

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

February 24, 2003

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the January 21, 2003 Regular Meeting. *Carol Beth's*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications *no one*

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

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

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

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

5. Board President Report

Computer presented via tv.

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

6. Trustee Reports

Woods

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report *Phil Bette*

CLAIMS (Items 9 - 12)

Peggy / Geoff
Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4383, 4384, 4385, 4386, 4387, 4388, 4389 and 4390 forwarded by Library Director for a total of \$25,121.75 for this report period.

11. Current Claims and Payroll (Approve)

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

12. FY2002-2003 Cash Flow Analysis through February 24, 2003 and report that \$7,000 was transferred from the Payroll Checking Account (Wells Fargo Bank) to the Emergency Payroll Savings Account (California National Bank) to replace the funds withdrawn on October 7, 2002. (Receive & File and Ratify Transfer)

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

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

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

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

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

GENERAL CONSENT CALENDAR (Items 18 – 33)

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Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 33 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

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

19. Personnel Report for January 2003 (Receive, File, and Ratify Appointments)

20. Volunteer Report for January 2003 (Receive & File)

21. Circulation Report for January 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on (Receive & File)
27. Quarterly report for the Staff Education Grant (Receive & File)
28. California Library Literacy Services Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)
29. Families for Literacy Grant Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)
30. Semi-annual report for English Language Literacy Intensive Grant (Receive & File)
31. Public Library Claim for State Library Statewide Data Base Subsidy for Fiscal Year 2002-2003 (Receive & File)
32. Letter from State Librarian Kevin Starr awarding \$24,725 for the California Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)
33. Claim for Second/Final Payment for the State Library Families for Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

CONTINUING BUSINESS

34. 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

35. Authorization to Replace the Library's Local Area Network (LAN) at an equipment cost not to exceed \$13,500 and installer's cost not to exceed \$4,250.

Betsy / base
Presentation: Library Director
Recommendation: Authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750 to be paid from the General Fund.

36. Report on Staff Training Plans

Gae/9/24

Presentation: Library Director

Recommendation: Authorize a joint Trustee and Staff training session on interpersonal communications issues with Susan Berk on Thursday, March 20, 2003 followed by a planning session with Trustees and Managers, at a cost of \$3,500.

NEW BUSINESS

37. Designation of Poet Laureate for Placentia Library District

*Appointing poet
meredith laskow
credit not*

Presentation: Library Director

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

*Gae/Bett
Defer x
Nov 11*

38. Amendment of the United States Conference of Mayors 457 Plan administered by Nationwide Retirement Solutions to allow participant loans from the Plan.

Presentation: Library Director

Recommendation: Approve amendment to Placentia Library District's United States Conference of Mayors 457 Plan with Nationwide Retirement Solutions to allow participant loans from the Plan; and

Bett/Gae

Authorize the Library Board President to sign the Loans to Participants Amendment to Plan Document and the Participant Loan Administrative Procedures.

Oct 1/6ae

39. District's Personnel Insurance Broker Stormy Waldeck will review the District's medical, dental, vision and life insurance coverages for staff.

Presentation: Library Director

Recommendation: Select medical insurance carrier beginning March 1, 2003; and

Give direction for action on other policies

40. Introduction of the Draft Placentia Library District Policy Manual.

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4000
5000*

Presentation: Library Director

Recommendation: Receive & File and set first reading for the Draft Placentia Library District Policy Manual for the March 24, 2003 Library Board Meeting.

41. Recommendation to join the Orange County Council of Governments

Presentation: Library Board President

Recommendation: Determine whether to request membership in the Orange County Council of Governments

Gae/Gae

Gae will attend

42. Orange County Emergency Services Operational Area staff is requesting the District's protocol that will be implemented if the National Threat Level goes to "Red-Severe".
- Presentation: Library Director *Billy / By,*
Recommendation: Authorize the Library Director or, in the absence of the Library Director, the Librarian in Charge, to determine whether to close the Library and how to deploy the staff whenever the National Threat Level goes to "Red-Severe".

43. Request by Trustee Dinsmore for resolution supporting City of Placentia Police Department.

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

STAFF REPORTS (Items 44 - 49)

Items 44 - 49 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.

44. Program Committee Report for January 2003 (Roberts)
45. Children's Services Report for January 2003 (Smith)
46. Placentia Library Literacy Services Report for January 2003 (Roberts)
47. Placentia Library Web Site Report for January 2003 (Roberts)
48. Publicity Materials Produced in January 2003. (Rakos)
49. Safety Committee Minutes for January 2003 (Matas)

ADJOURNMENT

50. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 25, 2003 at 6:30 P.M.

51. Review of Action Items. *Madet*

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

52. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 24, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 20, 2003.

Donna Siloti

Placentia Library Board Calendar

February 2003 - January 2004

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February

- 3 7:00 PM Friends Board Meeting, Dinsmore
- 24 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

March

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

April

- 1 5:14 PM CSDA Government Affairs Days, Sacramento, continues on Apr 2
- 7 6:30 PM Friends Annual Meeting Author's Program
- 7:00 PM Friends Board Meeting, Escobosa
- 16 5:30 PM CHAMBER MIXER AT PLACENTIA LIBRARY
- 21 6:30 PM Library Board Meeting

May

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

June

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

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Placentia Library Board Calendar

February 2003 - January 2004

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

- August**
- 25 6:30 PM Library Board Meeting
- September**
- 1 7:00 PM Friends Board Meeting, Dinsmore
 - Library Closed for Labor Day
 - 7 Library Closed for Monday Holiday
 - 16 2:21 PM CADA Annual Conference, Lake Tahoe, through September 18
 - 22 6:30 PM Library Board Meeting
 - 25 7:15 AM Placentia Chamber of Commerce Breakfast

- October**
- 6 7:00 PM Friends Board Meeting, Shkoler
 - 11 9:00 AM Heritage Parade
 - 20 6:30 PM Library Board Meeting
 - 23 7:15 AM Placentia Chamber of Commerce Breakfast
- November**
- 3 7:00 PM Friends Board Meeting, Escobosa
 - 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
 - 11 Library Closed for Veterans Day
 - 14 12:32 PM California Library Association, Ontario, through Nov 17
 - 24 6:30 PM Library Board Meeting
 - 27 Library Closed for Thanksgiving

- December**
- 1 7:00 PM Friends Board Meeting, Braun
 - 5 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
 - 22 6:30 PM Library Board Meeting
- January**
- 5 7:00 PM Friends Board Meeting, Wood
 - 17 5:30 PM Chamber Mixer

Aug 2003

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *E D M*
SUBJECT: Agenda Item Amendment
DATE: February 24, 2003

BACKGROUND:


Attached is a memo from Public Services Manager Roberts requesting approval of a contract that came to my attention after the publication of the Agenda.

It meets all of the requirements to be declared an "urgent" item and placed on the Agenda for this evening's meeting.

RECOMMENDATION:

1. Motion to declare the authorization of a grant writing agreement for the Literacy program to be an item of urgent business. *Pagg / Gue.*
2. Motion to amend the Agenda to include the Literacy grant contract item as Agenda Item 43a (New Business).
3. Motion to adopt the Agenda as amended. *Pagg / Gue*

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

SUBJECT: Authorization of grant writing agreement with Drew & Associates for the English Language and Literacy Intensive (ELLI) Program for the amount of \$4,200.

DATE: February 23, 2003

The ELLI Program has been a highly successful component of the Placentia Library Literacy Services since October 2001. During the past two years, the ELLI Program has served over 600 children at six local schools, and has established the Placentia Library as an important community partner with the Placentia Yorba-Linda Unified School District. The ELLI Program has been funded by the state library for the past two years. Due to budget cuts, the State Library has indicated that there will be no funding for the ELLI Program for the fiscal year 2003-2004. Without alternate funding, the ELLI Program will not be able to continue.

On February 6, 2003 literacy and library staff had a meeting with John Drew of Drew & Associates to discuss the feasibility of contracting with Drew & Associates to handle all aspects of obtaining funding for the ELLI Program for the fiscal year 2003-2004. Funding is available in the 2002-2003 ELLI grant to hire Drew & Associates. We did not receive Dr. Drew's final proposal until the afternoon of February 19th, and I was unable to present it to you until Sunday, February 23rd, 2003.

I recommend that the Library Board of Trustees approve a grant writing agreement with Drew & Associates for the ELLI Program for the amount of \$4,200 to be taken out of ELLI grant funds. Since ELLI funding will end on June 30, 2003, I request that you present Dr. Drew's proposal for approval on the Consent Calendar as a matter of urgency at the Board of Trustee's meeting on Monday, February 24, 2003.

DREW & ASSOCIATES

February 14, 2003

Mr. James A. Roberts
Public Services Manager – Literacy Coordinator
Placentia Library Foundation
411 East Chapman Avenue
Placentia, CA 92870-6198

Dear Jim,

I enjoyed meeting you and your staff at the Placentia Library District yesterday. The generosity of your time has been extraordinary. I greatly appreciate it.

This letter is to set out how I propose to assist the Placentia Library District by preparing a series of standardized foundation and corporate grant applications. These applications will be written to obtain funding for your English Language and Literacy Intensive (ELLI) Program.

MY UNDERSTANDING OF THE ISSUES

The Placentia Library District has a well-deserved reputation for encouraging the professional development of its staff, for staying current with the most important developments in library services and technologies, and backing up these efforts with effective fund-raising programs. Currently, the District faces the challenge of funding its array of public services programs in an environment characterized by economic recession, political and financial uncertainty, and drastic cut-backs in state-wide public resources.

On the positive side, the District has developed outstanding collaborative partners through its relationships with the Placentia Yorba Linda Unified School District, Ruby Drive Elementary School, Placentia Child Development Center, Community-Based English Tutoring (CBET), and Kindergarten Extended Day Program. The ELLI Program has also developed strong roots in the community by using tutors who are Federal Work Study students from Western College of Law and Cal State Fullerton. This program also utilizes volunteers from area high schools and the community, including Rotary Reading Assistance Program (RRAP).

Although government resources are less plentiful than they were a year ago, there's still tremendous need to provide high-quality, measurable programs, that work. The Placentia Library District has all the elements in place to produce positive outcomes funders are looking for in their grantees. To me, some of the most valuable features of your existing program is your ability to access Stanford 9 and Star test scores, the staffs capacity to register students and tracked their progress through its Literacy Pro software, and the District's ability to collect program evaluation surveys from teachers. The critical challenge the District now faces – in my view - is how to



produce a large number of persuasive, credible, conforming grant applications to non-governmental private, corporate, and foundation funders.

Given the current state budget crisis, it is unrealistic to assign full-time staff to these highly specialized responsibilities. As we have discussed, you need to have me take full responsibility for these applications, from beginning to end, and to prepare final drafts which would only require your authorizing signature for their completion.

THE PROPOSAL

I think the most powerful contribution I can make is to provide the District with the full scope of my skills as a full-time, professional grant-writer. I will need your assistance to implement some standard grantsmanship tools including organizing an up-to-date grantsmanship library, producing rank-ordered project innovator forms, and preparing an annual grantsmanship calendar. The District's cooperation with these above project will make its investment in my services extremely cost-effective since my limited consulting hours will subsequently be devoted to activities that have the maximum potential pay-off for the Placentia Library District.

Stage 1. Funding Opportunity Research: Within the first 15 days from the project start date, I will thoroughly research your funding opportunities, work with your staff to precisely define the ELLI Program as a fundable project. Part of this effort will include the identification of what, if any, contacts you or your staff has with the funders. I will also include, in this phase, my own interviewing of potential funders.

State 2. Creation of Project Benchmarks: Within the first 20 days from the project start date, I will prepare a grantsmanship calendar which sets out the key grant application deadlines, and what – if any – cooperative work will need to be done in-house to prepare for turning in the applications. My expectation, however, is that data used in the grant application process will be the same data that is normally collected by the staff so that no additional hours or demands are placed on them except for providing access to the needed information. (Naturally, some staff assistance will be needed in securing letters of support, updating memos of understanding, or creating memos of understanding with your collaborative partners.)

Stage 3. Implementation of a Grantsmanship Library: Within the first 30 days from the project start date, I will need your assistance to compile all the information needed to establish a grantsmanship library including (but not limited to) copies of past proposals (winners and losers), resumes of the staff (and key community volunteers), proposals prepared by other organizations with similar missions, all current federal grants management and procurement regulations, any books, reports, memoranda and similar documents regarding the submission of proposals, detailed descriptions of all current and past projects, and essential financial and organizational information about the Placentia Library Foundation.

Stage 4. Completion of Initial Applications: Within the first 30 days from the project start date, I will complete at least five (5) applications in support of the ELLI Program to the most plausible

immediate sources of funding so that the immediate short-run challenge facing the District (covering staff hours) will be handled quickly, swiftly, and decisively.

Stage 5. Completion of Second Wave of Applications: Within the first 60 days from the start of the project, I will complete five (5) additional grant applications in support of the ELLI Program. They will be complete in every detail except for your signature. At no additional charge to the organization, you and your staff will have the option to review (and if necessary adjust) all of these applications – prior to their submission to the funders - so that the applications represent the most accurate and most compelling arguments for funding your specific projects.

Although Murphy's Law still can and does rule in non-profit consulting, within 60 days, the District should have at least ten (10) high quality, well-planned, and well-executed grant applications sent out to your highest ranked corporate and foundation funders. These applications will represent my very best arguments in favor of funding the District's ELLI Program.

TIMING AND RESPONSIBILITIES

Based on our discussions, it would seem that the last week in March is the best time to deliver the final product(s) of this proposal. I will deliver the materials myself. I will report directly to you in your role as Public Services Manager, or to any other employee you may designate.

ARRANGEMENTS FOR MY SERVICES

My professional fees for Stages 1-5, as proposed, would be as follows: Stage 1 – funding opportunities research 1.0 day(s), Stage 2 - creation of project benchmarks 0.5 day(s), Stage 3 - establishment of grantsmanship library 0.5 day(s), Stage 4 completion of first wave of proposals 2.5 day(s), Stage 5 – completion of second wave of proposals 2.5 day(s) for a total of 56 hours of work billed at a discounted rate of \$75 per hour, will be \$4,200. Payment of my professional fees would be in three stages: \$1,400 upfront to start work on March 1, 2003, and \$1,400 due March 30, 2003, and \$1,400 due April 30, 2003 contingent on your complete satisfaction with the implementation of the above outlined plan.

BENEFITS

Jim, I'm excited about this opportunity to make a difference for the District's ELLI Program.

The benefits of this proposed grantsmanship program will be the

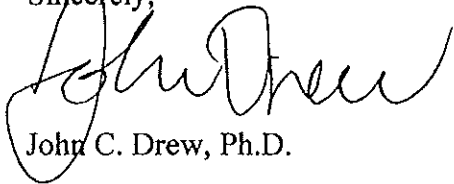
- Opportunity to immediately implement a proven systematic grant research program on behalf of the Placentia Library District's ELLI Program.
- Opportunity to leverage existing resources in an extremely efficient fashion consistent with the deadlines you are facing.

- Opportunity to refocus scarce staff hours on public outreach, direct service to clients, and coalition building with key community leaders.
- Opportunity to benefit from a proven system of grant research, organization, writing, and follow-up.
- Opportunity to work with a prize-winning author and political scientist with a realistic understanding of the needs of funders and a practical understanding of how to advance a non-profit organization to its next level of reliable and predictable achievement.

This project will also give me a chance to get to know the Placentia Library District and to establish productive relationships with you and your staff, and your coalition members.

I will call you in the next few days to answer any questions you may have and to ascertain how we should proceed. If you agree to this Stage 1-5 proposal, please sign one copy of this letter and return it to me so that I might begin my work. Thank you again for the opportunity to propose on this grant-writing consulting project.

Sincerely,



John C. Drew, Ph.D.

Managing Director
Drew & Associates

Agreed to for the Placentia Library District: _____

Date: _____

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 21, 2003**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 21, 2003 at 6:35 P.M.

ROLL CALL

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

Members Absent: Trustee Peggy Dinsmore.

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts; Technology Manager Julie Shook; Friends of Placentia Library Board of Directors Secretary Barbara Hemmerling; Volunteer Coordinator/Development Director Jillian Rakos; Administrative Assistant Donna Siloti; Placentia resident Meredith Laskow.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood, seconded by Trustee Escobosa to adopt the Agenda as printed

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

MINUTES

President Shkoler requested the following correction to the Minutes of December 18, 2002: The first line of Travel/Training Authorization should read. "It was moved by Trustee Wood and seconded by Trustee Braun..."

It was moved by Trustee Escobosa, seconded by Trustee Wood to approve the corrected Minutes of the December 18, 2002 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

Meredith Laskow, a Placentia resident, presented her proposal to create the position of Poet Laureate for the City of Placentia and to have herself appointed to the position. She offered to do readings at the Library. President Shkoler thanked her for her proposal and told her it would be added to next month's Agenda. Library Director Minter said she would notify Ms. Laskow of the date of the meeting.

**PRESIDENT'S
REPORT**

President Shkoler reported on a conference call that he and Library Director Minter participated in with California State Senator Bob Margett. Senator Margett discussed the status of the State budget, his views, and presented several ideas and requested feedback. Library Director Minter said he expressed strong support for continuing the backfill vehicle license fees and there was no discussion of property tax shifts. Library Director Minter prepared a followup letter to the Senator in which she presented the Library's primary concerns.

TRUSTEE REPORTS

Trustee Escobosa expressed her appreciation for the Special District Trustee training she received in Palm Springs.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter directed the Trustees' attention to the Form 770's in the front of their Board books. These are to be completed by the Trustees and filed with the County no later than April 1, 2003. She also welcomed the new Administrative Assistant, Donna Siloti.

**FRIENDS OF
PLACENTIA
LIBRARY**

Barbara Hemmerling, Secretary of the Friends Board of Directors, announced two of the Friends upcoming events: the Authors' Luncheon on March 1, 2003, and the Friends Annual Meeting on April 7 featuring Orange County author Pamela Gibson.

President Shkoler asked if the Friends could provide some books to the library at the Placentia Boys and Girls Club.

CLAIMS

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

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

Forwarded by the Library Director and Library Trustees: Claims 4366, 4367, and 4368 forwarded by Library Trustees and Claims 4369, 4370, 4370A, 4371, 4372, and 4373 forwarded by the Library Director for a total of \$36,586.01.

Current Claims and Payroll: Claims 4374, 4375, 4376, 4377, 4378, 4379, and 4380 for a subtotal for Claims of \$48,596.60; and Payrolls 4381 for \$28,648.14 and 4382 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$105,892.88.

FY 2002-2003 Cash Flow Analysis through January 21, 2003 and recommendation that no funds be transferred at this time.
(Receive & File)

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

**FINANCIAL
REPORTS**

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

Financial Reports for December 2002

Official General Ledger & Check Registers for December 2002

Acquisitions Report for December 2002

Collection Agency Report for December 2002

Gifts Report for December 2002

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Wood to receive and file Agenda Items 18 through 26a

Building Maintenance Report for December 2002. (Receive & File)

Personnel Report for December 2002 (Receive, File & Ratify Appointments)

Volunteer Report for December 2002 (Receive & File)

Circulation Report for December 2002 (Receive & File)

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

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

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

Transmittal on January 7, 2003 of Mandated Cost Claims to the State of California for Placentia Library District by Shields

Consulting Group. (Receive & File)

Submission of final claim form for the English Language and Literacy Intensive Program (ELLI) grant for Fiscal Year 2001-2002 on December 17, 2002. (Receive & File)

Claim by former Library Assistant Frank Frizell in the amount of \$185,000 for workplace discrimination during the period of his employment because of the employee's limited vision. Received December 19, 2002 and forwarded to Special District Risk Management Authority (SDRMA). (Receive & File and Deny Claim)

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

**LEGISLATIVE
ISSUES**

Library Director Minter discussed Legislative issues and reviewed the status of the State Budget and the State Library Budget. She encouraged the Trustees to set up a meeting with Senator Margett and Assembly Woman Lynn Daucher.

**DISTRICT'S
INTERNET ACCESS
POLICY**

It was moved by Secretary Braun and seconded by Trustee Escobosa to adopt the revised "Use Policy for the Electronic Reference Services" as presented by Technology Manager Julie Shook

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

**GRANT WRITING
AGREEMENT WITH
DREW &
ASSOCIATES
AUTHORIZATION**

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Grant Writing Agreement with Drew & Associates for the Placentia History Room Digitization Project in the amount of \$5,400.

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

**REPLACEMENT OF
LOCAL AREA
NETWORK (LAN)**

The Board recommended that Library Director Minter ask Performance Technology to re-bid the upgrade of the Local Area Network and continue this Agenda item to next month. Director Minter said she would ask Performance Technology to send a representative to the next Board meeting.

**REINVESTMENT OF
CERTIFICATES OF
DEPOSIT**

It was moved by Secretary Braun and seconded by Trustee Wood to transfer the Certificates of Deposit to California National Bank.

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

**AMENDMENT AND
RESTATEMENT OF
MONEY PURCHASE
PENSION PLAN**

It was moved by Secretary Braun and seconded by Trustee Escobosa to adopt the Resolution as presented by National Retirement Services and to authorize signature by the Library Director.

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

**DISCUSSION OF
PARTNERSHIP
RELATIONSHIPS**

Public Services Manager Jim Roberts presented a list of Literacy Services' partnerships with the community.

It was moved by Secretary Braun and seconded by Trustee Wood to have the list included in the Board books each month. New partnerships are to be marked with an asterisk.

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

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was moved by Secretary Braun and seconded by Trustee Escobosa to authorize travel for President Shkoler, Secretary Braun, Library Director Minter, and Public Services Manager Roberts to attend the Independent Special Districts of Orange County (ISDOC) quarterly membership meeting on Thursday, January 30, 2003 at a cost of \$12 per person plus mileage to be paid from the General Fund.

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

It was moved by Secretary Braun and seconded by Trustee Wood to authorize travel for President Shkoler and Trustees Escobosa and Wood to attend the California Special Districts Association (CSDA) annual Government Affairs Conference in Sacramento, April 1-2, 2003 at a cost of registration, travel plus one night lodging not to exceed \$1,500.00 to be paid from the General Fund.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize travel for President Shkoler, Secretary Braun, and Trustees Dinsmore and Wood to attend the annual California Association of Library Trustees and Commissioners workshop in Glendora on Saturday, March 8, 2003 at a cost of \$27 per person plus mileage to be paid from the General Fund.

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

**STAFF TRAINING
PLANS**

Library Director Minter gave a status report on the plans for staff training.

It was moved by Secretary Braun and seconded by Trustee Wood to have Library Director Minter pursue a half-day training session on interpersonal relationships.

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

**RECONSIDERATION
OF BOARD
MEETING DATE
AND TIME**

It was moved by Secretary Braun and seconded by Trustee Wood to hold the Library Board meetings on the first Monday following the 18th day of the month at 6:30 P.M.

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

STAFF REPORTS

It was moved by Secretary Braun and seconded by Trustee Wood to approve Agenda Items 37-42.

Program Committee Report for December 2002.

Children's Services Report for December 2002.

Placentia Library Literacy Services Report for December 2002.

Placentia Library Web Site Report for December 2002.

Publicity Materials produced for December 2002.

Safety Committee Minutes for December 2002.

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

**FEBRUARY
MEETING**

The February Regular Library Board Meeting will be held on Monday, February 21, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 21, 2003 adjourned at 8:55 P.M.

Geoff Braun
Secretary
Library Board of Trustees



MINUTES FEBURARY 3, 2003

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Eleanor Rankin, Camile Himes, Pat Irot, Jan Schwartzkopf, Marge Horrocks, Frances Stoller, Rene Scott, Jill Botha and Barbara Hemmerling. Elizabeth Minter and Jillian Rakos represented the staff. There was no representative from the Trustees.

The **minutes** of the January board meeting were approved as read. **Treasurer**, Camile Himes reported a balance of 17,812.03. Camille Himes made a motion that the CPA firm, Munson, Cronick and Associates, of Fullerton be authorized to audit our books. This is the firm used by the Placentia Library Foundation. Pat Irot seconded the motion and it was carried. **Financial Secretary**, Ginny Sanatar was not present. The January Second Sunday Sale netted \$114.20.

