

3. Oath of Office for Richard De Vecchio as Trustee for Placentia Library District.

4. Minutes of the July 21, 2003 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

5. 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).

6. Board President Report

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

7. Trustee Reports

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

8. Library Director's Report

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

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 4479, 4480, 4481, 4482, 4483 and 4484 forwarded by Library Director for a total of \$27,458.22.

11. Current Claims and Payroll (Approve)

Claims 4485, 4486 and 4487 for a subtotal for Claims of \$57,174.93; and Payrolls 4488 for \$30,603.80 and 4489 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$118,382.53.

12. FY2003-2004 Cash Flow Analysis through August 25, 2003 and recommendation that no funds be transferred at this time. (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 July 2003 (Receive & File)
14. Office General Ledger & Check Registers for July 2003 (Receive & File)
15. Acquisitions Report for July 2003 (Receive & File)
16. Collection Agency Report for July 2003 (Receive & File)
17. Gifts Report for July 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 38)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 38 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 July 2003 (Receive & File)
19. Personnel Report for July 2003 (Receive, File, and Ratify Appointments)

20. Volunteer Report for July 2003 (Receive & File)
21. Circulation Report for July 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. Status Report on Active Grant Applications. (Receive & File)
27. Annual Report to the State Library of California for the Families for Literacy (FFL) Grant for Fiscal Year 2002-2003. (Receive & File)
28. Report on Staff Appreciation Dinner. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2002-2003. (Receive & File)
31. Annual Report to the State Library of California for the English Language Literacy Intensive (ELLI) Grant for Fiscal Year 2002-2003. (Receive & File)
32. 3rd Quarter Report to the State Library of California for the Staff Education Grant for Fiscal Year 2002-2003. (Receive & File)
33. Authorization to apply for AmeriCorps staff for Literacy. (Receive & File and Ratify Application)
34. California Library Outlets Survey 2002-2003 for Placentia Library District as transmitted to the California State Library on August 21, 2003. (Receive & File)
35. State Library description of Literacy programs and funding for Fiscal Year 2003-2004. (Receive & File)
36. Local Area Formation Commission Agenda for August 13, 2003. (Receive & File)
37. Authorization to add Richard DeVecchio, Ed.D. to all Placentia Library District bank account signature cards, the Orange County Auditor's signature cards, and Trustee memberships in professional associations: (Receive & File and Approve)
38. Orange County Council of Governments' (OCCOG) announcement and agenda for its Annual General Assembly on August 28, 2003, from 8:30 to 1:30 P.M. at the Orange County Water District, 10500 Ellis Avenue, Fountain Valley. (Receive & File)

CONTINUING BUSINESS

39. 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

40. Public Hearing for Fines & Fees Policy

Presentation: Library Director Minter
Recommendation: Conduct the Public Hearing on the Policy as published; and

Finalize Fines and Fees Schedule for 2003-2004; and

Adopt motion to read Resolution 03-08 by title only; and *Ray/Act*

Motion to adopt Resolution 03-08 *Ray/Belt*

41. Public Hearing for Fiscal Year 2003-2004 Budget

Presentation: Library Director Minter
Recommendation: Conduct Public Hearing on the Budget for Fiscal Year 2003-2004 as published; and

Finalize Placentia Library District Budget for all Funds for 2003-2004 Fiscal Year; and

Motion to read Resolution 03-09 by title only; and *Belt/Ray*

Motion to adopt Resolution 03-09; and *Ray/Ray*

Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

42. Staff Survey – the Library Board President will present a summary of the responses to the Staff Survey distributed in July.

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

*at last dual session reviewed
change - ↓*

43. Continuation of discussion of the impact of the Patriot Act on Library records and services and presentation of proposed Placentia Library District Privacy Policy.

Presentation: Library Director
Recommendation: Adopt Placentia Library District Privacy Policy

discuss in next session to my - - Ray - Belt/Ray

Ray/Belt -

(no public)

NEW BUSINESS

44. Travel/training authorizations for California Special Districts Association (CSDA) Annual Conference, CSDA Governance Academy, and the State of the City Breakfast

Presentation: Library Board President
Recommendation: Determine who will attend and authorize travel expenses

45. Completion of Ballot for the California Special Districts Association election for Board of Directors for Region 6

Presentation: Library Director
Recommendation: Determine the vote and authorize the Library Director to sign and submit the ballot to the California Special Districts Association on behalf of Placentia Library District.

Fac/Bea - Council

46. Request from Library Page Rebecca Messenger that the Board review the Page hourly rate and step scale.

Presentation: Library Director
Recommendation: Amend the Placentia Library District Salary Schedule for Fiscal Year 2003-2004 for Exempt Employees to include a fourth step for Pages at two years for \$7.81.

18 next \$7.81 Richard/Gae

Fac/Bea

STAFF REPORTS (Items 47 – 52)

Items 47 – 52 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.

- 47. Program Committee Report for July 2003 (Roberts)
- 48. Children's Services Report for July 2003 (Rakos)
- 49. Placentia Library Literacy Services Report for July 2003 (Roberts)
- 50. Placentia Library Web Site Report for July 2003 (Roberts)
- 51. Publicity Materials Produced in July 2003. (Humple)
- 52. Safety Committee Minutes for July 2003 (Matas)

CLOSED SESSION

53. 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

54. Agenda Preparation for the September Regular Meeting, which will be held on Monday, September 22, 2003 at 6:30 P.M. *Summed }*
55. Review of Action Items.

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

56. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 25, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 21, 2003.

Donna Siloti

Placentia Library Board Calendar

August 2003 - July 2004

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August

- 19 8:30 AM Placentia Hosts SDRMA Workshop
- 24 2:00 PM Families for Literacy picnic, Kraemer Park
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM OCCOG Annual General Assembly, MWDOC, Fountain Valley

September

- 1 Library Closed for Labor Day
- 7 Library Closed for Monday Holiday
- 8 7:00 PM Friends Board Meeting, Dinsmore
- 15 6:30 PM Library Board Meeting
- 16 2:21 PM CSDA Annual Conference, Lake Tahoe, Resort at Squak Creek, through September 18
- 21 3:00 PM Families for Literacy music program, Meeting Room
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 1 8:30 AM CSDA Governance Workshop on Finance Fiscal Responsibility, Ontario, Ayres Suites
- 6 7:00 PM Friends Board Meeting, Shkoler
- 10 8:30 AM CSDA Board Secretary Workshop, Santa Ana
- 11 9:00 AM Heritage Parade
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 8:30 AM CSDA Governance Workshop in Human Resources, Santa Ana, DoubleTree Hotel
- 25 8:30 AM -1:30 PM Library Forum on Public Library Renaissance -- 21st Century Navigators, Cerritos Public Library, lunch included
- 27 5:00 PM Families for Literacy Library Visit, Meeting Room
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

November

- 3 7:00 PM Friends Board Meeting, Escobosa
- 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 PM)
- 11 Library Closed for Veterans Day
- 14 12:32 PM California Library Association, Ontario, through Nov 17

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Placentia Library Board Calendar

August 2003 - July 2004

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November

- 14 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, DeVecchio
- 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

February

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

March

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

April

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

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Placentia Library Board Calendar

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May

- 3 7:00 PM Friends Board Meeting, DeVecchio
- 23 Library Closed for Monday Holiday
- 24 6:30 PM Library Board Meeting
- Library Closed for Memorial Day
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

June

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

July

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

Feb 2004						
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May 2004						
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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 2003

CALL TO ORDER

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

ROLL CALL

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

Members Absent: Trustee Peggy Dinsmore

Others Present: Trustee Nominee Richard DeVecchio, Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA

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

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

MINUTES

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve the Minutes of the June 30, 2003 Regular Meeting.

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

ORAL COMMUNICATIONS

Rebecca Messenger, a Library Page, asked the Board to explain why the Library Pages do not get the cost of living adjustment that the rest of the staff receives. Library Director Minter explained that the Pages' salary is based on the minimum wage and goes up when the minimum wage goes up. Messenger inquired about options available to Pages who have reached the top of their pay scale. Library Director Minter said the issue would be discussed with the Pages' supervisor.

PRESIDENT'S REPORT

President Shkoler did not address the Board.

TRUSTEE REPORTS

Secretary Escobosa welcomed Richard DeVecchio.

Trustee Wood did not address the Board.

LIBRARY DIRECTOR'S REPORT

Library Director Minter announced the appointment of Library Assistant Yesenia Gomez to the position of Circulation Supervisor. Ms. Gomez was previously assigned to the Literacy Program.

Library Director Minter announced that the Chamber of Commerce Police and Fire Department Breakfast will be on Thursday, July 24, and asked which trustees would like to attend. President Shkoler, Secretary Escobosa and Trustee Wood indicated they would like to attend.

Library Director Minter announced that the State of the City Breakfast will be on September 25 from 7:15 to 9:00. Tickets are \$25 per person.

CLAIMS

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 8 through 11.

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

Claims 4470, 4471, 4472 and 4473 forwarded by Library Director for a total of \$9,059.03.

Claims 4474, 4475 and 4476 for a subtotal for Claims of \$10,693.66; and Payrolls 4477 for \$30,603.80 and 4478 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$71,901.26.

FY2003-2004 Cash Flow Analysis through June 30, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for June 2003

Official General Ledger & Check Registers for June 2003

Acquisitions Report for June 2003

Collection Agency Report for June 2003

Gifts Report for June 2003

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Items 17 through 32.

Building Maintenance Report for June 2003.

Personnel Report for June 2003

Volunteer Report for June 2003

Circulation Report for June 2003

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

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

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on May 5 & 6, 2003. (Receive & File)

Report on Staff Appreciation Dinner. (Receive & File)

Letter from the Orange County Council of Governments (OCCOG) dated June 24, 2003 reporting approval of Placentia Library District's petition for membership, a copy of the executed Joint Powers Agreement establishing OCCOG and a copy of the Bylaws of OCCOG. (Receive & File)

Request from OCCOG dated June 27, 2003 that the Library Board President sign the addendum to the OCCOG Joint Powers Authority Agreement. (Receive & File and Ratify Approval and Signature by President Shkoler)

Letter of Agreement and Engagement with Munson, Cronick & Associates for the preparation of Placentia Library District's Fiscal Year 2002-2003 Audit at an estimated cost of \$5,175. (Receive & File and Authorize Signature by the Library Director)

Notice of Quarterly Meeting for the Independent Special Districts of Orange County (ISDOC) on Thursday, July 31, 2003 at 11:30 A.M. at the Orange County Water District Headquarters, Fountain Valley. The Speaker will be Orange County Supervisor Bill Campbell. (Receive & File)

Proof of Publication for the Board of Trustees Vacancy on May 1, 2003. (Receive & File)

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

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

Trustee Dinsmore arrived at 6:50 P.M.

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there was no new information on the State Budget. She said that the proposed exchange of property tax for sales tax is a concern.

**OPERATING
BUDGET FOR
FY 2003-2004**

Library Director Minter reported that funding for the Literacy program is highly uncertain. The Public Library Fund allocation has been proposed at \$0.00. Passport revenue is down and the book budget will decline from \$150,000 to \$137,000.

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt the Operating budget for Fiscal Year 2003-2004.

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the August 25, 2003 Library Board Meeting at 6:30 P.M.

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

STAFF SURVEY

President Shkoler requested that this item be placed on the Agenda for the next board meeting.

**WAIVER OF
MEETING ROOM
FEES**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the use of the meeting room by a new Chinese-American group without charge for six months. After six months, the Board will review the waiver of fees.

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

PATRIOT ACT

Placentia resident Pat Irot requested that the Board take a position on compliance with the Patriot Act. She feels that patrons should be informed of the possible risks to their privacy. Library Director Minter reported that some libraries are posting warnings. She also explained that the only information kept on record is the last borrower of an item and

borrowers of items subject to fines. President Shkoler said he would prefer the Library to be part of a group of libraries issuing a warning. It was moved by Trustee Wood and seconded by Trustee Dinsmore to revisit this issue at the next board meeting after Library Director Minter has researched various options.

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

**CHANGES TO CSDA
BYLAWS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve recommended changes 1 and 2 to the California Special Districts Association Bylaws, Section 2, regarding procedures for voting for the Board of Directors and processing mail ballots and to authorize signature of the ballot by the Library Director.

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

**PUBLIC BEHAVIOR
POLICY**

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Public Behavior Policy to be effective August 1, 2003.

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

STAFF REPORTS

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

Program Committee Report for June 2003.

Children's Services Report for June 2003.

Placentia Library Literacy Services Report for June 2003.

Placentia Library Web Site Report for June 2003.

Publicity Materials produced for June 2003.

Safety Committee Minutes for June 2003.

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

**AUGUST
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 25, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the next meeting include a status report for the Poet Laureate program and a closed session to discuss a personnel matter.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for June 30, 2003 adjourned at 7:45 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:45 P.M. to discuss a personnel matter.

The Closed Session ended at 8:34 P.M.

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

Betty Escobosa
Secretary
Library Board of Trustees

AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Monday, August 25, 2003

6:30 P.M.

Library Conference Room

Start Time: 6:34

- 1. Roll Call Administrative Assistant

ER
JR
- JS
DS

- 2. Adoption of Agenda

Mtn: E
Sec: W All

Presentation: Library Director
Recommendation: Adopt by Motion

- 3. Oath of Office for Richard De Vecchio as Trustee for Placentia Library District. EDM gave oath

- 4. Minutes of the July 21, 2003 Regular Meeting.

Mtn: W
Sec: B All R.D. Abstain

Presentation: Library Director
Recommendation: Approve by Motion

- 5. Oral Communications

Ellie Rankin - Friends
Get Acquainted for volunteers - picnic.
meeting

Next mtg Sept. 8
Sunday Sales going well.

- 6. Board President Report

Betty Lhe - CSOA Build a Binder workshop. Info for manual.
Agencies w/o HR need outside help to keep up to date.

- 7. Trustee Reports

Betty - Update on none

Lib Trus & Comm Newsletter

Peggy - CALTAG - Mini Tips for Trustees & Commissioners
Suggested nominating Lynn Davche for Award.
EDM will call her office.

Gae - Didn't attend ISDOE luncheon.
Thurs - OCCOG ^{annual} mtg; can't attend. 8:30 - 1:30.

1900

1901

1902

1903

1904

1905

1906

1907

1908

8. Library Director's 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 4479, 4480, 4481, 4482, 4483 and 4484 forwarded by Library Director for a total of \$27,458.22.

11. Current Claims and Payroll (Approve)

Claims 4485, 4486 and 4487 for a subtotal for Claims of \$57,174.93; and Payrolls 4488 for \$30,603.80 and 4489 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$118,382.53.

12. FY2003-2004 Cash Flow Analysis through August 25, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: D
Sec: EW ALL

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

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

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

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

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

GENERAL CONSENT CALENDAR (Items 18 - 38)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: RD
Sec: W All
✓ #15

- 18. Building Maintenance Report for July 2003 (Receive & File)
- 19. Personnel Report for July 2003 (Receive, File, and Ratify Appointments)
- 20. Volunteer Report for July 2003 (Receive & File)
- 21. Circulation Report for July 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. Status Report on Active Grant Applications. (Receive & File)
- 27. Annual Report to the State Library of California for the Families for Literacy (FFL) Grant for Fiscal Year 2002-2003. (Receive & File)
- 28. Report on Staff Appreciation Dinner. (Receive & File)
- 29. Poet Laureate Report. (Receive & File)
- 30. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2002-2003. (Receive & File)
- 31. Annual Report to the State Library of California for the English Language Literacy Intensive (ELLI) Grant for Fiscal Year 2002-2003. (Receive & File)
- 32. 3rd Quarter Report to the State Library of California for the Staff Education Grant for Fiscal Year 2002-2003. (Receive & File)
- 33. Authorization to apply for AmeriCorps staff for Literacy. (Receive & File and Ratify Application)

Booking Fees - for Jails
Reduction of Gen Fund Support - Literacy
State Lib
Public Lib Funding

M: E All
S: W

M: E All
S: W

Advertise? Flyers, cable news release.
3 more Teen Nights (LA classes - extra cr?)
M: W All
S: E

Encourage Volunteering. We would recruit 2 volunteers,
pay \$2K. \$1K from Target already - Recent grads.
Nat'l City - coordinator
Job Desc. done by Nat'l City

M: RD
S: W All

101

102

103

104

105

- 34. California Library Outlets Survey 2002-2003 for Placentia Library District as transmitted to the California State Library on August 21, 2003. (Receive & File)
- 35. State Library description of Literacy programs and funding for Fiscal Year 2003-2004. (Receive & File)
- 36. Local Area Formation Commission Agenda for August 13, 2003. (Receive & File)

37. Authorization to add Richard DeVecchio, Ed.D. to all Placentia Library District bank account signature cards, the Orange County Auditor's signature cards, and Trustee memberships in professional associations: (Receive & File and Approve)

M: W
S: G
S: A
D: A
R: Abst. W: A

38. Orange County Council of Governments' (OCCOG) announcement and agenda for its Annual General Assembly on August 28, 2003, from 8:30 to 1:30 P.M. at the Orange County Water District, 10500 Ellis Avenue, Fountain Valley. (Receive & File)

RD will v to see if can go.

Wood - no longer rep.

M: W
S: E
A 11

CONTINUING BUSINESS

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

Mtn:
Sec:

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

Board of Trustees EDM - good news no D prop tax alloc. TBR included don't know rate (est. \$10K) PLE funded \$15m. our share \$23,225. State Controller if state budget doesn't improve funds won't be distributed.

40. Public Hearing for Fines & Fees Policy

Presentation: Library Director Minter
Recommendation: Conduct the Public Hearing on the Policy as published; and

Contributing w Steve Shields St. Mandate Claims - status remain on books + interest. file each yr (\$1,500) reimb for Board Books. Listened to thinkshop. 1 App. in Pool. Flat grant for each program + per capita stipend + local (students + tutors) match.

