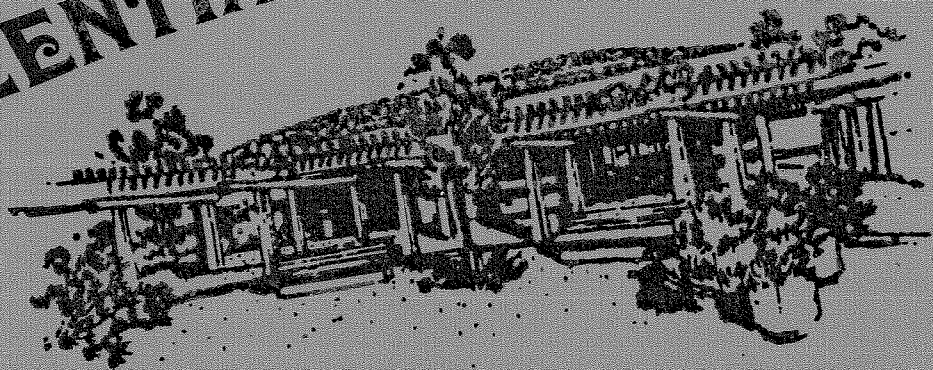


PLACENTIA LIBRARY DISTRICT



Board of Trustees

Meeting Unusual Date

May 12 , 2003

**Library Conference Room
Administration**

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

UNUSUAL MEETING DATE

May 12, 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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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 April 21, 2003 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4431, 4432, 4433 and 4434 forwarded by Library Director for a total of \$10,015.23.

11. Current Claims and Payroll (Approve)

Claims 4435, 4436, 4437, 4438, 4439 and 4440 for a subtotal for Claims of \$16,462.06; and Payrolls 4441 for \$28,648.14 and 4442 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$73,758.34.

12. FY2002-2003 Cash Flow Analysis through May 30, 2003 and recommendation that transfer of \$50,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) be authorized. (Receive & File and Authorize Transfer).

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 18 – 27)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 27 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

18. Building Maintenance Report for April 2003 (Receive & File)
19. Personnel Report for April 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for April 2003 (Receive & File)
21. Circulation Report for April 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Placentia Civic Center Authority Audits for Fiscal Years ending June 30, 2001 and June 30 2002. (Receive & File)
27. Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002. (Receive & File)

CONTINUING BUSINESS

28. 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

NEW BUSINESS

29. Election of Board Secretary for term expiring December 2003.

Presentation: Library Board President
Recommendation: Elect Board Secretary for term expiring December 2003.

30. Determine interview process for new Trustee scheduled for Monday, June 30, 2003 at 5:30 P.M.

Presentation: Library Board President
Recommendation: Determine length of interview and develop a list of questions.

Adopt Resolution 03-7.

STAFF REPORTS (Items 38 - 43)

Items 38 – 43 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.

- 38. Program Committee Report for April 2003 (Roberts)
- 39. Children's Services Report for April 2003 (Smith)
- 40. Placentia Library Literacy Services Report for April 2003 (Roberts)
- 41. Placentia Library Web Site Report for April 2003 (Roberts)
- 42. Publicity Materials Produced in April 2003. (Rakos)
- 43. Safety Committee Minutes for April 2003 (Matas)

CLOSED SESSION

- 44. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT

- 45. Agenda Preparation for the June Regular Meeting, which will be held on Monday, June 30, 2003 at 6:30 P.M.

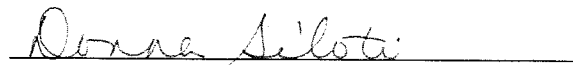
- 46. Review of Action Items.

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

- 47. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the May 12, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, May 7, 2003.



AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

UNUSUAL MEETING DATE

May 13, 2003

12:00 P.M.

Library Conference Room

Start Time: 12:03

1. Roll Call Administrative Assistant S, E, W
2. Adoption of Agenda
Mtn: W
Sec: E All
Presentation: Library Director
Recommendation: Adopt by Motion
3. Minutes of the April 21, 2003 Regular Meeting.
Presentation: Library Director Mtn: ~~W~~ All
Recommendation: Approve by Motion sec: W
4. Oral Communications

5. Board President Report ① Sandra Stark - Staff App. Dinner could have at her house, on Agenda in June.

- ② June Chamber of Commerce Dig - do Proclamation & be presenter. Budget ~~\$~~ up to \$50
Book Plaque. Gae book w/ Jillie on certificate
- ③ Stark collection in works. ④ write to Dacher fundraiser - pay for themselves
June 5th, let Al know if want to go.
- ④ Graduation for Spanish Literacy - amazing.

6. Trustee Reports

Gae - Thank you for Dig schedule.

Betty - attended Friends Meeting. - impressed w/ work they do.

Jim - cert from both Dacher & Margrett offices.

7. Library Director Report

- ① Jerry Choice - in hospice care in Fallbrook. paid from Friends Dir. Fund
- ② Bid on equip - Lib of CA Arroyo Seco Network closing office
bought philosophy, projector, conf table & chair (literacy), color laser printer (Ref Desk)
- ③ 2 Resignations - Cyrise Branch & Ladera Ranch. Annah - moving to San Diego.
- ④ While gone - close out month. Steady flow claims. Come in Thurs PMs.



8. Friends of Placentia Library Board of Directors Report *Ellie Rankin? 3600 Children Story Hour Room remodeling - Next mtg - funds for Staff Appreciation Day* *Approved.*

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E
Sec: W All

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

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FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E All
Sec: W

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GENERAL CONSENT CALENDAR (Items 18 – 27)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: E
Sec: W All

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26. Placentia Civic Center Authority Audits for Fiscal Years ending June 30, 2001 and June 30 2002. (Receive & File)
27. Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002. (Receive & File)

CONTINUING BUSINESS

Tomorrow Gov - May Revision. So far no Prop-top Shifts.

28. 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

NEW BUSINESS

29. Election of Board Secretary for term expiring December 2003.

Presentation: Library Board President

Gae moves to elect Escobedo

Mtn:
Sec: All

Recommendation: Elect Board Secretary for term expiring December 2003.

30. Determine interview process for new Trustee scheduled for Monday, June 30, 2003 at 5:30 P.M. ^{1/2 hr before Meeting on 6/30. 5:00 - 6:30}
Trustees will prepare questions @ special meeting.
Presentation: Library Board President
Recommendation: Determine length of interview and develop a list of questions.

31. Staff Survey - ^{EDM} Edit 6/30. Ask managers for input.
Presentation: Library Board President
Recommendation: Revise and approve the Survey document; and Establish a schedule for submitting the Survey to the Staff.

32. Fiscal Year 2003-2004 Budget Preview - ^{Informational Packet.} 1) No funding for ELL from state. 4 Grants for \$150 written.
Presentation: Library Director ^{Rev. 5% for Prop. by time finalizing budget will have actual. Passport volume down.}
Recommendation: Give direction for budget development
^{2) Need med costs. 197K off, some from Rev / Exp.}

33. Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2003-2004 by Resolution 03-05.
Presentation: Library Director ^{Read Mtn: E All}
Recommendation: Read Resolution 03-5 by Title only; and Adopt Resolution 03-5 ^{Sec: W}
^{Approve Mtn: W All}
^{Sec: E}

34. Establish Fines and Fees Schedule for Fiscal Year 2003-2004 and set date for Public Hearing.
Presentation: Library Director ^{Mtn: W}
Recommendation: Adopt the Fines and Fees Schedule for Fiscal Year 2003-2004; and ^{Sec: E All (Roll call)}
Authorize the publication of the Notice of Public Hearing for the August 18, 2003 ^{Passport ck prep.}
Library Board Meeting at 6:30 P.M. ^{Mtn: W}
^{Sec: E All}

Changes:
New charges \$1 for checking out w/o card. warning period.
Set up / clean up fee for meeting room. Return ck change.
Room Fee to \$35.

35. Establish Holiday and Library Public Services Schedule for Calendar Years 2003 and 2004 and Adopt by Resolution 03-06.
Presentation: Library Director ^{Read Mtn: EE All}
Recommendation: Read Resolution 03-6 by Title only; and Adopt Resolution 03-6. ^{Sec: W}
^{Adopt Mtn: W All}
^{Sec: E (Roll call)}

36. Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004, effective July 1, 2003.

Mtn: W
Sec: E All

Presentation: Library Director
Recommendation: Adopt Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004. effective July 1, 2003

37. Establish Salary Schedules for Library Personnel for Fiscal Year 2003-2004, effective July 1, 2003, and Adopt by Resolution 03-07.

Read

Mtn: All
Sec: E

Presentation: Library Director Minter
Recommendation: Read Resolution 03-7 by Title only; and Adopt Resolution 03-7.

Adopt

Mtn: W All
Sec: E (Roll call)

STAFF REPORTS (Items 38 - 43)

38. Program Committee Report for April 2003 (Roberts)
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41. Placentia Library Web Site Report for April 2003 (Roberts)
42. Publicity Materials Produced in April 2003. (Rakos)
43. Safety Committee Minutes for April 2003 (Matas)

Mtn: E
Sec: W All

CLOSED SESSION

44. Closed Session to Discuss a Personnel Matter

ADJOURNMENT

45. Agenda Preparation for the June Regular Meeting, which will be held on Monday, June 30, 2003 at 6:30 P.M.
46. Review of Action Items.
47. Adjourn Time: 1130

PLACENTIA LIBRARY DISTRICT EMPLOYEE OPINION SURVEY – 1999

Please take a few minutes to complete this opinion survey. The survey serves as a tool to gather feedback from you that will help us improve working conditions, customer service, enhance supervision and training and choose the best selection and placement practices possible.

This opinion survey is anonymous. Your responses will not be divulged to anyone. The Board of Trustees will tally responses for results only to be presented to management for review and consideration. You are not required to answer the questions on this survey, however your input is valuable and appreciated.

Once completed, please mail the survey back to Al Shkoler, in the enclosed envelope.

SURVEY RESPONSE DEADLINE: JUNE 11, 1999

Please check where you work.
Each department will be provided
a tabulation of the results.

How long have you worked for the
Placentia Library?

_____ Librarians, Library Assistants,
and Administrative Assistant

_____ Less than 1 year

_____ Library Clerks & Aides

_____ 1 – 5 years

_____ 6 – 10 years

_____ 11 – 20 years

_____ 21+ years

YOUR JOB

The following questions are about the job to which you are presently assigned.

