

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, February 23, 2004

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the January 19, 2004 Regular Meeting and the January 24, 2004 Special Meeting..

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter

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

REPORTS

6. Board President Report

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

7. Trustee Reports

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

8. Library Director's Report

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

9. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 10 – 13)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4552, 4553, 4554, 4555, 4556, 4557, 4558 and 4559 forwarded by Library Director for a total of \$28,344.93.

12. Current Claims and Payroll (Approve)

Claims 4560, 4561, 4562, 4563 and 4564 for a subtotal for Claims of \$25,737.11; and Payrolls 4565 for \$30,603.80 and 4566 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$86,944.71.

13. FY2003-2004 Cash Flow Analysis through January 19, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 14 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

14. Financial Reports for January 2004 (Receive & File)
15. Office General Ledger & Check Registers for January 2004 (Receive & File)
16. Acquisitions Report for January 2004 (Receive & File)
17. Collection Agency Report for January 2004 (Receive & File)
18. Gifts Report for January 2004 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 31)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 31 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for January 2004 (Receive & File)
20. Personnel Report for January 2004 (Receive, File, and Ratify Appointments)
21. Volunteer Report for January 2004 (Receive & File)
22. Circulation Report for January 2004. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative Alerts from the California Special Districts Association. (Receive & File)
25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. State of California State, Local and District Consumer Use Tax Return for calendar year 2003 as filed with the Board of Equalization on January 12, 2004. (Receive & File)
30. Special District Financial Transactions Report as submitted electronically to the State Controller's Office by Munson, Cronick & Associates on January 21, 2004. (Receive & File)
31. Meeting Notice and Agenda for the January 22, 2004 Orange County Council of Governments. The next meeting is Thursday, February 26, 2004 at 9:00 A.M. (Receive & File)
32. Notification from the State Library of California about plans for the Library Services and Technology Act Funding for 2004-2005. (Receive & File)

CONTINUING BUSINESS

33. 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

34. Travel Authorization

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

NEW BUSINESS

STAFF REPORTS (Items 35 – 40)

Items 35 – 40 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.

- 35. Program Committee Report for January 2004 (Roberts)
- 36. Children's Services Report for January 2004 (Gurkweitz)
- 37. Placentia Library Literacy Services Report for January 2004 (Roberts)
- 38. Placentia Library Web Site Report for January 2004 (Roberts)
- 39. Publicity Materials Produced in January 2004. (Millonzi)
- 40. Safety Committee Minutes for January 2004 (Matas)

ADJOURNMENT

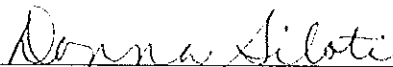
- 41. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 22, 2004 at 6:30 P.M.
- 42. Review of Action Items.

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

- 43. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 23, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 19, 2004.



AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Monday, February 23, 2004
6:30 P.M.
Library Conference Room

Call to Order 6:35

1. Roll Call Administrative Assistant M: D AU
All present S: E

2. Adoption of Agenda
Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the January 19, 2004 Regular Meeting and the January 24, 2004 Special Meeting.
Presentation: Library Director
Recommendation: Approve by Motion

PS 2 "sec" s/B Treasurer
M: E
S: De All

4. Oral Communications

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter
Begin 7:28 PM
End 7:39 PM

REPORTS

6. Board President Report
Little info about things in library. Now have WiFi & computer
connections in childrens. Add Tech Report (Minter)
~~Russ Rice luncheon.~~

7. Trustee Reports
Peggy - Rich & sl went to Alta Vista C.C. Mixer. Fabulous
Gae - none Chinese ~~Exposition~~ Exhibit
Betty - wonderful Exhibit, learned about culture
Richard - none



10AM

- 8. Library Director's Report *3/10 Report - Mgr Pension Fund (1st America) will be report for Board. Al will attend & report to Bd. Ruth Peterson is in hospital. Legu of Peggy's vote last show - voting machine demo. CALTAC - Bd Effort - Training - ~~not~~ decided not to participate*
- 9. Friends of Placentia Library Board of Directors Report *Refer to report.*

Poetry Event - 4 train read at Sr. Ctr. 20 attendees. Want to do again. Original poem will be in Notations
 3/5 Villa de Palma
 7/21 Program here.

CLAIMS (Items 10 - 13)

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

- 10. Nonstandard Claims in excess of \$300. (Approve)
No Nonstandard Claims were processed during this report period.
- 11. Claims forwarded by the Library Director. (Approve)
Claims 4552, 4553, 4554, 4555, 4556, 4557, 4558 and 4559 forwarded by Library Director for a total of \$28,344.93.
- 12. Current Claims and Payroll (Approve)
Claims 4560, 4561, 4562, 4563 and 4564 for a subtotal for Claims of \$25,737.11; and Payrolls 4565 for \$30,603.80 and 4566 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$86,944.71.
- 13. FY2003-2004 Cash Flow Analysis through January 19, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 14 - 18)

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

- 14. Financial Reports for January 2004 (Receive & File)
- 15. Office General Ledger & Check Registers for January 2004 (Receive & File)
- 16. Acquisitions Report for January 2004 (Receive & File)



17. Collection Agency Report for January 2004 (Receive & File)
18. Gifts Report for January 2004 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 31)

Presentation: Library Director
Recommendation: Approve by Motion

19-24, 26-28, 30-32
M: W
S: D AU

19. Building Maintenance Report for January 2004 (Receive & File)
20. Personnel Report for January 2004 (Receive, File, and Ratify Appointments)
21. Volunteer Report for January 2004 (Receive & File)
22. Circulation Report for January 2004. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative Alerts from the California Special Districts Association. (Receive & File)
25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File) - De No recent developments.
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. State of California State, Local and District Consumer Use Tax Return for calendar year 2003 as filed with the Board of Equalization on January 12, 2004. (Receive & File) De - pay sales tax on items not charged at.
30. Special District Financial Transactions Report as submitted electronically to the State Controller's Office by Munson, Cronick & Associates on January 21, 2004. (Receive & File)
31. Meeting Notice and Agenda for the January 22, 2004 Orange County Council of Governments. The next meeting is Thursday, February 26, 2004 at 9:00 A.M. (Receive & File)
32. Notification from the State Library of California about plans for the Library Services and Technology Act Funding for 2004-2005. (Receive & File)

25, 29
M: De
S: D AU



send letter

CONTINUING BUSINESS

M: D
S: W A U

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

Appt-Daucher, AIR will contact Trustees.

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

Board of Trustees

3/2 Election - then immediate response. Leg Analyst's response re appearance of Superpot (all prop tax to PFD of Superv. & they allocate the suggests Allocate so can't give more to city dependent entities like City libraries. EDM-focus on getting CAP on ERDF shift. \$23K PLE \$277K Prop tax Ltr proposed by EDM to Daucher. AI will hand deliver. 12 1/2% Shift

- 34. Travel Authorization Share w/ CSDA, CDA, Senate Local Committee Chair/Vice Chair - ~~House~~ Assembly Local Committee Chair/Vice Chair.

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

M: W
S: D A U

STAFF REPORTS (Items 35 - 40)

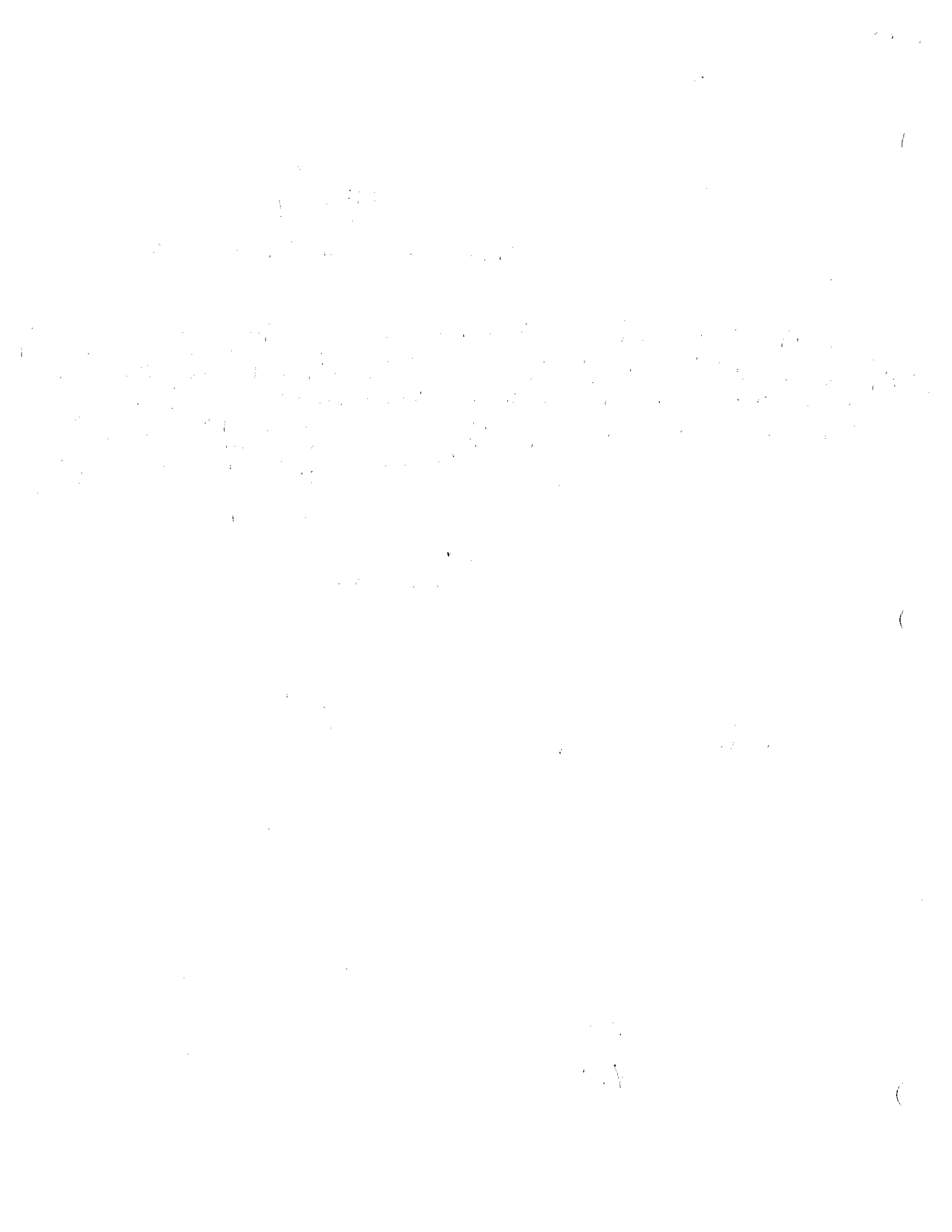
- 35. Program Committee Report for January 2004 (Roberts)
- 36. Children's Services Report for January 2004 (Gurkweitz)
- 37. Placentia Library Literacy Services Report for January 2004 (Roberts) Staff - Fed work study
- 38. Placentia Library Web Site Report for January 2004 (Roberts)
- 39. Publicity Materials Produced in January 2004. (Millonzi)
- 40. Safety Committee Minutes for January 2004 (Matas)

M: D
S: W A U

ADJOURNMENT

- 41. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 22, 2004 at 6:30 P.M.
- 42. Review of Action Items.
- 43. Adjourn Time: By 7:25

7:40



PLACENTIA LIBRARY BOARD CALENDAR

February 2004 - January 2005

Feb 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Mar 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2004						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2004						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jul 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 17 6:00 PM Foundation Board Development Committee
- 18 5:30 PM Chamber Mixer at Alta Vista Country Club
- 23 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 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
- 17 5:30 PM Chamber Mixer, California National Bank
- 22 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 9:00 AM CALTAC Workshop, Fullerton Library

April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 14 7:00 PM Foundation Board Meeting
- 18 5:01 PM National Library Week through Apr 25
- 19 7:00 PM Friends Annual Meeting
- 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

May

- 3 7:00 PM Friends Board Meeting, DeVecchio
- 17 6:30 PM Library Board Meeting
- 23 Library Closed for Monday Holiday
- 24 Library Closed for Memorial Day

Aug 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sep 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 2004						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2004						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 2004						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2005						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PLACENTIA LIBRARY BOARD CALENDAR

February 2004 - January 2005

Feb 2004

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

Mar 2004

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

Apr 2004

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

May 2004

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

Jun 2004

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

Jul 2004

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

May

- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 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
- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 15 7:00 PM Foundation Board Meeting
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

August

- 23 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District

September

- 5 Library Closed for Monday Holiday
- 6 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

October

- 4 7:00 PM Friends Board Meeting, Shkoler
- 7 1:02 PM Foundation Board Meeting

Aug 2004

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

Sep 2004

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

Oct 2004

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

Nov 2004

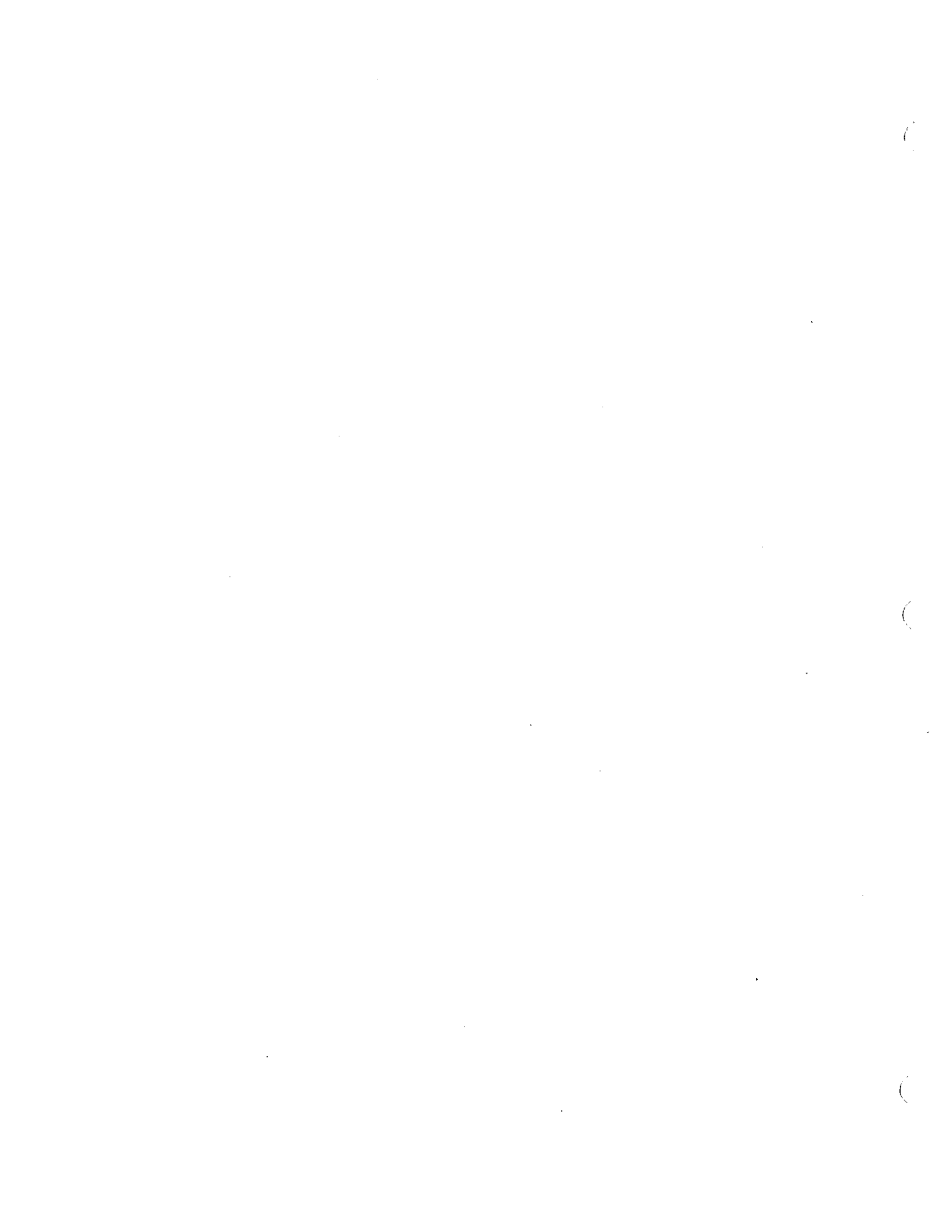
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 2004

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

Jan 2005

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



PLACENTIA LIBRARY BOARD CALENDAR

February 2004 - January 2005

Feb 2004

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

Mar 2004

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

Apr 2004

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

May 2004

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

Jun 2004

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

Jul 2004

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

October

- 9 9:00 AM Heritage Parade
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 1 7:00 PM Friends Board Meeting, Escobosa
- 11 Library Closed for Veterans Day
- 12 California Library Association Annual Conference, San Jose, through Nov 15
- 22 6:30 PM Library Board Meeting
- 25 Library Closed for Thanksgiving

December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 6 7:00 PM Friends Board Meeting, DeVecchio
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

January

- 3 7:00 PM Friends Board Meeting, Wood
- 13 1:03 PM Foundation Board Meeting -- Annual Meeting
- 24 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

Aug 2004

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

Sep 2004

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

Oct 2004

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

Nov 2004

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

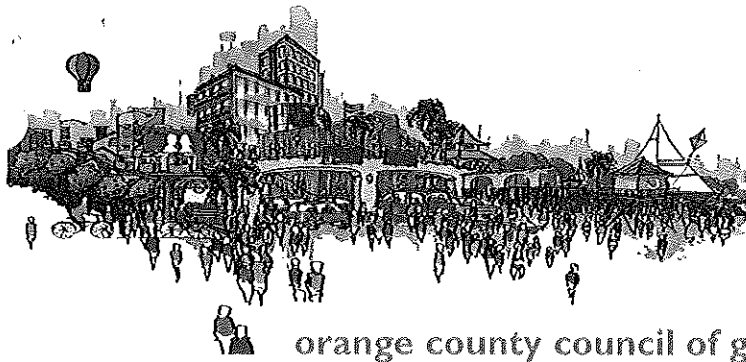
Dec 2004

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

Jan 2005

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





February 13, 2004

Dear Orange County Stakeholder:

On behalf of the Orange County Council of Governments (OCCOG), I invite you to attend our upcoming Growth Visioning Workshop. This event is scheduled to take place March 3, 2004, from 10:30 a.m. to 3:00 p.m. at the Tustin Community Center, located at 300 Centennial Way, Tustin, California. This workshop represents the fourth phase of OCCOG's Growth Visioning Program.