Children's Programming Budget: Cyrise Smith, Children's Librarian, passed to each Director and staff present, a copy of her programming budget for the year 2003. She thanked the Friends for their continued support. She gave a preview of this year's Summer Reading Program and talked about how popular Camp Library has become. The Directors thanked Cyrise for her leadership and the breakdown of costs for the Children's Programs. A copy of this report follows these minutes.

President's Report: 1) Trustee's Meeting: Barbara Hemmerling attended the January meeting. She reported it was an interesting well-run meeting with much talk of the State Budget and the effect on our library. Jill Botha will attend the Monday February 24 Trustee's meeting. 2) Author's Luncheon: Saturday March 1, with Lisa See, author of On Gold Mountain, as our speaker. The menu has been chosen and the aprons are in the process of being made. 3) Director Resignation: President Rankin read a letter of resignation from Director Jan Schwartzkopf. Jill Botha moved that we accept this resignation with deep regret. Pat Irot seconded it and the motion carried.

Chair Reports: 1) Membership: Renee Scott and Eleanor Rankin will meet to discuss contacting past members that did not respond to our current mailing. 2) Public Relations: Pat Irot shared some recent news clips. She will continue to contact the media to advertise our activities. 3) Volunteer Development: Pat Irot presented a schedule of the program for Sweetheart Day at the Library, February 12, 10AM – 2 PM. This was received with enthusiasm by the Directors. 4) Sunday Book Sales: February 10-Barbara Hemmerling and Jan Schwartzkopf. Jillian Rakos will contact the group that will collect our unsold books. At this February sale the History Room will also be open and offering surplus books from that collection for sale to the patrons. Book Sale schedule: March 10-

Camille Himes and Frances Stoller. April 14- Jill Botha and Marge Horrocks. May 19- Renee Scoot and Frances Stoller. June 9- Pat Irot. 5) Silent Auction: Chairman, Jill Botha reported that the January sale made \$45. She showed us some of the books she was considering for the Silent Auction at the Author's Luncheon. The Directors made some suggestions, but authorized her to make the final decisions.

Library Director: Elizabeth Minter 1) the new glass door has been installed in the Story Hour Room. 2) new partitions are up in the Men's rest room. The Women's partitions will be up this week. New mirrors are to be placed in both restrooms. They have both been painted. 3) the State Budget is a continuing concern. The license fees will impact us. 4) State Senator Margett organized a conference call to discuss the budget crisis. The Placentia Library was represented by Elizabeth Minter and Al Shkoler, President of the Trustees. We were the only Special Interest District represented. 5) One consideration being discussed at the state level is to change how non-resident library borrowing is funded. Elizabeth said this would not be a popular move, because most libraries have many non-resident borrowers. 6) the library has hired a grant writer for the History Room. Applicants for grant writer for the Literacy Program are being interviewed.

Jillian Rakos asked the Directors to choose a representative to attend the Orange County Register Volunteer Appreciation luncheon on Thursday, April 3, 11:30 AM at the Disneyland Hotel. By consensus the Directors chose Eleanor Rankin as their representative. Camille Himes moved that we pay the \$45 registration and luncheon fee. Pat Irot seconded this and the motion carried.

The Directors agreed by consensus that it is important to ask the city of Placentia to recognize National Library Week, April 7-13.

By Law Changes: A meeting was held on February 3, 2003 of the executive committee of the Friends of the Placentia Library. This committee was: Eleanor Rankin- President, Pat Irot- Vice President, Barbara Hemmerling- Secretary, Camille Himes- Treasurer, Ginny Sanatar-Financial Secretary. The purpose of the committee was to revise sections of our By Laws. Pat Irot read a report from this committee and explained the changes agreed upon by them. There was a brief discussion and the motion to approve these changes was made by Jan Schwartzkopf and seconded by Marge Horrocks. The motion was carried.

Teen Mom's Program: Pat Irot passed out a paper explaining in more detail this program, which will benefit the Teen Mom's at El Dorado High School. Their children would take part in a lapsit experience at the library. Pat estimated the cost at \$246.34. Jill Botha moved that the Friends support this activity by providing the \$246.34 needed. Camille Himes seconded this and the motion was carried.

Announcements: Jan Schwartzkopf called attention to the date, May 16, 2003 for the annual Community Choir concert benefiting H.I.S. House. See Jan for tickets.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
February 24, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

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

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	January 25, 2003	4383	8,146.75
	January 25, 2003	4384	2,290.83
	January 30, 2003	4385	1,969.68
	January 30, 2003	4386	3,053.55
	February 10, 2003	4387	2,302.00
	February 10, 2003	4388	4,714.74
	February 13, 2003	4389	1,302.54
	February 13, 2003	4390	1,341.66
TOTAL BY LIBRARY DIRECTOR			<u>\$ 25,121.75</u>

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/25/03
REPORT NO 4383
Agenda Item 10
Page 2 of 9

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

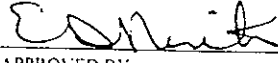
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

1/30/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objv Rev/ BS Acct	Sub Objv/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92670	55318		0700	00		8.15		
			1400	00		2,283.32		
						2,291.47		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	314		1800	00		107.64		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	2/01/03-3/01/03		0300	00		4,973.45		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	194785		1400	00		107.75		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	023105		1800	00		117.59		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	2/01/03-3/01/03		0300	00		270.47		
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	0221914		1600	00		195.00		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	87304		1400	00		83.38		

The claims listed above (totaling \$8,146.75) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/25/03
REPORT NO 4384 Agenda Item 10
Page 3 of 9

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


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

1/30/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Rev	Doc Number
			BS Acct	Rev				
N17970 University Products, Inc. P. O. Box 101 517 Main Street Holyoke, MA 01041	744731-01		1800	00		208.70		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N13362		2700	01		75.00		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/26/02		2700	01		4.02		
	11/03-11/16/03		2700	01		16.92		
	Tuition Fall '02		1700	00		1,935.00		
	Books 1/13/03		1800	08		29.45		
	Books 9/16/02		1800	08		20.74		
						2,006.13		
(new vendor) Saundra M. Stark 325 Willamette Placentia, CA 92870	Year 2003		1900	00		1.00		

The claims listed above (totaling \$2,290.83) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/30/03 Agenda Item 10
REPORT NO 4385 Page 4 of 9

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

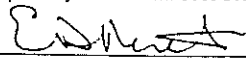
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

2/7/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	12/18/02-1/22/03		2800	00		514.96		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	19706		1800	00		140.08		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Feb 2003		0300	00		186.30		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	1 23/03		2800	00		134.95		
N050301 AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	714-528-8236 1.16/03		0700	01		63.93		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	Feb 2003		1900	00		35.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	1/21/03		1800	00		643.51		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	35544		1800	00		250.95		

The claims listed above (totaling \$1,969.68) 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

1,969.68

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

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

2/7/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev.	Objt/ Rev			Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	2/1/03-2.28/03		0300	00		600.50		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	1/1/03-2/1/03 2/1/03-3/1/03		0300	00		122.50 131.25 253.75		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	13400 13492		2700	01		75.00 75.00 150.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Jan 2003		1900	01		450.00		
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1023524		1300	00		190.00		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1/1/03-1/27/03		2700	09		11.52		
(new vendor) I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	1/22/03		1800	07 00		20.27 14.95 35.22		
(new vendor) OCB Reprographics 17721 Mitchell North Drive Irvine, CA 92614	2606790		1900	00		1,362.56		

The claims listed above (totaling \$3,053.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



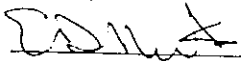
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt'	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt' Rev			Doc Number	SC
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	068129		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2276		1900	00		42.00		
	2406		1900	00		42.00		
						84.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	353125		1800	00		634.53		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	196103		1400	00		105.75		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1214506		1800	00		158.52		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	13103		1900	00		166.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062774		1400	00		1,100.00		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Jan 2003		2700	01		25.20		

The claims listed above (totaling \$2302.00) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/10/03
REPORT NO 4388
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Page 7 of 9

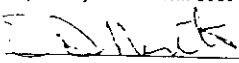
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030130		1900	00		542.50		
N22357 William Brown 122 Anned Dr. Placentia, CA SSN 517-20-2681	326579		1400	00		620.48		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	Dec 2002		2400	08		200.00	02	
	Jan 2003		2400	08		400.00	02	
						600.00		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22274		1400	00		75.00		
N27565 Image Supply 1420 47th Avenue Sacramento, CA 95822-5902	17653		1800	00		221.91		
(new vendor) The Latino Family Literacy Project 1107 Fair Oaks Ave., Suite 225 South Pasadena, CA 91030	612		2400	07		448.31		
(new vendor) Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	714-524-8408 1/4/03		0700	08		156.54		
			0700	07		250.00		
						406.54		
(new vendor) Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614	17		1900	00		1,800.00		

The claims listed above (totaling \$4,714.74) 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

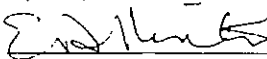
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N038250 Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	02/06/03		1800	00		171.84		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	87340		1400	00		124.68		
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21400868		1300	00		277.52		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	2/7/03		1900	08		270.40	2	
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	2/4/03		1900	08		214.48	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801	2/7/03		1900	08		194.46	2	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Jan-Feb 2003		2700	01		49.16		

The claims listed above (totaling \$1,302.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

02/13/03
4390

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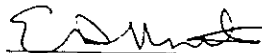
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1/30/03 - 2/6/03		2700	09		50.40		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	2/4/03		1900	08		154.80	2	
N22826A OCB Reprographics 17721 Mitchell North Drive Irvine, CA 92614.	2616710		1900	00		1,136.46		

The claims listed above (totaling \$1,341.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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Page Total

1,341.66

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
February 24, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4391	6,833.39
	4392	2,245.47
	4393	1,073.04
	4394	733.42
	4395	774.68
	4396	2,165.07
	4397	1,777.17
	4398	957.81
	4399	2,413.90
TOTAL CURRENT CLAIMS		<u>\$18,973.95</u>
PAYROLL	4400	28,648.14
	4401	28,648.14
		<u>\$57,296.28</u>
TOTAL		<u><u>\$76,270.23</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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55408		1800	00		46.49		
	55417		1400	00		2,031.46		
						2,077.95		
N01917 Library Video Company P.O. Box 580 Wynnewood, PA 19096-0580	W00321540001		2400	02		337.98		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1591016		2400	05		658.62		
	1597248		2400	05		485.36		
	1597253		2400	05		341.40		
	1598946		2400	05		512.32		
						1,997.70		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	55037126P		2400	05		161.63		
	5036623P		2400	05		87.49		
	51796079P		2400	05		314.20		
						563.32		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35921		0700	05		215.50		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	356816		1800	00		162.04		
	U790278		2400	01		1,038.05		
	U790279		2400	01		125.11		
	U790280		2400	01		158.22		
	U790281		2400	01		157.52		
						1,640.94		

The claims listed above (totaling \$6,833.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc	SC
			BS Acct	Rev	Cat		Number	
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U806211		2400	01		346.29		
	U806212		2400	01		42.77		
	U806213		2400	01		111.17		
	U811683		2400	01		27.45		
	U811684		2400	01		71.95		
	U811685		2400	01		21.39		
	U811686		2400	01		18.52		
	U811687		2400	01		22.40		
	U817406		2400	01		29.19		
	U827355		2400	01		114.26		
	U827356		2400	01		25.49		
	U836260		2400	01		255.15		
	U838804		2400	01		580.40		
	U838805		2400	01		82.90		
	U838806		2400	01		271.97		
U847769		2400	01		27.36			
					2,048.66			
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82210734		2400	01		21.71		
	82215277		2400	01		33.49		
	82215278		2400	01		48.61		
	82215279		2400	01		16.04		
	82215280		2400	01		76.96		
					196.81			

The claims listed above (totaling \$2,245.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc	SC
			BS Acct	Rev			Number	
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82215281		2400	01		75.44		
	82215282		2400	01		52.89		
	82215283		2400	01		34.92		
	82246797		2400	01		39.37		
	82255687		2400	01		15.06		
	82255688		2400	01		53.06		
	82255689		2400	01		84.15		
	82255690		2400	01		15.95		
	82300975		2400	01		17.54		
	82308107		2400	01		16.78		
	82308108		2400	01		16.56		
	82308109		2400	01		48.18		
	82308110		2400	01		176.30		
	82425269		2400	01		17.29		
	82425270		2400	01		15.95		
	82425271		2400	01		33.35		
	82425272		2400	01		114.46		
	82425273		2400	01		75.69		
	82425274		2400	01		21.38		
	82496309		2400	01		19.77		
82504063		2400	01		128.95			
						1,073.04		

The claims listed above (totaling \$1,073.04) 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

1,073.04

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
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82504064		2400	01		80.04		
	82504065		2400	01		51.23		
	82504066		2400	01		16.68		
	82504067		2400	01		17.99		
	82504068		2400	01		18.00		
	82504069		2400	01		32.59		
	82504070		2400	01		31.74		
	82504071		2400	01		9.31		
	82586145		2400	01		36.56		
	82590595		2400	01		15.34		
	82590596		2400	01		17.35		
	82590597		2400	01		49.92		
	82590598		2400	01		16.05		
	82590599		2400	01		16.75		
	82590600		2400	01		118.89		
	82590601		2400	01		24.71		
82590602		2400	01		18.60			
82590603		2400	01		16.67			
						588.42		
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	0263768 A. Shkoler		1600	00		145.00		

The claims listed above (totaling \$733.42) 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

733.42

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06896E Aspen Publishers Inc. PO Box 64054 Baltimore, MD 21264-4054	79692818		1800	00		195.00		
N15075 Cyrise Smith c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	2/11/03		2700	01		13.10		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200302-66		1900	00		15.00		
	200302-42		0700	02		19.95		
						34.95		
N20583 Merryant Publishers, Inc. 7615 S.W. 257th Street Vashon, WA 98070	5355		2400	01		39.45		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	351907		2400	01		139.50		
N23459 Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	69927		2400	01		132.27		
N23569 Placentia Disposal P.O. Box 309 Anaheim, CA 92815	1/1/03		1000	00		35.10		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2662571		2400	09		185.31		

The claims listed above (totaling \$774.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/03
REPORT NO 4396

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objv/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objv/ Rev			Doc Number	SC
N24062 Evergreen Publishing & Stationery 760 West Garvey Ave. Monterey Park, CA 91754	15515		2400	01		1,614.09		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1430584		2400	01		27.16		
	1430585		2400	01		10.98		
	1430586		2400	01		25.57		
	1430587		2400	01		42.48		
	1430588		2400	01		21.24		
	1430589		2400	01		9.67		
	1430590		2400	01		12.88		
	1430591		2400	01		45.05		
	1430592		2400	01		4.52		
	1436777		2400	01		86.94		
	1436778		2400	01		16.48		
	1436779		2400	01		14.16		
	1436780		2400	01		8.37		
	1436781		2400	01		14.67		
	1436782		2400	01		20.21		
	1448541		2400	01		49.03		
	1448542		2400	01		37.41		
	1448543		2400	01		86.80		
	1448544		2400	01		17.36		
						550.98		

The claims listed above (totaling \$2,165.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,165.07

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/03
REPORT NO 4397 Agenda Item 11
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Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1448545		2400	01		32.86		
	1448546		2400	01		15.55		
	1448547		2400	01		29.76		
	1448548		2400	01		4.85		
						83.02		
N26341 LeapFrog SchoolHouse Dept. 33236 PO Box 39000 San Francisco, CA 94139-3236	57945		2400	07		263.13		
(new vendor) Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124	030113		2400	01		246.24		
	030116		2400	01		99.36		
	030127		2400	01		426.60		
						772.20		
(new vendor) Harcourt, Inc. P.O. Box 96448 Chicago, IL 60693	50765233		2400	01		136.44		
(new vendor) ISDOC Attn: Joan C. Finnegan ISDOC Treasurer 258 Sherwood Street Costa Mesa, CA 92627	2003-2004 Dues		1600	00		50.00		
(new vendor) Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-361176		2400	07		472.38		

The claims listed above (totaling \$1,777.17) 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

1,777.17

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/03
REPORT NO 4398 Agenda Item 11
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Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
(new vendor) Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	1/17/03 528-1906		0700	00		122.50		
	1/17/03 528-8236		0700	01		22.37		
						144.87		
(new vendor) Placentia Historical Committee 401 E. Chapman Ave. Placentia, CA 92870	010803phc		2400	01		56.00		
(new vendor) Rainbow Book Company 500 E. Main Street Lake Zurich, IL 60047	21923		2400	07		756.94		

The claims listed above (totaling \$957.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

957.81

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/03
REPORT NO 4399 Agenda Item 11
Page 10 of 12

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
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	12/10/02-2/24/03		0300			651.95		
			0900	00		16.20		
			0900	07		56.98		
			1800	00		434.06		
			1803	09		37.00		
			2400	09		776.71		
			2700	01		114.00		
			2700	02		165.00		
			2700	03		162.00		
						2,413.90		

The claims listed above (totaling \$2,413.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,413.90

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	3/20/03 Pay period # 19 Mar 7, 2003 Mar 20, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, March 20, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	4/3/03 Pay period # 20 Mar 21, 2003 Apr 3, 2003			0100 00		26,612.30		
	FICA			0200 00		2,035.84		
PLEASE WIRE ON THURSDAY, April 3, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

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

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

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

On January 27, 2003 \$7,000 was transferred from the Payroll Checking Account (Wells Fargo Bank) to the Emergency Payroll Savings Account (California National Bank) to replace the funds withdrawn on October 7, 2002 to cover personnel expenses.

RECOMMENDATION:

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/18/02	4318	General by Trustees		7,700.00	-5,089.37
09/19/02		Unsecured Ist	51,178.40	127.95	45,961.08
09/19/02	4319	General by Library Director		4,813.26	41,147.82
09/23/02		State Library ELLI Grant	10,000.00		51,147.82
09/23/02		Library Passport Revenue, Sep	7,743.38		58,891.20
09/23/02		State Library ILL Reimbursement	4,194.49		63,085.69
09/23/02		Library Revenue, Sep	2,040.63		65,126.32
09/23/02		Interest GF Savings	9.82		65,136.14
09/26/02		Interest Aug	445.96	28.90	65,553.20
09/30/02	4320	General by Trustees		1,317.62	64,235.58
09/30/02	4321	General by Trustees		13,853.03	50,382.55
09/30/02	4322	General by Trustees		1,284.83	49,097.72
09/30/02	4323	General by Trustees		1,206.67	47,891.05
10/07/02		Library Passport Revenue, Sep	3,372.00		51,263.05
10/07/02		Library Revenue, Sep	693.35		51,956.40
10/07/02		Interest GF Savings	11.85		51,968.25
10/09/02	4324	General by Library Director		2,193.59	49,774.66
10/16/02		Transfer from Fund 706	50,000.00		99,774.66
10/16/02		Supplemental 2nd Actual	984.36		100,759.02
10/16/02	4325	General		2,475.85	98,283.17
10/16/02	4326	General		3,942.29	94,340.88
10/16/02	4327	General		1,241.00	93,099.88
10/16/02	4328	General		603.79	92,496.09
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	64,761.09
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	37,026.09
10/17/02	4331	General by Trustees		5,569.66	31,456.43
10/17/02	4332	General by Trustees		3,169.93	28,286.50
10/21/02		Library Passport Revenue, Oct	5,282.29		33,568.79
10/21/02		Library Revenue, Oct	1,514.91		35,083.70
10/21/02		Wells Fargo Grant for Spanish Literacy	1,000.00		36,083.70
10/21/02		Interest GF Savings	3.09		36,086.79
10/22/02	4333	General by Library Director		1,235.13	34,851.66
10/30/02	4334	General by Library Director		5,209.22	29,642.44
10/30/02	4335	General by Library Director		611.63	29,030.81
10/30/02	4336	General by Library Director		1,642.63	27,388.18
10/31/02		Interest Sep	533.07	30.06	27,891.19
11/13/02	4337	General by Library Director		2,285.00	25,606.19
11/14/02	4338	General by Library Director		1,960.13	23,646.06
11/14/02	4339	General by Library Director		1,170.90	22,475.16
11/14/02	4340	General by Library Director		1,246.57	21,228.59
11/18/02	4341	General by Library Director		749.23	20,479.36
11/20/02		Library Passport Revenue, Nov	10,503.47		30,982.83
11/20/02		State Library Family Literacy Grant	6,030.00		37,012.83
11/20/02		Library Revenue, Nov	2,849.08		39,861.91
11/20/02		Supplemental 3rd Actual	2,178.84		42,040.75
11/20/02		Interest GF Savings	6.81		42,047.56
11/25/02		Interest Oct	396.43	23.28	42,420.71
11/26/02		Property Taxes Secured #1	117,606.94	294.02	159,733.63
11/27/02	4342	General		10,777.04	148,956.59
2/19/03	11/27/02	4343	General	2,005.99	146,950.60

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/21/03	4377	General		3,974.55	359,669.47
01/21/03	4378	General		2,111.72	357,557.75
01/21/03	4379	General		1,892.87	355,664.88
01/21/03	4380	General		2,434.33	353,230.55
01/21/03	4381	Payroll to wire February 20, 2003		28,648.14	324,582.41
01/21/03	4382	Payroll to wire March 6, 2003		28,648.14	295,934.27
01/23/03		Library Passport Revenue, Jan	8,614.57		304,548.84
01/23/03		State Library Grant Staff Education	5,676.00		310,224.84
01/23/03		Library Revenue, Jan	1,929.28		312,154.12
01/23/03		Interest GF Savings	3.29		312,157.41
01/24/03		Interest Dec	848.35	56.68	312,949.08
01/25/03	4383	General by Library Director		8,146.75	304,802.33
01/25/03	4384	General by Library Director		2,290.83	302,511.50
01/30/03	4385	General by Library Director		1,969.68	300,541.82
01/30/03	4386	General by Library Director		3,053.55	297,488.27
02/10/03	4387	General by Library Director		2,302.00	295,186.27
02/10/03	4388	General by Library Director		4,714.74	290,471.53
02/13/03	4389	General by Library Director		1,302.54	289,168.99
02/13/03	4390	General by Library Director		1,341.66	287,827.33
02/24/03	4391	General		6,833.39	280,993.94
02/24/03	4392	General		2,245.47	278,748.47
02/24/03	4393	General		1,073.04	277,675.43
02/24/03	4394	General		733.42	276,942.01
02/24/03	4395	General		774.68	276,167.33
02/24/03	4396	General		2,165.07	274,002.26
02/24/03	4397	General		1,777.17	272,225.09
02/24/03	4398	General		957.81	271,267.28
02/24/03	4399	General		2,413.90	268,853.38
02/24/03	4400	Payroll to wire March 20, 2003		28,648.14	240,205.24
02/24/03	4401	Payroll to wire April 3, 2003		28,648.14	211,557.10

Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

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

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

2002-2003

	Fiscal Year 2001-2002					TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 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						0.00	0.00
31-Mar-03						0.00	0.00
30-Apr-03						0.00	0.00
31-May-03						0.00	0.00
30-Jun-03						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow

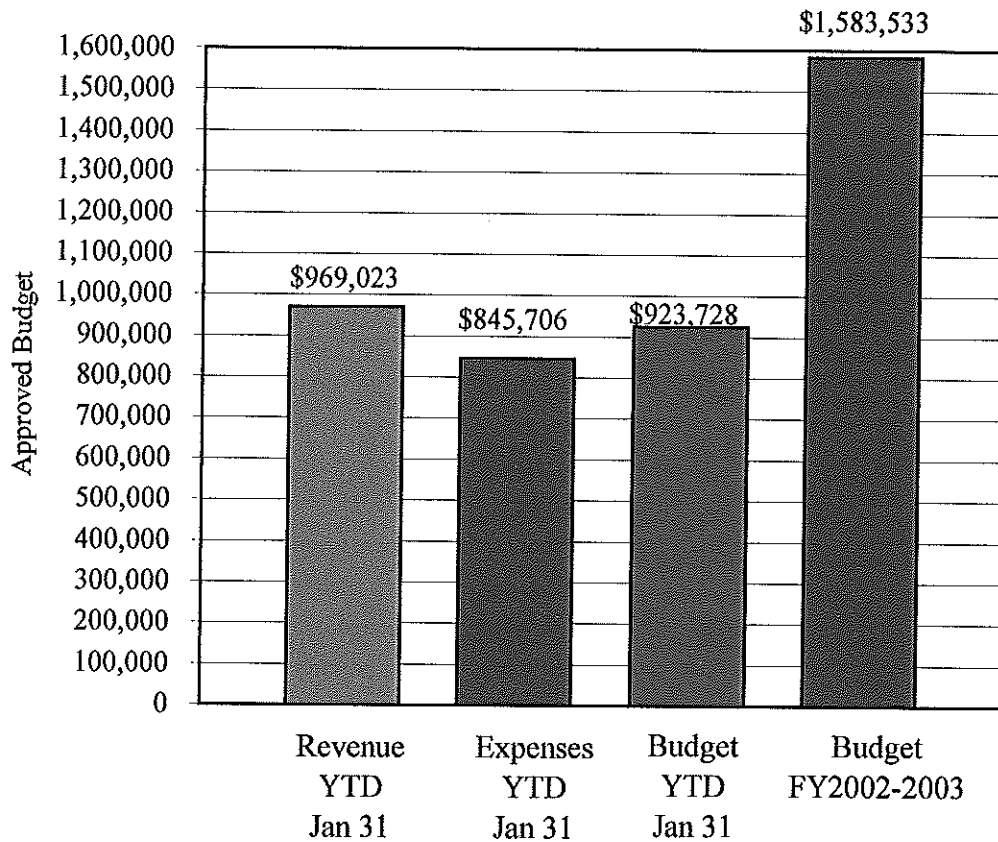
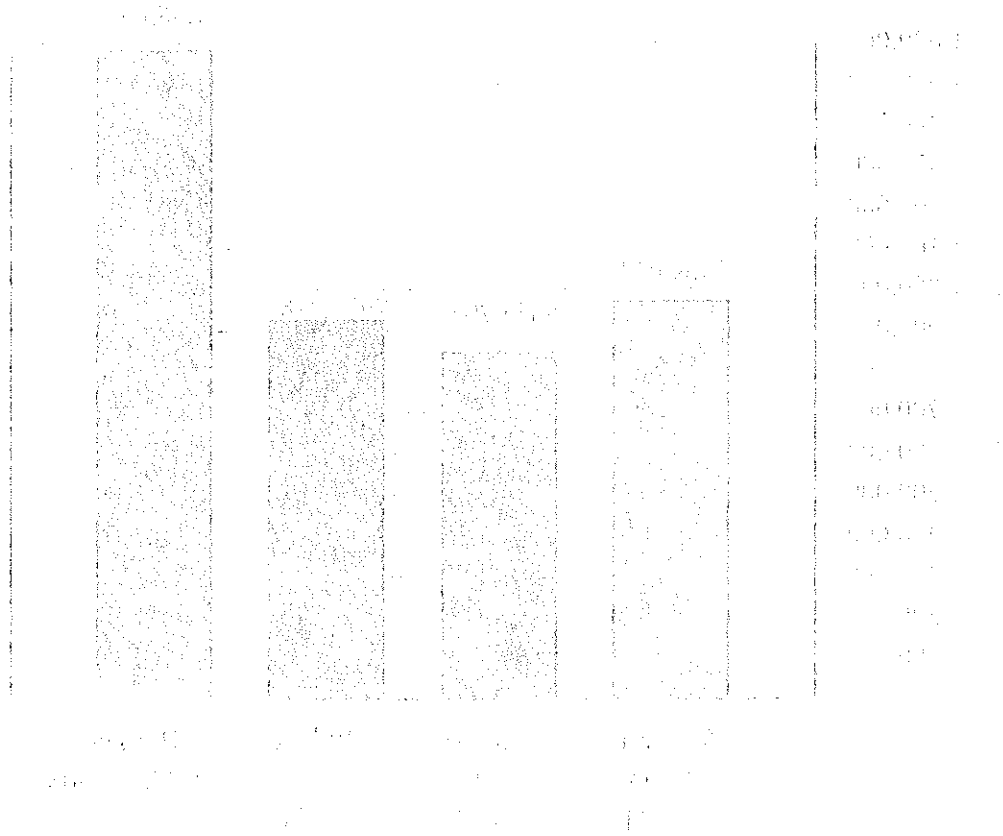


Figure 1. The effect of the concentration of the inhibitor on the growth of the yeast cells. The yeast cells were grown in the presence of the inhibitor at different concentrations for 24 hours. The optical density (OD) was measured at 600 nm.



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
February 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	610,746.92	566,129.67	35,081.94	160,169.98	57.13%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	610,685.99	580,006.08	35,081.94	160,169.98	55.17%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	54,527.97	53,874.62	3,347.60	1,882.62	99.14%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	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	35,000	23,337.31	23,299.62	14,481.60	8,453.98	66.68%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	23,337.31	25,046.44	14,481.60	8,453.98	66.68%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	718,906.04	672,261.45	52,911.14	170,506.58	58.95%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	3,366.72	4,114.37	851.64	575.40	15.30%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	3,366.72	4,114.37	851.64	575.40	15.30%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	8,169.27	8,050.52	5,718.49	5,635.37	51.70%
6970-00	State - ILL & Direct Loan Reimbursement	0	8,099.44	4,999.56	0.00	3,860.33	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	6,030.00	5,000.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	5,676.00	5,000.00	5,676.00	5,000.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	160,485.44	14,999.56	5,676.00	8,860.33	109.77%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	16,683.86	16,954.61	1,929.28	1,492.15	55.61%
7670-01	Local Revenue -- Passport	150,000	60,411.37	30,348.80	8,614.57	3,637.40	40.27%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	0	1,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	78,095.23	47,303.41	10,543.85	5,129.55	43.39%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	969,022.70	746,729.31	75,701.12	190,707.23	61.19%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	396,083.90	374,930.00	53,224.60	50,124.00	57.24%
0200	Retirement (Social Security & Pension Contribution)	98,103	71,654.81	71,812.41	4,071.68	3,798.00	73.04%
	Health & Life Insurance/Blue Shield CA	48,584	25,547.90	19,172.40	4,572.98	2,996.51	52.59%
	Long Term Disability/CNA	3,903	2,076.76	1,861.89	535.64	492.10	53.22%
	Life Insurance/Fortis & Protective Life	2,194	537.45	1,192.85	0.00	875.25	24.50%
	Vision Service Plan/VSP	2,886	1,255.86	1,608.16	208.32	233.36	43.52%
	Dental/Ameritas	6,918	3,323.90	3,500.70	571.90	650.80	48.05%
0300	Total Employee Insurance	64,484	32,741.87	27,336.00	5,888.84	5,248.02	50.78%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	3,127.00	8,476.00	0.00	8,476.00	27.67%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	504,001.58	482,554.41	63,185.12	67,646.02	58.21%
0700-00	Communications - Telephone	4,000	1,050.76	2,326.08	73.95	549.15	26.27%
0700-01	Communications - Modem/Fax	6,000	3,831.62	3,457.61	714.83	1,053.32	63.86%
0700-02	Communications - Internet/Database	2,500	504.87	897.33	54.90	69.90	20.19%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	862.00	899.81	0.00	215.00	31.93%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	817.45	242.40	57.31	88.15	163.49%
	Total Communications	15,950	7,066.70	7,823.23	900.99	1,975.52	44.31%
0900-00	Food - General Fund	100	68.06	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	85.21	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	0.00	0.00	
	Total Food	600	221.90	0.00	0.00	0.00	36.98%
1000-00	Household Expense	5,000	2,564.22	6,404.66	0.00	5,186.83	51.28%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	1,209.97	1,991.00	277.52	0.00	26.89%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	11,304.37	4,860.00	996.31	0.00	98.30%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	12,748.97	6,851.00	1,273.83	0.00	72.85%
	HVAC	2,500	5,689.88	908.88	0.00	139.00	227.60%
	Carpet Cleaning	3,500	430.98	0.00	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	17,409.92	8,364.08	2,283.32	0.00	58.03%
	Plumbing	1,800	928.22	3,464.05	107.75	3,296.44	51.57%
	Electrical	1,500	1,442.49	313.19	0.00	0.00	96.17%
	Cleaning Service	13,700	7,700.00	7,550.00	1,100.00	1,100.00	56.20%
	Locksmith	200	1,182.86	131.41	83.38	0.00	591.43%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	1,387.59	454.52	386.40	219.56	27.75%
1400-00	Total Maintenance of Building & Grounds	58,200	36,171.94	21,186.13	3,960.85	4,755.00	62.15%
	Memberships - General Fund	3,750	1,618.00	922.50	1,478.00	0.00	43.15%
1600-07	Memberships - ELLI Grant	250	125.00	0.00	125.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	275.50	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,223.00	1,198.00	1,603.00	0.00	50.52%
	Miscellaneous Expense - General Fund	0	3,285.00	0.00	1,935.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	3,285.00	0.00	1,935.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
	Library Supplies	10,000	6,942.49	8,184.09	2,446.98	309.87	69.42%
	Printing	10,000	5,632.23	3,595.23	463.62	249.42	56.32%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	861.55	1,210.09	213.80	0.00	57.44%
	Paper	1,700	184.43	999.95	0.00	88.18	10.85%
	Drinking Water Service	325	192.50	156.00	27.50	26.00	59.23%
	Other Office Supplies	8,500	4,587.72	7,220.01	442.09	266.29	53.97%
1800-00	Total Office Supply Expense - General Fund	32,025	18,400.92	21,365.37	3,593.99	939.76	57.46%
1800-07	ELLI Grant Supply Expense	2,611	901.06	513.56	0.00	0.00	
	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	4,045.59	1,649.71	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	306.93	4,078.40	50.19	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,000	4,352.52	8,052.88	50.19	0.00	87.05%
1800-09	Supply Expense Families for Literacy	500	108.54	607.80	0.00	88.86	
	Total Office Expense	40,136	23,763.04	30,539.61	3,644.18	1,028.62	59.21%
1803-00	Postage Expense - General Fund	5,500	2,772.70	2,604.32	0.00	(20.35)	50.41%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	6.62	0.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	2,872.70	3,146.79	0.00	(20.35)	51.30%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	245.00	210.00	70.00	35.00	58.33%
	Pension Contribution & Operating Expenses	7,500	5,126.63	2,271.42	1,397.53	0.00	68.36%
	Anaheim Consortium Automated Library System	31,000	30,169.74	0.00	30,169.74	0.00	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	247.71	226.26	0.00	37.71	49.15%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,269.04	6,264.41	56.68	6,129.01	79.88%
	Advertising (Including WEB Site)	2,000	1,127.52	0.00	0.00	0.00	56.38%
	Medical Exams	750	817.50	920.00	111.00	0.00	109.00%
	Collection Services - Accounts Receivable	2,500	1,189.54	1,449.58	82.45	0.00	47.58%
	Audit & Accounting Services	5,250	4,385.00	5,150.00	0.00	500.00	83.52%
	Payroll Preparation	3,250	1,829.06	1,766.89	432.50	365.24	56.28%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	4,648.15	15,151.89	45.53	542.56	26.56%
1900-00	Total Specialized Services - General Fund	87,774	57,054.89	33,410.45	32,365.43	7,609.52	65.00%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0	471.74	3,526.85	471.74	3,526.85	
1900-08	Specialized Services - Adult Literacy	9,500	4,370.85	1,125.00	1,311.58	0.00	46.01%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	183.69	0.00	35.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	1,736.24	1,550.01	96.07	405.13	14.47%
	Total Specialized Services	110,774	63,633.72	52,088.81	34,244.82	11,576.50	57.44%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	313.58	0.00	0.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	58,208.29	58,051.90	7,471.65	7,418.32	48.19%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	31,489.92	37,694.25	7,203.87	8,950.53	21.65%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	31,790.29	19,202.97	1,140.87	0.00	
2400-04	Special Department Expense - Periodicals	0	7,766.01	588.96	105.20	0.00	
2400-05	Special Department Expense - Audio	0	4,599.56	4,684.97	2,410.57	204.23	
2400-07	Special Department Expense - ELLI Grant	5,900	1,175.67	47.08	23.57	47.08	
2400-08	Special Department Expense - Adult Literacy	2,000	4,979.93	2,282.24	0.00	0.00	249.00%
2400-09	Special Department Expense - Families for Literacy	0	794.08	75.51	36.78	75.51	
	Total Special Department Expense	153,360	82,595.46	64,866.10	10,920.86	9,277.35	53.86%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,093.56	1,673.23	39.61	0.00	83.74%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,941.04	3,664.53	95.94	917.83	39.21%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	399.00	292.52	0.00	5.00	79.80%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	393.68	391.44	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	383.44	0.00	39.95	102.54%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	147.30	0.00	20.81	0.00	
	Total Transportation/Travel - Meetings	14,500	6,999.93	7,499.75	156.36	962.78	48.28%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	33,437.69	0.00	0.00	23.02%
	Gas	5,000	625.52	661.34	299.42	290.72	12.51%
	Water	3,750	2,165.77	2,338.30	137.65	111.99	57.75%
	Total Utilities	71,750	17,291.96	36,437.33	437.07	402.71	24.10%
	TOTAL SUPPLIES & SERVICES	625,726	327,712.51	301,372.85	66,548.61	42,563.28	52.37%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	3,044.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	5,420.29	3,381.47	3,610.14	0.00	27.10%
4000-07	Equipment - ELLJ Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	8,146.30	3,381.47	3,610.14	0.00	38.79%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	8,608.55	3,381.47	3,610.14	0.00	40.99%
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	845,706.44	789,337.41	136,387.87	110,209.30	53.41%

02/12/03

Placentia Library District
Balance Sheet
 As of January 31, 2003

	<u>Jan 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	657.56
County Exempt - Savings	1,948.29
General Fund - Checking	7,097.56
General Fund - Savings	12,720.19
Literacy Fund - Savings	7,520.04
Payroll Checking - Wells Fargo	10,306.28
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>83,055.30</u>
Total Current Assets	<u>83,055.30</u>
TOTAL ASSETS	<u><u>83,055.30</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	-1,906.04
Total Equity	<u>83,055.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>83,055.30</u></u>

Placentia Library District Profit & Loss by Class January 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Friends Contributions	15.00	0.00	0.00	0.00	15.00
COE Interest	0.96	0.00	0.00	0.00	0.96
COE Life Insur Suplm(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	765.00	0.00	0.00	0.00	765.00
COE Miscellaneous Income	148.00	0.00	0.00	0.00	148.00
COE Passport Chck Reimbursement	3,348.65	0.00	0.00	0.00	3,348.65
GF Cash Register - Copy/Debit	0.00	128.80	0.00	0.00	128.80
GF Cash Register - Fines	0.00	1,427.78	0.00	0.00	1,427.78
GF Cash Register - Lost Items	0.00	149.14	0.00	0.00	149.14
GF Cash Register - Reserves	0.00	73.50	0.00	0.00	73.50
GF Interest	0.00	7.90	0.00	0.00	7.90
GF Miscellaneous Income	0.00	15.00	0.00	0.00	15.00
GF Passport Revenue	0.00	10,133.40	0.00	0.00	10,133.40
GF State Library Grants	0.00	11,676.00	0.00	0.00	11,676.00
GF State of CA Foundation Funds	0.00	58.15	0.00	0.00	58.15
GF Transfers from County	0.00	1,300.62	0.00	0.00	1,300.62
GF Typewriter Income	0.00	2.45	0.00	0.00	2.45
LIT Interest Inc - Savings	0.00	0.00	3.83	0.00	3.83
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	90.08	90.08
PA Interest Inc - Savings	0.00	0.00	0.00	0.26	0.26
PA Wire Transfer from County	0.00	0.00	0.00	57,296.28	57,296.28
Total Income	4,317.49	24,972.74	3.83	57,386.62	86,680.68
Expense					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Friend's Director's Fund	206.80	0.00	0.00	0.00	206.80
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	148.00	0.00	0.00	0.00	148.00
COE Passport Expenses	4,115.95	0.00	0.00	0.00	4,115.95
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	56.98	0.00	0.00	56.98
GF Literacy	0.00	776.71	0.00	0.00	776.71
GF Miscellaneous	0.00	6.14	0.00	0.00	6.14
GF Office Expense	0.00	427.92	0.00	0.00	427.92
GF Postage	0.00	37.00	0.00	0.00	37.00
GF Transfers to County	0.00	16,223.14	0.00	0.00	16,223.14
GF Travel Staff	0.00	104.00	0.00	0.00	104.00
GF Travel Trustees	0.00	152.00	0.00	0.00	152.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,274.00	1,274.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,190.24	1,190.24
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	392.00	392.00
PA Payroll Taxes	0.00	0.00	0.00	15,029.91	15,029.91

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Salaries	0.00	0.00	0.00	37,905.04	37,905.04
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	4,647.27	17,798.89	0.00	55,851.07	78,297.23
Net Income	-329.78	7,173.85	3.83	1,535.55	8,383.45

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

02/18/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,381.91	0.00	0.00	0.00	1,381.91
COE Friends Contributions	853.00	0.00	0.00	0.00	853.00
COE Interest	7.13	0.00	0.00	0.00	7.13
COE Life Insur Suplmt(EDM)	358.92	0.00	0.00	0.00	358.92
COE Meeting Room Income	2,095.00	0.00	0.00	0.00	2,095.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	25,382.50	0.00	0.00	0.00	25,382.50
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	29.50	0.00	0.00	0.00	29.50
GF Cash Register - Childrens	0.00	115.83	0.00	0.00	115.83
GF Cash Register - Copy/Debit	0.00	1,013.66	0.00	0.00	1,013.66
GF Cash Register - Fines	0.00	10,505.53	0.00	0.00	10,505.53
GF Cash Register - Lost Items	0.00	877.73	0.00	0.00	877.73
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	844.39	0.00	0.00	844.39
GF County Reimbursements	0.00	6,163.18	0.00	0.00	6,163.18
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	60.95	0.00	0.00	60.95
GF Miscellaneous Income	0.00	2,161.30	0.00	0.00	2,161.30
GF Non Government Grant	0.00	11,000.00	0.00	0.00	11,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	62,934.02	0.00	0.00	62,934.02
GF State Library Grants	0.00	148,386.00	0.00	0.00	148,386.00
GF State Library Reimbursements	0.00	8,099.44	0.00	0.00	8,099.44
GF State of CA Foundation Funds	0.00	58.15	0.00	0.00	58.15
GF Transfers from County	0.00	13,297.01	0.00	0.00	13,297.01
GF Typewriter Income	0.00	4.85	0.00	0.00	4.85
LIT Interest Inc - Savings	0.00	0.00	33.09	0.00	33.09
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	587.05	587.05
PA Interest Inc - Savings	0.00	0.00	0.00	12.61	12.61
PA Wire Transfer from County	0.00	0.00	0.00	432,053.04	432,053.04
PA Wire Transfer from Paychex	0.00	0.00	0.00	24,118.80	24,118.80
Total Income	35,388.76	266,653.96	33.09	456,771.50	758,847.31
Expense					
COE Bank fees	237.65	0.00	0.00	0.00	237.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childin's Summer Rding Prgm	2,734.00	0.00	0.00	0.00	2,734.00
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	357.30	0.00	0.00	0.00	357.30
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,215.96	0.00	0.00	0.00	1,215.96
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12

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

02/18/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	163.00	0.00	0.00	0.00	163.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	23,449.20	0.00	0.00	55.00	23,504.20
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	538.12	0.00	0.00	538.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	107.65	0.00	0.00	107.65
GF Bankcard Service Charge	0.00	105.00	0.00	0.00	105.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	879.27	0.00	0.00	879.27
GF Insurance	0.00	651.95	0.00	0.00	651.95
GF Literacy	0.00	1,155.28	0.00	0.00	1,155.28
GF Miscellaneous	0.00	5,721.36	0.00	0.00	5,721.36
GF Office Expense	0.00	753.77	0.00	0.00	753.77
GF Postage	0.00	63.17	0.00	0.00	63.17
GF Printing	0.00	233.74	0.00	0.00	233.74
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	238,068.09	0.00	0.00	238,068.09
GF Travel Staff	0.00	1,954.42	0.00	0.00	1,954.42
GF Travel Trustees	0.00	754.21	0.00	0.00	754.21
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	524.42	524.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	12,827.16	12,827.16
PA Employee 125 Co-Pay	0.00	0.00	0.00	5,744.07	5,744.07
PA Employee Life Insurance	0.00	0.00	0.00	319.04	319.04
PA Garnishment	0.00	0.00	0.00	5,488.00	5,488.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	130,251.01	130,251.01
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	266,784.91	266,784.91
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	36,061.80	252,569.47	0.00	472,122.08	760,753.35
Net Income	-673.04	14,084.49	33.09	-15,350.58	-1,906.04

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 01/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,762.66
Cleared Transactions						
Checks and Payments - 48 Items						
Check	12/28/2002	4128	Passport Services	X	-55.00	-55.00
Check	12/30/2002	4130	Passport Services	X	-55.00	-110.00
Check	12/30/2002	4129	Passport Services	X	-55.00	-165.00
Check	1/2/2003	4135	Passport Services	X	-115.00	-280.00
Check	1/2/2003	4131	Passport Services	X	-115.00	-395.00
Check	1/2/2003	4132	Passport Services	X	-110.00	-505.00
Check	1/2/2003	4133	Passport Services	X	-175.00	-680.00
Check	1/2/2003	4134	Passport Services	X	-55.00	-735.00
Check	1/4/2003	4137	Passport Services	X	-55.00	-790.00
Check	1/4/2003	4136	Passport Services	X	-40.00	-830.00
Check	1/6/2003	4138	Home Depot	X	-20.72	-850.72
Check	1/6/2003	4139	Passport Services	X	-55.00	-905.72
Check	1/7/2003	4142	Passport Services	X	-115.00	-1,020.72
Check	1/7/2003	4140	US Postmaster Pla...	X	-148.00	-1,168.72
Check	1/7/2003	4141	Passport Services	X	-40.00	-1,208.72
Check	1/8/2003	4144	Passport Services	X	-40.00	-1,248.72
Check	1/8/2003	4145	Passport Services	X	-200.00	-1,448.72
Check	1/9/2003	4146	Passport Services	X	-115.00	-1,563.72
Check	1/11/2003	4151	Passport Services	X	-40.00	-1,603.72
Check	1/11/2003	4150	Passport Services	X	-55.00	-1,658.72
Check	1/11/2003	4148	Passport Services	X	-95.00	-1,753.72
Check	1/11/2003	4147	Passport Services	X	-100.00	-1,853.72
Check	1/11/2003	4149	Passport Services	X	-55.00	-1,908.72
Check	1/13/2003	4153	Passport Services	X	-100.00	-2,008.72
Check	1/13/2003	4152	Passport Services	X	-55.00	-2,063.72
Check	1/15/2003	4154	Passport Services	X	-110.00	-2,173.72
Check	1/16/2003	4156	Passport Services	X	-205.00	-2,378.72
Check	1/16/2003	4155	Passport Services	X	-55.00	-2,433.72
Check	1/16/2003	4157	Passport Services	X	-55.00	-2,488.72
Check	1/18/2003	4158	Passport Services	X	-115.00	-2,603.72
Check	1/18/2003	4159	Passport Services	X	-55.00	-2,658.72
Check	1/18/2003	4160	Passport Services	X	-55.00	-2,713.72
Check	1/20/2003	4161	Passport Services	X	-40.00	-2,753.72
Check	1/21/2003	4162	Passport Services	X	-55.00	-2,808.72
Check	1/21/2003	4163	Passport Services	X	-205.00	-3,013.72
Check	1/22/2003	4165	Passport Services	X	-110.00	-3,123.72
Check	1/22/2003	4164	Passport Services	X	-55.00	-3,178.72
Check	1/22/2003	4166	Passport Services	X	-110.00	-3,288.72
Check	1/23/2003	4168	Passport Services	X	-55.00	-3,343.72
Check	1/23/2003	4167	Passport Services	X	-55.00	-3,398.72
Check	1/23/2003	4169	Passport Services	X	-55.00	-3,453.72
Check	1/23/2003	4170	Passport Services	X	-115.00	-3,568.72
Check	1/23/2003	4171	Passport Services	X	-115.00	-3,683.72
Check	1/25/2003	4175	Passport Services	X	-137.30	-3,821.02
Check	1/25/2003	4173	Passport Services	X	-80.00	-3,901.02
Check	1/25/2003	4172	Passport Services	X	-40.00	-3,941.02
Check	1/25/2003	4174	Passport Services	X	-68.65	-4,009.67
Check	1/31/2003			X	-11.00	-4,020.67
Total Checks and Payments					-4,020.67	-4,020.67
Deposits and Credits - 17 Items						
Deposit	1/6/2003			X	225.00	225.00
Deposit	1/6/2003			X	15.00	240.00
Deposit	1/6/2003			X	95.00	335.00
Deposit	1/7/2003			X	95.00	430.00
Deposit	1/7/2003			X	148.00	578.00
Deposit	1/8/2003			X	155.00	733.00
Deposit	1/13/2003			X	115.00	848.00
Deposit	1/14/2003			X	980.00	1,828.00
Deposit	1/14/2003			X	55.00	1,883.00
Deposit	1/20/2003			X	55.00	1,938.00
Deposit	1/22/2003			X	150.00	2,088.00
Deposit	1/23/2003			X	140.00	2,228.00
Deposit	1/27/2003			X	108.65	2,336.65
Deposit	1/27/2003			X	980.00	3,316.65
Deposit	1/27/2003			X	115.00	3,431.65

