

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, October 20, 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- ☞ Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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 September 22, 2003 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter

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

REPORTS

6. Board President Report

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

7. Trustee Reports

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

8. Library Director's Report

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

9. Friends of Placentia Library Board of Directors Report

10. Placentia Library Foundation Board of Directors Report

CLAIMS (Items 11 – 14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 – 14 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.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4501, 4502, 4503, 4504, 4505 and 4506 forwarded by Library Director for a total of \$31,183.01.

13. Current Claims and Payroll (Approve)

Claims 4497 and 4498 for a subtotal for Claims of \$21069.72; and Payrolls 4499 for \$30,603.80 and 4500 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,277.32.

14. FY2003-2004 Cash Flow Analysis through October 20, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 15 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15 – 19 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.

15. Financial Reports for September 2003 (Receive & File)

16. Office General Ledger & Check Registers for September 2003 (Receive & File)

17. Acquisitions Report for September 2003 (Receive & File)

18. Collection Agency Report for September 2003 (Receive & File)

19. Gifts Report for September 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 – 39)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 – 39 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.

20. Building Maintenance Report for September 2003 (Receive & File)
21. Personnel Report for September 2003 (Receive, File, and Ratify Appointments)
22. Volunteer Report for September 2003 (Receive & File)
23. Circulation Report for September 2003 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
25. Legislative Alerts from the California Special Districts Association. (Receive & File)
26. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
27. Status Report on Partnerships with Community Organizations. (Receive & File)
28. Status Report on Active Grant Applications. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2003-200, as submitted on October 15, 2003. (Receive & File)
31. Fiscal Year 2003-2004 Assessed Values and Estimated 2003-2004 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller (Receive & File)
32. Fiscal Year 2002-2003 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)
33. Library of California Board Meeting Agenda, October 15-16, 2003 in Sacramento. (Receive & File)
34. Notification from the State Library of California of cancellation of Placentia Library District from the Live Homework Help Program for 2003-2004 because of lack of participation. (Receive & File)
35. Final Report to the State Library of California for the Public Library Staff Education Grant for Fiscal Year 2002-2003 for Jillian Rakos. (Receive & File)
36. Meeting notice for the Independent Special Districts of Orange County for Thursday, October 30, 2003 at 11:30 A.M. at the Municipal Water District of Orange County, Fountain Valley. (Receive & File)

37. Approval of the Post-EGTRRA Amendment to the National Retirement Services, Inc. Defined Contribution Prototype Plan & Trust dated September 24, 2003 (Placentia Library District's Money Purchase Pension Plan). (Receive & File and Ratify Approval by the Library Director)
38. Letter of Application to Wells Fargo Bank for a \$1,000 Grant for Placentia Library Literacy Services and the Placentia Rotary Reading Enrichment Program (PRREP). (Receive & File)
39. Meeting Notice and Agenda for the September 25, 2003 Orange County Council of Governments and the minutes of the June 26, 2003 Meeting. (Receive & File)

CONTINUING BUSINESS

40. 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
41. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel).
Presentation: Library Director
Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel);
and
Refer Section 2000 (Personnel) to staff for review and comments to be presented at the October 20, 2003 Library Board Meeting; and
Select sections for review at the November 22, 2003 Library Board Meeting.
42. Approve contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project.
Presentation: Library Director
Recommendation: Approve financing contract with the City of Placentia for the Civic Center Renovation Project in the amount of \$293,690.70.

NEW BUSINESS

43. Discussion of hiring an attorney to handle routine District matters.
Presentation: Library Board President
Recommendation: Action to be determined by the Library Board of Trustees

44. Travel/training authorizations for Public Library Association Biennial Conference in Seattle, March

Presentation: Library Director Minter
Recommendation: Authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed \$2,570 to be paid from the staff training account at Santiago Library System.

STAFF REPORTS (Items 45 – 50)

Items 45 – 50 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.

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

ADJOURNMENT

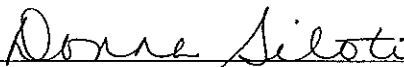
- 51. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 22, 2003 at 6:30 P.M.
- 52. Review of Action Items.

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

- 53. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 20, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 16, 2003.



Placentia Library Board Calendar

October 2003 - September 2004

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October

- 1 8:30 AM CSDA Governance Workshop on Finance Fiscal Responsibility, Ontario, Ayres Suites
- 2 9:00 AM SDRMA Annual Meeting, Ayres Hotel, 1945 Holt Blvd., Ontario
- 6 7:00 PM Friends Board Meeting, Shkoler
- 10 8:30 AM CSDA Board Secretary Workshop, Santa Ana
- 11 9:00 AM Heritage Parade
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 8:30 AM CSDA Governance Workshop in Human Resources, Santa Ana, DoubleTree Hotel
- 25 8:30 AM -1:30 PM Library Forum on Public Library Renaissance -- 21st Century Navigators, Cerritos Public Library, lunch included
- 27 5:00 PM Families for Literacy Library Visit, Meeting Room
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

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November

- 3 7:00 PM Friends Board Meeting, Escobosa
- 11 Library Closed for Veterans Day
- 14 California Library Association Annual Conference, Ontario, through Nov 17.
- 12:32 PM California Library Association, Ontario, through Nov 17
- 24 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

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December

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

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January

- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 17 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

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Placentia Library Board Calendar

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February

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

March

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

April

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

May

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

June

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

July

- 4 Library Closed for Independence Day
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

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July

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

August

23 6:30 PM Library Board Meeting

September

5 Library Closed for Monday Holiday

6 7:00 PM Friends Board Meeting, Dinsmore

Library Closed for Labor Day

20 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

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AGENDA
REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, October 20, 2003
6:30 P.M.
Library Conference Room

Starting Time: 6:31

1. Roll Call Administrative Assistant

Dinsman - Absent, arrived 6:35

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

Mtn: ~~EG~~
Sec: W All

3. Minutes of the September 22, 2003 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W All
Sec: E

4. Oral Communications

Start of Closed Session: 6:45 - 7:10

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter

Return to Regular Meeting: 7:12

REPORTS

6. Board President Report -
Breakfast - Gae & he farewell for Ann-M & Tyese. Last program for Tyese
Monday night - Lib Orientation -

7. Trustee Reports

Betty - Ltr of apprec to o/s employees. Request that Trustees get notice of o/s emp & Trustees will send note.
EDM - process discussed @ staff meeting.
Inauguration - write up in newsletter very nice for post laurette. Job well done.
Donne & I attended Board Sec. training - well organized. Books recommended "Guide to Ethics Law." Recommended both
"Local Officials" see & pres sign minutes. ② Review Record Retention Policy
③ Seminar in Spring - Chair Leadership

Peggy - Al welcomed back, glad to be back. @ Charles
Mike last week @ Craig Olsen's.

Richard - none

Gae - none

Closed sessions

10/10/11 10:00-11:00

10/11/11 10:00-11:00

10/12/11 10:00-11:00

10/13/11 10:00-11:00

10/14/11

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10/29/11 10:00-11:00
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10/31/11 10:00-11:00

8. Library Director's Report

Inauguration - went well, some questions about selection process for next year.
3 positions advertised, Jim - \$51K from St Lib for Literacy. ~~hope to get \$10K from board~~
Jim received \$1K from Raytheon. School Board - Even Start Grant \$1M to school board, partnership w/ Lib. will get parenting classes for ELLI

9. Friends of Placentia Library Board of Directors Report

7:20 Ellic Karkhi
Continued to sell books, YTD \$9K.
Exploring charities to pickup sold books.
Gae - Boys & Girls Club. Peggy - group that goes to Mexico.
Ducks - \$10K in December.
DeVecchio - ~~CAETL~~ SA workshop in Ontario 1/9 - 14 Friday 1/9 Author Night Exhibitors

10. Placentia Library Foundation Board of Directors Report

Gae - met this month. NOV. meeting. discussed officers.
13

CLAIMS (Items 11 - 14)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: E All

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

No Nonstandard Claims were processed during this report period.

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

Claims 4501, 4502, 4503, 4504, 4505 and 4506 forwarded by Library Director for a total of \$31,183.01.

13. Current Claims and Payroll (Approve)

Claims 4497 and 4498 for a subtotal for Claims of \$21069.72; and Payrolls 4499 for \$30,603.80 and 4500 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,277.32.

14. FY2003-2004 Cash Flow Analysis through October 20, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 15 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: D Ah

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

GENERAL CONSENT CALENDAR (Items 20 – 39)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: De
Sec: E All

20. Building Maintenance Report for September 2003 (Receive & File)
21. Personnel Report for September 2003 (Receive, File, and Ratify Appointments)
22. Volunteer Report for September 2003 (Receive & File)
23. Circulation Report for September 2003 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
25. Legislative Alerts from the California Special Districts Association. (Receive & File)
26. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
27. Status Report on Partnerships with Community Organizations. (Receive & File)
28. Status Report on Active Grant Applications. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2003-200, as submitted on October 15, 2003. (Receive & File)

31. Fiscal Year 2003-2004 Assessed Values and Estimated 2003-2004 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller (Receive & File)
32. Fiscal Year 2002-2003 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)
33. Library of California Board Meeting Agenda, October 15-16, 2003 in Sacramento. (Receive & File)
34. Notification from the State Library of California of cancellation of Placentia Library District from the Live Homework Help Program for 2003-2004 because of lack of participation. (Receive & File)
35. Final Report to the State Library of California for the Public Library Staff Education Grant for Fiscal Year 2002-2003 for Jillian Rakos. (Receive & File)
36. Meeting notice for the Independent Special Districts of Orange County for Thursday, October 30, 2003 at 11:30 A.M. at the Municipal Water District of Orange County, Fountain Valley. (Receive & File)
37. Approval of the Post-EGTRRA Amendment to the National Retirement Services, Inc. Defined Contribution Prototype Plan & Trust dated September 24, 2003 (Placentia Library District's Money Purchase Pension Plan). (Receive & File and Ratify Approval by the Library Director)
38. Letter of Application to Wells Fargo Bank for a \$1,000 Grant for Placentia Library Literacy Services and the Placentia Rotary Reading Enrichment Program (PRREP). (Receive & File)
39. Meeting Notice and Agenda for the September 25, 2003 Orange County Council of Governments and the minutes of the June 26, 2003 Meeting. (Receive & File)

CONTINUING BUSINESS

40. 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

ATTN:
See:
No new info. \$51K from State for Literacy.
Nothing from CSDA, Lib Assoc.

1. 1990

2. 1991

3. 1992

- 41. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel).

Move to Nov. mtg.?
DI will notify EDM

Presentation: Library Director
Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel); and

Mtn:

Sec:

Refer Section 2000 (Personnel) to staff for review and comments to be presented at the October 20, 2003 Library Board Meeting; and

Mtn:

Sec:

Select sections for review at the November 22, 2003 Library Board Meeting.

Mtn:

Sec:

- 42. Approve contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project.

Presentation: Library Director
Recommendation: Approve financing contract with the City of Placentia for the Civic Center Renovation Project in the amount of \$293,690.70.

Mtn:

Sec:

Special District Finance Authority
DRN Ambro - Roll both loans into one @ lower rate. could talk to city.
Talk to finance authority - EDM
NEW BUSINESS

- 43. Discussion of hiring an attorney to handle routine District matters.

Mtn: W AH

Sec: De

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

Declues

AI - contact w/ Jeff Thompson
cont. relationship of DeCluse & Burkett (costing firm) is done on call as needed using Jeff Thompson as needed basis @ KISO
44. Travel/training authorizations for Public Library Association Biennial Conference in Seattle, March

Presentation: Library Director Minter
Recommendation: Authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed \$2,570 to be paid from the staff training account at Santiago Library System.

Mtn: E

Sec: W AH

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STAFF REPORTS (Items 45 – 50)

45. Program Committee Report for September 2003 (Roberts)

Mtn: E All

46. Children's Services Report for September 2003 (Rakos)

Sec: W

47. Placentia Library Literacy Services Report for September 2003 (Roberts)

48. Placentia Library Web Site Report for September 2003 (Roberts)

49. Publicity Materials Produced in September 2003. (Humple)

50. Safety Committee Minutes for September 2003 (Matas)

Disburse - Publication - ALTA LIT pg 7. EDM - on line
ADJOURNMENT

51. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 22, 2003 at 6:30 P.M. - Closed Session (early) Discussion - contents of Board Book

52. Review of Action Items.

Financing Civic Ctr Reno.
Bd sec & Pres sign minutes.

53. Adjourn 7:50

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 20, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 16, 2003.

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 22, 2003**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 22, 2003 at 6:34 P.M.

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

Members Absent: Trustee Peggy Dinsmore

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Treasurer of Friends of Placentia Library Camille Himes, Human Resources Consultant Gail Koff and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA President Shkoler requested that the order of the Agenda be changed so that Items #41, 42, and 49 follow Item #8. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Agenda as amended.

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

MINUTES It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the August 25, 2003 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler reported that he had presented service pins at the Staff Appreciation Dinner on September 11. He presented Trustee Wood with a pin for 5 years of service to the Library.

President Shkoler reported that he had attended the Families for Literacy program on September 21 and commended Tyese Wortham for putting on an outstanding program.

President Shkoler reminded the Board that the State of the City breakfast will be on September 25.

TRUSTEE REPORTS

Secretary Escobosa reported that the Staff Appreciation Dinner was excellent. She asked whether the Board ever sent out letters of appreciation to outstanding employees. President Shkoler responded that they currently do not. Trustee Escobosa reported that she would attend the Friends Board meeting for October and it was determined that Trustee Dinsmore would attend the November meeting. If she is unable to go, Trustee DeVecchio said he would go.

Trustee Wood apologized for missing the Staff Appreciation Dinner.

Trustee DeVecchio did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Trustee Dinsmore is recovering slowly from her recent surgery.

Public Services Manager Roberts reported that the Library has reserved two convertibles for the Heritage Parade on October 11. It was determined that Al and Gloria Shkoler, Peggy and Jim Dinsmore, and Betty and Megan Escobosa will ride in the Parade. The Library's walking unit will accompany them.

Library Director Minter reported that ELLI Coordinator Ann Margaret Webb had turned in her resignation effective October 9. She is going to the Oxnard Library to be Literacy Coordinator. Library Director Minter reported that she will now advertise for the vacant Volunteer Coordinator/Development Director position.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

Friends of Placentia Library Treasurer Camille Himes reported that the Friends had sponsored a program by Betty Filley, author of *How to Get Rid of Your Stuff*. She reported that Jill Botha is handling the silent auction.

**HUMAN
RESOURCES
CONTRACT WITH
KOFF &
ASSOCIATES**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Human Resources Management Consulting Agreement with Koff & Associates labeled as Agenda Item 41 Attachment B.

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

**LIBRARY
DIRECTOR
RESPONSE TO
STAFF SURVEY
RESULTS**

Library Director Minter read her response to the results of the staff survey as distributed by the Library Board President at the August 25, 2003 Board Meeting.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:55 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 7:50 P.M. No Action was taken.
The Regular Meeting resumed at 8:00 P.M.

CLAIMS

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve Agenda Items 9 through 12.

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

Claims 4490, 4491, 4492, 4493, 4494, 4495 and 4496 forwarded by Library Director for a total of \$16,068.87.

Claims 4497 and 4498 for a subtotal for Claims of \$21,069.72; and Payrolls 4499 for \$30,603.80 and 4500 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,277.32.

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

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

FINANCIAL REPORTS

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

Financial Reports for August 2003

Official General Ledger & Check Registers for August 2003

Acquisitions Report for August 2003

Collection Agency Report for August 2003

Gifts Report for August 2003

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 18 through 20, 22 through 26, 28, and 30 through 34.

Building Maintenance Report for August 2003.

Personnel Report for August 2003

Volunteer Report for August 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Report on Staff Appreciation Dinner.

Annual Return/Report of Employee Benefit Plan (Retirement Plan), Internal Revenue Service Form 5500, for the year of July 1, 2002 ending June 30, 2003.

Proof of Publication of the Notices of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year and the Proposed Fines and Fees Schedule for 2003-2004 Fiscal Year, Placentia News-Times, on August 21, 2003.

Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003.

Letter from National City Public Library denying Placentia Library District's AmeriCorps Initiative application.

Application for California Library Literacy Services (CLLS) funding for Fiscal Year 2003-2004.

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

President Shkoler pointed out that the Total Checkouts figure for FY02-03 YTD should be 35,414 on Agenda Item 21. It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Item 21 as amended.