As Orange County's population continues to grow, decision-makers will have to evaluate alternatives, such as infill development or mixed-use development to accommodate the growing need for housing and the strains that traditional forms of development have placed on our transportation systems. OCCOG's Growth Visioning Workshop is a chance for Orange County decision-makers to learn and participate in a program designed to empower them to meet the new challenges in their communities.

The attached brochure and RSVP form provide further information on the workshop and how to take part in this exciting event. If you have any questions regarding the Growth Visioning Workshop, please contact Heather Dion, OCCOG's Regional Issues Analyst or Annabel Cook, OCCOG's Regional Issues Consultant at (714) 972-0077.

Thank you for your continued support of OCCOG. Together, we can plan for the future and act collectively on important subregional and regional issues. I hope to see you all at the workshop.

Sincerely,

Lou Bone
Chair, Board of Directors
Mayor Pro Tem, City of Tustin

Enclosures

cities
Allso Viejo
Anaheim
Brea
Buena Park
Costa Mesa
Cypress
Dana Point
Fountain Valley
Fullerton
Garden Grove
Huntington Beach
Irvine
La Habra
La Palma
Laguna Beach
Laguna Hills
Laguna Niguel
Laguna Woods
Lake Forest
Los Alamitos
Mission Viejo
Newport Beach
Orange
Placentia
Rancho Santa Margarita
San Clemente
San Juan Capistrano
Santa Ana
Seal Beach
Stanton
Tustin
Villa Park
Westminster
Yorba Linda

County of Orange

agencies
Costa Mesa Sanitary District
East Orange Water District
El Toro Water District
Irvine Ranch Water District
OC Sanitation District
OC Transportation Authority
OC Water District
Transportation Corridor Agencies

ORANGE COUNTY COUNCIL OF GOVERNMENTS

GROWTH VISIONING WORKSHOP

March 3, 2004

10:30 a.m. – 3:00 p.m.

Tustin Community Center
300 Centennial Way, Tustin

*Improving Our Neighborhoods,
Increasing Our Sense of Place*

What are the benefits of attending?

You'll have a much better grasp of the opportunities mixed-use and infill development present, a better understanding of alternative development choices, and ways to work with neighborhoods to gain support for these types of projects.

YES! I would like to RSVP for the **FREE** Growth Visioning Workshop.

Attendee RSVP

Name: _____
Title: _____
City/Agency: _____
Phone: _____ Fax: _____ E-mail: _____

Please RSVP by February 27, 2004.

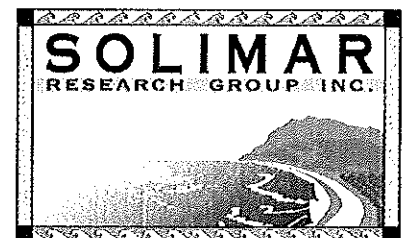
Lunch will be provided.

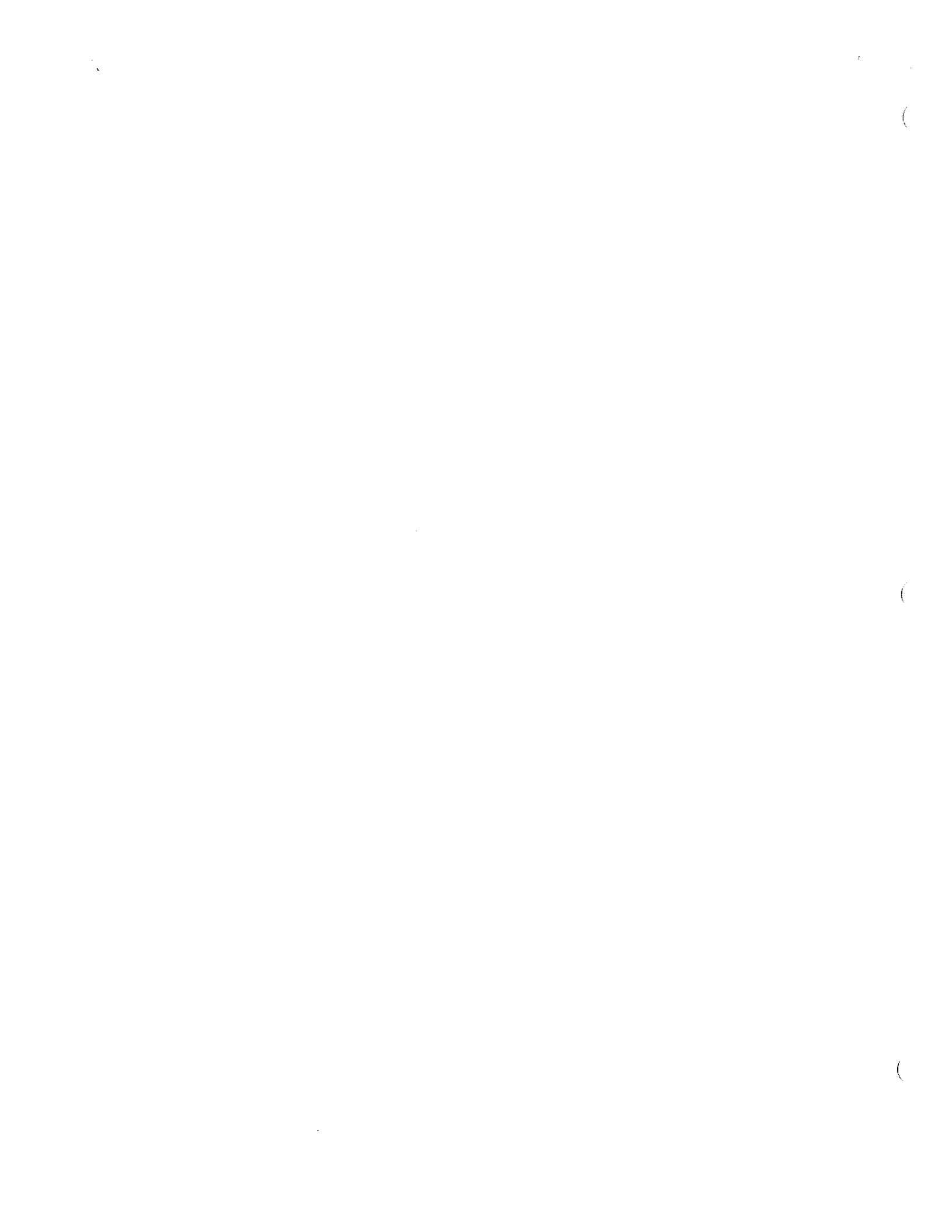
Fax or mail this form to:

Orange County Council of Governments
600 West Santa Ana Blvd., Suite 214
Santa Ana, CA 92701
Phone (714) 972-0077
Fax (714) 972-1816

MAIN STREET
ARCHITECTS + PLANNERS INC.

422 East Main Street
Ventura, California 93001
phn: (805) 652-2115 fax: (805) 652-1532
mainstreetarchitects.com





Improving Our Communities, Increasing Our Sense of Place

OCCOG

GROWTH VISIONING WORKSHOP



How This Workshop Can Help You!

The goal of this workshop is to help you better understand the process of selecting options for developing an infill site. In the process, you'll also learn how to communicate these choices to community and constituent groups.

Smart Growth promotes careful development that respects the environment, is sustainable, creates economic opportunity and maintains a vibrant sense of community.

Dealing with infill development isn't easy. It is sometimes unclear how a community can take advantage of such opportunities to address new housing needs while enhancing the existing neighborhood. Communicating the advantages of an infill choice to communities and constituent groups can be challenging as well.

By the end of the day, you'll have a much better grasp of the opportunities infill development presents, the tradeoffs involved in different types of infill choices, such as mixed-use commercial/housing, and ways to talk to your neighborhood constituents about infill.

MARCH 3, 2004 10:30 am-3:30 pm



What Takes Place At The Workshop

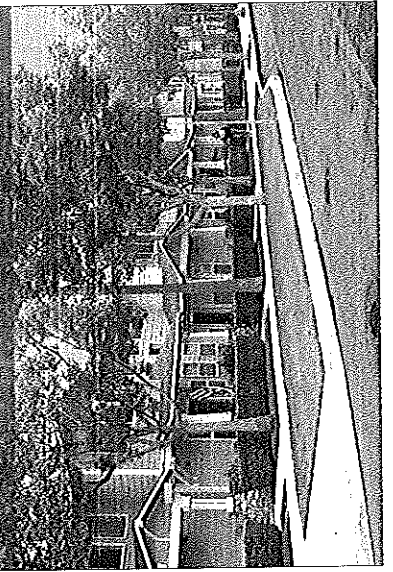
Arriving at the workshop, you'll have a choice of working on one of several different sites, each with a unique set of characteristics—large site or small, older community or newer, residential area or commercial strip, and so forth. If you choose, you will probably find a situation most similar to the ones you'll find in your community.

With the assistance of a facilitator, each small group will work through the options by undertaking the following steps:

- Review the site characteristics. Review the characteristics of the surrounding neighborhood or district.
- Review the development options from the "Smart Growth Menu" to assess which ones would be most suitable for the site.
- Discuss the pros and cons of different development options.
- Working with the facilitator, create a preferred development scenario for the site.
- Discuss the positive and negative aspects of the scenario on the neighborhood.

The end product will be a rough site plan (sketched by the facilitator on behalf of the group) that will depict the preferred development program and clearly identify the tradeoffs involved in selecting that development over other possible alternatives.

Tustin Community Center 300 Centennial Way Tustin, CA



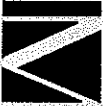
Workshop Agenda

- 10:30 Registration
- 11:00 Welcome and Introduction
- 11:10 Introduction to Smart Growth Principles
- 10:30 Explanation of Workshop Process & Tools (including Smart Growth "menu")
- 12:15 Workshop (over lunch)
- 2-15 Reporting Out
- 3:00 Wrap-up
- 3:30 Adjournment

There is no charge for attendance. Lunch will be provided.



M A I N S T R E E T
ARCHITECTS + PLANNERS INC.
422 EAST MAIN ST. #100
ORANGE, CA 92667
PHONE: 714.972.0077
WWW.MAINSTREETARCHITECTS.COM



For more information, contact:

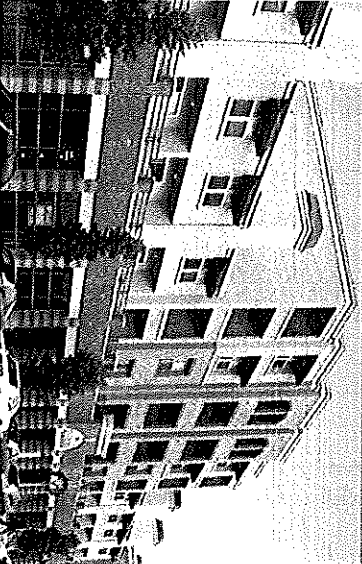
Heather Dion, OCCCOG
714/972-0077
hdion@occtiles.org

Growth Visioning

The hard data and projections of population growth in Southern California's staggering, there is the very real possibility that six million people could be added in this region by the year 2030. This will require about two million new homes. It is apparent that available housing stock has not kept pace, pushing home values up. Orange County median home prices are over \$432,000, the highest in the region. Consequently, only 22% of households in the County can actually afford a median-priced home.

The housing crisis requires creative solutions that must resolve the issues of adequate supply, provide a wide range of housing types and maintain livable communities.

The Orange County Council of Governments launched Phase I of the Growth Visioning Program in 1999. Phase I included the document, "Smart Growth Strategies for Accommodating Orange County's Future." The report discusses future growth trends and questions whether current planning practices will be successful to accommodate future population demands.

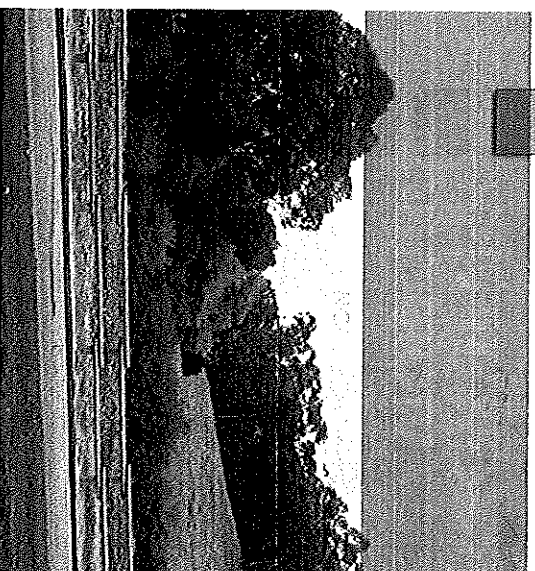
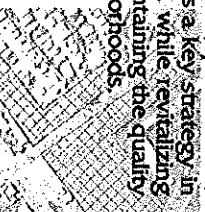


Phase II ended with the publication of "Here Comes the Neighborhood" in 2000. The document cites 10 Orange County jurisdictions, and discusses how they are accommodating growth, redeveloping their communities, and otherwise improving livability.

Phase III of OCCCOG's Growth Visioning efforts centered on a design competition, with over 90 design entries from across the nation submitted. The final report is titled "Changing the Face of Orange County."

Phase IV of the Growth Visioning Program was launched in August 2003, and is intended to provide policymakers with information and education about different options when considering infill or refill development, including mixed-use, in their jurisdiction. Phase IV includes a workshop focused on "Smart Growth" concepts, and will aid decision makers as they accommodate the increasing population growth within their community. Although the "Smart Growth" concept is not without its critics, many elected officials, planners and community activists view it as a key strategy in accommodating new growth, while revitalizing older neighborhoods and maintaining the quality of life in already stable neighborhoods.

NG1



Poetry Event

We do not remember days, we remember moments.
-Cesare Pavese 1961



*Imagination is more
important than knowledge.*

— Albert Einstein



Share a favorite poem
Read a poem that you've written or
read (or we'll read it for you).
Wednesday, February 11, 2004
At 10:30 AM
At Placentia Senior Center

For more information contact:
Ligia Cardenas
Event Coordinator
Sponsored by the Placentia Library District



Poetry Event

We do not remember days, we remember moments.
-Cesare Pavese 1961

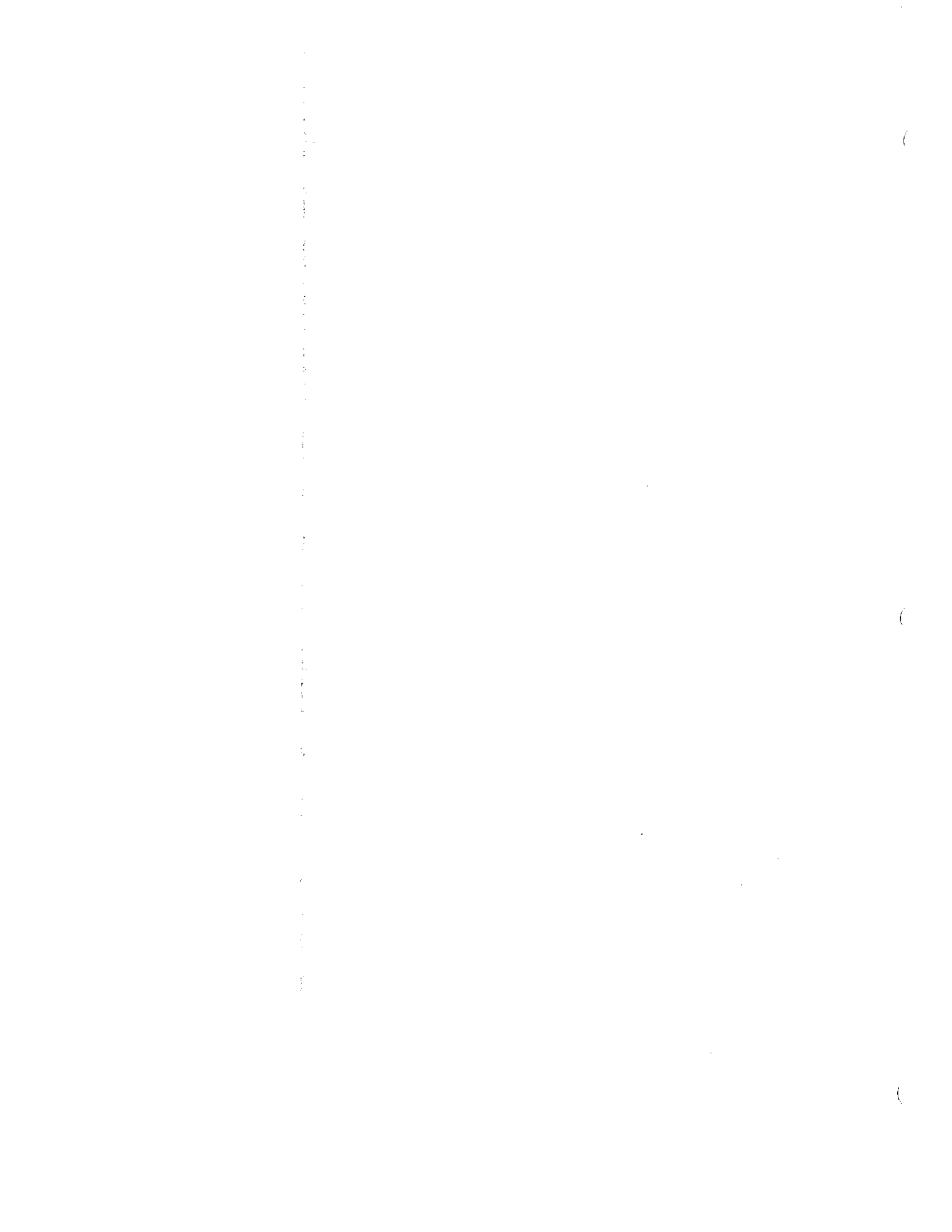


*Imagination is more
important than knowledge.*

— Albert Einstein

Share a favorite poem
Read a poem that you've written or
read (or we'll read it for you).
Friday, March 5, 2004
At 9:30 AM
At Villa de Palma

For more information contact:
Susan Nation
Event Coordinator
Sponsored by the Placentia Library District



FAMILIES FOR LITERACY

of the
Placentia Library
presents:

A Seuss Centennial Celebration



Dr. Seuss text and figures © and TM Dr. Seuss Enterprises L.P., 2010. All rights reserved.

featuring . . .

The incredible work of
Dr. Seuss

WHEN: Sunday, February 29, 2004
TIME: 2:00PM-4:00PM
WHERE: Placentia Library Meeting
Room

This is a FREE event for the entire family to enjoy the wonderful books of Dr. Seuss. Be prepared to giggle your tummies away and have your tongues tied up in rhymes. We will have fun with arts & crafts, food, and BOOKS! You will not want to miss out on this extravaganza.

See you there!!!!!!