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 01/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	1/28/2003			X	55.00	3,486.65
Deposit	1/30/2003			X	55.00	3,541.65
Total Deposits and Credits					3,541.65	3,541.65
Total Cleared Transactions					-479.02	-479.02
Cleared Balance					-479.02	1,283.64
Uncleared Transactions						
Checks and Payments - 9 items						
Check	1/27/2003	4176	Passport Services		-55.00	-55.00
Check	1/27/2003	4177	Passport Services		-55.00	-110.00
Check	1/28/2003	4178	Passport Services		-55.00	-165.00
Check	1/29/2003	4181	Passport Services		-55.00	-220.00
Check	1/29/2003	4179	Photography by Joh...		-61.42	-281.42
Check	1/29/2003	4182	Passport Services		-110.00	-391.42
Check	1/29/2003	4180	Passport Services		-55.00	-446.42
Check	1/30/2003	4184	Passport Services		-55.00	-501.42
Check	1/30/2003	4183	I.M.P.A.C. Govern...		-124.66	-626.08
Total Checks and Payments					-626.08	-626.08
Total Uncleared Transactions					-626.08	-626.08
Register Balance as of 01/31/2003					-1,105.10	657.56
New Transactions						
Checks and Payments - 16 items						
Check	2/1/2003	4185	Passport Services		-115.00	-115.00
Check	2/1/2003	4186	Passport Services		-55.00	-170.00
Check	2/3/2003	4187	Passport Services		-68.65	-238.65
Check	2/3/2003	4190	Passport Services		-115.00	-353.65
Check	2/3/2003	4191	Passport Services		-55.00	-408.65
Check	2/3/2003	4189	Passport Services		-128.65	-537.30
Check	2/3/2003	4188	Passport Services		-55.00	-592.30
Check	2/4/2003	4192	Passport Services		-55.00	-647.30
Check	2/5/2003	4193	Passport Services		-40.00	-687.30
Check	2/8/2003	4194	Passport Services		-55.00	-742.30
Check	2/8/2003	4195	Passport Services		-100.00	-842.30
Check	2/9/2003	4197	Passport Services		-95.00	-937.30
Check	2/9/2003	4196	Passport Services		-110.00	-1,047.30
Check	2/10/2003	4200	Passport Services		-100.00	-1,147.30
Check	2/10/2003	4199	Passport Services		-55.00	-1,202.30
Check	2/10/2003	4198	Passport Services		-40.00	-1,242.30
Total Checks and Payments					-1,242.30	-1,242.30
Deposits and Credits - 6 items						
Deposit	2/3/2003				55.00	55.00
Deposit	2/3/2003				500.00	555.00
Deposit	2/3/2003				55.00	610.00
Deposit	2/5/2003				95.00	705.00
Deposit	2/6/2003				30.00	735.00
Deposit	2/10/2003				165.00	900.00
Total Deposits and Credits					900.00	900.00
Total New Transactions					-342.30	-342.30
Ending Balance					-1,447.40	315.26

EDM
2/11/03

7:11 AM
02/11/03

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 01/31/2003**

Agenda Item 14
COE Fund Savings
Page 8 of 13

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,989.92
Cleared Transactions						
Checks and Payments - 2 items						
Check	12/28/2002	1501	Protective Life Insur...	X	-651.95	-651.95
Check	1/31/2003			X	-10.00	-661.95
Total Checks and Payments					-661.95	-661.95
Deposits and Credits - 10 Items						
Deposit	1/9/2003			X	30.00	30.00
Deposit	1/13/2003			X	570.00	600.00
Deposit	1/15/2003			X	40.00	640.00
Deposit	1/15/2003			X	19.94	659.94
Deposit	1/16/2003			X	35.00	694.94
Deposit	1/27/2003			X	30.00	724.94
Deposit	1/29/2003			X	19.94	744.88
Check	1/29/2003	1502	Photography by Joh...	X	0.00	744.88
Deposit	1/30/2003			X	30.00	774.88
Deposit	1/31/2003			X	0.96	775.84
Total Deposits and Credits					775.84	775.84
Total Cleared Transactions					113.89	113.89
Cleared Balance					113.89	2,103.81
Uncleared Transactions						
Checks and Payments - 1 item						
Check	1/29/2003	1503	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 01/31/2003					-41.63	1,948.29
Ending Balance					-41.63	1,948.29

*Done
2/11/03*

7:20 AM
02/11/03

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 01/26/2003**

Agenda Item 14
General Fund Checking
Page 9 of 13

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,044.64
Cleared Transactions						
Checks and Payments - 15 items						
Check	12/19/2002	4637	Placentia Chamber ...	X	-20.00	-20.00
Check	12/28/2002	4639	Protective Life Insur...	X	-651.95	-671.95
Check	1/3/2003		Bank of the West	X	-15.00	-686.95
Check	1/6/2003	4640	Capitol Weekly	X	-199.00	-885.95
Check	1/8/2003	4641	Munson, Cronick & ...	X	-90.00	-975.95
Check	1/13/2003	4642	Scholastic Warehou...	X	-251.68	-1,227.63
Check	1/15/2003	4643	All Star Awards	X	-6.14	-1,233.77
Check	1/15/2003	4644	Placentia Chamber ...	X	-20.00	-1,253.77
Check	1/20/2003	4645	Munson, Cronick & ...	X	-88.30	-1,342.07
Check	1/21/2003	4646	Lakeshore Learning...	X	-380.11	-1,722.18
Check	1/22/2003	4649	Placentia Chamber ...	X	-30.00	-1,752.18
Check	1/22/2003	4647	Lakeshore Learning...	X	-144.92	-1,897.10
Check	1/23/2003	4650	US Postmaster Pla...	X	-37.00	-1,934.10
Check	1/27/2003	4653	Sam's Club	X	-56.98	-1,991.08
Check	1/29/2003	4654	Radio Shack	X	-50.62	-2,041.70
Total Checks and Payments					-2,041.70	-2,041.70
Deposits and Credits - 1 item						
Deposit	1/7/2003			X	1,300.62	1,300.62
Total Deposits and Credits					1,300.62	1,300.62
Total Cleared Transactions					-741.08	-741.08
Cleared Balance					-741.08	7,303.56
Uncleared Transactions						
Checks and Payments - 3 items						
Check	1/22/2003	4648	Association of Fund...		-50.00	-50.00
Check	1/26/2003	4651	CALTAC		-108.00	-158.00
Check	1/26/2003	4652	ISDOC		-48.00	-206.00
Total Checks and Payments					-206.00	-206.00
Total Uncleared Transactions					-206.00	-206.00
Register Balance as of 01/26/2003					-947.08	7,097.56
Ending Balance					-947.08	7,097.56

EW
2/11/03

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 01/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,271.21
Cleared Transactions						
Checks and Payments - 1 item						
Check	1/21/2003	1206	Orange County Aud...	X	-16,223.14	-16,223.14
Total Checks and Payments					-16,223.14	-16,223.14
Deposits and Credits - 29 items						
Deposit	1/2/2003			X	236.95	236.95
Deposit	1/6/2003			X	332.00	568.95
Deposit	1/6/2003			X	575.75	1,144.70
Deposit	1/6/2003			X	363.50	1,508.20
Deposit	1/7/2003			X	374.50	1,882.70
Deposit	1/7/2003			X	5,676.00	7,558.70
Deposit	1/8/2003			X	581.10	8,139.80
Deposit	1/9/2003			X	353.70	8,493.50
Deposit	1/13/2003			X	312.85	8,806.35
Deposit	1/13/2003			X	366.15	9,172.50
Deposit	1/13/2003			X	515.00	9,687.50
Deposit	1/14/2003			X	441.45	10,128.95
Deposit	1/15/2003			X	489.20	10,618.15
Deposit	1/16/2003			X	495.50	11,113.65
Deposit	1/20/2003			X	442.70	11,556.35
Deposit	1/20/2003			X	421.00	11,977.35
Deposit	1/20/2003			X	318.65	12,296.00
Deposit	1/21/2003			X	67.15	12,363.15
Deposit	1/22/2003			X	1,088.78	13,451.93
Deposit	1/22/2003			X	503.54	13,955.47
Deposit	1/23/2003			X	426.69	14,382.16
Deposit	1/27/2003			X	488.06	14,870.22
Deposit	1/27/2003			X	688.00	15,558.22
Deposit	1/27/2003			X	812.40	16,370.62
Deposit	1/28/2003			X	432.85	16,803.47
Deposit	1/28/2003			X	6,015.00	22,818.47
Deposit	1/29/2003			X	411.50	23,229.97
Deposit	1/30/2003			X	434.25	23,664.22
Deposit	1/31/2003			X	7.90	23,672.12
Total Deposits and Credits					23,672.12	23,672.12
Total Cleared Transactions					7,448.98	7,448.98
Cleared Balance					7,448.98	12,720.19
Register Balance as of 01/31/2003					7,448.98	12,720.19
New Transactions						
Deposits and Credits - 12 items						
Deposit	2/3/2003				2,076.61	2,076.61
Deposit	2/3/2003				90.00	2,166.61
Deposit	2/3/2003				907.75	3,074.36
Deposit	2/3/2003				270.00	3,344.36
Deposit	2/3/2003				170.34	3,514.70
Deposit	2/3/2003				794.65	4,309.35
Deposit	2/4/2003				525.39	4,834.74
Deposit	2/5/2003				458.05	5,292.79
Deposit	2/6/2003				340.35	5,633.14
Deposit	2/10/2003				571.00	6,204.14
Deposit	2/10/2003				630.00	6,834.14
Deposit	2/10/2003				269.00	7,103.14
Total Deposits and Credits					7,103.14	7,103.14
Total New Transactions					7,103.14	7,103.14
Ending Balance					14,552.12	19,823.33

*EDW
2/11/03*

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 01/31/2003

Agenda Item 14
Literacy Fund Savings
Page 11 of 13

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,516.21
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	1/31/2003			X	3.83	3.83
Total Deposits and Credits					3.83	3.83
Total Cleared Transactions					3.83	3.83
Cleared Balance					3.83	7,520.04
Register Balance as of 01/31/2003					3.83	7,520.04
Ending Balance					3.83	7,520.04

RDW
2/11/03

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 01/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,868.97
Cleared Transactions						
Checks and Payments - 39 Items						
Check	11/20/2002	2806	Esther P. Guzman	X	-247.91	-247.91
Check	12/4/2002	2854	Evena Shu	X	-63.68	-311.59
Check	12/11/2002	2006	Anna McHugh	X	-167.67	-479.26
Check	12/18/2002	2874	Matthew G. Mallard	X	-26.93	-506.19
Check	12/18/2002	2885	Evena Shu	X	-63.68	-569.87
Check	12/30/2002		Paychex	X	-6,632.68	-7,202.55
Check	12/30/2002	2965	Orange County Aud...	X	-444.01	-7,646.56
Check	12/30/2002	2966	Placentia Library Di...	X	-19.94	-7,666.50
Check	12/30/2002	2967	Katherine L. Roberts	X	-392.00	-8,058.50
Check	12/30/2002	2968	Nationwide Retirem...	X	-637.00	-8,695.50
Check	12/30/2002	2943	Esther P. Guzman	X	-255.65	-8,951.15
Check	12/30/2002	2944	Joyce G. Hampton	X	-319.37	-9,270.52
Check	12/30/2002	2960	Edward Strysik	X	-291.37	-9,561.89
Check	12/30/2002	2953	Joshua Robbins	X	-143.87	-9,705.76
Check	12/30/2002	2951	Beatrice V. Quintanar	X	-287.20	-9,992.96
Check	12/30/2002	2957	Donna Silioti	X	-122.90	-10,115.86
Check	12/30/2002	2956	Evena Shu	X	-63.68	-10,179.54
Check	12/30/2002	2008	Elizabeth D. Minter	X	-223.36	-10,402.90
Check	12/31/2002		Paychex	X	-15,903.81	-26,306.71
Check	12/31/2002		Paychex	X	-7,058.83	-33,365.54
Check	1/9/2003		Wells Fargo Bank	X	-10.00	-33,375.54
Check	1/14/2003		Paychex	X	-17,089.97	-50,465.51
Check	1/15/2003	2997	Orange County Aud...	X	-444.01	-50,909.52
Check	1/15/2003	2992	Edward Strysik	X	-466.07	-51,375.59
Check	1/15/2003	2999	Nationwide Retirem...	X	-637.00	-52,012.59
Check	1/15/2003	2983	Beatrice V. Quintanar	X	-298.35	-52,310.94
Check	1/15/2003	2982	Barbara Phillips	X	-63.68	-52,374.62
Check	1/15/2003	2981	Ruth Peterson	X	-339.15	-52,713.77
Check	1/15/2003	2979	Marlane Nebel	X	-41.11	-52,754.88
Check	1/15/2003	2973	Joyce G. Hampton	X	-319.37	-53,074.25
Check	1/15/2003	2972	Esther P. Guzman	X	-255.65	-53,329.90
Check	1/15/2003	2969	Dorothy J. Cummings	X	-146.94	-53,476.84
Check	1/15/2003		Paychex	X	-7,541.28	-61,018.12
Check	1/15/2003	2998	Placentia Library Di...	X	-19.94	-61,038.06
Check	1/23/2003		Wells Fargo Bank	X	-10.00	-61,048.06
Check	1/27/2003	2010	Placentia Library Di...	X	-7,000.00	-68,048.06
Check	1/28/2003		Paychex	X	-16,615.34	-84,663.40
Check	1/29/2003		Paychex	X	-7,488.63	-92,152.03
Check	1/29/2003	3028	Placentia Library Di...	X	-19.94	-92,171.97
Total Checks and Payments					-92,171.97	-92,171.97
Deposits and Credits - 7 Items						
Deposit	12/30/2002			X	0.00	0.00
Deposit	12/31/2002			X	768.33	768.33
Deposit	12/31/2002			X	6,290.50	7,058.83
Deposit	12/31/2002			X	15,298.81	22,357.64
Deposit	1/9/2003			X	28,648.14	51,005.78
Deposit	1/14/2003			X	0.00	51,005.78
Deposit	1/23/2003			X	28,648.14	79,653.92
Total Deposits and Credits					79,653.92	79,653.92
Total Cleared Transactions					-12,518.05	-12,518.05
Cleared Balance					-12,518.05	14,350.92

7:58 AM
02/11/03

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 01/30/2003**

Type	Date	Num	Name	Cir	Amount	Balance
Uncleared Transactions						
Checks and Payments - 17 items						
Check	1/15/2003	2988	Evena Shu		-63.68	-63.68
Check	1/15/2003	2985	Joshua Robbins		-96.19	-159.87
Check	1/20/2003	2009	Matthew G. Mallard		-53.85	-213.72
Check	1/29/2003	3013	Beatrice V. Quintanar		-287.20	-500.92
Check	1/29/2003	3015	Joshua Robbins		-191.45	-692.37
Check	1/29/2003	3018	Evena Shu		-63.68	-756.05
Check	1/29/2003	3022	Edward Stryzik		-305.20	-1,061.25
Check	1/29/2003	3027	Orange County Aud...		-444.01	-1,505.26
Check	1/29/2003	3030	Nationwide Retirem...		-637.00	-2,142.26
Check	1/29/2003	3012	Barbara Phillips		-67.67	-2,209.93
Check	1/29/2003	3011	Ruth Peterson		-361.49	-2,571.42
Check	1/29/2003	3009	Marlane Nebel		-51.39	-2,622.81
Check	1/29/2003	3003	Joyce G. Hampton		-319.37	-2,942.18
Check	1/29/2003	3002	Esther P. Guzman		-255.65	-3,197.83
Check	1/29/2003	3000	Dorothy J. Cummings		-152.59	-3,350.42
Check	1/29/2003	2011	Katherine L. Matas		-302.22	-3,652.64
Check	1/29/2003	3029	Katherine L. Roberts		-392.00	-4,044.64
Total Checks and Payments					-4,044.64	-4,044.64
Total Uncleared Transactions					-4,044.64	-4,044.64
Register Balance as of 01/30/2003					-16,562.69	10,306.28
New Transactions						
Checks and Payments - 17 Items						
Check	2/11/2003		Paychex		-17,587.83	-17,587.83
Check	2/12/2003	3031	Louise Beebe		-107.72	-17,695.55
Check	2/12/2003	3032	Victoria Campbell		-114.45	-17,810.00
Check	2/12/2003	3033	Dorothy J. Cummings		-203.44	-18,013.44
Check	2/12/2003	3035	Joy Di Loreto		-264.74	-18,278.18
Check	2/12/2003	3037	Esther P. Guzman		-277.19	-18,555.37
Check	2/12/2003	3038	Joyce G. Hampton		-319.37	-18,874.74
Check	2/12/2003	3042	Darlene Mc Cartin		-80.79	-18,955.53
Check	2/12/2003	3046	Marlane Nebel		-41.11	-18,996.64
Check	2/12/2003	3049	Beatrice V. Quintanar		-287.20	-19,283.84
Check	2/12/2003	3051	Joshua Robbins		-191.45	-19,475.29
Check	2/12/2003	3057	Edward Stryzik		-305.20	-19,780.49
Check	2/12/2003	3062	Placentia Library Di...		-19.94	-19,800.43
Check	2/12/2003	3063	Katherine L. Roberts		-392.00	-20,192.43
Check	2/12/2003	3064	Nationwide Retirem...		-637.00	-20,829.43
Check	2/12/2003		Paychex		-7,811.36	-28,640.79
Check	2/12/2003	3040	Matthew G. Mallard		-40.40	-28,681.19
Total Checks and Payments					-28,681.19	-28,681.19
Deposits and Credits - 1 item						
Deposit	2/6/2003				28,648.14	28,648.14
Total Deposits and Credits					28,648.14	28,648.14
Total New Transactions					-33.05	-33.05
Ending Balance					-16,595.74	10,273.23

EW
2/11/03

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 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	2,936.71	240	212	2,146.06	106	102	5,082.77	346	314	1,508.22	72	72	6,590.99	418	386
Adult Circulating Non-Fiction	3,870.04	192	185	2,350.69	100	86	6,220.73	292	271	2,830.48	140	139	9,051.21	432	410
Adult Reference	10,163.63	112	47	332.95	3	3	10,496.58	115	50	1,165.90	43	38	11,662.48	158	88
Adult Print Collections	681.00	61	61	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Collections	21,366.50	3	3	0.00	0	0	21,366.50	3	3	0.00	0	0	21,366.50	3	3
Total Adult Non-Fiction	36,081.17	368	296	2,683.64	103	89	38,764.81	471	385	3,996.38	183	177	42,761.19	654	562
TOTAL ADULT PRINT MATERIALS	39,017.88	608	608	4,829.70	209	191	43,847.58	817	699	5,504.60	255	249	49,352.18	1,072	948
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	145.00	10	10	145.00	10	10
Adult Audio Books	3,539.79	51	51	0.00	0	0	3,539.79	51	51	14.95	1	1	3,554.74	52	52
Total Adult Audio	3,539.79	51	51	0.00	0	0	3,539.79	51	51	159.95	11	11	3,699.74	62	62
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	3,539.79	51	51	0.00	0	0	3,539.79	51	51	159.95	11	11	3,699.74	62	62
TOTAL ADULT MATERIALS	42,557.67	659	659	4,829.70	209	191	47,387.37	868	750	5,664.55	266	260	53,051.92	1,134	1,010
Juvenile Fiction	5,214.13	404	377	5,476.17	387	310	10,690.30	791	687	335.36	35	35	11,025.66	826	722
Juvenile Circulating Non-Fiction	3,696.52	312	297	894.46	60	60	4,590.98	372	357	134.80	14	14	4,725.78	386	371
Juvenile Reference	1,466.04	11	7	0.00	0	0	1,466.04	11	7	0.00	0	0	1,466.04	11	7
Juvenile Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Collections	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	5,462.56	324	305	894.46	60	60	6,357.02	384	365	134.80	14	14	6,491.82	398	379
TOTAL JUVENILE PRINT MATERIALS	10,676.69	728	682	6,370.63	447	370	17,047.32	1,175	1,052	470.16	49	49	17,517.48	1,224	1,101
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,836.89	84	84	5,360.38	128	128	8,197.27	212	212	0.00	0	0	8,197.27	212	212
Total Juvenile Audio	2,836.89	84	84	5,360.38	128	128	8,197.27	212	212	0.00	0	0	8,197.27	212	212
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,836.89	84	84	5,360.38	128	128	8,197.27	212	212	0.00	0	0	8,197.27	212	212
TOTAL JUVENILE MATERIALS	13,513.58	812	766	11,731.01	575	498	25,244.59	1,387	1,264	470.16	49	49	25,714.75	1,436	1,313
Total Fiction	8,150.84	644	589	7,622.23	493	412	15,773.07	1,137	1,001	1,843.58	107	107	17,616.65	1,244	1,108
Total Non-Fiction	41,543.73	692	601	3,578.10	163	149	45,121.83	855	750	4,131.18	197	191	49,253.01	1,052	941
Total Audio	6,376.68	135	135	5,360.38	128	128	11,737.06	263	263	159.95	11	11	11,897.01	274	274
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	56,071.25	1,471	1,325	16,560.71	784	689	72,631.96	2,255	2,014	6,134.71	315	309	78,766.67	2,570	2,323

ACQUISITIONS REPORT FOR THE MONTH OF JANUARY 2003
Prepared by Julie Sheek, 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	754.77	69	0.00	0	754.77	69	389.03	16	1,043.80	85
Adult Circulating Non-Fiction	1,222.86	60	0.00	0	1,222.86	60	429.69	24	1,652.55	84
Adult Reference	2,337.25	20	0.00	0	2,337.25	20	128.00	11	2,465.25	31
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	3,560.11	80	0.00	0	3,560.11	80	557.69	35	4,117.80	115
TOTAL ADULT PRINT MATERIALS	4,314.88	149	0.00	0	4,314.88	149	846.72	51	5,161.60	200
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	1,667.94	21	0.00	0	1,667.94	21	14.95	1	1,682.89	22
Total Adult Audio	1,667.94	21	0.00	0	1,667.94	21	14.95	1	1,682.89	22
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	1,667.94	21	0.00	0	1,667.94	21	14.95	1	1,682.89	22
TOTAL ADULT MATERIALS	5,982.82	170	0.00	0	5,982.82	170	861.67	52	6,844.49	232
Juvenile Fiction	459.02	65	0.00	0	459.02	65	12.95	1	471.97	66
Juvenile Circulating Non-Fiction	1,498.81	189	0.00	0	1,498.81	189	0.00	0	1,498.81	189
Juvenile Reference	6.00	1	0.00	0	6.00	1	0.00	0	6.00	1
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	1,504.81	190	0.00	0	1,504.81	190	0.00	0	1,504.81	190
TOTAL JUVENILE PRINT MATERIALS	1,963.83	255	0.00	0	1,963.83	255	12.95	1	1,976.78	256
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	672.36	19	118.31	3	790.67	22	0.00	0	790.67	22
Total Juvenile Audio	672.36	19	118.31	3	790.67	22	0.00	0	790.67	22
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	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	672.36	19	118.31	3	790.67	22	0.00	0	790.67	22
TOTAL JUVENILE MATERIALS	2,636.19	274	118.31	3	2,754.50	277	12.95	1	2,767.45	278
Total Fiction	1,213.79	134	0.00	0	1,213.79	134	301.98	17	1,515.77	151
Total Non-Fiction	5,064.92	270	0.00	0	5,064.92	270	557.69	35	5,622.61	305
Total Audio	2,340.30	40	118.31	3	2,458.61	43	14.95	1	2,473.56	44
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	8,619.01	444	118.31	3	8,737.32	447	874.62	53	9,611.94	500

OUTSTANDING ORDERS AS OF JANUARY 31, 2003

General Fund Amount	Adapt-A-Book Amount	TOTAL Amount
\$17,419.05	\$3,236.96	\$20,656.01

Summary of Current Status of Unique Management Accounts
February 24, 2003

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	16	441	8	696.37	0
December	8	444	2	157.29	0
January	15	459	6	321.2	0
February	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	0
TOTAL YTD	78	3180	34	2586.73	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 02/02/2003 4:54 PM TC


SUMMARY STATUS REPORT

PAGE: 127

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

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

Accounts Submitted	:	739	Dollars Submitted	:	67,650.10	Dollars Received	:	19,705.82
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,152.77
Incorrect Addresses	:	94	Dollars in Skips	:	6,101.89	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	43,911.98
Accounts in Process	:	643	Dollars in Process	:	59,638.87	% of Dollars Activated	:	73.63%
# of Accounts Activated	:	459						
% of Accounts Activated	:	71.38%						

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director 
DATE: February 24, 2003
SUBJECT: GIFT REPORT

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

ADOPT A BOOK DONATIONS

Claire and Dick Myers Shari Paul
Mary Freer

TOTAL ADOPT A BOOK DONATIONS: \$75.00

BOOK ENDOWMENT FUND

James Derichsweiler

TOTAL BOOK ENDOWMENT FUND \$25.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS \$100.00

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

DATE: February 24, 2003

HVAC: Routine maintenance. No service calls in January.