1. I generally have the tools, equipment and material I need to do my job.

- _____ A. Strongly Agree
- _____ B. Agree
- _____ C. Disagree
- _____ D. Strongly Disagree

2. Is your work load usually:

- _____ A. Too great
- _____ B. Too light
- _____ C. About right
- _____ D. Varied

3. I like my present job:

- _____ A. Very much

- B. It's okay
- C. Could be better
- D. Not at all

4. I get a great deal of personal satisfaction from my job.

- A. All the time
- B. Most of the time
- C. Sometimes
- D. Seldom

5. Of the work assigned to me, _____% falls outside of my job classification.

- A. None
- B. Less than 10%
- C. Less than 25%
- D. More than 50%

6. On a scale of 1 to 10, rate your level of stress on an average day at work by circling the appropriate number.

1 2 3 4 5 6 7 8 9 10

LOW

MODERATE

HIGH

YOUR SUPERVISOR

The following questions are about your immediate supervisor – the person who usually assigns your work.

7. My supervisor keeps me informed about what is happening in the department.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

8. Does your supervisor let you know what is expected of you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

9. Does your supervisor effectively utilize your abilities?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

10. Does your supervisor plan and schedule work assignments effectively?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

11. Does your supervisor provide adequate guidance?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

12. Does your supervisor provide adequate training?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

13. Does your supervisor discuss your performance with you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

14. Does your supervisor give fair and constructive reviews?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

15. Does your supervisor discuss your reviews with you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

16. Does your supervisor take into account your suggestions?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

17. I am allowed to participate in decision-making on matters relating to my work.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

18. One of the strengths of my supervisor is his/her ability to motivate employees to want to do the best possible job.

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

19. My supervisor can be counted on to support me when I have a problem.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

20. If I have a complaint about my job, the chances of getting a fair hearing with my supervisor are:

- A. Very good
- B. Good
- C. Not too good
- D. Very poor

21. When I first came to the library, my duties and responsibilities were will explained to me.

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

22. My supervisor has done an adequate job in keeping the work area safe and in seeing that I am instructed about accident prevention.

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

23. My supervisor gives employees the recognition and praise they deserve.

- A. Always

- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

24. My supervisor does a good job of explaining new projects he/she assigns to me.

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

25. My supervisor keeps me informed about what is happening in the library.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

YOUR DEPARTMENT

The following questions are about your department.

26. How would you rate communication in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

27. How would you rate cooperation within your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

28. How would you rate cooperation with other departments?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

29. How would you rate the level of customer service provided in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor



30. How would you rate on-the-job training in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

31. How would you rate equipment provided in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

32. How would you rate the physical working conditions in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

33. How would you rate the emphasis on safety in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

34. In my department there is:

- A. Quite a bit of favoritism
- B. Some favoritism
- C. Little favoritism
- D. No favoritism

35. Does your department exercise ethical practices?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

36. I am satisfied with the results of my department's work.

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

37. My department operates efficiently.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't know

38. When there are going to be changes in my department, employees are briefed on the changes before they happen.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

39. In my department, each employee understands what his/her duties and responsibilities are.

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

40. Promotions within my department are fairly made with the most qualified people being selected.

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

41. In my department, emphasis is placed on providing a high level of customer service.

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

42. I am encouraged to seek additional education and training.

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

43. Appropriate deadlines are given in my department for the workload.

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

44. I think my department is currently managed:

- A. Very well
- B. Well



- C. Fair
- D. Poorly

THE LIBRARY

The following questions are about the library as a whole.

45. There is an opportunity for me to be promoted within the Placentia Library.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't care

46. I think the library is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

47. Administration/Management is credible.

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

48. I believe that the overall morale of the library employees at this time is:

- A. Very high
- B. Average
- C. Not good
- D. Poor

49. I feel I am part of the team in this organization.

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

50. I am informed regarding the library budget.

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

51. When someone asks me where I work, I am proud to say the Placentia Library.

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

52. How would you rate the library's rate of pay for your classification?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

53. How would you rate the library's vacation benefits?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

54. How would you rate the library's holiday benefits?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

55. How would you rate the library's sick leave benefits?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

56. How would you rate the library's retirement plan?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

57. How would you rate the library's life insurance?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

58. How would you rate the library's disability insurance?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

59. How would you rate the library's medical insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

60. How would you rate the library's dental insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

61. How would you rate the library's vision insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

62. How would you rate the library's policies and procedures?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

63. How would you rate the library's recruitment process?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

64. How would you rate the library's training opportunities?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

65. How would you rate the library's orientation process?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

66. As an employee, I believe the citizens understand the purpose and value of my job.

- A. Strongly agree

- B. Agree
- C. Disagree
- D. Strongly disagree

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

- A. Yes, definitely
- B. Would seriously consider it
- C. Probably not
- D. Definitely not

68. Since the retreat have we been supported by the Director while resolving a customer conflict?

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

69. Since the retreat have we observed more clarity in direction?

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

70. Since the retreat have we had an opportunity to express ourselves to the Director? were we listened to?

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

71. Since the retreat have we observed a more professional attitude?

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

72. Since the retreat have we examined ways to make our environment safer?

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

73. Since the retreat have we observed a more fair/consistent work environment?

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

74. Since the retreat have we noticed more concern or understanding being expressed?

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

75. Since the retreat have we experienced more accessibility to the Director?

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

76. Since the retreat have we been given more authority without interference?

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

77. Since the retreat have we dealt with problems quickly?

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

78. Since the retreat have we been able to give criticism? Was it asked for? describe the response?

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

79. Since the retreat have we quietly made things run smoothly?

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

80. Since the retreat have we actively engaged in more cross-training? Describe.

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

81. Since the retreat have we created a more consistent environment while interacting with each other?

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

82. Since the retreat have we communicated with each other more effectively? with management?

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

83. Since the retreat have we become more result oriented? doing our job more effectively with positive results?

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

84. Since the retreat have we shown more dependability, responsibility, capability?

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

85. Since the retreat have we allowed ourselves to be open to evaluation and constructive criticism?

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

86. Since the retreat have we shown more respect toward our peers? shown integrity in our work principles?

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



87. Since the retreat have we performed our tasks in a more timely manner?

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

88. Since the retreat have we taken an opportunity to know our job better? challenged ourselves?

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

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

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

90. Since the retreat have we expressed ourselves?

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

Additional comments/suggestions: _____

THANK YOU FOR YOUR VALUABLE INPUT. IT IS GREATLY APPRECIATED.



Placentia Library District
 Revenue Budget for Fund 707 for Fiscal Year 2003-2004
 Preliminary May 12, 2003

Object Code	Category	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Proposed	% CHANGE PREV. YR
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,068,983	1,122,432	5.0%
6210-01	Public Utility	24,001	25,854	23,111	25,158	25,000	22,000	-12.0%
6210-04	Teeter Plan - Current Delinquent	0	0	12,334	13,876	13,000	14,500	11.5%
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,106,983	1,158,932	4.7%
6230	Prior Secured	19,667	19,936	12,028	12,031	12,000	13,000	8.3%
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,118,983	1,171,932	4.7%
6220	Current Unsecured	50,053	53,807	55,274	56,067	55,000	56,000	1.8%
6240	Prior Unsecured	1,054	936	962	668	1,000	1,000	0.0%
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	56,000	57,000	1.8%
6690	HOMEOWNER	15,578	16,224	16,245	16,101	15,800	16,000	1.3%
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	874,774	966,278	1,041,721	1,119,118	1,190,783	1,244,932	4.5%
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,500	7,500	-11.8%
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	250	250	0.0%
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	35,000	35,000	0.0%
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	800	1,300	62.5%
6610	INTEREST	12,734	20,286	21,191	11,628	22,000	10,500	-52.3%
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	47,255	64,618	67,648	61,829	66,550	54,550	-18.0%
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,257,333	1,299,482	3.4%
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	146,200	67,000	-54.2%
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0	0	
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	180,000	155,000	-13.9%
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	0	
	TOTAL REVENUE	1,042,442	1,319,082	1,359,249	1,420,881	1,583,533	1,521,482	-3.9%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
0100	Salaries & Wages	494,352	537,311	623,836	645,313	691,920	693,672	0.3%
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	98,104	101,500	3.5%
	Health Insurance/Care America	20,247	28,006	38,227	41,981	48,584	52,137	7.3%
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,903	3,815	-2.2%
	Life Insurance/Fortis & Protective Life	0	0	2,320	1,862	2,194	2,371	8.1%
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,886	2,838	-1.7%
	Dental/Ameritas	5,153	5,737	7,369	6,055	6,918	7,970	15.2%
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	64,484	69,130	7.2%
0310	Unemployment Insurance	0	0	0	0	0	0	
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	11,300	16,000	41.6%
	TOTAL SALARIES & EMPLOYEE BENEFITS	598,463	648,226	767,390	806,397	865,807	880,302	1.7%
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	4,000	4,000	0.0%
0700-01	Communications - Modem/Fax/TV/DSL	1,938	4,432	5,345	6,818	6,000	6,000	0.0%
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	2,500	2,500	0.0%
0700-05	Communications - Brodart Cataloging Access	5,150	2,649	3,007	2,225	2,700	2,700	0.0%
0700-07	Communications - ELLI Grant	380	0	0	265	250	0	-100.0%
0700-08	Communications - Adult Literacy	438	412	426	406	500	500	0.0%
	Total Communications	14,973	16,121	14,119	14,228	15,950	15,700	-1.6%
0900-00	Food - General Fund	0	43	162	1,253	100	500	400.0%
0900-07	Food - ELLI Grant	0	0	0	30	500	0	-100.0%
0900-08	Food - Adult Literacy	0	154	281	0	0	0	
0900-009	Food - Family Literacy	0	0	0	0	0	0	
	Total Food	0	197	443	1,283	600	500	-16.7%
1000-00	Household Expense	3,468	4,271	2,375	20,637	5,000	5,000	0.0%
1100-00	Insurance	10,124	6,946	5,069	5,280	6,506	12,000	84.4%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
 Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	4,500	4,500	0.0%
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	11,500	15,000	30.4%
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)	0	0	
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	1,500	1,500	0.0%
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0	0	
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	17,500	21,000	20.0%
	HVAC	2,852	2,105	1,704	2,174	2,500	6,000	140.0%
	Carpet Cleaning	0	3,074	0	2,806	3,500	3,500	0.0%
	Groundskeeping, City of Placentia	28,653	31,862	23,002	14,923	30,000	30,000	0.0%
	Plumbing	1,681	1,656	1,799	4,725	1,800	1,800	0.0%
	Electrical	4,212	15,520	1,170	2,151	1,500	1,500	0.0%
	Cleaning Service	11,400	11,400	11,550	13,050	13,700	13,700	0.0%
	Locksmith	74	2,041	210	287	200	1,000	400.0%
	Other (includes fire alarms & seismic retrofit project)	1,391	1,331	25,806	4,581	5,000	5,000	0.0%
1400-00	Total Maintenance of Building & Grounds	50,263	68,988	65,240	44,698	58,200	62,500	7.4%
	Memberships - General Fund	2,580	3,356	3,569	2,771	3,750	3,750	0.0%
1600-07	Memberships - ELLI Grant	225	0	0	0	250	0	-100.0%
1600-08	Memberships - Adult Literacy	240	150	355	426	400	400	0.0%
1600-09	Memberships - Family Literacy	0	0	0	0	0	0	
	Total Memberships	3,045	3,506	3,924	3,197	4,400	4,150	-5.7%
	Miscellaneous Expense - General Fund	0	0	0	0	0	0	
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	0	
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	0	
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	0	
	Total Miscellaneous Expense	0	0	0	0	0	0	

