursements	0.00	8,577.08	0.00	0.00	8,577.08
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	87.95	0.00	0.00	87.95
GF Miscellaneous Income	0.00	4,877.91	0.00	0.00	4,877.91
GF Non Government Grant	0.00	13,000.00	0.00	0.00	13,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	90,800.01	0.00	0.00	90,800.01
GF Return Check Fee	0.00	20.00	0.00	0.00	20.00
GF State Library Grants	0.00	179,141.00	0.00	0.00	179,141.00
GF State Library Reimbursements	0.00	11,875.98	0.00	0.00	11,875.98
GF State of CA Foundation Funds	0.00	46,435.15	0.00	0.00	46,435.15
GF Transfers from County	0.00	13,297.01	0.00	0.00	13,297.01
GF Typewriter Income	0.00	4.85	0.00	0.00	4.85
LIT Interest Inc - Savings	0.00	0.00	40.38	0.00	40.38
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	587.05	587.05
PA Interest Inc - Savings	0.00	0.00	0.00	12.61	12.61
PA Wire Transfer from County	0.00	0.00	0.00	546,645.60	546,645.60
PA Wire Transfer from Paychex	0.00	0.00	0.00	24,118.80	24,118.80
Total Income	44,950.87	386,637.74	40.38	571,364.06	1,002,993.05

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

04/13/03

Expense	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Bank fees	279.65	0.00	0.00	0.00	279.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Child's Summer Rdnng Prgm	2,811.12	0.00	0.00	0.00	2,811.12
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	422.17	0.00	0.00	0.00	422.17
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,458.41	0.00	0.00	0.00	1,458.41
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	311.04	0.00	0.00	0.00	311.04
COE Miscellaneous Expense	163.00	0.00	0.00	0.00	163.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	32,186.10	0.00	0.00	0.00	32,186.10
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	623.12	0.00	0.00	623.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	115.65	0.00	0.00	115.65
GF Bankcard Service Charge	0.00	135.00	0.00	0.00	135.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	1,307.66	0.00	0.00	1,307.66
GF Insurance	0.00	4,244.35	0.00	0.00	4,244.35
GF Library Materials (books)	0.00	80.68	0.00	0.00	80.68
GF Literacy	0.00	1,178.81	0.00	0.00	1,178.81
GF Miscellaneous	0.00	5,486.36	0.00	0.00	5,486.36
GF Office Expense	0.00	890.75	0.00	0.00	890.75
GF Postage	0.00	239.19	0.00	0.00	239.19
GF Printing	0.00	257.37	0.00	0.00	257.37
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Refreshments	0.00	63.62	0.00	0.00	63.62
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	351,034.65	0.00	0.00	351,034.65
GF Travel Staff	0.00	2,139.42	0.00	0.00	2,139.42
GF Travel Trustees	0.00	1,076.29	0.00	0.00	1,076.29
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	564.42	564.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	15,938.80	15,938.80
PA Employee 125 Co-Pay	0.00	0.00	0.00	7,076.10	7,076.10
PA Employee Life Insurance	0.00	0.00	0.00	398.80	398.80
PA Garnishment	0.00	0.00	0.00	7,056.00	7,056.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	161,324.94	161,324.94
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47

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

04/13/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Salaries	0.00	0.00	0.00	342,848.45	342,848.45
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	45,380.66	370,456.36	0.00	585,335.98	1,001,173.00
Net Income	-429.79	16,181.38	40.38	-13,971.92	1,820.05

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04/09/03

**Placentia Library District
 Reconciliation Detail
 County Exempt - Checking, Period Ending 03/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,092.36
Cleared Transactions						
Checks and Payments - 50 items						
Check	2/9/2003	4197	Passport Services	X	-95.00	-95.00
Check	2/10/2003	4198	Passport Services	X	-40.00	-135.00
Check	2/10/2003	4199	Passport Services	X	-55.00	-190.00
Check	2/23/2003	4220	Passport Services	X	-55.00	-245.00
Check	2/25/2003	4228	Passport Services	X	-128.65	-373.65
Check	2/25/2003	4227	Passport Services	X	-115.00	-488.65
Check	2/25/2003	4229	Passport Services	X	-128.65	-617.30
Check	2/26/2003	4230	Elisa Herrera-Thomas	X	-242.65	-859.95
Check	2/26/2003	4233	Passport Services	X	-55.00	-914.95
Check	2/26/2003	4231	Passport Services	X	-55.00	-969.95
Check	2/26/2003	4232	Passport Services	X	-55.00	-1,024.95
Check	2/27/2003	4235	Passport Services	X	-115.00	-1,139.95
Check	2/27/2003	4234	Passport Services	X	-115.00	-1,254.95
Check	3/1/2003	4236	Passport Services	X	-115.00	-1,369.95
Check	3/2/2003	4237	Passport Services	X	-115.00	-1,484.95
Check	3/4/2003	4238	Passport Services	X	-55.00	-1,539.95
Check	3/6/2003	4240	Passport Services	X	-165.00	-1,704.95
Check	3/6/2003	4241	Passport Services	X	-115.00	-1,819.95
Check	3/6/2003	4239	Passport Services	X	-120.00	-1,939.95
Check	3/8/2003	4245	Passport Services	X	-110.00	-2,049.95
Check	3/8/2003	4242	Passport Services	X	-80.00	-2,129.95
Check	3/8/2003	4244	Passport Services	X	-55.00	-2,184.95
Check	3/8/2003	4243	Passport Services	X	-40.00	-2,224.95
Check	3/9/2003	4246	Passport Services	X	-128.65	-2,353.60
Check	3/10/2003	4249	Passport Services	X	-115.00	-2,468.60
Check	3/10/2003	4247	Passport Services	X	-55.00	-2,523.60
Check	3/10/2003	4248	Passport Services	X	-55.00	-2,578.60
Check	3/11/2003	4251	Passport Services	X	-100.00	-2,678.60
Check	3/11/2003	4250	Passport Services	X	-115.00	-2,793.60
Check	3/12/2003	4253	Passport Services	X	-100.00	-2,893.60
Check	3/12/2003	4252	Passport Services	X	-55.00	-2,948.60
Check	3/12/2003	4255	Passport Services	X	-55.00	-3,003.60
Check	3/12/2003	4254	Passport Services	X	-55.00	-3,058.60
Check	3/13/2003	4257	Passport Services	X	-115.00	-3,173.60
Check	3/13/2003	4258	Passport Services	X	-115.00	-3,288.60
Check	3/13/2003	4259	Passport Services	X	-115.00	-3,403.60
Check	3/13/2003	4260	Passport Services	X	-55.00	-3,458.60
Check	3/13/2003	4256	Passport Services	X	-115.00	-3,573.60
Check	3/13/2003	4261	Passport Services	X	-40.00	-3,613.60
Check	3/15/2003	4263	Passport Services	X	-55.00	-3,668.60
Check	3/15/2003	4262	Passport Services	X	-40.00	-3,708.60
Check	3/17/2003	4268	Passport Services	X	-55.00	-3,763.60
Check	3/17/2003	4267	Passport Services	X	-55.00	-3,818.60
Check	3/17/2003	4265	Passport Services	X	-115.00	-3,933.60
Check	3/17/2003	4264	Passport Services	X	-55.00	-3,988.60
Check	3/17/2003	4266	Passport Services	X	-55.00	-4,043.60
Check	3/20/2003	4269	Passport Services	X	-40.00	-4,083.60
Check	3/22/2003	4270	Passport Services	X	-80.00	-4,163.60
Check	3/22/2003	4271	Passport Services	X	-135.00	-4,298.60
Check	3/31/2003			X	-11.00	-4,309.60
Total Checks and Payments					-4,309.60	-4,309.60