Opening Public Session
Fines / Fees Schedule - Finalize Fines and Fees Schedule for 2003-2004; and
No Public Comment

Close Public Hearing Adopt motion to read Resolution 03-08 by title only; and

Mtn: ED
Sec: E
A 11

Motion to adopt Resolution 03-08

Mtn: D
Sec: E
Roll Call
A 11

41. Public Hearing for Fiscal Year 2003-2004 Budget

Presentation: Library Director Minter

1944

1945

1946

1947

1948

1949

1950

Open Public Hearing
No public comments
Close Public Hearing

Recommendation: Conduct Public Hearing on the Budget for Fiscal Year 2003-2004 as published; and

Finalize Placentia Library District Budget for all Funds for 2003-2004 Fiscal Year; and

Motion to read Resolution 03-09 by title only; and

Mtn: E All
Sec: D

Motion to adopt Resolution 03-09; and

Mtn: W Roll Call
Sec: D All

Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

Mtn:
Sec:

42. Staff Survey – the Library Board President will present a summary of the responses to the Staff Survey distributed in July. *Closed session - next over.*

Presentation: Library Board President

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

*Sept. 15 6:30. Reg hire HR spec. - get name from CSDA
On Agenda for Sept. 15.*

*Al passed summary resp. 14 responses.
out. X is average request, pursuant to Brown Act, want it water, open session.*

43. Continuation of discussion of the impact of the Patriot Act on Library records and services and presentation of proposed Placentia Library District Privacy Policy. *Talk at Council meeting in Nov.*

Mtn: W All
Sec: E

Presentation: Library Director

Recommendation: Adopt Placentia Library District Privacy Policy

*follow state Fed laws do everything to protect privacy of lib patrons
NEW BUSINESS ~~have posted~~ e ref desk.*

44. Travel/training authorizations for California Special Districts Association (CSDA) Annual Conference, CSDA Governance Academy, and the State of the City Breakfast

Mtn:
Sec:

Presentation: Library Board President

Recommendation: Determine who will attend and authorize travel expenses

CSDA Conf: None

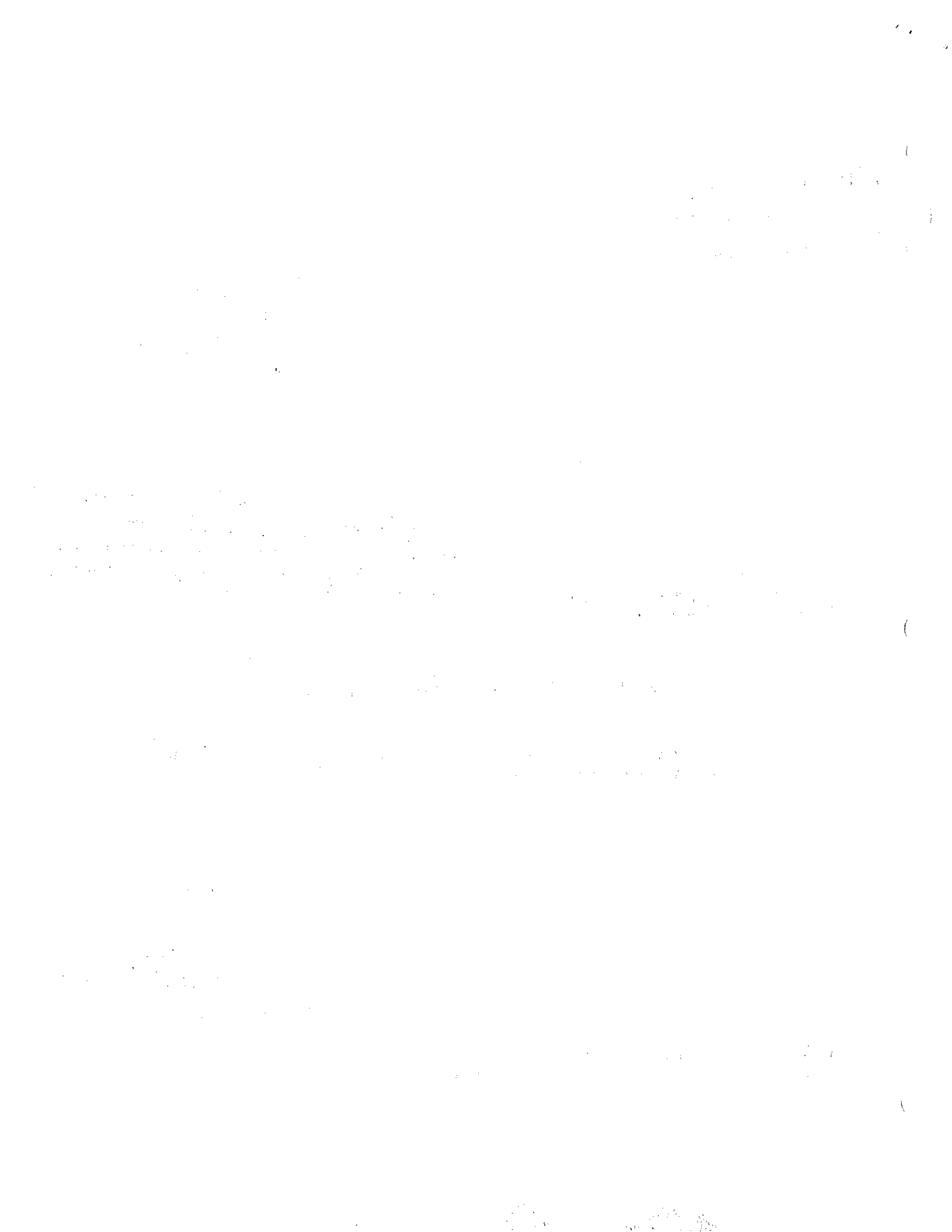
CSDA Gov. :

*State of City: D, E, W, S,
JR, Jim Dinsmore, EDM,
(Get Table)*

45. Completion of Ballot for the California Special Districts Association election for Board of Directors for Region 6

Presentation: Library Director

*M: support Croucher W
S: E All*



Recommendation: Determine the vote and authorize the Library Director to sign and submit the ballot to the California Special Districts Association on behalf of Placentia Library District.

Mtn:
Sec:

- 46. Request from Library Page Rebecca Messenger that the Board review the Page hourly rate and step scale.

Mtn: RD
Sec: W

ALL

Presentation: Library Director
Recommendation: 3rd step @ 15 mths \$7.81

STAFF REPORTS (Items 47 - 52)

Mtn: W

- 47. Program Committee Report for July 2003 (Roberts)
- 48. Children's Services Report for July 2003 (Rakos)
- 49. Placentia Library Literacy Services Report for July 2003 (Roberts)
- 50. Placentia Library Web Site Report for July 2003 (Roberts)
- 51. Publicity Materials Produced in July 2003. (Humble)
- 52. Safety Committee Minutes for July 2003 (Matas)

Sec: E ALL

Regular Meeting Adjourned: 7:55

CLOSED SESSION

- 53. Closed Session to Discuss a Personnel Matter

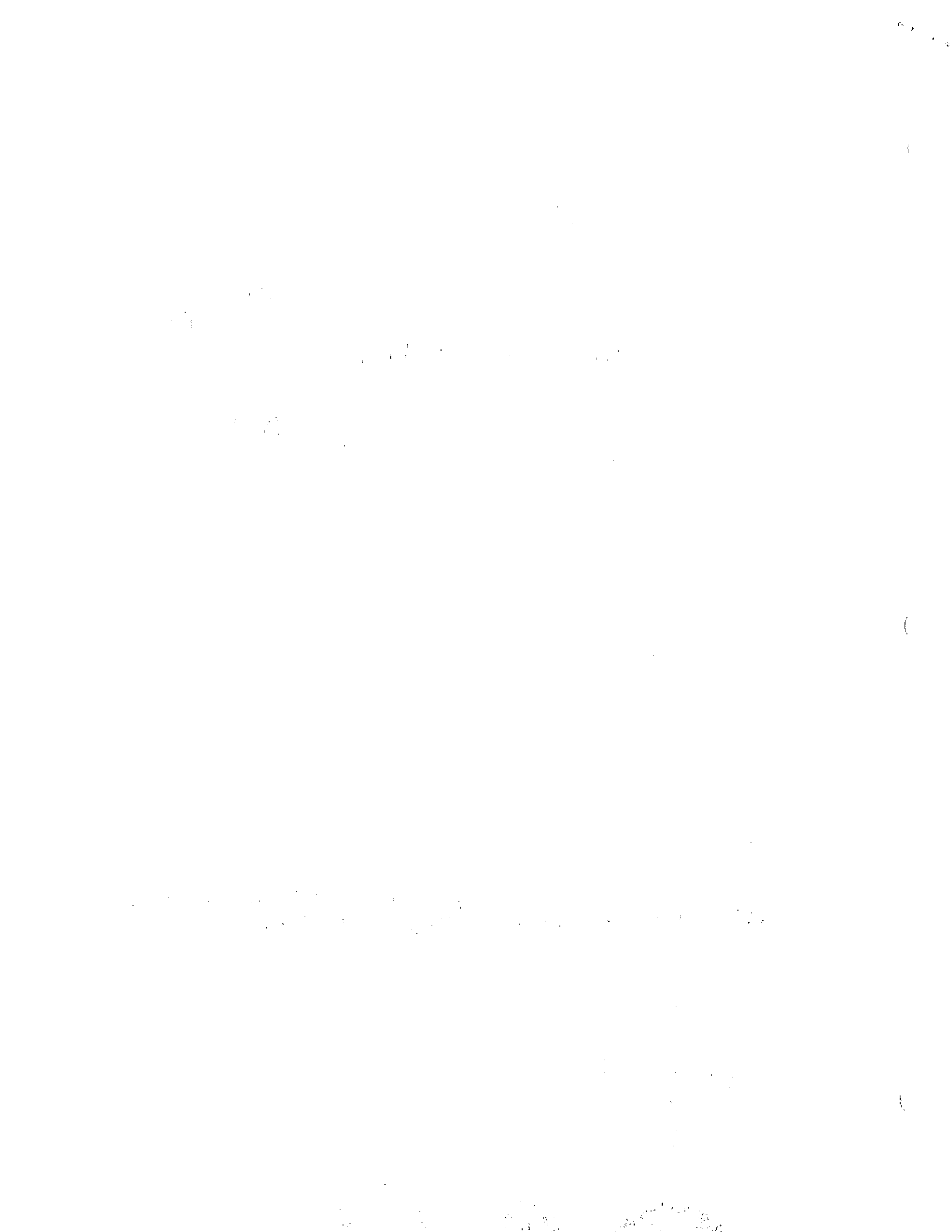
Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, a personnel matter.

ADJOURNMENT

- 54. Agenda Preparation for the September Regular Meeting, which will be held on Monday, September 22, 2003 at 6:30 P.M. - Policy Manual (Bring in for updates) Section - Personnel - EDM modifying job desc.
- 55. Review of Action Items.
- 56. Adjourn

Adjournment Time: 8:45

Staff Appec.
R (2)
D (2)
E
W (2)
S (2)



SURVEY RESPONSES

1. Since the workshop were you supported by the Director while resolving a customer conflict?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

The one time I had a customer conflict, the patron asked to speak with the director & Elizabeth came right out & addressed the problem professionally.

2. Since the workshop is there more clarity in direction from management?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

Clarity regarding what? As far as management, things will continue as always; there's no room for the workplace of Placentia Library District to grow, to improve.

The same – my directions from my immediate manager had been clear.

We are having staff meetings regularly.

3. Since the workshop have you observed a more professional attitude from management?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

The Director does seem to be trying to watch her tone of voice but she continues to take long lunches, leave early and work on her volunteer work for most of the day.

4. Since the workshop have we tried to make the library environment safer?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

We have had a safety meeting, but nothing really happened.

The library is falling apart. We had some plumbing problems in the children's dept. for over a week. Much exposure to allergies; molds & mildews.

Several "resolutions" have been made in staff meetings since the workshop.

Tiles replaced (or fixed) by circ desk. Cleaning needs to be better.

5. Since the workshop have you noticed more concern or understanding being expressed by management?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

I have not seen management take action & completely fulfill their functions & duties. No one is holding each other accountable for anything.

6. Since the workshop have you experienced more accessibility to the Director?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

Because of the directors reputation around the workplace, I don't feel comfortable accessing her. She works 9-3 P.M., I never see her.

7. Since the workshop do you feel you have been given enough authority to perform your duties responsibly?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

Not at all.

Before and after the workshop

My supervisor has always empowered and encouraged me in my duties.

8. Since the workshop have problems been dealt with more quickly and effectively?

A. Strongly agree B. Agree C. Disagree D. Strongly disagree

It's been the same.

Individuals seem to be making more of an effort.

The library director has favorites and treats them accordingly.



9. Since the workshop have you had opportunities to offer constructive criticism?

___ A. Strongly agree ___ B. Agree X C. Disagree ___ D. Strongly disagree
A little bit. I think the staff meetings are good for that.

I can do this in staff meetings.

My manager has always listened and explained.

10. Since the workshop are things running more smoothly?

___ A. Strongly agree ___ B. Agree X C. Disagree ___ D. Strongly disagree
Worse, much worse.

No! Things haven't changed. It's a very stressful environment to work in. Amongst the directors management & other employees, relationships seem to become more & more tense & conflicting.

With new personnel this can be a challenge, but I think the transitions are going pretty well.

The atmosphere has improved in that the Director is controlling her temper but people still get frustrated with her micromanagement.

11. Since the workshop have you had the opportunity to cross-train with other employees?

___ A. Strongly agree ___ B. Agree X C. Disagree ___ D. Strongly disagree
No, in fact this is discouraged.

12. Since the workshop have we created a more consistent workplace where everyone is treated equally?

___ A. Strongly agree ___ B. Agree X C. Disagree ___ D. Strongly disagree
No one has ever been treated equally at library.

Favoritism & inconsistency are prevalent in the workplace.

13. Since the workshop do you feel that you have the freedom to communicate with your supervisor more effectively?

___ A. Strongly agree ___ B. Agree X C. Disagree ___ D. Strongly disagree
She does not want to talk to anyone outside of staff meetings.

I communicate with my supervisor fine.

I have always felt I could communicate.

No. This was fine earlier.

14. Since the workshop have we become more results oriented?

___ A. Strongly agree ___ B. Agree X C. Disagree ___ D. Strongly disagree
No! I don't even feel that there are plans & goals for the library or its employees. Without plans, how can we bring results? The library needs money, materials, facilities. . . . Since the workshop is there more respect shown between all levels of employees?

___ A. Strongly agree X B. Agree ___ C. Disagree ___ D. Strongly disagree
From Jim and Julie, not the Director.

I am a fairly recent employee and have no history. However – the teamwork; conviviality; Esprit de corps is at a very high level

The respect has always been there, but staff is still uncertain about the whole situation. It needs more time.

15. Since the workshop have we solved problems at an appropriate level of management when possible?

___ A. Strongly agree ___ B. Agree X C. Disagree ___ D. Strongly disagree
The Tech Services Manager quite often passes problems on to the Director or Public Service Manager.



16. If the opportunity arose, I would resign and accept a similar job for the same pay or only slight salary increase.

Yes, definitely Would seriously consider it Probably not Definitely not
Absolutely.

Depends on location & with whom I'd be working (boss). I love what I do, but the stress, frustration, conflict & politics are getting to me. I work behind the scenes and I feel the tension here. It's horrible! It's not worth my mental, emotional & physical health.

I love what I do and I love working at the Placentia Library.

I would go for less pay.

If I were offered a similar job with a similar salary and a better retirement plan I would definitely take it. After years in the pension program what I have would last 2 or 3 years in retirement.

Additional comments/suggestions:

Many employees have express their apprehension at filling out survey because they felt it was just another incident that would make things worse then they already are – so seriously consider the number of 17s you have and realize that's why no one will come work for us when things are good. Also an outside H.R. department should have received these results for complete honesty to be ensured.

Those in management & above need to focus more on fulfilling their duties and have trust in their employees. Everyone here is perfectly capable of doing their job. Give us a chance so that you can do your job properly & better. This library need's to take more risks and probably needs to re-structure & re-evaluate all aspects of the library. Some of us may need more training to successfully fulfill our duties & others may need to be let go & replaced by someone who can do the job. There is so much going on around here; lot's of gossip, etc. and it's going to drive away your best employees. Board, I urge you all to listen to us & take us seriously. And most importantly, do something about it. Thank you for giving us the opportunity to speak out.

I thought the workshop was excellent. I learned a lot about interacting with patrons (especially professional and diplomatic language). I thought the leader was absolutely fearless in eliciting provocative comments, that could only bring us closer together. Personally, I have never attended a more informative and helpful workshop!

The Director sets the tone for the whole library. Ours has a temper, is gone a lot, and lacks the people skills to establish good relationships with her staff. She has years of experience in the field, though, which I'm sure is of value. Maybe we need an Assistant Director who would be in charge of all personnel. Then the Director could focus on funding for the library and being the library's ambassador at her various groups in the community. Thanks to the Board for giving us this opportunity to have some input.

A major concern is when unqualified people are hired over objections by staff. Somehow these people remain employed even though they can't do their jobs!

Note!! This entire page is from one employee.

AS

A few thoughts regarding the work environment here and the relationship the director has with her staff. The more professionally you conduct yourself; the better you do your job; the more initiative you take in the performance of your duties, the worse you will be treated by the director. It's that simple. You may count on being patronized, snapped at and treated with disrespect at best; at worst you will be screamed at (profanity included) and humiliated, sometimes in the presence of patrons. The director shows a lack of respect and consideration for her staff at a very basic level, from requiring staff to come in on their days off and essentially act as caterers, to speaking to them as if they were junior high school students.

The director has little to no control over her temper; I have witnessed her literally scream, using profanity, in front of two young patrons. Her behavior is an embarrassment and a liability to this library. The director has created an environment where staff is forced to go around and under her to simply be able to do our jobs in a professional and appropriate manner. Her people skills appear to be non-existent.

Rules are not consistently enforced and they change constantly-without warning or input from staff at any level. The director spends an inordinate amount of her time on micro-managing things of the utmost unimportance; in the meantime this library lacks sufficient funds to serve the public in the manner it should. The financial records of this library are a mess. The director appears to be more interested in preparing for the latest Rotary event than in putting in the hours needed to run this library effectively. While her staff work every weekend and three nights a week, the director does not even put in forty hours most weeks, although her timesheets do not reflect this fact.

What is most disturbing to the majority of staff members is the fact that there appear to be no effective checks and balances in place to curb the excesses of this director. Short of legal action, individual staff members have nowhere to go for their very, very serious complaints about the way they are treated.

This library and this community are lucky to have so many staff members who are so dedicated to their jobs. Our pay and our benefits are, in fact, less than that found in the majority of county and city libraries. Our working conditions, due to the director, are less than ideal. In spite of this, the majority of staff members never waver in their commitment to supporting one another and serving the community. In spite of the fact that morale is extremely low, the majority of staff continue to come in early, stay late, and in general go over and above the call of duty. Unfortunately, unless things improve dramatically, I believe as many staff members who can find positions elsewhere will do so.