(for more information contact: Toby Silberfarb, Families for Literacy Coordinator at (714) 524-8408 ext. 213)

FAMILIAS PARA ALFABETIZACIÓN

de la
Biblioteca de Placentia
presenta:

Dr. Seuss

La Celebración Se Sus Cien Años



presentanda . . .

El increíble Trabajo de Dr. Seuss

CUÁNDO: domingo, febrero 29, 2004

HORA: 2:00PM-4:00PM

DÓNDE: Sala de Reunión de La Biblioteca de Placentia

Este evento es GRATIS para que toda la familia disfrute de los maravillosos libros de Dr. Seuss. Prepárese para reírse hasta que le duela el estómago, y que se le trabe la lengua con rimas. Nos vamos a divertir con artes manuales, comida, y LIBROS! No se pierda de este entretenimiento espectacular. Nos vemos!!!!!!!

Para más información llame a: Toby Silberfarb, la Coordinadora de Familias para Alfabetización a (714) 524-8408 ext. 213

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 19, 2004**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 19, 2004 at 6:29 P.M.

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

Members Absent: Trustee Gaeten Wood

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Friends of Placentia Library Director Ted Farkas, and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to adopt the Agenda as printed.

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

MINUTES It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to approve the Minutes of the December 22, 2003 Regular Meeting.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the January 13, 2004 Special Meeting.

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

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

PRESIDENT'S REPORT President Shkoler reported that he attended Assemblywoman Lynn Daucher's Open House and she said she is trying to maintain funding in the State Budget for the Library. President Shkoler also plans to go to her local office for "Day in the District."

President Shkoler also reported that he attended the Chamber Mixer at Placentia Women's Round Table.

TRUSTEE REPORTS

Trustee Dinsmore did not address the Board.

Secretary Escobosa reported that she also attended the Chamber Mixer.

Trustee DeVecchio reported that he enjoyed the Chamber Mixer. He also reported that he attended the Placentia Library Foundation meeting at which Jean Lasley was elected President and Trustee DeVecchio was elected Secretary. *Treasurer*

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that preparations are underway for the Author's Luncheon. Tickets went on sale today.

Library Director Minter reported that a new series of staff meetings has begun. At the first meeting, staff brainstormed ideas for future topics. The first topic to be discussed will be the Library's core values and how they relate to possible budget cuts.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

Friends of Placentia Library Director Ted Farkas reported that the Friends continue to budget for items for the Library. Development Director Millonzi reported that Register columnist Gordon Dillow will speak at the Author's Luncheon.

CLAIMS

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

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

Claims 4539, 4540, 4541, 4542, 4543, and 4544 forwarded by Library Director for a total of \$35,817.55.

Claims 4545, 4546, 4547, 4548, and 4549 for a subtotal for Claims of \$56,920.20; and Payrolls 4550 for \$10,000.00 and 4551 for \$30,603.80 for a subtotal for Payrolls of \$40,603.80; with a combined total of Claims and Payroll of \$97,524.00.

FY2003-2004 Cash Flow Analysis through January 19, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 16 through 19.

Official General Ledger & Check Registers for December 2003

Acquisitions Report for December 2003

Collection Agency Report for December 2003

Gifts Report for December 2003

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

Trustee DeVecchio asked for an explanation of account #6230-04 Teeter Plan Buyout. Library Director Minter explained that it is the process for receiving delinquent secured property taxes from the County.

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 15.

Financial Reports for December 2003.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to receive and file Agenda Items 20 through 28 and Item 30.

Building Maintenance Report for December 2003.

Personnel Report for December 2003

Volunteer Report for December 2003

Circulation Report for December 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Meeting Notice for the Independent Special Districts of Orange County (ISDOC) for Thursday, January 29, 2004 at 11:30 A.M. at the Municipal Water District of Orange County.

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

ABSENT: Wood

Secretary Escobosa requested more information on the poetry programs with senior citizens. Public Services Manager Roberts reported that Ginny Sanatar of the Friends of Placentia Library is coordinating the program with the local senior center and he is speaking with the Activity Director at Villa de Palma. A community poetry reading has been scheduled for March 21 in the Library Meeting Room.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to receive and file Agenda Item 29.

Poet Laureate Report.

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

Trustee DeVecchio requested more information about Shields Consulting Group in Sacramento. Library Director Minter explained that they help local agencies prepare claims to the State for meeting preparation expenses. The Library's unpaid claims are now approximately \$40,000.

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to receive and file Agenda Item 31.

State of California Mandated Claims reimbursement request for Fiscal Year 2002-2003 as submitted through Shields Consulting Group.

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

LEGISLATIVE ISSUES

Library Director Minter reported that the proposed ERAF shift would mean a loss to the Library of approximately \$275,000. She recommended that the Board develop a message and a plan for getting their message across. The Library has already experienced an ERAF shift of 50.41% and the Library Director suggested that the message to our legislators and their aides should be that the Library has already contributed its share. She also suggested that the Board propose that a cap of a specific percentage be put on the ERAF shift.

Trustee DeVecchio recommended that the Board look at strategies for dealing with the possibility of a major budget cut.

President Shkoler will make appointments with Senator Margett and Assemblywoman Daucher. President Shkoler, Secretary Escobosa, and Trustee Dinsmore plan to go to the appointments. Library Director

Minter will prepare for them a one-page summary of the issues and the proposed cap on the ERAF shift.

**REVIEW OF
MEETING ROOM
FEE WAIVER FOR
PLACENTIA
CHINESE
AMERICAN ASSOC.**

Placentia Chinese American Association members Feng Min Shan and James Jing gave an update on the Placentia Chinese American Association. They reported that the organization has grown from 10-20 members to 40-50 members. They are sponsoring an exhibition of Chinese photographs on January 31. They do not charge a membership fee and they requested that the fee waiver for the meeting room be extended.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to continue the waiver of meeting room fees for the Placentia Chinese American Association for another six months. The issue will be reviewed at the June Board Meeting.

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

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to authorize President Shkoler and Trustees DeVecchio, Dinsmore, and Wood to attend the CALTAC workshop on March 27, 2004 in Fullerton and to authorize payment of registration and mileage from the General Fund.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to authorize Children's Librarian Caroline Gurkweitz to attend the Public Library Association Biennial Conference in Seattle, February 24 through February 28 with expenses to be paid from the Santiago Library System staff training account.

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

A decision regarding if and when the Board would like the Library Director to attend the course entitled the Human Interaction Laboratory was postponed. President Shkoler will ask Personnel Consultant Gail Koff about alternative courses.

President Shkoler called for a break and 7:21 P.M. and the meeting resumed at 7:26 P.M.

**RENEWAL OF
CERTIFICATES OF
DEPOSIT**

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to renew the two Certificates of Deposit at California National Bank that mature on January 27 for another 12-month term.

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

STAFF REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to approve Agenda Items 37-42.

Program Committee Report for December 2003.

Children's Services Report for December 2003.

Placentia Library Literacy Services Report for December 2003.

Placentia Library Web Site Report for December 2003.

Publicity Materials produced for December 2003.

Safety Committee Minutes for December 2003.

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

The Regular Library Board Meeting was suspended at 7:53 P.M.

CLOSED SESSION

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

The Closed Session ended at 8:40 P.M. No Action was taken.

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the next meeting include a closed session to discuss a personnel matter regarding the Library Director.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 19, 2004 adjourned at 8:40 PM.

WORKSESSION

A Worksession for review of Personnel Policies is scheduled for Wednesday, January 21, 2004 at 9:30 P.M.

**FEBRUARY
MEETING**

The February Regular Library Board Meeting will be held on Monday, January 19, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



MINUTES FEBRUARY 2, 2004

FRIENDS OF PLACENTIA BOARD MEETING

President , Eleanor Rankin called the meeting to order. The following Directors were present: Eleanor Rankin, Ginny Sanatar, Jill Botha, Renee Scott, Frances Stoller, Pat Irot, Barbara Hemmerling, Camille Himes, Ted Farkas, and Virginia Walker. Peggy Dinsmore represented the Trustees; Jim Roberts and Laranne Millonzi, the staff. Eleanor introduced Brenda Benner, a guest.

The **minutes** of the January meeting were approved as read. **Treasurer**, Camille Himes reported a balance of \$11,672.09. **Financial Secretary**, Ginny Sanatar, reported deposits for January of \$5,702.40. **Bills:** Jim Roberts reported that 1351 books were given to children of the community at the Christmas Clearing Bureau. Tony Silberfarb spent 4 hours distributing the books according to age appropriate lists. Jim requested payment of \$240.22, an overage for purchase of these books. Pat Irot moved that we pay this bill. Ted Farkas seconded it. The motion carried. Jim and Elizabeth have been working with Lee Castner to update our library sound system. Lee has determined that the existing system is satisfactory for the Community Room. Perhaps, some new microphones or wiring may still be needed. Lee has made brackets in the Community Room for the system. Jim suggested we buy a portable public address system that could be used throughout the library. Lee estimated the cost at \$1000. Pat Irot moved that we purchase this portable system. Virginia Walker seconded this. The motion was carried

President's Report: 1) Ted Farkas attended the January Trustee meeting. He said much of the discussion centered on budget concerns. Many plans are being put on hold until finances are certain. 2) Ellie attended the January Foundation meeting. Jean Lasley has been elected President of that group. There are vacancies to fill. 3) Our guest, Brenda Benner is a nominee to replace Shirley Baker on our Friends Board. 4) The secretary read a letter of resignation from Jill Botha. Pat Irot moved and Barbara Hemmerling seconded to accept the resignation with deep regret and grateful thanks. The motion carried. 5) Pat Irot and Eleanor Rankin attended the Annual Meeting of the Yorba Linda Friends on January 22. They have a much larger membership, but had fewer in attendance than we do at our Annual Meeting. They have an Interactive Tutor program for 7-12 graders. Pat suggested we have available the graphs of our financial status at our Annual Meeting. She felt this was well done at the Yorba Linda meeting. These graphs have been prepared by the treasurer and will be used at the Annual Meeting. 6) Author's Brunch: Dennis Smith, Superintendent of Placentia/Yorba Linda Schools will be the Maitre 'd. The menu, aprons, and tickets are all in order. 7) Annual Meeting: Gordon Dillow, columnist in the Orange County Register, will speak. 8) A suggestion was made to Eleanor to change our meeting to a daytime hour. After much discussion a motion was

made to keep the first Monday date, but start at 6:30 PM. The motion was seconded and carried with two dissenting votes.

Chair Reports: 1) Publicity, Pat Irot continues to put notices in the local papers. 2) Membership: Ted Farkas said the campaign is going well and we are still receiving memberships. He and Laranne are working on an updated list that will be available next month. 3) Bookstore: Pat Irot. More volunteers are needed. Names of prospective volunteers are being taken from the membership responses. 4) Sunday Book Sale: Ginny Santar. Jill Botha and Barbara Hemmerling will work the February sale. Mary Zamora will work with them to learn the procedures. Good Will has agreed to pick up the remainders, but no textbooks or library discards.

Library Reports: Jim Roberts –Literacy-Community Outreach: 1) Jim has arranged Poetry Readings at Placentia Senior Center, Villa de Palma, and Bradford Square. These will be about 45 minutes in length. On March 21 at one PM there will be a poetry reading in the library open to everyone. 2) Jim is planning to honor the Spirit of Volunteerism at our annual meeting. He especially would like to recognize Western State School of Law. There are 23 of their students working in our literacy program, either at the library, Rio Vista or Ruby Drive schools. All other literacy volunteers will be invited and honored. The board encouraged Jim in this idea. Laranne Millonzi-Volunteer Coordinator was praised for the publicity in the Los Angeles Times concerning the reading of Funny in Farsi.

Announcements: Miss Placentia 2004 winner—Stephanie Chao. Mini Gourmet sponsor. Board meeting—March 1, 2004 6:30 pm.

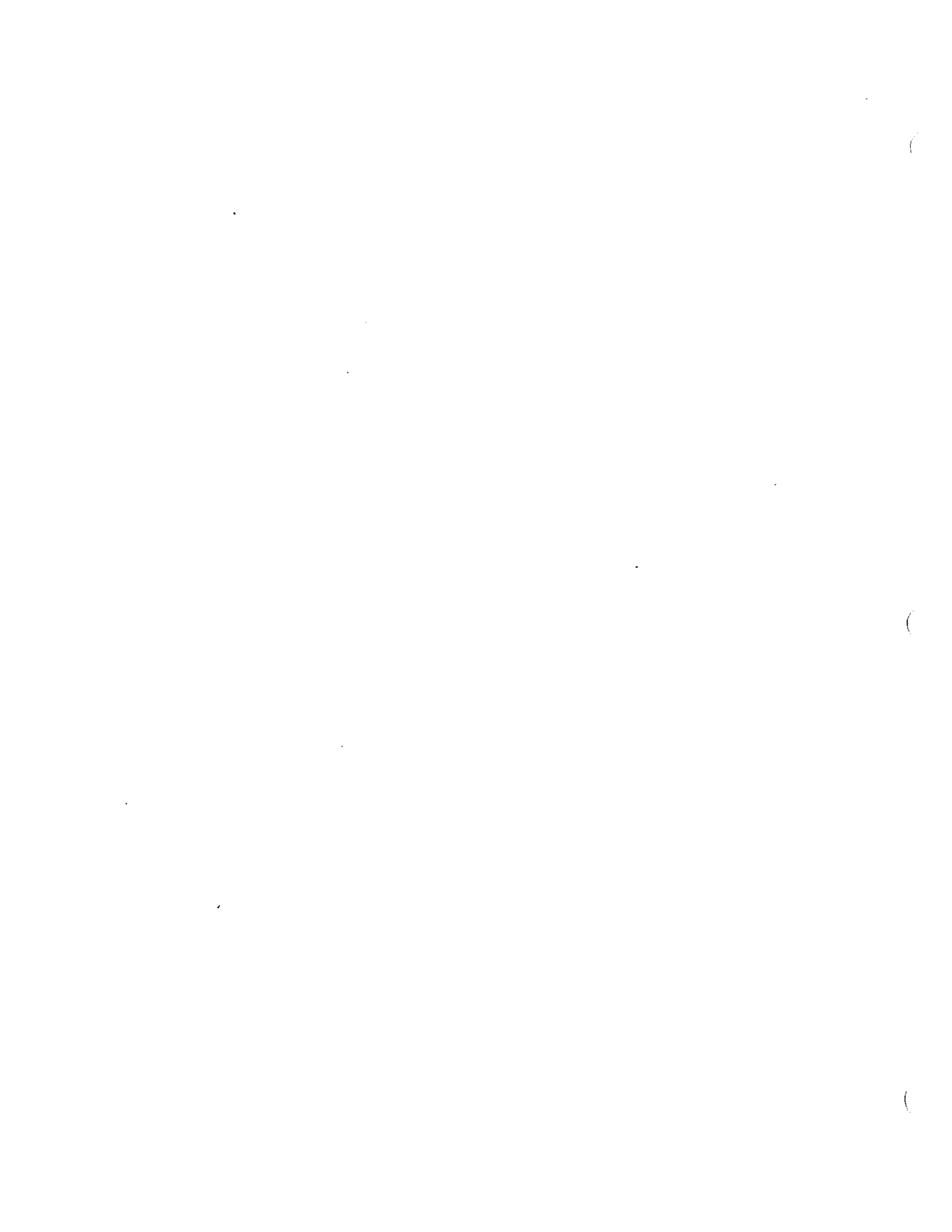
Executive Session: Eleanor opened the floor to the consideration of Brenda Benner as a new director. Camille Himes moved we elect Brenda to this position. Frances Stoller seconded this motion. The motion carried unanimously.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
February 23, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
February 23, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	January 22, 2004	4552	1,907.83
	January 22, 2004	4553	7,552.12
	January 29, 2004	4554	3,016.02
	January 29, 2004	4555	1,271.00
	February 4, 2004	4556	1,804.38
	February 4, 2004	4557	2,212.43
	February 12, 2004	4558	3,513.62
	February 12, 2004	4559	7,067.53
TOTAL BY LIBRARY DIRECTOR			<u>\$ 28,344.93</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

1-28-04

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
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	1/14/04		1800	00		161.63		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	04-1-53		1400	00		951.59		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3997		1900	00		52.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2055461 714-528-1906		0700	00		135.18		
	T2055476 714-528-8236		0700	01		35.64		
						170.82		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	382082		1800	00		127.80		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	02/01/04-03/01/04		0300	00		268.82		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1500626		1800	00		80.17		
N06638B Certified Termite & Pest Control, Inc. 1860 Miraloma Ave., Ste. F Placentia, CA 92870	2004-000056		1400	00		95.00		

The claims listed above (totaling \$1,907.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,907.83

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


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

1-28-04

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
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	12/19/03		1900	01		207.96	2	
N24516B Cliff Kass 184 Cameray Hts. Laguna Niguel, CA 92677	1/20/04		2400	09		88.00		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	12/19/04		1900	01		145.86	2	
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NJ 08034-0550	153638		1800	00		75.30		
N27626 Zimmer Electric, Inc. 11581 Range View Rd. Mira Loma, CA 91752	407		1400	00		1,736.60		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200401086487		0300	00		4,381.90		
N28353 Donna Siloli c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/18/03-12/29/03 1/5/04-1/15/04		2700	01		5.62		
			2700	01		10.88		
							16.50	
N28656 Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	January 2004		1900	00		900.00		

The claims listed above (totaling \$7,552.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

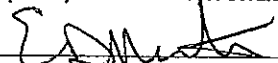
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	12/17/03-1/22/04		2800	00		792.45		
N01877 Julie Shook c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	January 2004		2700	00		82.25		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	February 2004		0300	00		175.29		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1506516		1800	09		17.25		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	12/31/03		1900	00		1,289.25		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	01/21/04		1800	00		439.18		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	2/1/04-3/1/04		0300	00		95.35		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0402		1900	00		125.00	2	

The claims listed above (totaling \$3,016.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

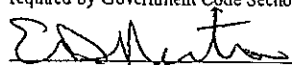
Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	24629		1400	00		1,271.00		

The claims listed above (totaling \$1,271.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


 APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,271.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	02/06/04		0310	00		140.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	080651		1800	00		29.50		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	12/18/03-1/21/04		2800	00		176.43		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	1/27/04-1/29/04		2700	01		12.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2103622 714-223-1698		0700	01		342.40		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	February 2004		1900	00		35.00		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	02-04/04		1803	00		550.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20040129		1900	00		519.05		

The claims listed above (totaling \$1,804.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

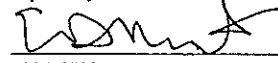
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	1/9/04		1900	01		267.38	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	1/9/04		1900	01		194.48	2	
N27247 Action Electric Corp. 1001 E. Washington Ave Santa Ana, CA 92701	DM-97083		1400	00		1,750.57		