9:38 AM
 04/09/03

**Placentia Library District
 Reconciliation Detail
 County Exempt - Checking, Period Ending 03/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 20 Items						
Deposit	3/3/2003			X	115.00	115.00
Deposit	3/3/2003			X	115.00	230.00
Deposit	3/6/2003			X	150.00	380.00
Deposit	3/10/2003			X	110.00	490.00
Deposit	3/10/2003			X	70.00	560.00
Deposit	3/11/2003			X	923.65	1,483.65
Deposit	3/11/2003			X	55.00	1,538.65
Deposit	3/12/2003			X	200.00	1,738.65
Deposit	3/13/2003			X	85.00	1,823.65
Deposit	3/17/2003			X	325.00	2,148.65
Deposit	3/17/2003			X	500.00	2,648.65
Deposit	3/18/2003			X	55.00	2,703.65
Deposit	3/24/2003			X	215.00	2,918.65
Deposit	3/26/2003			X	115.00	3,033.65
Deposit	3/27/2003			X	125.00	3,158.65
Deposit	3/27/2003			X	500.00	3,658.65
Deposit	3/31/2003			X	500.00	4,158.65
Deposit	3/31/2003			X	225.00	4,383.65
Deposit	3/31/2003			X	55.00	4,438.65
Deposit	3/31/2003			X	110.00	4,548.65
Total Deposits and Credits					4,548.65	4,548.65
Total Cleared Transactions					239.05	239.05
Cleared Balance					239.05	2,331.41
Uncleared Transactions						
Checks and Payments - 19 Items						
Check	3/25/2003	4274	Passport Services		-115.00	-115.00
Check	3/25/2003	4273	Passport Services		-55.00	-170.00
Check	3/26/2003	4276	Passport Services		-115.00	-285.00
Check	3/26/2003	4275	Rhode Island Novelty		-77.12	-362.12
Check	3/27/2003	4283	Passport Services		-115.00	-477.12
Check	3/27/2003	4277	Passport Services		-110.00	-587.12
Check	3/27/2003	4278	Passport Services		-95.00	-682.12
Check	3/27/2003	4279	Passport Services		-55.00	-737.12
Check	3/27/2003	4280	Passport Services		-55.00	-792.12
Check	3/27/2003	4281	Passport Services		-55.00	-847.12
Check	3/27/2003	4282	Passport Services		-110.00	-957.12
Check	3/29/2003	4284	S & S Worldwide, Inc.		-64.87	-1,021.99
Check	3/29/2003	4289	Passport Services		-330.00	-1,351.99
Check	3/29/2003	4287	Passport Services		-115.00	-1,466.99
Check	3/29/2003	4286	Passport Services		-55.00	-1,521.99
Check	3/29/2003	4285	Passport Services		-55.00	-1,576.99
Check	3/29/2003	4288	Passport Services		-55.00	-1,631.99
Check	3/31/2003	4291	Passport Services		-115.00	-1,746.99
Check	3/31/2003	4290	Passport Services		-110.00	-1,856.99
Total Checks and Payments					-1,856.99	-1,856.99
Total Uncleared Transactions					-1,856.99	-1,856.99
Register Balance as of 03/31/2003					-1,617.94	474.42

9:38 AM
 04/09/03

**Placentia Library District
 Reconciliation Detail
 County Exempt - Checking, Period Ending 03/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 14 items						
Check	4/1/2003	4294	Passport Services		-40.00	-40.00
Check	4/1/2003	4293	Passport Services		-55.00	-95.00
Check	4/1/2003	4295	Passport Services		-55.00	-150.00
Check	4/1/2003	4292	Passport Services		-55.00	-205.00
Check	4/2/2003	4296	Passport Services		-135.00	-340.00
Check	4/3/2003	4298	Passport Services		-55.00	-395.00
Check	4/3/2003	4297	Passport Services		-40.00	-435.00
Check	4/5/2003	4299	Passport Services		-55.00	-490.00
Check	4/5/2003	4300	Passport Services		-55.00	-545.00
Check	4/5/2003	4301	Passport Services		-55.00	-600.00
Check	4/8/2003	4305	Passport Services		-40.00	-640.00
Check	4/8/2003	4304	Passport Services		-115.00	-755.00
Check	4/8/2003	4303	Passport Services		-55.00	-810.00
Check	4/8/2003	4302	Passport Services		-55.00	-865.00
Total Checks and Payments					-865.00	-865.00
Deposits and Credits - 5 items						
Deposit	4/1/2003				55.00	55.00
Deposit	4/1/2003				780.00	835.00
Deposit	4/2/2003				190.00	1,025.00
Deposit	4/3/2003				40.00	1,065.00
Deposit	4/7/2003				110.00	1,175.00
Total Deposits and Credits					1,175.00	1,175.00
Total New Transactions					310.00	310.00
Ending Balance					-1,307.94	784.42

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04/08/03

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 03/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,379.12
Cleared Transactions						
Checks and Payments - 2 Items						
Check	3/4/2003	1504	Greg's Carpet & Up...	X	-155.52	-155.52
Check	3/31/2003			X	-10.00	-165.52
Total Checks and Payments					-165.52	-165.52
Deposits and Credits - 7 Items						
Deposit	3/12/2003			X	19.94	19.94
Deposit	3/17/2003			X	30.00	49.94
Deposit	3/18/2003			X	75.00	124.94
Deposit	3/19/2003			X	40.00	164.94
Deposit	3/20/2003			X	30.00	194.94
Deposit	3/26/2003			X	19.94	214.88
Deposit	3/31/2003			X	1.20	216.08
Total Deposits and Credits					216.08	216.08
Total Cleared Transactions					50.56	50.56
Cleared Balance					50.56	2,429.68
Register Balance as of 03/31/2003					50.56	2,429.68
New Transactions						
Checks and Payments - 1 Item						
Check	4/3/2003	1505	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 1 item						
Deposit	4/3/2003				30.00	30.00
Total Deposits and Credits					30.00	30.00
Total New Transactions					-125.52	-125.52
Ending Balance					-74.96	2,304.16