PLACENTIA LIBRARY DISTRICT

LIBRARY DIRECTOR'S OFFICE

TO: Al Shkoler, President. Library Board of Trustees

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

DATE: August 25, 2003

SUBJECT: Staff Survey Responses

I have an expectation this evening that the results of the Staff Survey that you transmitted to me by e-mail this afternoon be presented in their entirety with Agenda Item 42.

In light of the specific charges and complaints made anonymously in this report I am formally requesting, pursuant to The Brown Act section 54957, that the discussion of those items be conducted in public session at such time when I have been given the prescribed twenty-four hours notice of the content of the charges and complaints.

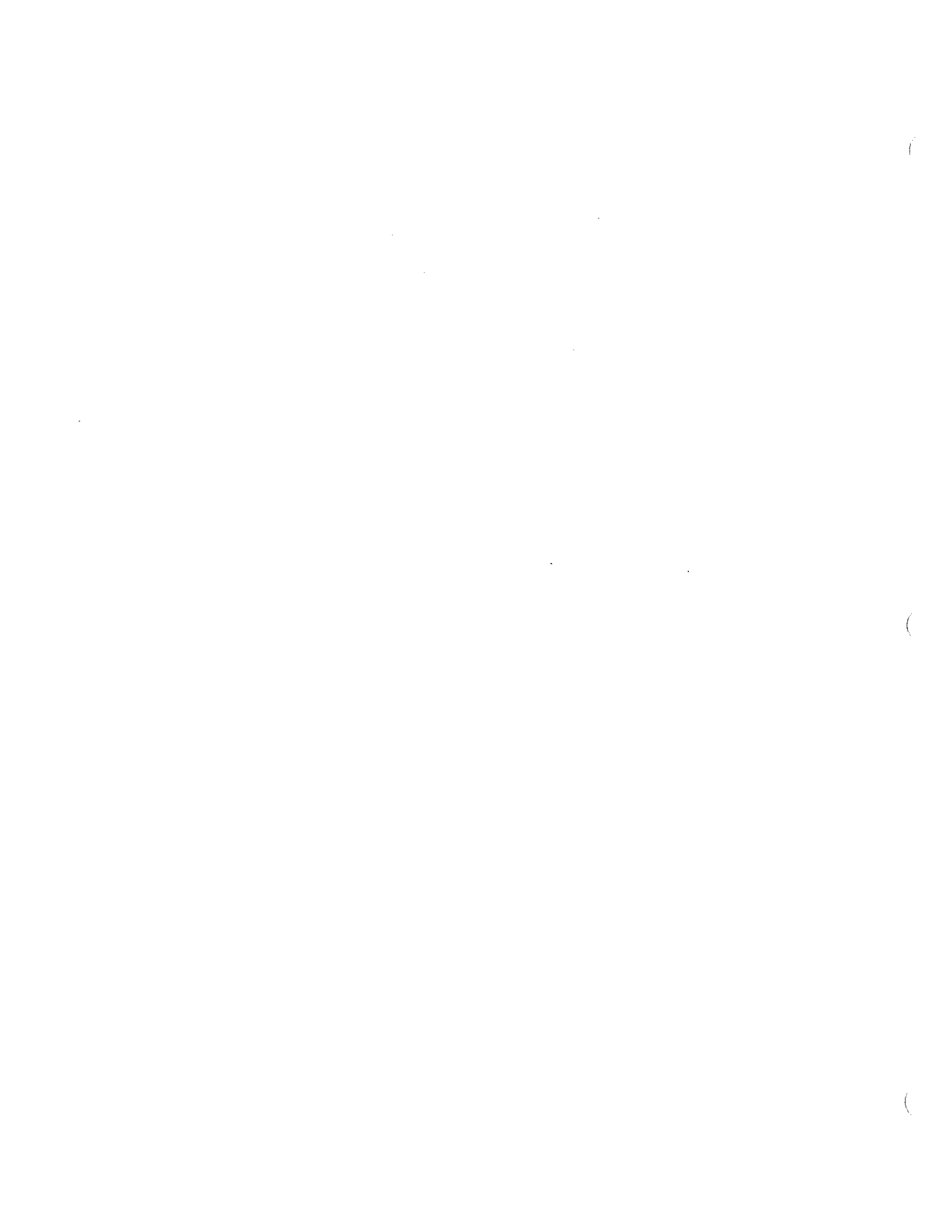
I am recommending that the Board hire a qualified Human Resources consultant to manage the processing and further investigation of these charges and complaints. Referrals for qualified firms may be requested from Dennis Timmoney at the Special District Risk Management Authority.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 25, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
August 25, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	July 24, 2003	4479	15,136.23
	July 31, 2003	4480	3,859.76
	July 31, 2003	4481	1,229.51
	August 7, 2003	4482	2,600.86
	August 14, 2003	4483	1,041.56
	August 14, 2003	4484	3,590.30
TOTAL BY LIBRARY DIRECTOR			<u>\$ 27,458.22</u>

Prepared by Donna Siloti

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

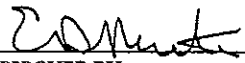
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

7/31/03

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
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-06-826		1400	00		149.00		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	211437		1800	00		93.43		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chlcago, IL 60675-1641	8/1/03-9/1/03		0300	00		263.80		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	6-30-03		1900	00		1,207.48		
N06667A Upstart W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	7828976-001		1800	00		18.24		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	8/1/03-8/31/03		0300	00		650.70		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-7015		1300	01		12,500.00		
N27247 Action Electric Corp. 1001 E. Washington Ave Santa Ana, CA 92701	DM-92914		1400	00		253.58		

The claims listed above (totaling \$15,136.23) 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 B

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

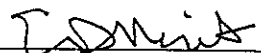
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

8/05/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	6/19/03-7/21/03		2800	00		110.61		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55730		1800	00		1,712.25		
			1800	08		570.75		
						2,283.00		
	55742		1800	00		130.99		
						2,413.99		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	7/29/03		1800	00		92.45		
N01903A Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	517342		1800	09		429.14		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	August 2003		0300	00		186.30		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	6/18/03-7/18/03		2800	00		349.99		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	714-528-8236 7/16/03		0700	01		242.28		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	August 2003		1900	00		35.00		

The claims listed above (totaling \$3,859.76) 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

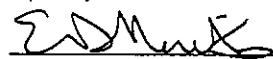
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

8/05/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	7/21/03		1800	00		184.82		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035805		1800	00		396.52		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	8/1/03-9/1/03		0300	00		78.20		
N26867A Kay Pfaffle 2200 Mont Blanc Circle Placentia, CA 92870 SSN 483-46-9479	7/10/03 Lapsit		1900	00		30.00	2	
	7/9/03-7/10/03		1900	00		90.00	2	
						120.00		
N28351 Delta Systems Co., Inc. 1400 Miller Parkway McHenry, IL 60050-7030	441063		1800	09		349.96		
(new vendor)	6211		1300	00		50.00		
Copy America	6212		1300	00		16.67		
3198-C Airport Loop Dr.	6213		1300	00		16.67		
Costa Mesa, CA 92626	6214		1300	00		16.67		
						100.01		

The claims listed above (totaling \$1,229.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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ATTESTED AND/OR COUNTERSIGNED BY

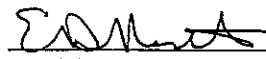
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	8/1/03-9/1/03		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3206		1900	00		42.00		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062780		1400	00		1,100.00	2	
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320722		1900	00		6.95		
			1800	00		383.46		
						390.41		
N19776 Donna G. Bass 500 Vanderbilt Dr. Placentia, CA 92870 562-54-2194	July 2003		1900	00		405.00	2	
N21533 Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	233057		1800	00		41.01		
(new vendor) Treetop Publishing P.O. Box 085567 Racine, WI 53408-5567	90079		2400	09		230.59		
(new vendor name) SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1543478		0700	01		342.34		
	714-223-1698							
	T1547401		0700	08		22.01		
	714-524-8408					364.35		

The claims listed above (totaling \$2,600.86) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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ATTESTED AND/OR COUNTERSIGNED BY

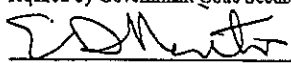
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	313		1800	00		182.96		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1559107 335-253-2062		0700	01		266.88		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	8/1/03 714-524-8408		0700	08		100.00		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1373495		1800	00		95.92		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035823		1800	00		171.32		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200308-60		1900	00		15.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	137288		1900	00		174.92		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	6/25/03-7/24/03 7/27/03		2700	09		31.68		
			2700	09		2.88		
							34.56	

The claims listed above (totaling \$1,041.56) 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.


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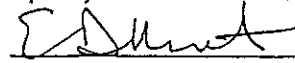
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200308088074 9/1/03-10/1/03		0300	00		3,590.30		

The claims listed above (totaling \$3,590.30) 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
August 25, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4485	17,771.94
	4486	2,124.88
	4487	37,278.11
TOTAL CURRENT CLAIMS		<u>\$57,174.93</u>
PAYROLL	4488	30,603.80
	4489	30,603.80
		<u>\$61,207.60</u>
TOTAL		<u><u>\$118,382.53</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only		
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC	
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55724		0700	00		7.20			
			2800	00		4,522.91			
			1400	00		2,008.84			
						6,538.95			
	55748			0700	00				7.20
				2800	00				5,933.96
				1400	00				2,170.91
									8,112.07
									14,651.02
	N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1774495		2400	05				132.37
1774496		2400		05	113.52				
1787716		2400		05	706.84				
				952.73					
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	30002712		2400	01		1,178.23			
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	6/25/03-8/13/03		0900	00		122.23			
			0900	09		77.46			
			1600	00		30.00			
			1800	00		247.88			
			1803	00		13.65			
			1900	08		80.00			
			2700	01		87.00			
			2700	03		135.00			
						793.22			
N03738G Pitney Bowes PO Box 856179 Louisville, KY 40285-6179	5552658-AU03		2100	00		196.74			

The claims listed above (totaling \$17,771.94) 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

17,771.94

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1587790		0700	00		66.75		
	714-528-1906							
	T1587805		0700	01		13.26		
	714-528-8236					80.01		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5358167P		2400	05		318.94		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36418		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	84820642		2400	01		15.40		
	2CM02796		2400	01		-3.36		
						12.04		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	12531364		2400	01		308.59		
	12540553		2400	01		139.26		
	12627464		2400	01		138.79		
						586.64		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	08/25/03		1803	00		750.00		
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	Rakos membership ID#1081046		1600	00		68.00		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035837		1800	00		93.75		

The claims listed above (totaling \$2,124.88) 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

Page Total

2,124.88

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
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	Sept. 15, 2003		2200	00		35,900.00		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	9/1/03-9/30/03		0300	00		762.60		
N27838 BBC Audiobooks Amerlca P.O. Box 1450 Hampton, NH 03843-1450	115464 119739		2400	05		93.67 105.67 199.34		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	6369 6370 6371 6372		1300	00		16.67 50.00 16.67 16.67 100.01		
N28438 Treetop Publshing P.O. Box 085567 Racine, WI 53408-5567	90079		2400	09		230.59		
(new vendor) Star Bright Books The Star Building 42-26 28th St., Suite 2C Long Island City, NJ 11101	00579		2400	09		67.57		
N14905B SCLLN, Inc. c/o Jerry Edwards Santa Fe Springs City Library 11700 Telegraph Rd. Santa Fe Springs, CA 90670	August 11, 2003		1800	08		18.00		

The claims listed above (totaling \$37,278.11) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/25/03
REPORT NO 4488

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	9/18/03 Pay period # 6 September 5, 2003 September 18, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, September 18, 2003								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/25/03
REPORT NO 4489

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	10/2/03 Pay period # 7 September 19, 2003 October 2, 2003		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, October 2, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

30,603.80

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: August 25, 2003

BACKGROUND:

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

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

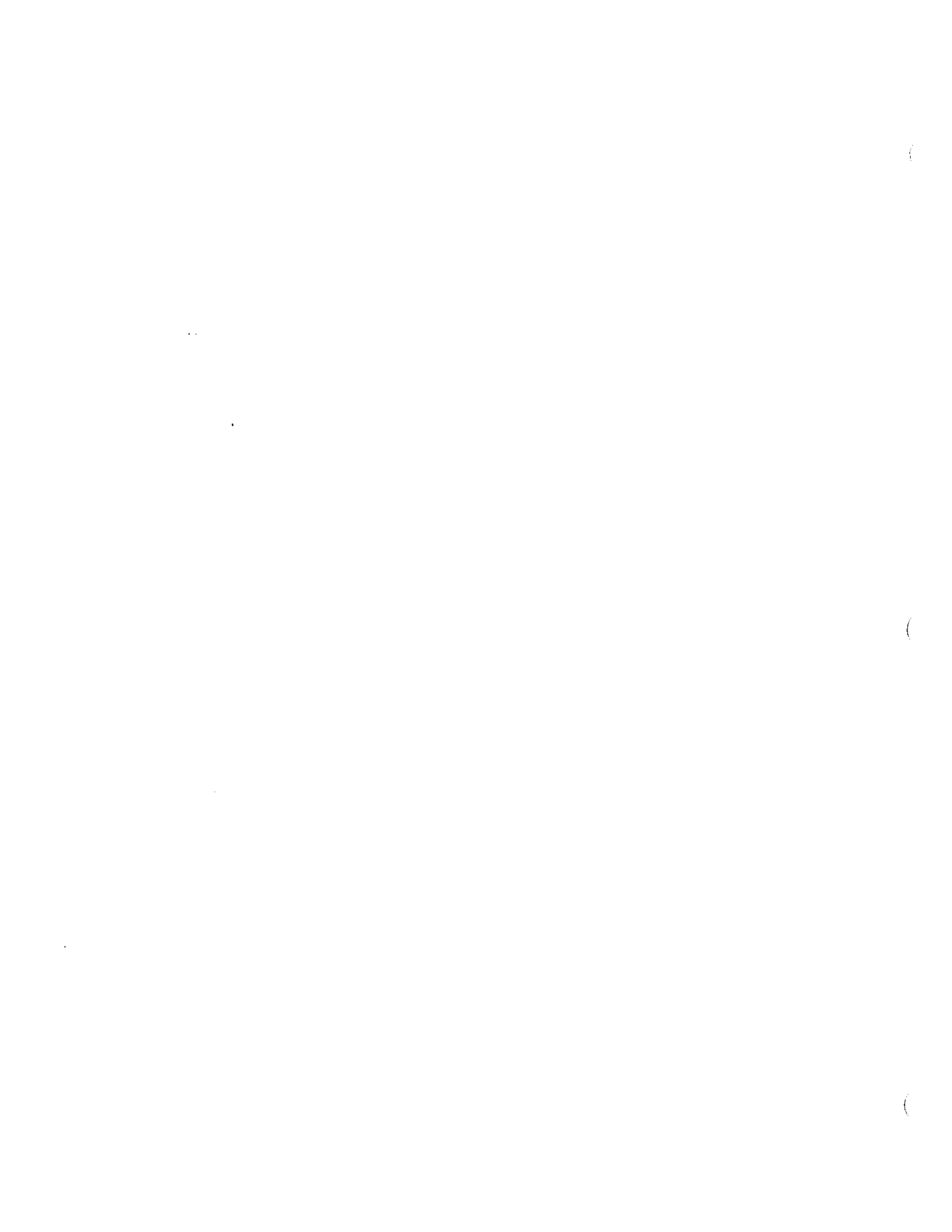
I am recommending that no funds be transferred at this time.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through August 25, 2003.

Placentia Library District
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			518,205.57
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	488,440.15
06/19/03	4464	General		910.99	487,529.16
06/30/03	4466	General		11,784.44	475,744.72
06/30/03	4467	General		10,235.12	465,509.60
06/30/03	4468	Payroll to wire Jul 24, 2003		30,603.80	434,905.80
06/30/03	4469	Payroll to wire Aug 7, 2003		30,603.80	404,302.00
07/03/03	4470	General by Library Director		2,350.74	401,951.26
07/03/03	4471	General by Library Director		2,594.89	399,356.37
07/03/03	4472	General by Library Director		3,139.44	396,216.93
07/10/03	4473	General by Library Director		973.96	395,242.97
07/17/03		Secured 2003-2003 #9	16,611.57	41.53	411,813.01
07/17/03		Supplemental 1985+ #1	4,111.95		415,924.96
07/17/03		Delinquent Supplemental	1,567.37		417,492.33
07/17/03		Supplemental 1984	1.73		417,494.06
07/21/03		Teeter Plan Delinquent Secured	14,296.23		431,790.29
07/21/03	4474	General		1,997.58	429,792.71
07/21/03	4475	General		2,706.79	427,085.92
07/21/03	4476	General		5,989.29	421,096.63
07/21/03	4477	Payroll to wire Aug 21, 2003		30,603.80	390,492.83
07/21/03	4478	Payroll to wire Sep 4, 2003		30,603.80	359,889.03
07/24/03	4479	General by Library Director		15,136.23	344,752.80
07/30/03		Library Passport Revenue, Jul	13,829.94		358,582.74
07/30/03		Library Revenue, Jul	1,495.70		360,078.44
07/30/03		Interest	4.48		360,082.92
07/31/03	4480	General by Library Director		3,859.76	356,223.16
07/31/03	4481	General by Library Director		1,229.51	354,993.65
08/07/03	4482	General by Library Director		2,600.86	352,392.79
08/14/03	4483	General by Library Director		1,041.56	351,351.23
08/14/03	4484	General by Library Director		3,590.30	347,760.93
08/25/03	4485	General		17,771.94	329,988.99
08/25/03	4486	General		2,124.88	327,864.11
08/25/03	4487	General		37,278.11	290,586.00
08/25/03	4488	Payroll to wire Sep 18, 2003		30,603.80	259,982.20
08/25/03	4489	Payroll to wire Oct 2, 2003		30,603.80	229,378.40
					229,378.40