Circulation Report for August 2003.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive, file, and authorize Agenda Item 27.

Request for reimbursement of Elizabeth D. Minter for \$63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure.

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

The Inauguration of the Poet Laureate on Sunday, September 28, was discussed. Secretary Escobosa will attend and perform the inauguration. It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 29.

Poet Laureate Report

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

LEGISLATIVE ISSUES

Library Director Minter reported that there has been no new information since the posting of the Agenda on the State Budget. She reported that there has been talk in Sacramento of reconvening the Legislature after the recall election to take further action on the budget.

Library Director Minter reported that Public Services Manager/Literacy Coordinator Jim Roberts has applied to the State Library for funding for the Library's literacy program.

POLICY MANUAL SECTION 2000 (PERSONNEL)

President Shkoler requested that the review of the Placentia Library Policy Manual Section 2000 (Personnel) be put on the Agenda for the October Board Meeting.

RETROFIT HIGH CEILING LIGHT FIXTURES

Library Director Minter showed the trustees the light fixtures in the lobby that she is recommending being retrofitted from compact fluorescent to high intensity discharge Metal Halide lamps.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421SU dated July 29, 2003.

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

**APPOINT TRUSTEE
TO FOUNDATION
BOARD OF
DIRECTORS**

President Shkoler appointed Trustee DeVecchio to the Foundation Board of Directors. His term will expire in December 2003.

**BRIDGE CLUB
REQUEST FOR
MEETING ROOM
FEE INCREASE
WAIVER**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve a temporary exemption from the new meeting room fee schedule to the Bridge Club.

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

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was determined that President Shkoler, Trustees DeVecchio and Wood, and Library Director Minter will be attending the California Special Districts Association (CSDA) Governance Academy Workshop on October 24, 2003.

It was determined that Trustee Escobosa and Administrative Assistant Siloti will attend CSDA Board Secretary Training on October 9, 2003.

Library Director Minter, Administrative Assistant Siloti, and another member from the Safety Committee will attend the Special District Risk Management Authority (SCRMA) Annual Meeting on October 2, 2003.

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve Agenda Items 43-48.

Program Committee Report for August 2003.

Children's Services Report for August 2003.

Placentia Library Literacy Services Report for August 2003.

Placentia Library Web Site Report for August 2003.

Publicity Materials produced for August 2003.

Safety Committee Minutes for August 2003.

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

**OCTOBER
MEETING**

The October Regular Library Board Meeting will be held on Monday, October 20, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the October meeting include a closed session at the beginning of the meeting regarding the

Library Director. Human Resources Consultant Gail Koff will attend. President Shkoler also requested the Agenda include an item proposing a motion to retain a General Purpose Attorney.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 22, 2003 adjourned at 8:45 P.M.

Betty Escobosa
Secretary
Library Board of Trustees



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 20, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
October 20, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	September 25, 2003	4501	2,709.95
	September 25, 2003	4502	10,082.91
	October 1, 2003	4503	2,127.02
	October 1, 2003	4504	46.50
	October 9, 2003	4505	5,402.39
	October 9, 2003	4506	10,814.24
TOTAL BY LIBRARY DIRECTOR			<u>\$ 31,183.01</u>

Prepared by Donna Siloti

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

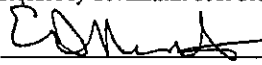
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

9/30/03

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
N00692-A Special District Risk Management 1481 River Park Drive, Suite 110 Sacramento, CA 95815-4501	Property Liability 3/19/03-6/30/03		1100	00		1,134.14		
N01903A Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	519970		2400	09		467.28		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	6/19/03-9/24/03		0900	09		47.05		
			1800	09		41.53		
			1803	00		1.42		
						90.00		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	9/16/03 714-528-8236		0700	01		99.36		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	273323		1800	00		146.03		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	10/01/03-11/01/03		0300	00		263.80		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1408259		1800	00		105.28		
N06622 Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-220092		2400	09		404.06		

The claims listed above (totaling \$2,709.95) 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

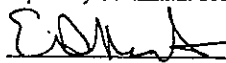
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

9/30/03

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
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035063		1800	00		187.43		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/01/03-10/31/03		0300	00		650.70		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	10/01/03-11/01/03		0300	00		113.75		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N15471		2700	01		75.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-9002		4000	00		1,484.37		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	258040		2200	00		7,471.65		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	6618		1300	00		16.67		
	6619		1300	00		16.67		
	6620		1300	00		16.67		
	6621		1300	00		50.00		
						100.01		

The claims listed above (totaling \$10,082.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

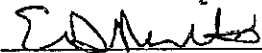
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	8/18/03-9/18/03		2800	00		95.73		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	October 2003		0300	00		197.31		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	9/22/03		2800	00		363.28		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	October 2003		1900	00		35.00		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1416600		1800	00		66.07		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	9/21/03		1800	00		533.42		
			1800	09		42.87		
						576.29		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	3575707		2400	08		686.49		
N20307 S & S Worldwide, Inc. Accounts Receivable P.O. Box 516 Colchester, CT 06415-0516	4397804		1800	00		106.85		

The claims listed above (totaling \$2127.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

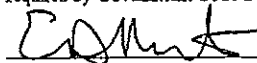
Placentia Library District
411 B. Chapman Ave.
Placentia, CA 92670

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	Objl/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N21533 Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	125143		1800	00		19.91		
N28353 Donna Siloti c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/22/03		1800	00		8.59		
	9/17/03-9/25/03		2700	01		18.00		
						26.59		

The claims listed above (totaling \$46.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

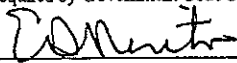
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N01856 Munson, Cronck & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	21169		1900	00		4,025.00		
	21170		1900	00		245.00		
						4,270.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	Oct 1 - Nov 1		1800	00		27.50		
N03650C Kinko's Inc. Customer Administrative Services PO Box 530257 Atlanta, GA 30353-0257	031400105676		1800	00		32.33		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3509		1900	00		42.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1724537 714-223-1698		0700	01		342.48		
	T1728640 714-524-8408		0700	08		26.41		
			1800	00		94.37		
						120.78		
	T1740772 335-253-2062		0700	01		269.96		
					733.22			
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	424155		1800	00		81.84		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36603		0700	05		215.50		

The claims listed above (totaling \$5,402.39) 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/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	09/30/03		1900	00		166.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062782		1400	00		1,100.00	2	
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030925		1900	00		244.10		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320922		1600	00		50.00		
			1700	00		37.71		
			1800	00		198.72		
			1800	09		182.00		
			2400	02		216.10		
						684.53		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/9-9/30/03		2700	01		25.20		
(new vendor) Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	September 2003		1900	00		8,194.91		
(new vendor) Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	244		2400	03		399.00		

The claims listed above (totaling \$10,814.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 20, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4507	6,799.75
	4508	13,343.69
TOTAL CURRENT CLAIMS		<u>\$20,143.44</u>
PAYROLL	4509	30,603.80
	4510	30,603.80
	4511	30,603.80
		<u>\$91,811.40</u>
	TOTAL	<u><u>\$111,954.84</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev				Doc Number
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55803		0700	00		7.19		
			2800	00		2,650.78		
			1400	00		1,862.59		
						4,520.56		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	8/21/03-10/13/03		0900	00		38.27		
						44.12		
						173.76		
						15.00		
						186.22		
						102.29		
						37.00		
						150.00		
						470.00		
						142.00		
		125.00						
				1,483.66				
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1770263 714-528-1906		0700	00		67.24		
	T1770278 714-528-8236		0700	01		13.29		
						80.53		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	10/01/03		0700	08		50.00		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	10/20/03		1803	00		650.00		
N15508 Cosmoslnk Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200310-54		1900	00		15.00		

The claims listed above (totaling \$6,799.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

6,799.75

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	138091		1900	00		110.81		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	11/01/03-11/30/03		0300	00		588.50		
N26874 David Moyle dba Moyle Deslgn Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0341		1900	00		650.00	2	
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	10/09/03		2700	01		9.00		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200310084850		0300	00		4,134.30		
N28353 Donna Siloti c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/29/03-10/10/03		2700	01		46.08		
(need vendor number) Proquest Information and Learning 135 S. LaSalle, Dept. 6216 Chicago, IL 60674-6216	815173		2400	03		7,805.00		

The claims listed above (totaling \$13,343.69) 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 10/20/03
REPORT NO 4509

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	11/13/03 Pay period # 10 October 31, 2003 November 13, 2003		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, November 13, 2003								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/03
REPORT NO 4510

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 Accl				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	11/27/03 Pay period # 11 November 14, 2003 November 27, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON WEDNESDAY, November 26, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/03
REPORT NO 4511

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	12/11/03 Pay period # 12 November 28, 2003 December 11, 2003		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, December 11, 2003								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

30,603.80

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: October 20, 2003

BACKGROUND:

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

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

I am recommending that no funds be transferred at this time. This is the first year since Fiscal Year 1991-1992 that funds have not had to be transferred to the General Fund before the first property tax allocation.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through October 20, 2003.

Placentia Library District
 FY2003-2004 General Fund Cash Flow

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

Placentia Library District
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/17/03		Library passport Revenue, Sep	6,361.54		240,964.16
09/17/03		State Library ILL Reimbursement	4,161.78		245,125.94
09/17/03		Library revenue, Sep	1,211.75		246,337.69
09/17/03		Interest	3.37		246,341.06
09/18/03		Unsecured 1st	52,712.49	131.78	298,921.77
09/18/03		Supplemental 1985+ #2	1,377.41		300,299.18
09/22/03	4497	General		12,557.47	287,741.71
09/22/03	4498	General		8,512.25	279,229.46
09/22/03	4499	Payroll to wire Oct 16, 2003		30,603.80	248,625.66
09/22/03	4500	Payroll to wire Oct 30, 2003		30,603.80	218,021.86
09/24/03		Literacy Grants through Foundation (2)	7,000.00		225,021.86
09/24/03		Library passport Revenue, Sep	5,085.30		230,107.16
09/24/03		State Library ILL Reimbursement	2,498.12		232,605.28
09/24/03		Library revenue, Sep	518.79		233,124.07
09/25/03	4501	General by Library Director		2,709.95	230,414.12
09/25/03	4502	General by Library Director		10,082.91	220,331.21
09/30/03		Interest, Aug	410.18	44.58	220,696.81
10/01/03	4503	General by Library Director		2,127.02	218,569.79
10/01/03	4504	General by Library Director		46.50	218,523.29
10/09/03	4505	General by Library Director		5,402.39	213,120.90
10/09/03	4506	General by Library Director		10,814.24	202,306.66
10/20/03	4507	General		6,799.75	195,506.91
10/20/03	4508	General		13,343.69	182,163.22
10/20/03	4509	Payroll to wire Nov 13, 2003		30,603.80	151,559.42
10/20/03	4510	Payroll to wire Nov 26, 2003		30,603.80	120,955.62
10/20/03	4511	Payroll to wire Dec 11, 2003		30,603.80	90,351.82
					90,351.82

Placentia Library District
Property Tax Apportionments
Fiscal Year 2003-2004

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 October 20, 2003

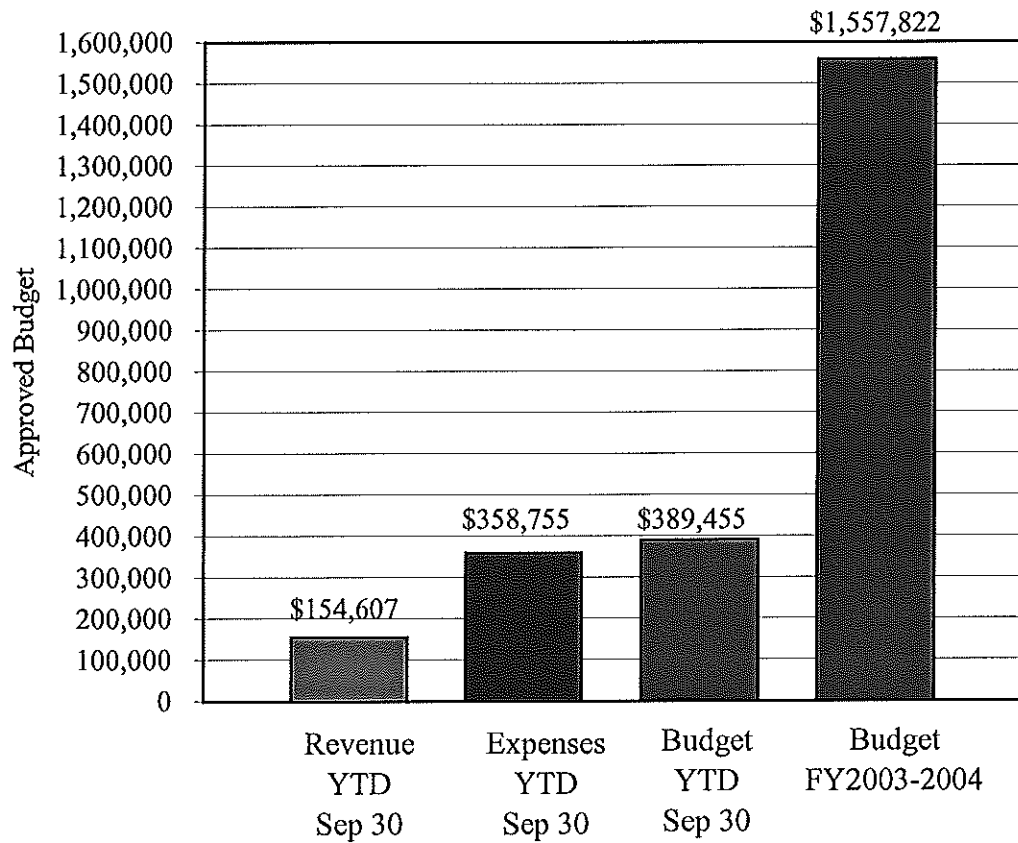
	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68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