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 04/09/03

**Placentia Library District
 Reconciliation Detail
 General Fund - Checking, Period Ending 03/26/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,493.09
Cleared Transactions						
Checks and Payments - 15 items						
Check	2/27/2003	4662	First Class Pizza	X	-100.00	-100.00
Check	3/6/2003	4663	Fry's Electronics	X	-19.99	-119.99
Check	3/10/2003	4664	Anaheim Public Libr...	X	-135.00	-254.99
Check	3/10/2003			X	-15.00	-269.99
Check	3/12/2003	4666	Ralph's	X	-63.62	-333.61
Check	3/13/2003	4668	Smart & Final	X	-38.36	-371.97
Check	3/16/2003	4670	Anna C. Irot	X	-37.00	-408.97
Check	3/16/2003	4669	Jillian Rakos	X	-10.00	-418.97
Check	3/16/2003	4671	Marie Schmidt	X	-23.63	-442.60
Check	3/17/2003	4672	Photo-Hall	X	-23.53	-466.13
Check	3/19/2003	4675	US Postmaster Pla...	X	-28.02	-494.15
Check	3/20/2003	4674	Quizno's	X	-154.90	-649.05
Check	3/24/2003	4678	Sam's Club	X	-66.56	-715.61
Check	3/24/2003	4677	US Postmaster Pla...	X	-74.00	-789.61
Check	3/26/2003	4680	Placentia Chamber ...	X	-10.00	-799.61
Total Checks and Payments					-799.61	-799.61
Deposits and Credits - 1 item						
Deposit	3/12/2003			X	2,413.90	2,413.90
Total Deposits and Credits					2,413.90	2,413.90
Total Cleared Transactions					1,614.29	1,614.29
Cleared Balance					1,614.29	8,107.38
Uncleared Transactions						
Checks and Payments - 4 items						
Check	3/12/2003	4665	Blue Cross		-3,266.00	-3,266.00
Check	3/19/2003	4676	CSUF Foundation-...		-80.68	-3,346.68
Check	3/20/2003	4673	Quizno's		-135.54	-3,482.22
Check	3/26/2003	4679	Marie Schmidt		-12.07	-3,494.29
Total Checks and Payments					-3,494.29	-3,494.29
Total Uncleared Transactions					-3,494.29	-3,494.29
Register Balance as of 03/26/2003					-1,880.00	4,613.09
New Transactions						
Checks and Payments - 3 items						
Check	3/27/2003	4681	Sheraton Grand		-297.08	-297.08
Check	3/30/2003	4682	Donna Siloti		-87.42	-384.50
Check	4/1/2003	4683	Sam's Club		-39.18	-423.68
Total Checks and Payments					-423.68	-423.68
Deposits and Credits - 1 item						
Deposit	4/8/2003				4,439.27	4,439.27
Total Deposits and Credits					4,439.27	4,439.27
Total New Transactions					4,015.59	4,015.59
Ending Balance					2,135.59	8,628.68

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**Placentia Library District
 Reconciliation Detail
 General Fund - Savings, Period Ending 03/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,230.04
Cleared Transactions						
Checks and Payments - 4 items						
Check	3/3/2003		Bank of the West	X	-9.00	-9.00
Check	3/3/2003		Bank of the West	X	-4.00	-13.00
Check	3/5/2003	1208	Orange County Aud...	X	-40,876.65	-40,889.65
Check	3/17/2003	1209	Orange County Aud...	X	-52,231.59	-93,121.24
Total Checks and Payments					-93,121.24	-93,121.24
Deposits and Credits - 37 items						
Deposit	3/3/2003			X	751.00	751.00
Deposit	3/3/2003			X	407.55	1,158.55
Deposit	3/3/2003			X	645.80	1,804.35
Deposit	3/3/2003			X	2,000.00	3,804.35
Deposit	3/3/2003			X	360.00	4,164.35
Deposit	3/4/2003			X	819.55	4,983.90
Deposit	3/4/2003			X	24,725.00	29,708.90
Deposit	3/5/2003			X	446.80	30,155.70
Deposit	3/6/2003			X	521.79	30,677.49
Deposit	3/10/2003			X	632.00	31,309.49
Deposit	3/10/2003			X	746.75	32,056.24
Deposit	3/10/2003			X	319.95	32,376.19
Deposit	3/11/2003			X	541.80	32,917.99
Deposit	3/12/2003			X	29.00	32,946.99
Deposit	3/12/2003			X	421.95	33,368.94
Deposit	3/13/2003			X	669.20	34,038.14
Deposit	3/17/2003			X	468.70	34,506.84
Deposit	3/17/2003			X	787.36	35,294.20
Deposit	3/17/2003			X	720.00	36,014.20
Deposit	3/17/2003			X	46,377.00	82,391.20
Deposit	3/18/2003			X	554.65	82,945.85
Deposit	3/18/2003			X	6,030.00	88,975.85
Deposit	3/19/2003			X	308.10	89,283.95
Deposit	3/20/2003			X	1,580.90	90,864.85
Deposit	3/20/2003			X	442.00	91,306.85
Deposit	3/24/2003			X	192.90	91,499.75
Deposit	3/24/2003			X	759.75	92,259.50
Deposit	3/24/2003			X	862.00	93,121.50
Deposit	3/24/2003			X	400.00	93,521.50
Deposit	3/25/2003			X	445.30	93,966.80
Deposit	3/26/2003			X	373.95	94,340.75
Deposit	3/27/2003			X	581.50	94,922.25
Deposit	3/31/2003			X	382.90	95,305.15
Deposit	3/31/2003			X	662.00	95,967.15
Deposit	3/31/2003			X	640.00	96,607.15
Deposit	3/31/2003			X	17.91	96,625.06
Deposit	3/31/2003			X	816.65	97,441.71
Total Deposits and Credits					97,441.71	97,441.71
Total Cleared Transactions					4,320.47	4,320.47
Cleared Balance					4,320.47	17,550.51
Register Balance as of 03/31/2003					4,320.47	17,550.51
New Transactions						
Checks and Payments - 1 item						
Check	4/1/2003	1210	Orange County Aud...		-15,897.75	-15,897.75
Total Checks and Payments					-15,897.75	-15,897.75

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Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 03/31/2003