Placentia Library District
 Property Tax Apportionments
 Fiscal Year 2003-2004

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 August 25, 2003

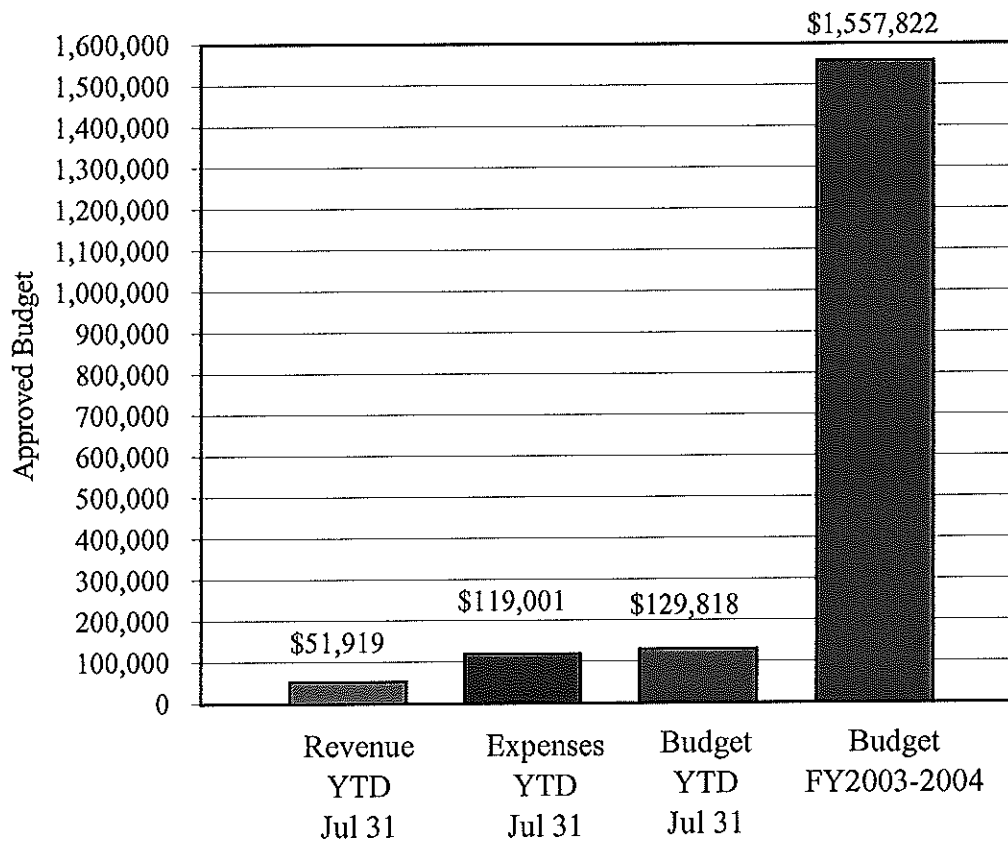
	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Sep-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Oct-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Nov-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Dec-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28-Feb-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2003 - 2004

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Tetter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	0.00	1.97	0.00	1.97	0.00%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	14,166.49	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	16,611.57	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	Tetter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	14,296.23	14,824.78	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	30,907.80	28,991.27	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	0.00	2,368.45	0.00	2,368.45	0.00%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	4,113.68	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	40,000	4,113.68	2,368.45	4,113.68	2,368.45	10.28%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	1,567.37	1,363.50	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	36,588.85	32,725.19	36,588.85	32,725.19	2.80%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	4.48	10.17	4.48	10.17	0.05%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	4.48	10.17	4.48	10.17	0.05%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	0.00	0.00	0.00	0.00	0.00%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	#DIV/0!
6970-02	State - CA Literacy Campaign	22,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	54,000.00	0.00	54,000.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	0.00	54,000.00	0.00	54,000.00	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	1,495.70	1,944.43	1,495.70	1,944.43	4.99%
7670-01	Local Revenue -- Passport	146,000	13,829.94	7,971.65	13,829.94	7,971.65	9.47%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	176,000	15,325.64	9,916.08	15,325.64	9,916.08	8.71%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	51,918.97	96,651.44	51,918.97	96,651.44	3.33%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	56,079.16	50,124.00	56,079.16	50,124.00	8.07%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	4,290.06	3,798.00	4,290.06	3,798.00	4.37%
	Health & Life Insurance/Blue Shield CA	51,886.00	2,822.12	3,854.61	2,822.12	3,854.61	5.44%
	Long Term Disability/CNA	3,300.00	510.85	522.30	510.85	522.30	15.48%
	Life Insurance/Fortis & Protective Life	1,405.00	245.00	86.35	245.00	86.35	17.44%
	Vision Service Plan/VSP	2,682.00	208.32	233.36	208.32	233.36	7.77%
	Dental/Ameritas	7,597.00	1,301.40	465.70	1,301.40	465.70	17.13%
0300	Total Employee Insurance	66,870.00	5,087.69	5,162.32	5,087.69	5,162.32	7.61%
0310	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	2,182.00	2,733.00	2,182.00	2,733.00	21.82%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	67,638.91	61,817.32	67,638.91	61,817.32	7.78%
0700-00	Communications - Telephone	1,750.00	85.91	126.57	85.91	126.57	4.91%
0700-01	Communications - Modem/Fax	7,600.00	445.97	649.51	445.97	649.51	5.87%
0700-02	Communications - Internet/Database	800.00	0.00	19.95	0.00	19.95	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	215.50	215.50	215.50	215.50	7.98%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	469.29	4.17	469.29	4.17	31.29%
	Total Communications	14,350.00	1,216.67	1,015.70	1,216.67	1,015.70	8.48%
0900-00	Food - General Fund	350.00	0.00	42.95	0.00	42.95	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	0.00	28.69	0.00	28.69	
	Total Food	500.00	0.00	71.64	0.00	71.64	0.00%
1000-00	Household Expense	4,250.00	0.00	1,482.41	0.00	1,482.41	0.00%
1100-00	Insurance - Liability	11,000.00	9,985.98	7,505.58	9,985.98	7,505.58	90.78%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	0.00	66.92	0.00	66.92	0.00%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	12,500.00	5,000.00	12,500.00	5,000.00	62.50%
1300-07	Maintenance of Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	0.00	66.93	0.00	66.93	
1300-09	Maintenance of Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	23,500.00	12,500.00	5,133.85	12,500.00	5,133.85	53.19%
	HVAC	7,500.00	372.50	3,186.00	372.50	3,186.00	4.97%
	Carpet Cleaning	2,750.00	522.72	430.98	522.72	430.98	19.01%
	Groundskeeping, City of Placentia	27,500.00	0.00	2,212.47	0.00	2,212.47	0.00%
	Plumbing	3,000.00	7.08	333.86	7.08	333.86	0.24%
	Electrical	1,500.00	253.58	0.00	253.58	0.00	16.91%
	Cleaning Service	13,700.00	1,100.00	1,100.00	1,100.00	1,100.00	8.03%
	Locksmith	1,000.00	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	0.00	0.00	0.00	0.00	0.00%
1400-00	Total Maintenance of Building & Grounds	62,950.00	2,255.88	7,263.31	2,255.88	7,263.31	3.58%
1600-00	Memberships - General Fund	2,200.00	115.00	0.00	115.00	0.00	5.23%
1600-07	Memberships - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550.00	0.00	480.00	0.00	480.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	115.00	480.00	115.00	480.00	4.18%
1700-00	Miscellaneous Expense - General Fund	0.00	2,580.00	0.00	2,580.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	2,580.00	0.00	2,580.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
	Library Supplies	12,000.00	507.04	477.02	507.04	477.02	4.23%
	Printing	11,500.00	141.21	602.32	141.21	602.32	1.23%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	120.00	0.00	120.00	0.00	10.91%
	Paper	700.00	0.00	64.67	0.00	64.67	0.00%
	Drinking Water Service	350.00	27.50	27.50	27.50	27.50	7.86%
	Other Office Supplies	10,000.00	691.53	1,562.78	691.53	1,562.78	6.92%
1800-00	Total Office Supply Expense - General Fund	35,650.00	1,487.28	2,734.29	1,487.28	2,734.29	4.17%
1800-07	ELLI Grant Supply Expense	0.00	255.71	0.00	255.71	0.00	
	Printing	1,500.00	0.00	0.00	0.00	0.00	
	Publications	2,500.00	0.00	0.00	0.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	32.84	0.00	32.84	
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	0.00	32.84	0.00	32.84	0.00%
1800-09	Supply Expense Families for Literacy	2,500.00	0.00	0.00	0.00	0.00	
	Total Office Expense	43,650.00	1,742.99	2,767.13	1,742.99	2,767.13	3.99%
1803-00	Postage Expense - General Fund	4,500.00	0.00	934.05	0.00	934.05	0.00%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100.00	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,750.00	0.00	934.05	0.00	934.05	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	35.00	35.00	35.00	35.00	8.33%
	Pension Contribution & Operating Expenses	7,000.00	1,207.48	1,120.35	1,207.48	1,120.35	17.25%
	Anaheim Consortium Automated Library System	34,000.00	646.50	0.00	646.50	0.00	1.90%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	42.00	37.71	42.00	37.71	8.33%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	1,041.53	1,035.42	1,041.53	1,035.42	12.25%
	Advertising (Including WEB Site)	4,000.00	15.00	445.80	15.00	445.80	0.38%
	Medical Exams	1,200.00	110.50	157.50	110.50	157.50	9.21%
	Collection Services - Accounts Receivable	2,250.00	377.56	206.16	377.56	206.16	16.78%
	Audit & Accounting Services	5,250.00	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	3,600.00	385.15	243.60	385.15	243.60	10.70%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500.00	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	14,000.00	1,019.45	310.00	1,019.45	310.00	7.28%
1900-00	Total Specialized Services - General Fund	84,224.00	4,880.17	3,591.54	4,880.17	3,591.54	5.79%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	500.00	290.00	500.00	290.00	10.00%
1900-09	Specialized Services - Families for Literacy	500.00	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	0.00	0.00	0.00	0.00	0.00%
	Total Specialized Services	102,224.00	5,380.17	3,881.54	5,380.17	3,881.54	5.26%
2000-00	Legal Notices - General Fund	650.00	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Legal Notices	650.00	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	400.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	7,471.65	7,418.32	7,471.65	7,418.32	7.12%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	2,343.12	1,672.48	2,343.12	1,672.48	1.78%
2400-02	Special Department Expense - Video	0.00	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0.00	2,467.55	16,201.50	2,467.55	16,201.50	
2400-04	Special Department Expense - Periodicals	0.00	105.60	96.00	105.60	96.00	
2400-05	Special Department Expense - Audio	0.00	453.42	278.75	453.42	278.75	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	0.00	815.73	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	2,000.00	0.00	989.36	0.00	989.36	
2400-09	Special Department Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Special Department Expense	133,840.00	6,185.42	19,238.09	6,185.42	19,238.09	4.62%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500.00	0.00	280.10	0.00	280.10	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	21.56	1,182.85	21.56	1,182.85	0.48%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	0.00	126.00	0.00	126.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	0.00	22.32	0.00	0.00%
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	320.00	0.00	320.00	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,250.00	43.88	1,908.95	43.88	1,908.95	0.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 25, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUL 2003	FY2002-2003 JUL 2002	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	0.00	3,338.44	0.00	3,338.44	0.00%
	Gas	3,500.00	220.82	19.62	220.82	19.62	6.31%
	Water	3,750.00	278.13	365.91	278.13	365.91	7.42%
	Total Utilities	67,250.00	498.95	3,723.97	498.95	3,723.97	0.74%
	TOTAL SUPPLIES & SERVICES	587,314.00	49,976.59	62,824.54	49,976.59	62,824.54	8.51%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000.00	1,385.30	0.00	1,385.30	0.00	6.93%
4000-07	Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	2,726.01	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	1,385.30	2,726.01	1,385.30	2,726.01	6.93%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	1,385.30	2,726.01	1,385.30	2,726.01	6.93%
5200	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,557,822.00	119,000.80	127,367.87	119,000.80	127,367.87	7.64%
	ELLI Grant Summary Object Code 07	0	1,094	0	1,094	0	0.41
	CLC Summary Object Code 08	16,300	969	4,909	969	4,909	
	FFL Grant Summary Object Code 09	3,150	0	29	0	29	
	TOTAL LITERACY (Excluding Personnel)	19,450	2,063	4,938	2,063	4,938	

08/17/03

Placentia Library District
Balance Sheet
 As of July 31, 2003

	<u>Jul 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	839.61
County Exempt - Savings	3,055.17
General Fund - Checking	11,405.38
General Fund - Savings	4,478.08
Literacy Fund - Savings	5,882.39
Payroll Checking - Wells Fargo	14,743.25
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>83,209.26</u>
Total Current Assets	<u>83,209.26</u>
TOTAL ASSETS	<u><u>83,209.26</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	-22,188.48
Total Equity	<u>83,209.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>83,209.26</u></u>

Placentia Library District
 Profit & Loss by Class
 July 2003

08/17/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	0.80	0.00	0.00	0.00	0.80
COE Life Insur Suplmt(EDM)	59.82	0.00	0.00	0.00	59.82
COE Meeting Room Income	730.00	0.00	0.00	0.00	730.00
COE Passport Chck Reimbursement	3,932.30	0.00	0.00	0.00	3,932.30
COE Test Proctoring Income	90.00	0.00	0.00	0.00	90.00
GF Bankcard Deposit	0.00	4,413.16	0.00	0.00	4,413.16
GF Cash Register - Childrens	0.00	9.00	0.00	0.00	9.00
GF Cash Register - Copy/Debit	0.00	188.60	0.00	0.00	188.60
GF Cash Register - Fines	0.00	1,410.96	0.00	0.00	1,410.96
GF Cash Register - Lost Items	0.00	68.49	0.00	0.00	68.49
GF Cash Register - Reserves	0.00	123.00	0.00	0.00	123.00
GF Interest	0.00	3.90	0.00	0.00	3.90
GF Passport Revenue	0.00	13,349.64	0.00	0.00	13,349.64
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Transfer from Foundation AAB	0.00	655.39	0.00	0.00	655.39
GF Transfers from County	0.00	959.11	0.00	0.00	959.11
LIT Interest Inc - Savings	0.00	0.00	1.85	0.00	1.85
PA Wire Transfer from County	0.00	0.00	0.00	60,369.22	60,369.22
Total Income	4,812.92	21,236.25	1.85	60,369.22	86,420.24
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Childin's Summer Rdnng Prgm	1,157.19	0.00	0.00	0.00	1,157.19
COE Meeting Room Maintenance	311.04	0.00	0.00	0.00	311.04
COE Passport Expenses	4,290.95	0.00	0.00	0.00	4,290.95
GF Advertising Expense	0.00	80.00	0.00	0.00	80.00
GF Bankcard Service Charge	0.00	267.90	0.00	0.00	267.90
GF Food	0.00	152.25	0.00	0.00	152.25
GF Office Expense	0.00	247.88	0.00	0.00	247.88
GF Transfer to COE	0.00	1,942.30	0.00	0.00	1,942.30
GF Transfer to GF Savings	0.00	326.64	0.00	0.00	326.64
GF Transfers to County	0.00	15,330.12	0.00	0.00	15,330.12
GF Travel Staff	0.00	22.00	0.00	0.00	22.00
GF Travel Trustees	0.00	65.00	0.00	0.00	65.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	2,570.46	2,570.46
PA Employee 125 Co-Pay	0.00	0.00	0.00	500.43	500.43
PA Employee Life Insurance	0.00	0.00	0.00	59.82	59.82
PA Payroll Taxes	0.00	0.00	0.00	22,672.88	22,672.88
PA Salaries	0.00	0.00	0.00	56,425.86	56,425.86
Total Expense	5,770.18	18,434.09	2,155.00	82,249.45	108,608.72
Net Income	-957.26	2,802.16	-2,153.15	-21,880.23	-22,188.48

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 07/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,356.58
Cleared Transactions						
Checks and Payments - 72 Items						
Check	6/19/2003	4466	Passport Services	X	-55.00	-55.00
Check	6/19/2003	4465	Passport Services	X	-55.00	-110.00
Check	6/21/2003	4467	Passport Services	X	-55.00	-165.00
Check	6/21/2003	4468	Passport Services	X	-55.00	-220.00
Check	6/21/2003	4469	Passport Services	X	-55.00	-275.00
Check	6/23/2003	4472	Passport Services	X	-40.00	-315.00
Check	6/23/2003	4473	Passport Services	X	-55.00	-370.00
Check	6/23/2003	4470	Passport Services	X	-40.00	-410.00
Check	6/23/2003	4471	Passport Services	X	-40.00	-450.00
Check	6/25/2003	4479	Passport Services	X	-55.00	-505.00
Check	6/25/2003	4481	Passport Services	X	-115.00	-620.00
Check	6/25/2003	4480	Passport Services	X	-55.00	-675.00
Check	6/26/2003	4484	Passport Services	X	-330.00	-1,005.00
Check	6/26/2003	4483	Passport Services	X	-55.00	-1,060.00
Check	6/26/2003	4482	Passport Services	X	-115.00	-1,175.00
Check	6/28/2003	4485	Passport Services	X	-40.00	-1,215.00
Check	6/30/2003	4486	Passport Services	X	-55.00	-1,270.00
Check	6/30/2003	4489	Passport Services	X	-115.00	-1,385.00
Check	6/30/2003	4490	Passport Services	X	-115.00	-1,500.00
Check	6/30/2003	4488	Passport Services	X	-55.00	-1,555.00
Check	6/30/2003	4487	Passport Services	X	-55.00	-1,610.00
Check	6/30/2003	4492	Passport Services	X	-55.00	-1,665.00
Check	6/30/2003	4491	Passport Services	X	-128.65	-1,793.65
Check	7/1/2003	4495	Passport Services	X	-100.00	-1,893.65
Check	7/1/2003	4493	Passport Services	X	-55.00	-1,948.65
Check	7/1/2003	4494	Passport Services	X	-55.00	-2,003.65
Check	7/2/2003	4496	Wild Wonders, inc.	X	-205.00	-2,208.65
Check	7/2/2003	4497	Carlos Cardenas	X	-55.00	-2,263.65
Check	7/7/2003	4498	Passport Services	X	-55.00	-2,318.65
Check	7/7/2003	4499	Passport Services	X	-55.00	-2,373.65
Check	7/8/2003	4502	Passport Services	X	-55.00	-2,428.65
Check	7/8/2003	4500	Craig Newton	X	-185.00	-2,613.65
Check	7/8/2003	4501	Passport Services	X	-40.00	-2,653.65
Check	7/9/2003	4504	Passport Services	X	-40.00	-2,693.65
Check	7/9/2003	4503	Passport Services	X	-55.00	-2,748.65
Check	7/10/2003	4507	Passport Services	X	-115.00	-2,863.65
Check	7/10/2003	4505	Passport Services	X	-55.00	-2,918.65
Check	7/10/2003	4506	Passport Services	X	-40.00	-2,958.65
Check	7/12/2003	4509	Passport Services	X	-55.00	-3,013.65
Check	7/12/2003	4508	Passport Services	X	-40.00	-3,053.65
Check	7/12/2003	4510	Passport Services	X	-110.00	-3,163.65
Check	7/12/2003	4511	Passport Services	X	-55.00	-3,218.65
Check	7/13/2003	4512	Scholastic Inc.	X	-72.19	-3,290.84
Check	7/14/2003	4514	Passport Services	X	-100.00	-3,390.84
Check	7/14/2003	4513	Passport Services	X	-115.00	-3,505.84
Check	7/16/2003	4518	Passport Services	X	-55.00	-3,560.84
Check	7/16/2003	4517	Passport Services	X	-113.65	-3,674.49
Check	7/16/2003	4516	Passport Services	X	-128.65	-3,803.14
Check	7/16/2003	4519	Passport Services	X	-55.00	-3,858.14
Check	7/16/2003	4520	Passport Services	X	-150.00	-4,008.14
Check	7/16/2003	4515	Eric Cyrs	X	-250.00	-4,258.14
Check	7/17/2003	4522	Passport Services	X	-200.00	-4,458.14
Check	7/17/2003	4521	Passport Services	X	-80.00	-4,538.14
Check	7/19/2003	4528	Passport Services	X	-55.00	-4,593.14
Check	7/19/2003	4527	Passport Services	X	-55.00	-4,648.14
Check	7/19/2003	4526	Passport Services	X	-55.00	-4,703.14
Check	7/19/2003	4525	Passport Services	X	-40.00	-4,743.14
Check	7/19/2003	4524	Passport Services	X	-40.00	-4,783.14
Check	7/19/2003	4523	Passport Services	X	-110.00	-4,893.14
Check	7/21/2003	4530	Passport Services	X	-115.00	-5,008.14
Check	7/21/2003	4529	Passport Services	X	-55.00	-5,063.14
Check	7/22/2003	4531	Passport Services	X	-55.00	-5,118.14
Check	7/22/2003	4532	Passport Services	X	-115.00	-5,233.14
Check	7/23/2003	4537	Passport Services	X	-115.00	-5,348.14
Check	7/23/2003	4536	Passport Services	X	-100.00	-5,448.14