The claims listed above (totaling \$2,212.43) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

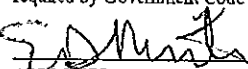
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	04-2-168		1400	00		305.58		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	469137		1800	00		41.72		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2107867		0700	08		90.82		
	714-524-8408		1800	00		334.81		
						425.63		
	T2121211 335-253-2062		0700	01		268.32		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1518787		1800	00		528.36		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062786		1400	00		1,100.00	2	
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200402-54		1900	00		15.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320122		1803	00		14.41		
			2400	01		56.00		
			2700	00		498.06		
						568.47		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	139761		1900	00		260.54		

The claims listed above (totaling \$3,513.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

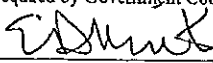
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	04-02001		1300	01		6,500.00		
N27626 Zimmer Electric, Inc. 11581 Range View Rd. Mira Loma, CA 91752	419		1400	00		252.53		
N28784 Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	02/12/04		2700	00		315.00		

The claims listed above (totaling \$7,067.53) 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
February 23, 2004

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4560	6,381.75
	4561	3,784.84
	4562	1,205.49
	4563	9,509.84
	4564	4,855.19
TOTAL CURRENT CLAIMS		<u>\$25,737.11</u>
PAYROLL	4565	30,603.80
	4566	30,603.80
		<u>\$61,207.60</u>
TOTAL		<u><u>\$86,944.71</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	56083		0700	00		7.23		
			2800	00		2,987.54		
			1400	00		1,827.00		
						4,821.77		
N03643A Recorded Books, LLC P.O. Box 64900 Ballimore, MD 21264-4900	1930519 1933728		2400	05		394.80		
			2400	05		460.31		
						855.11		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	4116		1900	00		42.00		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petly Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	1/14/04-2/17/07		0900	00		149.42		
			0900	08		122.86		
			1800	00		50.55		
			2700	01		35.00		
			2700	03		60.00		
					417.83			
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	9/25/03-2/23/04		1800	00		12.37		
			1803	00		1.84		
			2700	01		1.62		
						15.83		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2151549 714-528-1906 T2151564 714-528-8236		0700	00		138.04		
			0700	01		35.42		
						173.46		
N038250 Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	02/06/04		1800	00		55.75		

The claims listed above (totaling \$6,381.75) 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

6,381.75

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
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5567684P		2400	05		72.84		
	5604549P		2400	05		303.42		
						376.26		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U647544		2400	01		65.23		
	U647545		2400	01		23.33		
	U656991		2400	01		1,171.11		
	U656992		2400	01		1,025.57		
	U656993		2400	01		57.24		
	U659967		2400	01		63.71		
	U659968		2400	01		24.41		
	U659969		2400	01		79.06		
	U672161		2400	01		25.30		
	U672162		2400	01		75.78		
	U685702		2400	01		39.84		
	U685703		2400	01		55.28		
U697700		2400	01		28.21			
					2,734.07			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36904		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	87133384		2400	01		13.46		
	87133385		2400	01		12.51		
	87133386		2400	01		28.19		
	87133387		2400	01		16.02		
	87133388		2400	01		16.91		
	87133389		2400	01		32.08		
	87133390		2400	01		36.10		
	87229592		2400	01		24.00		
	87229593		2400	01		34.22		
	87229594		2400	01		50.67		
	87229595		2400	01		111.63		
	87229596		2400	01		16.84		
	87229597		2400	01		27.31		
87229598		2400	01		17.50			
87229599		2400	01		8.33			
87229600		2400	01		13.24			
					459.01			

The claims listed above (totaling \$3,784.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn.	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Rev	Doc Number
			BS Acct					
N03842A	87229601		2400	01		13.22		
Ingram Library Services	87229602		2400	01		33.45		
P.O. Box 502779	87229603		2400	01		4.12		
St. Louis, MO 63150-2779	87229604		2400	01		53.48		
	87265756		2400	01		10.15		
	87265757		2400	01		25.86		
	87265758		2400	01		33.97		
	87265759		2400	01		10.93		
	87265760		2400	01		38.06		
	87265761		2400	01		25.62		
	87265762		2400	01		162.35		
	87389016		2400	01		32.58		
	87389017		2400	01		65.85		
	87389018		2400	01		29.75		
	87389019		2400	01		124.15		
	87389020		2400	01		53.85		
	87389021		2400	01		36.22		
	87389022		2400	01		14.79		
	87389023		2400	01		17.37		
	87389024		2400	01		16.70		
	87389025		2400	01		15.89		
	87389026		2400	01		5.54		
	87389027		2400	01		38.63		
	87389028		2400	01		15.86		
	87389029		2400	01		23.08		
	87389030		2400	01		16.64		
	87389031		2400	01		16.61		
	87389032		2400	01		31.78		
	87389033		2400	01		59.26		
	87421659		2400	01		15.16		
	87421660		2400	01		32.16		
	87421661		2400	01		33.43		
	87421662		2400	01		15.92		
	87421663		2400	01		17.43		
	87421664		2400	01		17.43		
	87421665		2400	01		15.99		
	87421666		2400	01		16.80		
	87421667		2400	01		15.41		
						1,205.49		

The claims listed above (totaling \$1,205.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____ COUNTERSIGNED BY _____ ATTESTED AND/OR COUNTERSIGNED B _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	RI 12834276		2400	03		4,526.50		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	A036066		1800	00		186.41		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	3/1/04-3/31/04		0300	00		775.10		
N24516B Cliff Kass 184 Cameray Hts. Laguna Niguel, CA 92677	012004E		2400	01		200.00		
	012004F		2400	01		8.00		
	012004jnf		2400	01		328.00		
	012004NF		2400	01		40.00		
	012004Pic		2400	01		16.00		
						592.00		
N24943 Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	I0029812		2400	01		202.98		
	I0029849		2400	01		189.40		
	I0030019		2400	01		202.98		
						595.36		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1686600		2400	01		45.80		
N26970 LearningExpress, LLC 55 Broadway, 8th Floor New York, NY 10006	20013882		2400	03		2,695.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	142030		2400	05		93.67		

The claims listed above (totaling \$9,509.84) 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

9,509.84

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
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200402082856		0300	00		4,542.90		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	7821 7822 7823 7824		1300	00		16.67 16.67 16.67 62.87		
						112.88		
(need vendor #) Thomas T. Beeler, Publisher P.O. Box 310 Rollinsford, NH 03869-0310	77158		2400	01		199.41		

The claims listed above (totaling \$4,855.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

4,855.19

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/23/04
REPORT NO 4565

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	03/18/04 Pay period # 19 March 5, 2004 March 18, 2004		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, March 18, 2004								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/23/04
REPORT NO 4566

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	04/01/04 Pay period # 20 March 19, 2004 April 1, 2004		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, April 1, 2004								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

30,603.80



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: February 23, 2004

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 February 23, 2004.

Placentia Library District
FY2003-2004 General Fund Cash Flow

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

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/10/03	4496	General by Library Director		1,923.32	234,602.62
09/17/03		Library passport Revenue, Sep	6,361.54		240,964.16
09/17/03		State Library ILL Reimbursement	4,161.78		245,125.94
09/17/03		Library revenue, Sep	1,211.75		246,337.69
09/17/03		Interest	3.37		246,341.06
09/18/03		Unsecured 1st	52,712.49	131.78	298,921.77
09/18/03		Supplemental 1985+ #2	1,377.41		300,299.18
09/22/03	4497	General		12,557.47	287,741.71
09/22/03	4498	General		8,512.25	279,229.46
09/22/03	4499	Payroll to wire Oct 16, 2003		30,603.80	248,625.66
09/22/03	4500	Payroll to wire Oct 30, 2003		30,603.80	218,021.86
09/24/03		Literacy Grants through Foundation (2)	7,000.00		225,021.86
09/24/03		Library passport Revenue, Sep	5,085.30		230,107.16
09/24/03		State Library ILL Reimbursement	2,498.12		232,605.28
09/24/03		Library revenue, Sep	518.79		233,124.07
09/25/03	4501	General by Library Director		2,709.95	230,414.12
09/25/03	4502	General by Library Director		10,082.91	220,331.21
09/30/03		Interest, Aug	410.18	44.58	220,696.81
10/01/03	4503	General by Library Director		2,127.02	218,569.79
10/01/03	4504	General by Library Director		46.50	218,523.29
10/09/03	4505	General by Library Director		5,402.39	213,120.90
10/09/03	4506	General by Library Director		10,814.24	202,306.66
10/15/03		Supplemental # 3	6,669.98		208,976.64
10/20/03	4507	General		6,799.75	202,176.89
10/20/03	4508	General		13,343.69	188,833.20
10/20/03	4509	Payroll to wire Nov 13, 2003		30,603.80	158,229.40
10/20/03	4510	Payroll to wire Nov 26, 2003		30,603.80	127,625.60
10/20/03	4511	Payroll to wire Dec 11, 2003		30,603.80	97,021.80
10/23/03		Library passport Revenue, Oct	11,757.36		108,779.16
10/23/03		Library revenue, Oct	2,145.48		110,924.64
10/23/03		Interest, Bank of the West	4.01		110,928.65
10/23/03	4512	General by Library Director		10,016.04	100,912.61
10/23/03	4513	General by Library Director		546.09	100,366.52
10/28/03		Interest, Sep	373.65	37.43	100,702.74
10/30/03	4514	General by Library Director		8,643.14	92,059.60
10/30/03	4515	General by Library Director		6,063.01	85,996.59
11/03/03	4516	General by Library Director		18,196.22	67,800.37
11/05/03	4517	General by Library Director		1,193.18	66,607.19
11/13/03	4518	General by Library Director		10,320.04	56,287.15
11/13/03	4519	General by Library Director		1,840.56	54,446.59
11/17/03		Library passport Revenue, Oct/Nov	8,282.41		62,729.00
11/17/03		Library revenue, Oct/Nov	1,621.84		64,350.84
11/17/03		Raytheon for Literacy	1,003.25		65,354.09
11/17/03		Interest, Bank of the West	3.86		65,357.95
11/20/03		Supplemental #4	3,187.20		68,545.15
11/24/03	4520	General		2,222.45	66,322.70
11/24/03	4521	General		8,296.79	58,025.91
11/24/03	4522	General		8,739.20	49,286.71
11/24/03	4523	General		1,913.95	47,372.76

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/24/03	4524	Payroll to wire Dec 23, 2003		30,603.80	16,768.96
11/24/03	4525	Payroll to wire Jan 8, 2004		30,603.80	-13,834.84
11/25/03		Secured # 1	128,455.44	321.14	114,299.46
11/25/03	4526	General by Library Director		4,006.46	110,293.00
11/25/03	4527	General by Library Director		7,614.01	102,678.99
11/26/03		Interest, Oct.	272.08	29.62	102,921.45
12/04/03		Library passport Revenue, Nov	5,165.65		108,087.10
12/04/03		State Library ILL	4,006.56		112,093.66
12/04/03		Library revenue, Nov	1,078.61		113,172.27
12/04/03	4528	General by Library Director		918.81	112,253.46
12/04/03	4529	General by Library Director		3,717.32	108,536.14
12/10/03		Secured #2	251,220.69	628.05	359,128.78
12/10/03		Homeowner's Subvention	1,044.47		360,173.25
12/11/03	4530	General by Library Director		4,944.40	355,228.85
12/11/03	4531	General by Library Director		713.23	354,515.62
12/13/03		Library revenue, Nov/Dec	(81.80)		354,433.82
12/16/03		Interest, Oct.	272.08		354,705.90
12/18/03		Secured #3	244,599.03	611.50	598,693.43
12/18/03		Supplemental #5	4,326.82		603,020.25
12/18/03		Timber Yield Tax	0.11		603,020.36
12/22/03	4532	General		18,484.23	584,536.13
12/22/03	4533	General		1,523.89	583,012.24
12/22/03	4534	General		33,177.85	549,834.39
12/22/03	4535	General		4,416.57	545,417.82
12/22/03	4536	General		12,781.08	532,636.74
12/22/03	4537	Payroll to wire Jan 22, 2004		30,603.80	502,032.94
12/22/03	4538	Payroll to wire Feb 5, 2004		30,603.80	471,429.14
12/23/03		Interest, Nov	187.75	20.71	471,596.18
12/23/03	4539	General by Library Director		4,615.38	466,980.80
12/23/03	4540	General by Library Director		19,653.93	447,326.87
12/30/03	4541	General by Library Director		2,391.28	444,935.59
12/31/03		State Library Literacy Grant	51,194.00		496,129.59
12/31/03		Library passport Revenue, Dec	6,898.35		503,027.94
12/31/03		Library revenue, Dec	1,468.38		504,496.32
12/31/03		Interest, Bank of the West	3.44		504,499.76
01/06/04	4542	General by Library Director		3,011.46	501,488.30
01/07/04	4543	General by Library Director		2,955.50	498,532.80
01/08/04		Homeowner's Subvention	7,659.48		506,192.28
01/12/04	4544	General by Library Director		3,190.00	503,002.28
01/15/04		Library Revenue, Mighty Ducks Grant	10,000.00		513,002.28
01/15/04		Library passport Revenue, Dec/Jan	4,917.65		517,919.93
01/15/04		Library revenue, Dec/Jan	777.40		518,697.33
01/15/04		Interest, Bank of the West	3.77		518,701.10
01/19/04	4545	General		38,237.61	480,463.49
01/19/04	4546	General		11,983.35	468,480.14
01/19/04	4547	General		1,252.19	467,227.95
01/19/04	4548	General		1,884.29	465,343.66
01/19/04	4549	General		3,562.76	461,780.90
01/19/04	4550	Payroll to wire Feb 19, 2004		10,000.00	451,780.90

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/19/04	4551	Payroll to wire Mar 4, 2004		30,603.80	421,177.10
01/20/04		Secured #4	36,635.51	91.59	457,721.02
01/20/04		Supplemental #6	7,492.52		465,213.54
01/20/04		Unsecured 2nd	3,808.59	9.52	469,012.61
01/22/04	4552	General by Library Director		1,907.83	467,104.78
01/22/04	4553	General by Library Director		7,552.12	459,552.66
01/23/04		Coding correction/Interest	(272.08)		459,280.58
01/28/04		Interest Dec	574.44		459,855.02
01/29/04		Canceled check	9.94	56.73	459,808.23
01/29/04	4554	General by Library Director		3,016.02	456,792.21
01/29/04	4555	General by Library Director		1,271.00	455,521.21
02/04/04	4556	General by Library Director		1,804.38	453,716.83
02/04/04	4557	General by Library Director		2,212.43	451,504.40
02/12/04	4558	General by Library Director		3,513.62	447,990.78
02/12/04	4559	General by Library Director		7,067.53	440,923.25
02/23/04	4560	General		6,381.75	434,541.50
02/23/04	4561	General		3,784.84	430,756.66
02/23/04	4562	General		1,205.49	429,551.17
02/23/04	4563	General		9,509.84	420,041.33
02/23/04	4564	General		4,855.19	415,186.14
02/23/04	4565	Payroll to wire Mar 18, 2004		30,603.80	384,582.34
02/23/04	4566	Payroll to wire Apr 1, 2004		30,603.80	353,978.54
					353,978.54

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)
 February 23, 2004

	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
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