Plumbing: 1/15/03 Annual Certification Test on Backflow Preventer.
1/29/03 Snaked main entrance drinking fountain.

Electrical: No service calls in January.

Locksmith: 1/20/03 Installed inside cylinder and rekeyed lock in Conference Room.
1/30/03 Installed lock on glass doors on Children's Reading Room.

Exterminator: No service calls in January.

General Contractor: 1/29/03 Installed glass doors on Children's Reading Room.

Telephone: 1/20/03 Change calling restriction on x214 to local calls only.

Water Cooler: 1/3/03 Replaced filters.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

RESIGNATIONS:

None in January

APPOINTMENTS:

Louise Beebe, Substitute Librarian, 1/28/03

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator *JR*

SUBJECT: Volunteer Report for the Month of January 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 January	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	8.00	59.00	Sep-95	6,994.50
Backes, Theresa	8.50	27.25	6/98	307.50
Bart, Lillian	8.00	60.00	May-01	212.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	4.50	36.50	Apr-01	118.00
Botha, Jill	0.00	16.00	Nov-01	32.00
Clugston, Patricia	8.50	63.50	6/98	392.75
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	24.25	119.25	8/98	701.00
Fioroni, Pete	0.00	5.25	3/97	242.25
Fitzgerald, Joan	15.00	64.25	10/93	2,084.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	6.25	48.25	2/96	241.00
Haagan, John	6.75	38.25	Jan-00	56.75
Hemmerling, Barbara	18.75	74.00	9/95	576.25
Horrocks, Marjorie	4.00	25.50	10/95	242.00
Hunsinger, Debbie	0.00	28.75	Jul-02	28.75
Irot, Pat	82.00	295.50	2/96	2,598.50
Jertberg, Pat	32.00	119.00	4/98	814.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	1.00	1.00	Jan. 03	1.00
Lord, Audrey	10.00	97.50	Jul-00	315.75
Mehta, Neela	8.00	31.25	Jun-02	91.75
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	7.50	60.00	10/95	1,150.25
Olson, Bob	4.00	28.00	9/95	436.00
Pence, Thomas	2.00	27.00	1/99	247.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Rankin, Eleanore	18.00	161.50	May-02	201.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	2.00	43.00	Oct-00	176.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	7.00	37.00	Aug-02	37.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	51.00	184.00	4/98	352.00
Shaw, Dixie	1.00	6.50	5/94	203.00
Stoller, Frances	0.00	18.00	May-96	124.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Betty	9.50	62.75	1/96	854.50
TOTAL	347.50	1,970.75		21,846.65

	FY02/03	
	January	YTD
Acosta, Anthony	3.25	26.75
Behmaran, Roxana	3.50	14.50
Boisineau, Emma	0.00	16.50
Born, Ashley	0.00	15.50
Chisholm, Kaitlan	0.00	4.50
Javier, Dana	6.00	20.00
Guiletti, Alex	7.75	20.50
Haag, Elisha	0.00	0.00
Haag, Jennifer	0.00	12.75
Haag, Katie	0.00	0.00
Haag, Stephanie	0.00	12.25
Hess, Vinny	6.00	30.50
Hovendon, Corin	4.00	11.50
Laehnemann, David	2.00	27.25

	FY02/03	
	January	
Lee, James	1	39.5
Maru, Vik	2.00	8.00
Maru, Sid	1.00	16.25
Meza, Jack	1.00	24.75
Montes, Juan	5.00	40.25
Montiel, Edgar	0.00	15.75
Nguyen, Don	16.75	16.75
Pandya, Gopi	14.50	14.50
Shah, Soham	1.00	4.25
Shah, Sweny	5.00	54.25
Stanford, Amy	1.00	1.00
Stapleton, Jeremy	0.00	32.00
Ukes, Kyle	0.00	2.00
Victores, Ryan	0.00	19.25
Ward, Alan	1.00	1.00

TOTAL

29.25 139.25

TOTAL 48.25 289.50

TOTAL Library Volunteer Hours 425.00

TOTAL Literacy Volunteer Hours 504.00

TOTAL VOLUNTEERS HOURS 929.00

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

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 January	FY02/03 YTD	Cumulative		FY02/03 January	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	42.00	262.00	Morales, Gabriela	-	30.00	58.00
Anderson, Susan	6.00	42.00	243.00	Momissey, Jean-Marie	6.00	42.00	45.00
Bayne, Linda	6.00	42.00	100.00	Moyer, Disa	-	-	170.00
Beisler, Kristin	6.00	36.00	246.00	Murray, Snell	6.00	36.00	36.00
Bereiter, Gretchen	6.00	42.00	264.00	Murray, Edward	6.00	46.00	200.00
Bolkovatz, Alta	6.00	42.00	299.00	Naples, David	-	6.00	6.00
Brackett, Jim	6.00	42.00	51.00	Narcisco, Dennis	12.00	95.00	368.00
Braun, Geoff	6.00	39.00	39.00	Nguyen, Kelly	-	6.00	42.00
Casias, Michelle	-	6.00	24.00	Norwood, Sophie	-	6.00	36.00
Chen, April	6.00	42.00	55.00	Nozot, Helena	-	6.00	60.00
Choi, Jason	-	12.00	48.00	Oropeza, Mikela	6.00	42.00	72.00
Coffee, Nancy	6.00	42.00	301.00	Pandya, Prerna	-	6.00	38.00
Colenso, Bill	6.00	36.00	172.00	Patel, Deepa	6.00	42.00	147.00
Croom, Carolyn	-	6.00	290.00	Patterson, John	-	3.00	3.00
Curtis, Daniel	12.00	72.00	126.00	Pelto, Ernest	6.00	42.00	80.00
Duffie, Pat	12.00	84.00	434.00	Precht, Jeanette	6.00	39.00	39.00
Fakoufar, Reihaneh	6.00	39.00	39.00	Purcell, Lisa	6.00	42.00	54.00
Fay, Sonia	-	12.00	50.00	Pydeski, Linda	6.00	42.00	72.00
Fitsimons-Diaz, Chelsea	-	27.00	27.00	Quintana, Michele	6.00	39.00	39.00
Garry, Kenneth	6.00	42.00	57.00	Rahmari, Razi	6.00	42.00	54.00
Gast, Polly	12.00	84.00	1,613.00	Record, Ben	6.00	36.00	90.00
Gasper, Chris	6.00	42.00	52.00	Risso, Edith	-	-	240.00
Gonzalez, Polize Felipe	6.00	42.00	72.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Natasha	6.00	39.00	39.00	Roth, Howard	-	-	180.00
Goodman, Daie	30.00	210.00	2,283.00	Sanchez, Margo	-	-	230.00
Graves, David	6.00	42.00	217.00	Schaal, Linda	-	6.00	18.00
Hatch, Bill	6.00	39.00	39.00	Schultheis, William	-	6.00	42.00
Healey, Kathleen	6.00	42.00	200.00	Serafica, Christina	-	6.00	30.00
Heer, Kim	6.00	42.00	187.00	Shah, Sheadeha	6.00	42.00	42.00
Hernandez, Rosy	-	-	340.00	Shepherd, Kathy	6.00	42.00	173.00
Ho, Irene	-	6.00	36.00	Singer, Stephanie	6.00	42.00	72.00
Homrighausen, Scott	6.00	42.00	72.00	Skimizu, Ken	6.00	42.00	259.00
Humple, Phyllis	6.00	42.00	102.00	Soto, Nina	6.00	39.00	39.00
Hugar, Jessica	6.00	39.00	39.00	Springston, Madlyn	-	6.00	66.00
Hutton, Katherine (Kate)	6.00	42	198.00	Stalnaker, Linda	-	-	281.00
Jiminez, Daisy	6.00	42.00	63.00	Stichter, Julie	-	-	130.00
Keller, Christina	-	-	201.00	Teeler, Robert	6.00	30.00	30.00
Kightlinger, Dana	6.00	42.00	63.00	Tran, Chi	-	6.00	9.00
Kelly, Jerry	6.00	42.00	51.00	Troumby, Pamela	6.00	42.00	66.00
Knank, Sam	6.00	42.00	45.00	Truong, Christine	6.00	39.00	39.00
Knudson, Chip	6.00	42.00	57.00	Truong, Will	6.00	39.00	39.00
Lada, Stephan	6.00	42.00	72.00	Truong, Richard	-	6.00	52.00
Lasker, Marilyn	6.00	42.00	139.00	Truong, Steven	-	6.00	52.00
Larson, Li	-	6.00	134.00	Turczyasfy, Stephan	-	3.00	18.00
Leslie, Sandra	6.00	42.00	200.00	Van Zee, Karin	-	-	180.00
Livezey, June	12.00	84.00	128.00	Vester, Ricki	6.00	48.00	84.00
Malkowicz, Edward	12.00	90.00	116.00	Villarreal, Tanya	6.00	44.00	76.00
Martinez, Diane	-	6.00	30.00	Vu, Elizabeth	6.00	42.00	72.00
Marlaro, Diane	24.00	168.00	360.00	Vukovick, Kathy	6.00	42.00	114.00
Medland, Karen	6.00	42.00	116.00	Walters, Catherine	-	6.00	36.00
Meza, Jack	-	-	116.00	Wang, Sue	12.00	72.00	81.00
Mohr, Kelsey	6.00	40.00	45.00	Westfall, Carolyn	-	-	180.00
				Wiegman, Karin	-	-	188.00
				Yang, Yale	-	6.00	18.00
				Yom, Gina	6.00	148.00	148.00
				Zamora, Mary	6.00	42.00	42.00
Total	318.00	2,272.00	10,552.00	Total	186.00	1,500.00	5,201.00

Placentia Library District
Circulation Report
February 24, 2003

Agenda Item 21

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 January	FY01-02 January
1st Time Checkouts	83,874	84,130	-0.30%	12,504	14,059
Phone Renewals	10,375	11,474	-9.58%	1,431	1,971
In-Building Renewals	2,141	3,004	-28.73%	346	523
Total Renewals	12,516	14,478	-13.55%	1,777	2,682
TOTAL CHECKOUTS	96,390	98,608	-2.25%	14,281	16,741
On-Time Checkins	75,863	77,856	-2.56%	11,030	9,941
Late Checkins	7,473	16,687	-55.22%	1,167	3,260
TOTAL CHECKINS	83,336	94,543	-11.85%	12,197	13,201
Holdings Placed	2,744	1,885	45.57%	173	336
Holdings Cancelled	329	380	-13.42%	47	59
Holdings Filled	2,341	1,830	27.92%	223	263
Holdings Expired	66	18	266.67%	11	3
Patrons Registered	1,994	2,108	-5.41%	296	384
Titles Added	4,493	6,217	-27.73%	1,627	1,538
Volumes Added	6,026	9,179	-34.35%	1,893	2,040
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	38,125	41,280	-7.64%	6,429	6,514
Juvenile Print	47,631	46,000	3.55%	6,708	8,031
Total Print	85,756	87,280	-1.75%	13,137	14,545
Audio	5,314	4,308	23.35%	685	784
Visual	6,192	6,981	-11.30%	1,312	1,208
Equipment	0	0	0.00%	0	0
Total Audio Visual	11,506	11,289	1.92%	1,997	1,992
TOTAL CIRCULATION	97,262	98,569	-1.33%	15,134	16,537
Placentia Circulation	44,848	59,109	-24.13%	7,817	9,936
%Placentia Circulation	46.11%	59.97%	-23.11%	51.65%	60.08%
Anaheim/Yorba Linda Circulation	19,937	17,579	13.41%	2,613	3,292
%Anaheim/Yorba Linda Circulation	20%	17.83%	14.96%	17%	19.91%
TYPES OF ACTIVE BORROWERS					
Adult	42,891	63,382	-17.28%	9,315	10,748
Young Adult	1,934	2,338	-17.28%	291	412
Juvenile	15,396	21,048	-26.85%	3,379	3,763
New Borrower	4,047	8,301	-51.25%	1,063	1,390
Non Resident	4,132	0		0	0
Other (staff)	672	0		232	0
TOTAL ACTIVE BORROWERS	69,072	95,069	-27.35%	14,280	16,313
TOTAL REGISTERED BORROWERS	26,138	17,851	46.42%	19,251	17,851
ATTENDANCE	193,370	189,109	2.25%	41,274	30,024
Adult Reference-In Building	4,319	7,770	-44.41%	856	1,377
Adult Reference-Telephone	668	1,419	-52.92%	132	266
Children's Reference-In Building	3,880	4,886	-20.59%	668	762
Children's Reference-Telephone	974	183	432.24%	31	16
Total Adult Reference	5,728	9,189	-37.66%	988	1,643
Total Children's Reference	2,909	5,069	-42.61%	699	778
Total in Building Reference	6,948	12,656	-45.10%	1,524	2,139
Total Telephone Reference	1,732	1,602	8.11%	163	282
TOTAL REFERENCE	8,590	14,258	-39.75%	1,687	2,421

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03								0.00
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		16,362.85	11,164.49	5,318.02	752.50	0.00	49.05	33,646.91
AVG		4,090.71	2,791.12	1,329.51	188.13		12.26	8,411.73

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03				0.00	0.00
Apr-03				0.00	0.00
May-03				0.00	0.00
Jun-03				0.00	0.00
TOTAL	9,241.60	1,392.00	2.48	10,636.08	5,318.04
AVG	1,155.20	174.00	0.31	1,329.51	664.76

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03						0.00
Apr-03						0.00
May-03						0.00
Jun-03						0.00
TOTAL	3,057.92	1,875.20	508.64	0.00	3,799.84	9,241.60
AVG	382.24	234.40	63.58	0.00	474.98	1,155.20

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

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
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							0.00
Apr-03							0.00
May-03							0.00
Jun-03							0.00
TOTAL	64.00	64.00	16.00	0.00		136.00	280.00
AVG	8.00	8.00	2.00	0.00		17.00	35.00

Senator Bob Margett



Capitol Update



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"While I'm glad my Democratic colleagues brought up some of the mid-year cuts, it is my hope we will continue to look for further cuts to assist us in tackling this budget crisis."

-Senator Bob Margett

Senate Adopts Mid-Year Budget Cuts

Today, the Senate passed (38-0) Senate Bill 17X to amend the 2002-03 budget and reduce General Fund spending by \$3.3 billion. This bill only represents a portion of the \$5.4 billion current year spending reductions the Governor proposed in December 2002. While this measure passed on a bi-partisan vote, the Republicans had concerns that this bill only addressed a small portion of the 2002-03 savings.

Major items **not included** in SB 17X:

- VLF subvention reduction (\$1.3 billion)
- Various health and welfare reductions (\$229.9 million)
- Various education reductions (\$1.8 billion)
 - 3.66% across the board cut (\$978.4 million)
 - 7.46% cut to most categorical programs (\$477.9 million)
 - Community college cuts (\$237.9 million)
 - CalWorks Stage 3 (\$98.8 million)
 - Public Library Foundation (\$15.8 million)

Other budget measures adopted today on a partisan vote:

- SB 4X – authorizes the State Water Resources Control Board to increase fees for waste discharge permits.
- SB 6X – authorizes the State Air Resources Control Board to increase fees for stationary source pollution permits.
- SB 7X – allows the Governor to abandon his traffic congestion relief program by authorizing the transfer of funds from the Traffic Congestion Relief Fund to the General Fund.
- SB 15X – authorizes the Department of Corrections to release specified felons from parole after one year and authorizes the early release of specified inmates.

All of the above measures will now go before the Assembly for their approval before going to the Governor. If you would like more detailed information on any of these proposals please do not hesitate to contact my Sacramento office at 916-445-3828.

To: eminter@placentialibrary.org
From: gneill@cgsda.net
Subject: CSDA Weekly Legislative Update
Date: Fri, 14 Feb 2003 10:34:39 -0800

CSDA Legislative

CSDA Weekly Legislative Update for February 14, 2003

Budget Watch

As one capitol reporter wrote this week: "There appears to be a lull in the legislative activities surrounding the state budget." Indeed there is a lull. After a frantic 6 weeks of activity within the Legislature, budget discussions appear to have shifted to the Assembly and Senate Caucus level. To that end, this week the Assembly Democrat Caucus held a retreat in Oakland with the state budget the main focus of their discussion. Governor Davis joined the Caucus to continue his dialogue with the Assembly Democrats, and reports from the retreat indicate that there are still significant differences between the Caucus and Governor relative to cuts verses increased revenues, specifically increasing the Vehicle License Fee (VLF.) Speaking to the Contra Costa Times, Assembly Member Joe Canciamilla stated: "I think the next two days [retreat] are absolutely critical for us. If we don't come back with some sort of game plan, some sort of strategy that we agree on, then I think it will be more of a free-for-all than it is now."

On the VLF front, while the Governor continues to oppose Assembly Bill 4x by Assembly Speaker Wesson that would "clarify" the "trigger" provision in the law, some within the Davis Administration indicate the "trigger" will probably be pulled by early Spring. But legal experts disagree over the current law, the language contained in Assembly Bill 4x, and who exactly has the authority to pull the trigger – the Department of Finance or the State Controller, who has opined that his office does not have the legal authority to enact the trigger provision. Stay tuned.

Senate Local Government Committee Goes on the Road

The Senate Local Government Committee will hold the second in a series of hearing on the state budget and its impacts on local governments. The next hearing is scheduled for March 7th in Inglewood. The hearing is scheduled from 9am to 11am, and will be held in the Inglewood Public Library, Gladys Waddingham Lecture Hall, 101 W. Manchester Boulevard, Inglewood.

Proposition 218 Revision Measure Introduced

Assembly Member Levine has introduced Assembly Constitutional Amendment #9, which would change the vote requirements for general and special taxes under the state constitutional provisions cited as Proposition 218. ACA 9 would authorize a city, county or special district to impose a special tax with the approval of a majority of its voters voting on the tax, and authorize a city or county to impose a general tax with the approval of 2/3 of the voters of the city or county voting on the tax. ACA 9, to reach the statewide ballot, must secure a 2/3 approval in both houses of the Legislature, a very difficult proposition.

Bill Introduction Deadline Looms

February 21st is the deadline to introduce legislation this year and CSDA's Legislative

Committee will meet on February 27th to review all of the legislation introduced this year and assign positions and priorities for CSDA.

Report Your Local Outreach Progress

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

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

****This update is brought to you exclusively as a CSDA member benefit**
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To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update
Date: Fri, 07 Feb 2003 09:40:53 -0800

CSDA Legislative

CSDA Legislative Update for February 7, 2003

Budget Watch

On Monday the Senate passed Assembly Bill 4x by Assembly Speaker Wesson that would "clarify" the Department of Finance's ability to "trigger" the Vehicle License Fee (VLF) up or down, depending on state revenues. The bill passed 23 to 16-a straight party-line vote. Shortly after the Senate's action, Governor Davis vowed to veto the bill, something he has been hinting for the past week. Numerous legislators have told the Governor that if he does veto AB 4x, the ball is in his court to propose an additional \$4 billion in new revenues or cuts to offset the revenues that would be gained by "triggering" the VLF.

On Thursday, Governor Davis met with the Assembly Democrat Caucus, a meeting those in attendance indicated was "not pretty." In the end, however, all agreed to work together to solve the budget crisis.

Wall Street Not Impressed

The state's top fiscal officials flew to New York this week to lobby Wall Street not to downgrade the state's credit rating. Based on press reports, they failed. According to press reports today, Moody's will shortly downgrade the state's credit rating, another blow to the budget crisis.

Legislative Analyst's Report on Budget Due February 19th

Legislative Analyst Liz Hill will release her report on the Governor's proposed 2003-04 state budget on February 19th. The report is expected to focus on, among other things, recommendations for additional cost savings (program reductions) and new revenue sources for the Legislature's consideration. CSDA will review the report for any recommendations that would impact independent special districts, including the repeal of the multicounty ERAF exemption or the shifting of additional property tax revenues from enterprise special districts.

Report Your Local Outreach Progress

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

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

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To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: LOCAL Budget Update
Date: Wed, 05 Feb 2003 11:48:34 -0800

BUDGET UPDATE!

February 4, 2003

Governor Davis Announces He Will Veto Bill to Restore Vehicle License Fee (AB 4X)

LOCAL Calls on Governor to Do the Right Thing and Administratively "Pull the Trigger" and End the VLF Rebate

Despite an outpouring of phone calls, letters and news reports indicating that AB 4X is essential to protect public safety and other local services, Governor Davis today announced that he would veto Assembly Bill 4X (Wesson) – the measure to end the VLF rebate.

While we are deeply disappointed in today's announcement by the Governor, LOCAL is not letting up (see attached media statement). Governor Davis still can and should do the right thing, and keep the promise made to public safety and local government officials by administratively "pulling the VLF trigger" to end the rebate and restore the vehicle license fees to previous levels.

In an article in today's Sacramento Bee, Department of Finance Director Steve Peace was as quoted saying that he believes his department already has the authority under existing law to pull the VLF trigger. LOCAL believes current law obligates the Governor to administratively end the VLF rebate. We must continue to urge the Governor to protect funding for public safety and other essential local services by ending the VLF Rebate. Sample letters and talking points will be posted on the LOCAL website shortly.

LOCAL Coalition Efforts Making a Difference

In the past few weeks, LOCAL coalition members have sent in hundreds of letters and resolutions, made contact with their elected officials and participated in media events to advocate for the restoration of VLF and for the protection of local services. These efforts are making a significant difference. Largely in response to these activities, Republican and Democratic legislators alike have stated their strong opposition to a state grab of the VLF backfill - recognizing these revenues are critical to fund local law enforcement, fire protection services, health and emergency care, transportation, parks, libraries and other services.

As today's announcement clearly indicates, the budget debate is far from over. We need the continued support and unity of coalition allies to protect local services throughout the budget process. We will continue to keep you up to date on the latest developments. Please call 916-443-0872 with any questions or visit www.calocal.org.



pr 020403.doc



LOCAL

LEAVE OUR COMMUNITY ASSETS LOCAL
*Dedicated to Protecting Funding for Police, Fire, Health
and other Essential LOCAL Services*



www.calocal.org

FOR IMMEDIATE RELEASE
February 4, 2003

CONTACT: KATHY FAIRBANKS
916.443.0872 or 916.813.1010 (cell)

LOCAL Disappointed by Announcement that Governor Will Veto Assembly Bill 4X

Coalition Urges Governor to Administratively "Pull the Trigger" to End the VLF Rebate as
a Means of Protecting Public Safety

Sacramento – The LOCAL Coalition today released the following statement in response to Governor Davis' announcement that he would veto ABX1 4 (Wesson), Speaker Wesson's "VLF trigger" bill, otherwise known as AB 4X:

"We are deeply disappointed with today's announcement that Governor Davis will veto AB 4X. Literally thousands of public safety advocates, local officials and others urged the Governor to sign this measure into law as a means of protecting local police and fire, sheriffs, health and emergency medical services.