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 07/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Check	7/23/2003	4534	Passport Services	X	-55.00	-5,503.14
Check	7/23/2003	4533	Jeff Abbit	X	-195.00	-5,698.14
Check	7/23/2003	4535	Passport Services	X	-100.00	-5,798.14
Check	7/24/2003	4539	Passport Services	X	-55.00	-5,853.14
Check	7/24/2003	4538	Passport Services	X	-115.00	-5,968.14
Check	7/24/2003	4540	Passport Services	X	-115.00	-6,083.14
Check	7/31/2003			X	-11.00	-6,094.14
Total Checks and Payments					-6,094.14	-6,094.14
Deposits and Credits - 17 Items						
Deposit	7/1/2003			X	55.00	55.00
Deposit	7/2/2003			X	155.00	210.00
Deposit	7/7/2003			X	55.00	265.00
Deposit	7/10/2003			X	155.00	420.00
Deposit	7/14/2003			X	110.00	530.00
Deposit	7/15/2003			X	215.00	745.00
Deposit	7/16/2003			X	710.00	1,455.00
Deposit	7/16/2003			X	150.00	1,605.00
Deposit	7/21/2003			X	115.00	1,720.00
Deposit	7/21/2003			X	260.00	1,980.00
Deposit	7/22/2003			X	1,232.30	3,212.30
Deposit	7/23/2003			X	270.00	3,482.30
Deposit	7/24/2003			X	85.00	3,567.30
Deposit	7/28/2003			X	155.00	3,722.30
Deposit	7/28/2003			X	115.00	3,837.30
Deposit	7/30/2003			X	305.00	4,142.30
Deposit	7/31/2003			X	140.00	4,282.30
Total Deposits and Credits					4,282.30	4,282.30
Total Cleared Transactions					-1,811.84	-1,811.84
Cleared Balance					-1,811.84	2,544.74
Uncleared Transactions						
Checks and Payments - 10 Items						
Check	6/24/2003	4476	Inland Library System		-546.48	-546.48
Check	7/28/2003	4544	Passport Services		-115.00	-661.48
Check	7/28/2003	4542	Passport Services		-110.00	-771.48
Check	7/28/2003	4541	Passport Services		-60.00	-831.48
Check	7/28/2003	4543	Passport Services		-115.00	-946.48
Check	7/29/2003	4545	Passport Services		-55.00	-1,001.48
Check	7/29/2003	4546	Passport Services		-230.00	-1,231.48
Check	7/30/2003	4547	LA Puppet Professi...		-250.00	-1,481.48
Check	7/31/2003	4548	Passport Services		-110.00	-1,591.48
Check	7/31/2003	4549	Passport Services		-113.65	-1,705.13
Total Checks and Payments					-1,705.13	-1,705.13
Total Uncleared Transactions					-1,705.13	-1,705.13
Register Balance as of 07/31/2003					-3,516.97	839.61
New Transactions						
Checks and Payments - 25 Items						
Check	8/2/2003	4550	Passport Services		-230.00	-230.00
Check	8/4/2003	4551	Passport Services		-55.00	-285.00
Check	8/4/2003	4552	Passport Services		-55.00	-340.00
Check	8/4/2003	4553	Passport Services		-55.00	-395.00
Check	8/5/2003	4556	Passport Services		-55.00	-450.00
Check	8/5/2003	4554	Passport Services		-55.00	-505.00
Check	8/5/2003	4555	Passport Services		-55.00	-560.00
Check	8/6/2003	4557	Bubble Mania and ...		-175.00	-735.00
Check	8/7/2003	4558	Passport Services		-40.00	-775.00
Check	8/9/2003	4560	Passport Services		-55.00	-830.00
Check	8/9/2003	4561	Passport Services		-68.65	-898.65
Check	8/9/2003	4559	Passport Services		-55.00	-953.65
Check	8/11/2003	4562	Passport Services		-55.00	-1,008.65

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 07/31/2003**

Agenda Item 14
County Exempt Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Check	8/11/2003	4569	Passport Services		-55.00	-1,063.65
Check	8/11/2003	4567	Passport Services		-115.00	-1,178.65
Check	8/11/2003	4566	Passport Services		-55.00	-1,233.65
Check	8/11/2003	4565	Passport Services		-40.00	-1,273.65
Check	8/11/2003	4564	Passport Services		-40.00	-1,313.65
Check	8/11/2003	4563	Passport Services		-55.00	-1,368.65
Check	8/11/2003	4568	Passport Services		-115.00	-1,483.65
Check	8/13/2003	4572	Passport Services		-40.00	-1,523.65
Check	8/13/2003	4573	Passport Services		-55.00	-1,578.65
Check	8/13/2003	4574	Passport Services		-128.65	-1,707.30
Check	8/13/2003	4575	Passport Services		-115.00	-1,822.30
Check	8/13/2003	4571	Passport Services		-55.00	-1,877.30
Total Checks and Payments					-1,877.30	-1,877.30
Deposits and Credits - 13 Items						
Deposit	8/4/2003				230.00	230.00
Deposit	8/5/2003				900.00	1,130.00
Deposit	8/5/2003				55.00	1,185.00
Deposit	8/6/2003				110.00	1,295.00
Deposit	8/7/2003				30.00	1,325.00
Deposit	8/11/2003				40.00	1,365.00
Deposit	8/11/2003				123.75	1,488.75
Deposit	8/11/2003				155.00	1,643.75
Deposit	8/11/2003				113.65	1,757.40
Deposit	8/12/2003				55.00	1,812.40
Check	8/13/2003	4570	Trader Joe's			1,812.40
Deposit	8/13/2003				1,385.30	3,197.70
Deposit	8/14/2003				225.00	3,422.70
Total Deposits and Credits					3,422.70	3,422.70
Total New Transactions					1,545.40	1,545.40
Ending Balance					-1,971.57	2,385.01

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 07/31/2003**

Agenda Item 14
County Exempt Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,991.11
Cleared Transactions						
Checks and Payments - 2 Items						
Check	6/24/2003	1507	Greg's Carpet & Up...	X	-155.52	-155.52
Check	7/17/2003	1508	Greg's Carpet & Up...	X	-155.52	-311.04
Total Checks and Payments					-311.04	-311.04
Deposits and Credits - 13 Items						
Deposit	7/1/2003			X	115.00	115.00
Deposit	7/2/2003			X	79.94	194.94
Deposit	7/3/2003			X	30.00	224.94
Deposit	7/10/2003			X	30.00	254.94
Deposit	7/15/2003			X	30.00	284.94
Deposit	7/16/2003			X	59.94	344.88
Deposit	7/17/2003			X	30.00	374.88
Deposit	7/21/2003			X	30.00	404.88
Deposit	7/22/2003			X	45.00	449.88
Deposit	7/23/2003			X	30.00	479.88
Deposit	7/24/2003			X	30.00	509.88
Deposit	7/30/2003			X	19.94	529.82
Deposit	7/31/2003			X	0.80	530.62
Total Deposits and Credits					530.62	530.62
Total Cleared Transactions					219.58	219.58
Cleared Balance					219.58	3,210.69
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	7/29/2003	1509	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 07/31/2003					64.06	3,055.17
New Transactions						
Deposits and Credits - 3 Items						
Deposit	8/5/2003				30.00	30.00
Deposit	8/13/2003				19.94	49.94
Deposit	8/14/2003				60.00	109.94
Total Deposits and Credits					109.94	109.94
Total New Transactions					109.94	109.94
Ending Balance					174.00	3,165.11

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**Placentia Library District
 Reconciliation Detail
 General Fund - Checking, Period Ending 07/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,542.78
Cleared Transactions						
Checks and Payments - 17 items						
Check	6/30/2003	4724	Quizno's	X	-47.44	-47.44
Check	7/1/2003	4725	Passport Services	X	-13.65	-61.09
Check	7/1/2003		Bank of the West	X	-132.46	-193.55
Check	7/1/2003		Bank of the West	X	-132.46	-326.01
Check	7/2/2003		Bank of the West	X	-2.98	-328.99
Check	7/7/2003	4728	A.S.C./Valencia H.S.	X	-80.00	-408.99
Check	7/7/2003	4727	City Bagelry	X	-18.22	-427.21
Check	7/7/2003	4726	Stater Bros.	X	-6.57	-433.78
Check	7/10/2003	4729	Placentia Library Di...	X	-710.00	-1,143.78
Check	7/10/2003	4730	Placentia Library G...	X	-326.64	-1,470.42
Check	7/16/2003	4731	Placentia Chamber ...	X	-15.00	-1,485.42
Check	7/21/2003	4733	Smart & Final	X	-108.65	-1,594.07
Check	7/21/2003	4732	Sophia's	X	-50.00	-1,644.07
Check	7/21/2003	4734	Placentia Library Di...	X	-1,232.30	-2,876.37
Check	7/23/2003	4737	Fry's Electronics	X	-139.23	-3,015.60
Check	7/23/2003	4736	Placentia Chamber ...	X	-60.00	-3,075.60
Check	7/24/2003	4738	Sam's Club	X	-77.46	-3,153.06
Total Checks and Payments					-3,153.06	-3,153.06
Deposits and Credits - 28 items						
Deposit	7/1/2003			X	549.95	549.95
Deposit	7/2/2003			X	132.46	682.41
Deposit	7/2/2003			X	8.00	690.41
Deposit	7/2/2003			X	959.11	1,649.52
Deposit	7/8/2003			X	213.00	1,862.52
Deposit	7/9/2003			X	191.00	2,053.52
Deposit	7/10/2003			X	30.00	2,083.52
Deposit	7/10/2003			X	152.20	2,235.72
Deposit	7/11/2003			X	116.00	2,351.72
Deposit	7/14/2003			X	91.00	2,442.72
Deposit	7/14/2003			X	243.00	2,685.72
Deposit	7/15/2003			X	90.00	2,775.72
Deposit	7/16/2003			X	422.60	3,198.32
Deposit	7/16/2003			X	655.39	3,853.71
Deposit	7/17/2003			X	347.00	4,200.71
Deposit	7/21/2003			X	6.00	4,206.71
Deposit	7/21/2003			X	157.00	4,363.71
Deposit	7/21/2003			X	65.80	4,429.51
Deposit	7/22/2003			X	176.00	4,605.51
Deposit	7/22/2003			X	30.00	4,635.51
Deposit	7/23/2003			X	38.95	4,674.46
Deposit	7/24/2003			X	444.20	5,118.66
Deposit	7/28/2003			X	347.00	5,465.66
Deposit	7/28/2003			X	90.00	5,555.66
Deposit	7/29/2003			X	382.00	5,937.66
Deposit	7/29/2003			X	30.00	5,967.66
Deposit	7/30/2003			X	30.00	5,997.66
Deposit	7/31/2003			X	30.00	6,027.66
Total Deposits and Credits					6,027.66	6,027.66
Total Cleared Transactions					2,874.60	2,874.60
Cleared Balance					2,874.60	11,417.38

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**Placentia Library District
Reconciliation Detail**
General Fund - Checking, Period Ending 07/31/2003

Agenda Item 14
General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	7/22/2003	4735	ISDOC		-12.00	-12.00
Total Checks and Payments					-12.00	-12.00
Total Uncleared Transactions					-12.00	-12.00
Register Balance as of 07/31/2003					2,862.60	11,405.38
New Transactions						
Checks and Payments - 3 Items						
Check	8/3/2003	4739	Placentia Library Di...		-900.00	-900.00
Check	8/12/2003	4740	Orange County Divi...		-50.00	-950.00
Check	8/13/2003	4741	The Children's Liter...		-75.00	-1,025.00
Total Checks and Payments					-1,025.00	-1,025.00
Total New Transactions					-1,025.00	-1,025.00
Ending Balance					1,837.60	10,380.38

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**Placentia Library District
 Reconciliation Detail
 General Fund - Savings, Period Ending 07/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,832.73
Cleared Transactions						
Checks and Payments - 1 Item						
Check	6/26/2003	1216	Orange County Aud...	X	-17,246.77	-17,246.77
Total Checks and Payments					-17,246.77	-17,246.77
Deposits and Credits - 33 Items						
Deposit	7/1/2003			X	874.55	874.55
Deposit	7/1/2003			X	60.00	934.55
Deposit	7/2/2003			X	752.50	1,687.05
Deposit	7/3/2003			X	488.20	2,175.25
Deposit	7/7/2003			X	270.00	2,445.25
Deposit	7/7/2003			X	225.10	2,670.35
Deposit	7/7/2003			X	480.00	3,150.35
Deposit	7/8/2003			X	772.70	3,923.05
Deposit	7/8/2003			X	240.00	4,163.05
Deposit	7/10/2003			X	448.10	4,611.15
Deposit	7/10/2003			X	532.15	5,143.30
Deposit	7/14/2003			X	482.35	5,625.65
Deposit	7/14/2003			X	150.00	5,775.65
Deposit	7/14/2003			X	891.00	6,666.65
Deposit	7/15/2003			X	576.40	7,243.05
Deposit	7/15/2003			X	326.64	7,569.69
Deposit	7/15/2003			X	467.15	8,036.84
Deposit	7/16/2003			X	313.14	8,349.98
Deposit	7/17/2003			X	291.05	8,641.03
Deposit	7/21/2003			X	309.68	8,950.71
Deposit	7/21/2003			X	518.59	9,469.30
Deposit	7/21/2003			X	724.00	10,193.30
Deposit	7/22/2003			X	439.10	10,632.40
Deposit	7/23/2003			X	435.30	11,067.70
Deposit	7/24/2003			X	486.90	11,554.60
Deposit	7/24/2003			X	50.00	11,604.60
Deposit	7/28/2003			X	583.65	12,188.25
Deposit	7/28/2003			X	526.16	12,714.41
Deposit	7/28/2003			X	529.75	13,244.16
Deposit	7/29/2003			X	493.94	13,738.10
Deposit	7/30/2003			X	843.84	14,581.94
Deposit	7/31/2003			X	3.90	14,585.84
Deposit	7/31/2003			X	636.40	15,222.24
Total Deposits and Credits					15,222.24	15,222.24
Total Cleared Transactions					-2,024.53	-2,024.53
Cleared Balance					-2,024.53	19,808.20
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	7/28/2003	1217	Orange County Aud...		-15,330.12	-15,330.12
Total Checks and Payments					-15,330.12	-15,330.12
Total Uncleared Transactions					-15,330.12	-15,330.12
Register Balance as of 07/31/2003					-17,354.65	4,478.08

Placentia Library District Reconciliation Detail

General Fund - Savings, Period Ending 07/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 14 Items						
Deposit	8/4/2003				571.00	571.00
Deposit	8/4/2003				390.18	961.18
Deposit	8/4/2003				645.25	1,606.43
Deposit	8/5/2003				750.75	2,357.18
Deposit	8/6/2003				618.72	2,975.90
Deposit	8/7/2003				593.45	3,569.35
Deposit	8/11/2003				1,000.00	4,569.35
Deposit	8/11/2003				423.05	4,992.40
Deposit	8/11/2003				302.00	5,294.40
Deposit	8/11/2003				521.65	5,816.05
Deposit	8/12/2003				555.25	6,371.30
Deposit	8/13/2003				335.37	6,706.67
Deposit	8/13/2003				10.36	6,717.03
Deposit	8/14/2003				623.00	7,340.03
Total Deposits and Credits					7,340.03	7,340.03
Total New Transactions					7,340.03	7,340.03
Ending Balance					-10,014.62	11,818.11

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Placentia Library District Reconciliation Detail

Agenda Item 14
Literacy Fund Savings
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Literacy Fund - Savings, Period Ending 07/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,035.54
Cleared Transactions						
Checks and Payments - 1 Item						
Check	7/10/2003	1110	Tesoro Publishing	X	-2,155.00	-2,155.00
Total Checks and Payments					-2,155.00	-2,155.00
Deposits and Credits - 1 Item						
Deposit	7/31/2003			X	1.85	1.85
Total Deposits and Credits					1.85	1.85
Total Cleared Transactions					-2,153.15	-2,153.15
Cleared Balance					-2,153.15	5,882.39
Register Balance as of 07/31/2003					-2,153.15	5,882.39
New Transactions						
Deposits and Credits - 2 Items						
Deposit	8/13/2003				25.86	25.86
Deposit	8/14/2003				12.93	38.79
Total Deposits and Credits					38.79	38.79
Total New Transactions					38.79	38.79
Ending Balance					-2,114.36	5,921.18