Agenda Item 14
General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 9 items						
Deposit	4/1/2003				796.15	796.15
Deposit	4/1/2003				69.00	865.15
Deposit	4/2/2003				601.65	1,466.80
Deposit	4/3/2003				585.59	2,052.39
Deposit	4/7/2003				90.00	2,142.39
Deposit	4/7/2003				246.59	2,388.98
Deposit	4/7/2003				722.00	3,110.98
Deposit	4/7/2003				759.29	3,870.27
Deposit	4/8/2003				622.00	4,492.27
Total Deposits and Credits					4,492.27	4,492.27
Total New Transactions					-11,405.48	-11,405.48
Ending Balance					-7,085.01	6,145.03

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 03/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,523.50
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	3/31/2003			X	3.83	3.83
Total Deposits and Credits					3.83	3.83
Total Cleared Transactions					3.83	3.83
Cleared Balance					3.83	7,527.33
Register Balance as of 03/31/2003					3.83	7,527.33
Ending Balance					3.83	7,527.33

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**Placentia Library District
 Reconciliation Detail
 Payroll Checking - Wells Fargo, Period Ending 03/31/2003**

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						12,051.21
Cleared Transactions						
Checks and Payments - 27 Items						
Check	1/29/2003	3009	Marlane Nebel	X	-51.39	-51.39
Check	2/12/2003	3046	Marlane Nebel	X	-41.11	-92.50
Check	2/26/2003	3082	Beatrice V. Quintanar	X	-287.20	-379.70
Check	2/26/2003	3081	Barbara Phillips	X	-47.76	-427.46
Check	2/26/2003	3084	Joshua Robbins	X	-143.87	-571.33
Check	2/26/2003	3086	Shawn Robison	X	-93.50	-664.83
Check	2/26/2003	3098	Kathryn L. Roberts	X	-392.00	-1,056.83
Check	2/26/2003	3067	Dorothy J. Cummings	X	-152.59	-1,209.42
Check	2/26/2003	3073	Matthew G. Mallard	X	-188.03	-1,397.45
Check	3/6/2003		Wells Fargo Bank	X	-10.00	-1,407.45
Check	3/11/2003		Paychex	X	-17,137.48	-18,544.93
Check	3/12/2003	3104	Joyce G. Hampton	X	-319.37	-18,864.30
Check	3/12/2003	3112	Beatrice V. Quintanar	X	-287.20	-19,151.50
Check	3/12/2003	3116	Shawn Robison	X	-112.21	-19,263.71
Check	3/12/2003	3127	Orange County Aud...	X	-444.01	-19,707.72
Check	3/12/2003	3128	Placentia Library Di...	X	-19.94	-19,727.66
Check	3/12/2003	3129	Kathryn L. Roberts	X	-392.00	-20,119.66
Check	3/12/2003	3130	Nationwide Retirem...	X	-918.82	-21,038.48
Check	3/12/2003	3103	Esther P. Guzman	X	-255.65	-21,294.13
Check	3/12/2003		Paychex	X	-7,778.35	-29,072.48
Check	3/20/2003		Wells Fargo Bank	X	-10.00	-29,082.48
Check	3/25/2003		Paychex	X	-17,412.26	-46,494.74
Check	3/26/2003	3162	Orange County Aud...	X	-444.01	-46,938.75
Check	3/26/2003	3136	Joyce G. Hampton	X	-319.37	-47,258.12
Check	3/26/2003	3165	Nationwide Retirem...	X	-918.82	-48,176.94
Check	3/26/2003		Paychex	X	-7,886.90	-56,063.84
Check	3/26/2003	3163	Placentia Library Di...	X	-19.94	-56,083.78
Total Checks and Payments					-56,083.78	-56,083.78
Deposits and Credits - 3 Items						
Deposit	3/6/2003			X	28,648.14	28,648.14
Deposit	3/20/2003			X	28,648.14	57,296.28
Check	4/9/2003	3196	Placentia Library Di...	X	0.00	57,296.28
Total Deposits and Credits					57,296.28	57,296.28
Total Cleared Transactions					1,212.50	1,212.50
Cleared Balance					1,212.50	13,263.71
Uncleared Transactions						
Checks and Payments - 10 Items						
Check	3/12/2003	3114	Joshua Robbins		-96.19	-96.19
Check	3/26/2003	3164	Kathryn L. Roberts		-392.00	-488.19
Check	3/26/2003	3152	Shawn Robison		-112.21	-600.40
Check	3/26/2003	3150	Joshua Robbins		-191.45	-791.85
Check	3/26/2003	3148	Beatrice V. Quintanar		-324.37	-1,116.22
Check	3/26/2003	3147	Barbara Phillips		-63.68	-1,179.90
Check	3/26/2003	3144	Marlane Nebel		-41.11	-1,221.01
Check	3/26/2003	3138	Matthew G. Mallard		-67.32	-1,288.33
Check	3/26/2003	3135	Esther P. Guzman		-255.65	-1,543.98
Check	3/26/2003	3132	Dorothy J. Cummings		-89.79	-1,633.77
Total Checks and Payments					-1,633.77	-1,633.77
Total Uncleared Transactions					-1,633.77	-1,633.77
Register Balance as of 03/31/2003					-421.27	11,629.94

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 04/09/03

**Placentia Library District
 Reconciliation Detail
 Payroll Checking - Wells Fargo, Period Ending 03/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 12 items						
Check	4/8/2003		Paychex		-17,834.61	-17,834.61
Check	4/9/2003	3167	Dorothy J. Cummings		-189.33	-18,023.94
Check	4/9/2003	3170	Esther P. Guzman		-255.65	-18,279.59
Check	4/9/2003	3171	Joyce G. Hampton		-319.37	-18,598.96
Check	4/9/2003	3180	Beatrice V. Quintanar		-277.29	-18,876.25
Check	4/9/2003	3184	Shawn Robison		-93.50	-18,969.75
Check	4/9/2003	3194	Orange County Aud...		-444.01	-19,413.76
Check	4/9/2003	3195	Placentia Library Di...		-19.94	-19,433.70
Check	4/9/2003	3197	Kathryn L. Roberts		-392.00	-19,825.70
Check	4/9/2003	3198	Nationwide Retirem...		-918.82	-20,744.52
Check	4/9/2003		Paychex		-8,239.33	-28,983.85
Check	4/9/2003	3182	Joshua Robbins		-191.45	-29,175.30
Total Checks and Payments					-29,175.30	-29,175.30
Deposits and Credits - 1 item						
Deposit	4/3/2003				28,648.14	28,648.14
Total Deposits and Credits					28,648.14	28,648.14
Total New Transactions					-527.16	-527.16
Ending Balance					-948.43	11,102.78