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
	Library Supplies	6,818	6,275	8,824	10,755	10,000	10,000	0.0%
	Printing	9,135	8,630	9,262	12,209	10,000	10,000	0.0%
	EZ Copy - copy cards for sale to patrons	0	0	0	0	0	0	
	Publications	730	560	821	3,252	1,500	1,500	0.0%
	Paper	894	1,664	1,694	1,613	1,700	700	-58.8%
	Drinking Water Service	274	275	311	289	325	325	0.0%
	Other Office Supplies	4,883	8,408	8,639	13,327	8,500	9,500	11.8%
1800-00	Total Office Supply Expense - General Fund	22,734	25,812	29,551	41,444	32,025	32,025	0.0%
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,611	0	-100.0%
	Printing	1,680	784	3,304	2,325	1,500	1,500	0.0%
	Publications	0	874	631	1,730	0	0	
	Paper	0	51	0	0	0	0	
	Other Office Supplies	1,034	543	2,148	4,378	3,500	3,500	0.0%
1800-08	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,435	5,000	5,000	0.0%
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	500	500	0.0%
	Total Office Expense	27,337	28,064	36,147	65,594	40,136	37,525	-6.5%
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	5,500	5,500	0.0%
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	0	0	
1803-08	Postage Expense - Adult Literacy	64	9	0	42	100	100	0.0%
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	0	0	
	Total Postage Expense	2,510	4,651	2,687	5,628	5,600	5,600	0.0%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY 1998-1999 ACTUAL	FY 1999-2000 ACTUAL	FY 2000-2001 ACTUAL	FY 2001-2002 ACTUAL	FY 2002-2003 ACTUAL	FY 2002-2003 PROPOSED	% CHANGE PREV YR
	Care Resources (Employee Assistance)	385	420	420	420	420	420	0.0%
	Pension Fund Operating & Investment Mgmt. Expenses	6,863	6,665	6,558	3,479	7,500	7,500	0.0%
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	31,000	34,000	9.7%
	Anaheim Consortium Computer Technical & Consulting Services		0	0	900	0	0	
	Clipping Service	417	397	453	453	504	504	0.0%
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	9,100	9,100	0.0%
	Advertising (including WEB site)	734	1,200	787	2,350	2,000	4,000	100.0%
	Medical Exams	473	368	315	1,183	750	1,400	86.7%
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	2,500	2,250	-10.0%
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	5,250	5,250	0.0%
	Payroll Preparation	2,349	2,622	2,949	3,069	3,250	3,250	0.0%
	Election Expenses	0	0	0	0	8,000	0	-100.0%
	Staff Training in Library	0	0	0	0	0	5,000	
	Other (Includes contract storyteller)	3,511	18,151	9,329	25,794	17,500	17,500	0.0%
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	87,774	90,174	2.7%
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	0	0	4,240	12,293	0	0	
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	0	0	
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	9,500	9,500	0.0%
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	1,500	1,500	0.0%
1900-18	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,000	12,500	4.2%
	Total Specialized Services	61,958	86,335	97,240	108,992	110,774	113,674	2.6%
2000-00	Legal Notices - General Fund	0	0	458	0	650	650	0.0%
2000-01	Legal Notices - LSCA II Grant	0	0	0	0	0	0	
	Total Legal Notices	0	0	458	0	650	650	0.0%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
 Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2100-00	Rents/Leases-Equipment	0	0	0	0	0	750	
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	120,800	120,800	0.0%
2300-00	Small Tools/Instruments	0	0	0	0	0	0	
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	0	0	
2400-01	Special Department Expense- Books	82,661	73,446	100,821	82,829	145,460	150,000	3.1%
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	0	0	
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	0	0	
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	0	0	
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	0	0	
2400-07	Special Department Expense - ELLI Grant	0	0	0	78	5,900	0	-100.0%
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	2,000	2,000	0.0%
2400-09	Special Department Expense - Family Literacy	0	0	0	76	0	0	
	Total Special Department Expense	99,459	128,232	153,595	139,132	153,360	152,000	-0.9%
2600-00	Transportation/Travel - General	0	0	0	0	0	0	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,500	2,500	0.0%
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,755	5,983	7,500	7,500	0.0%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,500	1,500	0.0%
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	500	500	0.0%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	0	0	
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	1,000	0	-100.0%
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,000	1,000	0.0%
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	500	500	0.0%
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	14,500	13,500	-6.9%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004
Preliminary May 12, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2800-00	Electricity	40,519	40,615	37,795	58,119	63,000	65,000	3.2%
	Gas	5,852	3,115	5,884	3,002	5,000	4,000	-20.0%
	Water	2,266	3,588	3,087	3,681	3,750	3,750	0.0%
	Total Utilities	48,637	47,318	46,766	64,801	71,750	72,750	1.4%
	TOTAL SUPPLIES & SERVICES	409,835	504,316	521,360	594,688	625,726	638,099	2.0%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	4,000	4,000	0.0%
4000-00	Equipment	16,445	26,993	29,927	18,050	20,000	20,000	0.0%
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,000	0	-100.0%
4000-08	Equipment - CLC Grant	120	0	558	0	0	0	
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	0	0	
4000-11	Equipment	0	0	0	0	0	0	
	Total Equipment	19,365	41,429	30,484	20,848	21,000	20,000	-4.8%
4200-00	Structures/Improvements	0	0	0	0	0	0	
	TOTAL EQUIPMENT EXPENSE	19,365	41,429	30,484	20,848	21,000	20,000	-4.8%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	67,000	77,000	14.9%
5600	INVESTMENT POOL LOSS	0	0	0	0	0	0	
	TOTAL EXPENSES	1,028,664	1,197,624	1,320,395	1,423,962	1,583,533	1,619,401	2.3%
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293	11,511	0	-100.0%
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	20,000	20,000	0.0%
	FFL Grant Summary Object Code 09	0.00	15,071	513	867	2,500	2,500	0.0%
	Partnerships for Change Grant			4,240	12,293	0	0	
	TOTAL LITERACY (Excluding Personnel)	13,671.91	25,488	22,494	43,462	34,011	22,500	-33.8%
	Revenues				1,503,210	1,583,533	1,521,482	-3.9%
	Balance				(79,248)	(0)	97,919	-57160750.4%

RESOLUTION 03-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 2003-2004

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2003-2004.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$2,662,799 for Fiscal Year 2003-2004.

AYES: Escobosa, Shkoler, Wood

NOES:


ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of May, 2003.


Betty Escobosa, Secretary
Placentia Library District Board of Trustees

RESOLUTION 03-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF
ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2003-2004 dated May 13, 2003, and implements such on July 1, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:


ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of May, 2003.


Betty Escobosa, Secretary
Placentia Library District Board of Trustees

RESOLUTION 03-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR CALENDAR YEARS 2003-
2004

WHEREAS, Section 19469 of the Education Code of the State of California
establishes that the Board of Library Trustees shall designate the hours during which the
Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board
Of Trustees established its Holiday Schedule for Calendar Year 2003-2004 dated
May 13, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:


ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of
Orange County hereby certify that the above and foregoing Resolution was duly and
regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the
Thirteenth Day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Thirteenth
Day of May, 2003.


Betty Escobosa, Secretary
Placentia Library District Board of Trustees

Placentia Library Board Calendar

May 2003 - April 2004

May 2003						
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May

- 5 7:00 PM Friends Board Meeting, New Trustee
- 12 6:30 PM Library Board Meeting
- 14 LOCAL Legislative Rally in Sacramento, through Wednesday
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Library Closed for Monday Holiday
- 26 Library Closed for Memorial Day

June

- 2 7:00 PM Friends Board Meeting, Wood
- 19 ALA Annual Conference, Toronto, through Jun 25
- 26 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 6:30 PM Library Board Meeting

July

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

August

- 25 6:30 PM Library Board Meeting

September

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

October

- 6 7:00 PM Friends Board Meeting, Shkoler
- 11 9:00 AM Heritage Parade
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 3 7:00 PM Friends Board Meeting, Escobosa

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Placentia Library Board Calendar

May 2003 - April 2004

May 2003

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Aug 2003

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Oct 2003

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November

- 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 11 Library Closed for Veterans Day
- 14 12:32 PM California Library Association, Ontario, through Nov 17
California Library Association Annual Conference, Ontario, through Nov 17.

- 24 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

December

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

January

- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 17 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting

- 22 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 17 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28

- 26 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 9:30 AM Friends of Placentia Library Author's Luncheon
- 16 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 20 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

Nov 2003

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

CALL TO ORDER

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

ROLL CALL

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

Members Absent: Secretary Geoff Braun and Trustee Peggy Dinsmore.

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA

It was moved by Trustee Wood, seconded by Trustee Escobosa to declare the resignation of Secretary Geoff Braun to be an item of urgent business because it was received on April 21, 2003 after the Agenda was posted

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

It was moved by Trustee Wood, seconded by Trustee Escobosa to amend the Agenda to include the resignation of Geoff Braun as Agenda Item 39 and to adopt the Agenda as amended.

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

MINUTES

It was moved by Trustee Escobosa, seconded by Trustee Wood to approve the Minutes of the March 24, 2003 Regular Meeting.

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

ORAL COMMUNICATIONS

No members of the public requested to address the Board.

PRESIDENT'S REPORT

President Shkoler reported that he and Trustee Escobosa attended the California Special Districts Association (CSDA) Government Affairs Conference in Sacramento on April 1st. He found it very interesting but there was not a lot of significant activity to report yet from the Legislature. They met with Assemblywoman Daucher.

President Shkoler reported that he attended the Friends Annual Meeting and thanked the Friends for doing a fine job.

He also attended the Families for Literacy (FFL) program on March 28th and highly recommended that the Trustees attend some of the other FFL events. He requested that a schedule of its events be included in the Board Books. Literacy Coordinator Jim Roberts reported that the first graduation of the Spanish Literacy Program will be April 22nd and he invited the Trustees to attend.

President Shkoler reported that he had contacted the City to find out whether the Library could directly submit to Adelphia the information to be aired on cable television. The City is contacting Adelphia.

TRUSTEE REPORTS

Trustee Escobosa reported on her trip to the CSDA Government Affairs Conference in Sacramento. She enjoyed meeting with the District's elected representatives.

Trustee Wood reported that she attended a workshop put on by Special District Risk Management Authority (SDRMA) where Dennis Timoney explained the insurance coverage available through SDRMA and laws dealing with sexual harassment. She encouraged future participation in SDRMA seminars.