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2003 - 2004

General Fund Cash Flow



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PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	0.00	(60.93)	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	52,712.49	51,180.37	52,712.49	51,178.40	91.67%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	7,748.05	2,534.10	1,377.41	0.00	19.37%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	40,000	11,861.73	2,534.10	1,377.41	0.00	29.65%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	0.00	0.00	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	97,049.39	84,008.31	54,089.90	51,178.40	7.44%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	897.51	1,232.86	413.55	455.78	10.56%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	897.51	1,232.86	413.55	455.78	10.56%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	6,659.90	4,194.49	6,659.90	4,194.49	66.60%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	#DIV/0!
6970-02	State - CA Literacy Campaign	22,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	130,680.00	0.00	76,680.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.57	0.00	0.57	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	6,660.47	134,874.49	6,660.47	80,874.49	12.81%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	4,821.91	7,845.53	1,730.54	3,398.83	16.07%
7670-01	Local Revenue -- Passport	146,000	37,177.59	25,945.10	11,446.84	11,392.07	25.46%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	8,000.00	10,000.00	7,000.00	10,000.00	
	TOTAL LOCAL REVENUE	176,000	49,999.50	43,790.63	20,177.38	24,790.90	28.41%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	154,606.87	263,906.29	81,341.30	157,299.57	9.92%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	168,669.33	153,180.00	56,334.36	51,528.00	24.29%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	12,989.34	11,682.00	4,349.64	3,942.00	13.24%
	Health & Life Insurance/Blue Shield CA	51,886.00	9,594.40	11,142.49	3,658.14	3,759.26	18.49%
	Long Term Disability/CNA	3,300.00	1,038.45	790.49	527.60	268.19	31.47%
	Life Insurance/Foris & Protective Life	1,405.00	550.70	187.45	227.50	101.10	39.20%
	Vision Service Plan/VSP	2,682.00	591.93	437.86	197.31	204.50	22.07%
	Dental/Ameritas	7,597.00	2,714.70	1,692.70	1,413.30	627.80	35.73%
0300	Total Employee Insurance	66,870.00	14,490.18	14,250.99	6,023.85	4,960.85	21.67%
0310	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	2,182.00	2,733.00	0.00	0.00	21.82%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	198,330.85	181,845.99	66,707.85	60,430.85	22.81%
0700-00	Communications - Telephone	1,750.00	249.57	587.52	163.66	369.18	14.26%
0700-01	Communications - Modem/Fax	7,600.00	2,954.76	1,865.79	1,657.29	374.69	38.88%
0700-02	Communications - Internet/Database	800.00	0.00	390.12	0.00	350.22	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	646.50	431.00	431.00	0.00	23.94%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	640.51	95.92	49.21	53.00	42.70%
	Total Communications	14,350.00	4,491.34	3,370.35	2,301.16	1,147.09	31.30%
0900-00	Food - General Fund	350.00	122.23	68.06	122.23	25.11	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	124.51	28.69	124.51	0.00	
	Total Food	500.00	246.74	96.75	246.74	25.11	49.35%
1000-00	Household Expense	4,250.00	0.00	1,482.41	0.00	0.00	0.00%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	1,134.14	108.82	101.09%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	300.03	66.92	200.02	0.00	10.00%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	12,500.00	5,175.00	0.00	175.00	62.50%
1300-07	Maintenance of Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	0.00	66.93	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	23,500.00	12,800.03	5,308.85	200.02	175.00	54.47%
	HVAC	7,500.00	600.50	5,169.04	228.00	1,875.04	8.01%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	6,369.74	6,439.52	6,369.74	4,227.05	23.16%
	Plumbing	3,000.00	112.83	333.86	105.75	0.00	3.76%
	Electrical	1,500.00	253.58	279.19	0.00	279.19	16.91%
	Cleaning Service	13,700.00	3,300.00	3,300.00	1,100.00	1,100.00	24.09%
	Locksmith	1,000.00	0.00	553.65	0.00	71.81	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	0.00	5.33	0.00	5.33	0.00%
1400-00	Total Maintenance of Building & Grounds	62,950.00	11,159.37	16,511.57	7,803.49	7,538.42	17.73%
1600-00	Memberships - General Fund	2,200.00	213.00	0.00	98.00	0.00	9.68%
1600-07	Memberships - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550.00	0.00	480.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	213.00	480.00	98.00	0.00	7.75%
1700-00	Miscellaneous Expense - General Fund	0.00	4,515.00	0.00	1,935.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	4,515.00	0.00	1,935.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
1800-00	Library Supplies	12,000.00	1,856.35	1,492.09	1,253.39	1,015.07	15.47%
	Printing	11,500.00	4,040.98	929.74	1,213.28	327.42	35.14%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	120.00	259.56	0.00	259.56	10.91%
	Paper	700.00	41.01	153.09	0.00	0.00	5.86%
	Drinking Water Service	350.00	82.50	82.50	27.50	27.50	23.57%
	Other Office Supplies	10,000.00	2,828.09	2,143.85	1,568.28	454.33	28.28%
	Total Office Supply Expense - General Fund	35,650.00	8,968.93	5,060.83	4,062.45	2,083.88	25.16%
1800-07	ELLI Grant Supply Expense	0.00	255.71	0.00	0.00	0.00	
1800-08	Printing	1,500.00	570.75	0.00	0.00	0.00	
	Publications	2,500.00	18.00	0.00	18.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	32.84	0.00	0.00	
	Total Adult Literacy Office Supply Expense	5,500.00	588.75	32.84	18.00	0.00	10.70%
1800-09	Supply Expense Families for Literacy	2,500.00	1,129.83	0.00	350.73	0.00	
	Total Office Expense	43,650.00	10,943.22	5,093.67	4,431.18	2,083.88	25.07%
1803-00	Postage Expense - General Fund	4,500.00	754.11	1,584.05	764.47	650.00	16.76%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100.00	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,750.00	754.11	1,584.05	764.47	650.00	15.88%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	105.00	105.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,000.00	2,832.48	3,055.35	1,625.00	1,935.00	40.46%
	Anaheim Consortium Automated Library System	34,000.00	646.50	0.00	0.00	0.00	1.90%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	126.00	121.71	42.00	42.00	25.00%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	1,140.19	1,035.42	44.58	0.00	13.41%
	Advertising (Including WEB Site)	4,000.00	45.00	475.80	15.00	15.00	1.13%
	Medical Exams	1,200.00	110.50	373.50	0.00	111.00	9.21%
	Collection Services - Accounts Receivable	2,250.00	721.65	206.16	169.17	0.00	32.07%
	Audit & Accounting Services	5,250.00	575.00	275.00	575.00	275.00	10.95%
	Payroll Preparation	3,600.00	524.75	553.65	139.60	231.25	14.58%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500.00	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	14,000.00	1,918.35	1,510.00	366.95	1,200.00	13.70%
1900-00	Total Specialized Services - General Fund	84,224.00	8,745.42	7,711.59	3,012.30	3,844.25	10.38%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	580.00	290.00	80.00	0.00	11.60%
1900-09	Specialized Services - Families for Literacy	500.00	680.00	0.00	680.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	131.78	201.00	131.78	156.85	1.05%
	Total Specialized Services	102,224.00	10,137.20	8,202.59	3,904.08	4,001.10	9.92%
2000-00	Legal Notices - General Fund	650.00	192.24	137.70	192.24	137.70	29.58%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	650.00	192.24	137.70	192.24	137.70	29.58%
2100-00	Rents/Leases-Equipment	400.00	350.83	164.87	350.83	164.87	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	50,843.30	43,318.32	43,371.65	35,900.00	48.42%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	10,604.03	6,399.55	8,260.91	4,727.07	8.04%
2400-02	Special Department Expense - Video	0.00	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0.00	4,467.55	26,234.42	2,000.00	10,032.92	
2400-04	Special Department Expense - Periodicals	0.00	489.97	655.34	384.37	559.34	
2400-05	Special Department Expense - Audio	0.00	1,924.43	493.69	1,471.01	214.94	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000.00	0.00	989.36	0.00	0.00	0.00%
2400-09	Special Department Expense - Families for Literacy	0.00	2,606.57	0.00	2,375.98	0.00	
	Total Special Department Expense	133,840.00	20,908.28	34,772.36	14,492.27	15,534.27	15.62%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500.00	0.00	614.10	0.00	334.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	364.70	2,074.81	343.14	749.07	8.10%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	135.00	267.00	135.00	141.00	18.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	28.07	0.00	28.07	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	371.86	0.00	51.86	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	34.56	7.52	0.00	0.00	
	Total Transportation/Travel - Meetings	10,250.00	556.58	3,363.36	478.14	1,304.00	5.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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October 20, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 SEP 2003	FY2002-2003 SEP 2002	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	15,560.83	14,500.67	15,560.83	11,162.23	25.93%
	Gas	3,500.00	387.41	40.92	55.98	21.30	11.07%
	Water	3,750.00	999.67	1,116.64	371.55	374.01	26.66%
	Total Utilities	67,250.00	16,947.91	15,658.23	15,988.36	11,557.54	25.20%
	TOTAL SUPPLIES & SERVICES	587,314.00	156,179.27	147,159.48	97,691.77	80,347.80	26.59%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000.00	4,244.67	1,810.15	2,859.37	1,810.15	21.22%
4000-07	Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	0.00	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	4,244.67	4,536.16	2,859.37	1,810.15	21.22%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	462.25	
5200	TOTAL EQUIPMENT EXPENSE	20,000.00	4,244.67	4,998.41	2,859.37	2,272.40	21.22%
5600	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,557,822.00	358,754.79	334,003.88	167,258.99	143,051.05	23.03%
	ELLI Grant Summary Object Code 07	0	1,094	28	0	28	0.65
	CLC Summary Object Code 08	16,300	1,809	5,053	147	105	
	FFL Grant Summary Object Code 09	3,150	4,575	36	3,531	0	
	TOTAL LITERACY (Excluding Personnel)	19,450	7,478	5,117	3,678	133	

10/15/03

Placentia Library District
Balance Sheet
 As of September 30, 2003

	<u>Sep 30, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,965.74
County Exempt - Savings	3,816.08
General Fund - Checking	10,306.36
General Fund - Savings	6,800.18
Literacy Fund - Savings	6,079.34
Payroll Checking - Wells Fargo	22,921.94
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>95,695.02</u>
Total Current Assets	<u>95,695.02</u>
TOTAL ASSETS	<u><u>95,695.02</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	-9,702.72
Total Equity	<u>95,695.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>95,695.02</u></u>

Placentia Library District
 Profit & Loss by Class
 September 2003

10/15/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	0.86	0.00	0.00	0.00	0.86
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	535.00	0.00	0.00	0.00	535.00
COE Passport Chk Reimbursement	3,492.30	0.00	0.00	0.00	3,492.30
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Bankcard Deposit	0.00	4,046.11	0.00	0.00	4,046.11
GF Cash Register - Copy/Debit	0.00	288.95	0.00	0.00	288.95
GF Cash Register - Fines	0.00	1,265.95	0.00	0.00	1,265.95
GF Cash Register - Lost Items	0.00	131.75	0.00	0.00	131.75
GF Cash Register - Misc.	0.00	1.35	0.00	0.00	1.35
GF Cash Register - Reserves	0.00	104.20	0.00	0.00	104.20
GF Fed Work Study Reimbursement	0.00	523.60	0.00	0.00	523.60
GF Interest	0.00	4.01	0.00	0.00	4.01
GF Non Government Grant	0.00	7,000.00	0.00	0.00	7,000.00
GF Passport Revenue	0.00	12,683.84	0.00	0.00	12,683.84
GF Special Grants	0.00	1,500.00	0.00	0.00	1,500.00
GF State Library Reimbursements	0.00	6,659.90	0.00	0.00	6,659.90
GF Transfer from Foundation AAB	0.00	94.84	0.00	0.00	94.84
GF Transfers from County	0.00	793.22	0.00	0.00	793.22
LIT Book Sales	0.00	0.00	77.58	0.00	77.58
LIT Interest Inc - Savings	0.00	0.00	1.49	0.00	1.49
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
Total Income	5,466.49	35,097.72	79.07	61,207.60	101,850.88
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Friend's Director's Fund	87.71	0.00	0.00	0.00	87.71
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Passport Expenses	3,537.30	0.00	0.00	0.00	3,537.30
COE Staff Appreciation	756.90	0.00	0.00	0.00	756.90
GF Bankcard Service Charge	0.00	115.24	0.00	0.00	115.24
GF Food	0.00	106.53	0.00	0.00	106.53
GF Literacy	0.00	470.00	0.00	0.00	470.00
GF Memberships	0.00	15.00	0.00	0.00	15.00
GF Office Expense	0.00	438.11	0.00	0.00	438.11
GF Postage	0.00	36.40	0.00	0.00	36.40
GF Transfer to COE	0.00	2,038.65	0.00	0.00	2,038.65
GF Transfer to GF Savings	0.00	1,468.32	0.00	0.00	1,468.32
GF Transfers to County	0.00	27,365.25	0.00	0.00	27,365.25
GF Travel Staff	0.00	92.00	0.00	0.00	92.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,713.64	1,713.64
PA Employee 125 Co-Pay	0.00	0.00	0.00	476.16	476.16
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	15,414.46	15,414.46
PA Salaries	0.00	0.00	0.00	38,929.26	38,929.26
Total Expense	4,456.61	32,145.50	0.00	56,593.40	93,195.51
Net Income	1,009.88	2,952.22	79.07	4,614.20	8,655.37

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

10/15/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	2.47	0.00	0.00	0.00	2.47
COE Life Insur Suplmt(EDM)	139.58	0.00	0.00	0.00	139.58
COE Meeting Room Income	1,475.00	0.00	0.00	0.00	1,475.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chk Reimbursement	11,330.55	0.00	0.00	0.00	11,330.55
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	210.00	0.00	0.00	0.00	210.00
GF Bankcard Deposit	0.00	11,867.63	0.00	0.00	11,867.63
GF Cash Register - Childrens	0.00	9.00	0.00	0.00	9.00
GF Cash Register - Copy/Debit	0.00	645.85	0.00	0.00	645.85
GF Cash Register - Fines	0.00	3,857.69	0.00	0.00	3,857.69
GF Cash Register - Lost Items	0.00	244.18	0.00	0.00	244.18
GF Cash Register - Misc.	0.00	31.68	0.00	0.00	31.68
GF Cash Register - Reserves	0.00	330.20	0.00	0.00	330.20
GF Fed Work Study Reimbursement	0.00	1,125.75	0.00	0.00	1,125.75
GF Interest	0.00	11.28	0.00	0.00	11.28
GF Non Government Grant	0.00	8,000.00	0.00	0.00	8,000.00
GF Passport Revenue	0.00	37,526.94	0.00	0.00	37,526.94
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Special Grants	0.00	1,500.00	0.00	0.00	1,500.00
GF State Library Reimbursements	0.00	6,659.90	0.00	0.00	6,659.90
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	1,752.33	0.00	0.00	1,752.33
LIT Book Sales	0.00	0.00	193.95	0.00	193.95
LIT Interest Inc - Savings	0.00	0.00	4.85	0.00	4.85
PA Wire Transfer from County	0.00	0.00	0.00	182,784.42	182,784.42
Total Income	15,911.45	74,497.14	198.80	182,784.42	273,391.81
Expense					
COE Bank fees	33.00	0.00	0.00	0.00	33.00
COE Childn's Summer Rdnng Prgm	1,332.19	0.00	0.00	0.00	1,332.19
COE Friend's Director's Fund	138.77	0.00	0.00	0.00	138.77
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Meeting Room Maintenance	466.56	0.00	0.00	0.00	466.56
COE Passport Expenses	11,210.55	0.00	0.00	0.00	11,210.55
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
GF Advertising Expense	0.00	80.00	0.00	0.00	80.00
GF Bankcard Service Charge	0.00	530.55	0.00	0.00	530.55
GF Food	0.00	258.78	0.00	0.00	258.78
GF Literacy	0.00	581.35	0.00	0.00	581.35
GF Memberships	0.00	45.00	0.00	0.00	45.00
GF Office Expense	0.00	685.99	0.00	0.00	685.99
GF Postage	0.00	36.40	0.00	0.00	36.40

Pa:

Placentia Library District
Profit & Loss by Class
 July through September 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
GF Transfer to COE	0.00	6,554.60	0.00	0.00	6,554.60
GF Transfer to GF Savings	0.00	3,441.97	0.00	0.00	3,441.97
GF Transfers to County	0.00	57,808.26	0.00	0.00	57,808.26
GF Travel Staff	0.00	209.00	0.00	0.00	209.00
GF Travel Trustees	0.00	240.00	0.00	0.00	240.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00
PA Bank fees	0.00	0.00	0.00	60.00	60.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	5,997.74	5,997.74
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,452.75	1,452.75
PA Employee Life Insurance	0.00	0.00	0.00	139.58	139.58
PA Payroll Taxes	0.00	0.00	0.00	53,707.59	53,707.59
PA Salaries	0.00	0.00	0.00	135,128.30	135,128.30
Total Expense	13,981.67	70,471.90	2,155.00	196,485.96	283,094.53
Net Income	1,929.78	4,025.24	-1,956.20	-13,701.54	-9,702.72