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**Placentia Library District
 Reconciliation Detail
 Payroll Savings (Int CDs), Period Ending 03/17/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						715.04
Cleared Transactions						
Checks and Payments - 1 item						
Check	1/27/2003	7484...	Placentia Library Di...	X	-35,805.38	-35,805.38
Total Checks and Payments					-35,805.38	-35,805.38
Deposits and Credits - 4 Items						
Deposit	1/22/2003			X	83.84	83.84
Deposit	1/23/2003			X	0.00	83.84
Deposit	1/27/2003			X	0.26	84.10
Deposit	1/27/2003			X	35,006.24	35,090.34
Total Deposits and Credits					35,090.34	35,090.34
Total Cleared Transactions					-715.04	-715.04
Cleared Balance					-715.04	0.00
Register Balance as of 03/17/2003					-715.04	0.00
Ending Balance					<u>-715.04</u>	<u>0.00</u>

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 4/9/03

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,024.11	87	81	0.00	0	0	1,024.11	87	81	102.90	7	7	1,127.01	94	88
Adult Circulating Non-Fiction	673.54	34	31	0.00	0	0	673.54	34	31	52.90	3	3	726.44	37	34
Adult Reference	986.33	10	10	0.00	0	0	986.33	10	10	30.00	1	1	1,016.33	11	11
Adult Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Collections	9,020.00	8	8	0.00	0	0	9,020.00	8	8	0.00	0	0	9,020.00	8	8
Total Adult Non-Fiction	10,679.87	52	49	0.00	0	0	10,679.87	52	49	82.90	4	4	10,762.77	56	53
TOTAL ADULT PRINT MATERIALS	11,703.98	139	130	0.00	0	0	11,703.98	139	130	185.80	11	11	11,889.78	150	141
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,602.23	21	21	0.00	0	0	1,602.23	21	21	240.00	12	12	1,842.23	33	33
Total Adult Audio	1,602.23	21	21	0.00	0	0	1,602.23	21	21	240.00	12	12	1,842.23	33	33
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,602.23	21	21	0.00	0	0	1,602.23	21	21	240.00	12	12	1,842.23	33	33
TOTAL ADULT MATERIALS	13,306.21	160	151	0.00	0	0	13,306.21	160	151	425.80	23	23	13,732.01	183	174
Juvenile Fiction	1,639.06	116	106	0.00	0	0	1,639.06	116	106	17.99	1	1	1,657.05	117	107
Juvenile Circulating Non-Fiction	1,040.52	43	42	0.00	0	0	1,040.52	43	42	12.00	1	1	1,052.52	44	43
Juvenile Reference	294.12	2	2	0.00	0	0	294.12	2	2	0.00	0	0	294.12	2	2
Juvenile Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	1,274.64	45	44	0.00	0	0	1,274.64	45	44	12.00	1	1	1,286.64	46	45
TOTAL JUVENILE PRINT MATERIALS	2,913.70	161	150	0.00	0	0	2,913.70	161	150	29.99	2	2	2,943.69	163	152
Juvenile Audio/Music	830.84	20	20	138.78	4	4	969.62	24	24	0.00	0	0	969.62	24	24
Juvenile Audio Books	830.84	20	20	138.78	4	4	969.62	24	24	0.00	0	0	969.62	24	24
Total Juvenile Audio	1,661.68	40	40	277.56	8	8	1,939.24	48	48	0.00	0	0	1,939.24	48	48
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	830.84	20	20	138.78	4	4	969.62	24	24	0.00	0	0	969.62	24	24
TOTAL JUVENILE MATERIALS	3,744.54	181	170	138.78	4	4	3,883.32	185	174	29.99	2	2	3,913.31	187	176
Total Fiction	2,663.17	203	187	0.00	0	0	2,663.17	203	187	120.89	8	8	2,784.06	211	195
Total Non-Fiction	11,954.51	97	93	0.00	0	0	11,954.51	97	93	94.90	5	5	12,049.41	102	98
Total Audio	2,433.07	41	41	138.78	4	4	2,571.85	45	45	240.00	12	12	2,811.85	57	57
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	17,050.75	341	321	138.78	4	4	17,189.53	345	325	455.79	25	25	17,645.32	370	350

OUTSTANDING ORDERS AS OF MARCH 31, 2003

General Fund Amount	\$19,617.97
Adopt-A-Book Amount	\$3,928.78
TOTAL	\$23,546.75

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF MARCH 2003
Prepared by Julie Stook, 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	5,954.92	464	424	2,146.06	106	102	8,100.98	570	526	1,745.07	85	85	9,846.05	655	611
Adult Circulating Non-Fiction	7,223.83	384	374	2,340.69	100	86	9,574.52	484	460	3,119.48	157	156	12,694.00	641	616
Adult Reference	11,638.93	126	61	332.95	3	3	11,971.88	129	64	1,205.90	45	40	13,177.78	174	104
Adult Print Combinations	681.00	61	0	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Combinations	30,386.50	11	11	0.00	0	0	30,386.50	11	11	0.00	0	0	30,386.50	11	11
Total Adult Non-Fiction	49,930.26	582	507	2,683.64	103	89	52,613.90	683	596	4,325.38	202	196	56,939.28	887	792
TOTAL ADULT PRINT MATERIALS	55,885.18	1046	1046	4,829.70	209	191	60,714.88	1,255	1,122	6,070.45	287	281	66,785.33	1,542	1,403
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	145.00	10	10	145.00	10	10
Adult Audio Books	6,183.08	89	89	0.00	0	0	6,183.08	89	89	254.95	13	13	6,438.03	102	102
Total Adult Audio	6,183.08	89	89	0.00	0	0	6,183.08	89	89	399.95	23	23	6,583.03	112	112
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	6,183.08	89	89	0.00	0	0	6,183.08	89	89	399.95	23	23	6,583.03	112	112
TOTAL ADULT MATERIALS	62,068.26	1,135	1,135	4,829.70	209	191	66,897.96	1,344	1,211	6,470.40	310	304	73,368.36	1,654	1,515
Juvenile Fiction	7,280.62	548	511	5,476.17	387	310	12,756.79	935	821	389.30	41	41	13,146.09	976	862
Juvenile Circulating Non-Fiction	9,876.31	572	556	894.46	60	60	10,770.77	632	616	218.70	18	18	10,989.47	650	634
Juvenile Reference	1,700.16	13	9	0.00	0	0	1,700.16	13	9	7.00	1	1	1,707.16	14	10
Juvenile Print Combinations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Combinations	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	11,876.47	586	566	894.46	60	60	12,770.93	646	626	225.70	19	19	12,996.63	665	645
TOTAL JUVENILE PRINT MATERIALS	19,157.09	1,134	1,077	6,370.63	447	370	25,527.72	1,581	1,447	615.00	60	60	26,142.72	1,641	1,507
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	4,054.70	132	132	5,499.16	132	132	9,553.86	264	264	0.00	0	0	9,553.86	264	264
Total Juvenile Audio	4,054.70	132	132	5,499.16	132	132	9,553.86	264	264	0.00	0	0	9,553.86	264	264
Juvenile Video Educational	337.98	8	8	0.00	0	0	337.98	8	8	0.00	0	0	337.98	8	8
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	337.98	8	8	0.00	0	0	337.98	8	8	0.00	0	0	337.98	8	8
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	4,392.68	140	140	5,499.16	132	132	9,891.84	272	272	0.00	0	0	9,891.84	272	272
TOTAL JUVENILE MATERIALS	23,549.77	1274	1217	11,869.79	579	502	35,419.56	1853	1719	615.00	60	60	36,034.56	1913	1779
Total Fiction	13,235.54	1,012	935	7,622.23	493	412	20,857.77	1,505	1,347	2,134.37	126	126	22,992.14	1,631	1,473
Total Non-Fiction	61,806.73	1,168	1,073	3,578.10	163	149	65,384.83	1,331	1,222	4,551.08	221	215	69,935.91	1,552	1,437
Total Audio	10,237.78	221	221	5,499.16	132	132	15,736.94	353	353	399.95	73	73	16,136.89	376	376
Total Video	337.98	8	8	0.00	0	0	337.98	8	8	0.00	0	0	337.98	8	8
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	85,618.03	2,409	2,237	16,699.49	788	693	102,317.52	3,197	2,930	7,085.40	370	364	109,402.92	3,867	3,294