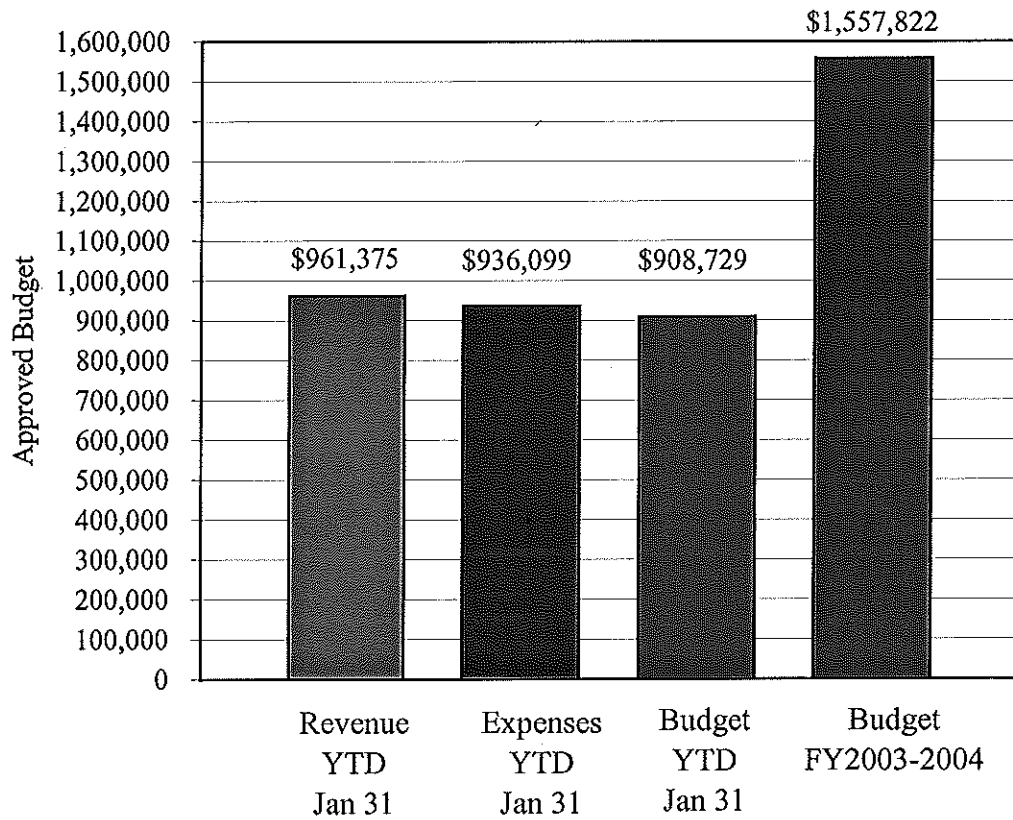
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04	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)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	660,910.67	610,746.92	36,635.51	35,081.94	57.59%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teceter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	660,910.67	610,685.99	36,635.51	35,081.94	56.49%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	56,521.08	54,527.97	3,808.59	3,347.60	98.30%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teceter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	29,424.57	23,337.31	7,492.52	14,481.60	73.56%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	40,000	33,538.25	23,337.31	7,492.52	14,481.60	83.85%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	0.00	0.00	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	783,445.17	718,906.04	47,936.62	52,911.14	60.03%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	2,316.74	3,366.72	302.36	851.64	27.26%
6610-01	Interest - old bond fund	0	3.77	0.00	3.77	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	2,320.51	3,366.72	306.13	851.64	27.30%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	8,703.95	8,169.27	7,659.48	5,718.49	53.56%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	10,666.46	8,099.44	0.00	0.00	106.66%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	22,000	51,194.00	0.00	0.00	0.00	232.70%
6970-03	State - Family Literacy	10,000	0.00	6,030.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	130,680.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	5,676.00	0.00	5,676.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.68	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	61,861.14	150,485.44	0.00	5,676.00	118.96%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	11,831.82	16,683.86	777.40	1,929.28	39.44%
7670-01	Local Revenue -- Passport	146,000	74,199.01	60,411.37	4,917.65	8,614.57	50.82%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	19,003.25	11,000.00	10,000.00	0.00	
	TOTAL LOCAL REVENUE	176,000	105,034.08	88,095.23	15,695.05	10,543.85	59.68%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	9.94	0.00	9.94	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	961,374.79	969,022.70	71,607.22	75,701.12	61.71%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	416,746.96	396,083.90	56,857.96	53,224.60	60.01%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	62,905.22	71,654.81	4,349.64	4,071.68	64.10%
	Health & Life Insurance/Blue Shield CA	51,886.00	24,410.88	25,547.90	3,726.76	4,572.98	47.05%
	Long Term Disability/CNA	3,300.00	2,063.28	2,076.76	268.82	535.64	62.52%
	Life Insurance/Fortis & Protective Life	1,405.00	1,498.40	537.45	0.00	0.00	106.65%
	Vision Service Plan/VSP	2,682.00	1,359.15	1,255.86	197.31	208.32	50.68%
	Dental/Ameritas	7,597.00	5,130.90	3,323.90	588.50	571.90	67.54%
0300	Total Employee Insurance	66,870.00	34,462.61	32,741.87	4,781.39	5,888.84	51.54%
0310	Unemployment Insurance	0.00	0.00	394.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	9,683.00	3,127.00	0.00	0.00	96.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	523,797.79	504,001.58	65,988.99	63,185.12	60.24%
0700-00	Communications - Telephone	1,750.00	767.28	1,050.76	142.42	73.95	43.84%
0700-01	Communications - Modem/Fax	7,600.00	5,596.54	3,831.62	648.07	714.83	73.64%
0700-02	Communications - Internet/Database	800.00	0.00	504.87	0.00	54.90	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	1,508.50	862.00	215.50	0.00	55.87%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	842.27	817.45	65.48	57.31	56.15%
	Total Communications	14,350.00	8,714.59	7,066.70	1,071.47	900.99	60.73%
0900-00	Food - General Fund	350.00	198.36	68.06	0.00	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	102.51	85.21	0.00	0.00	
0900-09	Food - Families for Literacy	0.00	298.27	68.63	0.00	0.00	
	Total Food	500.00	599.14	221.90	0.00	0.00	119.83%
1000-00	Household Expense	4,250.00	1,164.02	2,564.22	0.00	0.00	27.39%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	0.00	0.00	101.09%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	941.63	1,209.97	100.01	277.52	31.39%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	33,530.00	11,304.37	0.00	996.31	167.65%
1300-07	Maintenance of Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	0.00	234.63	0.00	0.00	
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	34,471.63	12,748.97	100.01	1,273.83	146.69%
	HVAC	7,500.00	2,265.86	5,689.88	951.59	0.00	30.21%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	16,552.01	17,409.92	2,268.40	2,283.32	60.19%
	Plumbing	3,000.00	1,863.59	928.22	0.00	107.75	62.12%
	Electrical	1,500.00	3,137.41	1,442.49	1,736.00	0.00	209.16%
	Cleaning Service	13,700.00	7,700.00	7,700.00	1,100.00	1,100.00	56.20%
	Locksmith	1,000.00	64.50	1,182.86	64.50	83.38	6.45%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	6,262.28	1,387.59	2,343.00	386.40	104.37%
1400-00	Total Maintenance of Building & Grounds	62,950.00	38,368.37	36,171.94	8,463.49	3,960.85	60.95%
1600-00	Memberships - General Fund	2,200.00	3,287.00	1,618.00	80.00	1,478.00	149.41%
1600-07	Memberships - ELLI Grant	0.00	0.00	125.00	0.00	125.00	
1600-08	Memberships - Adult Literacy	550.00	100.00	480.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	3,387.00	2,223.00	80.00	1,603.00	123.16%
1700-00	Miscellaneous Expense - General Fund	0.00	4,711.58	3,285.00	114.58	1,935.00	
1700-07	Miscellaneous Expense - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	4,711.58	3,285.00	114.58	1,935.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
	Library Supplies	12,000.00	6,521.73	6,942.49	162.23	2,446.98	54.35%
	Printing	11,500.00	7,666.87	5,632.23	289.43	463.62	66.67%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	268.82	861.55	0.00	213.80	24.44%
	Paper	700.00	388.53	184.43	0.00	0.00	55.50%
	Drinking Water Service	350.00	192.50	192.50	27.50	27.50	55.00%
	Other Office Supplies	10,000.00	7,439.40	4,587.72	679.58	442.09	74.39%
1800-00	Total Office Supply Expense - General Fund	35,650.00	22,477.85	18,400.92	1,158.74	3,593.99	63.05%
1800-07	ELLI Grant Supply Expense	0.00	255.71	901.06	0.00	0.00	
	Printing	1,500.00	1,141.50	0.00	0.00	0.00	
	Publications	2,500.00	449.92	4,045.59	0.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	306.93	0.00	50.19	
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	1,591.42	4,352.52	0.00	50.19	28.93%
1800-09	Supply Expense Families for Literacy	2,500.00	1,456.99	108.54	0.00	0.00	
	Total Office Expense	43,650.00	25,781.97	23,763.04	1,158.74	3,644.18	59.07%
1803-00	Postage Expense - General Fund	4,500.00	2,011.47	2,772.70	36.85	0.00	44.70%
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	37.00	50.00	0.00	0.00	37.00%
1803-09	Postage Expense - Families for Literacy	150.00	37.00	50.00	0.00	0.00	
	Total Postage Expense	4,750.00	2,085.47	2,872.70	36.85	0.00	43.90%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	245.00	245.00	35.00	70.00	58.33%
	Pension Contribution & Operating Expenses	7,000.00	4,055.88	5,126.63	0.00	1,397.53	57.94%
	Anaheim Consortium Automated Library System	34,000.00	32,222.53	30,169.74	31,576.03	30,169.74	94.77%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	346.00	247.71	52.00	0.00	68.65%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	7,387.68	7,269.04	56.73	56.68	86.91%
	Advertising (Including WEB Site)	4,000.00	1,367.50	1,127.52	15.00	0.00	34.19%
	Medical Exams	1,200.00	499.00	817.50	55.50	111.00	41.58%
	Collection Services - Accounts Receivable	2,250.00	1,326.11	1,189.54	145.09	82.45	58.94%
	Audit & Accounting Services	5,250.00	5,420.00	4,385.00	575.00	0.00	103.24%
	Payroll Preparation	3,600.00	1,814.91	1,829.06	306.50	432.50	50.41%
	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	29,058.39	4,648.15	2,700.00	45.33	207.56%
1900-00	Total Specialized Services - General Fund	84,224.00	83,743.00	57,054.89	35,516.85	32,365.43	99.43%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	933.68	0.00	353.82	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	471.74	0.00	471.74	
1900-08	Specialized Services - Adult Literacy	5,000.00	3,860.00	4,370.85	0.00	1,311.58	77.20%
1900-09	Specialized Services - Families for Literacy	500.00	1,150.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	1,793.58	1,736.24	101.11	96.07	14.35%
	Total Specialized Services	102,224.00	91,480.26	63,633.72	35,971.78	34,244.82	89.49%
2000-00	Legal Notices - General Fund	650.00	192.24	137.70	0.00	0.00	29.58%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	650.00	192.24	137.70	0.00	0.00	29.58%
2100-00	Rents/Leases-Equipment	400.00	559.74	313.58	54.82	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	58,214.38	58,208.29	0.00	7,471.65	55.44%
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	31,259.59	31,489.92	14,331.64	7,203.87	23.71%
2400-02	Special Department Expense - Video	0.00	2,710.79	0.00	16.23	0.00	
2400-03	Special Department Expense - Electronic	0.00	14,172.19	31,790.29	0.00	1,140.87	
2400-04	Special Department Expense - Periodicals	0.00	7,507.58	7,766.01	0.00	105.20	
2400-05	Special Department Expense - Audio	0.00	4,550.97	4,599.56	415.82	2,410.57	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	1,175.67	0.00	23.57	
2400-08	Special Department Expense - Adult Literacy	2,000.00	1,811.96	4,979.93	0.00	0.00	90.60%
2400-09	Special Department Expense - Families for Literacy	0.00	2,940.65	794.08	88.00	36.78	
	Total Special Department Expense	133,840.00	65,769.46	82,595.46	14,851.69	10,920.86	49.14%
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	810.70	2,093.56	810.70	39.61	32.43%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	1,789.90	2,941.04	116.50	95.94	39.78%
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	1,020.00	399.00	0.00	0.00	136.00%
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	393.68	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	1,025.35	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	52.56	147.30	0.00	20.81	
	Total Transportation/Travel - Meetings	10,250.00	3,695.48	6,999.93	927.20	156.36	36.05%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	28,448.85	14,500.67	2,950.98	0.00	47.41%
	Gas	3,500.00	1,639.39	625.52	0.00	299.42	46.84%
	Water	3,750.00	2,216.58	2,165.77	248.90	137.65	59.11%
	Total Utilities	67,250.00	32,304.82	17,291.96	3,199.88	437.07	48.04%
	TOTAL SUPPLIES & SERVICES	587,314.00	382,620.27	327,712.51	66,030.51	66,548.61	65.15%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	5,725.84	5,383.80	3,190.00	3,044.00	143.15%
4000-00	Equipment - General Fund	20,000.00	23,954.73	5,420.29	3,241.84	3,610.14	119.77%
4000-07	Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	0.00	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	23,954.73	8,146.30	3,241.84	3,610.14	119.77%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	23,954.73	8,608.55	3,241.84	3,610.14	119.77%
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	936,098.63	845,706.44	138,451.34	136,387.87	60.09%
	ELLI Grant Summary Object Code 07	0	1,094	3,067	0	620	1.99
	CLC Summary Object Code 08	16,300	8,345	19,122	65	1,419	
	FFL Grant Summary Object Code 09	3,150	5,935	1,169	88	58	
	TOTAL LITERACY (Excluding Personnel)	19,450	15,374	23,358	153	2,097	

02/10/04

Placentia Library District
Balance Sheet
 As of January 31, 2004

	<u>Jan 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	788.82
County Exempt - Savings	4,935.61
General Fund - Checking	12,725.76
General Fund - Savings	13,927.85
Literacy Fund - Savings	6,719.48
Payroll Checking - Wells Fargo	33,414.23
Payroll Checking (CDs)	
0028205565	21,722.00
0028205573	21,722.00
Total Payroll Checking (CDs)	<u>43,444.00</u>
Total Checking/Savings	<u>115,955.75</u>
Total Current Assets	<u>115,955.75</u>
TOTAL ASSETS	<u><u>115,955.75</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	10,558.01
Total Equity	<u>115,955.75</u>
TOTAL LIABILITIES & EQUITY	<u><u>115,955.75</u></u>

Placentia Library District
 Profit & Loss by Class
 January 2004

2:55 PM
 02/10/04
 Accrual Basis

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	1.19	0.00	0.00	0.00	1.19
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	580.00	0.00	0.00	0.00	580.00
COE Passport Chck Reimbursement	2,420.00	0.00	0.00	0.00	2,420.00
GF Bankcard Deposit	0.00	3,049.36	0.00	0.00	3,049.36
GF Cash Register - Copy/Debit	0.00	241.90	0.00	0.00	241.90
GF Cash Register - Fines	0.00	2,122.67	0.00	0.00	2,122.67
GF Cash Register - Lost Items	0.00	278.40	0.00	0.00	278.40
GF Cash Register - Misc.	0.00	3.00	0.00	0.00	3.00
GF Cash Register - Reserves	0.00	90.50	0.00	0.00	90.50
GF County Reimbursements	0.00	2,998.94	0.00	0.00	2,998.94
GF Interest	0.00	7.68	0.00	0.00	7.68
GF Miscellaneous Income	0.00	913.97	0.00	0.00	913.97
GF Non Government Grant	0.00	10,000.00	0.00	0.00	10,000.00
GF Passport Revenue	0.00	13,390.57	0.00	0.00	13,390.57
GF State Library Grants	0.00	69.00	0.00	0.00	69.00
GF Typewriter Income	0.00	9.15	0.00	0.00	9.15
LIT Book Sales	0.00	0.00	25.86	0.00	25.86
LIT Interest Inc - Savings	0.00	0.00	1.70	0.00	1.70
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
Total Income	3,041.07	33,175.14	27.56	61,207.60	97,451.37
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	2,285.00	0.00	0.00	0.00	2,285.00
GF Bank Return Check Item/Fees	0.00	8.00	0.00	0.00	8.00
GF Bankcard Service Charge	0.00	105.98	0.00	0.00	105.98
GF Food	0.00	61.42	0.00	0.00	61.42
GF Miscellaneous	0.00	-186.75	0.00	0.00	-186.75
GF Office Expense	0.00	50.55	0.00	0.00	50.55
GF Postage	0.00	-4.06	0.00	0.00	-4.06
GF Transfer to COE	0.00	1,440.00	0.00	0.00	1,440.00
GF Transfer to GF Savings	0.00	1,073.81	0.00	0.00	1,073.81
GF Transfers to County	0.00	15,885.57	0.00	0.00	15,885.57
GF Travel Staff	0.00	60.00	0.00	0.00	60.00
GF Travel Trustees	0.00	60.00	0.00	0.00	60.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	4,542.28	4,542.28
PA Employee 125 Co-Pay	0.00	0.00	0.00	655.14	655.14
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88

Placentia Library District
 Profit & Loss by Class
 January 2004

2:55 PM
 02/10/04
 Accrual Basis

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	14,798.20	14,798.20
PA Salaries	0.00	0.00	0.00	37,545.09	37,545.09
Total Expense	2,451.52	18,554.52	0.00	57,580.59	78,586.63
Net Income	589.55	14,620.62	27.56	3,627.01	18,864.74

Placentia Library District
 Profit & Loss by Class
 July 2003 through January 2004

02/10/04

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	7.09	0.00	0.00	0.00	7.09
COE Life Insur Suptmt(EDM)	319.04	0.00	0.00	0.00	319.04
COE Meeting Room Income	3,690.00	0.00	0.00	0.00	3,690.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	22,923.80	0.00	0.00	0.00	22,923.80
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	360.00	0.00	0.00	0.00	360.00
GF Bankcard Deposit	0.00	26,180.59	0.00	0.00	26,180.59
GF Cash Register - Childrens	0.00	374.00	0.00	0.00	374.00
GF Cash Register - Copy/Debit	0.00	1,571.75	0.00	0.00	1,571.75
GF Cash Register - Fines	0.00	10,129.77	0.00	0.00	10,129.77
GF Cash Register - Lost Items	0.00	657.91	0.00	0.00	657.91
GF Cash Register - Misc.	0.00	141.23	0.00	0.00	141.23
GF Cash Register - Reserves	0.00	675.10	0.00	0.00	675.10
GF County Reimbursements	0.00	2,998.94	0.00	0.00	2,998.94
GF Fed Work Study Reimbursement	0.00	7,441.69	0.00	0.00	7,441.69
GF Interest	0.00	30.03	0.00	0.00	30.03
GF Miscellaneous Income	0.00	1,136.52	0.00	0.00	1,136.52
GF Non Government Grant	0.00	19,003.25	0.00	0.00	19,003.25
GF Office Expense Reimbursement	0.00	31.10	0.00	0.00	31.10
GF Passport Revenue	0.00	80,659.63	0.00	0.00	80,659.63
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Special Grants	0.00	1,500.00	0.00	0.00	1,500.00
GF State Library Grants	0.00	51,263.00	0.00	0.00	51,263.00
GF State Library Reimbursements	0.00	10,666.46	0.00	0.00	10,666.46
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	3,699.05	0.00	0.00	3,699.05
GF Typewriter Income	0.00	9.15	0.00	0.00	9.15
LIT Book Sales	0.00	0.00	827.52	0.00	827.52
LIT Interest Inc - Savings	0.00	0.00	11.42	0.00	11.42
PA Interest Inc - CD's	0.00	0.00	0.00	638.62	638.62
PA Wire Transfer from County	0.00	0.00	0.00	458,218.62	458,218.62
PA Wire Transfer from Paychex	0.00	0.00	0.00	87.33	87.33
Total Income	30,053.78	219,103.88	838.94	458,944.57	708,941.17

Placentia Library District
 Profit & Loss by Class
 July 2003 through January 2004

02/10/04

Expense	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Bank fees	77.00	0.00	0.00	0.00	77.00
COE Childn's Summer Rding Prgm	1,332.19	0.00	0.00	0.00	1,332.19
COE Children's Camp Library	462.10	0.00	0.00	0.00	462.10
COE Friend's Director's Fund	754.59	0.00	0.00	0.00	754.59
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	1,244.16	0.00	0.00	0.00	1,244.16
COE Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	23,858.80	0.00	0.00	0.00	23,858.80
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
GF Advertising Expense	0.00	160.00	0.00	0.00	160.00
GF Bank Return Check Item/Fees	0.00	24.00	0.00	0.00	24.00
GF Bankcard Service Charge	0.00	1,107.80	0.00	0.00	1,107.80
GF Food	0.00	416.86	0.00	0.00	416.86
GF Insurance	0.00	-31.10	0.00	0.00	-31.10
GF Literacy	0.00	2,581.35	0.00	0.00	2,581.35
GF Memberships	0.00	45.00	0.00	0.00	45.00
GF Miscellaneous	0.00	-53.98	0.00	0.00	-53.98
GF Office Expense	0.00	1,025.22	0.00	0.00	1,025.22
GF Postage	0.00	124.30	0.00	0.00	124.30
GF Prof & Spec Services	0.00	494.47	0.00	0.00	494.47
GF Transfer to COE	0.00	14,139.79	0.00	0.00	14,139.79
GF Transfer to Foundation	0.00	50.00	0.00	0.00	50.00
GF Transfer to GF Savings	0.00	8,071.29	0.00	0.00	8,071.29
GF Transfer to Literacy Savings	0.00	103.44	0.00	0.00	103.44
GF Transfers to County	0.00	176,410.13	0.00	0.00	176,410.13
GF Travel Staff	0.00	448.00	0.00	0.00	448.00
GF Travel Trustees	0.00	415.00	0.00	0.00	415.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00
PA Bank fees	0.00	0.00	0.00	70.00	70.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	21,287.72	21,287.72
PA Employee 125 Co-Pay	0.00	0.00	0.00	4,026.37	4,026.37
PA Employee Life Insurance	0.00	0.00	0.00	319.04	319.04
PA Payroll Taxes	0.00	0.00	0.00	121,932.12	121,932.12
PA Salaries	0.00	0.00	0.00	313,879.95	313,879.95
Total Expense	29,181.39	205,531.57	2,155.00	461,515.20	698,383.16
Net Income	872.39	13,572.31	-1,316.06	-2,570.63	10,558.01