**Placentia Library District
Reconciliation Detail**
County Exempt - Checking, Period Ending 09/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,106.60
Cleared Transactions						
Checks and Payments - 46 Items						
Check	8/25/2003	4589	Passport Services	X	-55.00	-55.00
Check	8/27/2003	4590	Passport Services	X	-55.00	-110.00
Check	8/28/2003	4591	Passport Services	X	-230.00	-340.00
Check	8/30/2003	4595	Passport Services	X	-55.00	-395.00
Check	8/30/2003	4592	Passport Services	X	-40.00	-435.00
Check	8/30/2003	4593	Passport Services	X	-55.00	-490.00
Check	8/30/2003	4594	Passport Services	X	-55.00	-545.00
Check	9/3/2003	4598	Passport Services	X	-80.00	-625.00
Check	9/3/2003	4596	Placentia Chamber ...	X	-50.00	-675.00
Check	9/3/2003	4597	Passport Services	X	-55.00	-730.00
Check	9/4/2003	4600	Passport Services	X	-115.00	-845.00
Check	9/4/2003	4599	Passport Services	X	-55.00	-900.00
Check	9/4/2003	4601	Passport Services	X	-40.00	-940.00
Check	9/6/2003	4604	Passport Services	X	-115.00	-1,055.00
Check	9/6/2003	4602	Passport Services	X	-55.00	-1,110.00
Check	9/7/2003	4605	Passport Services	X	-55.00	-1,165.00
Check	9/9/2003	4606	Passport Services	X	-100.00	-1,265.00
Check	9/10/2003	4607	Passport Services	X	-55.00	-1,320.00
Check	9/11/2003	4610	Passport Services	X	-40.00	-1,360.00
Check	9/11/2003	4608	Passport Services	X	-128.65	-1,488.65
Check	9/11/2003	4609	Passport Services	X	-115.00	-1,603.65
Check	9/13/2003	4613	Passport Services	X	-110.00	-1,713.65
Check	9/13/2003	4611	Passport Services	X	-55.00	-1,768.65
Check	9/13/2003	4612	Passport Services	X	-40.00	-1,808.65
Check	9/14/2003	4614	Passport Services	X	-55.00	-1,863.65
Check	9/15/2003	4615	Passport Services	X	-55.00	-1,918.65
Check	9/15/2003	4616	Passport Services	X	-230.00	-2,148.65
Check	9/16/2003	4618	Passport Services	X	-55.00	-2,203.65
Check	9/16/2003	4619	Passport Services	X	-55.00	-2,258.65
Check	9/16/2003	4617	Sandra Stark	X	-776.90	-3,035.55
Check	9/17/2003	4620	Passport Services	X	-115.00	-3,150.55
Check	9/17/2003	4621	Passport Services	X	-115.00	-3,265.55
Check	9/17/2003	4623	Passport Services	X	-55.00	-3,320.55
Check	9/17/2003	4622	Passport Services	X	-110.00	-3,430.55
Check	9/18/2003	4625	Passport Services	X	-115.00	-3,545.55
Check	9/18/2003	4626	Passport Services	X	-115.00	-3,660.55
Check	9/18/2003	4624	Passport Services	X	-55.00	-3,715.55
Check	9/20/2003	4631	Passport Services	X	-55.00	-3,770.55
Check	9/20/2003	4630	Passport Services	X	-55.00	-3,825.55
Check	9/20/2003	4627	Passport Services	X	-55.00	-3,880.55
Check	9/20/2003	4628	Passport Services	X	-128.65	-4,009.20
Check	9/21/2003	4632	Passport Services	X	-40.00	-4,049.20
Check	9/22/2003	4633	Passport Services	X	-115.00	-4,164.20
Check	9/22/2003	4634	Passport Services	X	-55.00	-4,219.20
Check	9/23/2003	4635	Elizabeth D Minter	X	-63.70	-4,282.90
Check	9/30/2003			X	-11.00	-4,293.90
Total Checks and Payments					-4,293.90	-4,293.90
Deposits and Credits - 17 Items						
Deposit	9/2/2003			X	95.00	95.00
Deposit	9/4/2003			X	115.00	210.00
Deposit	9/8/2003			X	55.00	265.00
Deposit	9/8/2003			X	395.00	660.00
Deposit	9/11/2003			X	115.00	775.00
Deposit	9/14/2003			X	20.00	795.00
Deposit	9/15/2003			X	128.65	923.65
Deposit	9/17/2003			X	55.00	978.65
Deposit	9/17/2003			X	55.00	1,033.65
Deposit	9/18/2003			X	230.00	1,263.65
Deposit	9/22/2003			X	165.00	1,428.65
Deposit	9/22/2003			X	115.00	1,543.65
Deposit	9/23/2003			X	55.00	1,598.65
Deposit	9/23/2003			X	3,012.10	4,610.75
Deposit	9/25/2003			X	55.00	4,665.75

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10/12/03

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 09/30/2003

Agenda Item 16
County Exempt Checking
Page 7 of 15

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	9/29/2003			X	115.00	4,780.75
Deposit	9/29/2003			X	100.00	4,880.75
Total Deposits and Credits					4,880.75	4,880.75
Total Cleared Transactions					586.85	586.85
Cleared Balance					586.85	3,693.45
Uncleared Transactions						
Checks and Payments - 9 items						
Check	9/23/2003	4636	Passport Services		-115.00	-115.00
Check	9/24/2003	4637	Passport Services		-55.00	-170.00
Check	9/25/2003	4639	Passport Services		-100.00	-270.00
Check	9/25/2003	4638	Passport Services		-55.00	-325.00
Check	9/27/2003	4640	Passport Services		-115.00	-440.00
Check	9/29/2003	4641	Passport Services		-115.00	-555.00
Check	9/30/2003	4644	Passport Services		-55.00	-610.00
Check	9/30/2003	4643	Passport Services		-80.00	-690.00
Check	9/30/2003	4642	Placentia Library G...		-37.71	-727.71
Total Checks and Payments					-727.71	-727.71
Total Uncleared Transactions					-727.71	-727.71
Register Balance as of 09/30/2003					-140.86	2,965.74
New Transactions						
Checks and Payments - 18 items						
Check	10/1/2003	4645	Passport Services		-55.00	-55.00
Check	10/2/2003	4648	Passport Services		-110.00	-165.00
Check	10/2/2003	4647	Passport Services		-120.00	-285.00
Check	10/2/2003	4646	Passport Services		-55.00	-340.00
Check	10/2/2003	4649	Passport Services		-40.00	-380.00
Check	10/4/2003	4650	Passport Services		-55.00	-435.00
Check	10/4/2003	4651	Passport Services		-55.00	-490.00
Check	10/6/2003	4652	Passport Services		-55.00	-545.00
Check	10/6/2003	4654	Passport Services		-40.00	-585.00
Check	10/6/2003	4653	Passport Services		-40.00	-625.00
Check	10/7/2003	4655	Passport Services		-55.00	-680.00
Check	10/7/2003	4656	Passport Services		-40.00	-720.00
Check	10/8/2003	4657	Passport Services		-115.00	-835.00
Check	10/8/2003	4659	Passport Services		-175.00	-1,010.00
Check	10/8/2003	4658	Passport Services		-40.00	-1,050.00
Check	10/9/2003	4660	Original Pancake H...		-186.93	-1,236.93
Check	10/11/2003	4662	Passport Services		-160.00	-1,396.93
Check	10/11/2003	4661	Passport Services		-40.00	-1,436.93
Total Checks and Payments					-1,436.93	-1,436.93
Deposits and Credits - 6 items						
Deposit	10/6/2003				40.00	40.00
Deposit	10/6/2003				55.00	95.00
Deposit	10/6/2003				120.00	215.00
Deposit	10/6/2003				40.00	255.00
Deposit	10/8/2003				95.00	350.00
Deposit	10/14/2003				115.00	465.00
Total Deposits and Credits					465.00	465.00
Total New Transactions					-971.93	-971.93
Ending Balance					-1,112.79	1,993.81

Summit
10/12/03

4:07 PM
10/07/03

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 09/30/2003**

Agenda Item 16
County Exempt Savings
Page 8 of 15

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,365.86
Cleared Transactions						
Checks and Payments - 1 Item						
Check	8/28/2003	1510	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 11 Items						
Deposit	9/3/2003			X	30.00	30.00
Deposit	9/4/2003			X	30.00	60.00
Deposit	9/9/2003			X	70.00	130.00
Deposit	9/10/2003			X	19.94	149.94
Deposit	9/11/2003			X	30.00	179.94
Deposit	9/17/2003			X	35.00	214.94
Deposit	9/17/2003			X	65.00	279.94
Deposit	9/18/2003			X	205.00	484.94
Deposit	9/24/2003			X	54.94	539.88
Deposit	9/25/2003			X	65.00	604.88
Deposit	9/30/2003			X	0.86	605.74
Total Deposits and Credits					605.74	605.74
Total Cleared Transactions					450.22	450.22
Cleared Balance					450.22	3,816.08
Register Balance as of 09/30/2003					450.22	3,816.08
New Transactions						
Deposits and Credits - 2 Items						
Deposit	10/6/2003				30.00	30.00
Deposit	10/6/2003				30.00	60.00
Total Deposits and Credits					60.00	60.00
Total New Transactions					60.00	60.00
Ending Balance					510.22	3,876.08

*EDM
10/7/03*

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,328.44
Cleared Transactions						
Checks and Payments - 13 Items						
Check	8/26/2003	4746	Placentia Chamber ...	X	-175.00	-175.00
Check	9/2/2003	4747	Allstar Awards	X	-7.63	-182.63
Check	9/2/2003		Bank of the West	X	-115.24	-297.87
Check	9/3/2003	4748	CALTAC	X	-15.00	-312.87
Check	9/4/2003	4750	Placentia Glass & S...	X	-10.00	-322.87
Check	9/4/2003	4749	Aaron Brothers	X	-140.97	-463.84
Check	9/4/2003	4751	Placentia Library Di...	X	-395.00	-858.84
Check	9/4/2003	4752	Placentia Library G...	X	-1,468.32	-2,327.16
Check	9/10/2003	4753	US Postmaster Pla...	X	-37.00	-2,364.16
Check	9/17/2003	4755	The Enlarger	X	-119.55	-2,483.71
Check	9/21/2003	4756	Sam's Club	X	-106.53	-2,590.24
Check	9/21/2003	4757	Kenneth Mitchell	X	-470.00	-3,060.24
Check	9/22/2003	4758	Placentia Library Di...	X	-1,643.65	-4,703.89
Total Checks and Payments					-4,703.89	-4,703.89
Deposits and Credits - 37 Items						
Deposit	9/2/2003			X	146.00	146.00
Deposit	9/3/2003			X	83.55	229.55
Deposit	9/3/2003			X	211.20	440.75
Deposit	9/4/2003			X	87.00	527.75
Deposit	9/5/2003			X	72.00	599.75
Deposit	9/5/2003			X	87.00	686.75
Deposit	9/8/2003			X	94.84	781.59
Deposit	9/8/2003			X	58.40	839.99
Deposit	9/8/2003			X	234.00	1,073.99
Deposit	9/9/2003			X	144.20	1,218.19
Deposit	9/9/2003			X	30.00	1,248.19
Deposit	9/10/2003			X	2.00	1,250.19
Deposit	9/10/2003			X	10.40	1,260.59
Deposit	9/10/2003			X	793.22	2,053.81
Deposit	9/11/2003			X	58.29	2,112.10
Deposit	9/11/2003			X	154.20	2,266.30
Deposit	9/12/2003			X	72.00	2,338.30
Deposit	9/15/2003			X	259.00	2,597.30
Deposit	9/15/2003			X	416.00	3,013.30
Deposit	9/16/2003			X	109.00	3,122.30
Deposit	9/16/2003			X	72.00	3,194.30
Deposit	9/17/2003			X	259.00	3,453.30
Deposit	9/17/2003			X	29.14	3,482.44
Deposit	9/18/2003			X	46.29	3,528.73
Deposit	9/18/2003			X	260.00	3,788.73
Deposit	9/22/2003			X	160.65	3,949.38
Deposit	9/22/2003			X	87.00	4,036.38
Deposit	9/22/2003			X	29.14	4,065.52
Deposit	9/22/2003			X	29.14	4,094.66
Deposit	9/23/2003			X	312.90	4,407.56
Deposit	9/23/2003			X	72.00	4,479.56
Deposit	9/24/2003			X	60.00	4,539.56
Deposit	9/26/2003			X	60.00	4,599.56
Deposit	9/26/2003			X	87.00	4,686.56
Deposit	9/29/2003			X	60.00	4,746.56
Deposit	9/29/2003			X	40.61	4,787.17
Deposit	9/30/2003			X	147.00	4,934.17
Total Deposits and Credits					4,934.17	4,934.17
Total Cleared Transactions					230.28	230.28
Cleared Balance					230.28	10,558.72

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10/12/03

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2003

Agenda Item 16
General Fund Checking
Page 10 of 15

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 5 Items						
Check	9/14/2003	4754	OCLA		-12.00	-12.00
Check	9/24/2003	4759	National Retirement...		-150.00	-162.00
Check	9/25/2003	4760	Marie Schmidt		-10.36	-172.36
Check	9/30/2003	4761	LACIC		-40.00	-212.36
Check	9/30/2003	4762	CPRS District X		-40.00	-252.36
Total Checks and Payments					-252.36	-252.36
Total Uncleared Transactions					-252.36	-252.36
Register Balance as of 09/30/2003					-22.08	10,306.36
Ending Balance					-22.08	10,306.36

2003/10/12/03

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,000.88
Cleared Transactions						
Checks and Payments - 2 Items						
Check	9/11/2003	1219	Orange County Aud...	X	-11,988.15	-11,988.15
Check	9/22/2003	1220	Orange County Aud...	X	-15,377.10	-27,365.25
Total Checks and Payments					-27,365.25	-27,365.25
Deposits and Credits - 33 Items						
Deposit	9/2/2003			X	4,161.78	4,161.78
Deposit	9/2/2003			X	473.12	4,634.90
Deposit	9/2/2003			X	512.00	5,146.90
Deposit	9/3/2003			X	218.59	5,365.49
Deposit	9/4/2003			X	511.55	5,877.04
Deposit	9/8/2003			X	674.25	6,551.29
Deposit	9/8/2003			X	398.85	6,950.14
Deposit	9/8/2003			X	510.00	7,460.14
Deposit	9/9/2003			X	248.71	7,708.85
Deposit	9/9/2003			X	532.90	8,241.75
Deposit	9/10/2003			X	1,468.32	9,710.07
Deposit	9/10/2003			X	318.10	10,028.17
Deposit	9/11/2003			X	459.10	10,487.27
Deposit	9/15/2003			X	510.00	10,997.27
Deposit	9/15/2003			X	530.23	11,527.50
Deposit	9/15/2003			X	737.13	12,264.63
Deposit	9/17/2003			X	619.81	12,884.44
Deposit	9/17/2003			X	500.54	13,384.98
Deposit	9/17/2003			X	9,498.12	22,883.10
Deposit	9/18/2003			X	743.70	23,626.80
Deposit	9/18/2003			X	274.89	23,901.69
Deposit	9/22/2003			X	966.00	24,867.69
Deposit	9/22/2003			X	273.89	25,141.58
Deposit	9/22/2003			X	722.79	25,864.37
Deposit	9/23/2003			X	1,500.00	27,364.37
Deposit	9/23/2003			X	512.30	27,876.67
Deposit	9/24/2003			X	361.30	28,237.97
Deposit	9/25/2003			X	284.80	28,522.77
Deposit	9/29/2003			X	730.75	29,253.52
Deposit	9/29/2003			X	495.65	29,749.17
Deposit	9/29/2003			X	193.09	29,942.26
Deposit	9/30/2003			X	4.01	29,946.27
Deposit	9/30/2003			X	218.28	30,164.55
Total Deposits and Credits					30,164.55	30,164.55
Total Cleared Transactions					2,799.30	2,799.30
Cleared Balance					2,799.30	6,800.18
Register Balance as of 09/30/2003					2,799.30	6,800.18
New Transactions						
Deposits and Credits - 18 Items						
Deposit	10/1/2003				37.71	37.71
Deposit	10/1/2003				444.25	481.96
Deposit	10/6/2003				537.05	1,019.01
Deposit	10/6/2003				537.30	1,556.31
Deposit	10/6/2003				602.00	2,158.31
Deposit	10/6/2003				27.00	2,185.31
Deposit	10/6/2003				318.40	2,503.71
Deposit	10/6/2003				284.10	2,787.81
Deposit	10/8/2003				248.71	3,036.52
Deposit	10/8/2003				264.75	3,301.27
Deposit	10/8/2003				486.95	3,788.22
Deposit	10/9/2003				615.95	4,404.17
Deposit	10/9/2003				64.00	4,468.17
Deposit	10/14/2003				393.40	4,861.57
Deposit	10/14/2003				762.81	5,624.38

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10/15/03

Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2003

Agenda Item 16
General Fund Savings
Page 12 of 15

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/14/2003				422.00	6,046.38
Deposit	10/14/2003				495.71	6,542.09
Deposit	10/15/2003				576.79	7,118.88
Total Deposits and Credits					7,118.88	7,118.88
Total New Transactions					7,118.88	7,118.88
Ending Balance					9,918.18	13,919.06

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**Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 09/30/2003**

Agenda Item 16
Literacy Fund Savings
Page 13 of 15

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,000.27
Cleared Transactions						
Deposits and Credits - 7 Items						
Deposit	9/2/2003			X	12.93	12.93
Deposit	9/8/2003			X	12.93	25.86
Deposit	9/11/2003			X	12.93	38.79
Deposit	9/15/2003			X	12.93	51.72
Deposit	9/22/2003			X	12.93	64.65
Deposit	9/24/2003			X	12.93	77.58
Deposit	9/30/2003			X	1.49	79.07
Total Deposits and Credits					<u>79.07</u>	<u>79.07</u>
Total Cleared Transactions					<u>79.07</u>	<u>79.07</u>
Cleared Balance					<u>79.07</u>	<u>6,079.34</u>
Register Balance as of 09/30/2003					79.07	6,079.34
New Transactions						
Deposits and Credits - 1 Item						
Deposit	10/14/2003				77.58	77.58
Total Deposits and Credits					<u>77.58</u>	<u>77.58</u>
Total New Transactions					<u>77.58</u>	<u>77.58</u>
Ending Balance					<u><u>156.65</u></u>	<u><u>6,156.92</u></u>