LIBRARY DIRECTOR'S REPORT

Library Director Minter reported that the Library hosted the Placentia Chamber of Commerce Mixer on April 16th. Orange County Supervisor Chris Norby attended, as did a member of his staff, Bruce Whitaker.

Library Director Minter reported that she hosted a Staff Breakfast which was a Bridal Shower for Circulation Supervisor Amnah Darwish at the Original House of Pancakes.

Library Director Minter showed the Board the new library cards and reported that there are two kinds: a traditional size and a keychain size. Patrons may receive both for \$2. There is a place on the back for a parent to sign on their child's card.

FRIENDS OF PLACENTIA LIBRARY

No one from the Friends of Placentia Library was present to address the Board.

CLAIMS

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

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

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

Current Claims and Payroll: Claims 4425, 4426, 4427 and 4430 for a

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

FY2002-2003 Cash Flow Analysis through April 21, 2003.

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

**FINANCIAL
REPORTS**

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

Financial Reports for March 2003

Official General Ledger & Check Registers for March 2003

Acquisitions Report for March 2003

Collection Agency Report for March 2003

Gifts Report for March 2003

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

**GENERAL CONSENT
CALENDAR**

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

Building Maintenance Report for March 2003.

Personnel Report for March 2003

Volunteer Report for March 2003

Circulation Report for March 2003

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

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

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Report on the Board of Directors Meeting for the Special District

Workers' Compensation Authority (SDWCA) on April 3, 2003.

Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002.

Orange County Local Area Formation Commission (LAFCO) Proposed Budget for Fiscal Year 2003-2004. The fee for Placentia Library District will remain at \$1,000.00.

Grant application from the Placentia Library Foundation to the Coca Cola Foundation for \$25,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004.

Letter of Inquiry from the Placentia Library Foundation to Public Welfare Foundation for \$50,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004.

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that she attended a Metropolitan Cooperative Library System (MCLS) meeting on April 1st to discuss the Public Library Fund (PLF) and Transaction Based Reimbursements (TBR). The PLF has not been targeted for further reductions, so the library directors decided they need to focus most of their attention on TBR. Library Director Minter reported that Fullerton Public Library has pulled out of Santiago Library System (SLS). She noted that one of the decisions the Board will need to consider during the budget process this year is what the relationship with Fullerton Public Library will be in regards to charges for direct loans.

**REVIEW OF DRAFT
POLICY MANUAL**

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt as first reading the policies in Sections 1000 (General) and 4000 (Board of Trustees).

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

The Board members reviewed Section 5000 (Board Meetings) and Section 2000 (Personnel) through Section 2120. Library Director Minter will prepare the requested revisions. The balance of Section 2000 will be reviewed at the July Board meeting.

President Shkoler appointed a committee of himself and Trustees Escobosa and Wood to review the Library's Employee Benefits. No meeting date was set.

**DESIGNATION OF
POET LAUREATE**

It was moved by Trustee Wood and seconded by Trustee Escobosa to appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate for a one year term beginning July 1, 2003.

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

**LOAN AGREEMENT
WITH CITY OF
PLACENTIA**

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the amount specified in the proposed loan agreement between the City of Placentia and the Placentia Library District for the Placentia Civic Center Improvement Project as outlined in Agenda Item 34, Attachment A, Page 3, based upon approval of the Contract by the Library's attorney.

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

**PROPERTY
INSURANCE
COVERAGE**

It was moved by Trustee Wood and seconded by Trustee Escobosa to ratify the transfer of property insurance coverage for the Library from the Placentia Civic Center Authority to the Special District Risk Management Authority (SDRMA) effective April 8, 2003.

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

**BOARD MEETING
DATES**

It was decided by the Board that the next two Board meetings will be held on Monday, May 12, 2003, and Monday, June 30, 2003.

**SCHEDULE FOR
STRATEGIC
PLANNING
PROCESS**

It was decided by the Board to defer this item until the Agenda of the August Board meeting.

**STORY HOUR ROOM
REMODELING
STAFF REPORTS**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve the completion of the remodeling of the Story Hour Room at a cost of \$3,279.97 and to authorize Library Director Minter to request funding from the Friends of Placentia Library for the project.

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

**RESIGNATION OF
SECRETARY BRAUN**

It was moved by Trustee Wood and seconded by Trustee Escobosa to receive and file with regret the resignation of Secretary Geoff Braun.

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

Library Director Minter reported that a legal notice announcing the vacancy would be placed in the Placentia News-Times and a flyer would be posted on the board outside the entrance to the Library. Applications will be available at the Circulation Desk and are to be returned to the Administration Office. The Trustees will interview the applicants and send a letter to the Board of Supervisors with their recommendation.

STAFF REPORTS

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

Program Committee Report for March 2003.

Children's Services Report for March 2003.

Placentia Library Literacy Services Report for March 2003.

Placentia Library Web Site Report for March 2003.

Publicity Materials produced for March 2003.

Safety Committee Minutes for March 2003.

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

MAY MEETING

The May Regular Library Board Meeting will be held on Monday, May 12, 2003 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for April 21, 2003 adjourned at 8:30 P.M.

CLOSED SESSION

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

The Closed Session ended at 9:45 P.M.

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

Al Shkoler
President
Library Board of Trustees



MINUTES APRIL 7, 2003

FRIENDS OF PLACENTIA LIBRARY ANNUAL MEETING

After a word of welcome from our president the pledge of allegiance was given and a patriotic song sung.

President Rankin called the business meeting to order. The minutes and treasurer's report were not given.

Pat Irot, on behalf of the Bylaws committee made a motion that we adopt the changes, which were, read at the last meeting and have been published and open for review. The motion was carried. These are the amended changes.

1. Article VI – Section 1 “ The Board of Directors shall consist of a minimum of seven members and shall not exceed eleven.”
2. Article VII – Section 1 The office of Financial Secretary will be added to the list of officers.
3. The other changes are in spelling, grammar and typing errors.

President Rankin introduced the following slate of officers: Eleanor Rankin, Pat Irot, Camille Himes, Barbara Hemmerling, Jill Botha, Renee Scott, Frances Stoller, Virginia Walker, Ted Farkas and Ginnie Sanatar. President Rankin made a motion to elect the slate as presented. Marge Horrocks seconded the motion and it was carried.

The official business meeting was then adjourned.

Al Shkoler, President, Board of Trustees, and Jim Roberts, Public Services Manager and Literacy Coordinator, presented certificates of recognition to valued volunteers. Jillian Rakos, Development Director and Volunteer Coordinator announced these names.

President Rankin introduced our speaker, Pamela Hallan-Gibson.

Refreshments were served in the community room of the library at the conclusion of the author's talk.

Barbara Hemmerling, Secretary

MINUTES MAY 5TH 2003

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order.

The following Directors responded to the Roll Call: Jill Botha, Ted Farkas, Ginnie Sanatar, and Renee Scott. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Betty Escobosa represented the Trustees. Excused Directors were Barbara Hemmerling, Pat Irot, and Frances Stoller. Other absentees were Camille Himes and Virginia Walker. President Eleanor Rankin welcomed Betty Escobosa and introduced her to the members present.

The Minutes of the March 3rd board meeting were approved as read.

Financial Secretary, Ginny Sanatar reported deposits (see attached)

In the absence of Treasurer Camille Himes, President Rankin presented the financials to date. The reports were accepted for audit. The following bills were presented for payment:

\$50 for an ad that had been placed in the brochure for the Placentia Historic Tour. Due to a deadline, the check had already been mailed. It was moved and seconded that we ratify the amount sent. Motion carried.

It was moved by Ted Farkas and seconded by Ginny Sanatar that President Rankin be reimbursed \$162.92 for expenses incurred in the mailing of the notices to the members regarding the annual meeting held on April 7th. Motion carried.

PRESIDENTS REPORT

Eleanore Rankin expressed regret that she had been unable to attend the awards banquet for the Volunteer Center for Orange County and said she had received a certificate and a brochure in the mail.

The April 7th Annual meeting was discussed and Eleanore asked for comments on the lack of volunteers in attendance. Suggestions were offered including the number of volunteer hours needed, and also the lack of interest in the author.

Due to the resignation of Marge Horrocks, there is a vacancy on the Friends Board. Jillian Rakos will put together a list of possible candidates for this position and work with President Eleanore Rankin on this.

Election of officers was announced. President Eleanore Rankin had already spoken to most of the current officers and they have agreed to continue in their current positions. It was moved by Ted Farkas and seconded by Jill Botha that we approve the current slate of officers. Motion carried. There are several committee Chair appointments to be filled, including the Chairmanship for the Sunday book sales. Ginny Sanatar agreed to take over the position. Pat

Irot will continue as Publicity Chair, and Jill Botha will continue to be in charge of the Silent Auction.

It was announced by President Eleanore Rankin that she has appointed Nancy Lone Tollefson to be the Book Store Manager. Several hours still need to be covered and Nancy will be in charge of calling volunteers to confirm their hours and filling in the gaps.

Bylaws have been updated and typed by Pat Irot and Ellie is proofreading. Ellie will attend the May Trustees meeting on Monday, May 12th and Jill Botha will attend the Monday, June 30th meeting. Jill expressed regret at not being able to attend the April Trustees meeting due to family emergency.

Jill Botha reported on the Silent Auction for March and April. March auction made \$55 and April proceeds were \$23. One of the bidders in April had not picked up her items and could not be reached by phone, so the next in line was given the opportunity to purchase the items and she agreed. The volunteers for the May 18th Sunday sale are Renee Scott and Frances Stoller. June 9th workers are Pat Irot and Ted Farkas.

Elizabeth Minter reported there is a vacancy on the Trustees Board of Directors, with the resignation of Jeff Braun. Notices have been posted and interviews will take place on June 30th.

It was moved by Ginny Sanatar and seconded by Renee Scott that we allocate funds not to exceed \$3,600 to finish the Children's Story Room. Motion carried.

Elizabeth reported that she has already contacted Kelley Lange regarding the March 6th, 2004 Author's Lunch and that Ms. Lange has accepted.

Jim Roberts had no report. Jillian Rakos reported that articles for the Library's newsletter, Notations, will be due by May 21st and asked for suggestions. I was suggested that a profile on the new bookstore manager be included.

Meeting adjourned at 8:00 p.m.