*2003
8/14/03*

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 07/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						36,791.15
Cleared Transactions						
Checks and Payments - 32 Items						
Check	6/18/2003	3350	Joshua Robbins	X	-167.67	-167.67
Check	7/1/2003		Paychex	X	-16,127.69	-16,295.36
Check	7/2/2003	3369	Dorothy J. Cummings	X	-271.24	-16,566.60
Check	7/2/2003	3371	Trang Goebel	X	-168.31	-16,734.91
Check	7/2/2003	3372	Esther P. Guzman	X	-262.25	-16,997.16
Check	7/2/2003	3373	Joyce G. Hampton	X	-319.57	-17,316.73
Check	7/2/2003	3366	Vickie Afram	X	-131.29	-17,448.02
Check	7/2/2003	3380	Marlane Nebel	X	-209.58	-17,657.60
Check	7/2/2003	3384	Beatrice V. Quintanar	X	-290.28	-17,947.88
Check	7/2/2003	3386	Joshua Robbins	X	-191.45	-18,139.33
Check	7/2/2003	3388	Shawn Robison	X	-112.21	-18,251.54
Check	7/2/2003	3397	Orange County Aud...	X	-270.66	-18,522.20
Check	7/2/2003	3398	Placentia Library Di...	X	-19.94	-18,542.14
Check	7/2/2003	3399	Nationwide Retirem...	X	-856.82	-19,398.96
Check	7/2/2003		Paychex	X	-7,617.72	-27,016.68
Check	7/2/2003	3383	Barbara Phillips	X	-142.89	-27,159.57
Check	7/10/2003		Wells Fargo Bank	X	-10.00	-27,169.57
Check	7/15/2003		Paychex	X	-17,044.15	-44,213.72
Check	7/16/2003		Paychex	X	-7,549.13	-51,762.85
Check	7/16/2003	3401	Seema Akhter	X	-193.77	-51,956.62
Check	7/16/2003	3403	Dorothy J. Cummings	X	-373.07	-52,329.69
Check	7/16/2003	3404	Joy Di Loreto	X	-285.74	-52,615.43
Check	7/16/2003	3406	Trang Goebel	X	-84.93	-52,700.36
Check	7/16/2003	3408	Esther P. Guzman	X	-272.79	-52,973.15
Check	7/16/2003	3417	Beatrice V. Quintanar	X	-316.37	-53,289.52
Check	7/16/2003	3419	Joshua Robbins	X	-233.40	-53,522.92
Check	7/16/2003	3421	Shawn Robison	X	-187.00	-53,709.92
Check	7/16/2003	3429	Orange County Aud...	X	-229.77	-53,939.69
Check	7/16/2003	3430	Placentia Library Di...	X	-19.94	-53,959.63
Check	7/16/2003	3431	Nationwide Retirem...	X	-856.82	-54,816.45
Check	7/16/2003	3409	Joyce G. Hampton	X	-329.65	-55,146.10
Check	7/24/2003		Wells Fargo Bank	X	-10.00	-55,156.10
Total Checks and Payments					-55,156.10	-55,156.10
Deposits and Credits - 2 Items						
Deposit	7/10/2003			X	29,765.42	29,765.42
Deposit	7/24/2003			X	30,603.80	60,369.22
Total Deposits and Credits					60,369.22	60,369.22
Total Cleared Transactions					5,213.12	5,213.12
Cleared Balance					5,213.12	42,004.27
Uncleared Transactions						
Checks and Payments - 14 Items						
Check	7/2/2003	3375	Matthew G. Mallard		-45.13	-45.13
Check	7/29/2003		Paychex		-16,931.93	-16,977.06
Check	7/30/2003	2014	Placentia Library Di...		-19.94	-16,997.00
Check	7/30/2003	3432	Seema Akhter		-216.86	-17,213.86
Check	7/30/2003	3433	Dorothy J. Cummings		-54.59	-17,268.45
Check	7/30/2003	3434	Trang Goebel		-162.13	-17,430.58
Check	7/30/2003	3436	Esther P. Guzman		-295.20	-17,725.78
Check	7/30/2003	3445	Beatrice V. Quintanar		-321.67	-18,047.45
Check	7/30/2003	3447	Joshua Robbins		-120.09	-18,167.54
Check	7/30/2003	3449	Shawn Robison		-165.20	-18,332.74
Check	7/30/2003	3456	Hilda Rivera		-234.33	-18,567.07
Check	7/30/2003	3458	Nationwide Retirem...		-856.82	-19,423.89

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Placentia Library District Reconciliation Detail

Agenda Item 14
Payroll Fund Checking-WF
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Payroll Checking - Wells Fargo, Period Ending 07/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Check	7/30/2003		Paychex		-7,506.03	-26,929.92
Check	7/30/2003	3437	Joyce G. Hampton		-331.10	-27,261.02
Total Checks and Payments					-27,261.02	-27,261.02
Total Uncleared Transactions					-27,261.02	-27,261.02
Register Balance as of 07/31/2003					-22,047.90	14,743.25
New Transactions						
Checks and Payments - 17 Items						
Check	8/7/2003		Wells Fargo Bank		-10.00	-10.00
Check	8/12/2003		Paychex		-18,453.45	-18,463.45
Check	8/13/2003		Paychex		-8,051.14	-26,514.59
Check	8/13/2003	3460	Seema Akhter		-55.96	-26,570.55
Check	8/13/2003	3463	Joy Di Loreto		-455.84	-27,026.39
Check	8/13/2003	3465	Trang Goebel		-46.32	-27,072.71
Check	8/13/2003	3467	Esther P. Guzman		-272.82	-27,345.53
Check	8/13/2003	3468	Joyce G. Hampton		-331.10	-27,676.63
Check	8/13/2003	3470	Matthew G. Mallard		-44.11	-27,720.74
Check	8/13/2003	3478	Barbara Phillips		-86.91	-27,807.65
Check	8/13/2003	3479	Beatrice V. Quintanar		-321.67	-28,129.32
Check	8/13/2003	3481	Joshua Robbins		-191.45	-28,320.77
Check	8/13/2003	3483	Shawn Robison		-230.65	-28,551.42
Check	8/13/2003	3490	Hilda Rivera		-314.12	-28,865.54
Check	8/13/2003	3492	Orange County Aud...		-238.08	-29,103.62
Check	8/13/2003	3493	Placentia Library Di...		-19.94	-29,123.56
Check	8/13/2003	3494	Nationwide Retirem...		-856.82	-29,980.38
Total Checks and Payments					-29,980.38	-29,980.38
Deposits and Credits - 1 Item						
Deposit	8/7/2003				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total New Transactions					623.42	623.42
Ending Balance					-21,424.48	15,366.67

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ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF JULY 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	962.34	69	56	0.00	0	0	962.34	69	56	187.78	10	10	1,150.12	79	66
Adult Circulating Non-Fiction	1,094.19	59	58	0.00	0	0	1,094.19	59	58	625.63	24	24	1,719.82	83	82
Adult Reference	243.38	4	4	0.00	0	0	243.38	4	4	165.00	2	2	408.38	6	6
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	2,467.55	1	1	0.00	0	0	2,467.55	1	1	0.00	0	0	2,467.55	1	1
Total Adult Non-Fiction	3,805.12	64	63	0.00	0	0	3,805.12	64	63	790.63	26	26	4,595.75	90	89
TOTAL ADULT PRINT MATERIALS	4,767.46	133	133	0.00	0	0	4,767.46	133	119	978.41	36	36	5,745.87	169	155
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	453.42	7	7	375.14	5	5	828.56	12	12	24.95	1	1	853.51	13	13
Total Adult Audio	453.42	7	7	375.14	5	5	828.56	12	12	24.95	1	1	853.51	13	13
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	453.42	7	7	375.14	5	5	828.56	12	12	24.95	1	1	853.51	13	13
TOTAL ADULT MATERIALS	5,220.88	140	140	375.14	5	5	5,596.02	145	131	1,003.36	37	37	6,599.38	182	168
Juvenile Fiction	98.24	8	7	115.18	8	8	213.42	16	15	236.78	30	29	450.20	46	44
Juvenile Circulating Non-Fiction	0.00	0	0	228.92	15	15	228.92	15	15	28.98	2	2	257.90	17	17
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	228.92	15	15	228.92	15	15	28.98	2	2	257.90	17	17
TOTAL JUVENILE PRINT MATERIALS	98.24	8	7	344.10	23	23	442.34	31	30	265.76	32	31	708.10	63	61
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	0.00	0	0	278.00	4	4	278.00	4	4	0.00	0	0	278.00	4	4
Total Juvenile Audio	0.00	0	0	278.00	4	4	278.00	4	4	0.00	0	0	278.00	4	4
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	0.00	0	0	278.00	4	4	278.00	4	4	0.00	0	0	278.00	4	4
TOTAL JUVENILE MATERIALS	98.24	8	7	622.10	27	24	720.34	35	31	265.76	32	31	986.10	67	62
Total Fiction	1,060.58	77	63	115.18	8	8	1,175.76	85	71	424.56	40	39	1,600.32	125	110
Total Non-Fiction	3,805.12	64	63	228.92	15	15	4,034.04	79	78	819.61	28	28	4,853.65	107	106
Total Audio	453.42	7	7	653.14	9	6	1,106.56	16	13	24.95	1	1	1,131.51	17	14
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	5,319.12	148	133	997.24	32	29	6,316.36	180	162	1,269.12	69	68	7,585.48	249	230

ACQUISITIONS REPORT FOR THE MONTH OF JULY 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	962.34	69	56	0.00	0	0	962.34	69	56	187.78	10	10	1,150.12	79	66
Adult Circulating Non-Fiction	1,094.19	59	58	0.00	0	0	1,094.19	59	58	625.63	24	24	1,719.82	83	82
Adult Reference	243.38	4	4	0.00	0	0	243.38	4	4	165.00	2	2	408.38	6	6
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	2,467.55	1	1	0.00	0	0	2,467.55	1	1	0.00	0	0	2,467.55	1	1
Total Adult Non-Fiction	3,805.12	64	63	0.00	0	0	3,805.12	64	63	790.63	26	26	4,595.75	90	89
TOTAL ADULT PRINT MATERIALS	4,767.46	133	119	0.00	0	0	4,767.46	133	119	978.41	36	36	5,745.87	169	155
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	453.42	7	7	375.14	5	5	828.56	12	12	24.95	1	1	853.51	13	13
Total Adult Audio	453.42	7	7	375.14	5	5	828.56	12	12	24.95	1	1	853.51	13	13
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	453.42	7	7	375.14	5	5	828.56	12	12	24.95	1	1	853.51	13	13
TOTAL ADULT MATERIALS	5,220.88	140	126	375.14	5	5	5,596.02	145	131	1,003.36	37	37	6,599.38	182	168
Juvenile Fiction	98.24	8	7	115.18	8	8	213.42	16	15	236.78	30	29	450.20	46	44
Juvenile Circulating Non-Fiction	0.00	0	0	228.92	15	15	228.92	15	15	28.98	2	2	257.90	17	17
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	228.92	15	15	228.92	15	15	28.98	2	2	257.90	17	17
TOTAL JUVENILE PRINT MATERIALS	98.24	8	7	344.10	23	23	442.34	31	30	265.76	32	31	708.10	63	61
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	0.00	0	0	278.00	4	4	278.00	4	4	0.00	0	0	278.00	4	4
Total Juvenile Audio	0.00	0	0	278.00	4	4	278.00	4	4	0.00	0	0	278.00	4	4
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	0.00	0	0	278.00	4	4	278.00	4	4	0.00	0	0	278.00	4	4
TOTAL JUVENILE MATERIALS	98.24	8	7	622.10	27	24	720.34	35	31	265.76	32	31	986.10	67	62
Total Fiction	1,060.58	77	63	115.18	8	8	1,175.76	85	71	424.56	40	39	1,600.32	125	110
Total Non-Fiction	3,805.12	64	63	228.92	15	15	4,034.04	79	78	819.61	28	28	4,853.65	107	106
Total Audio	453.42	7	7	653.14	9	6	1,106.56	16	13	24.95	1	1	1,131.51	17	14
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	5,319.12	148	133	997.24	32	29	6,316.36	180	162	1,269.12	69	68	7,585.48	249	230

OUTSTANDING ORDERS AS OF JULY 31, 2003

General Fund	17,994.69	Adopt-A-Book	Amount	\$4,409.71	TOTAL	Amount	\$22,404.40
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Summary of Current Status of Unique Management Accounts
June 30, 2003

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	16	0	6	903.37	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 08/01/2003 11:42 PM TC

SUMMARY STATUS REPORT

PAGE: 128

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 07/31/2003

Accounts Submitted	:	827	Dollars Submitted	:	74,937.09	Dollars Received	:	24,211.43
Bankruptcies	:	3	Dollars in Bankruptcy	:	356.65	Material Returned	:	12,167.77
Incorrect Addresses	:	104	Dollars in Skips	:	6,134.70	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	49,638.38
Accounts in Process	:	719	Dollars in Process	:	66,362.94	% of Dollars Activated	:	74.80%
! Accounts Activated	:	521						
% of Accounts Activated	:	72.46%						

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: August 25, 2003
SUBJECT: GIFT REPORT

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

ADOPT A BOOK DONATIONS

Saundra Stark Jacob & Vera Paperman

TOTAL ADOPT A BOOK DONATIONS: \$600.00

BOOK ENDOWMENT FUND

TOTAL BOOK ENDOWMENT FUND \$0.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS **\$600.00**

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Building Maintenance Report for July 2003
DATE: August 25, 2003

HVAC: 7/08/03 – Checked air temp in Childrens and Story Hour Room. Adjusted temperature in Childrens.

Plumbing: No service calls in July.

Electrical: No service calls in July.

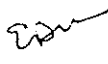
Exterminator: No service calls in July.

General Contractor: No service calls in July.

Lighting: Replaced burned out lights throughout Library.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Personnel Report for July 2003
DATE: August 25, 2003

RESIGNATIONS:

None in July

APPOINTMENTS:

None in July

OPEN POSITIONS:

Volunteer Coordinator - indefinite

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Phyllis Humple, Volunteer Coordinator *PH*

SUBJECT: Volunteer Report for Month of July 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 July	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	6.00	6.00	Sep-95	763.50
Backes, Theresa	9.00	9.00	Jun-98	348.75
Bart, Lillian	14.00	14.00	May-01	282.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	11.00	11.00	Mar-03	32.50
Boelman, Marge	2.00	2.00	Apr-01	147.75
Botha, Jill	4.00	4.00	Nov-01	48.00
Clugston, Patricia	7.00	7.00	Jun-98	439.75
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	12.00	12.00	Jul-03	12.00
Dell, Lyla	45.75	45.75	Aug-98	887.75
Fioroni, Pete	8.00	8.00	Mar-97	278.25
Fitzgerald, Joan	9.00	9.00	Oct-93	2,135.00
Frazee, Kathy	0.00	0.00	Jul-02	5.00
Godwin, Nita	7.00	7.00	Feb-96	302.00
Haagen, John	4.50	4.50	Jan-00	71.50
Hemmerling, Barbara	6.50	6.50	Sep-95	612.50
Himes, Camille	5.00	5.00	Jul-03	5.00
Horrocks, Marjorie	4.00	4.00	Oct-95	270.00
Hunsinger, Debbie	6.00	6.00	Jul-02	55.00
Irot, Pat	64.00	64.00	Feb-96	2,902.00
Jertberg, Pat	11.50	11.50	Apr-98	917.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	33.00	33.00	Jan. 03	103.50
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	12.50	12.50	Oct-95	1,226.75
Olson, Bob	2.00	2.00	Sep-95	464.00
Pence, Thomas	2.00	2.00	Jan-99	275.00
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	6.50	6.50	Apr-03	15.00
Rankin, Eleanore	21.00	21.00	May-02	324.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	10.00	10.00	Feb-00	206.00
Salem, Rose	10.00	10.00	Oct-00	237.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	10.00	10.00	Aug-02	90.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	12.00	12.00	Apr-98	465.25
Scott, Linda	3.25	3.25	Jul-03	3.25
Segovia, Inez	4.00	4.00	Jun-03	6.00
Shaw, Dixie	0.00	0.00	May-94	212.50
Silverman, Pat	14.00	14.00	Jul-03	14.00
Stoller, Frances	2.00	2.00	May-96	140.00
Tollefson, Jerry	6.00	6.00	Jul-03	6.00
Walker, Virginia	0.00	0.00	Mar-99	133.25
Wymer, Betty	15.75	15.75	Jan-96	936.00

TOTAL 400.25 400.25 17,569.25

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04			FY03-04	
	July	YTD		July	YTD
Acosta, Anthony	0.00	0.00	Mamtora, Niyati	0.00	0.00
Alvarado, Nataly	0.00	0.00	Marquez, Jesse	0.00	0.00
Arzu, Robert	8.00	8.00	Maru, Vik	4.00	4.00
Bajit, Ricky	0.00	0.00	Maru, Sid	0.00	0.00
Becerril, Esther	0.00	0.00	Massaro, Lauren	0.00	0.00
Benites, Brenda	6.50	6.50	Mathin, Jenna	0.00	0.00
Bishtawi, Stephen	8.00	8.00	Mehta, Ami	0.00	0.00
Boris, Tara	7.25	7.25	Meza, Jack	0.00	0.00
Born, Ashley	6.00	6.00	Miladi, Omid	13.00	13.00
Cha, Helen	5.25	5.25	Moua, Andy	0.00	0.00
Chau, David	20.25	20.25	Moua, Judy	0.00	0.00
Chun, Andrea	2.00	2.00	Mrotz, Michael	0.00	0.00
Chun, Sophia	7.25	7.25	Nguyen, Don	0.00	0.00
Elder Beauchamp	0.00	0.00	Noh, Lydia	0.00	0.00
Elder Rant	0.00	0.00	Pandya, Gopi	0.00	0.00
Elder Barney	0.00	0.00	Park, Jung	8.50	8.50
Eng, Jonathan	13.00	13.00	Pond, Cassie	11.00	11.00
Eng, Lawrence	26.00	26.00	Rodriguez, Daniel	9.00	9.00
Fukunaga, Alysa	6.50	6.50	Rodriguez, Rene	9.00	9.00
Gallagher, Kenni	0.00	0.00	Shah, Mihir	0.00	0.00
Garcia, Nick	0.00	0.00	Shah, Soham	18.75	18.75
Ghanavatian, Sinbad	0.00	0.00	Shah, Sweny	0.00	0.00
Guiletti, Alex	0.00	0.00	Stanford, Amy	0.00	0.00
Haag, Elisha	0.00	0.00	Sy, Victoria	0.00	0.00
Haag, Jennifer	0.00	0.00	Tan, Hannah	5.00	5.00
Haag, Katie	0.00	0.00	Thomas, Tiffany	9.00	9.00
Haag, Stephanie	0.00	0.00	Tjoarman, Arlene	11.50	11.50
Hill, Joseph	0.00	0.00	Tran, Michael	65.50	65.50
Ho, Evelyn	0.00	0.00	Valencia, Adrianna	4.50	4.50
Humphries, Caitlin	0.00	0.00	Wardlaw, Sarah	0.00	0.00
Javier, Vonn	6.25	6.25	Waterson, Elizabeth	6.50	6.50
Jiye, Angela	8.25	8.25			
Laehnemann, David	0.00	0.00			
Lamberson, Annie	9.00	9.00			
Lee, James	0.00	0.00			
Lee, Jaclyn	0.00	0.00			
Lee, Edward	4.00	4.00			
Liu, Denise	16.25	16.25			
<hr/>					
TOTAL	159.75	159.75	TOTAL	175.25	175.25
TOTAL Library Volunteer Hours		735.25			
TOTAL Literacy Volunteer Hours		865.00			
TOTAL VOLUNTEERS HOURS		1600.25			