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**Placentia Library District
 Reconciliation Detail
 Payroll Checking - Wells Fargo, Period Ending 09/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,098.05
Cleared Transactions						
Checks and Payments - 33 items						
Check	7/2/2003	3375	Matthew G. Mallard	X	-45.13	-45.13
Check	8/13/2003	3481	Joshua Robbins	X	-191.45	-236.58
Check	8/27/2003	3508	Beatrice V. Quintanar	X	-321.67	-558.25
Check	8/27/2003	3512	Shawn Robison	X	-232.44	-790.69
Check	8/27/2003	3519	Hilda Rivera	X	-228.35	-1,019.04
Check	8/27/2003	3522	Placentia Library Di...	X	-19.94	-1,038.98
Check	8/27/2003	3523	Nationwide Retirem...	X	-856.82	-1,895.80
Check	8/27/2003	3500	Joyce G. Hampton	X	-331.10	-2,226.90
Check	8/27/2003	3495	Dorothy J. Cummings	X	-68.25	-2,295.15
Check	8/27/2003	3497	Trang Goebel	X	-30.89	-2,326.04
Check	8/27/2003	3499	Esther P. Guzman	X	-272.82	-2,598.86
Check	8/27/2003	3510	Joshua Robbins	X	-191.45	-2,790.31
Check	9/4/2003		Wells Fargo Bank	X	-10.00	-2,800.31
Check	9/9/2003		Paychex	X	-17,129.57	-19,929.88
Check	9/10/2003	3524	Seema Akhter	X	-27.98	-19,957.86
Check	9/10/2003	3525	Dorothy J. Cummings	X	-412.04	-20,369.90
Check	9/10/2003		Paychex	X	-7,632.27	-28,002.17
Check	9/10/2003	3528	Joyce G. Hampton	X	-331.10	-28,333.27
Check	9/10/2003	3536	Beatrice V. Quintanar	X	-321.67	-28,654.94
Check	9/10/2003	3538	Joshua Robbins	X	-208.43	-28,863.37
Check	9/10/2003	3540	Shawn Robison	X	-137.50	-29,000.87
Check	9/10/2003	3547	Hilda Rivera	X	-252.27	-29,253.14
Check	9/10/2003	3549	Orange County Aud...	X	-238.08	-29,491.22
Check	9/10/2003	3550	Placentia Library Di...	X	-19.94	-29,511.16
Check	9/10/2003	3551	Nationwide Retirem...	X	-856.82	-30,367.98
Check	9/18/2003		Wells Fargo Bank	X	-10.00	-30,377.98
Check	9/23/2003		Paychex	X	-17,164.53	-47,542.51
Check	9/24/2003	3557	Joyce G. Hampton	X	-331.10	-47,873.61
Check	9/24/2003	3566	Beatrice V. Quintanar	X	-321.67	-48,195.28
Check	9/24/2003	3579	Orange County Aud...	X	-238.08	-48,433.36
Check	9/24/2003		Paychex	X	-7,782.19	-56,215.55
Check	9/24/2003	3580	Placentia Library Di...	X	-19.94	-56,235.49
Check	9/24/2003	3553	Dorothy J. Cummings	X	-361.93	-56,597.42
Total Checks and Payments					-56,597.42	-56,597.42
Deposits and Credits - 2 items						
Deposit	9/4/2003			X	30,603.80	30,603.80
Deposit	9/18/2003			X	30,603.80	61,207.60
Total Deposits and Credits					61,207.60	61,207.60
Total Cleared Transactions					4,610.18	4,610.18
Cleared Balance					4,610.18	25,708.23
Uncleared Transactions						
Checks and Payments - 8 Items						
Check	9/10/2003	3527	Esther P. Guzman		-272.82	-272.82
Check	9/24/2003	3565	Barbara Phillips		-483.57	-756.39
Check	9/24/2003	3570	Shawn Robison		-170.24	-926.63
Check	9/24/2003	3568	Joshua Robbins		-200.92	-1,127.55
Check	9/24/2003	3556	Esther P. Guzman		-272.82	-1,400.37
Check	9/24/2003	3554	Joy Di Loreto		-300.75	-1,701.12
Check	9/24/2003	3581	Nationwide Retirem...		-856.82	-2,557.94
Check	9/24/2003	3577	Hilda Rivera		-228.35	-2,786.29
Total Checks and Payments					-2,786.29	-2,786.29
Total Uncleared Transactions					-2,786.29	-2,786.29
Register Balance as of 09/30/2003					1,823.89	22,921.94

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 09/30/2003

Agenda Item 16
Payroll Fund Checking-WF
Page 15 of 15

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 19 Items						
Check	10/2/2003		Wells Fargo Bank		-10.00	-10.00
Check	10/7/2003		Paychex		-17,455.30	-17,465.30
Check	10/8/2003	3610	Melissa Porter		-145.06	-17,610.36
Check	10/8/2003	3611	Hilda Rivera		-192.47	-17,802.83
Check	10/8/2003	3613	Orange County Aud...		-238.08	-18,040.91
Check	10/8/2003	3614	Placentia Library Di...		-19.94	-18,060.85
Check	10/8/2003	3615	Natlionwide Retirem...		-856.82	-18,917.67
Check	10/8/2003	3609	Shantay losia		-48.35	-18,966.02
Check	10/8/2003	3608	Denetra Gipson		-132.97	-19,098.99
Check	10/8/2003	3607	Hubert Chlm		-24.18	-19,123.17
Check	10/8/2003	3600	Shawn Robison		-117.86	-19,241.03
Check	10/8/2003	3598	Joshua Robbins		-200.92	-19,441.95
Check	10/8/2003	3596	Beatrice V. Quintanar		-321.67	-19,763.62
Check	10/8/2003	3595	Barbara Phillips		-104.28	-19,867.90
Check	10/8/2003	3586	Joyce G. Hampton		-331.10	-20,199.00
Check	10/8/2003	3585	Esther P. Guzman		-272.82	-20,471.82
Check	10/8/2003		Paychex		-7,640.90	-28,112.72
Check	10/8/2003	3588	Matthew G. Mallard		-88.21	-28,200.93
Check	10/9/2003	2015	Ann Margaret Webb		-2,320.17	-30,521.10
Total Checks and Payments					-30,521.10	-30,521.10
Deposits and Credits - 1 Item						
Deposit	10/2/2003				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total New Transactions					82.70	82.70
Ending Balance					1,906.59	23,004.64

2004/10/12/03



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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	392.67	21	392.67	21	78.00	4	477.67	23
Adult Circulating Non-Fiction	0.00	0	323.95	13	323.95	13	244.29	9	568.24	22
Adult Reference	6,484.00	14	0.00	0	6,484.00	14	14.00	1	6,498.00	15
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	500.00	1	0.00	0	500.00	1	0.00	0	500.00	1
Total Adult Non-Fiction	6,984.00	15	323.95	13	7,307.95	28	258.29	10	7,566.24	38
TOTAL ADULT PRINT MATERIALS	6,984.00	15	723.62	34	7,707.62	49	336.29	14	8,043.91	63
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT MATERIALS	6,984.00	15	723.62	34	7,707.62	49	336.29	14	8,043.91	63
Juvenile Fiction	0.00	0	62.57	3	62.57	3	0.00	0	62.57	3
Juvenile Circulating Non-Fiction	0.00	0	0.00	0	0.00	0	31.95	2	31.95	2
Juvenile Reference	0.00	0	139.26	1	139.26	1	0.00	0	139.26	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	0.00	0	139.26	1	139.26	1	31.95	2	171.21	3
TOTAL JUVENILE PRINT MATERIALS	0.00	0	201.83	4	201.83	4	31.95	2	233.78	6
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	75.00	7	75.00	7
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	490.00	37	490.00	37
Total Juvenile Video	0.00	0	0.00	0	0.00	0	565.00	44	565.00	44
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	565.00	44	565.00	44
TOTAL JUVENILE MATERIALS	0.00	0	201.83	4	201.83	4	596.95	46	798.78	50
Total Fiction	0.00	0	462.24	24	462.24	24	28.00	4	540.24	28
Total Non-Fiction	6,984.00	15	463.21	14	7,447.21	29	296.24	12	7,737.45	41
Total Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Video	0.00	0	0.00	0	0.00	0	565.00	44	565.00	44
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	6,984.00	15	925.45	38	7,909.45	53	933.24	60	8,842.69	113

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2003

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$6,286.17	\$9,372.19	\$15,758.36

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	977.74	70	57	2,329.48	147	124	3,307.22	217	181	410.68	20	20	3,717.90	237	201
Adult Circulating Non-Fiction	1,094.19	59	58	3,860.95	176	169	4,955.14	235	227	1,485.35	58	57	6,440.49	293	284
Adult Reference	7,905.61	21	8	1,735.43	23	24	9,641.04	49	32	354.85	8	7	9,995.89	57	39
Adult Print Communications	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuations	4,467.55	3	3	0.00	0	0	4,467.55	3	3	0.00	0	0	4,467.55	3	3
Total Adult Non-Fiction	13,775.94	93	79	5,596.38	204	193	19,372.32	297	272	1,840.20	66	64	21,212.52	363	356
TOTAL ADULT PRINT MATERIALS	14,753.68	163	163	7,925.86	351	317	22,679.54	514	453	2,250.88	86	84	24,930.42	600	537
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,792.06	25	25	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
Total Adult Audio	1,792.06	25	25	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,792.06	25	25	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
TOTAL ADULT MATERIALS	16,545.74	188	188	8,713.48	367	329	25,259.22	555	490	2,275.83	87	85	27,535.05	642	575
Juvenile Fiction	98.24	8	7	299.37	18	18	397.61	26	25	305.58	36	35	703.19	62	60
Juvenile Circulating Non-Fiction	0.00	0	0	228.92	15	15	228.92	15	15	86.87	6	6	315.79	21	21
Juvenile Reference	0.00	0	0	210.66	3	3	210.66	3	3	0.00	0	0	210.66	3	3
Juvenile Print Continuations	278.05	2	1	139.26	1	1	417.31	3	2	0.00	0	0	417.31	3	2
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	278.05	2	1	578.84	19	19	856.89	21	20	86.87	6	6	943.76	27	26
TOTAL JUVENILE PRINT MATERIALS	376.29	10	8	878.21	37	37	1,254.50	47	45	392.45	42	41	1,646.95	89	86
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	132.37	2	2	427.99	10	7	560.36	12	9	0.00	0	0	560.36	12	9
Total Juvenile Audio	132.37	2	2	442.99	11	8	575.36	13	10	0.00	0	0	575.36	13	10
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	75.00	7	7	75.00	7	7
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	490.00	37	36	490.00	37	36
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	565.00	44	43	565.00	44	43
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	132.37	2	2	442.99	11	8	575.36	13	10	565.00	44	43	1,140.36	57	53
TOTAL JUVENILE MATERIALS	508.66	12	10	1,321.20	48	45	1,829.86	60	55	957.45	86	84	2,787.31	146	139
Total Fiction	1,075.98	78	64	2,628.85	165	142	3,704.83	243	206	716.26	56	55	4,421.09	299	261
Total Non-Fiction	14,653.99	95	80	6,175.22	223	212	20,229.21	318	292	1,927.07	72	70	22,156.28	390	362
Total Audio	1,924.43	27	27	1,230.61	27	20	3,155.04	54	47	24.95	1	1	3,179.99	55	48
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	565.00	44	43	565.00	44	43
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	17,054.40	200	171	10,034.68	415	374	27,089.08	615	545	3,235.28	173	169	30,322.36	788	714

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

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	10	531	4	585.44	0
September	10	535	3	815.23	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	36	0	13	2304.04	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 10/01/2003 1:16 AM RJK


SUMMARY STATUS REPORT

PAGE: 128

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 09/30/2003

Accounts Submitted	:	847	Dollars Submitted	:	76,922.60	Dollars Received	:	24,991.85
Bankruptcies	:	3	Dollars in Bankruptcy	:	356.65	Material Returned	:	12,389.65
Incorrect Addresses	:	107	Dollars in Skips	:	6,382.65	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	50,958.00
Accounts in Process	:	736	Dollars in Process	:	68,023.11	% of Dollars Activated	:	74.91%
Accounts Activated	:	535						
Accounts Activated	:	72.69%						

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director 
DATE: October 20, 2003
SUBJECT: GIFT REPORT

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

ADOPT A BOOK DONATIONS

Mercial Vita-Pak Inc. Lois M. Jones
Bank of America

TOTAL ADOPT A BOOK DONATIONS: \$225.00

BOOK ENDOWMENT FUND

Friends of Placentia Library

TOTAL BOOK ENDOWMENT FUND \$676.53

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS **\$901.53**

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Building Maintenance Report for September 2003
DATE: October 20, 2003

HVAC: No service calls in September.
Plumbing: No service calls in September.
Electrical: No service calls in September.
Exterminator: No service calls in September.
General Contractor: No service calls in September.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *DM*
SUBJECT: Personnel Report for September 2003
DATE: October 20, 2003

RESIGNATIONS:

Ann Margaret Webb, ELLI Coordinator, effective October 9, 2003.
Tyese Wortham, Families for Literacy Coordinator, effective October 29, 2003.

APPOINTMENTS:

None in September.

OPEN POSITIONS:

Volunteer Coordinator

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director
 FROM: Phyllis Humple, Volunteer Coordinator *PH*
 SUBJECT: Volunteer Report for Month of September 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 September	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	6.00	20.50	Sep-95	778.00
Backes, Theresa	6.75	23.75	Jun-98	363.50
Bart, Lillian	12.00	34.00	May-01	302.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	22.25	38.25	Mar-03	59.75
Boelman, Marge	5.00	8.25	Apr-01	154.00
Botha, Jill	6.00	11.50	Nov-01	55.50
Clugston, Patricia	8.75	23.50	Jun-98	456.25
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	6.00	28.00	Jul-03	28.00
Dell, Lyla	29.50	90.50	Aug-98	932.50
Fioroni, Pete	8.00	24.00	Mar-97	294.25
Fitzgerald, Joan	3.00	18.75	Oct-93	2,144.75
Frazee, Kathy	2.00	2.00	Jul-02	7.00
Godwin, Nita	4.00	19.00	Feb-96	314.00
Haagen, John	5.50	17.50	Jan-00	84.50
Hemmerling, Barbara	26.75	40.25	Sep-95	646.25
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	0.00	8.00	Oct-95	274.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	11.00	132.00	Feb-96	2,970.00
Jertberg, Pat	20.00	47.50	Apr-98	953.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	8.50	65.00	Jan-03	135.50
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	10.00	30.50	Oct-95	1,244.75
Olson, Bob	2.00	8.00	Sep-95	470.00
Pence, Thomas	6.00	12.00	Jan-99	285.00
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	33.00	79.00	May-02	382.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	8.00	22.00	Feb-00	218.00
Salem, Rose	6.00	20.00	Oct-00	247.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	4.00	22.00	Aug-02	102.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	25.00	52.00	Apr-98	505.25
Scott, Linda	6.00	15.25	Jul-03	15.25
Segovia, Inez	12.00	25.50	Jun-03	27.50
Shaw, Dixie	1.00	2.50	May-94	215.00
Silverman, Pat	8.00	30.00	Jul-03	30.00
Stoller, Frances	2.00	6.00	May-96	144.00
Tollefson, Jerry	0.00	14.00	Jul-03	14.00
Walker, Virginia	0.00	0.00	Mar-99	133.25
Wymer, Betty	12.00	40.50	Jan-96	960.75