Jill Botha, Secretary Pro-tem

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 12, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
May 12, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	April 24, 2003	4431	1,571.55
	April 24, 2003	4432	2,722.71
	April 24, 2003	4433	3,328.61
	May 1, 2003	4434	2,392.36
TOTAL BY LIBRARY DIRECTOR			<u>\$ 10,015.23</u>

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

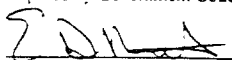
04/24/03
4431

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	3/21/03-4/18/03		2800	00		439.24		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	410074		1800	00		199.34		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-04-427		1400	00		170.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	3/19/03-4/17/03		2800	00		224.10		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	376919		1800	00		59.93		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	115788		1800	00		107.95		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	5/1/03-6/1/03		0300	00		265.17		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1285151		1800	00		105.82		

The claims listed above (totaling \$1,571.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

Agenda Item 10
04/24/03
4432
Page 3 of 5

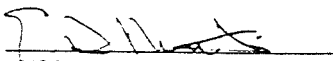
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	3/31/03		1900	00		1,144.59		
N17970 University Products, Inc. P. O. Box 101 517 Main Street Holyoke, MA 01041	757472-00		1800	00		166.70		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	135762		1900	00		244.42		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	5/1/03-5/31/03		0300	00		600.50		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	5/1/03-6/1/03		0300	00		122.50		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	4/8/03		1900	08		214.48	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	4/4/03		1900	07		194.96	2	
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	2/25/03-3/14/03 3/15/03-3/16/03		2700	01 01		11.88 22.68 34.56		

The claims listed above (totaling \$2,722.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

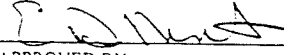
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N26682 Al Shkoler 1120 Cypress Point Dr. Placentia, CA 92870	4/1/03-4/2/03		2700	02		161.70		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0315		1900	00		987.50	2	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	3/11/03-4/9/03		2700	01		50.40		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	4/8/03		1900	08		154.80	2	
(new vendor) Lucas Color Card P.O. Box 54519 Oklahoma City, OK 73154-1519	33130		1800	00		1,974.21		

The claims listed above (totaling \$3,328.61) 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 05/01/03
REPORT NO 4434
Agenda Item 10
Page 5 of 5

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
N06572 SPS Data Communications 1569 Greenwich Road San Dimas, CA 91773	00040318		1800	00		725.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	May 2003		1900	00		35.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	04/21/03		1800	00		407.65		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	May 2003		0300	00		208.32		
N03654 The Library Store P.O. Box 964 Tremont, IL 61568	423424		1800	00		76.16		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N14698		2700	01		75.00		
N21533 Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	114598		1800	00		493.32		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461 City of Industry, CA 91789	T1275401 714-223-1698		0700	01		342.41		
	T1279163 714-524-8408		0700	08		29.50		
						371.91		

The claims listed above (totaling \$2,392.36) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED B

Page Total

2,392.36

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 12, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4435	4,422.24
	4436	2,377.15
	4437	762.45
	4438	4,360.01
	4439	4,126.17
	4440	414.04
TOTAL CURRENT CLAIMS		<u>\$16,462.06</u>
PAYROLL	4441	28,648.14
	4442	28,648.14
		<u>\$57,296.28</u>
TOTAL		<u><u>\$73,758.34</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01877 Julie Shook c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	April 2003		2700	01		9.94		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	April 15, 2003 1717623		2400	05		490.00		
			2400	05		360.07		
						850.07		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	071797		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2783		1900	00		42.00		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	4/14/03-5/5/03		0300	00		2,318.95		
			1600	00		180.00		
			1803	00		37.00		
			1803	09		37.00		
			2400	01		54.05		
						2,627.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U731080		2400	01		76.92		
	U744607		2400	01		102.34		
	U764278		2400	01		35.68		
	U770402		2400	01		71.86		
	U772892		2400	01		526.54		
	U772893		2400	01		32.44		
	U772894		2400	01		19.95		
						865.73		

The claims listed above (totaling \$4,422.24) 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 _____

Page Total

4,422.24

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
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U772895		2400	01		38.63		
	U776037		2400	01		91.21		
	U780479		2400	01		855.85		
	U783478		2400	01		18.48		
	U783479		2400	01		47.47		
	U800578		2400	01		34.94		
	U971555		2400	01		142.55		
	U974968		2400	01		380.14		
	U974969		2400	01		237.59		
	F986500		2400	01		41.64		
					1,888.50			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36173		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83195709		2400	01		33.90		
	83195710		2400	01		17.21		
	83195711		2400	01		20.17		
	83195712		2400	01		37.35		
	83195713		2400	01		98.36		
	83195714		2400	01		15.89		
	83195715		2400	01		32.92		
	83195716		2400	01		17.35		
					273.15			

The claims listed above (totaling \$2,377.15) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED B _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83327643		2400	01		23.31		
	83332557		2400	01		101.33		
	83332558		2400	01		38.20		
	83332559		2400	01		15.93		
	83332560		2400	01		17.35		
	83332561		2400	01		17.25		
	83332562		2400	01		17.70		
	83332563		2400	01		32.42		
	83332564		2400	01		33.84		
	83332565		2400	05		24.47		
	83457922		2400	01		33.94		
	83457923		2400	01		15.52		
	83457924		2400	01		14.79		
	83462696		2400	01		133.71		
	83462697		2400	01		61.34		
	83462698		2400	01		73.85		
	83462699		2400	01		16.00		
	83462700		2400	01		15.88		
	83462701		2400	01		16.67		
83462702		2400	01		14.69			
83462703		2400	01		44.26			
					762.45			

The claims listed above (totaling \$762.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83526589		2400	01		18.60		
	83526590		2400	01		17.39		
	83526591		2400	01		48.37		
	83526592		2400	01		28.95		
	83526593		2400	01		13.26		
	83526594		2400	01		16.69		
	83546639		2400	01		15.89		
	83546640		2400	01		65.18		
	83546641		2400	01		144.43		
						368.76		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	12376489		2400	01		139.26		
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	55264840		2400	04		246.92		
N06945 Business Reference Services P.O. Box 75918 Chicago, IL 60675-5918	0156044-03		2400	01		1,505.07		
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	04/01/03-087		2200	00		2,100.00		

The claims listed above (totaling \$4,360.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

4,360.01

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
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-4017		1300	01		3,047.25		
N23459 Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	71025		2400	01		87.50		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1489239		2400	01		51.06		
	1489240		2400	01		20.73		
	1489241		2400	01		51.25		
	1489245		2400	09		10.96		
	1493843		2400	01		26.37		
	1493844		2400	01		15.02		
	1493848		2400	01		25.84		
						201.23		
N27824 Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124	030327		2400	01		37.80		
	030403		2400	01		25.92		
	030409		2400	01		183.60		
	030415		2400	01		71.28		
						318.60		
N28042 International Code Council 5360 Workman Mill Road Whittier, CA 90601-2298	O-67000851		2400	01		58.58		
(new vendor) BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	108769		2400	05		413.01		

The claims listed above (totaling \$4,126.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED B _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
(new vendor) Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	4/1/03-4/29/03		2700	01		24.34		
(new vendor) Health Resources Publishing P.O. Box 559 Allenwood, NJ 08720	00383804		2400	01		176.36		
(new vendor) James Stevenson Publisher 1500 Oliver Road, Ste. K109 Fairfield, CA 94533	5815		2400	01		51.50		
	5816		2400	01		56.89		
						108.39		
(new vendor) Oakstone Legal & Bus. Publishing P.O. Box 381687 Birmingham, AL 35238-1687	5607434-B1		2400	01		104.95		

The claims listed above (totaling \$414.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	6/12/03 Pay period # 25 May 30, 2003 June 12, 2003		0100	00		26,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, June 12, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objv	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objv/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	6/26/03 Pay period # 26 June 13, 2003 June 26, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, June 26, 2003								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

28,648.14

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: May 12, 2003

BACKGROUND:

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

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

I am recommending that the \$50,000 transferred from 706 (Bond Redemption) to Fund 707 (General Fund) in October 2002 be transferred back to Fund 706 (Bond Redemption).

RECOMMENDATION:

1. Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through May 12, 2003.
2. Authorize transfer of \$50,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to reverse the transfer made in October 2002.

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

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

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/16/03	4409	General by Library Director		3,328.25	203,226.84
03/16/03	4410	General by Library Director		18,799.03	184,427.81
03/20/03		Property Taxes Secured #6	71,054.05	177.64	255,304.22
03/20/03		State Library Public Library Foundation Fund	46,377.00		301,681.22
03/20/03		State Library California Literacy Campaign	24,725.00		326,406.22
03/20/03		Library Passport Revenue, Mar	5,021.00		331,427.22
03/20/03		Supplemental 7th Actual	2,266.11		333,693.33
03/20/03		Library Revenue, Mar	824.50		334,517.83
03/20/03		Interest GF Savings	9.09		334,526.92
03/24/03	1142	General		4,140.11	330,386.81
03/24/03	4411	General		18,395.09	311,991.72
03/24/03	4413	General		974.56	311,017.16
03/24/03	4414	General		6,268.44	304,748.72
03/24/03	4415	General		1,415.93	303,332.79
03/24/03	4416	General		1,622.64	301,710.15
03/24/03	4418	General		1,653.48	300,056.67
03/24/03	4418	Payroll to wire April 17, 2003		28,648.14	271,408.53
03/24/03	4419	Payroll to wire May 1, 2003		28,648.14	242,760.39
03/26/03		Interest Feb	648.15	46.98	243,361.56
03/27/03	4420	General by Library Director		10,219.56	233,142.00
03/27/03	4421	General by Library Director		4,377.21	228,764.79
04/02/03		Library Passport Revenue, Mar	8,170.00		236,934.79
04/02/03		State Library -- Family Literacy	6,030.00		242,964.79
04/02/03		Library Revenue, Mar	988.75		243,953.54
04/02/03		State Library -- OCLC	69.00		244,022.54
04/03/03	4422	General by Library Director		2,793.87	241,228.67
04/03/03	4423	General by Library Director		1,381.24	239,847.43
04/09/03		Unsecured 3rd	1,625.76	4.06	241,469.13
04/13/03	4424	General by Library Director		3,466.23	238,002.90
04/16/03		Supplemental #8	7,271.16		245,274.06
04/17/03		Property Taxes Secured #7	179,704.46	9,563.99	415,414.53
04/18/03		Interest Mar	626.08	51.74	415,988.87
04/21/03	4425	General		4,867.88	411,120.99
04/21/03	4426	General		1,252.29	409,868.70
04/21/03	4427	General		1,779.90	408,088.80
04/21/03	4428	Payroll to wire May 15, 2003		28,648.14	379,440.66
04/21/03	4429	Payroll to wire May 29, 2003		28,648.14	350,792.52
04/21/03	4430	General		849.91	349,942.61
04/24/03	4431	General by Library Director		1,571.55	348,371.06
04/24/03	4432	General by Library Director		2,722.71	345,648.35
04/24/03	4433	General by Library Director		3,328.61	342,319.74
05/01/03	4434	General by Library Director		2,392.36	339,927.38
05/12/03	4435	General		4,422.24	335,505.14
05/12/03	4436	General		2,377.15	333,127.99
05/12/03	4437	General		762.45	332,365.54
05/12/03	4438	General		4,360.01	328,005.53
05/12/03	4439	General		4,126.17	323,879.36
05/12/03	4440	General		414.04	323,465.32
05/12/03	4441	Payroll to wire June 12, 2003		28,648.14	294,817.18
05/12/03	4442	Payroll to wire June 26, 2003		28,648.14	266,169.04

Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

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

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

May 12, 2003

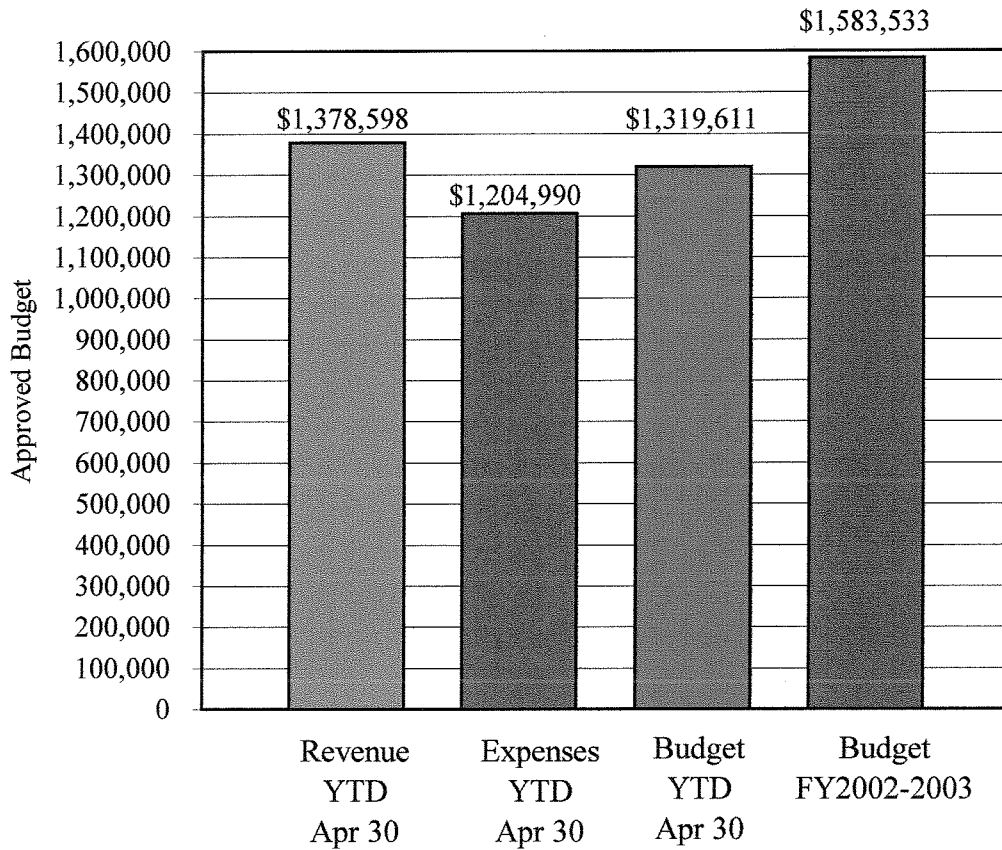
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04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

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	861,505.43	773,106.59	179,704.46	143,443.29	80.59%
6210-01	Public Utility	25,000	11,127.47	13,196.15	0.00	0.00	44.51%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	872,571.97	800,179.15	179,704.46	143,443.29	78.82%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	56,153.73	54,299.16	1,625.76	424.54	102.10%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	3,915.00	4,640.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	35,156.20	31,637.15	7,271.16	3,420.85	100.45%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	35,156.20	33,383.97	7,271.16	3,420.85	100.45%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	998,151.67	905,836.59	188,601.38	147,288.68	81.85%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	5,488.90	6,345.77	626.08	749.56	24.95%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	5,488.90	6,345.77	626.08	749.56	24.95%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	8,169.27	8,050.52	0.00	0.00	51.70%
6970-00	State - ILL & Direct Loan Reimbursement	0	11,875.98	7,253.25	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	46,377.00	77,328.00	0.00	0.00	185.51%
6970-02	State - CA Literacy Campaign	20,000	24,725.00	19,593.00	0.00	0.00	123.63%
6970-03	State - Family Literacy	16,000	12,060.00	10,000.00	6,030.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	11,745.00	5,000.00	69.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.45	0.00	0.45	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	247,462.98	119,174.70	6,099.00	0.45	169.26%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	23,601.35	23,467.72	988.75	2,761.95	78.67%
7670-01	Local Revenue -- Passport	150,000	92,723.66	55,930.90	8,170.00	13,612.60	61.82%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	3,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	119,325.01	79,398.62	9,158.75	16,374.55	66.29%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	74.53	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	1,378,597.83	1,118,880.73	204,485.21	164,413.24	87.06%

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

May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	555,757.70	525,302.00	53,224.60	50,124.00	80.32%
0200	Retirement (Social Security & Pension Contribution)	98,103	83,869.85	84,495.14	4,071.68	3,798.00	85.49%
	Health & Life Insurance/Blue Shield CA	48,584	32,214.45	30,784.37	2,064.38	3,870.69	66.31%
	Long Term Disability/CNA	3,903	2,612.40	2,600.04	265.17	492.10	66.94%
	Life Insurance/Fortis & Protective Life	2,194	994.00	1,639.45	122.50	261.80	45.31%
	Vision Service Plan/VSP	2,886	1,858.80	2,308.24	208.32	233.36	64.41%
	Dental/Ameritas	6,918	5,125.40	5,346.50	1,201.00	598.60	74.09%
0300	Total Employee Insurance	64,484	42,805.05	42,678.60	3,861.37	5,456.55	66.38%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	4,335.00	11,209.00	0.00	0.00	38.36%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	687,161.60	663,684.74	61,157.65	59,378.55	79.37%
0700-00	Communications - Telephone	4,000	1,356.02	2,904.71	160.39	193.65	33.90%
0700-01	Communications - Modem/Fax	6,000	5,527.47	5,399.97	539.64	634.67	92.12%
0700-02	Communications - Internet/Database	2,500	694.77	967.23	135.00	34.95	27.79%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,939.50	1,794.43	431.00	430.50	71.83%
0700-07	Communications - ELLI Grant	250	250.00	265.00	0.00	265.00	
0700-08	Communications - Adult Literacy	500	1,175.40	275.87	108.53	0.00	235.08%
	Total Communications	15,950	10,943.16	11,607.21	1,374.56	1,558.77	68.61%
0900-00	Food - General Fund	100	483.31	1,247.20	399.05	1,247.20	
0900-07	Food - ELLI Grant	500	56.98	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	155.08	0.00	69.87	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	0.00	0.00	
	Total Food	600	764.00	1,247.20	468.92	1,247.20	127.33%
1000-00	Household Expense	5,000	2,599.32	18,845.09	0.00	274.28	51.99%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	2,472.53	1,991.00	277.52	0.00	54.95%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	16,304.37	7,657.60	5,000.00	0.00	141.78%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	5,365.95	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	19,011.53	15,014.55	5,277.52	0.00	108.64%
	HVAC	2,500	6,025.88	1,631.29	108.00	0.00	241.04%
	Carpet Cleaning	3,500	430.98	2,805.99	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	23,784.09	10,783.21	4,342.71	1,163.56	79.28%
	Plumbing	1,800	1,139.72	4,085.62	105.75	0.00	63.32%
	Electrical	1,500	1,442.49	658.19	0.00	345.00	96.17%
	Cleaning Service	13,700	11,000.00	10,850.00	1,100.00	1,100.00	80.29%
	Locksmith	200	1,307.54	286.69	0.00	0.00	653.77%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	5,323.07	4,380.70	50.00	1,728.44	106.46%
1400-00	Total Maintenance of Building & Grounds	58,200	50,453.77	35,481.69	5,706.46	4,337.00	86.69%
	Memberships - General Fund	3,750	1,813.00	2,771.00	0.00	402.50	48.35%
1600-00	Memberships - ELLI Grant	250	125.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	425.50	0.00	100.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,418.00	3,196.50	0.00	502.50	54.95%
	Miscellaneous Expense - General Fund	0	3,545.00	0.00	0.00	0.00	
1700-00	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	3,545.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
	Library Supplies	10,000	9,270.18	9,148.08	758.22	307.66	92.70%
	Printing	10,000	8,915.11	9,605.90	2,557.20	595.40	89.15%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	1,056.55	2,519.09	0.00	0.00	70.44%
	Paper	1,700	184.43	1,313.05	0.00	164.97	10.85%
	Drinking Water Service	325	275.00	234.00	27.50	52.00	84.62%
	Other Office Supplies	8,500	8,517.68	12,974.96	988.21	456.11	100.21%
1800-00	Total Office Supply Expense - General Fund	32,025	28,218.95	35,795.08	4,331.13	1,576.14	88.12%
1800-07	ELLI Grant Supply Expense	2,611	1,427.97	13,224.86	506.64	12,345.96	
	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	5,525.90	1,729.71	1,480.31	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	574.29	4,378.44	105.74	224.09	
1800-08	Total Adult Literacy Office Supply Expense	5,000	6,100.19	8,432.92	1,586.05	224.09	122.00%
1800-09	Supply Expense Families for Literacy	500	857.05	607.80	675.16	0.00	
	Total Office Expense	40,136	36,604.16	58,060.66	7,098.98	14,146.19	91.20%
1803-00	Postage Expense - General Fund	5,500	3,939.98	4,444.51	1,167.28	1,022.78	71.64%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	124.00	6.62	74.00	0.00	124.00%
1803-09	Postage Expense - Families for Literacy	0	124.00	0.00	37.00	0.00	
	Total Postage Expense	5,600	4,187.98	4,986.98	1,278.28	1,022.78	74.79%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	350.00	315.00	35.00	35.00	83.33%
	Pension Contribution & Operating Expenses	7,500	5,126.63	3,479.12	0.00	1,207.70	68.36%
	Anaheim Consortium Automated Library System	31,000	30,169.74	25,218.60	0.00	0.00	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	415.71	377.10	32.00	37.71	82.48%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,427.94	6,319.83	51.74	(15.23)	81.63%
	Advertising (Including WEB Site)	2,000	1,805.02	1,199.68	0.00	1,199.68	90.25%
	Medical Exams	750	1,069.50	1,077.50	0.00	157.50	142.60%
	Collection Services - Accounts Receivable	2,500	1,504.22	1,742.59	0.00	67.63	60.17%
	Audit & Accounting Services	5,250	4,885.00	5,150.00	0.00	0.00	93.05%
	Payroll Preparation	3,250	2,890.21	2,587.69	256.60	239.60	88.93%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	3,500.00	0.00	3,500.00	0.00	
	Other (Includes Contract Storyteller)	17,500	11,851.87	29,490.84	0.00	2,300.20	67.72%
1900-00	Total Specialized Services - General Fund	87,774	70,995.84	76,957.95	3,875.34	5,229.79	80.88%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0	3,271.74	4,347.55	1,400.00	639.08	
1900-08	Specialized Services - Adult Literacy	9,500	7,460.85	2,365.00	877.24	580.00	78.54%
1900-09	Specialized Services - Families for Literacy	1,500	150.00	183.69	150.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	11,509.75	10,202.30	9,568.05	8,460.47	95.91%
	Total Specialized Services	110,774	93,388.18	106,349.30	15,870.63	14,909.34	84.31%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	467.67	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	101,579.94	93,951.90	7,471.65	0.00	84.09%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	52,225.28	70,304.29	11,689.69	9,405.26	35.90%
2400-02	Special Department Expense - Video	0	337.98	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	40,810.29	19,202.97	9,020.00	0.00	
2400-04	Special Department Expense - Periodicals	0	7,766.01	15,444.87	0.00	82.77	
2400-05	Special Department Expense - Audio	0	9,678.45	5,593.81	2,517.87	338.28	
2400-07	Special Department Expense - ELLI Grant	5,900	5,204.48	78.47	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	4,979.93	2,634.77	0.00	0.00	249.00%
2400-09	Special Department Expense - Families for Literacy	0	1,758.87	75.51	0.00	0.00	
	Total Special Department Expense	153,360	122,761.29	113,624.81	23,227.56	9,826.31	80.05%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,093.56	1,673.23	0.00	0.00	83.74%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	3,841.94	5,148.49	267.20	261.18	51.23%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	1,195.79	1,021.62	741.29	125.00	79.72%
2700-03	Transportation/Travel - Meetings, Board Local	500	586.00	890.52	25.00	186.00	117.20%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	915.88	1,016.21	20.52	62.15	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	988.35	0.00	15.00	102.54%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	219.30	0.00	10.08	0.00	
	Total Transportation/Travel - Meetings	14,500	9,877.82	10,936.39	1,064.09	649.33	68.12%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 12, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 APR 2003	FY2001-2002 APR 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	49,309.34	0.00	2,901.15	23.02%
	Gas	5,000	2,211.64	2,324.66	728.64	452.47	44.23%
	Water	3,750	2,648.97	3,116.52	121.45	292.98	70.64%
	Total Utilities	71,750	19,361.28	54,750.52	850.09	3,646.60	26.98%
	TOTAL SUPPLIES & SERVICES	625,726	485,715.20	533,332.34	69,688.74	52,120.30	77.62%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	0.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	23,541.55	4,414.76	0.00	0.00	117.71%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	26,267.56	4,414.76	0.00	0.00	125.08%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
5200	TOTAL EQUIPMENT EXPENSE	21,000	26,729.81	4,414.76	0.00	0.00	127.28%
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	1,204,990.41	1,203,460.52	130,846.39	111,498.85	76.10%