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,847.67
Cleared Transactions						
Checks and Payments - 32 Items						
Check	12/21/2003	4770	Passport Services	X	-400.00	-400.00
Check	12/22/2003	4771	Passport Services	X	-115.00	-515.00
Check	12/29/2003	4774	Passport Services	X	-40.00	-555.00
Check	12/29/2003	4775	Passport Services	X	-55.00	-610.00
Check	12/29/2003	4776	Passport Services	X	-40.00	-650.00
Check	12/29/2003	4777	Passport Services	X	-55.00	-705.00
Check	12/30/2003	4780	Passport Services	X	-55.00	-760.00
Check	12/30/2003	4781	Passport Services	X	-115.00	-875.00
Check	12/30/2003	4782	Passport Services	X	-55.00	-930.00
Check	12/30/2003	4778	Placentia Library G...	X	-186.75	-1,116.75
Check	1/3/2004	4783	Passport Services	X	-40.00	-1,156.75
Check	1/4/2004	4784	Passport Services	X	-55.00	-1,211.75
Check	1/6/2004	4787	Passport Services	X	-80.00	-1,291.75
Check	1/6/2004	4785	Passport Services	X	-55.00	-1,346.75
Check	1/6/2004	4786	Passport Services	X	-55.00	-1,401.75
Check	1/7/2004	4788	Passport Services	X	-55.00	-1,456.75
Check	1/7/2004	4789	Passport Services	X	-115.00	-1,571.75
Check	1/10/2004	4790	Passport Services	X	-55.00	-1,626.75
Check	1/10/2004	4791	Passport Services	X	-55.00	-1,681.75
Check	1/12/2004	4792	Passport Services	X	-55.00	-1,736.75
Check	1/13/2004	4793	Passport Services	X	-40.00	-1,776.75
Check	1/13/2004	4794	Passport Services	X	-40.00	-1,816.75
Check	1/14/2004	4796	Passport Services	X	-55.00	-1,871.75
Check	1/14/2004	4795	Passport Services	X	-55.00	-1,926.75
Check	1/14/2004	4797	Passport Services	X	-100.00	-2,026.75
Check	1/15/2004	4798	Passport Services	X	-55.00	-2,081.75
Check	1/15/2004	4800	Passport Services	X	-115.00	-2,196.75
Check	1/15/2004	4799	Passport Services	X	-55.00	-2,251.75
Check	1/18/2004	4801	Passport Services	X	-110.00	-2,361.75
Check	1/19/2004	4802	Passport Services	X	-55.00	-2,416.75
Check	1/20/2004	4803	Passport Services	X	-100.00	-2,516.75
Check	1/31/2004			X	-11.00	-2,527.75
Total Checks and Payments					-2,527.75	-2,527.75
Deposits and Credits - 16 Items						
Deposit	12/29/2003			X	0.00	0.00
Deposit	1/5/2004			X	55.00	55.00
Deposit	1/5/2004			X	40.00	95.00
Deposit	1/5/2004			X	55.00	150.00
Deposit	1/6/2004			X	1,440.00	1,590.00
Deposit	1/7/2004			X	55.00	1,645.00
Deposit	1/8/2004			X	55.00	1,700.00
Deposit	1/12/2004			X	110.00	1,810.00
Deposit	1/12/2004			X	55.00	1,865.00
Deposit	1/13/2004			X	40.00	1,905.00
Deposit	1/14/2004			X	155.00	2,060.00
Deposit	1/15/2004			X	115.00	2,175.00
Deposit	1/22/2004			X	110.00	2,285.00
Deposit	1/26/2004			X	80.00	2,365.00
Deposit	1/27/2004			X	55.00	2,420.00
Deposit	1/28/2004			X	55.00	2,475.00
Total Deposits and Credits					2,475.00	2,475.00
Total Cleared Transactions					-52.75	-52.75
Cleared Balance					-52.75	1,794.92

Placentia Library District
Reconciliation Detail
 County Exempt - Checking, Period Ending 01/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 15 Items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	12/30/2003	4779	Elizabeth D Minter		-11.10	-121.10
Check	1/21/2004	4804	Passport Services		-55.00	-176.10
Check	1/22/2004	4805	Passport Services		-55.00	-231.10
Check	1/22/2004	4806	Passport Services		-80.00	-311.10
Check	1/25/2004	4807	Passport Services		-110.00	-421.10
Check	1/25/2004	4808	Passport Services		-40.00	-461.10
Check	1/26/2004	4809	Passport Services		-55.00	-516.10
Check	1/27/2004	4811	Passport Services		-55.00	-571.10
Check	1/27/2004	4812	Passport Services		-55.00	-626.10
Check	1/29/2004	4814	Passport Services		-55.00	-681.10
Check	1/29/2004	4813	Passport Services		-175.00	-856.10
Check	1/31/2004	4817	Passport Services		-40.00	-896.10
Check	1/31/2004	4816	Passport Services		-55.00	-951.10
Check	1/31/2004	4815	Passport Services		-55.00	-1,006.10
Total Checks and Payments					-1,006.10	-1,006.10
Total Uncleared Transactions					-1,006.10	-1,006.10
Register Balance as of 01/31/2004					-1,058.85	788.82
New Transactions						
Checks and Payments - 12 Items						
Check	2/1/2004	4818	American Lung Ass...		-50.00	-50.00
Check	2/2/2004	4822	Passport Services		-55.00	-105.00
Check	2/2/2004	4821	Passport Services		-115.00	-220.00
Check	2/2/2004	4820	Passport Services		-55.00	-275.00
Check	2/2/2004	4819	Passport Services		-55.00	-330.00
Check	2/4/2004	4823	Passport Services		-128.65	-458.65
Check	2/5/2004	4826	Passport Services		-115.00	-573.65
Check	2/5/2004	4825	Passport Services		-55.00	-628.65
Check	2/5/2004	4824	Passport Services		-55.00	-683.65
Check	2/7/2004	4828	Passport Services		-55.00	-738.65
Check	2/7/2004	4827	Passport Services		-55.00	-793.65
Check	2/7/2004	4829	Passport Services		-80.00	-873.65
Total Checks and Payments					-873.65	-873.65
Deposits and Credits - 3 Items						
Deposit	2/2/2004				175.00	175.00
Deposit	2/2/2004				150.00	325.00
Deposit	2/3/2004				1,035.00	1,360.00
Total Deposits and Credits					1,360.00	1,360.00
Total New Transactions					486.35	486.35
Ending Balance					-572.50	1,275.17

EWK
 2/8/04

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,680.58
Cleared Transactions						
Checks and Payments - 3 Items						
Check	12/29/2003	1515	Greg's Carpet & Up...	X	-155.52	-155.52
Check	1/7/2004	1516	Placentia Library Di...	X	-55.00	-210.52
Check	1/26/2004	1517	Greg's Carpet & Up...	X	-155.52	-366.04
Total Checks and Payments					<u>-366.04</u>	<u>-366.04</u>
Deposits and Credits - 13 Items						
Deposit	1/8/2004			X	30.00	30.00
Deposit	1/12/2004			X	30.00	60.00
Deposit	1/12/2004			X	40.00	100.00
Deposit	1/14/2004			X	19.94	119.94
Deposit	1/15/2004			X	30.00	149.94
Deposit	1/20/2004			X	65.00	214.94
Deposit	1/21/2004			X	255.00	469.94
Deposit	1/22/2004			X	30.00	499.94
Deposit	1/22/2004			X	35.00	534.94
Deposit	1/26/2004			X	35.00	569.94
Deposit	1/28/2004			X	19.94	589.88
Deposit	1/29/2004			X	30.00	619.88
Deposit	1/31/2004			X	1.19	621.07
Total Deposits and Credits					<u>621.07</u>	<u>621.07</u>
Total Cleared Transactions					<u>255.03</u>	<u>255.03</u>
Cleared Balance					<u>255.03</u>	<u>4,935.61</u>
Register Balance as of 01/31/2004					255.03	4,935.61
New Transactions						
Deposits and Credits - 2 Items						
Deposit	2/3/2004				35.00	35.00
Deposit	2/5/2004				30.00	65.00
Total Deposits and Credits					<u>65.00</u>	<u>65.00</u>
Total New Transactions					<u>65.00</u>	<u>65.00</u>
Ending Balance					<u><u>320.03</u></u>	<u><u>5,000.61</u></u>

EW
2/18/04

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,692.50
Cleared Transactions						
Checks and Payments - 12 items						
Check	12/29/2003	4799	Ingram Library Serv...	X	-72.58	-72.58
Check	12/31/2003	4800	US Postmaster Pla...	X	-26.70	-99.28
Check	1/2/2004		Bank of the West	X	-98.81	-198.09
Check	1/4/2004	4801	Placentia Library Dl...	X	-1,440.00	-1,638.09
Check	1/5/2004		Bank of the West	X	-2.67	-1,640.76
Check	1/7/2004	4805	Placentia Library G...	X	-1,073.81	-2,714.57
Check	1/10/2004	4803	American Library A...	X	-25.00	-2,739.57
Check	1/14/2004	4806	Placentia Chamber ...	X	-30.00	-2,769.57
Check	1/16/2004	4807	Sam's Club	X	-61.42	-2,830.99
Check	1/19/2004	4809	Smart & Final	X	-50.55	-2,881.54
Check	1/21/2004		Bank of the West	X	-4.50	-2,886.04
Check	1/21/2004	4811	Placentia Chamber ...	X	-20.00	-2,906.04
Total Checks and Payments					-2,906.04	-2,906.04
Deposits and Credits - 32 items						
Deposit	1/2/2004			X	30.00	30.00
Deposit	1/5/2004			X	30.00	60.00
Deposit	1/5/2004			X	60.00	120.00
Deposit	1/6/2004			X	25.70	145.70
Deposit	1/7/2004			X	234.00	379.70
Deposit	1/7/2004			X	29.14	408.84
Deposit	1/7/2004			X	2,998.94	3,407.78
Deposit	1/8/2004			X	138.80	3,546.58
Deposit	1/8/2004			X	142.00	3,688.58
Check	1/9/2004	4802	American Library A...	X	0.00	3,688.58
Check	1/11/2004	4804	American Library A...	X	0.00	3,688.58
Deposit	1/12/2004			X	15.95	3,704.53
Deposit	1/12/2004			X	60.00	3,764.53
Deposit	1/13/2004			X	190.89	3,955.42
Deposit	1/14/2004			X	150.00	4,105.42
Deposit	1/14/2004			X	58.29	4,163.71
Deposit	1/15/2004			X	90.00	4,253.71
Deposit	1/16/2004			X	174.00	4,427.71
Check	1/19/2004	4808	Elizabeth D Minter	X	0.00	4,427.71
Deposit	1/20/2004			X	232.00	4,659.71
Deposit	1/20/2004			X	60.00	4,719.71
Deposit	1/20/2004			X	195.03	4,914.74
Deposit	1/20/2004			X	29.14	4,943.88
Deposit	1/21/2004			X	132.00	5,075.88
Deposit	1/22/2004			X	187.20	5,263.08
Deposit	1/23/2004			X	84.52	5,347.60
Deposit	1/26/2004			X	90.00	5,437.60
Deposit	1/26/2004			X	72.00	5,509.60
Deposit	1/27/2004			X	129.30	5,638.90
Deposit	1/28/2004			X	172.00	5,810.90
Deposit	1/28/2004			X	151.00	5,961.90
Deposit	1/29/2004			X	86.40	6,048.30
Total Deposits and Credits					6,048.30	6,048.30
Total Cleared Transactions					3,142.26	3,142.26
Cleared Balance					3,142.26	12,834.76

2:48 PM
02/08/04

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 01/31/2004**

Agenda Item 15
General Fund Checking
Page 10 of 15

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 Items						
Check	10/28/2003	4769	Debra Haag		-64.00	-64.00
Check	1/21/2004	4810	CALTAC		-45.00	-109.00
Total Checks and Payments					-109.00	-109.00
Total Uncleared Transactions					-109.00	-109.00
Register Balance as of 01/31/2004					3,033.26	12,725.76
New Transactions						
Checks and Payments - 3 Items						
Check	2/2/2004	4813	Placentia Library Di...		-1,035.00	-1,035.00
Check	2/2/2004	4812	Sophia's Greek Cul...		-100.00	-1,135.00
Check	2/4/2004	4814	Placentia Library G...		-2,067.01	-3,202.01
Total Checks and Payments					-3,202.01	-3,202.01
Deposits and Credits - 1 Item						
Deposit	2/2/2004				186.78	186.78
Total Deposits and Credits					186.78	186.78
Total New Transactions					-3,015.23	-3,015.23
Ending Balance					18.03	9,710.53

Handwritten:
2/8/04

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						65,293.01
Cleared Transactions						
Checks and Payments - 6 Items						
Check	12/30/2003	1224	Orange County Aud...	X	-62,789.24	-62,789.24
Check	1/12/2004	1225	Orange County Aud...	X	-15,885.57	-78,674.81
Check	1/16/2004		Bank of the West	X	-30.00	-78,704.81
Check	1/16/2004		Bank of the West	X	-4.00	-78,708.81
Check	1/29/2004		Bank of the West	X	-30.00	-78,738.81
Check	1/29/2004		Bank of the West	X	-4.00	-78,742.81
Total Checks and Payments					-78,742.81	-78,742.81
Deposits and Credits - 36 items						
Deposit	1/5/2004			X	668.70	668.70
Deposit	1/5/2004			X	452.00	1,120.70
Deposit	1/5/2004			X	558.50	1,679.20
Deposit	1/5/2004			X	186.75	1,865.95
Deposit	1/6/2004			X	10,009.15	11,875.10
Deposit	1/6/2004			X	485.90	12,361.00
Deposit	1/7/2004			X	445.65	12,806.65
Deposit	1/8/2004			X	581.30	13,387.95
Deposit	1/12/2004			X	300.00	13,687.95
Deposit	1/12/2004			X	814.00	14,501.95
Deposit	1/12/2004			X	753.85	15,255.80
Deposit	1/12/2004			X	626.00	15,881.80
Deposit	1/13/2004			X	666.85	16,548.65
Deposit	1/14/2004			X	579.85	17,128.50
Deposit	1/14/2004			X	1,074.87	18,203.37
Deposit	1/15/2004			X	517.10	18,720.47
Deposit	1/19/2004			X	913.97	19,634.44
Deposit	1/19/2004			X	399.85	20,034.29
Deposit	1/20/2004			X	570.00	20,604.29
Deposit	1/20/2004			X	169.35	20,773.64
Deposit	1/20/2004			X	240.00	21,013.64
Deposit	1/20/2004			X	859.25	21,872.89
Deposit	1/20/2004			X	120.00	21,992.89
Deposit	1/21/2004			X	697.95	22,690.84
Deposit	1/22/2004			X	868.40	23,559.24
Deposit	1/22/2004			X	60.00	23,619.24
Deposit	1/26/2004			X	798.13	24,417.37
Deposit	1/26/2004			X	480.00	24,897.37
Deposit	1/26/2004			X	678.25	25,575.62
Deposit	1/26/2004			X	3.00	25,578.62
Deposit	1/27/2004			X	569.80	26,148.42
Deposit	1/27/2004			X	482.00	26,630.42
Deposit	1/28/2004			X	268.05	26,898.47
Deposit	1/28/2004			X	69.00	26,967.47
Deposit	1/29/2004			X	402.50	27,369.97
Deposit	1/31/2004			X	7.68	27,377.65
Total Deposits and Credits					27,377.65	27,377.65
Total Cleared Transactions					-51,365.16	-51,365.16
Cleared Balance					-51,365.16	13,927.85
Register Balance as of 01/31/2004					-51,365.16	13,927.85
New Transactions						
Checks and Payments - 1 Item						
Check	2/2/2004	1226	Orange County Aud...		-17,671.63	-17,671.63
Total Checks and Payments					-17,671.63	-17,671.63

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 9 Items						
Deposit	2/2/2004				507.90	507.90
Deposit	2/2/2004				4,048.11	4,556.01
Deposit	2/2/2004				756.00	5,312.01
Deposit	2/2/2004				515.45	5,827.46
Deposit	2/2/2004				390.00	6,217.46
Deposit	2/3/2004				576.36	6,793.82
Deposit	2/4/2004				340.30	7,134.12
Deposit	2/5/2004				617.32	7,751.44
Deposit	2/9/2004				412.88	8,164.32
Total Deposits and Credits					8,164.32	8,164.32
Total New Transactions					-9,507.31	-9,507.31
Ending Balance					-60,872.47	4,420.54

*2/10/04
2/10/04*

**Placentia Library District
Reconciliation Detail**
Literacy Fund - Savings, Period Ending 01/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,691.92
Cleared Transactions						
Deposits and Credits - 2 Items						
Deposit	1/20/2004			X	25.86	25.86
Deposit	1/31/2004			X	1.70	27.56
Total Deposits and Credits					<u>27.56</u>	<u>27.56</u>
Total Cleared Transactions					<u>27.56</u>	<u>27.56</u>
Cleared Balance					<u>27.56</u>	<u>6,719.48</u>
Register Balance as of 01/31/2004					27.56	6,719.48
New Transactions						
Deposits and Credits - 2 Items						
Deposit	2/4/2004				51.72	51.72
Deposit	2/5/2004				12.93	64.65
Total Deposits and Credits					<u>64.65</u>	<u>64.65</u>
Total New Transactions					<u>64.65</u>	<u>64.65</u>
Ending Balance					<u><u>92.21</u></u>	<u><u>6,784.13</u></u>