TOTAL	326.00	1049.00		18,218.00
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CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04			FY03/04	
	September	YTD		September	YTD
Acosta, Anthony	0.00	0.00	Mamtora, Niyati	0.00	0.00
Alvarado, Natally	0.00	0.00	Maru, Vik	0.00	6.00
Arzu, Robert	5.50	17.50	Massaro, Lauren	0.00	0.00
Bajit, Ricky	0.00	0.00	Miladi, Omid	0.00	20.00
Becerril, Esther	0.00	0.00	Moua, Andy	0.00	0.00
Benites, Brenda	8.00	22.50	Moua, Judy	0.00	0.00
Bishtawi, Stephen	0.00	12.00	Mrotz, Michael	0.00	0.00
Boris, Tara	1.00	12.25	Noh, Lydia	0.00	0.00
Born, Ashley	0.00	14.00	Park, Jung	8.00	24.50
Cha, Helen	0.00	9.50	Pond, Cassie	0.00	19.50
Chau, David	0.00	24.25	Rodriguez, Daniel	4.00	26.50
Chun, Andrea	3.25	7.75	Rodriguez, Rene	0.00	9.75
Chun, Sophia	0.00	13.75	Rosete, Jeremy	4.00	4.00
Eng, Jonathan	0.00	22.00	Shah, Mihir	0.00	0.00
Eng, Lawrence	0.00	41.25	Shah, Soham	0.00	22.75
Ford, Chris	8.00	8.00	Sy, Victoria	0.00	0.00
Fukunaga, Alysa	0.00	12.50	Tan, Hannah	5.00	12.00
Ho, Evelyn	0.00	0.00	Thomas, Tiffany	0.00	17.00
Jaini, Durga	5.25	5.25	Tjoarman, Arlene	0.00	25.50
Javier, Vonn	0.00	6.25	Tran, Michael	0.00	110.50
Jiye, Angela	0.00	10.50	Valencia, Adrianna	0.00	10.50
Lamberson, Annie	2.00	14.25	Waterson, Elizabeth	1.00	11.50
Lee, Jaclyn	0.00	0.00			
Lee, Edward	4.00	11.00			
Liu, Denise	0.00	38.50			
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TOTAL	37.00	303.00	TOTAL	22.00	320.00
TOTAL Library Volunteer Hours		385.00			
TOTAL Literacy Volunteer Hours		808.00			
TOTAL VOLUNTEERS HOURS		1193.00			

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 September	FY03/04 YTD	Cumulative		FY03/04 September	FY03/04 YTD	Cumulative
Ablir, Victoria	6.00	24.00	33.00	Hutton, Katherine (Kate)	6.00	18.00	246.00
Acevedo, Marta	6.00	48.00	84.00	Imbler, Wolf	6.00	18.00	36.00
Bayne, Linda	6.00	18.00	148.00	Inta, Lisa	6.00	18.00	24.00
Bazell, Laura	6.00	18.00	78.00	Kelly, Jerry	6.00	18.00	99.00
Becerril, Esther	6.00	18.00	36.00	Khamphanh, Molly	6.00	18.00	36.00
Becil, Emily	6.00	18.00	72.00	Kilpatrick, Amy	6.00	18.00	33.00
Belekjian, Maria	12.00	36.00	54.00	Kishida, Rita	6.00	18.00	72.00
Bernardino, Maria	6.00	18.00	42.00	Kraus, Jennifer	6.00	18.00	60.00
Bonasuro, Amber	6.00	18.00	84.00	Krisinger, Elizabeth	6.00	18.00	72.00
Bowen, Laura	6.00	18.00	24.00	Lasker, Marilyn	6.00	18.00	199.00
Brackett, Jim	6.00	18.00	99.00	Le, Daniel	6.00	18.00	24.00
Brzovic, Kathy	6.00	18.00	36.00	Lee, Wilma	6.00	18.00	72.00
Bui, Tiffany	6.00	18.00	36.00	Leslie, Sandra	6.00	18.00	248.00
Bull, Sophie	6.00	18.00	96.00	Licano, Katie	6.00	18.00	66.00
Busam, Mary	6.00	18.00	51.00	Livezey, June	12.00	36.00	182.00
Casdorph, Tracy	6.00	18.00	30.00	Loon, Chris	6.00	18.00	24.00
Cha, Sally	6.00	18.00	36.00	Lopez, Maria	6.00	18.00	72.00
Chandrasekaram, Vinolie	6.00	18.00	66.00	Luckett, Emily	6.00	18.00	30.00
Chen, April	6.00	18.00	123.00	Maguire, Joanne	-	-	54.00
Chen, Wen	6.00	18.00	30.00	Malkowicz, Edward	12.00	36.00	208.00
Choi, Jason	6.00	18.00	72.00	Margarit, Georgiana	-	-	18.00
Chopna, Reema	6.00	18.00	36.00	Martiaro, Diane	6.00	54.00	516.00
Coiffee, Nancy	6.00	18.00	355.00	Massaro, Lauren	6.00	18.00	36.00
Covey, Debra	6.00	18.00	66.00	McBain, Frances	6.00	18.00	30.00
Cuceloglu, Haken	6.00	18.00	36.00	McBentez, Kathy	6.00	18.00	114.00
Curtis, Daniel	6.00	18.00	186.00	McGrath, Patricia	6.00	18.00	30.00
Dhupan, Ankush	6.00	18.00	48.00	McLead, Shivan	6.00	18.00	24.00
Diaz, Cynthia	6.00	18.00	48.00	Medland, Karen	-	-	146.00
Diaz, Monica	6.00	18.00	64.00	Meza, Jack	-	-	116.00
Donofrio, Susan	6.00	18.00	87.00	Mohr, Kelsey	6.00	18.00	93.00
Dorris, Rosita	6.00	18.00	36.00	Monreal, Greg	6.00	18.00	30.00
Draper, Krispa	6.00	18.00	96.00	Mostatabi, Roxana	6.00	18.00	36.00
Eckels, Krys	6.00	18.00	36.00	Murray, Edward	-	-	230.00
Economou, Christina	6.00	18.00	30.00	Navarro, Nicole	6.00	18.00	36.00
Elmore, Sylvia	6.00	18.00	72.00	Nguyen, Mike	6.00	18.00	36.00
Espinosa, Jacly	6.00	18.00	30.00	Noss, Linda	6.00	18.00	102.00
Farno, Feriba	6.00	18.00	90.00	Okamuna, Lynn	6.00	18.00	75.00
Finley, Virginia	6.00	18.00	48.00	Paez, Vicki	6.00	18.00	54.00
Fitsimons-Diaz, Chelsea	6.00	18.00	63.00	Patel, Deepa	6.00	18.00	184.00
Franco, Hilda	6.00	18.00	66.00	Patel, Vani	6.00	18.00	36.00
Fuentes, Carlos	6.00	18.00	24.00	Patino, Ashley	6.00	18.00	36.00
Gallagher, Kenni	6.00	18.00	68.00	Patino, Nicole	6.00	18.00	42.00
Gast, Polly	6.00	18.00	1,691.00	Pelto, Ernest	6.00	18.00	140.00
Gillespie, Justin	6.00	18.00	30.00	Peyre, Isa	6.00	18.00	60.00
Glines, Alexi	6.00	18.00	30.00	Pineda, Guadalupe	6.00	18.00	66.00
Glines, Ellen	6.00	18.00	30.00	Precht, Jeanette	6.00	18.00	105.00
Gomez, Juanita	6.00	18.00	128.00	Ring, Diane	6.00	18.00	78.00
Gonzalez, Emmanuel	6.00	18.00	42.00	Rodriguez, Claudia	6.00	18.00	30.00
Gonzalez, Luis	6.00	18.00	30.00	Rodriguez, David	6.00	18.00	66.00
Gonzalez, Natasha	6.00	18.00	81.00	Rodriguez, Kenia	-	-	50.00
Goodman, Dale	12.00	36.00	3,441.00	Rodriguez, Maria	6.00	18.00	30.00
Guerrero, Christine	6.00	18.00	30.00	Sandoval, Lizbeth	-	-	61.00
Guerrero, Lavone	6.00	18.00	36.00	Schaal, Linda	6.00	18.00	159.00
Hamacher, Holly	6.00	18.00	30.00	Sgobba, Jackie	12.00	24.00	54.00
Hatch, Bill	6.00	18.00	87.00	Shah, Jay	6.00	18.00	66.00
Hawkins, Christina	6.00	18.00	42.00	Shah, Soham	6.00	18.00	24.00
Healey, Kathleen	6.00	18.00	248.00	Shah, Sweny	6.00	18.00	108.00
Heer, Kim	6.00	18.00	235.00	Skimizu, Ken	12.00	36.00	343.00
Hilleweart, Heather	6.00	18.00	30.00	Sosa, Mathew	6.00	18.00	38.00
Howell, Anne	6.00	18.00	36.00	Stulzman, Mark	6.00	18.00	36.00
Hu, Lisa	6.00	18.00	76.00	Teeler, Robert	6.00	18.00	78.00
Humple, Phyllis	4.00	12.00	142.00	Thatcher, Kaitlyn	-	-	26.00
Hugar, Jessica	6.00	18.00	75.00	Thomas, Peggy	6.00	18.00	65.00

Literacy Hours continued

REGULAR	FY03/04 September	FY03/04 YTD	Cumulative
Tomlin, Jennifer	6.00	18.00	43.00
Tran, Victor	6.00	18.00	30.00
Tranquill, Jiff	6.00	18.00	36.00
Trotter, Cynthia	6.00	18.00	93.00
Truong, Christine	6.00	18.00	87.00
Truong, Will	6.00	18.00	81.00
Uribe, Yajaira	6.00	18.00	48.00
Valle, Ana	6.00	18.00	43.00
Vasani, Sheena	6.00	18.00	30.00
Vasquez, Johanna	6.00	18.00	45.00
Vu, Elizabeth	-	-	102.00
Vukovick, Kathy	6.00	18.00	162.00
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Total	808.00	2,484.00	15,845.00

Placentia Library District
Circulation Report
October 1, 2003

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 September	FY02-03 September
1st Time Checkouts	27,889	26,811	4.02%	11,995	11,019
Phone Renewals	2,704	2,877	-6.01%	1,898	1,389
In-Building Renewals	1,069	817	30.84%	498	306
Total Renewals	3,773	3,694	2.14%	2,396	1,695
TOTAL CHECKOUTS	31,662	30,505	3.79%	14,391	12,714
On-Time Checkins	27,459	27,828	-1.33%	11,272	11,120
Late Checkins	898	2,373	-62.16%	938	1,276
TOTAL CHECKINS	28,357	30,201	-6.11%	12,210	12,396
Holdings Placed	355	1,337	-73.45%	181	931
Holdings Cancelled	11	158	-93.04%	8	114
Holdings Filled	1,886	1,210	55.87%	358	814
Holdings Expired	0	20	-100.00%	0	14
Patrons Registered	716	564	26.95%	360	215
Titles Added	348	1,369	-74.58%	185	1,158
Volumes Added	386	1,377	-71.97%	195	1,125
CIRCULATION BY TYPE OF MATERIAL					5,393
Adult Print	12,790	11,783	8.55%	6,523	5,393
Juvenile Print	15,092	14,784	2.08%	6,099	5,689
Total Print	27,882	26,567	4.95%	12,622	11,082
Audio	1,704	1,567	8.74%	945	722
Visual	2,342	2,352	-0.43%	1,099	918
Equipment	0	0	0.00%	0	0
Total Audio Visual	4,046	3,919	3.24%	2,044	1,640
TOTAL CIRCULATION	31,928	30,486	4.73%	14,666	12,722
Placentia Circulation	20,616	23,970	-13.99%	9,014	12,713
%Placentia Circulation	64.57%	78.63%	-17.88%	61.46%	99.93%
Anaheim/Yorba Linda Circulation*	4,738	15,671	-69.77%	2,588	12,731
%Anaheim/Yorba Linda Circulation	15%	51.40%	-71.13%	18%	100%
TYPES OF ACTIVE BORROWERS					
Adult	21,335	18,352	-45.98%	10,105	8,459
Young Adult	551	1,020	-45.98%	263	266
Juvenile	6,579	6,174	6.56%	2,699	2,495
New Borrower	2,958	1,774	66.74%	1,313	1,272
Non Resident	0	0		0	0
Other (staff)	531	0		304	0
TOTAL ACTIVE BORROWERS	31,954	27,320	16.96%	14,684	12,492
TOTAL REGISTERED BORROWERS	36,513	34,616	5.48%	18,520	18,346
ATTENDANCE	61,907	69,085	-10.39%	30,856	35,041
Adult Reference-In Building	1,709	1,998	-14.46%	950	952
Adult Reference-Telephone	307	280	9.64%	172	122
Children's Reference-In Building	581	2,385	-75.64%	489	440
Children's Reference-Telephone	36	884	-95.93%	31	469
Total Adult Reference	1,973	2,278	-13.39%	1,122	1,074
Total Children's Reference	617	3,269	-81.13%	520	909
Total in Building Reference	2,290	4,383	-47.75%	1,439	1,392
Total Telephone Reference	343	1,164	-70.53%	203	591
TOTAL REFERENCE	2,633	5,547	-52.53%	1,642	1,983

* The figures for 2002 seem to be inaccurate.

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	8/7/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	9/8/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03								0.00
Nov-03								0.00
Dec-03								0.00
Jan-04								0.00
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		13,688.70	4,087.43	1,813.56	322.50	0.00	21.58	19,933.77
AVG		4,562.90	1,362.48	604.52	107.50		7.19	6,644.59

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03				0.00	0.00
Nov-03				0.00	0.00
Dec-03				0.00	0.00
Jan-04				0.00	0.00
Feb-04				0.00	0.00
Mar-04				0.00	0.00
Apr-04				0.00	0.00
May-04				0.00	0.00
Jun-04				0.00	0.00
TOTAL	3,105.12	522.00	0.00	3,627.12	1,813.56
AVG	1,035.04	174.00	0.00	1,209.04	604.52

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03						0.00
Nov-03						0.00
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	854.16	721.44	181.68	0.00	1,347.84	3,105.12
AVG	284.72	240.48	60.56	0.00	449.28	1,035.04

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03						0.00
Nov-03						0.00
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	24.00	24.00	6.00	0.00	48.00	102.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Legislative Alerts from the California Special Districts Association.

DATE: October 20, 2003

BACKGROUND:

No Legislative Alerts were received since the last Library Board Meeting. In light of the election this is really surprising.

RECOMMENDATION:

Receive and File

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: October 20, 2003

BACKGROUND:

No new information has been received since the last report on September 22, 2003.

I talked with Neal Gruber, Tax Manager with the County of Orange Auditor Controller's Office, on September 15 and he told me that there has been no action since the County filed its appeal in June 2003. Mr. Gruber continues to be optimistic that the outcome will be in favor of the current practice.

The attached article appeared in the *Los Angeles Times* on September 25, 2003.

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

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

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

RECOMMENDATION:

Receive & File

Property Owners May Gain \$10 Billion in Prop. 13 Suit

By JEAN O. PASCO
Times Staff Writer

The state and counties throughout California would owe as much as \$10 billion to property owners if an appeals court in December upholds a controversial 2-year-old ruling on the intent of Proposition 13, according to court papers filed this week.

It is the first time state officials have put a price tag on the

potential statewide cost of a December 2001 ruling by Orange County Superior Court Judge John M. Watson.

The judge found that some Orange County property assessments violated Proposition 13, the landmark tax rollback measure passed by California voters in 1978. He ruled that the assessor, following a practice used by his colleagues statewide, illegally raised the assessed value of a

[See Tax, Page B9]

LES TIMES

OC THURSDAY, SEPTEMBER 25, 2003 B9

Tax Suit May Return \$10 Billion

[Tax, from Page B1]

Seal Beach home more than the 2%-a-year limit mandated by Proposition 13.

County attorneys appealed the ruling to the state 4th District Court of Appeal in Santa Ana. A hearing is set for Dec. 16, but any decision would probably face further court appeals.

Assessor Webster Guillory has defended the practice, used after properties dropped in value and their assessments were lowered. When the values rebounded, the new assessments routinely exceeded the 2% limit, a method called recapturing. The county maintains that the practice is legal because the increase merely allowed the assessed value to recover from temporary declines.

If Watson's ruling is ultimately upheld, it would devastate state and local government financing, state officials argued in a 28-page brief.

The state Department of Finance estimated that \$5.3 billion would come from state coffers to backfill refunds from school districts, according to the brief filed by Atty. Gen. Bill Lockyer. County and city governments would be hit with a \$4.7-billion

loss from refunds and from a drop in their tax base.

"For perspective, this is nearly equivalent to all funding for youth and adult correctional functions performed by the state," the brief said.

Tax attorney Rob Pool, who challenged the assessment on his Seal Beach home, said he had no reason to doubt the estimated hit. But that doesn't excuse government.

"It's not often that you get the thief who stole from you to account for exactly how much he's taken," Pool said.

Previous estimates from Orange County Auditor-Controller David Sundstrom put the impact at \$4 billion if the ruling is extended statewide. Orange County's general fund would have to repay \$18.6 million in excess tax revenue to property owners, he said.