REGULAR VOLUNTEERS are committed to an on-going program each week

LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

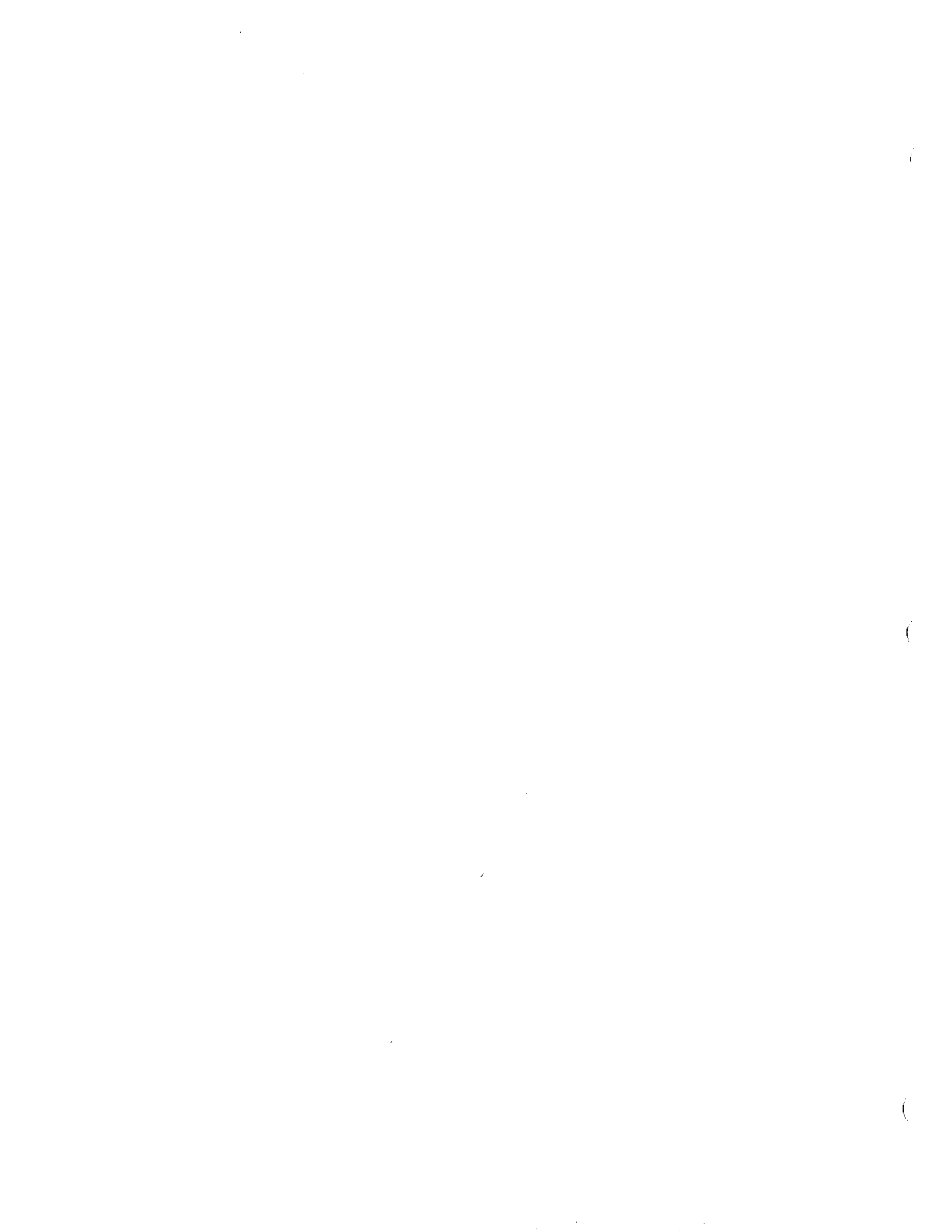
REGULAR	FY03/04 July	FY03/04 YTD	Cumulative		FY03/04 July	FY03/04 YTD	Cumulative
Ablir, Victoria	9.00	9.00	18.00	Kilpatrick, Amy	6.00	6.00	21.00
Acevedo, Marta	36.00	36.00	72.00	Kishida, Rita	6.00	6.00	60.00
Bayne, Linda	6.00	6.00	136.00	Kraus, Jennifer	6.00	6.00	48.00
Bazell, Laura	6.00	6.00	66.00	Krisinger, Elizabeth	6.00	6.00	60.00
Becerril, Esther	6.00	6.00	24.00	Lasker, Marilyn	6.00	6.00	187.00
Becil, Emily	6.00	6.00	60.00	Le, Daniel	6.00	6.00	12.00
Belekjian, Maria	12.00	12.00	30.00	Lee, Wilma	6.00	6.00	60.00
Bernardino, Maria	6.00	6.00	30.00	Leslie, Sandra	6.00	6.00	236.00
Bonasuro, Amber	6.00	6.00	72.00	Licano, Katie	6.00	6.00	54.00
Bowen, Laura	6.00	6.00	12.00	Livezey, June	12.00	12.00	158.00
Brackett, Jim	6.00	6.00	87.00	Loon, Chris	6.00	6.00	12.00
Brzovic, Kathy	6.00	6.00	24.00	Lopez, Maria	6.00	6.00	60.00
Bui, Tiffany	6.00	6.00	24.00	Luckett, Emily	6.00	6.00	18.00
Bull, Sophie	6.00	6.00	84.00	Maguire, Joanne	-	-	54.00
Busam, Mary	6.00	6.00	39.00	Malkowicz, Edward	12.00	12.00	184.00
Casdorph, Tracy	6.00	6.00	18.00	Marchant, Liz	-	-	12.00
Cha, Sally	6.00	6.00	24.00	Margarit, Georgiana	-	-	18.00
Chandrasekaram, Vinolie	6.00	6.00	54.00	Martinez, Roxanne	6.00	6.00	24.00
Chen, April	6.00	6.00	111.00	Marlaro, Diane	24.00	24.00	486.00
Chen, Wen	6.00	6.00	18.00	Massaro, Lauren	6.00	6.00	24.00
Choi, Jason	6.00	6.00	60.00	McBain, Frances	6.00	6.00	18.00
Chopna, Reema	6.00	6.00	24.00	McBentez, Kathy	6.00	6.00	102.00
Coffee, Nancy	6.00	6.00	343.00	McGrath, Patricia	6.00	6.00	18.00
Covey, Debra	6.00	6.00	54.00	McLead, Shivan	6.00	6.00	12.00
Cuceoglu, Haken	6.00	6.00	24.00	Medland, Karen	-	-	146.00
Curtis, Daniel	6.00	6.00	174.00	Meza, Jack	-	-	116.00
Dhupan, Ankush	6.00	6.00	36.00	Mohr, Kelsey	6.00	6.00	81.00
Diaz, Cynthia	6.00	6.00	36.00	Monreal, Greg	6.00	6.00	18.00
Diaz, Monica	6.00	6.00	52.00	Mostatabi, Roxana	6.00	6.00	24.00
Donofrio, Susan	6.00	6.00	75.00	Murray, Edward	-	-	230.00
Dorris, Rosita	6.00	6.00	24.00	Navarro, Nicole	6.00	6.00	24.00
Draper, Krispa	6.00	6.00	84.00	Nguyen, Mike	6.00	6.00	24.00
Eckels, Krys	6.00	6.00	24.00	Noss, Linda	6.00	6.00	90.00
Economou, Christina	6.00	6.00	18.00	Okamuna, Lynn	6.00	6.00	63.00
Elmore, Sylvia	6.00	6.00	60.00	Paez, Vicki	6.00	6.00	42.00
Espinosa, Jacly	6.00	6.00	18.00	Patel, Deepa	6.00	6.00	178.00
Farno, Feriba	6.00	6.00	78.00	Patel, Vani	6.00	6.00	24.00
Finley, Virginia	6.00	6.00	36.00	Patino, Ashley	6.00	6.00	24.00
Fitsimons-Diaz, Chelsea	6.00	6.00	51.00	Patino, Nicole	6.00	6.00	30.00
Franco, Hilda	6.00	6.00	54.00	Pelto, Ernest	6.00	6.00	128.00
Fuentes, Carlos	6.00	6.00	12.00	Peyre, Isa	6.00	6.00	48.00
Gallagher, Kenni	6.00	6.00	56.00	Pineda, Guadalupe	6.00	6.00	54.00
Gast, Polly	6.00	6.00	1,679.00	Precht, Jeanette	6.00	6.00	93.00
Gillespie, Justin	6.00	6.00	18.00	Ring, Diane	6.00	6.00	66.00
Glines, Alexi	6.00	6.00	18.00	Rodriguez, Carmen	-	-	172.00
Glines, Ellen	6.00	6.00	18.00	Rodriguez, Claudia	6.00	6.00	18.00
Gomez, Juanita	6.00	6.00	116.00	Rodriguez, David	6.00	6.00	54.00
Gonzalez, Emmanuel	6.00	6.00	30.00	Rodriguez, Kenia	-	-	50.00
Gonzalez, Luis	6.00	6.00	24.00	Rodriguez, Maria	6.00	6.00	18.00
Gonzalez, Natasha	6.00	6.00	69.00	Rutnurati, Naydin	-	-	86.00
Goodman, Dale	12.00	12.00	3,417.00	Sandoval, Lizabeth	-	-	61.00
Guerrero, Christine	6.00	6.00	18.00	Schaal, Linda	6.00	6.00	147.00
Guerrero, Lavone	6.00	6.00	24.00	Sgobba, Jackie	12.00	12.00	30.00
Hamacher, Holly	6.00	6.00	18.00	Shah, Jay	6.00	6.00	54.00
Hatch, Bill	6.00	6.00	75.00	Shah, Soham	6.00	6.00	12.00
Hawkins, Christina	6.00	6.00	30.00	Shah, Sweny	6.00	6.00	96.00
Healey, Kathleen	6.00	6.00	236.00	Shepherd, Kathy	-	-	203.00
Heer, Kim	6.00	6.00	223.00	Silva, Raul	-	-	30.00
Hilleweart, Heather	6.00	6.00	18.00	Skimizu, Ken	12.00	12.00	319.00
Howell, Anne	6.00	6.00	24.00	Sosa, Mathew	6.00	6.00	26.00
Hu, Lisa	6.00	6.00	64.00	Stutzman, Mark	6.00	6.00	24.00
Humple, Phyllis	4.00	4.00	134.00	Teeter, Robert	6.00	6.00	66.00
Hugar, Jessica	6.00	6.00	63.00	Thatcher, Kaitlyn	-	-	26.00
Hutton, Katherine (Kate)	6.00	6.00	234.00	Thomas, Peggy	6.00	6.00	53.00
Imbler, Wolf	6.00	6.00	24.00	Tomlin, Jennifer	6.00	6.00	31.00
Inta, Lisa	6.00	6.00	12.00	Tran, Victor	6.00	6.00	18.00
Kelly, Jerry	6.00	6.00	87.00	Tranquill, Jill	6.00	6.00	24.00
Khamphanh, Molly	6.00	6.00	24.00				

Literacy Hours continued

REGULAR	FY03/04	FY03/04	Cumulative
	July	YTD	
Trotter, Cynthia	6.00	6.00	81.00
Truong, Christine	6.00	6.00	75.00
Truong, Will	6.00	6.00	69.00
Uribe, Yajaira	6.00	6.00	36.00
Vale, Ana	6.00	6.00	31.00
Vasani, Sheena	6.00	6.00	18.00
Vasquez, Johanna	6.00	6.00	33.00
Villarreal, Tanya	-	-	94.00
Voigt, Cassie	-	-	21.00
Vu, Elizabeth	-	-	102.00
Vukovick, Kathy	6.00	6.00	150.00
Westfall, Carolyn	-	-	186.00
Wiegman, Karin	-	-	194.00
Wilson, Barbara	-	-	45.00
<hr/>			
Total	865.00	865.00	15,287.00

Placentia Library District
Circulation Report
July 31, 2003

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 July	FY02-03 July
1st Time Checkouts	15,894	15,792	0.65%	15,894	15,792
Phone Renewals	806	1,488	-45.83%	806	1,488
In-Building Renewals	571	511	11.74%	571	511
Total Renewals	1,377	1,999	-31.12%	1,377	1,999
TOTAL CHECKOUTS	17,271	17,791	-2.92%	17,271	17,791
On-Time Checkins	16,187	16,708	-3.12%	16,187	16,708
Late Checkins	898	1,097	-18.14%	898	1,097
TOTAL CHECKINS	898	17,805	-94.96%	17,085	17,805
Hold Placed	174	406	-57.14%	174	406
Hold Cancelled	3	44	-93.18%	3	44
Hold Filled	1,528	396	285.86%	1,528	396
Hold Expired	0	6	-100.00%	0	6
Patrons Registered	356	349	2.01%	356	276
Titles Added	163	211	-22.75%	163	734
Volumes Added	191	252	-24.21%	191	1,298
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,267	6,390	-1.92%	6,267	6,787
Juvenile Print	8,993	9,095	-1.12%	8,993	7,883
Total Print	15,260	15,485	-1.45%	15,260	14,670
Audio	759	845	-10.18%	759	635
Visual	1,243	1,434	-13.32%	1,243	1,073
Equipment	0	0	0.00%	0	0
Total Audio Visual	2,002	2,279	-12.15%	2,002	1,708
TOTAL CIRCULATION	17,262	17,764	-2.83%	17,262	16,378
Placentia Circulation	11,602	11,257	3.06%	11,602	10,569
%Placentia Circulation	67.21%	63.37%	6.06%	67.21%	64.53%
Anaheim/Yorba Linda Circulation	2,150	2,940	-26.87%	2,150	2,594
%Anaheim/Yorba Linda Circulation	12%	16.55%	-24.74%	12%	16%
TYPES OF ACTIVE BORROWERS					
Adult	11,230	9,893	-61.80%	11,230	10,684
Young Adult	288	754	-61.80%	288	4,247
Juvenile	3,880	3,679	5.46%	3,880	3,579
New Borrower	1,645	502	227.69%	1,645	1,457
Non Resident	0	0		0	0
Other (staff)	227	0		227	0
TOTAL ACTIVE BORROWERS	17,270	14,828	16.47%	17,270	16,147
TOTAL REGISTERED BORROWERS	17,993	16,270	10.59%	17,993	16,993
ATTENDANCE	31,051	34,044	-8.79%	31,051	30,339
Adult Reference-In Building	759	1,046	-27.44%	759	1,046
Adult Reference-Telephone	135	158	-14.56%	135	108
Children's Reference-In Building	92	1,945	-95.27%	92	1,475
Children's Reference-Telephone	5	415	-98.80%	5	32
Total Adult Reference	894	1,204	-25.75%	894	1,154
Total Children's Reference	97	2,360	-95.89%	97	1,507
Total in Building Reference	851	2,991	-71.55%	851	2,521
Total Telephone Reference	140	573	-75.57%	140	140
TOTAL REFERENCE	991	3,564	-72.19%	991	2,661



CITY OF PLACENTIA INVOICES

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

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03	3/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	4/7/03	35,884.16	1,263.68	762.39	269.45		7.17	38,186.85
May-03	6/5/03	3,712.49	1,150.57	650.77	107.50		7.20	5,628.53
Jun-03	7/24/03	4,522.91	1,150.57	650.77	207.50		7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	8/7/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03								0.00
Sep-03								0.00
Oct-03								0.00
Nov-03								0.00
Dec-03								0.00
Jan-04								0.00
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		5,933.96	1,566.39	604.52	0.00	0.00	7.20	8,112.07
AVG		5,933.96	1,566.39	604.52	0.00		7.20	8,112.07

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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



SENATE PASSES STATE BUDGET

July 28, 2003

On late Sunday evening, July 27, 2003, the California State Senate passed AB 1765, the new budget bill for fiscal year 2003-04. The vote was 27 to 10.

What is known to be included in AB 1765 that impacts local government is the following:

1. Shifts \$250 million of redevelopment property taxes for the 2003-04 year and redirects those funds to schools via ERAF.
2. One-half (1/2) cent sales tax Swap/ERAF Backfill – In conjunction with two budget trailer bills, implements a 1/2 cent sales tax swap with cities and counties to create a new state revenue source to pay off the deficit reduction bond. Cities and counties will be backfilled with a dollar-for-dollar property tax ERAF reimbursement that will grow over time at the same rate as sales tax growth occurs in individual jurisdictions.
3. VLF Backfill – AB 1765 includes the Governor's May Revision that cities and counties absorb up to \$825 million in lost VLF backfill funds as a result of the time lag between the "trigger" being pulled and when the new revenues actually start being collected. A budget trailer bill will provide that this local government reduction shall be treated as a loan to be repaid with interest by 2006.
4. Fully funds Williamson Act Subvention at \$40.1 million.
5. AB 1765 enacts most of the Governor's May Revision proposals to either suspend, defer or eliminate certain state mandated local programs.
6. California State Library – AB 1765 reduces state General Fund support to local public libraries to \$15.8 million, which equates to a 50% reduction from last year's budget and a 72% reduction from the \$56.9 million provided in 2000-01.
7. Provides \$116 million to local governments for flood control projects. This expenditure will be reflected as a prior year adjustment, but will not hinder access to funds.
8. Proposition 50 funds – Appropriates \$1.16 billion for fiscal year 2003-04. The funds are proposed for local grants as well as state water-related activities. Combined with current year expenditures and state administration costs, this action leaves approximately \$2 billion of the \$3.44 billion remaining for appropriation in subsequent years.
9. The bill eliminates the \$38.2 million General Fund paid to cities and special districts for booking fees. In addition, separate trailer bill legislation, AB 1749, will eliminate the authority for counties to charge cities and special districts booking fees.
10. AB 1765 reduces funding for COPS/Juvenile Justice Crime Prevention grants by \$32.6 million, leaving a total of \$200 million General Fund divided equally for support of these programs.