"Notwithstanding a veto of AB 4X, the Governor can still do the right thing. We believe existing law requires the administration to end the VLF rebate in order to protect public safety services throughout the state. We again call on the Governor to keep the promises made in the past to ensure essential local services are protected. Time is short and we hope the Governor will act quickly.

"We want to acknowledge members of both political parties in both houses of the legislature who have categorically rejected the notion of raiding local Vehicle License Fee backfill revenues. Republicans and Democrats alike have stated their strong opposition to a state grab of VLF backfill, recognizing these revenues are critical to fund local law enforcement, fire protection services, health and emergency care, transportation, parks, libraries and other services that are vital to the quality of life of all California residents and to our economy as a whole.

"In particular, we'd like to thank Speaker Herb Wesson, Senator John Burton, and members of the Assembly and Senate who cast a tough vote in support of AB 4X. Those who voted for AB 4X showed a commitment to keeping promises of the past and demonstrated their support for local democracy, local control and local public safety services."

(more)

LOCAL Coalition
2/04/03 Media Statement
Page 2

"Today's announcement is a clear indication that we have a long way to go to solve this immense budget problem. LOCAL will continue to work closely with the Administration and Legislators as partners in the solution, while advocating for the protection of our essential local services."

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Leave Our Community Assets Local (LOCAL Coalition) – The LOCAL coalition is made up of more than 300 organizations around the state representing police and fire, health and emergency care professionals, business groups, seniors, local governments, taxpayers and community groups. The members of LOCAL will be diligent in efforts to ensure legislators recognize the impact of budget proposals on the constituents they were elected to represent.

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update
Date: Fri, 31 Jan 2003 16:00:50 -0800

CSDA Legislative

CSDA Legislative Update for January 31, 2003

Budget Watch

Both houses of the Legislature this week voted on separate versions of the Governor's proposed mid-year budget reductions. While pleased that the Assembly and Senate took the first steps to cut spending from the 2002-03 state budget, Governor Davis cautioned legislators that their actions fall short of his proposals first presented in December when he called a special session on the budget. Based on the bills passed by the Assembly and Senate, the Legislature does not appear ready to cut the 2002-03 state budget much further, at least not in the near term.

The most hotly debated measure passed by the Assembly this week was Assembly Bill 4x by Assembly Speaker Herb Wesson that would "clarify" the trigger provision in the Vehicle License Fee law. AB 4x would allow the Director of the Department of Finance to raise or lower the VLF in accordance with a specified formula relating to state revenues. Since the intention of AB 4x is to allow the VLF to rise to its historical level, raising approximately \$4 billion, the measure was passed on a straight party-line vote.

Shortly after the Assembly's action on AB 4x, Senator Tom McClintock and the Howard Jarvis Organization held a press conference serving notice that if AB 4x is passed by the Senate and signed by Governor Davis, they will launch a signature-gathering drive for a referendum and place the matter on the ballot and let the voters decide the fate of the "car tax." The Assembly, anticipating McClintock's referendum threat, amended AB 4x in a manner that makes the measure a "tax levy," and is therefore not subject to referendum. The Assembly amendment to address the referendum also had the effect of causing approximately \$80 million loss of VLF revenues to cities and counties.

To compound this drama further, Governor Davis told a number of mayors who were in town to lobby for the reinstatement of the higher VLF that he will veto AB 4x should it reach his desk. With Governor Davis heading to New York next week to urge Wall Street not to downgrade the state's credit rating, some political insiders believe that Davis may, in the final analysis, sign AB 4x as a signal to Wall Street that the Legislature is serious about solving the budget crisis. Given that the Senate will pass AB 4x next week, the ball is clearly in the Governor's court.

Commission on Structural Challenges

Established as part of last year's budget compromise, the first meeting of the Assembly's Commission of Structural Challenges to Budgeting met on Wednesday and received a verbal state budget overview by Legislative Analyst Liz Hill. The Commission is required to present a report to the full Assembly by May, and Speaker Wesson, Chair of the Commission, indicated that the Commission will review every aspect of the state budget process, including the state's relationship with local governments. CSDA will monitor the Commission's hearings and participate where appropriate.

LOCAL Coalition

CSDA's partnership with the League of California Cities and California State Association of Counties has already had several meetings with legislators this year regarding issues of interest to local government, and has planned a few upcoming editorial boards with newspapers such as the Santa Rosa Press-Democrat, the Inland Valley Daily Bulletin and the Ventura Star family of papers. It is imperative that special districts begin strong this year, meeting with legislators, making phone calls, writing letters and attending editorial board meetings.

Last year's LOCAL Coalition efforts were instrumental in keeping the budget ax from falling squarely on the collective neck of local government. While the Governor's initial proposal this year does not contain very many proposed cuts that affect special districts, it is only January, and the counties and cities are reeling from the double blows of proposed program shifts and revenue source cuts. There are also several serious rumors floating through the halls of the Capitol regarding special district reserves, enterprise district property tax revenue and doing away with certain ERAF exemptions. The state's politicians have not forgotten about special districts, nor will they. This is not the time to lay low and hope to remain unseen.

CSDA also continues to work with the League and CSAC on a workable 2004 ballot measure that would institute a process that will help protect local revenues and allow local governments predictability in their revenue sources. We will keep you updated as more details are ironed out.

"Coming together is a beginning; keeping together is progress; working together is a success."

- Henry Ford

If you or members of your Board or staff would like to begin receiving this notice via email,

please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

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

To: eminter@placentalibrary.org
Subject: LOCAL Budget Update

BUDGET UPDATE!

January 29, 2003

Assembly Approves Measure by Speaker Wesson to Restore Vehicle License Fees -- ABX1 4 (AB 4X) Must Now Be Approved by Senate and Governor Davis

The Assembly passed ABX1 4 (also known as AB 4X) on Tuesday afternoon, on a 45-33 vote. This is the measure by Assembly Speaker Herb Wesson that clarifies how the Vehicle License Fee can be restored due to insufficient funds in the state general fund. The Assembly also adopted a package of spending cut measures that are tied to the VLF bill.

Assembly passage of AB 4X is an important and positive first step, but it still must be approved by the Senate and Governor Davis. The Senate could begin hearings on AB 4X as early as Thursday (January 30th). We will keep you posted as this and other budget measures progress. In the meantime, please continue to call, write, email and visit your Senators and Governor Davis and urge them to support restoration of the Vehicle License Fee as a means of protecting our local services. Sample letters and other information can be found on the LOCAL website at www.calocal.org.

It is also important that we commend and acknowledge all members of the Senate and Assembly – Republicans and Democrats alike – who have stated their strong opposition to a state raid of VLF backfill revenues from local governments and our local services.

SAVE THE DATE! LOCAL Legislative Action Days Scheduled for May 14th and 15th in Sacramento

Last year, more than 800 local coalition partners attended LOCAL's Legislative Action Days in Sacramento. Given the magnitude of this year's budget problems, we hope to exceed that number this year at our Legislative Action Days scheduled for Wednesday May 14th and Thursday May 15th in Sacramento. LOCAL will hold a reception, schedule meetings with legislators in their capitol offices, and hold a news conference and media event over the course of the two-day event. Attached is a flyer providing brief details about the event. Please forward this flyer to any and all interested parties who may want to attend. More information, including details on how to RSVP, will be forthcoming in the next few weeks. In the meantime, please SAVE THE DATE and contact Meghan Meisel at mmeisel@bickerassociates.com or 916.443.0872 with any questions.

LOCAL Plays Key Role in Budget Process

Members of the LOCAL coalition have been instrumental in gaining legislative attention and press coverage surrounding the coalition's budget priorities thus far. Below are some highlights of activities undertaken by LOCAL coalition partners in the last several weeks:

- LOCAL coalition allies have sent in literally HUNDREDS of letters, resolutions, emails and placed phone calls to members of the Senate and Assembly in support of restoring the VLF to previous levels. We're hearing from legislators and their staffs that these letters are having an impact, so keep it up!
- LOCAL coalition partners – and particularly public safety representatives – attended several media and legislative events in Sacramento and Southern California in the past two weeks.
- On Monday January 20th, dozens of uniformed fire and law enforcement representatives, local government officials and others joined Speaker Wesson at a Los Angeles news conference in support of Speaker Wesson's

VLF restoration measure.

- On Tuesday January 21st, more than 100 uniformed public safety representatives packed the Governor's press room at the State Capitol in support of the Speakers' AB 4X.
- On Friday January 24th, dozens of public safety representatives, local government officials and others joined Assemblymember Gloria Negrete McLeod at an informational news conference surrounding the Vehicle License Fee.
- On Tuesday January 28th, dozens of police and fire, sheriff and law enforcement representatives packed the Gallery of the State Assembly Chambers while they took up AB 4X.
- Today, Mayors from California's largest cities held a media briefing to urge legislators to protect VLF funding and to avoid cutting funding for our local services.

While we still have a long way to go, the efforts of the numerous partners in the LOCAL coalition have truly made a difference thus far. Thank you for your continued support!



BUDGET UPDATE 012903 attachment (save the date).doc



LOCAL

LEAVE OUR COMMUNITY ASSETS LOCAL
*Dedicated to Protecting Funding for Police, Fire, Health
and other Essential LOCAL Services*



www.calocal.org

SAVE THE DATE!!

L.O.C.A.L.

Legislative Action Days

May 14th and 15th

Sacramento, CA

Join hundreds of local elected officials, public safety, health, labor and business groups from around the state and urge Legislators to protect our local services.

- ✓ **Learn more about the LOCAL Coalition and what we are doing to protect local services;**
- ✓ **Meet with Legislators in their Capitol Offices and tell them how the budget affects your community;**
- ✓ **Attend a news conference to show our unity and advocate for key LOCAL budget priorities;**
- ✓ **AND MORE. . .**

More information and instructions on how to RSVP for Legislative Action Days will be forthcoming. In the meantime, please contact Meghan Meisel at (916) 443-0872 or mmeisel@bickerassociates.com for more information.

In

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

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Monday, February 10, 2003 2:30 PM
To: CLA Listserve- CALIX
Subject: NEWS FROM THE CAPITOL

February 10, 2003

MEMORANDUM

To: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS
From: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
Subject: NEWS FROM THE CAPITOL

I. BACK TO THE DRAWING BOARD

Last week, Governor Davis announced that he would veto AB 4X, by Assembly Speaker Herb Wesson, that would increase the vehicle license fee (VLF) to its pre-1998 level. Anticipating this possible action by the Governor, the Legislature tied several other bills implementing cuts sought by the Governor in areas such as education, healthcare, and general government, to AB 4X. This is known as "double-joining." If the Governor follows through with his veto, as expected, none of the other bills, totaling more than \$3 billion in cuts, would take effect. Thus, it will be back to the drawing board.

Last week, State Treasurer Phil Angelides and Governor Davis' new Director of Finance, former Senator Steve Peace, traveled to New York to meet with the large bond houses. Their primary mission was to show that California's

bond rating should not be downgraded, despite the fiscal crisis. This will be especially important, as the State may need to borrow several billion dollars early this summer to meet its cash flow obligations. With his Finance team in New York, the Governor held a 2-hour meeting with the Assembly Democratic caucus to explain the reasons for his actions and relieve some of the tension between the Democrats and the Governor over his proposed cuts.

II. IS LEGISLATION NEEDED TO TRIGGER THE VLF?

When State coffers were flush in the final years of Governor Wilson's administration, and several Republican legislators were proposing a constitutional amendment to eliminate the VLF (sometimes referred to as a "car tax"), an agreement was reached between lawmakers and the Administration to reduce it by about two-thirds. Since this was a major revenue source to local governments, Governor Wilson and the Legislature agreed to "backfill" the amount of money being lost by local governments with State General Fund monies (which the Governor now proposes to take away). The agreement also contained a so-called "trigger" that would allow the VLF to be restored to its prior level in bad economic times.

In announcing his intended veto of AB 4X, Governor Davis listed, as one of his reasons for doing so, the need to encourage "bipartisan support" of any eventual Budget plan which will need some Republican votes for passage. Subsequently, Director of Finance Peace indicated that current law allows the Administration to pull "the trigger" administratively and that legislation is not needed. However, recently the newly-elected State Controller, Steve Westly, said he felt legislation was needed, a position with which the Governor's Administration disagrees.

The VLF issue is extremely important to local governments as the Governor's Budget currently proposes to eliminate the \$4 billion in State "backfill" funding to local governments. We have heard from several library directors who have indicated that their local services would be severely impacted if the "backfill" is not realized.

III. SB 40-ALPERT: LIBRARY BOND BILL SCHEDULED FOR HEARING

SB 40, by Senator Dede Alpert, principal coauthor Assemblywoman Lois

In

Wolk, and coauthor, Assemblyman Abel Maldonado, has been scheduled for hearing in the Senate Education Committee on Wednesday, March 5, 2003 at 9:30 a.m. The bill seeks to provide \$2 billion in General Obligation bonds for the purpose of financing the construction and renovation/remodel of libraries throughout California, if approved by the voters in the 2004 direct primary election.

SB 3-Rainey/Burton/Alpert, which was approved by the voters on the March 2000 ballot, is currently providing \$350 million in bond grant funding for the purpose of library construction. However, due to the overwhelming demand for funding during Cycles One, Two, and Three, it is estimated that approximately 75 percent of all applicants will be denied a grant due to lack of available bond funding. Thus, SB 40 hopes to alleviate that pressure amongst applicants by providing an appropriate, and much needed level of funding for library construction.

SB 40 contains the same 35% local match requirement as is currently found in the existing library bond, provides up to \$25 million to encourage the development of joint use projects between libraries and school districts that serve K-12 students, and would allow unfunded Cycle 3 applicants to get "first call" on new bond act funds. Remaining funds would be available to any additional applicants.

Please take a moment today to write the members of the Senate Education Committee and encourage their strong support of this important measure:

Senator John Vasconcellos, Chair Scott	Senator Jack
Senator Bruce McPherson, Vice Chair	Senator Byron Sher
Senator Richard Alarcon	Senator Jackie Speier
Senator Dede Alpert (SB 40 author) Vincent	Senator Ed
Senator Jeff Denham	
Senator Betty Karnette	Sample Address:
Senator Pete Knight	The Honorable
John Vasconcellos	
Senator Gloria Romero Committee	Chair, Senate Education

State Capitol
Sacramento, CA

95814

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
Cc: "smcglamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>, "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>, "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>, "hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>, "johagan" <johagan@mcls.org>, "mgermroth" <mgermroth@mcls.org>, "mwomack" <mwomack@mcls.org>, "nsmith" <nsmith@mcls.org>, "shaber" <shaber@mcls.org>, "smacgregor" <smacgregor@mcls.org>, "palger" <palger@mcls.org>
Subject: FW: NEWS FROM THE CAPITOL
Date: Fri, 24 Jan 2003 12:11:55 -0800
X-Mailer: Microsoft Outlook, Build 10.0.3416
Importance: Normal
X-Declude-Sender: jtakeda@mcls.org [67.120.175.66]
X-Note: This E-mail was scanned by Declude JunkMail (www.declude.com) for spam.
X-Spam-Tests-Failed: None

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Friday, January 24, 2003 11:36 AM
To: CLA Listserve- CALIX
Subject: NEWS FROM THE CAPITOL

January 24, 2003
11:35 a.m.

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATE REJECTS CURRENT YEAR CUT TO PUBLIC LIBRARY FOUNDATION -
"YOU'RE
OFF THE TABLE FOR NOW."

On Tuesday afternoon, the Senate Budget Committee, Chaired by Senator Wes Chesbro (D-Arcata), met to hear the reports and recommendations of the various Budget subcommittees. At the beginning of the hearing, Chairman Chesbro told his committee that while the combined efforts of the subcommittees brought about \$3.2 billion in total reductions, he added, "I recognize we have to do a whole lot more before we have any bragging rights." He also cautioned, "Our action today is no shelter in the

storm
for the Budget year."

You will recall that the Senate Budget Subcommittee on Education Finance held an informational hearing last week, but deferred action on all of the items before them. Of consideration during their deliberations was whether or not to accept or reject a \$15.8 million reduction to the Public Library Foundation (PLF) program in the current year as part of Governor Davis' so-called "Mid Year Cuts" proposal.

During the presentations of the subcommittee reports on Tuesday, Senator Jack Scott (D-Altadena) who Chairs the Senate Budget Subcommittee on Education Finance noted that his committee had reached closure on issues surrounding the cuts to higher education and state agencies (e.g. State Library). However, he stated that they would need to convene a separate hearing on Wednesday to revisit the pending K-12 reduction proposals, and locate \$1.2 billion in cuts. During Senator Scott's presentation a hand-out was distributed, indicating that the subcommittee would be rejecting the Governor's proposal to reduce the PLF by \$15.8 million in the current year. Committee staff told us later, "We will try our best to hold on to it for as long as we can." Meanwhile, a major "cuts bill" has been drafted to implement the Governor's proposals or recommendations by the subcommittees. Reference to a reduction in the PLF has been stricken from the bill, which would save the item from being altered or "blue penciled" by the Governor if the bill reaches his desk. While thanking one of the chief consultants in the Senate for the subcommittee's help on the PLF issue, she replied, "You're off the table for now."

The Senate met again yesterday to conclude its work, and approve two addendums to the subcommittee reports, including a \$2 billion additional reduction in K-12 and higher education, and reductions and deferrals in the state prison system budget. The Senate intends to put the Budget cuts bill and various corresponding "trailer bills" on the Floor for vote next week.

Meanwhile in the Assembly, you will recall that the Assembly Budget Subcommittee on Education Finance voted last week to similarly reject the Governor's \$15.8 million Mid Year Cut proposal to the Public Library Foundation. Yesterday, the full Assembly Budget Committee met to

review

and vote upon the recommendations of their respective subcommittees.

With

minor discussion, the Assembly Budget Subcommittee on Education Finance report was subsequently approved as presented.

As the last item of business for the Assembly Budget Committee,

Assemblyman

John Dutra, on behalf of Assembly Speaker Herb Wesson, presented AB 4X,

a

Special Session bill to increase the vehicle license fee to offset the proposed reductions to local governments. The bill's debate was lengthy,

with Republicans opposing a "car tax" increase, and Democrats insisting that

the proposal would diminish the budget impacts on cities, counties, and special districts. The bill passed on a bi-partisan vote and will

likely be

considered on the Assembly Floor some time next week.

While there is considerable agreement between the two houses in terms of their Mid Year Budget cuts recommendations, there remain disagreements in

the areas of health and human services and education. We have been told that a Budget Conference Committee will likely be convened to reconcile the

differences between the Senate and Assembly proposals.

II. LIBRARIES ARE THE FOCUS OF SENATE LOCAL GOVERNMENT HEARING

You will recall from our last memo, that CLA had been invited to participate

in a special hearing, called by the Chair of the Senate Local Government Committee, Tom Torlakson (D-Antioch). The hearing, which was held on Wednesday, focused on three major areas of the State Budget that will be impacted based on the Governor's proposals for 2003-04: 1) the vehicle license fee, 2) the Williamson Act, and 3) libraries. Specifically, CLA

was

asked to testify as to the impact of the Governor's reduction proposals relative to the Public Library Foundation, Transaction Based Reimbursement,

and the vehicle license fee.

Chairman Torlakson opened the hearing and then announced, "There is good news so far regarding the libraries. The Subcommittees this week decided to

reject a \$15 million reduction to the PLF. We hope to hold on to it, at least for now." Committee member, Senator Bob Margett (R-Arcadia), who is

also a member of the Budget Subcommittee that rejected the PLF reduction,

said that in addition to the vehicle license fee proposal, "my other concern is the libraries and the proposal to reduce library grants by 50 percent in the current year and in the out year or Budget year. Also, this proposal to eliminate the TBR. Libraries provide important services and these cuts impact services."

During the library portion of the hearing, our office was asked to provide testimony regarding the history of the PLF, the significant 72% potential reduction to the program in only two years, and the benefits that the program provides. In addition, we also thanked Senator Torlakson for his leadership on library funding issues, Senator Margett for his actions on the Budget subcommittee, and Senator Dick Ackerman (R-Irvine) for his role last year as a member of the Budget Conference Committee and the lone vote to reject a proposal to completely eliminate all PLF funding from the Budget.

Anne Cain, CLA Legislative Chair, and Contra Costa County Library Director, thanked Senator Torlakson for his willingness to put libraries on the agenda for this important hearing. She also cited impressive statistics wherein the PLF funding statewide last year enabled libraries to provide 276,000 hours of extended service, while \$7.6 million helped purchase books and materials. In addition, she provided information regarding various cities and counties and the impact that the PLF reduction would have upon their services. In San Bernardino County, for example, the PLF cuts have meant a 67% reduction in their book budget. Ms. Cain also noted that the vehicle license fee proposal has an indirect, but significant impact on many library budgets, and highlighted a recent announcement by the Fremont library that they will be closing their Main Library on Sundays due to the decline in VLF revenue.

Anne Marie Gold, the Sacramento Public Library Director testified about the Governor's newest proposal to reduce Transaction Based Reimbursements by \$12

million, and authorize libraries to charge user fees to cover administrative costs associated with providing direct and inter-library loans (\$1 for direct loans, and \$5 for inter-library loans). Ms. Gold called the TBR a "little known but extremely important program," and noted that the Governor's proposal to charge user fees was a "major philosophical change in policy." She stated that 28 million items were made available to patrons last year from libraries where the patron does not reside, and this number represents a "seamless network of access for Californians. It is invisible because it works."

Senator Torlakson probed the philosophical question of why charging a fee for the ability to loan materials is problematic. Anne Cain responded, "For example, the large majority of borrowers are children. The libraries can't be all things to all people and they buy what they can and rely on other libraries to supplement their resources. Fees are a great barrier to everyone." Senator Mike Machado (D-Linden) produced our favorite quote of the hearing when he stated, "If we start with fees to libraries, what is next! Fees to vote?"

Senator Torlakson closed by telling CLA, Anne Cain, and Anne Marie Gold that he was "proud of the work that you are doing."

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

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

Sent: Friday, January 17, 2003 1:11 PM
To: CLA Listserve- CALIX
Subject: NEWS FROM THE CAPITOL

January 17, 2003

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

I. BUDGET SUBCOMMITTEES WORK TO SAVE CUT TO PLF

You will recall that in December, Governor Davis declared a Special Session on the State Budget, and requested that the Assembly and Senate work expeditiously to act upon \$10 billion in proposed current year cuts to the Budget. This week the Assembly and Senate Budget Subcommittees on Education Finance both held hearings to consider options regarding the Governor's Mid Year Cuts, totaling more than \$2.5 billion in proposed cuts to the education portion of the Budget. Included in the list of these cuts, is a recommendation by the Governor to reduce the Public Library Foundation (PLF) by \$15.8 million, which would bring the current baseline down to \$15.7 million.

ASSEMBLY SUBCOMMITTEE REJECTS GOVERNOR'S CUT

On Wednesday the Assembly Budget Subcommittee spent a great deal of time debating their specific options relative to the Governor's current year cut to the PLF. During testimony, the Department of Finance was asked to comment on the nature of the cut, with their representative stating, "This cut was one of the difficult choices that the Governor faced. But seeing as the bulk of the money for local assistance in the State Library is contained in this program, we felt it was necessary to take a cut here." CLA was then asked to testify, and while doing so, referenced the "72 percent cut history" chart that our office had developed for legislators and CLA members. Subcommittee Chairman, Assemblyman Joe Simitian (D-Palo Alto), a

strong and consistent supporter of the PLF, told the committee that he had

"great concerns with a reduction to this program," and said that he was not

inclined to make a cut to the PLF in the current year. Chairman Simitian

noted that the subcommittee would be better off in protecting the PLF baseline of \$31.5 million in the current year, because it would allow libraries to hold the line, at least temporarily. Assemblywoman Jackie Goldberg (D-Los Angeles) echoed her colleague's opposition to the \$15.8 million reduction, noting, "I am not willing to make this cut. And I am not

willing to make it next year. For a large portion of Californians, this is

how they get their books. This is direct services to the locals. There really are some things that are more important than others. Libraries really are of the highest order." In reviewing CLA's chart indicating the

72% cut to the program, she added, "I can't understand why they are getting

cut 72%, when [other programs] are getting a smaller cut." Added Assemblywoman Carol Liu (D-La Canada Flintridge), "It's terrible!" The representative from the Legislative Analyst's Office concurred, stating, "This is a program that started out two years ago at \$52 million, and it is

down to \$15 million. You didn't see that kind of a percentage cut in other

areas of the Budget this morning." The issue and many others were put over

until late Thursday afternoon, to give the committee time to put various Budget options together.