Besides funding county and city governments, property taxes also fund school districts, which are guaranteed minimum funding through voter-approved Proposition 98. That means the state would have to cover refunds owed by the schools.

Last year, the Orange County Board of Supervisors voted 4 to 1

against appealing Watson's ruling. Supervisors said it was up to the assessor to defend his assessment practices, and his office filed the appeal.

Watson's ruling expanded refunds back to 1978, if applicable. Assessment officials have said most of the recapturing was done after the real estate slump of the mid-1990s.

Based on information from the largest counties, researchers with the state Board of Equalization estimated that property assessments statewide had been reduced more than \$240 billion from the passage of Proposition 13 in 1978 through 2001-02 during real estate market downturns. About \$190 billion in value has already been restored through recapturing, with some \$48 billion left to be restored.

The information was attached to court papers filed in the case.

The Board of Equalization estimated that refunds, along with the valuation revenue lost to local governments and regained by property owners, would total \$8.5 billion. The state Department of Finance added \$1.5 billion in interest required to be paid with the refunds.

Agenda Item 27

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

DATE: October 14, 2003

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04 has begun.
- *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.

To: Library Board of Trustees

From: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

Date: October 14, 2003

Subject: Status Report on Active Grant Applications

Open/Received Grants

Source	Amount Requested	Date Requested	ELLI	Spanish Literacy	FFL	Children's	AMT Received
Disney	\$5,000	6/30/03	\$5,000				
Bank of America	\$25,000	3/31/03	\$25,000				
Wells Fargo	\$2,000	5/7/03		\$2,000			
Wells Fargo	\$2,000	6/26/03			\$2,000		\$1,000
Target	\$5,000	6/25/03			\$5,000		\$2,000
Mervyn's	\$2,500	7/7/03			\$2,500		
Mighty Ducks	\$10,000	4/16/03	\$10,000				
Mazda	\$25,000	5/27/03	\$25,000				
Sprint	\$25,000	5/27/03	\$25,000				
Total:	\$101,500		\$90,000	\$2,000	\$9,500		\$3,000

Grants Denied/Withdrawn

Source	Amount	Date Requested	ELLI	Spanish Literacy	FFL	Children's
Target	\$3,000	6/25/03			\$3,000	
Verizon	\$25,000	3/26/03	\$25,000			
Coca-Cola	\$25,000	3/26/03	\$25,000			
Weingart	\$50,000	5/3/03	\$50,000			
Angels Care	\$25,000	4/16/03	\$25,000			
Ralphs	\$25,000	5/27/03	\$25,000			
Public Welfare	\$50,000	4/30/03	\$50,000			
RGK	\$25,000	4/14/03	\$25,000			
Total:	\$228,000		\$225,000		\$3,000	

Agenda Item 29

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator



DATE: October 14, 2003

SUBJECT: Poet Laureate Report.

Meredith Laskow was officially installed as the Poet Laureate, Placentia Library District, in a ceremony on Sunday, September 28, 2003. Placentia Library Board of Trustees Secretary, Betty Escobosa, presided over the ceremony. Ms. Laskow then read from her own works for about 30 minutes. This was followed by various staff members reading their favorite and original poems. Ms. Laskow also held a poetry workshop for teens on Monday, September 28.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Certification to Receive Funds from the Public Library Fund, 2003-2004, submitted to the State Library of California on October 15, 2003.

DATE: October 20, 2003

BACKGROUND:

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 2003-2004. It was mailed to the State Library on October 15, 2003.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

Placentia Library District is scheduled to receive \$23,225 (45¢ per capita) for Fiscal Year 2003-2004. The allocation, if PLF had been fully funded, would have been approximately \$122,302 (\$2.34 per capita).

RECOMMENDATION:

Receive and File

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 2003-04

FILING DATE: December 1, 2003

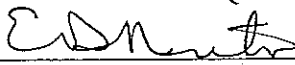
1. Library jurisdiction. Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 157, Statutes of 2003 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2003-04 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 2003."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements that may be included as local revenue are:
 - Local appropriation or allocation by jurisdiction to the library
 - Homeowner and business inventory exemption reimbursements for the state
 - Contract payment from another jurisdiction for which the library provides services
 - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
 - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
 - Fines, fees, gifts, other local income not included above
5. Elements that may not be included as local revenue are:
 - California Library Services Act (CLSA) funds
 - Public Library Fund Act (PLF) funds
 - Library Services and Technology Act (LSTA)
 - Library of California Act (LoC) funds
 - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)

6. Certification. Complete both entries.	<u>FY 2002-03</u>	<u>FY 2003-04</u>
Local revenue appropriated (see paragraph 4 above)	<u>1,765,112</u>	<u>2,025,878</u>

100% maintenance of effort has been authorized for the 2003-04 year.

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please note the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of
for the report are all true, correct and in accordance with law and that payn
received for fiscal year 2003-04.

Signature of Fiscal Officer:  Date October 15, 2003

Print Name and Title: Elizabeth D. Minter, Library Director Telephone 714-528-1925 x203

Address: 411 E. Chapman Ave.
Placentia, CA 92870

MAIL* TO: PUBLIC LIBRARY FUND
California State Library
ATTN: Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

FOR FEDERAL EXPRESS/HAND DELIVERY: 1029 J Street, Suite 400, Sacramento, CA 95814. See Attachment B for postal information.

***NOTE: DUE TO THE STRICT GUIDELINES OF THE DECEMBER 1 SUBMISSION DATE, IT IS VERY IMPORTANT TO PREPARE ALL CORRESPONDENCE AND MAILING LABELS WITH THE ABOVE ADDRESS. FAILURE TO DO SO MAY JEOPARDIZE TIMELY RECEIPT OF YOUR CERTIFICATION FORM BY THE BUDGET OFFICE.**

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

- a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.
- b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.
- (c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

RETURN THIS FORM ALONG WITH YOUR ANNUAL CERTIFIC.
WAIVER FORMS By December 1, 2003

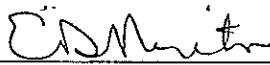
CALIFORNIA STATE LIBRARY
Public Library Fund Act
Signature Authorization Form

The following individual(s) have signature authority for Certification of the Public Library Fund
(see definitions of the law below)

NAME: Elizabeth D. Minter

TITLE: Library Director

NAME OF JURISDICTION: Placentia Library District

SIGNATURE: 

TELEPHONE: 714-528-1925 x202

ADDRESS: 411 E. Chapman Avenue

Placentia, CA 92870-6128

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

MAIL TO:

PUBLIC LIBRARY FUND
California State Library
ATTN: Budget Office
P.O. Box 942837,
Sacramento, CA 94237-0001

NOTE: for FEDERAL EXPRESS/HAND DELIVERY use: 1029 J Street, Suite 400, Sacramento,
CA 95814

Placentia Library District Property Tax Revenues

Obj Code	Description	Actual FY1990-1991	Actual FY 1991-1992	Actual FY 1992-1993	Actual FY1993-1994	Actual FY 1994-1995	Actual FY1995-1996	Actual FY1996-1997	Actual FY1997-1998
6210-00	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	710,413
6210-01	Current Secured - Public Utility	25,633	27,090	28,058	24,362	25,128	24,898	22,568	24,908
6210	Total Current Secured	849,465	919,824	852,876	692,442	669,944	668,582	696,419	735,321
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	45,613
6230	Prior Secured	24,856	37,363	47,569	88,689	6,809	26,545	28,818	18,290
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	1,036
6250	Spec. Dist. Augmentation Fund (SDAF)	0	0	0	11,971	0	0	0	0
6260	Penalties & Costs on Delinquent	4,289	6,019	7,676	2,158	0	0	448	3,447
6280	Current Supplemental	72,614	48,227	34,058	10,037	8,242	10,682	9,668	14,786
6300	Prior Supplemental	2,103	3,704	4,939	3,644	2,312	430	1,066	952
	TOTAL TAXES	1,018,742	1,089,350	1,004,425	856,396	755,008	754,771	773,534	819,445
6540	Penalties & Costs on Delinquent	0	0	0	0	0	399	0	0
6690	State Homeowners	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,180
	ACTUAL PROPERTY TAX REVENUE RECEIVED	1,038,532	1,109,724	1,022,526	870,388	747,462	772,229	788,431	834,625
	% Change from Previous Year		6.86%	-7.86%	-14.88%	-14.12%	3.31%	2.10%	5.86%
	SDAF Diverted by Orange County	400,957	400,957	400,957	400,957	0	0	0	0
	TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor)	1,439,489	1,510,681	1,423,483	1,271,345	747,462	772,229	788,431	834,625
	% Change from Previous Year		4.95%	-5.77%	-10.69%	-41.21%	3.31%	2.10%	5.86%
	Placentia Valuation (Secured & Unsecured)	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929	2,026,766,015	2,089,162,828
	% Change from Previous Year		7.44%	4.48%	1.43%	0.72%	1.01%	0.42%	3.08%
	1% of Valuation for Total Property Tax	17,424,007	18,719,853	19,558,325	19,838,662	19,981,503	20,183,269	20,267,660	20,891,628
	% of Property Tax to Library District	5.96%	5.93%	5.23%	4.39%	3.74%	3.83%	3.89%	4.00%
	10/15¢/sqft. Library Rec'd of Each Property Tax Dollar	\$0.06	\$0.06	\$0.05	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04

Obj Code	Description	Actual FY1998-1999	Actual FY1999-2000	Actual FY2000-2001	Actual FY2001-2002	Actual FY2002-2003	Budgeted FY2003-2004
6210-00	Current Secured	764,422	849,522	934,101	1,009,093	1,087,214	1,162,022
6210-01	Current Secured - Public Utility	24,001	25,854	23,111	25,158	22,886	22,500
6210	Total Current Secured	788,423	875,376	957,212	1,034,251	1,110,100	1,184,522
6220	Current Unsecured	50,053	53,807	55,274	56,067	58,450	57,500
6230	Prior Secured	19,667	19,936	12,028	12,031	14,166	13,000
6240	Prior Unsecured	1,054	936	962	668	785	750
6250	Spec. Dist. Augmentation Fund (SDAF)	9,062	9,782	8,555	9,088	8,224	8,000
6260	Penalties & Costs on Delinquent	270	249	268	0	0	0
6280	Current Supplemental	24,408	33,580	36,813	39,810	48,663	40,000
6300	Prior Supplemental	781	720	821	1,303	1,364	1,300
	TOTAL TAXES	893,718	994,386	1,071,933	1,153,218	1,241,752	1,305,072
6540	Penalties & Costs on Delinquent	0	0	0	0	0	0
6690	State Homeowners	15,578	16,224	16,245	16,101	16,339	16,250
	ACTUAL PROPERTY TAX REVENUE RECEIVED	909,296	1,010,610	1,088,178	1,169,319	1,258,091	1,321,322
	% Change from Previous Year	8.95%	11.14%	7.68%	7.46%	7.59%	5.03%
	SDAF Diverted by Orange County	0	0	0	0	0	0
	TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor)	909,296	1,010,610	1,088,178	1,169,319	1,258,091	1,321,322
	% Change from Previous Year	8.95%	11.14%	7.68%	7.46%	7.59%	5.03%
	Placencia Valuation (Secured & Unsecured)	2,250,369,894	2,445,203,617	2,646,887,381	2,864,683,614	3,096,289,016	3,326,086,478
	% Change from Previous Year	7.72%	8.66%	8.25%	8.23%	8.08%	7.42%
	1% of Valuation for Total Property Tax	22,503,699	24,452,036	26,468,874	28,646,836	30,962,890	33,260,865
	% of Property Tax to Library District	4.04%	4.13%	4.11%	4.08%	4.06%	3.97%
	Amt. Library Rec'd of Each Property Tax Dollar	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04



**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, Agenda Item 31
Page 3 of 6

SHAUN M. SKELLY
ASSISTANT AUDITOR-CONTROLLER
AGENCY ACCOUNTING

MAHESH N. PATEL
ASSISTANT AUDITOR-CONTROLLER
INFORMATION TECHNOLOGY

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER


August 13, 2003

TO: All Cities and Special Districts
ATTENTION: Finance Directors
SUBJECT: 2003-2004 Assessed Values (ATO4VC74)

We are submitting herewith reports showing the assessed valuation of property within your city/district boundaries. For those cities/districts which have a Community Redevelopment Agency within their boundaries, incremental value has been excluded.

For those taxing agencies on the alternate allocation system, or "Teeter" Plan, we have estimated a 2.0 percent combined roll change/refund factor for secured taxes. For non-Teeter funds, we have estimated a 3.0 percent combined delinquency/roll change/refund factor for secured taxes. For all taxing agencies, the unsecured combined delinquency/roll change/refund factor is 9.0 percent.

Should you have questions or desire additional information in this matter, please call Neal Gruber or Juan Arteaga at 834-4437.


Neal Gruber
Supervisor, Tax Unit

NG:ja
Enclosure

ATO4VC ATO4VC-74
ACRTR04

2003-2004 ORANGE COUNTY AUDITOR CONTROLLER
DISTRICT VALUES USED TO SET TAX RATES --- DISTRICT SEQUENCE
(EXCLUDES INCREASES WITHIN REDEVELOPMENT AGENCIES)
DISTRICT - 717 PLACENTIA LIBRARY DISTRICT

PAGE -90-
DATE 08/14/03
TIME 11:16:46

TAX TYP	FUND	DISTRICT/ AGENCY	TYPE OF VALUE	SECURED VALUE	PUBLIC UTILITY VALUE	TOTAL SECURED VALUE	UNSECURED VALUE	TOTAL SECURED & UNSECURED VALUE	
A1	707-707	717A	PLACENTIA LIBRARY DISTRICT						
			MIN RTS	8,519,400		8,519,400		8,519,400	
			LAND	1,560,259,719	2,186,430	1,562,446,149	4,681,172	1,567,127,321	
			IMPS	1,703,680,283	577,039	1,704,257,322	36,701,043	1,740,958,365	
			TOTAL L&I	3,272,459,402	2,763,469	3,275,222,871	41,382,215	3,316,605,086	
			PERS PROP	21,108,664	301,104	21,409,768	71,639,044	93,048,812	
			OTH EXEMP	18,106,331		18,106,331	549,769	18,656,100	
			TOT VALUE	3,275,461,735	3,064,573	3,278,526,308	112,471,490	3,390,997,798	
			H/O EXEMP	64,939,652		64,939,652	-28,341	64,911,311	
			NET VALUE	3,210,522,083	3,064,573	3,213,586,656	112,499,831	3,326,086,487	
			707-707 717 DISTRICT TOTAL						
			MIN RTS	8,519,400		8,519,400		8,519,400	
			LAND	1,560,259,719	2,186,430	1,562,446,149	4,681,172	1,567,127,321	
			IMPS	1,703,680,283	577,039	1,704,257,322	36,701,043	1,740,958,365	
			TOTAL L&I	3,272,459,402	2,763,469	3,275,222,871	41,382,215	3,316,605,086	
			PERS PROP	21,108,664	301,104	21,409,768	71,639,044	93,048,812	
			OTH EXEMP	18,106,331		18,106,331	549,769	18,656,100	
			TOT VALUE	3,275,461,735	3,064,573	3,278,526,308	112,471,490	3,390,997,798	
			H/O EXEMP	64,939,652		64,939,652	-28,341	64,911,311	
			NET VALUE	3,210,522,083	3,064,573	3,213,586,656	112,499,831	3,326,086,487	



**AUDITOR-CONTROLLER
COUNTY OF ORANGE**

CHIE Agenda Item 31
Page 5 of 6

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

SHAUN M. SKELLY
ASSISTANT AUDITOR-CONTROLLER
AGENCY ACCOUNTING

MAHESH N. PATEL
ASSISTANT AUDITOR-CONTROLLER
INFORMATION TECHNOLOGY

DAVID E. SUNDSTROM, CPA
AUDITOR-CONTROLLER

August 26, 2003

TO: All Orange County Property Tax Receiving Agencies
ATTENTION: Finance Directors
SUBJECT: Estimated FY 2003-2004 Basic Levy Property Tax Revenue

Enclosed are estimates of property tax revenues for your agency for FY 2003-2004. The countywide increase on the secured roll was 7.57 percent, while the unsecured tax roll decreased by 2.225 percent.