*2/8/04
2/8/04*

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						61,716.91
Cleared Transactions						
Checks and Payments - 55 Items						
Check	11/5/2003	3677	Shantay Iosia	X	-48.35	-48.35
Check	12/17/2003	3774	Joshua Robbins	X	-229.76	-278.11
Check	12/17/2003	3790	Jennifer Tarrío	X	-54.41	-332.52
Check	12/17/2003	3761	Esther P. Guzman	X	-272.82	-605.34
Check	12/22/2003	2022	Arlene Mahru	X	-139.05	-744.39
Check	12/28/2003	2023	Jillian Rakos	X	-814.73	-1,559.12
Check	12/29/2003		Paychex	X	-17,348.07	-18,907.19
Check	12/30/2003		Paychex	X	-12.10	-18,919.29
Check	12/30/2003		Paychex	X	-7,644.70	-26,563.99
Check	12/30/2003	3830	Nationwide Retirem...	X	-1,806.78	-28,370.77
Check	12/30/2003	3821	Hubert Chim	X	-132.97	-28,503.74
Check	12/30/2003	3822	Denetra Gipson	X	-78.58	-28,582.32
Check	12/30/2003	3823	Lorraine Gunderson	X	-192.37	-28,774.69
Check	12/30/2003	3825	Shantay Iosia	X	-313.17	-29,087.86
Check	12/30/2003	3826	Melissa Porter	X	-175.29	-29,263.15
Check	12/30/2003	3827	Hilda Rivera	X	-204.43	-29,467.58
Check	12/30/2003	3829	Placentia Library Di...	X	-19.94	-29,487.52
Check	12/30/2003	3794	Gary Bell	X	-303.07	-29,790.59
Check	12/30/2003	3795	Dorothy J. Cummings	X	-54.59	-29,845.18
Check	12/30/2003	3798	Esther P. Guzman	X	-295.20	-30,140.38
Check	12/30/2003	3799	Joyce G. Hampton	X	-331.10	-30,471.48
Check	12/30/2003	3808	Kristen Proffitt	X	-167.23	-30,638.71
Check	12/30/2003	3809	Beatrice V. Quintanar	X	-321.67	-30,960.38
Check	12/30/2003	3811	Joshua Robbins	X	-57.70	-31,018.08
Check	12/30/2003	3813	Shawn Robison	X	-202.97	-31,221.05
Check	12/30/2003	3820	Angelica Alatorre	X	-193.41	-31,414.46
Check	12/31/2003		Paychex	X	-303.67	-31,718.13
Check	1/13/2004		Paychex	X	-15,309.86	-47,027.99
Check	1/14/2004	3861	Melissa Porter	X	-302.21	-47,330.20
Check	1/14/2004	3862	Hilda Rivera	X	-180.55	-47,510.75
Check	1/14/2004	3859	Lorraine Gunderson	X	-314.61	-47,825.36
Check	1/14/2004	3858	Denetra Gipson	X	-96.71	-47,922.07
Check	1/14/2004	3857	Angelica Alatorre	X	-193.41	-48,115.48
Check	1/14/2004	3850	Shawn Robison	X	-176.78	-48,292.26
Check	1/14/2004	3848	Joshua Robbins	X	-172.41	-48,464.67
Check	1/14/2004	3847	Beatrice V. Quintanar	X	-322.55	-48,787.22
Check	1/14/2004	3846	Kristen Proffitt	X	-55.96	-48,843.18
Check	1/14/2004	3863	Orange County Aud...	X	-161.10	-49,004.28
Check	1/14/2004	3836	Joyce G. Hampton	X	-331.10	-49,335.38
Check	1/14/2004	3835	Esther P. Guzman	X	-272.85	-49,608.23
Check	1/14/2004	3831	Gary Bell	X	-153.41	-49,761.64
Check	1/14/2004	2026	Nationwide Retirem...	X	-464.36	-50,226.00
Check	1/14/2004	2025	Orange County Aud...	X	-166.47	-50,392.47
Check	1/14/2004		Paychex	X	-7,279.45	-57,671.92
Check	1/14/2004	3864	Placentia Library Di...	X	-19.94	-57,691.86
Check	1/14/2004	3865	Nationwide Retirem...	X	-1,806.78	-59,498.64
Check	1/14/2004	3832	Dorothy J. Cummings	X	-302.84	-59,801.48
Check	1/27/2004		Paychex	X	-15,625.72	-75,427.20
Check	1/28/2004		Paychex	X	-7,518.75	-82,945.95
Check	1/28/2004	3895	Orange County Aud...	X	-327.57	-83,273.52
Check	1/28/2004	3894	Hilda Rivera	X	-267.24	-83,540.76
Check	1/28/2004	3892	Lorraine Gunderson	X	-368.86	-83,909.62
Check	1/28/2004	3871	Joyce G. Hampton	X	-331.10	-84,240.72
Check	1/28/2004	3896	Placentia Library Di...	X	-19.94	-84,260.66
Check	1/28/2004	3893	Melissa Porter	X	-235.73	-84,496.39
Total Checks and Payments					-84,496.39	-84,496.39

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 2 Items						
Deposit	1/9/2004			X	30,603.80	30,603.80
Deposit	1/22/2004			X	30,603.80	61,207.60
Total Deposits and Credits					61,207.60	61,207.60
Total Cleared Transactions					-23,288.79	-23,288.79
Cleared Balance					-23,288.79	38,428.12
Uncleared Transactions						
Checks and Payments - 16 Items						
Check	12/17/2003	3787	Amanda Hopkins		-48.35	-48.35
Check	12/30/2003	3828	Jennifer Tarrío		-66.50	-114.85
Check	12/30/2003	3824	Amanda Hopkins		-96.71	-211.56
Check	1/14/2004	3845	Barbara Phillips		-121.52	-333.08
Check	1/14/2004	3860	Shantay Iosia		-280.82	-613.90
Check	1/28/2004	3897	Nationwide Retirem...		-2,271.14	-2,885.04
Check	1/28/2004	3891	Denetra Gipson		-60.44	-2,945.48
Check	1/28/2004	3890	Angelica Alatorre		-265.95	-3,211.43
Check	1/28/2004	3883	Shawn Robison		-220.62	-3,432.05
Check	1/28/2004	3881	Joshua Robbins		-186.68	-3,618.73
Check	1/28/2004	3880	Pamela Radeka		-63.46	-3,682.19
Check	1/28/2004	3878	Barbara Phillips		-173.10	-3,855.29
Check	1/28/2004	3870	Esther P. Guzman		-272.85	-4,128.14
Check	1/28/2004	3867	Joy Di Loreto		-383.50	-4,511.64
Check	1/28/2004	3866	Dorothy J. Cummings		-179.70	-4,691.34
Check	1/28/2004	3879	Beatrice V. Quintanar		-322.55	-5,013.89
Total Checks and Payments					-5,013.89	-5,013.89
Total Uncleared Transactions					-5,013.89	-5,013.89
Register Balance as of 01/31/2004					-28,302.68	33,414.23
Ending Balance					-28,302.68	33,414.23

*Edwin J
2/8/04*

ACQUISITIONS REPORT FOR THE MONTH OF JANUARY 2004
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,343.05	66	0.00	0	1,343.05	66	78.85	3	1,421.90	69
Adult Circulating Non-Fiction	1,950.29	94	0.00	0	1,950.29	94	403.83	17	2,354.12	111
Adult Reference	180.50	1	0.00	0	180.50	1	72.90	4	253.40	5
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	2,130.79	95	0.00	0	2,130.79	95	476.73	21	2,607.52	116
TOTAL ADULT PRINT MATERIALS	3,473.84	161	0.00	0	3,473.84	161	555.58	24	4,029.42	185
Adult Audio/Music	0.00	0	0.00	0	0.00	0	225.00	15	225.00	15
Adult Audio Books	415.82	12	0.00	0	415.82	12	512.05	17	927.87	29
Total Adult Audio	415.82	12	0.00	0	415.82	12	737.05	32	1,152.87	44
Adult Video Educational	0.00	0	0.00	0	0.00	0	60.00	2	60.00	2
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	24.00	2	24.00	2
Total Adult Video	0.00	0	0.00	0	0.00	0	84.00	4	84.00	4
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	415.82	12	0.00	0	415.82	12	821.05	36	1,256.87	48
TOTAL ADULT MATERIALS	3,889.66	173	0.00	0	3,889.66	173	1,376.63	60	5,266.29	233
Juvenile Fiction	386.59	35	0.00	0	386.59	35	0.00	0	386.59	35
Juvenile Circulating Non-Fiction	9,732.99	399	0.00	0	9,732.99	399	105.00	7	9,837.99	406
Juvenile Reference	247.02	8	0.00	0	247.02	8	0.00	0	247.02	8
Juvenile Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	9,980.01	407	0.00	0	9,980.01	407	105.00	7	10,085.01	414
TOTAL JUVENILE PRINT MATERIALS	10,366.60	442	0.00	0	10,366.60	442	105.00	7	10,471.60	449
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	72.84	3	0.00	0	72.84	3	0.00	0	72.84	3
Total Juvenile Audio	72.84	3	0.00	0	72.84	3	0.00	0	72.84	3
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	57.00	4	57.00	4
Total Juvenile Video	0.00	0	0.00	0	0.00	0	57.00	4	57.00	4
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	72.84	3	0.00	0	72.84	3	57.00	4	129.84	7
TOTAL JUVENILE MATERIALS	10,439.44	445	0.00	0	10,439.44	445	162.00	11	10,601.44	456
Total Fiction	1,729.64	101	0.00	0	1,729.64	101	78.85	3	1,808.49	104
Total Non-Fiction	12,110.80	502	0.00	0	12,110.80	502	581.73	28	12,692.53	530
Total Audio	488.66	15	0.00	0	488.66	15	737.05	32	1,225.71	47
Total Video	0.00	0	0.00	0	0.00	0	141.00	8	141.00	8
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	14,329.10	618	0.00	0	14,329.10	618	1,538.63	71	15,867.73	689

OUTSTANDING ORDERS AS OF JANUARY 31, 2004

General Fund Amount	\$10,951.82
Adopt-A-Book Amount	\$5,108.73
TOTAL Amount	\$14,060.55

ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF JANUARY 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	3,914.46	223	230	5,165.70	342	310	9,080.16	565	540	1,095.68	51	51	10,175.84	616	591
Adult Circulating Non-Fiction	4,613.53	245	234	7,102.89	326	314	11,716.42	571	548	3,934.61	171	165	15,651.03	742	713
Adult Reference	8,984.04	42	25	2,267.05	33	29	11,251.09	75	54	1,087.55	31	27	12,338.64	106	81
Adult Print Continuations	398.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuations	13,773.19	9	9	0.00	0	0	13,773.19	9	9	0.00	0	0	13,773.19	9	9
Total Adult Non-Fiction	27,679.35	306	278	9,369.94	359	343	37,049.29	665	621	5,022.16	202	192	42,071.45	867	813
TOTAL ADULT PRINT MATERIALS	31,593.81	529	529	14,535.64	701	653	46,129.45	1,230	1,161	6,117.84	253	243	52,247.29	1,483	1,404
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	225.00	15	15	225.00	15	15
Adult Audio Books	3,445.84	57	53	2,733.72	49	42	6,179.56	106	95	537.00	18	18	6,716.56	124	113
Total Adult Audio	3,445.84	57	53	2,733.72	49	42	6,179.56	106	95	762.00	33	33	6,941.56	139	128
Adult Video Educational	2,077.31	43	33	1,892.16	118	65	3,769.47	161	98	245.00	15	14	4,014.47	176	112
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	779.00	42	42	1,332.90	81	65
Total Adult Video	2,077.31	43	33	2,246.06	157	88	4,323.37	200	121	1,024.00	57	56	5,347.37	257	177
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	5,523.15	100	86	4,979.78	206	130	10,502.93	306	216	1,786.00	90	89	12,288.93	396	305
TOTAL ADULT MATERIALS	37,116.96	629	615	19,515.42	907	783	56,632.38	1,536	1,377	7,903.84	343	332	64,536.22	1,879	1,709
Juvenile Fiction	1,905.08	127	124	299.37	18	18	2,204.45	145	142	602.37	61	60	2,806.82	206	202
Juvenile Circulating Non-Fiction	14,730.65	617	613	338.43	20	20	15,069.08	637	633	318.67	24	18	15,387.75	661	651
Juvenile Reference	403.63	10	10	239.16	4	4	642.79	14	14	0.00	0	0	642.79	14	14
Juvenile Print Continuations	278.05	2	1	283.87	2	2	563.92	4	3	0.00	0	0	563.92	4	3
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	15,811.33	630	625	863.46	26	26	16,674.79	656	651	318.67	24	18	16,993.46	680	669
TOTAL JUVENILE PRINT MATERIALS	17,716.41	757	749	1,162.83	44	44	18,879.24	801	793	921.04	85	78	19,800.28	886	871
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	1,177.97	30	30	1,417.57	36	33	2,595.54	66	63	0.00	0	0	2,595.54	66	63
Total Juvenile Audio	1,177.97	30	30	1,432.57	37	34	2,610.54	67	64	0.00	0	0	2,610.54	67	64
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	577.00	42	41	577.00	42	41
Juvenile Video Entertainment	0.00	0	0	39.33	1	1	39.33	1	1	712.00	54	53	751.33	55	54
Total Juvenile Video	0.00	0	0	39.33	1	1	39.33	1	1	1,289.00	96	94	1,328.33	97	95
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	1,177.97	30	30	1,471.90	38	35	2,649.87	68	65	1,289.00	96	94	3,938.87	164	159
TOTAL JUVENILE MATERIALS	18,894.38	787	779	2,634.73	82	79	21,529.11	869	858	2,210.04	181	172	23,739.15	1050	1030
Total Fiction	5,819.54	350	354	5,465.07	360	328	11,284.61	710	682	1,698.05	112	111	12,982.66	822	793
Total Non-Fiction	43,490.68	936	903	10,233.40	385	369	53,724.08	1,321	1,272	5,340.83	226	210	59,064.91	1,547	1,482
Total Audio	4,623.81	87	83	4,166.29	86	76	8,790.10	173	159	762.00	33	33	9,552.10	206	192
Total Video	2,077.31	43	33	2,285.39	158	89	4,362.70	209	122	2,313.00	153	150	6,675.70	354	272
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	56,011.34	1,416	1,373	22,150.15	989	862	78,161.49	2,405	2,235	10,113.88	524	504	88,275.37	2,929	2,739

Summary of Current Status of Unique Management Accounts
February 1, 2004

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	10	531	4	585.44	0
September	10	535	3	815.23	0
October	18	548	6	952.92	0
November	15	554	3	475.41	0
December	21	568	3	1004.41	0
January	12	582	7	973.55	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	102	0	32	5710.33	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 02/01/2004 5:21 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 01/31/2004

Accounts Submitted	:	914	Dollars Submitted	:	83,895.96	Dollars Received	:	28,373.14
Bankruptcies	:	4	Dollars in Bankruptcy	:	389.55	Material Returned	:	12,513.60
Incorrect Addresses	:	111	Dollars in Skips	:	6,630.80	Dollars Waived	:	2,514.88
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	56,012.07
Accounts in Process	:	798	Dollars in Process	:	74,613.21	% of Dollars Activated	:	75.07%
# Accounts Activated	:	582						
% Accounts Activated	:	72.93%						

TO: Board of Trustees
FROM: Elizabeth Minter, Library Director *EW*
DATE: February 23, 2004
SUBJECT: GIFT REPORT

The following gifts were received from January 1, 2004 through January 31, 2004.

ADOPT A BOOK DONATIONS

Herbert & Doris Stearns	Patricia Higgins
Audrey Coming	Y Yin
Theresa Simo	Zelda Schule
Tzippy Ronen	Rachel Baranick
Rhonda Larson	Ethelyn Bernstein
Deborah Hallgarten	Robert & Dora Cohen
Rachelle Wilson	Michelle Shamas
Shoshana Mandel	Shayna Rosenberg
Awelia Kvetny	R. Jane Klein
Will & Lois Nettleship	Kazuya Ichikawa
William & Theresa Backes	John & Lora Hanel

TOTAL ADOPT A BOOK DONATIONS: \$410.00

BOOK ENDOWMENT FUND

Diane Cunningham	James & Margaret Dinsmore
------------------	---------------------------

TOTAL BOOK ENDOWMENT FUND \$200.00

GENERAL FUND DONATIONS

Jart	Allan R. Stark
Drew & Associates	Zimmer Electric
First American Trust	Lasley Insurance

TOTAL GENERAL FUND DONATIONS: \$600.00

TOTAL ALL DONATIONS \$1,210.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Building Maintenance Report for January 2004**
DATE: February 23, 2004

HVAC: 01/09/04 -- Replace condenser fan motor
Plumbing: No service calls in January
Electrical: 01/16/04 -- Install 6 computer circuits in Children's Library
Exterminator: No service calls in January
General Contractor: 01/29/04 -- Clean debris from roof
Carpet Cleaners: 01/23/03 -- Clean Meeting Room carpet
Lighting: 01/08/04 -- Replace burned out lights in men's and women's public restrooms
01/13/04 -- Replaced ballasts and lights in lobby
Locksmith: 01/08/04 -- Repair lock on Book Drop Room door

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 January 2004 *EW*
DATE: February 23, 2004

RESIGNATIONS:

None

APPOINTMENTS:

01/18/04 – Barbara Phillips – Part Time Reference Librarian
01/25/04 - Shawn Robison promoted from Page to Library Aide

OPEN POSITIONS:

Library Page


WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

SUBJECT: Volunteer Report for Month of January 2004

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 January	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	8.00	52.50	Sep-95	810.00
Backes, Theresa	9.50	45.00	Jun-98	381.75
Bart, Lillian	8.00	70.00	May-01	338.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	16.00	103.00	Mar-03	124.50
Boelman, Marge	1.50	15.75	Apr-01	161.50
Botha, Jill	2.00	20.00	Nov-01	64.00
Clugston, Patricia	3.50	49.75	Jun-98	482.50
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	8.00	56.00	Jul-03	56.00
Dell, Lyla	22.75	186.00	Aug-98	128.00
Doezie, Debra	7.00	7.00	Jan-04	7.00
Fioroni, Pete	0.00	34.00	Mar-97	304.25
Fitzgerald, Joan	0.00	45.75	Oct-93	2,171.75
Frazee, Kathy	0.00	2.00	Jul-02	7.00
Godwin, Nita	8.00	51.25	Feb-96	346.25
Haagen, John	4.75	34.25	Jan-00	101.25
Hathaway, Eugenia	4.00	12.00	Nov-03	12.00
Hemmerling, Barbara	7.00	63.50	Sep-95	669.50
Henderson, Jan	0.00	3.00	Oct-03	3.00
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	4.00	12.00	Oct-95	278.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	29.50	295.50	Feb-96	3,133.50
Jertberg, Pat	9.00	98.50	Apr-98	1,004.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	17.00	119.50	Jan. 03	190.00
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	9.50	65.00	Oct-95	1,279.25
Olson, Bob	4.00	20.00	Sep-95	486.00
Pence, Thomas	0.00	28.50	Jan-99	301.50
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	0.00	157.00	May-02	460.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	8.00	48.00	Feb-00	244.00
Salem, Rose	4.00	42.00	Oct-00	269.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	8.00	52.00	Aug-02	132.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	11.00	115.50	Apr-98	568.75
Scott, Linda	0.00	15.25	Jul-03	15.25
Segovia, Inez	10.00	71.50	Jun-03	59.50
Shaw, Dixie	1.00	6.00	May-94	218.50
Silverman, Pat	8.00	60.00	Jul-03	60.00
Stoller, Frances	0.00	10.00	May-96	148.00
Thum, Margo	8.00	20.00	Nov-03	20.00
Tollefson, Jerry	2.00	22.00	Jul-03	22.00
Walker, Jim	0.00	1.50	Nov-03	1.50
Walcek, John	0.00	4.00	Dec-04	4.00
Walker, Virginia	1.50	9.00	Mar-99	142.25
Wymer, Betty	12.75	87.25	Jan-96	1,007.50
Zamora, Mary	3.00	3.00	Jan-04	3.00
TOTAL	260.25	2231.25		18,487.25