Thursday evening, the subcommittee reconvened and when the Governor's proposed current year cut to the PLF was before them, Chairman Simitian announced, "I would make the motion that the subcommittee not take any action on this request, and leave the dollars in place. With no disagreement,

we will leave the item without action and leave it fully funded (at \$31.5

million)." He carefully cautioned that because the Governor's 2003-04 Budget also calls for a continuation of the \$15.8 million reduction proposed

in the current year to the PLF, the library funding will likely face a second challenge again in a few months when the subcommittees begin tackling the larger Budget picture.

The subcommittee reached an impasse on several K-12 items and will complete

a final report next Tuesday, and present it to the full Assembly Budget Committee for approval and vote late next week.

SENATE SUBCOMMITTEE HEARS PLF - ACTION PENDING

The Senate Budget Subcommittee on Education Finance also held hearings on Wednesday regarding the Governor's Mid Year cuts, including the PLF. Senator Jack Scott, who previously served as education subcommittee chair while he was in the Assembly, will Chair the Senate Subcommittee, replacing recently termed-out Senator Jack O'Connell. Senator Scott will be joined by Senator John Vasconcellos, Chairman of the Senate Education Committee, and Senator Bob Margett, a returning member of the subcommittee. During the discussion on the proposed PLF cut, Senator Scott discussed the impact upon public library service if state support for local library budgets is reduced by half, per the Governor's proposal. He also asked the State Library and CLA to expand upon the specific services and budget areas that would be diminished or eliminated due to the cuts.

The Senate subcommittee took no action on the item, as the hearing was informational in nature only. Yesterday we received a call from Chairman Scott's Education Consultant regarding the PLF, and learned that they are holding ongoing meetings behind closed doors regarding their options on the Governor's Mid Year Cuts. They are not scheduled to meet again until next week to vote on the issues before them.

II. ELIMINATION OF THE VLF BACKFILL

The Governor's Budget proposes to reduce the Vehicle License Fee (VLF) backfill to cities and counties in both the current and budget years. The total reduction amounts to almost \$4.2 billion (\$1.265 billion in 2003-03 and \$2.929 billion in 2003-04). In order to implement the \$1.265 billion reduction in the current year, the legislature must adopt urgency legislation (requiring a 2/3rds vote), or pass a bill in the Special Session by majority vote, which would allow the legislation to take effect 90 days after the close of the Special Session. Many county and city libraries

receive VLF funds from their Boards and Councils. If you are one of these libraries, please share the impact of the VLF reductions with your legislators as you discuss other library funding issues this year - e.g. PLF, TBR, etc.

III. LEGISLATIVE ANALYST SAYS \$34.5 BILLION DEFICIT PROJECTION IS TOO HIGH

You will recall that several months ago the non partisan Legislative Analyst's Office estimated the current Budget deficit at \$21.1 billion, absent corrective actions. In December, the Governor released his revised estimate of the growing Budget problem, tagging the new number at \$34.6 billion. On Wednesday, the LAO released their "Overview of the Governor's Budget," and probed the question, "So how big is the budget problem?" The LAO has revised their deficit number up slightly to \$26 billion. Further, they cite two basic, but important differences for the discrepancy between their office and Department of Finance: 1) Forecasting differences: "About \$8 billion (60 percent) of the discrepancy reflects differences in the two agencies' respective forecasts of revenues and, to a lesser degree, the program caseloads that drive expenditures." 2) Definitional Differences: "The remaining \$5.5 billion (40 percent) of the discrepancy is primarily 'definitional' in nature, in that it largely reflects differing assumptions about what the 'baseline' level of spending is from which budget adjustments will need to be made." Former Senator Steve Peace, the incoming Director of the Department of Finance and former Chair of the Budget Conference Committee, spoke during a lunch we attended on Wednesday. Mr. Peace says that the baseline figure that Finance uses is one in which all statutory obligations and all other potential and foreseeable expenditures are factored in. The LAO, on the other hand, calculates their baseline by only factoring in statutorily required funding obligations.

Regardless of the baseline debate, the LAO cautions, "Despite the differences as to the true magnitude of the problem at hand, its precise magnitude does not change one very important factor - namely, regardless of which baseline is used, it is extremely important that the Legislature take timely and meaningful action to address the budget shortfall, which, by any

standard, is extremely daunting, and will only get worse if left unaddressed."

IV. SENATE LOCAL GOVERNMENT COMMITTEE HEARING: STATE BUDGET IMPACT ON LIBRARIES

Senator Tom Torlakson, Chair of the Senate Local Government Committee, has called a special hearing of his committee for next Wednesday, January 22, to discuss the impact of the Governor's Budget proposals for the 2003-04 Budget Year in three specific areas: the Vehicle License Fee (VLF), the Williamson Act, and public libraries. Senator Torlakson's staff has asked CLA to participate in the hearing and to discuss the Governor's Budget proposals as they pertain to the Public Library Foundation and the newly released Transaction Based Reimbursement fee proposal.

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

-----calix-+
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

The Orange County Auditor-Controller, David Sundstrom, has issued a revised estimate of the cost of the 2% Assessment Appeals Case to local agencies. His report is Attachment A.

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

The initial impact (one-time cost) of the property tax refund for Placentia Library District in Fiscal Year 2002-2003 would be approximately \$186,000. For each year the refund is delayed the amount would increase by approximately \$~~77~~¹⁴,000, plus interest. This is a significant increase over the previous estimate.

The ongoing impact (permanent loss) on future revenue would be a loss of approximately \$~~77~~¹⁴,000 per year.

RECOMMENDATION:

Receive & File



AUDITOR-CONTROLLER
COUNTY OF ORANGE

HALL OF FINANCE AND RECORDS
12 CIVIC CENTER PLAZA, ROOM 202
POST OFFICE BOX 567
SANTA ANA, CALIFORNIA 92702-0567

(714) 834-2450 FAX: (714) 834-2569

www.oc.ca.gov/ac

CHIEF ASSI

Agenda Item 24
Attachment A
Page 1 of 8

ASSI

SHAUN M. SKELLY
ASSISTANT AUDITOR-CONTROLLER
AGENCY ACCOUNTING

MAHESH N. PATEL
ASSISTANT AUDITOR-CONTROLLER
INFORMATION TECHNOLOGY

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER

January 29, 2003

TO: Supervisor Thomas Wilson, Chairman, Board Supervisors
Supervisor Charles Smith, First District
Supervisor James Silva, Second District
Supervisor Bill Campbell, Third District
Supervisor Chris Norby, Fourth District

SUBJECT: Two Percent Assessment Appeals Case

My letter to County Counsel Ben De Mayo dated December 19, 2001, provided an initial estimate of the impact of the two percent assessment appeals case on various categories of taxing entities. This is an update to my January 15, 2002 memo submitted to the Board of Supervisors. We have prepared the attached schedule that shows estimates of the refunds to be recovered and continuing reductions from each agency. This was done to assist Board members and the officials of the impacted agencies in planning for *possible* refunds that could be ordered by a court. This schedule now includes potential refunds for this year and for four previous years. The following schedule is a revision to the one published on the Auditor-Controller's website on January 16, 2003. The prior amount included Secured Annual bills with Supplemental events, which would overstate the refund amount. **Please note that we have no immediate plans to escrow the funds – the schedule was produced only to measure potential impacts.**

The attached estimates are a rough order of magnitude, and category totals differ slightly from the amounts in my letter to Counsel De Mayo. **Being a rough order of magnitude, the estimates will be subject to continuous refinement as we obtain more information on the scope of the case and have more time to prepare analyses of data in our tax system.** However, they are reliable enough for decision-makers to begin planning for a possible reduction in secured taxes. It is not likely that any funds will be refunded until the case is reviewed by the appellate court.

David E. Sundstrom
Auditor-Controller

DES:lr (Two Percent Assessment Appeals Case Update/auditor)
Attachment

cc: County Treasurer John Moorlach
County Assessor Webster Guillory
County Chief Financial Officer Gary Burton
Orange County City Managers
Orange County Schools Superintendents and Chief Business Officers
Orange County Special Districts

ESTIMATED POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)		
AGENCY	ALLOCATION OF REFUNDS	FUTURE REDUCTION IN TAX BASE
ANAHEIM CITY TOTAL	3,896,000	1,545,000
ALISO VIEJO CITY TOTAL	154,000	61,000
BREA CITY TOTAL	607,000	253,000
BUENA PARK CITY TOTAL	800,000	318,000
COSTA MESA CITY TOTAL	2,157,000	857,000
CYPRESS CITY TOTAL	418,000	166,000
DANA POINT CITY TOTAL	588,000	234,000
FOUNTAIN VALLEY CITY TOTAL	797,000	317,000
FULLERTON CITY TOTAL	1,988,000	790,000
GARDEN GROVE CITY TOTAL	1,399,000	559,000
HUNTINGTON BEACH CITY TOTAL	4,271,000	1,697,000
IRVINE CITY TOTAL	2,200,000	874,000
LA HABRA CITY TOTAL	796,000	316,000
LA PALMA CITY TOTAL	181,000	72,000
LAGUNA BEACH CITY TOTAL	2,254,000	911,000
LAGUNA HILLS CITY TOTAL	635,000	252,000
LAGUNA NIGUEL CITY TOTAL	301,000	120,000
LAGUNA WOODS CITY TOTAL	22,000	9,000
LAKE FOREST CITY TOTAL	776,000	308,000
LOS ALAMITOS CITY TOTAL	196,000	78,000
MISSION VIEJO CITY TOTAL	2,066,000	821,000
NEWPORT BEACH CITY TOTAL	5,709,000	2,269,000
ORANGE CITY TOTAL	1,958,000	778,000
PLACENTIA CITY TOTAL	742,000	295,000
RANCHO SANTA MARGARITA CITY TOTAL	219,000	87,000
SAN CLEMENTE CITY TOTAL	1,530,000	608,000
SAN JUAN CAPISTRANO CITY TOTAL	774,000	315,000

ESTIMATED POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)		
AGENCY	ALLOCATION OF REFUNDS	FUTURE REDUCTION IN TAX BASE
SANTA ANA CITY TOTAL	3,094,000	1,230,000
SEAL BEACH CITY TOTAL	546,000	217,000
STANTON CITY TOTAL	174,000	69,000
TUSTIN CITY TOTAL	904,000	359,000
VILLA PARK CITY TOTAL	153,000	61,000
WESTMINSTER CITY TOTAL	376,000	149,000
YORBA LINDA CITY TOTAL	1,129,000	449,000
TOTAL CITIES	43,810,000	17,444,000
COUNTY GEN FUND & PUBLIC LIBRARY TOTAL	26,446,000	10,510,000
COSTA MESA VEH PRKG DISTRICTS TOTAL	0	0
CYPRESS CITY LIGHTING DIST 2 TOTAL	90,000	36,000
GARDEN GROVE SPECIAL DISTRICTS TOTAL	236,000	94,000
IRVINE CITY-OC ST LTG MAINT DIST 10 TOTAL	233,000	93,000
LA PALMA MUNI LIGHTING DIST 1 TOTAL	7,000	3,000
LAGUNA BEACH ST LIGHTING DIST 1 TOTAL	71,000	28,000
LAGUNA NIGUEL CSD TOTAL	958,000	380,000
NEWPORT BEACH - BALBOA ST LTG DIST 50 TOTAL	5,000	2,000
SAN CLEMENTE ST LTG & LNDSCP DIST 1 TOTAL	86,000	34,000
STANTON MUNI LTG DIST TOTAL	36,000	14,000
WESTMINSTER MUNI LTG DIST TOTAL	110,000	44,000
YORBA LINDA MAINT DIST DIST TOTAL	65,000	26,000
CAPISTRANO VALLEY WTR DIST TOTAL	97,000	38,000
LAGUNA BEACH SUB. CO WATER DIST TOTAL	208,000	83,000
CYPRESS RECREATION & PARK DIST TOTAL	396,000	157,000
TOTAL CITY SUBSIDIARY SPECIAL DISTRICTS	2,598,000	1,032,000

ESTIMATED POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)		
AGENCY	ALLOCATION OF REFUNDS	FUTURE REDUCTION IN TAX BASE
SOUTH COAST WATER -CAPO BCH WTR ID2-ZN 6 TOTAL	38,000	15,000
COSTA MESA SANITARY DIST TOTAL	21,000	8,000
SOUTH COAST WATER-DANA POINT SANI D ZN3 TOTAL	111,000	44,000
EAST ORANGE COUNTY WATER DIST TOTAL	93,000	37,000
EL TORO WATER DIST TOTAL	78,000	31,000
IRVINE RANCH WATER DIST TOTAL	1,833,000	729,000
ROSSMOOR/LOS ALAMITOS SEWER DIST TOTAL	33,000	13,000
IRWD-LOS ALISOS WATER DIST TOTAL	180,000	71,000
MIDWAY CITY SANI DIST TOTAL	212,000	84,000
MOULTON NIGUEL WATER DIST TOTAL	2,232,000	887,000
ROSSMOOR CSD SPECIAL DIST TOTAL	83,000	33,000
SANTA MARGARITA WATER DIST TOTAL	544,000	216,000
EMERALD BAY COMMUN. SERVICE DIST TOTAL	108,000	43,000
SANTIAGO COUNTY WATER DIST TOTAL	22,000	9,000
THREE ARCH BAY COMM SERV DIST TOTAL	80,000	32,000
SOUTH COAST COUNTY WATER DIST TOTAL	383,000	182,000
ORANGE COUNTY FIRE AUTHORITY TOTAL	16,925,000	6,726,000
SURFSIDE COLONY COMM SERV DIST TOTAL	8,000	3,000
ORANGE COUNTY WATER DIST TOTAL	1,852,000	736,000
TRABUCO CANYON COUNTY WATER DIST TOTAL	128,000	51,000
ORANGE CO TRANSIT DIST-OPERATING TOTAL	1,079,000	429,000
O C SANITATION DIST TOTAL	6,479,000	2,575,000
YORBA LINDA COUNTY WATER DIST TOTAL	332,000	122,000
ELSINORE VALLEY MUNI WATER DIST	0	0
WESTERN MUNI WATER DIST	0	0
MUNI WATER DISTRICTS TOTAL	0	0
METRO WATER TOTAL	2,557,000	1,020,000


ESTIMATED		
POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY		
TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)		
AGENCY	ALLOCATION OF REFUNDS	FUTURE REDUCTION IN TAX BASE
BUENA PARK LIBRARY DIST TOTAL	213,000	85,000
→ PLACENTIA LIBRARY DIST TOTAL	186,000	74,000 ←
CAPO BAY COMMUNITY SERVICE DIST TOTAL	55,000	22,000
SURFSIDE COLONY WTR PROTECTION TOTAL	4,000	1,000
SILVERADO-MODJESKA REC&PARK DIST TOTAL	5,000	2,000
O C VECTOR CONTROL DIST TOTAL	429,000	170,000
SUNSET BEACH SANI DIST TOTAL	33,000	13,000
O C CEMETARY DIST TOTAL	145,000	58,000
TOTAL INDEPENDENT SPECIAL DISTRICTS	36,481,000	14,521,000
O C FLOOD CONTROL DIST TOTAL	6,640,000	2,639,000
O C HARBORS BEACHES & PARKS DIST TOTAL	4,921,000	1,956,000
COUNTY SERVICE AREA #4 TOTAL	44,000	17,000
NORTH TUSTIN LDSCP & LTG ASMT TOTAL	47,000	19,000
COUNTY SERVICE AREA #13 TOTAL	0	0
COUNTY SERVICE AREA #20 TOTAL	1,000	0
COUNTY SERVICE AREA #22 TOTAL	2,000	1,000
TOTAL BOARD GOVERNED SPECIAL DISTRICTS	11,655,000	4,632,000
ANAHEIM ELEMENTARY GENERAL FUND TOTAL	6,525,000	2,593,000
BUENA PARK ELEMENTARY GEN FUND TOTAL	1,053,000	418,000
CENTRALIA ELEMENTARY GENERAL FUND TOTAL	1,269,000	504,000
CYPRESS ELEM GENERAL FUND TOTAL	1,378,000	548,000
FOUNTAIN VALLEY ELEM GEN FUNDTOTAL	2,121,000	827,000
FULLERTON ELEMENTARY GENERAL FUND TOTAL	2,871,000	1,141,000
HUNTINGTON BEACH ELEMENTARY GEN FUND TOTAL	3,051,000	1,212,000
LA HABRA ELEM GENERAL FUND TOTAL	1,167,000	464,000
LOWELL JOINT ELEM GENERAL FUND TOTAL	435,000	173,000
MAGNOLIA ELEMENTARY GENERAL FUND TOTAL	874,000	347,000
OCEAN VIEW ELEMENTARY GENERAL FUND TOTAL	2,849,000	1,132,000

ESTIMATED		
POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY		
TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)		
AGENCY	ALLOCATION OF REFUNDS	FUTURE REDUCTION IN TAX BASE
SAVANNA ELEMENTARY GENERAL FUND TOTAL	530,000	211,000
WESTMINSTER ELEM GENERAL FUND TOTAL	1,626,000	646,000
ANAHEIM HIGH GENERAL FUND TOTAL	6,046,000	2,403,000
FULLERTON HIGH GENERAL FUND TOTAL	4,237,000	1,684,000
HUNTINGTON BEACH HIGH TOTAL	7,847,000	3,119,000
BREA OLINDA UNIFIED GENERAL FUND TOTAL	1,575,000	626,000
CAPISTRANO UNIFIED GENERAL FUND TOTAL	22,980,000	9,133,000
GARDEN GROVE UNIFIED GENERAL FUND TOTAL	7,293,000	2,898,000
IRVINE UNIFIED GENERAL FUND TOTAL	11,938,000	4,744,000
LAGUNA BEACH UNIFIED GENERAL FUND TOTAL	2,770,000	1,101,000
LOS ALAMITOS UNIFIED GENERAL FUND TOTAL	2,792,000	1,109,000
NEWPORT-MESA UNIFIED GENERAL FUND TOTAL	16,794,000	6,674,000
ORANGE UNIFIED GENERAL FUND TOTAL	12,446,000	4,946,000
PLACENTIA YORBA LINDA UNIF GEN FUND TOTAL	6,616,000	2,629,000
PLACENTIA YORBA LINDA UNIF GEN-FUHS TOTAL	425,000	169,000
SADDLEBACK VALLEY UNIF GEN FUND TOTAL	14,117,000	5,610,000
SANTA ANA UNIFIED TOTAL	8,408,000	3,342,000
TUSTIN UNIFIED GENERAL FUND TOTAL	7,877,000	3,130,000
COAST COMM COLLEGE TOTAL	8,721,000	3,466,000
NORTH OC COMM COLLEGE TOTAL	5,777,000	2,296,000
RANCHO SANTIAGO COMM COLL TOTAL	4,214,000	1,675,000
SOUTH ORANGE CO COMM COLL TOTAL	13,975,000	5,554,000
ORANGE CO DEPT OF EDUCATION TOTAL	7,069,000	2,809,000
EDUCATIONAL REVENUE AUGMENTATION FUND	61,458,000	24,424,000
TOTAL SCHOOL DISTRICTS w/ ERAF	261,124,000	103,757,000
ANAHEIM ELEM 2002 BOND #2002	524,000	176,000
BUENA PARK ELEM 1998 BOND #1999A	53,000	23,000
BUENA PARK ELEM 1998 BOND #2000A	9,000	4,000
BUENA PARK ELEM 1998 BOND #2001A	15,000	6,000
FULLERTON ELEM SCH -2002 BOND SR#2002A	249,000	106,000

ESTIMATED		
POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY		
TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)		
AGENCY	ALLOCATION OF REFUNDS	FUTURE REDUCTION IN TAX BASE
HUNTINGTON BEACH ELEM 2002 BOND #2002	151,000	78,000
LA HABRA EL SCH -2000 BOND SR#2000A	53,000	23,000
LA HABRA EL SCH -2000 BOND SR#2001A	18,000	8,000
MAGNOLIA SCH DIST-2000 BOND SR2000A	40,000	18,000
MAGNOLIA SCH DIST-2000 BOND SR2001B	35,000	16,000
NORTH OC COMM COLL 2002 BOND #2002	1,246,000	519,000
SANTA ANA UNIF SCH-1999 BOND SR2002A	384,000	182,000
CAPISTRANO UNIF-ID#1 1999 BOND 2002C	187,000	71,000
CAPISTRANO UNIF-ID#1 1999 BOND 2001	285,000	109,000
FULLERTON HIGH SCH -2002 BOND #2002	351,000	151,000
ANAHEIM HIGH 2002 BOND 2002A	763,000	300,000
LAGUNA BEACH UNIF 2001 BOND SER 2001	296,000	135,000
NEWPORT MESA UNIF SCH 2000 BOND 2001	307,000	130,000
PLACENTIA -YORBA LINDA UNIF 2002 BOND #A	653,000	279,000
CAPISTRANO UNIF-ID#1 1999 BOND 2000	122,000	47,000
SANTA ANA UNIF SCH-1999 BOND SR2000	422,000	201,000
IRVINE UNIF-SERIES H BOND FUND	0	0
BREA OLINDA UNIF-1999 BOND SR 1999A	156,000	66,000
TOTAL SCHOOL BOND	6,319,000	2,648,000
Anaheim CRA TOTAL	2,558,000	1,491,000
Brea CRA TOTAL	2,669,000	1,293,000
Buena Park CRA TOTAL	663,000	303,000
Costa Mesa CRA TOTAL	202,000	77,000
Cypress CRA TOTAL	711,000	277,000
Fountain Valley CRA TOTAL	558,000	206,000
Fullerton CRA TOTAL	1,639,000	615,000
Garden Grove CRA TOTAL	1,681,000	1,054,000
Huntington Beach CRA TOTAL	728,000	271,000
La Habra CRA TOTAL	170,000	81,000

ESTIMATED		
POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY		
TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)		
AGENCY	ALLOCATION OF REFUNDS	FUTURE REDUCTION IN TAX BASE
La Palma CRA TOTAL	276,000	110,000
Lake Forest CRA TOTAL	0	0
Mission Viejo CRA TOTAL	565,000	456,000
Orange CRA TOTAL	2,522,000	505,000
Placentia CRA TOTAL	215,000	87,000
San Clemente CRA TOTAL	116,000	46,000
San Juan Capistrano CRA TOTAL	446,000	381,000
Santa Ana CRA TOTAL	3,374,000	1,990,000
Seal Beach CRA TOTAL	146,000	52,000
Stanton CRA TOTAL	600,000	246,000
Tustin CRA TOTAL	891,000	336,000
Westminster CRA TOTAL	1,295,000	507,000
Yorba Linda CRA TOTAL	3,537,000	1,299,000
OC RDA Santa Ana Heights TOTAL	789,000	290,000
Orange Co. RDA ND&P TOTAL	1,302,000	533,000
TOTAL COMM REDEVELOPMENT AGENCIES	27,653,000	12,506,000
GRAND TOTAL	416,086,000	167,050,000

TO: Library Board of Trustees

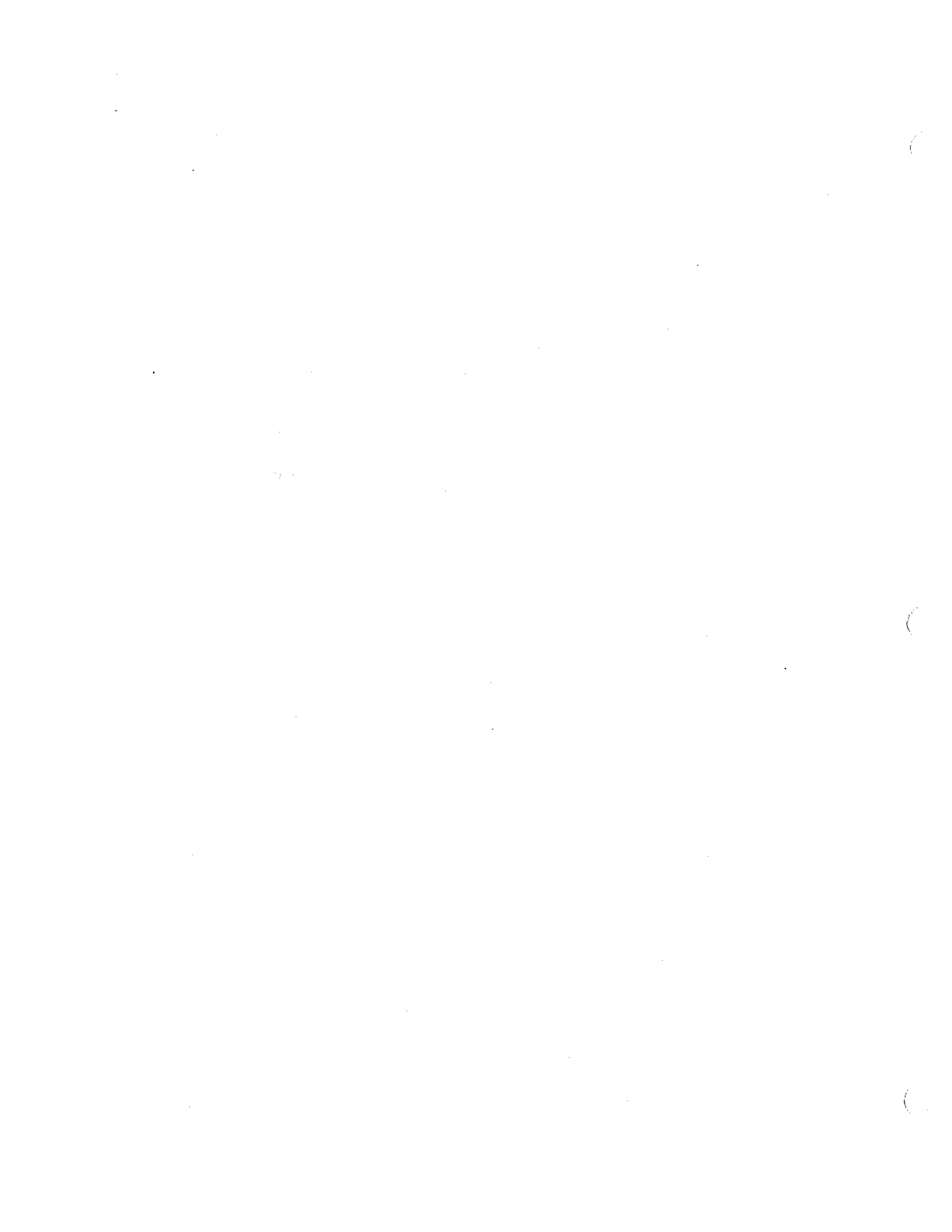
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: February 18, 2003

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. PRREP recruits high school students to tutor grade school children at the Library and at one elementary school. We currently have 52 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and
 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- *Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.