For those funds on the alternate allocation system, or "Teeter" plan, we have used a 2.0 percent combined roll change/refund factor for secured taxes. For non-Teeter funds we have used a 3.0 percent combined delinquency/roll change/refund factor for secured taxes. For all taxing agencies the unsecured combined delinquency/roll change/refund factor is 9.0 percent.

The refund/roll change rates remain material in nature due to the continuation of large value assessment appeals being processed. You should allow for these adjustments to your tax revenue estimates in preparing your 2003-2004 revenue projections.

The 2003-2004 State-assessed public utility unitary roll decreased by 8.89 percent. The enclosure does not reflect your share of the revenue attributable to the public utility unitary roll. We estimate that the public unitary roll revenue will be approximately 91.1 percent of your FY 2002-03 actual public utility unitary revenue. This change was done in order to get these revenue estimates out to you sooner.

We estimate that revenue from the supplemental tax roll will be approximately 85.7 percent of your FY 2002-2003 actual supplemental tax revenue. The supplemental roll estimate is highly variable due to the uncertainties associated with preparing the supplemental roll.

The enclosed estimates again reflect the State property tax shift as computed under the current statutes following statewide guidelines. Future legal interpretations or Legislative clean-up bills may change the tax shift computations. In these cases, we will adjust our tax allocation files as necessary to ensure that each taxing agency receives the correct amount of property taxes under the latest interpretation of the law.

We hope this information will help you in preparing or amending your FY 2003-2004 revenue budget. If you have any questions or desire additional information, please contact Neal Gruber or Juan Arteaga at 834-4437.

Kathy Permenter
Kathy Permenter
Manager A/C Tax Unit

NG:
Enclosure



DAVID E. SU
AUDITOR-COI

Agenda Item 31
Page 6 of 6

Hall of Finance
12 Civic Center
P.O. Box 567
Santa Ana, California 92702-0567

(714) 834-2450 Fax: (714) 834-2569
A/C Tax Unit (714) 834-4437

PLACENTIA LIBRARY DISTRICT
FINANCE DEPT-REVENUE
411 E. CHAPMAN AVE.
PLACENTIA, CA 92670

AUGUST 26, 2003

ESTIMATED 2003-2004 PROPERTY TAX REVENUE
AT68AF-72

FUND/AGENCY FUND DESCRIPTION

707 -707.01 PLACENTIA LIBRARY DIST-GEN FUND

SECURED	1,176,185.78
PUBLIC UTILITY	0.00
HOMEOWNER	16,715.80
UNSECURED	<u>61,057.80</u>
TOTAL	1,253,959.38

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2002-2003 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates
DATE: October 20, 2003

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 2002-2003. The Management Letter and Audit are Attachment A.

The Trustee copies were mailed by District staff on September 30, 2003.

RECOMMENDATION:

Receive and File the Audit for Fiscal Year 2002-2003 as prepared by Munson, Cronick & Associates.



Munson,
Cronick &
Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 2003, and have issued our report thereon dated September 22, 2003.

We have conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 2003, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with the modified accrual basis of accounting, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Fixed Asset Account Group

Absence of a fixed asset listing, which will be corrected when the district complies with GASB 34.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Munson, Cronick & Associates, LLP

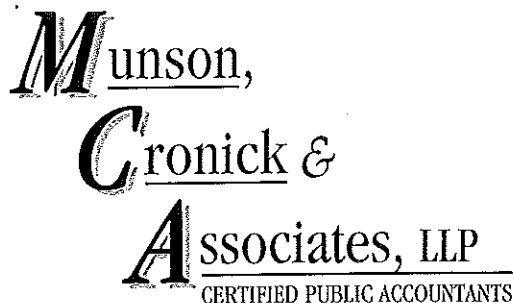
MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

Fullerton, California
September 22, 2003

PLACENTIA LIBRARY DISTRICT

Report On Audit Of Financial Statements

For The Year Ended
June 30, 2003



INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 2003, and the related combined statement of revenues, expenditures and changes in fund balances - budget and actual, for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District as of June 30, 2003, and the revenues, expenditures and changes in fund balances - budget and actual, for the year then ended, in conformity with the modified accrual basis of accounting, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts as disclosed in Notes 1 and 3.

Munson, Cronick & Associates, LLP

MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

Fullerton, California
September 22, 2003

PLACENTIA LIBRARY DISTRICT

CONTENTS

	<u>Page</u>
Independent Auditor's Report	1
Combined Balance Sheet, All Fund Types And Account Groups	2
Statement Of Revenues, Expenditures And Changes In Fund Balances - Budget And Actual	3
Notes To Financial Statements	4

PLACENTIA LIBRARY DISTRICT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 2003

Assets	Government Fund General	Account Groups		Total (Memorandum Only)
		Fixed Assets	Long-Term Debt	
Current assets:				
Cash and cash equivalents	\$ 956,089			\$ 956,089
Certificates of deposit	42,805			42,805
Taxes receivable	21,527			21,527
Interest receivable	2,133			2,133
Due from other county and agency	102,133			102,133
Prepaid expenses	<u>26,468</u>			<u>26,468</u>
Total current assets	1,151,155			1,151,155
Amount to be provided for retirement of general long-term debt			\$ 145,000	145,000
Property, plant and equipment		\$ <u>2,146,680</u>		<u>2,146,680</u>
Total assets	\$ <u>1,151,155</u>	\$ <u>2,146,680</u>	\$ <u>145,000</u>	\$ <u>3,442,835</u>
<u>Liabilities And Fund Equity</u>				
Current liabilities:				
Accounts payable	\$ 12,310			\$ 12,310
Wages and taxes payable	26,793			26,793
Accrued interest	2,066			2,066
Accrued sickleave and vacation	50,627			50,627
Due to other county and agency	<u>100,094</u>			<u>100,094</u>
Total current liabilities	191,890			191,890
Long-term lease payable			\$ 145,000	<u>145,000</u>
Total liabilities	<u>191,890</u>		<u>145,000</u>	<u>336,890</u>
Fund equity:				
Fund balances				
Reserved for prepaid expenses	15,728			15,728
Unreserved:				
Designated	191,828			191,828
Undesignated	751,709			751,709
Investment in general fixed assets		\$ <u>2,146,680</u>		<u>2,146,680</u>
Total fund equity	<u>959,265</u>	<u>2,146,680</u>		<u>3,105,945</u>
Total liabilities and fund equity	\$ <u>1,151,155</u>	\$ <u>2,146,680</u>	\$ <u>145,000</u>	\$ <u>3,442,835</u>

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Statement Of Revenues, Expenditures And Changes In
Fund Balances - Budget And Actual

For The Year Ended June 30, 2003

	General Fund		Variance Favorable (Unfavorable)	Plant Fund
	Budget	Actual		
Revenues:				
Property taxes, current year	\$1,196,983	\$1,203,384	\$ 6,401	
Property taxes, prior year	13,800	31,140	17,340	
Homeowners property tax relief	15,800	16,339	539	
Other state funds	146,200	252,019	105,819	
Interest income	29,835	16,863	(12,972)	
Other county revenue	188,750	232,088	43,338	
Other revenue	-	12,557	12,557	
Total revenues	<u>1,591,368</u>	<u>1,764,390</u>	<u>173,022</u>	
Expenditures:				
Salaries and employee benefits	842,622	850,663	(8,041)	
Insurance	17,806	12,343	5,463	
Maintenance	75,700	83,681	(7,981)	
Utilities	71,750	55,563	16,187	
Interest expense	-	9,191	(9,191)	
Special department expense	153,360	146,433	6,927	
Office expense	45,736	48,277	(2,541)	
Specialized services	110,774	107,823	2,951	
Other county expenditures	199,400	73,096	126,304	
Other expenditures	-	57,479	(57,479)	
Total expenditures	<u>1,517,148</u>	<u>1,444,549</u>	<u>72,599</u>	
Excess of operating revenues over expenditures	74,220	319,841	245,621	
Additions to property, plant and equipment	(5,000)	(29,654)	(24,654)	\$ 29,654
Lease payments (principal portion)	<u>(65,000)</u>	<u>(65,000)</u>	-	
Excess of revenues over expenditures	\$ <u>4,220</u>	225,187	\$ <u>220,967</u>	29,654
Fund balance, beginning		<u>734,078</u>		<u>2,117,026</u>
Fund balance, ending		\$ <u>959,265</u>		\$ <u>2,146,680</u>

The accompanying notes are an integral part of the financial statements.

Notes To Financial Statements

June 30, 2003

1. Summary Of Significant Accounting PoliciesFund Accounting

The accounts of the Placentia Library District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Placentia Library District has created several types of funds. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The individual funds account for the governmental resources that are allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

The funds are grouped into one fund type and two account groups as described below:

Government Fund Type - these are funds through which most governmental functions typically are financed. The funds included in this category are as follows:

General Fund - this fund is established to account for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue used to finance the fundamental operations of the District are included in this fund. The fund is charged with all costs of operating the district for which a separate fund has not been established.

Fixed Assets Account Group - this is not a fund, but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

Long-Term Debt Account Group - this is not a fund, but rather an account group that is used to account for the outstanding principal balances of general lease obligations bonds and other long-term debt.

Government funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Licenses and permits, charges for service, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, current and prior, and special state tax allocations are recorded when earned (when they are measurable and available).

Continued

Notes To Financial Statements, Continued

June 30, 2003

1. Summary Of Significant Accounting Policies, Continued

Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for debt service and other long-term obligations which are recognized when paid.

Budgetary controls for the Library District are based on Appropriation Limits set by the California Constitution, Article XIII B. This limitation states that the appropriations may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or California per capita income, whichever is less. The State of California provides the factors annually to each district in order that the budgets may be prepared. All budgets are approved by Board of Trustees and then by the County of Orange. Appropriations do not lapse at year end, as the Library District reverts these funds to their General Fund Balance.

Total-Memorandum Only

When combined financial statements include a "Total-Memorandum Only" column, it should be noted that they are presented to facilitate financial analysis and that data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles nor is such data comparable to a consolidation. Interfund eliminations are not made in the aggregation of these totals.

Designated Fund Balance

The Board of Trustees of Placentia Library District sets aside specific funds to be used for future lease payments. The amount of funds designated as of June 30, 2003, was \$191,828. Interest earned on these funds for the year ended June 30, 2003, was \$2,144. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

Continued

Notes To Financial Statements, Continued

June 30, 2003

2. Cash And Cash Equivalents

Cash reported in the accompanying combined balance sheet is comprised of:

Fiscal agents	\$ 827,315
Cash, including interest	62,592
Investments, cash equivalents	<u>66,182</u>
	<u>\$ 956,089</u>

The District considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

The District maintains a portion of their cash and investments in a bank deposit account in excess of federally insured limits (FDIC) of \$100,000. There is no amount in excess of the FDIC limit as of June 30, 2003. The District has not experienced any losses as a result of this balance.

The Board of Trustees has approved and designated annual payments of \$71,800 to the bond redemption fund, although actual lease payments per the amortization schedule are for lesser amounts. The funds are held in a restrictive trust by the County of Orange under the name of Placentia Civic Center Authority. Funds in the account can only be applied toward bond redemption. The fair market value in this account was \$66,182 at June 30, 2003.

3. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is considered a government unit. As of June 30, 2003, property, plant and equipment are comprised of:

Building and improvements	\$ 1,446,425
Furniture and equipment	618,757
Land	<u>81,498</u>
	<u>\$ 2,146,680</u>

Continued

Notes To Financial Statements, Continued

June 30, 2003

4. Long-Term Lease Payable

The lease of the Library facilities from the Placentia Civic Center Authority has been accounted for as a direct financial lease. The assets related to the long-term lease, with a value of \$1,320,927, have been included in plant, property and equipment. Annual lease payments include principal and interest at approximately 6.0% per annum. The Library is required to pay property taxes, insurance, assessments and maintenance allocated to its facilities and grounds. The maturity date is October 1, 2004. Minimum future lease payments including principal and interest are:

<u>Year Ending June 30,</u>	<u>Amount</u>
2004	\$ 75,273
2005	<u>76,069</u>
	151,342
Interest expense	<u>(6,342)</u>
Net long-term lease payable	\$ <u>145,000</u>

5. Retirement Plan

The Library has a retirement plan covering all employees with six months of service and who are at least twenty-one years of age. The Library contributes 7% of eligible employee wages on an annual basis.

The plan is a defined contribution plan and benefits under the plan are provided through a trust fund. Plan contributions were \$41,391 during the year ended June 30, 2003.

Continued

Notes To Financial Statements, Continued

June 30, 2003

6. Compensated Absences

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

The Board of Trustees has established a reserve for unused sick leave. As of June 30, 2003, there was a balance of \$31,622 including accrued interest, which is included in cash held by fiscal agents.

7. Relationship to Placentia Civic Center

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District, was formed in May, 1972 for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility and a library. The Authority is the owner of the facility and leases the facilities back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and Library. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the Library based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

Continued

Notes To Financial Statements, Continued

June 30, 2003

8. Lease Commitment

The Library is committed under two equipment leases. The minimum lease commitments as of June 30, 2003, are as follows:

Year Ending June 30,

2004	\$ 29,686
2005	29,588
2006	29,798
2007	30,016
2008	30,241
2009 to 2013	<u>168,261</u>

\$ 317,590

9. Contract Funding

The Library receives property tax revenues from the County of Orange which represents approximately 71% of total revenues.

LIBRARY OF
CALIFORNIA
BOARD

Library of California Board Meeting October 15-16, 2003

For further information contact:
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October 15, 2003
BUDGET AND PLANNING SESSION
9:30 a.m. - 12:00 p.m.
LEGISLATIVE COMMITTEE
1:30 p.m. - 2:30 p.m.
RESOURCE SHARING COMMITTEE
3:00 p.m. - 5:00 p.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

October 16, 2003
LSTA Advisory Council on Libraries Meeting
8:30 a.m. - 10:00 a.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

October 16, 2003
BUSINESS MEETING
10:30 a.m. - 3:00 p.m.
California State Library
914 Capitol Mall, Room 500
Sacramento, CA

BUDGET AND PLANNING COMMITTEE

Gaines, Chair; Levitin; Lin; Maghsoudi

(all members are requested to attend this session)

1. 2003/04 budget review and planning for 2004/05 – *Document 7*
2. Review funding levels by program
3. Consider 2003/04 CLSA baseline budget by program – *Document 7 (on consent calendar)*

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4. Update on program development and fiscal health of CLSA Systems and Regional Library Networks – *Document 8*
5. Consider System Plans of Service for fiscal year 2003/04 – *Document 9*
6. Review LDS staffing levels – *Document 10*
7. Discussion of LoC Board meetings for 2004/05 – *Document 5*
8. Board discussion on strategies for planning LoC/CLSA futures

LEGISLATIVE COMMITTEE

Susan Steinhauer, Chair; Calderon; Kastanis; Lowenthal

1. Report from the Chair
2. Federal Legislative Issues – *Document 11*
3. State Legislative Issues – *Document 12*
4. Legislative Strategies
5. Agenda Building

RESOURCE SHARING COMMITTEE

Victoria Fong, Chair; Maghsoudi; Pritchard; Tuttle

Action Items:

1. **Interlibrary Loan (ILL) and Direct Loan Programs**
 - a. Consider CLSA loan reimbursement rates for 2003/04 – *Document 13*
 - b. Consider prorating the CLSA loan reimbursement program for 2003/04
 - c. Update on LoC multitype cost study
2. **CLSA System Reference Program – *Document 14***
 - a. Consider CLSA System population and membership figures for 2003/04 (*on consent calendar*)
 - b. Update on CLSA System Plans of Service for 2003/04
3. **CLSA System Advisory Board (SAB) Program – *Document 15***
 - a. Consider SAB member attendance at CLA annual conference (*on consent calendar*)
 - b. Update on CLSA System Plans of Service for 2003/04
4. **CLSA Consolidations and Affiliations – *Document 16***
Consider Fullerton Public Library withdrawal from Santiago Library System (*on consent calendar*)
5. **CLSA Statewide Data Base Program – *Document 17***
 - a. Consider CLSA Statewide Data Base funding for 2003/04 (*on consent calendar*)
 - b. Update on program status
6. **Regional Library Network Development – *Document 18***
 - a. Consider application(s) for membership with Regional Library Networks (*on consent calendar*)
 - b. Consider applications from additional participating libraries of members with Regional Library Networks (*on consent calendar*)
 - c. Update on program status

Information Item:

- **CLSA System Communications and Delivery – *Document 19***
Update on CLSA System Plans of Service for 2003/04