11. AB 1765 and numerous trailer bills propose new fees in a host of areas, including, but not limited to: wastewater discharge permitting, dam safety, water rights, and CALFED water user fees. Some of these fees are included in AB 1765, but will be reconsidered in August.

The highlights above are those that have been confirmed to be in the passed Senate version of the State budget. It does not appear to include any language relative to ERAF or the multi-county/enterprise ERAF exemption repeal, but CSDA will be reading AB 1765 and all of the budget trailer bills with great care when they are in print.

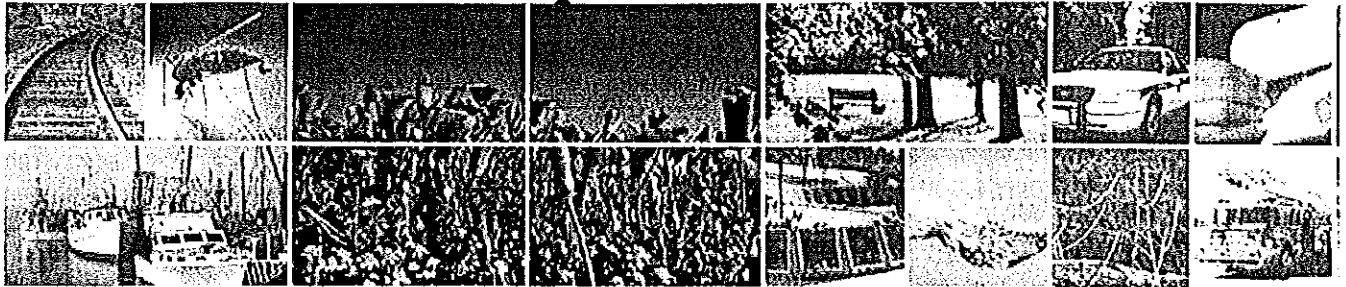
The Assembly is scheduled to meet at noon today.

We will provide additional information to our members as it becomes clearer.



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August 18, 2003
Welcome, Placentia
Library District

Proposed Legislation May Mean Lost Dollars to Special Districts

Take Action!

IMPORTANT - Write to
save special district
revenues!

Report Your Outreach
Progress

By Joan Moseley, in the Crestline Courier-News

As managers of special districts all over the California know, the state's over \$40 billion deficit affects Sacramento but every county, city and special district in California. That being said, Running Springs District General Manager Ed Brittain is holding his breath over proposed legislation that might mean 40 percent of the tax revenue that goes to the district from property owners, or 10 percent of the revenue generated within the district -- whichever is less.

The legislation, by Senator Tom Torlakson, chairman of the Senate Local Government Committee, is Senate Bill 407, and is a proposal to require enterprise special districts that currently don't shift property revenue to an ERAF (Education Revenue Augmentation Fund) to do so. The only exclusions would be transit districts. The proposal would reallocate the ad valorem property tax revenue from enterprise districts. Enterprise districts are those that charge for their product -- such as water and sewer districts throughout the state there are many types of enterprise districts that would be affected.

If the legislation is approved, Brittain fears the district would be in jeopardy of losing approximately \$ ad valorem tax revenue; however, there is a clause in the legislation that if an "enterprise" district off enterprise" functions (such as a fire department that doesn't charge to respond to fires and other emergencies) the amount might be reduced by 70 percent.

As currently written, SB 407 would allow the state to take 10 percent of the district's revenue from us should this scenario play out, the figure could reach \$300,000. Also, because the Running Springs Fire Department is heavily supported through tax revenue, if the senate bill is approved it will mean a blow of \$93,000 to the fire department.

Brittain is on the California Special Districts Association Legislative Committee and is very concerned about the prospect of special districts throughout the state having to raise their rates because Sacramento legislators decide to shift the tax revenue into the ERAF fund to help fund schools. If this occurs, it would allow the state government to reduce their contribution to schools but force many local entities to raise their user or

According to information from Ralph Heim, California Special Districts legislative analyst, in the recent early 1990s the Legislature "shifted" property taxes from cities, counties and special districts to an ERAF county to support schools. The shift allowed the state to reduce its support of schools on a dollar-for-dollar basis, essentially reducing funds available to cities, counties and special districts while increasing the amount available to the state to meet other obligations.

The shift occurred in two steps: 1992-93 and 1993-04. The Legislature used different formulas in each

years to determine the amount that each agency would shift to ERAF. "This reallocation of property established as a permanent, annual fund transfer," Heim says.

BUDGETS APPROVED

After review earlier this spring, the fire, wastewater and water/business office budgets were approved at the water board's June 25 meeting. Depending on what happens with the state budget all three departments could change up to and including August.

In the meantime the water/business office budget was approved for \$1,984,998. This figure is higher than last year due to capital improvements (including \$275,000) for construction of the new 200,000 gallon water tank at Enchanted Forest.

The wastewater budget was approved for \$1,385,019 which represents an overall decrease of 3.07 percent from last year. The reduction is due to a decrease in capital expenditures for improvements to the treatment plant.

The fire department budget of \$1,359,362 is up 16.1 percent from last year due to higher workman's compensation and liability insurance, merit increases and the Cost of Living Adjustment.

Also, the district has budgeted \$76,281 toward the purchase of a new fire engine which just arrived in the district. The funds to pay for the new engine were available through the district's Fire Equipment Fund and the district has been putting money aside for several years to help replace outdated or obsolete equipment. With the \$76,281 the increase to the fire department budget would be 10 percent.

POSSIBLE ANNEXATION?

Brittain led a discussion -- prior to asking directors how they felt -- about the possibility of the Church of the Latter Day Saints annexing into the water district boundaries if their proposed church on State Highway 99 be on sewers, rather than a septic tank.

Another possible problem is that the county has discovered, through a percolation test, the future church is located within 90 feet of a potential slide area. If parishioners want (or need) to connect to the Running Springs Water District, they will have to pay to install an 800 foot water line to connect to the district's Nob Hill. The board of directors has no objection, should it come to this, of annexing the church property into the district boundaries.

GRANT WRITING PROPOSAL

Directors approved a contract with Claudia A. Swing, a grant-writer who will work on several projects for the district. One primary goal will be for her to do research and submit a grant application which, hopefully, will bring grant dollars to the district to help pay expenses of a proposed "graywater recycling project."

Due to the large number of trees being killed by the drought and subsequent insect attacks -- primarily beetles -- providing grant money can be secured, Brittain has proposed that the district install a water pump station from the district's wastewater treatment plant in Smiley Park and pump the graywater into the Running Springs where the highly-treated effluent can be utilized by residents to drip-water their property.

The board of directors feels this is a worthwhile project to pursue and it might save trees on private property thereby reducing the huge fire danger in Running Springs and keeping the Running Springs area as green as possible. Swing will charge \$45 per hour, billed monthly. Because this will be a lengthy, multi-faceted operation she will charge the district a lower amount than she would if she was working on a one-time project. Swing will keep the board of directors and Brittain apprised of her progress in seeking government and/or private foundation money.

WATER TANK CONSTRUCTION CONTINUES

Work continues on the new 200,000 gallon water tank in the Enchanted Forest Estates. Essentially it will be next to the existing one, and both tanks will supply water to the area where more and more people are constructing homes and living full-time.

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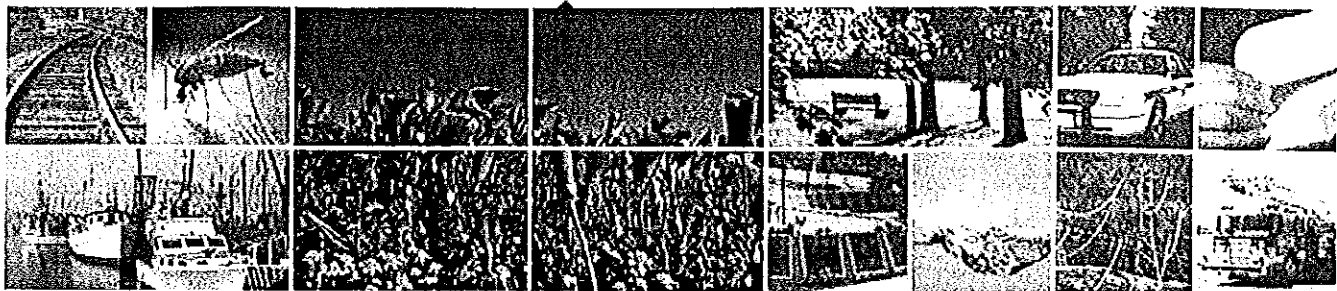
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August 18, 2003
Welcome, Placentia
Library District

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Next big fight: Workers' comp

By Gilbert Chan, Sacramento Bee Staff Writer

With the recall campaign in full swing, California lawmakers return to work today to face another pow issue: Reining in runaway costs that threaten to topple the state's multibillion-dollar workers' comp system.

A special Assembly-Senate conference committee will have less than a month to craft a comprehensive package that would become law in January. The overhaul would be intended to bring relief to business school districts and other employers saddled with rising insurance costs. California insurers charge the highest workers' compensation premiums and provide among the lowest benefits.

Some political observers, however, fear that daunting task could be derailed by the drive to recall Gov. Arnold Schwarzenegger, sidelining efforts to save a beleaguered program designed to protect thousands of workers in the state every year.

"The recall is affecting everything," said state Insurance Commissioner John Garamendi. "It certainly affects workers' compensation. How and what the effect (will be), I don't know."

Willie Washington, a lobbyist with the California Manufacturers and Technology Association, also weighs in on how recall politics will shape the workers' comp debate. "We're very concerned about the potential impact that the recall may have on what we're trying to do," he said, adding that some groups could use the recall as leverage in the negotiations.

"In this game, nobody wants to lose money. Everybody wants to protect their own pocketbooks," Washington said.

Garamendi and business leaders warn that the Legislature has no choice but to come to grips with the \$29 billion workers' comp system.

"It's killing jobs and it's bankrupting insurance companies. Workers' comp is an economic crisis in California," Garamendi said.

The goal, he said, is to slow and even reverse the tide of rising insurance rates next year as well as provide stability to the financially troubled California State Compensation Insurance Fund, a quasi-public insurer that covers more than half the marketplace. Without major changes, employers will face another round of rate hikes in January. An insurance rating agency, citing higher medical costs and benefit increases for injured workers, has recommended a 12 percent increase this winter.

Just Friday the Wetsel-Oviatt Lumber Co. of El Dorado County closed down and laid off 120 employees. A 100 percent hike in its workers' compensation premiums as contributing to the family-owned sawmill troubles.

Employers say they can ill-afford another price spike in the mandatory insurance program. Such a hike would slow the state's economic recovery and force more employers to cut payrolls, shut their doors or delay expansion plans, they said. Total annual workers' comp premiums has ballooned from \$9 billion in 2008 to \$11 billion this year.

"Unless it is remedied, you are going to see a mass exodus of businesses in this state," said John D. Hume, president of the California Restaurant Association.

So far, no hearing dates have been set for the conference committee. The committee's members are Sen. Burton, D-San Francisco, Sen. Richard Alarcón, D-Sun Valley, Sen. Chuck Poochigian, R-Fresno, Assemblyman Juan Vargas, D-San Diego, Assemblyman Ken Maddox, R-Garden Grove, and Assemblyman Fabian Nunez, D-Los Angeles.

This month, committee staff members have met with representatives from the business, labor, legal and medical communities as well as other groups with a stake in the workers' compensation system.

In the coming weeks, lobbying will intensify. Observers say the medical community will come out hard to put its stamp on a proposed fee schedule on outpatient surgery centers and patient referrals by doctors. Attorneys are prepared to battle efforts to reduce their involvement in workers' comp cases and are ready to fight proposals to raise their costs.

"There are so many stakeholders," said Poochigian, that the challenge for the Legislature is to be able to stand up to the special interests. It is important to us to convey a strong sense that we mean business and we will leave no stone unturned."

Lawmakers are drawing from a framework of 19 workers' comp bills that survived in the Senate and the Assembly in the spring. Those include establishing a medical fee schedule, a medical review process and placing limits on visits to chiropractors.

The most heated debate will center on setting fees at outpatient surgery centers. Critics contend the centers have become cash cows and contributed to spiraling workers' comp medical costs.

Alarcón wants a schedule based on the Medicare reimbursement rates, which he says could save more than \$800 million a year. "A huge proportion of the medical costs go to the outpatient surgery center," he said.

But Arthur Casey, incoming president of the California Ambulatory Surgery Association, blames the industry's abuses on rogue centers.

"There are some bad apples out there," Casey said. "We are not opposed to a fee schedule."

Casey, though, said the Medicare tie-in proposal won't cover the costs to treat workers' comp patients and would force some of the state's 400 centers to stop taking these cases. The association has proposed its own fee schedule.

In addition to the fee schedule, others are calling for objective medical review standards to evaluate and set up treatment programs -- a proposal endorsed Thursday by the California Medical Association. The association also wants to crack down on employer and employee fraud.

Overall, the goal is to shave billions from the workers' comp system. The ultimate savings, observers say, depends on how much each interest group is willing to give up.

The wild card, of course, is the recall. Alarcón and Poochigian said the Legislature can ill afford to allow politics to interfere with workers' compensation reform. Voters, especially business owners, won't step to the ballot box next year, they said.

Bruce Cain, director of the Institute of Governmental Studies at the University of California, Berkeley, said a recall could end up lighting a fire under legislators.

"There's an incentive to pass something out of the Legislature. They've got a couple of weeks to make sure Democrats look stronger," Cain said. If the Democrats drop the ball, the Republicans can seize the initiative to boost their recall drive.

Cain said the political climate is ripe for the GOP to push its workers' comp agenda, as well.

"Tactically, they would be smart to push the Democrats as far as they can on workers' comp right now on whatever reforms they can."

The Bee's Gilbert Chan can be reached at (916) 321-1045 or gchan@sacbee.com.

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Special District Risk Management Authority

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

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

From: owner-calix@listproc.sjsu.edu
 [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
 Sent: Monday, August 04, 2003 11:19 AM
 To: CLA Listserve- CALIX
 Subject: NEWS FROM THE CAPITOL

August 4, 2003

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

I. GOVERNOR SIGNS BUDGET - \$15. 8 MILLION FOR PLF PROTECTED

On Saturday, Governor Gray Davis signed the \$100 billion Budget bill, AB 1765 and subsequently released a modest list of reductions, highlighting areas where he had utilized his so-called "blue pencil authority." We are pleased to report that the Public Library Foundation has been protected at the \$15.8 million baseline figure that the legislature submitted to the Governor in AB 1765. In addition, no other library programs were reduced by the Governor, including the Transaction Based Reimbursement or State Library Administration. Instead, the Governor chose to make reductions, mostly technical in nature, totaling approximately \$1 million in areas such as health and human services and corrections.

At the time of the Budget signing, the Governor released a document noting all of his official actions on the bill (the document may be obtained at www.dof.ca.gov). In his overview, he notes, "This Budget reflects many months of negotiation between the Governor and the Legislature. While it relies on larger borrowing and other one-time solutions, this budget is built on the May Revision. It is balanced, including \$2 billion reserve in

the current year, and it protects the Governor's K-12 education priorities."

Thank you to all of our CLA members and friends who took the time to write the Governor and request that he leave the PLF in tact at \$15.8 million.

II. NOTE OF CAUTION

Mixed in with the good news above must be a note of caution. As part of this year's Budget agreement, the legislature "gave the Director of Finance limited mid-year authority to address unanticipated expenses by reducing expenditures in other areas." This morning we asked a top official in the Department of Finance if this language means the Director could reduce the PLF and any other programs without legislative authority. The answer was "yes, if deficiencies occur or revenues do not meet expectations." If, for example, federal funds did not materialize as anticipated, this would allow the Director of Finance to make necessary reductions to offset this loss of revenues. The DOF official further added, "There has been no discussion at all on how the Director intends to do deficiencies or shortfalls." You will recall that in December of 2002, the Governor proposed Mid-Year revisions to the 2002-03 Budget, which was subject to legislative approval in January of 2003. Many of the Governor's cuts, including his proposed reduction to the PLF, were ultimately rejected by the legislature. This year it appears the sole discretion for Mid Year cuts will rest with the Director of Finance.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: August 25, 2003

BACKGROUND:

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

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

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


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

RECOMMENDATION:

Receive & File

Agenda Item 25

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: August 18, 2003


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

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

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



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager/Literacy Coordinator 

Date: August 18, 2003

Subject: Status Report on Active Grant Applications

Open/Received Grants

Source	Amount Requested	Date Requested	ELLI	Spanish Literacy	FFL	Children's	AMT Received
Disney	\$5,000	6/30/03	\$5,000				
Angels Care	\$25,000	4/16/03	\$25,000				
Bank of America	\$25,000	3/31/03	\$25,000				
Wells Fargo	\$2,000	5/7/03		\$2,000			\$1,000
Wells Fargo	\$2,000	6/26/03			\$2,000		
Target	\$5,000	6/25/03			\$5,000		\$2,000
Mervyn's	\$2,500	7/7/03			\$2,500		
Mighty Ducks	\$10,000	4/16/03	\$10,000				
Verizon	\$25,000	3/26/03	\$25,000				
Coca-Cola	\$25,000	3/26/03	\$25,000				
Mazda	\$25,000	5/27/03	\$25,000				
Sprint	\$25,000	5/27/03	\$25,000				
Total:	176,500		\$165,000	\$2,000	\$9,500		

Grants Denied/Withdrawn

Source	Amount	Date Requested	ELLI	Spanish Literacy	FFL	Children's
Weingart	\$50,000	5/3/03	\$50,000			
Ralphs	\$25,000	5/27/03	\$25,000			
Public Welfare	\$50,000	4/30/03	\$50,000			
RGK	\$25,000	4/14/03	\$25,000			
Total:	\$150,000		\$150,000			