January 21, 2003

To: Placentia Library District

From: Sandra Stark

Re: Special Districts Workers Compensation Authority

On December 5 and December 10, 2002, I attended special meetings and workshops at the Special Districs Risk Management Association in Sacramento. Actuarial reports, revenues, expenses and budget were reviewed. Future workers' compensation premiums were discussed.

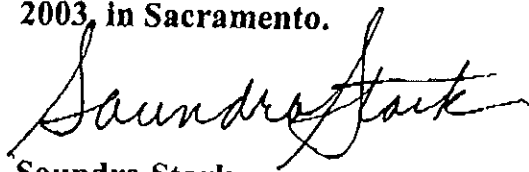
Premiums for the upcoming year were discussed and the following should be noted:

- The Workers Compensation Insurance Rating Bureau recommended an average increase in premiums of 25.5% by January 2003.**
- Special District Workers Compensation Authority approved a 10.1% increase in premium rates**
- A midyear re-evaluation will be conducted to update actuarial information in order to determine if any additional premiums will be needed to maintain a 90% confidence level (this is far above the confidence level throughout the industry)**

Due to the tremendous increases in premium rates and the exodus of insurance companies from the California workers compensation market, SDWCA's membership has increased by a third in the past year.

In regard to the consolidation of the risk management and the workers compensation pools, approximately 30% of the membership has responded positively. 67% is required for the merger to occur. It is believed that most districts will be voting on the merger during their January board meetings.

The next SDWCA committee and board meetings will be February 24 - 25, 2003 in Sacramento.


Sandra Stark



QUARTER:

1st--Oct, Nov, Dec X
 2nd--Jan, Feb, Mar
 3rd--Apr, May, Jun
 4th--Jul, Aug, Sep

Liquidation

Send THREE COPIES of this report (one with an original signature) to:

California State Library
 Budget Office - LSTA
 P.O. Box 942837
 Sacramento, CA 94237-0001

California State Library

LIBRARY SERVICES AND TECHNOLOGY ACT

LSTA Grant Award I.D.: 40-5685

Date: January 2003

Fiscal Year: 2002/3

Project Title: Public Library Staff Education Program

Grantee: Jillian Christine Rakos

Telephone: 714-528-1925

Fiscal Agent: Placentia Library District

Prepared by (Signature): *J. Rakos*

Approved Budget (1)	1st (2)	2nd (3)	3rd (4)	4th (5)	Total Expended/Encumbered (6)	Unexpended/Unencumbered Balance (9)
a. _____	_____	_____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____	_____	_____
c. 5,160	0	_____	_____	_____	0	_____
d. _____	129	_____	_____	_____	129	_____
e. 5,676	129	_____	_____	_____	129	_____

Outstanding Encumbrances close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/Unencumbered Balance (9)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

a. Salaries and benefits
 b. Materials
 c. Operating expenses
 d. Equipment
 e. Indirect Costs
 f. TOTAL

*Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2.





CLLS Budget Report

Name of Library: **Placentia Library District**
 Fiscal Year: **02 / 03**
 Filing Period: **Mid-Year**

	Approved	Other	Total For Year	CLSA	Other
1. Personnel	\$0.00	\$122,416.00	\$122,416.00	\$5,450.00	\$61,207.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Operations	\$0.00	\$24,500.00	\$24,500.00	\$6,165.00	\$12,250.00
6. Total	\$0.00	\$146,916.00	\$146,916.00	\$11,615.00	\$73,457.00

	CLSA	Other	Total Expenditures
1. Personnel	\$5,450.00	\$61,207.00	\$66,657.00
2. Library Materials	\$0.00	\$0.00	\$0.00
3. Equipment	\$0.00	\$0.00	\$0.00
4. Indirect	\$0.00	\$0.00	\$0.00
5. Operations	\$6,165.00	\$12,250.00	\$18,415.00
6. Total	\$11,615.00	\$73,457.00	\$85,072.00

	Approved	Other	Total for Year	CLSA	Other
5a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5b. Travel	\$0.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
5c. Office Supplies	\$0.00	\$10,000.00	\$10,000.00	\$4,115.00	\$5,000.00
5d. Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$0.00	\$3,000.00	\$3,000.00	\$1,000.00	\$1,500.00
5f. Communications	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
5g. Other	\$0.00	\$10,500.00	\$10,500.00	\$250.00	\$5,250.00
Total	\$0.00	\$24,500.00	\$24,500.00	\$6,165.00	\$12,250.00

	CLSA	Other	Total Expenditures
5a. Contract Services	\$0.00	\$0.00	\$0.00
5b. Travel	\$500.00	\$500.00	\$1,000.00
5c. Office Supplies	\$4,115.00	\$5,000.00	\$9,115.00
5d. Printing	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$1,000.00	\$1,500.00	\$2,500.00
5f. Communications	\$300.00	\$0.00	\$300.00
5g. Other	\$250.00	\$5,250.00	\$5,500.00
Total	\$6,165.00	\$12,250.00	\$18,415.00

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Monday, January 27, 2003 11:47:07 AM
Date



CLLS In-Mind Report

Name of Library: Placentia Library District
Fiscal Year: 02 / 03
Filing Period: Mid-Year

	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other
a) Space	\$0.00	\$0.00	\$0.00	\$5,250.00	\$0.00	\$0.00
b) Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e) Professional Services	\$0.00	\$0.00	\$0.00	\$8,976.00	\$0.00	\$0.00
f) Other	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$14,726.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$14,726.00	\$0.00	\$0.00

	This Period's Total Resources	Total Year-To-Date	This Year's Goals
a) Space	\$5,250.00	\$5,250.00	\$10,500.00
b) Materials	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$0.00
e) Professional Services	\$8,976.00	\$8,976.00	\$17,952.00
f) Other	\$500.00	\$500.00	\$1,000.00
	\$14,726.00		
		\$14,726.00	\$29,452.00

	This Period	YTD	Goals
a) Literacy Instruction	4957	4957	8000
b) Talent/Support Services	260	260	500

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Tuesday, January 21, 2003 11:46:50 AM
Date



CLLS Adult Learner Report

Name of Library: **Placentia Library District**
 Fiscal Year: **02 / 03**
 Filing Period: **Mid-Year**

1. Continuing Adult Learners from previous filing period	110
2. Adult Learners who began during this filing period	55
3. Adult Learners who left during this filing period	
a. Learners who met goal	15
b. Learners who became physically inaccessible this filing period	0
c. Learners who left program for other reasons	0
d. Learners who left program WITHOUT notification	0
e. TOTAL	15
4. Adult Learners who received instruction during this filing period	165
5. Adult Learners referred to other programs (never instructed) this filing period	2

6. Cumulative total adult learners who received instruction this fiscal year-to-date	165
7. Cumulative total adult learners referred to other programs this fiscal year-to-date	2

8. Adult Learners receiving instruction at end of this filing period.	150
9. Prospective Adult Learners awaiting instruction at end of this filing period.	40

Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
67	2	68	0	0	5	8	0	150

16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
6	10	72	38	10	8	4	2	150

Male	Female	Not Specified	Total
42	108	0	150

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CLLS Tutor Activity Report

Name of Library: **Placentia Library District**

Fiscal Year: **02 / 03**

Filing Period: **Mid-Year**

1. Continuing Tutors instructing from previous filing period	86
2. Tutors who began instructing during this filing period	44
3. Tutors who left during this filing period	
a. Tutors who left with notification	22
b. Tutors who left WITHOUT notification	10
c. TOTAL tutors who left	32
4. Total tutors who instructed during this filing period	120
5. Number of tutors trained during this filing period.	44
6. Number of pre-service tutor workshops offered during this filing period	0

7. Cumulative total tutors who instructed this fiscal year-to-date	120
8. Cumulative total tutors trained this fiscal year-to-date	44

9. Tutors instructing at end of this filing period	98
10. Prospective tutors awaiting training/matching at end of this filing period.	0

Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
9	1	18	0	2	59	9	0	98

16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
2	22	19	15	10	18	9	3	98

Male	Female	Not Specified	Total
22	76	0	98

14a. Number of library branches used for literacy instruction during this filing period	1
14b. Number of additional sites used for literacy instruction during this filing period	2

Legislative districts in which instruction occurred during this filing period	
a: State Assembly District #(s):	72d
b: State Senate District #(s):	33d
c: U.S. Congressional District #(s):	39th & 41st

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CLLS Narrative Report

Name of Library: **Placentia Library District**
Fiscal Year: **02 / 03**
Filing Period: **Mid-Year**

The State Library is interested in the areas of your program that you find most significant. This includes both successful and unsuccessful events, methods, materials and other components.

Significant successes:

The Placentia Library Literacy Services (PLLS) has enjoyed another extremely successful first half of this fiscal year, particularly in recruiting and matching new tutors and reducing the number of learners on our waiting list from nearly one hundred to less than fifty. We have been able to attract more adult tutors because we offer tutor training at least monthly, and on a case to case basis, offer accelerated training to selected tutors. Our English Language and Literacy Intensive (ELLI) Program is in its second year, and Ann-Margaret Webb, ELLI Coordinator, has done an exceptional job of outreaching to our school partners and recruiting staff and volunteers to assist in the classes at these schools. This year we conservatively estimate that the number of students participating in ELLI could exceed 350, more than 20 percent more than was projected for the school year. Our Families for Literacy (FFL) Program has been energized by our new FFL coordinator, Tyese Wortham, who began in October 2002. She has more than doubled the number of families in the program and had a greatly successful Christmas party that over 30 FFL students and children attended.

Problems, challenges, and unresolved issues:

PLLS has no real significant problems or unresolved issues. We will always have the challenge of reducing our learner waiting list, and we will continue to resolve this challenge by recruiting tutors through a variety of media resources: the local newspaper; the local cable TV channel; flyers; and other community outreach such as making literacy presentations at local community services organizations.

Anything you would like to share that other CLC programs could use:

We are very excited about our FFL philosophy of trying to match both the parent and the pre-school child. Our philosophy is to match the parent with an adult tutor and the child with a high school tutor. Then the family comes in as a family; the parent goes with his or her tutor, and the child does likewise. This allows the parent/s to have relatively undisrupted tutoring sessions, and it also allows the child/children the opportunity to read or be read to or play with the LeapPad.

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Monday, January 20, 2003 8:27:17 PM
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Families For Literacy

Name of Library: **Placentia Library District**
 Fiscal Year: **02 / 03**
 Filing Period: **Mid-Year**

A. Program Participants and Partners

1. Number **eligible** Families participation through 12/31/02 : **26** (families can participate in a number of different ways; not all must attend programs to participate)

2. Family Composition

Parents/ Guardians	Other Adult Family Members	Adult Unknown Age	Children 0-4	Children 5-8	Children 9-11	Children Over 12	Children Unknown Age
29	0	0	26	18	5	2	0

Ethnicity

ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	Unknown	TOTAL
Asian	0	0	5	0	0	0	0	0	0	5
Black	0	0	0	0	0	0	0	0	0	0
Hispanic	0	8	12	2	0	0	0	0	0	22
Native American	0	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0	0
White	0	0	1	0	0	0	0	0	0	1
Other	0	0	0	1	0	0	0	0	0	1
Total	0	8	18	3	0	0	0	0	0	29

Ethnicity

CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Asian	3	5	1	0	0	9
Black	0	0	0	0	0	0
Hispanic	21	12	4	2	0	39
Native American	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0
White	1	0	0	0	0	1
Other	1	1	0	0	0	2
Total	26	18	5	2	0	51

Primary Language of Children

CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Spanish	21	12	4	2	0	39
Portuguese	0	0	0	0	0	0
Vietnamese	0	0	0	0	0	0
English	1	0	0	0	0	1
Hmong	0	0	0	0	0	0
Pacific Island Languages	0	0	0	0	0	0
Other	4	6	1	0	0	11
Total	26	18	5	2	0	51

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Families For Literacy

Name of Library: **Placentia Library District**

Fiscal Year: **02 / 03**

Filing Period: **Mid-Year**

3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburgh HeadStart/Canal Day Care - Referrals of low literacy parents with preschool children)

<u>Community Partner</u>	<u>Role</u>
1. Valencia and El Dorado High Schools	Recruitment of high school students for tutoring FFL children.
2. Orange County Headstart	Referrals of low literacy parents with preschool-aged children.
3. Fullerton College	Recruitment of college students for tutoring FFL adults and children.
4. Ruby Drive Preschool	Referrals of low literacy parents with preschool-aged children.
5. Western State University College of Law	Recruitment of federal work-study law students for tutoring FFL adults and children.
6. California State University, Fullerton	Recruitment of college students/interns for tutoring FFL adults and children.

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Families For Literacy

Name of Library: **Placentia Library District**
 Fiscal Year: **02 / 03**
 Filing Period: **Mid-Year**

B. Narrative Description of Services Provided

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 6 months.

1) Please explain your procedures for giving books away to children. Do you give to all children in family or only preschoolers? Attach your list of children's books purchased for this purpose.

Book give-a-ways occur during the monthly FFL events. Each family receives one "family" book which is related to the theme of the event. Occasionally, each child present at the event will receive a book appropriate to his/her grade level and book raffles may be run. In December, the following children's book was purchased as a "family" book:

1) Clifford's Christmas

1a. Average number of books per child actually distributed: **0.61**

1b. Total number of books distributed as of 12/31/02. **14**

1c. Number of books received by children under 5. **4**

1d. Number of books received by children over 5. **10**

2. **Briefly explain the types, structure and content of the regular meetings of parents and children conducted by FFL in public library settings. How often do you hold these meetings? (This should include but not be limited to family parties, events, story times.)**

The regular meetings of the parents and children are held as FFL monthly events. The program for these events are as follows:

I. Sign-in and Registration

Families sign-in and also have the chance to register for the FFL program if they have not already. Pre-art & craft activities, parent information, and refreshments are available for the families during the first 15-20 minutes.

II. Movement/Dance/Singing Activity

All children and adults congregate to the center for preparation of storytime.

III. Storytime!

Usually consists of 3-4 stories, theme-related. Puppets and audience participation are incorporated.

IV. Arts & Crafts

An art & craft activity usually related to theme of event.

V. Book Give-a-Way

During the last 20-30 minutes of the program and during the last part of arts & crafts, each family is called to collect their book(s) and sign-out.

2a. Total Number of FFL Meetings Held as of 12/31/02. **1**

2b. Total Number of Attendees as of 12/31/02 . 35

2c. Total Number **Different Families** attending programs in public library settings as of 12/31/02 . 1

2d. Total Number **Different, Eligible Families** attending programs in library settings as of 12/31/02 . 4

2e. Do you hold family story times outside of the library? If yes, where and how often? How do you know then mainstream the FFL families into library story times?

Yes, I have held one storytime outside of the library at Ruby Drive Pre-school. During my presence at the parent meeting, I was able to share with the parents tips on reading to children in the home. I brought materials for each parent with flyers and information about the FFL program and other services of the library.

3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. **Briefly** describe how/when you train tutors in these techniques.

The tutors are aware of the FFL library and the resources that are available. Tutors are encouraged to use the children's book and language experience stories for at least 10 minutes of their sessions and preferably with the children present during those last 10 minutes. Tutors have a 30-45 minute training on the resources that are available to them for instruction and on how to incorporate other activities into the sessions such as: arts & crafts, comprehension, use of voice, audio books, etc.

5) Do you train parents in book selection for their children other than the use of story times and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

Tutors are encouraged to use the children's library department for reinforcement, diversity in the learning process, and to introduce parents to the process of checking-out library books.

6) Do you provide FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

Not at this time. However, there are plans to include such services in the near future.

7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services.

Many parents who had been recruited from a local preschool have participated in the English-Spanish bilingual library tours that I have conducted. During the library tours the children's and literacy departments are featured, including the specific area designated as the parent-teacher shelf which covers
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such topics as parenting, child care, health, nutrition and family life education. Moreover, free materials covering these issues are available in the literacy office in the form of pamphlets, flyers, brochures, etc.

8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.

Yes. Tutoring is available to children as young as 2 years old in the FFL program at Placentia Library District. Families are strongly encouraged to bring the entire family to tutoring. Each parent and child is matched with a tutor. This service aides those families who do not have babysitters for their small children. The children are matched with high school students for a 30-60 minute session, depending on the age of the child. Specially selected learning materials and tools geared towards children 5 years old and under are provided to help the teen tutor's time of instruction with the child. Those tutors who are working with children 5 and under are required to attend an individual or small group training session for 30-45 minutes.

9) How do you recruit your families for FFL? Is that effective? Describe any effective retention strategies?

The FFL program at Placentia Library District is fortunate to have gracious community partners which are listed in A.3. I give presentations on the FFL program during the ESL classes at the preschools, parent meetings, parent activities such as cooking classes, library tours, and storytimes held at the library. In addition to these presentations, FFL volunteers work with the children for at least an hour a week during classtime in two preschools. All of these strategies are effective provided that one is prepared with the necessary materials such as flyers about the basic eligibility requirements of the program, upcoming events, contact information, give-a-way materials including children's books, excitement, and a smile. I enjoy sharing with my prospective parents a short children's book to give them an idea of one of the components included in the program.

11) How do you determine or measure success in your FFL program?

How do you track the progress of your adults and children as they move through their FFL involvement?

The success of the adult and children tutoring components of the FFL program are measured separately. In the adult program, the progress of the students is measured by looking at the development of the students' English language skills as they move through the Challenger and Laubach series.

Most of the children in the FFL program at Placentia Library District do not use the the Challenger and Laubach series, therefore, the measure of thier success is somewhat subjective. Progress is measured as they move through the identification of shapes, colors, letters, and onto sounds, forming words, comprehension, etc.

Overall, between adults and children, the tutors are constantly giving literacy staff feedback on the progress of their students since they are reading, writing, and speaking with them on a weekly basis.

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Last edit date: Thursday, February 13, 2003 5:53:17 PM



Families For Literacy

Name of Library: Placentia Library District
Fiscal Year: 02 / 03
Filing Period: Mid-Year

10) How many FFL staff were budgeted for with FFL or library funds? 1

Was this adequate? Explain.

The amount of funds awarded for the Placentia Library District is not adequate for the amount of work that is present. Unfortunately, the budget only allows me 20 hours per week which limits the amount of time and effort that I could use to further enhance the FFL program at Placentia Library District. Last fiscal year there were only 10 families in the program. In less than 4 months I have increased that number to 26 active families. The program is growing rapidly and I am confident that these families can be greatly served with more books, materials, activities, and tutors provided the FFL program of Placentia Library District is awarded adequate funds for staff and time.

<u>FFL Position</u>	<u>Hours Per Week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
1. FFL Coordinator	20	Yes	

Author:

Author's e-mail address:

Last edit date: Thursday, February 13, 2003 5:53:33 PM



Families For Literacy

Name of Library: **Placentia Library District**
Fiscal Year: **02 / 03**
Filing Period: **Mid-Year**

C. Lessons Learned This Year

The State Library is interested in learning about your successes and difficulties with the FFL program. Please respond, as fully as possible to the following questions:

1) Describe how your FFL program uses the Parent Pre/Post Survey. Include in your description when you give the pre and post. Describe how you train staff and volunteers to use the survey.

Preferably the Parent Pre/Post Survey is to be used as an ice breaker for new pairs. However, there are many current students who have not completed their pre-survey for the 2002-2003 fiscal year. Therefore, many tutors are trained to use it as an evaluation of the instruction that has occurred up to that point. Currently, tutors are trained either on an individual basis or in small groups for 30-45 minutes. Tutors are required to read the survey before the training session and required to arrive to the session with any questions. Each outcome is then explained in detail by myself, the FFL coordinator.

2. Describe barriers your FFL program encountered using the Parent pre/post survey.

Many of my families do not speak English well enough to understand the vocabulary in the survey. Therefore, tutors have a tendency to feed students possible answers in place of probing for the answer or allowing the students to read it themselves. Surveys in other languages (E.G. Spanish and Korean) may be helpful or perhaps the survey could use simplified terminology.

3) Describe successes your FFL program discovered using the Parent pre/post survey.

Because I have been the FFL coordinator for only 4 months, I have not seen a significant amount of success in the program as a direct result of the Parent pre/post survey. I believe that the role/goal map has been useful in creating bonds between the students and tutors because of the intimacy of the questions asked. The role/goal map provides a time of discussion for students which then creates a safe environment for students to dream and explore life's options.

4) What are the best messages your program used to explain your FFL program to stakeholders and the public?

The FFL program is a free service which primarily serves the underserved community of Placentia and the surrounding areas. The entire family is invited to come to the library together in order to learn how to read, write, and speak English, to become aware of the free services of the library, and to spend quality time with the family. Tutoring for children as young as 2 years old is provided for families who cannot obtain childcare. Unfortunately, some of these families are working-class which makes them ineligible for Headstart because their income is too high or they do not earn enough income to afford the costs of preschool. At the Placentia Library District we offer a space for these families to not only receive individual tutoring for their preschool-aged children, but also individual instruction for their other children as well as their significant other.

5) Share one positive FFL experience that represents your program's success in helping families with
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