Summary of Current Status of Unique Management Accounts
April 21, 2003

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	16	441	8	696.37	0
December	8	444	2	157.29	0
January	15	459	6	321.2	0
February	7	467	5	354.79	0
March	17	475	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	102	475	39	2941.52	0

UNIQUE MANAGEMENT SERVICES, INC.

SUMMARY STATUS REPORT

CREATED: 04/01/2003 12:40 AM TC

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 03/31/2003

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

TO: Board of Trustees

FROM: Elizabeth Minter, Library Director *EW*

DATE: April 21, 2003

SUBJECT: GIFT REPORT

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

ADOPT A BOOK DONATIONS

Haz Party Rentals	Josephine Anderson
Margarete Barnes	Dick & Carol Bednar
Brenda Benner	Daniel M. Benninghoff
Jill D. Botha	Scott P. Brady
Bruce & Susan Brown	Frank & Jacqueline Campbell
Deane G. Cassidy	Jean Collins
Robert & Diane Cooper	Cris & Katherine Cruz
Peter & Dottie Cummings	George & Patricia Cutting
Jim & Peggy Dinsmore	Tom & Joan Dressel
Shirley Fischel	Carol Fizzard
Charles & Lois Geeter	Nita Godwin
Deborah Hancock	Mary A. Hart
Barbara Hatch	Theo & Marion Hetherington
G.R. & Geri Hodges	Marge Horrocks
Pat Irot	Jerry & Pat Jertberg
W.H. & Jennifer Johnson	Jerry & Mercedes Johnson
Joanna Keating-Velasco	Kenneth Kleckner
Melissa Markin	Cynthia Marshall
Diane Martlaro	Helen P. Matteson
Patrick & Barbara McHugh	Elizabeth E. Mead
Anita Millspaugh	Mike Morley
Judy Patko	Thomas Pence
Arnie & Marilyn Pike	Eleanore Rankin
Marvin & Mary Reid	Russell & Joan Rice
Clare H. Rider	David & Christine Ruppel
Terry Schaner	Marie Schmidt
Jan Schwartzkopf	Renee J. Scott
Mrs. Delbert Sevre	Bonnie S. Sheffield

Al & Gloria Shkoler	Ralph & Patricia Shook
Julie Shook	Al & Mary Strazdas
Robert & Jean Turner	Connie Underhill
David & Elaine Van Deventer	Maevene Vincent
Peggy M. Vincent	Elaine Wakeham
Debi J. Walker	Jim & Virginia Walker
Hank & Ann Walling	J.C. & Ellen Wang
Penny & Dick Wojcik	Hugh & Gaeton Wood
Judith Wright	Jayne Wright
Betty & Ron Wymer	Barbara A. Young
George & Mary Ziegler	Raymond & Lynne Brown
Katie Matas	Frank & Pamela Yrungaray

TOTAL ADOPT A BOOK DONATIONS:

\$3,195.00

BOOK ENDOWMENT FUND

Marie Atherton	David & Lynda Baker
Glenn & Kathi Baldwin	Brenda Benner
Jill D. Botha	Scott P. Brady
Mike & Kelly Castillo	Lee & Mary Castner
Paul Chin	Abby T. Cook
Peni Dee	Lillian Betty Escobosa
Charles & Lois Geeter	Mary A. Hart
Neil & Jean Lasley	Diane Martlaro
Patrick & Barbara McHugh	Frederick & Elizabeth Minter
Dr. Jane Woo Quon, M.D.	Eleanore Rankin
Marvin & Mary Reid	Geraldine R. Sandoval
Lynn Smilow	Gerald & Nancy Tollefson
Elaine Wakeham	Jim & Virginia Walker
J.C. & Ellen Wang	Laura Webb
Penny & Dick Wojcik	George & Mary Ziegler
Valerie Paulson	

TOTAL BOOK ENDOWMENT FUND

\$1,935.00

CORPORATE SPONSORSHIPS

Rotary Club of Placentia

TOTAL GENERAL FUND DONATIONS: \$300.00

TOTAL ALL DONATIONS **\$5,430.00**

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees *EM*
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Building Maintenance Report for March 2003
DATE: April 21, 2003

HVAC: Adjust thermostats in Meeting Room.

Plumbing: No service calls in March.

Electrical: No service calls in March.

Exterminator: No service calls in March.