Placentia Library District
Balance Sheet
As of April 30, 2003

	<u>Apr 30, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,510.12
County Exempt - Savings	2,459.51
General Fund - Checking	10,633.18
General Fund - Savings	4,327.78
Literacy Fund - Savings	7,530.42
Payroll Checking - Wells Fargo	10,591.50
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>81,857.89</u>
Total Current Assets	<u>81,857.89</u>
TOTAL ASSETS	<u>81,857.89</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	<u>-3,103.45</u>
Total Equity	<u>81,857.89</u>
TOTAL LIABILITIES & EQUITY	<u>81,857.89</u>

Placentia Library District
Profit & Loss by Class
 April 2003

05/07/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Friends Contributions	4,200.00	0.00	0.00	0.00	4,200.00
COE Interest	0.99	0.00	0.00	0.00	0.99
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	310.00	0.00	0.00	0.00	310.00
COE Passport Chck Reimbursement	3,448.65	0.00	0.00	0.00	3,448.65
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Bankcard Deposit	0.00	3,955.01	0.00	0.00	3,955.01
GF Cash Register - Childrens	0.00	1.10	0.00	0.00	1.10
GF Cash Register - Copy/Debit	0.00	223.39	0.00	0.00	223.39
GF Cash Register - Fines	0.00	1,465.60	0.00	0.00	1,465.60
GF Cash Register - Lost Items	0.00	68.43	0.00	0.00	68.43
GF Cash Register - Reserves	0.00	114.50	0.00	0.00	114.50
GF County Reimbursements	0.00	4,439.27	0.00	0.00	4,439.27
GF Interest	0.00	5.78	0.00	0.00	5.78
GF Passport Revenue	0.00	15,824.33	0.00	0.00	15,824.33
GF State Library Reimbursements	0.00	69.00	0.00	0.00	69.00
LIT Interest Inc - Savings	0.00	0.00	3.09	0.00	3.09
PA Wire Transfer from County	0.00	0.00	0.00	57,296.28	57,296.28
Total Income	8,029.52	26,166.41	3.09	57,296.28	91,495.30
Expense					
COE Bank fees	10.00	0.00	0.00	0.00	10.00
COE Childin's Summer Rding Prgm	254.00	0.00	0.00	0.00	254.00
COE Children's Other	27.86	0.00	0.00	0.00	27.86
COE Friend's Director's Fund	200.00	0.00	0.00	0.00	200.00
COE Literacy	39.14	0.00	0.00	0.00	39.14
COE Meeting Room Maintenance	311.04	0.00	0.00	0.00	311.04
COE Passport Expenses	4,110.95	0.00	0.00	0.00	4,110.95
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	39.18	0.00	0.00	39.18
GF Insurance	0.00	640.00	0.00	0.00	640.00
GF Library Materials (books)	0.00	54.05	0.00	0.00	54.05
GF Memberships	0.00	90.00	0.00	0.00	90.00
GF Postage	0.00	37.00	0.00	0.00	37.00
GF Transfer to COE	0.00	1,000.00	0.00	0.00	1,000.00
GF Transfers to County	0.00	31,240.86	0.00	0.00	31,240.86
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,837.64	1,837.64
PA Employee 125 Co-Pay	0.00	0.00	0.00	888.02	888.02
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00

Placentia Library District
 Profit & Loss by Class
 April 2003

05/07/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	16,323.00	16,323.00
PA Salaries	0.00	0.00	0.00	38,442.18	38,442.18
Total Expense	4,952.99	33,120.09	0.00	58,334.72	96,407.80
Net Income	3,076.53	-6,953.68	3.09	-1,038.44	-4,912.50

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

05/07/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,381.91	0.00	0.00	0.00	1,381.91
COE Friends Contributions	5,053.00	0.00	0.00	0.00	5,053.00
COE Interest	10.27	0.00	0.00	0.00	10.27
COE Life Insur Suplmt(EDM)	478.56	0.00	0.00	0.00	478.56
COE Meeting Room Income	3,230.00	0.00	0.00	0.00	3,230.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	37,486.35	0.00	0.00	0.00	37,486.35
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	59.50	0.00	0.00	0.00	59.50
GF Bankcard Deposit	0.00	4,076.91	0.00	0.00	4,076.91
GF Cash Register - Childrens	0.00	116.93	0.00	0.00	116.93
GF Cash Register - Copy/Debit	0.00	1,690.25	0.00	0.00	1,690.25
GF Cash Register - Fines	0.00	15,016.94	0.00	0.00	15,016.94
GF Cash Register - Lost Items	0.00	1,134.99	0.00	0.00	1,134.99
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	1,180.89	0.00	0.00	1,180.89
GF County Reimbursements	0.00	13,016.35	0.00	0.00	13,016.35
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	93.73	0.00	0.00	93.73
GF Miscellaneous Income	0.00	4,237.91	0.00	0.00	4,237.91
GF Non Government Grant	0.00	13,000.00	0.00	0.00	13,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	106,624.34	0.00	0.00	106,624.34
GF Return Check Fee	0.00	20.00	0.00	0.00	20.00
GF State Library Grants	0.00	179,141.00	0.00	0.00	179,141.00
GF State Library Reimbursements	0.00	11,944.98	0.00	0.00	11,944.98
GF State of CA Foundation Funds	0.00	46,435.15	0.00	0.00	46,435.15
GF Transfers from County	0.00	13,297.01	0.00	0.00	13,297.01
GF Typewriter Income	0.00	4.85	0.00	0.00	4.85
LIT Interest Inc - Savings	0.00	0.00	43.47	0.00	43.47
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	587.05	587.05
PA Interest Inc - Savings	0.00	0.00	0.00	12.61	12.61
PA Wire Transfer from County	0.00	0.00	0.00	603,941.88	603,941.88
PA Wire Transfer from Paychex	0.00	0.00	0.00	24,118.80	24,118.80
Total Income	52,980.39	412,164.15	43.47	628,660.34	1,093,848.35

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

05/07/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Expense					
COE Bank fees	289.65	0.00	0.00	0.00	289.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rding Prgm	3,065.12	0.00	0.00	0.00	3,065.12
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	450.03	0.00	0.00	0.00	450.03
COE Copler Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,658.41	0.00	0.00	0.00	1,658.41
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Literacy	39.14	0.00	0.00	0.00	39.14
COE Meeting Room Maintenance	622.08	0.00	0.00	0.00	622.08
COE Miscellaneous Expense	163.00	0.00	0.00	0.00	163.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	36,297.05	0.00	0.00	0.00	36,297.05
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	623.12	0.00	0.00	623.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	119.65	0.00	0.00	119.65
GF Bankcard Service Charge	0.00	150.00	0.00	0.00	150.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	1,346.84	0.00	0.00	1,346.84
GF Insurance	0.00	4,244.35	0.00	0.00	4,244.35
GF Library Materials (books)	0.00	134.73	0.00	0.00	134.73
GF Literacy	0.00	1,178.81	0.00	0.00	1,178.81
GF Memberships	0.00	90.00	0.00	0.00	90.00
GF Miscellaneous	0.00	5,486.36	0.00	0.00	5,486.36
GF Office Expense	0.00	890.75	0.00	0.00	890.75
GF Postage	0.00	276.19	0.00	0.00	276.19
GF Printing	0.00	257.37	0.00	0.00	257.37
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Refreshments	0.00	63.62	0.00	0.00	63.62
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfer to COE	0.00	1,000.00	0.00	0.00	1,000.00
GF Transfers to County	0.00	382,275.51	0.00	0.00	382,275.51
GF Travel Staff	0.00	2,139.42	0.00	0.00	2,139.42
GF Travel Trustees	0.00	1,076.29	0.00	0.00	1,076.29
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	584.42	584.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	17,776.44	17,776.44
PA Employee 125 Co-Pay	0.00	0.00	0.00	7,964.12	7,964.12
PA Employee Life Insurance	0.00	0.00	0.00	438.68	438.68

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

05/07/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Garnishment	0.00	0.00	0.00	7,840.00	7,840.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	177,647.94	177,647.94
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	381,290.63	381,290.63
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	50,333.65	402,936.45	0.00	643,670.70	1,096,940.80
Net Income	2,646.74	9,227.70	43.47	-15,010.36	-3,092.45