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04			FY03/04	
	January	YTD		January	YTD
Arzu, Robert	3.50	31.00	Lemos, Vanessa	0.00	40.00
Benites, Brenda	0.00	40.00	Liu, Denise	0.00	38.50
Bishtawi, Stephen	0.00	12.00	Lopez, Edgar	26.50	26.50
Blaine, Ami	3.00	3.00	Maru, Vik	3.00	12.00
Boris, Tara	0.00	12.25	Miladi, Omid	0.00	20.00
Born, Ashley	0.00	14.00	Miranda, Aurora	0.00	5.50
Cervantes, Anna	27.00	27.00	Negrete, Adriana	1.50	8.00
Cervantes, Jakeline	27.00	27.00	Nekoraneq, Rachel	8.00	8.00
Cha, Helen	0.00	9.50	William Ortiz	6.50	14.50
Chau, David	0.00	24.25	Park, Jung	6.00	54.50
Chun, Andrea	7.00	28.75	Pond, Cassie	0.00	19.50
Chun, Sophia	0.00	13.75	Rodriguez, Daniel	0.00	26.50
Cordero, Isaac	15.00	15.00	Rodriguez, Rene	0.00	9.75
Doezie, Ryan	5.00	5.00	Rodriguez, Yvonne	7.00	7.00
Eng, Jonathan	0.00	22.00	Ryang, Michelle	8.75	8.75
Eng, Lawrence	0.00	41.25	Rosete, Jeremy	1.00	13.00
Ford, Chris	2.75	32.25	Shah, Soham	0.00	22.75
Francis, John	3.00	6.00	Speer, Sheryl	5.50	5.50
Fukunaga, Alysa	0.00	12.50	Tan, Hannah	2.00	21.00
Guerra, Philip	0.00	28.75	Thomas, Tiffany	0.00	17.00
Jaini, Durga	0.00	5.25	Tjoarman, Arlene	0.00	25.50
Javier, Vonn	0.00	6.25	Tran, Michael	0.00	110.50
Jiye, Angela	0.00	10.50	Valencia, Adrianna	0.00	10.50
Kou, Albert	1.25	2.25	Wardlaw, Sarah	9.00	9.00
Lamberson, Annie	0.00	14.25	Waterson, Elizabeth	0.00	11.50
Lee, Edward	0.00	20.00			
TOTAL	94.50	463.75	TOTAL	84.75	545.25
TOTAL Library Volunteer Hours		439.50			
TOTAL Literacy Volunteer Hours		979.00			
TOTAL VOLUNTEERS HOURS		1418.50			

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

	Regular/Temp. Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00	359.50	564.00	586.00	504.00	853.00
January	387.25	356.50	425.00	439.00	797.00	586.00	504.00	979.00
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 January	FY03/04 YTD	Cumulative		FY03/04 January	FY03/04 YTD	Cumulative
Ablir, Victoria	-	30.00	39.00	Glines, Ellen	-	24.00	154.00
Acevedo, Marta	12.00	90.00	126.00	Gomez, Juanita	6.00	42.00	42.00
ALaTorre, Angelica	12.00	30.00	30.00	Gonzalez, Rosemarie	12.00	42.00	30.00
Aguire, Alyssa	6.00	10.00	10.00	Gonzalez, Emmanuel	-	24.00	48.00
Azizan, Sarah	6.00	10.00	10.00	Gonzalez, Luis	-	24.00	36.00
Bayne, Linda	-	30.00	160.00	Gonzalez, Natasha	-	18.00	81.00
Bazell, Laura	-	30.00	90.00	Goodman, Dale	-	36.00	3,441.00
Becerril, Esther	-	24.00	42.00	Guerrero, Christine	6.00	36.00	48.00
Becil, Emily	-	18.00	72.00	Guerrero, Lavone	6.00	36.00	54.00
Belekjian, Maria	6.00	60.00	78.00	Gunderson, Lorraine	12.00	36.00	36.00
Bello, Dominic	12.00	42.00	42.00	Hamacher, Holly	6.00	36.00	48.00
Bernardino, Maria	6.00	42.00	66.00	Hatch, Bill	6.00	36.00	105.00
Bhatt, Banj	6.00	10.00	10.00	Hatch, Katie	6.00	13.00	13.00
Bonasuro, Amber	-	30.00	96.00	Hawkins, Christina	6.00	36.00	54.00
Bowen, Laura	-	24.00	30.00	Healey, Kathleen	6.00	36.00	256.00
Brackett, Jim	6.00	42.00	123.00	Heer, Kim	6.00	36.00	253.00
Brzovic, Kathy	6.00	42.00	60.00	Henao, Stephanie	6.00	22.00	22.00
Bui, Tiffany	-	18.00	36.00	Hernandes, Melissa	6.00	20.00	20.00
Bull, Sophie	-	18.00	96.00	Hernandez, Maria	24.00	48.00	48.00
Busam, Mary	-	30.00	63.00	Hilleweart, Heather	6.00	36.00	48.00
Cadambi, Aruna	6.00	13.00	13.00	Hopkins, Amanda	-	128.00	28.00
Callaway, Sean	6.00	12.00	12.00	Hou, Xiao-Fei	-	30.00	30.00
Casdorph, Tracy	-	24.00	36.00	Howell, Anne	6.00	36.00	54.00
Castillo, Alicia	6.00	10.00	10.00	Hu, Lisa	-	24.00	82.00
Cha, Sally	6.00	42.00	60.00	Humple, Phyllis	4.00	24.00	154.00
Chandrasekaram, Vinotie	-	36.00	64.00	Hugar, Jessica	-	30.00	87.00
Chen, April	6.00	42.00	147.00	Hutain, Jenny	6.00	7.00	7.00
Chen, Ebsen	9.00	12.00	12.00	Hutton, Katherine (Kate)	6.00	36.00	264.00
Chen, Wen	6.00	42.00	54.00	Imbler, Wolf	-	24.00	42.00
Chim, Hubert	12.00	30.00	132.00	Inta, Lisa	6.00	36.00	42.00
Choi, Eugene	6.00	12.00	12.00	Iosia, Shantay	6.00	18.00	18.00
Choi, Jason	-	24.00	78.00	Jenkins, Adam	6.00	11.00	11.00
Chopna, Reema	-	24.00	42.00	Jeon, Ashley	6.00	5.00	5.00
Coffee, Nancy	6.00	42.00	379.00	Jara, Sandra	12.00	48.00	48.00
Cotter, Capri	12.00	42.00	42.00	Jung, Daniel	12.00	30.00	30.00
Covey, Debra	-	18.00	66.00	Kamat, Rujvi	6.00	6.00	6.00
Cuceoglu, Haken	-	18.00	36.00	Kao, Elaine	6.00	3.00	3.00
Curtis, Daniel	-	24.00	192.00	Kelly, Jerry	-	24.00	105.00
DeFietas, Genie	12.00	42.00	42.00	Khamphanh, Molly	6.00	36.00	54.00
Dhupan, Ankush	-	18.00	48.00	Kilpatrick, Amy	-	24.00	39.00
Diaz, Cynthia	-	24.00	52.00	Kishida, Rita	-	18.00	72.00
Diaz, Monica	-	24.00	70.00	Kornreich, Seth	6.00	2.00	2.00
DeFietas, Genie	-	24.00	24.00	Kraus, Jennifer	-	18.00	60.00
Donofrio, Susan	6.00	36.00	105.00	Krisinger, Elizabeth	-	24.00	78.00
Dorris, Rosita	-	18.00	36.00	Lasker, Marilyn	6.00	36.00	217.00
Draper, Krispa	6.00	42.00	120.00	Le, Daniel	-	24.00	30.00
Dudrey, Kristin	6.00	24.00	24.00	Lee, Wilma	-	18.00	72.00
Dudka, Julia	-	23.00	23.00	Leslie, Sandra	6.00	36.00	266.00
Duffy, William	6.00	6.00	6.00	Licano, Katie	-	18.00	66.00
Duran, Paul	54.00	96.00	96.00	Livezey, June	6.00	66.00	212.00
Eckels, Krys	6.00	42.00	60.00	Loon, Chris	-	24.00	30.00
Economou, Christina	6.00	42.00	54.00	Lopez, Maria	-	30.00	84.00
Elmore, Sylvia	-	30.00	84.00	Luckett, Emily	-	24.00	36.00
Espinosa, Jaclyn	-	18.00	30.00	Maguire, Joanne	-	-	54.00
Farno, Farba	-	30.00	102.00	Malkowicz, Edward	12.00	72.00	244.00
Finley, Virginia	6.00	42.00	72.00	Marquez, Jeff	6.00	13.00	13.00
Fitsimons-Diaz, Chelsea	6.00	42.00	87.00	Margarit, Georgiana	-	-	18.00
Franco, Hilda	12.00	54.00	108.00	Martiaro, Diane	6.00	90.00	552.00
Fuentes, Carlos	6.00	42.00	48.00	Massaro, Lauren	6.00	36.00	54.00
Gallagher, Kenni	-	18.00	1,715.00	McBain, Frances	6.00	36.00	48.00
Gardner, Jeanette	6.00	6.00	6.00	McBentz, Kathy	6.00	36.00	134.00
Gast, Polly	6.00	42.00	36.00	McGrath, Patricia	6.00	36.00	48.00
Gillespie, Justin	-	24.00	16.00	McLeod, Shivon	-	36.00	42.00
Gimby, Walter	6.00	16.00	24.00	Medland, Karen	-	-	146.00
Gipson, Deinetra	6.00	24.00	36.00	Mehla, Ami	6.00	2.00	2.00
Glines, Alexi	-	24.00	36.00	Miller, Michelle	6.00	15.00	15.00

REGULAR	FY03/04 January	FY03/04 YTD	Cumulative
Min, Nara	6.00	4.00	4.00
Meza, Jack	-	-	116.00
Mohr, Kelsey	-	24.00	99.00
Monreal, Greg	-	24.00	36.00
Montoya, Tania	6.00	26.00	26.00
Mostalabi, Roxana	-	24.00	42.00
Murray, Edward	-	-	230.00
Nava, Marcella	24.00	60.00	60.00
Navarro, Nicole	6.00	42.00	60.00
Negrete, Adriana	6.00	7.00	7.00
Nguyen, Martin	6.00	12.00	12.00
Nguyen, Tyler	6.00	26.00	26.00
Okamura, Lynn	-	18.00	75.00
Osoria, Jonathan	6.00	18.00	18.00
Paez, Vicki	6.00	42.00	78.00
Patel, Deepa	6.00	42.00	208.00
Patel, Vani	6.00	42.00	60.00
Patino, Ashley	-	18.00	36.00
Patino, Nicole	-	18.00	42.00
Pello, Ernest	6.00	42.00	164.00
Peyre, Isa	-	36.00	78.00
Pineda, Guadalupe	-	18.00	66.00
Porter, Melissa	12.00	36.00	36.00
Precht, Jeanette	6.00	42.00	129.00
Rangel, Jacky	6.00	36.00	36.00
Renno, Carolyn	6.00	15.00	15.00
Ring, Diane	-	28.00	88.00
Rivera, Felleny	6.00	22.00	22.00
Rivera, Hilda	12.00	48.00	48.00
Rodriguez, Claudia	-	30.00	42.00
Rodriguez, David	-	24.00	72.00
Rodriguez, Kenia	-	70.00	120.00
Rodriguez, Maria	-	30.00	42.00
Sabo, Melissa	6.00	12.00	12.00
Sanders, Asia	12.00	36.00	36.00
Sanders, Paget	24.00	24.00	24.00
Sandoval, Lizbeth	6.00	24.00	85.00
Sauliter, Gregory	24.00	54.00	54.00
Schaal, Linda	6.00	42.00	183.00
Serles, Tammi	6.00	6.00	6.00
Sgobba, Jackie	12.00	72.00	102.00
Shah, Jay	-	24.00	72.00
Shah, Soham	6.00	45.00	51.00
Shah, Sweny	6.00	42.00	132.00
Shan, Kheyali	6.00	25.00	25.00
Skimizu, Ken	12.00	78.00	385.00
Sosa, Mathew	-	18.00	38.00
Speakman, Sarah	6.00	26.00	71.00
Studer, Michelle	-	24.00	24.00
Stutts, Lisa	6.00	19.00	19.00
Stutzman, Mark	6.00	42.00	60.00
Tarrios, Jennifer	6.00	24.00	24.00
Teeler, Robert	-	18.00	78.00
Thatcher, Kaitlyn	-	-	26.00
Thieu, Dominkue	-	12.00	12.00
Thomas, Peggy	6.00	42.00	89.00
Tierney, Ryan	24.00	48.00	48.00
Todker, Vanita	6.00	10.00	10.00
Tomlin, Jennifer	-	36.00	61.00
Tran, Victor	-	24.00	36.00
Tranquill, Jill	-	30.00	48.00

REGULAR	FY03/04 January	FY03/04 YTD	Cumulative
Trotter, Cynthia	6.00	42.00	117.00
Truong, Christine	6.00	42.00	111.00
Truong, Will	-	18.00	81.00
Uribe, Yajaira	-	30.00	60.00
Valle, Ana	-	30.00	55.00
Vasani, Sheena	-	30.00	42.00
Vasquez, Johanna	-	30.00	57.00
Veltre, Robin	6.00	22.00	22.00
Villegas, Matt	6.00	16.00	16.00
Vu, Anna	6.00	15.00	15.00
Vu, Elizabeth	-	6.00	108.00
Vukovick, Kathy	6.00	42.00	186.00
Weimer, MacKenzie	6.00	13.00	13.00
Wright, Sydney	6.00	9.00	9.00
Total	979.00	6,023.00	19,263.00

Placentia Library District
Circulation Report
February 1, 2004

Agenda Item 22

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 January	FY02-03 January
1st Time Checkouts	82,248	83,874	-1.94%	12,030	12,504
Phone Renewals	12,491	10,375	20.40%	1,860	1,431
In-Building Renewals	3,236	2,505	29.18%	255	346
TOTAL RENEWALS	15,727	12,880	22.10%	2,115	1,777
TOTAL CHECKOUTS	97,975	96,754	1.26%	14,145	14,281
On-Time Checkins	85,440	88,573	-3.54%	10,710	11,030
Late Checkins	6,895	8,755	-21.25%	954	1,167
TOTAL CHECKINS	92,335	97,328	-5.13%	11,664	12,197
Holdings Placed	1,579	3,098	-49.03%	394	173
Holdings Cancelled	49	410	-88.05%	0	47
Holdings Filled	2,360	2,762	-14.55%	370	223
Patrons Registered	2,340	3,060	-23.53%	274	296
Titles Added	3,331	4,910	-32.16%	609	1,627
Volumes Added	3,453	6,370	-45.79%	640	1,893
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	41,668	44,330	-6.00%	5,745	6,429
Juvenile Print	44,413	47,646	-6.79%	6,750	6,708
Total Print	86,081	91,976	-6.41%	12,495	13,137
Audio	4,912	5,465	-10.12%	848	685
Visual	7,918	8,423	-6.00%	1,294	1,312
Total Audio Visual	12,830	13,888	-7.62%	2,142	1,997
TOTAL CIRCULATION	98,911	105,864	-6.57%	14,637	15,134
Placentia Circulation	62,038	53,300	16.39%	8,820	7,817
%Placentia Circulation	62.72%	50.35%		60.26%	51.65%
Anaheim/Yorba Linda Circulation	16,431	12,601	30.39%	2,742	2,613
%Anaheim/Yorba Linda Circulation	17%	11.90%		19%	17%
TYPES OF ACTIVE BORROWERS					
Adult	68,655	62,788	9.34%	10,391	9,315
Young Adult	1,782	2,964	-39.88%	210	219
Juvenile	20,325	22,581	-9.99%	3,056	3,379
New Borrower	7,242	6,515	11.16%	819	1,063
Non Resident	0	1,231	N/A	0	0
Other (staff)	1,728	1,734	-0.35%	144	232
TOTAL ACTIVE BORROWERS	99,732	97,813	1.96%	14,620	14,208
TOTAL REGISTERED BORROWERS	130,942	118,759	10.26%	19,349	19,251
ATTENDANCE	236,896	266,841	-11.22%	26,891	41,274
Adult Reference-In Building	6,117	6,154	-0.60%	1,022	856
Adult Reference-Telephone	1,027	966	6.31%	141	132
Children's Reference-In Building	3,686	5,691	-35.23%	947	668
Children's Reference-Telephone	181	2,278	-92.05%	33	31
Total Adult Reference	7,144	7,120	0.34%	1,163	988
Total Children's Reference	3,867	7,969	-51.47%	980	699
Total In Building Reference	9,803	11,845	-17.24%	1,969	1,524
Total Telephone Reference	1,208	3,244	-62.76%	174	163
TOTAL REFERENCE	11,011	15,089	-27.03%	2,143	1,687

PLACENTIA INVOICES

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

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

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50		7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17		7.23	7,472.74
Dec-03	01/13/04	2,950.98	1,407.66	705.74	155.00			5,219.38
Jan-04	02/10/04	2,987.54	1,150.57	568.93	107.50		7.23	4,821.77
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		26,906.25	9,860.23	4,297.27	2,212.67	0.00	43.28	43,319.70
AVG		3,843.75	1,408.60	613.90	316.10		7.21	6,188.53

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	0.00	1,301.53	650.77
Jun-03	1,127.53	174.00	0.00	1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
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	7,346.54	1,248.00	0.00	8,594.54	4,297.27
AVG	1,049.51	178.29	0.00	1,227.79	613.90

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	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	1,921.86	1,743.48	423.92	0.00	2,927.28	7,016.54
AVG	274.55	249.07	60.56	0.00	418.18	1,002.36

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04	6.00	8.00	2.00	0.00	16.00	32.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	54.00	58.00	14.00	0.00	116.00	242.00
AVG	7.71	8.29	2.00	0.00	16.57	34.57