General Contractor: Preventive Roof Maintenance

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for March 2003
DATE: April 21, 2003

RESIGNATIONS:

None in March

APPOINTMENTS:

None in March

OPEN POSITIONS:

None in March

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator 

SUBJECT: Volunteer Report for the Month of March 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 March	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	8.00	83.00	Sep-95	7,018.50
Backes, Theresa	5.00	45.25	6/98	325.25
Bart, Lillian	8.00	86.00	May-01	238.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Blancett, Nadine	5.00	5.00	Mar-03	5.00
Boelman, Marge	6.00	48.75	Apr-01	130.25
Botha, Jill	2.50	20.00	Nov-01	36.00
Clugston, Patricia	8.25	83.00	6/98	412.25
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	16.25	169.00	8/98	750.75
Fioroni, Pete	0.00	11.25	3/97	248.25
Fitzgerald, Joan	9.00	85.25	10/93	2,105.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	8.00	70.25	2/96	263.00
Haagan, John	1.00	40.75	Jan-00	59.25
Hemmerling, Barbara	13.00	98.25	9/95	600.50
Horrocks, Marjorie	2.00	33.50	10/95	250.00
Hunsinger, Debbie	0.00	28.75	Jul-02	28.75
Irot, Pat	36.50	382.00	2/96	2,685.00
Jertberg, Pat	12.00	158.00	4/98	853.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	26.00	34.50	Jan. 03	34.50
Lord, Audrey	7.50	126.00	Jul-00	344.25
Mehta, Neela	0.00	48.75	Jun-02	109.25
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	12.00	100.00	10/95	1,184.25
Olson, Bob	4.00	34.00	9/95	442.00
Pence, Thomas	8.00	41.00	1/99	261.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Rankin, Eleanore	20.00	240.50	May-02	240.50
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	4.00	63.00	Oct-00	196.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	2.00	50.00	Aug-02	50.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	15.00	211.00	4/98	379.00
Shaw, Dixie	1.00	8.50	5/94	205.00
Stoller, Frances	2.00	26.00	May-96	132.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Betty	11.00	88.00	1/96	879.75
<hr/>				
TOTAL	253.00	2,652.25		22,481.65

	FY02/03			FY02/03	
	March	YTD		March	YTD
Acosta, Anthony	2	28.75	Lee, James	1.75	42.5
Bajit, Ricky	12	17	Lee, Jaclyn	6.5	15.75
Becerril, Esther	5	5	Lee, Edward	4	4
Born, Ashley	0.00	15.50	Marquez, Jesse	1	4
Chisholm, Kaitlan	0.00	4.50	Maru, Vik	4.00	14.00
Elder Beauchamp	2.00	2.00	Maru, Sid	3.00	20.25
Elder Rant	2.00	2.00	Mehta, Ami	2.50	2.50
Elder Barney	2.00	2.00	Meza, Jack	2.00	26.75
Javier, Dana	0.00	22.00	Mona, Judy	4.00	4.00
Gallagher, Kenni	0.00	0.75	Mona, Andy	4.00	4.00
Garcia, Nick	18.00	47.50	Montes, Juan	0.00	40.25
Ghanavatian, Sinbad	20.00	26.00	Nguyen, Don	0.00	25.75
Guiletti, Alex	0.00	22.75	Pandya, Gopi	4.00	28.50
Haag, Elisha	0.00	0.00	Shah, Soham	0.00	4.25
Haag, Jennifer	0.00	12.75	Shah, Sweny	2.50	59.00
Haag, Katie	0.00	0.00	Stanford, Amy	0.50	2.25
Haag, Stephanie	0.00	12.25	Stapleton, Jeremy	0.00	32.00
Hill, Joseph	1.00	6.00	Ukes, Kyle	0.00	2.00
Ho, Evelyn	8.50	17.75	Victores, Ryan	0.00	19.25
Humphries, Caitlin	0.00	0.75	Ward, Alan	0.00	1.00
Javier, Dana	2.00	2.00			
Laehmann, David	5.00	33.25			
TOTAL			TOTAL		
	60.50	214.25		26.50	352.00

TOTAL Library Volunteer Hours 340.00
TOTAL Literacy Volunteer Hours 767.00
TOTAL VOLUNTEERS HOURS 1,107.00

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

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 March	FY02/03 YTD	Cumulative		FY02/03 March	FY02/03 YTD	Cumulative
Anicich, Linda	6.00	30.00	30.00	Nguyen, Kelly	-	6.00	42.00
Bayne, Linda	6.00	54.00	112.00	Norwood, Sophie	-	6.00	36.00
Belsher, Kristin	6.00	45.00	258.00	Noss, Linda	6.00	12.00	12.00
Bereiter, Gretchen	6.00	54.00	296.00	Nozot, Helena	-	6.00	60.00
Brackett, Jim	6.00	54.00	63.00	Okamuna, Lynn	6.00	39.00	39.00
Braun, Geoff	6.00	51.00	51.00	Oropeza, Mikela	-	48.00	78.00
Casias, Michelle	-	6.00	24.00	Paez, Vicki	6.00	18.00	18.00
Chen, April	6.00	54.00	67.00	Pandya, Prerna	-	6.00	38.00
Choi, Jason	-	12.00	48.00	Patel, Deepa	6.00	54.00	159.00
Coffee, Nancy	6.00	54.00	313.00	Patterson, John	-	3.00	3.00
Colenso, Bill	-	42.00	178.00	Pelto, Ernest	6.00	54.00	92.00
Croom, Carolyn	-	6.00	290.00	Peyre, Isa	7.00	22.00	22.00
Curtis, Daniel	12.00	84.00	138.00	Precht, Jeanette	24.00	69.00	69.00
De La Torre, JR	6.00	12.00	12.00	Purcell, Lisa	6.00	48.00	60.00
Dhupan, Ankush	6.00	12.00	12.00	Pydeski, Linda	6.00	48.00	78.00
Duffie, Pat	-	96.00	446.00	Quintana, Michele	6.00	35.00	35.00
Fakoufar, Reihaneh	6.00	51.00	51.00	Rahmari, Razi	6.00	48.00	60.00
Fay, Sonia	-	12.00	50.00	Rankins, Quan	7.00	7.00	37.00
Fitsimons-Diaz, Chelsea	6.00	33.00	33.00	Record, Ben	-	36.00	90.00
Garry, Kenneth	6.00	54.00	69.00	Ring, Diane	9.00	35.00	35.00
Gast, Polly	12.00	108.00	1,637.00	Risso, Edith	-	-	240.00
Gaspar, Chris	-	48.00	58.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	48.00	78.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	45.00	45.00	Rutnurati, Naydin	12.00	48.00	62.00
Goodman, Dale	270.00	270.00	3,333.00	Sanchez, Margo	-	-	230.00
Graves, David	-	48.00	223.00	Sandoval, Lizabeth	17.00	49.00	49.00
Hatch, Bill	6.00	51.00	51.00	Schaal, Linda	6.00	57.00	57.00
Healey, Kathleen	6.00	54.00	212.00	Schultheis, William	-	6.00	42.00
Heer, Kim	6.00	54.00	199.00	Serafica, Christina	-	6.00	30.00
Hernandez, Rosy	-	-	340.00	Shah, Sweny	12.00	60.00	60.00
Ho, Irene	-	6.00	36.00	Shah, Sheadeha	-	48.00	48.00
Homrighausen, Scott	-	48.00	78.00	Shepherd, Kathy	6.00	54.00	185.00
Humple, Phyllis	6.00	54.00	114.00	Singer, Stephanie	6.00	54.00	84.00
Hugar, Jessica	6.00	45.00	45.00	Skimizu, Ken	6.00	54.00	271.00
Hutton, Katherine (Kate)	6.00	54	210.00	Soto, Nina	6.00	45.00	45.00
Jiminez, Daisy	6.00	54.00	75.00	Springston, Madlyn	-	6.00	66.00
Keller, Christina	-	-	201.00	Stalnaker, Linda	-	-	281.00
Kightlinger, Dana	-	48.00	69.00	Stichter, Julie	-	-	130.00
Kelly, Jerry	6.00	54.00	63.00	Teeter, Robert	6.00	42.00	42.00
Knank, Sam	6.00	54.00	57.00	Thafer, Dave	6.00	54.00	58.00
Knudson, Chip	-	48.00	63.00	Thomas, Peggy	2.00	39.00	39.00
Lada, Stephan	-	48.00	78.00	Tran, Chi	-	6.00	9.00
Lasker, Marilyn	6.00	54.00	151.00	Troumby, Pamela	6.00	54.00	78.00
Larson, LI	-	6.00	134.00	Truong, Christine	6.00	51.00	51.00
Leslie, Sandra	6.00	54.00	212.00	Truong, Will	6.00	51.00	51.00
Livezey, June	-	90.00	134.00	Truong, Richard	-	6.00	52.00
Maddock, Brian	5.00	15.00	15.00	Truong, Steven	-	6.00	52.00
Malkowicz, Edward	12.00	108.00	136.00	Turczyaslyi, Stephan	-	3.00	18.00
Martinez, Diane	-	6.00	30.00	Van Zee, Karin	-	-	180.00
Martlaro, Diane	24.00	216.00	408.00	Vester, Ricki	-	48.00	84.00
Medland, Karen	6.00	54.00	128.00	Villarreal, Tanya	-	50.00	82.00
Meza, Jack	-	-	116.00	Vu, Elizabeth	6.00	54.00	84.00
Mohr, Kelsey	6.00	52.00	57.00	Vukovick, Kathy	6.00	54.00	126.00
Morales, Gabriela	-	30.00	58.00	Walters, Catherine	-	6.00	36.00
Morrissey, Jean-Marie	6.00	54.00	57.00	Wang, Sue	12.00	84.00	93.00
Moyer, Disa	-	-	170.00	Westfall, Carolyn	-	-	180.00
Murray, Snell	6.00	48.00	48.00	Wiegman, Karin	-	-	188.00
Murray, Edward	6.00	58.00	212.00	Yang, Yale	-	6.00	18.00
Naples, David	-	6.00	6.00	Yom, Gina	6.00	160.00	160.00
Narcisco, Dennis	12.00	104.00	392.00	Zamora, Mary	-	42.00	42.00
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Total	533.00	3,010.00	12,270.00	Total	234.00	1,903.00	5,012.00

Placentia Library District
Circulation Report
April 21, 2003

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 March	FY01-02 March
1st Time Checkouts	108,595	107,764	0.77%	13,685	11,814
Phone Renewals	13,638	14,334	-4.86%	1,676	1,239
In-Building Renewals	3,155	3,924	-19.60%	684	354
Total Renewals	16,793	18,258	-8.02%	2,360	1,593
TOTAL CHECKOUTS	125,388	126,022	-0.50%	16,045	13,407
On-Time Checkins	101,428	96,680	4.91%	14,032	8,382
Late Checkins	9,816	20,906	-53.05%	1,360	1,671
TOTAL CHECKINS	111,244	117,586	-5.39%	15,392	10,053
Holdings Placed	3,176	2,356	34.80%	147	202
Holdings Cancelled	736	465	58.28%	373	38
Holdings Filled	2,891	2,329	24.13%	133	248
Holdings Expired	87	20	335.00%	10	1
Patrons Registered	13,793	2,661	418.34%	11,425	231
Titles Added	6,329	7,247	-12.67%	1,054	208
Volumes Added	8,136	10,958	-25.75%	1,068	422
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	51,166	50,647	1.02%	6,189	4,094
Juvenile Print	63,104	58,839	7.25%	7,952	5,686
Total Print	114,270	109,486	4.37%	14,141	9,780
Audio	6,171	4,758	29.70%	422	450
Visual	8,018	7,675	4.47%	967	694
Equipment	0	0	0.00%	0	0
Total Audio Visual	14,189	12,433	14.12%	1,389	1,144
TOTAL CIRCULATION	128,459	121,919	5.36%	32,105	10,924
Placentia Circulation	62,370	65,691	-5.06%	9,612	6,582
%Placentia Circulation	48.55%	53.88%	-9.89%	29.94%	60.25%
Anaheim/Yorba Linda Circulation	25,059	196,766	-87.26%	3,010	2,097
%Anaheim/Yorba Linda Circulation	20%	16.14%	20.86%	9%	19.20%
TYPES OF ACTIVE BORROWERS					
Adult	62,269	70,323	-5.86%	10,806	6,941
Young Adult	2,506	2,662	-5.86%	274	324
Juvenile	21,662	23,628	-8.32%	3,309	2,580
New Borrower	6,153	9,181	-32.98%	1,190	880
Non Resident	4,132	0		0	0
Other (staff)	1,083	0		218	0
TOTAL ACTIVE BORROWERS	97,805	105,794	-7.55%	15,797	10,725
TOTAL REGISTERED BORROWERS	42,962	17,851	140.67%	16,824	14,910
ATTENDANCE	265,563	219,079	21.22%	38,742	29,970
Adult Reference-In Building	6,291	9,057	-30.54%	1,103	1,287
Adult Reference-Telephone	1,017	1,697	-40.07%	203	278
Children's Reference-In Building	5,449	5,537	-1.59%	980	651
Children's Reference-Telephone	1,045	216	383.80%	40	33
Total Adult Reference	8,049	10,754	-25.15%	1,306	1,565
Total Children's Reference	4,549	5,753	-20.93%	1,020	684
Total In Building Reference	10,489	14,594	-28.13%	2,083	1,938
Total Telephone Reference	2,152	1,913	12.49%	243	311
TOTAL REFERENCE	12,641	16,507	-23.42%	2,326	2,249

*There was a major patron purge during the month of March. This may account for the unusual numbers on lines 17 and 19. March 2002 was also the month the library switched from Dynix to Horizon. This accounts for the low numbers on lines 21 and 22.