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 13 items						
Check	5/1/2003	4354	Christopher's Flowers		-44.12	-44.12
Check	5/3/2003	4359	Passport Services		-110.00	-154.12
Check	5/3/2003	4355	Passport Services		-55.00	-209.12
Check	5/3/2003	4358	Passport Services		-110.00	-319.12
Check	5/3/2003	4356	Passport Services		-55.00	-374.12
Check	5/3/2003	4360	Passport Services		-13.65	-387.77
Check	5/5/2003	4362	Passport Services		-115.00	-502.77
Check	5/6/2003	4365	Passport Services		-55.00	-557.77
Check	5/6/2003	4364	Passport Services		-55.00	-612.77
Check	5/6/2003	4363	Passport Services		-55.00	-667.77
Check	5/7/2003	4368	Passport Services		-115.00	-782.77
Check	5/7/2003	4367	Passport Services		-55.00	-837.77
Check	5/7/2003	4366	Passport Services		-40.00	-877.77
Total Checks and Payments					-877.77	-877.77
Deposits and Credits - 6 items						
Deposit	5/5/2003				8.75	8.75
Deposit	5/5/2003				178.65	187.40
Deposit	5/6/2003				55.00	242.40
Deposit	5/6/2003				8.75	251.15
Deposit	5/7/2003				150.00	401.15
Deposit	5/8/2003				238.65	639.80
Total Deposits and Credits					639.80	639.80
Total New Transactions					-237.97	-237.97
Ending Balance					940.74	3,272.15

*20 W
5/8/03*

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 04/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Check	4/24/2003	4335	Passport Services	X	-120.00	-5,265.31
Check	4/30/2003			X	-11.00	-5,276.31
Total Checks and Payments					-5,276.31	-5,276.31
Deposits and Credits - 19 items						
Deposit	4/1/2003			X	780.00	780.00
Deposit	4/1/2003			X	55.00	835.00
Deposit	4/2/2003			X	190.00	1,025.00
Deposit	4/3/2003			X	40.00	1,065.00
Deposit	4/7/2003			X	110.00	1,175.00
Deposit	4/10/2003			X	200.00	1,375.00
Deposit	4/10/2003			X	155.00	1,530.00
Deposit	4/14/2003			X	55.00	1,585.00
Deposit	4/14/2003			X	40.00	1,625.00
Deposit	4/16/2003			X	500.00	2,125.00
Deposit	4/21/2003			X	55.00	2,180.00
Deposit	4/22/2003			X	175.00	2,355.00
Deposit	4/23/2003			X	535.00	2,890.00
Deposit	4/23/2003			X	225.00	3,115.00
Deposit	4/28/2003			X	4,200.00	7,315.00
Deposit	4/28/2003			X	120.00	7,435.00
Deposit	4/28/2003			X	150.00	7,585.00
Deposit	4/29/2003			X	128.65	7,713.65
Deposit	4/30/2003			X	55.00	7,768.65
Total Deposits and Credits					7,768.65	7,768.65
Total Cleared Transactions					2,492.34	2,492.34
Cleared Balance					2,492.34	4,823.75
Uncleared Transactions						
Checks and Payments - 15 items						
Check	4/19/2003	4324	Elizabeth D Minter		-25.98	-25.98
Check	4/24/2003	4338	Passport Services		-110.00	-135.98
Check	4/24/2003	4336	Metropolitan Coope...		-289.00	-424.98
Check	4/27/2003	4340	Passport Services		-40.00	-464.98
Check	4/27/2003	4339	Passport Services		-40.00	-504.98
Check	4/27/2003	4343	Passport Services		-55.00	-559.98
Check	4/27/2003	4342	Passport Services		-245.00	-804.98
Check	4/27/2003	4341	Passport Services		-55.00	-859.98
Check	4/28/2003	4345	Passport Services		-128.65	-988.63
Check	4/28/2003	4344	Passport Services		-40.00	-1,028.63
Check	4/29/2003	4348	Passport Services		-40.00	-1,068.63
Check	4/29/2003	4346	Passport Services		-55.00	-1,123.63
Check	4/29/2003	4347	Passport Services		-80.00	-1,203.63
Check	4/29/2003	4349	Passport Services		-55.00	-1,258.63
Check	4/30/2003	4353	Passport Services		-55.00	-1,313.63
Total Checks and Payments					-1,313.63	-1,313.63
Total Uncleared Transactions					-1,313.63	-1,313.63
Register Balance as of 04/30/2003					1,178.71	3,510.12

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 04/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,331.41
Cleared Transactions						
Checks and Payments - 64 items						
Check	3/25/2003	4274	Passport Services	X	-115.00	-115.00
Check	3/25/2003	4273	Passport Services	X	-55.00	-170.00
Check	3/26/2003	4276	Passport Services	X	-115.00	-285.00
Check	3/26/2003	4275	Rhode Island Novelty	X	-77.12	-362.12
Check	3/27/2003	4281	Passport Services	X	-55.00	-417.12
Check	3/27/2003	4280	Passport Services	X	-55.00	-472.12
Check	3/27/2003	4278	Passport Services	X	-95.00	-567.12
Check	3/27/2003	4277	Passport Services	X	-110.00	-677.12
Check	3/27/2003	4279	Passport Services	X	-55.00	-732.12
Check	3/27/2003	4282	Passport Services	X	-110.00	-842.12
Check	3/27/2003	4283	Passport Services	X	-115.00	-957.12
Check	3/29/2003	4289	Passport Services	X	-330.00	-1,287.12
Check	3/29/2003	4284	S & S Worldwide, Inc.	X	-64.87	-1,351.99
Check	3/29/2003	4285	Passport Services	X	-55.00	-1,406.99
Check	3/29/2003	4286	Passport Services	X	-55.00	-1,461.99
Check	3/29/2003	4288	Passport Services	X	-55.00	-1,516.99
Check	3/29/2003	4287	Passport Services	X	-115.00	-1,631.99
Check	3/31/2003	4291	Passport Services	X	-115.00	-1,746.99
Check	3/31/2003	4290	Passport Services	X	-110.00	-1,856.99
Check	4/1/2003	4292	Passport Services	X	-55.00	-1,911.99
Check	4/1/2003	4294	Passport Services	X	-40.00	-1,951.99
Check	4/1/2003	4295	Passport Services	X	-55.00	-2,006.99
Check	4/1/2003	4293	Passport Services	X	-55.00	-2,061.99
Check	4/2/2003	4296	Passport Services	X	-135.00	-2,196.99
Check	4/3/2003	4297	Passport Services	X	-40.00	-2,236.99
Check	4/3/2003	4298	Passport Services	X	-55.00	-2,291.99
Check	4/5/2003	4300	Passport Services	X	-55.00	-2,346.99
Check	4/5/2003	4301	Passport Services	X	-55.00	-2,401.99
Check	4/5/2003	4299	Passport Services	X	-55.00	-2,456.99
Check	4/8/2003	4302	Passport Services	X	-55.00	-2,511.99
Check	4/8/2003	4303	Passport Services	X	-55.00	-2,566.99
Check	4/8/2003	4304	Passport Services	X	-115.00	-2,681.99
Check	4/8/2003	4305	Passport Services	X	-40.00	-2,721.99
Check	4/9/2003	4307	Passport Services	X	-115.00	-2,836.99
Check	4/9/2003	4306	Passport Services	X	-55.00	-2,891.99
Check	4/10/2003	4308	Passport Services	X	-315.00	-3,206.99
Check	4/12/2003	4309	Passport Services	X	-55.00	-3,261.99
Check	4/13/2003	4316	Ralph's	X	-21.46	-3,283.45
Check	4/13/2003	4315	Passport Services	X	-110.00	-3,393.45
Check	4/13/2003	4314	Passport Services	X	-40.00	-3,433.45
Check	4/13/2003	4313	Sam's Club	X	-49.31	-3,482.76
Check	4/13/2003	4311	Ralph's	X	-27.74	-3,510.50
Check	4/13/2003	4310	Ralph's	X	-79.97	-3,590.47
Check	4/13/2003	4312	Gem Meats	X	-17.00	-3,607.47
Check	4/14/2003	4318	Passport Services	X	-55.00	-3,662.47
Check	4/14/2003	4317	Cash	X	-6.40	-3,668.87
Check	4/15/2003	4319	Sam's Club	X	-39.14	-3,708.01
Check	4/15/2003	4320	Passport Services	X	-55.00	-3,763.01
Check	4/15/2003	4321	Passport Services	X	-55.00	-3,818.01
Check	4/17/2003	4323	Passport Services	X	-55.00	-3,873.01
Check	4/17/2003	4322	Passport Services	X	-55.00	-3,928.01
Check	4/19/2003	4325	Passport Services	X	-113.65	-4,041.66
Check	4/22/2003	4331	Passport Services	X	-115.00	-4,156.66
Check	4/22/2003	4329	Passport Services	X	-80.00	-4,236.66
Check	4/22/2003	4328	Passport Services	X	-230.00	-4,466.66
Check	4/22/2003	4327	Passport Services	X	-95.00	-4,561.66
Check	4/22/2003	4326	Passport Services	X	-55.00	-4,616.66
Check	4/22/2003	4330	Passport Services	X	-55.00	-4,671.66
Check	4/23/2003	4332	Passport Services	X	-110.00	-4,781.66
Check	4/23/2003	4333	Passport Services	X	-115.00	-4,896.66
Check	4/24/2003	4334	Passport Services	X	-120.00	-5,016.66
Check	4/24/2003	4337	Passport Services	X	-128.65	-5,145.31

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 04/30/2003**

Agenda Item 14
COE Fund Savings
Page 7 of 13

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,429.68
Cleared Transactions						
Checks and Payments - 2 items						
Check	4/3/2003	1505	Greg's Carpet & Up...	X	-155.52	-155.52
Check	4/30/2003			X	-10.00	-165.52
Total Checks and Payments					-165.52	-165.52
Deposits and Credits - 10 items						
Deposit	4/3/2003			X	30.00	30.00
Deposit	4/10/2003			X	19.94	49.94
Deposit	4/14/2003			X	30.00	79.94
Deposit	4/17/2003			X	30.00	109.94
Deposit	4/23/2003			X	19.94	129.88
Deposit	4/24/2003			X	30.00	159.88
Deposit	4/28/2003			X	30.00	189.88
Deposit	4/28/2003			X	30.00	219.88
Deposit	4/29/2003			X	130.00	349.88
Deposit	4/30/2003			X	0.99	350.87
Total Deposits and Credits					350.87	350.87
Total Cleared Transactions					185.35	185.35
Cleared Balance					185.35	2,615.03
Uncleared Transactions						
Checks and Payments - 1 item						
Check	4/29/2003	1506	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 04/30/2003					29.83	2,459.51
New Transactions						
Deposits and Credits - 2 items						
Deposit	5/1/2003				30.00	30.00
Deposit	5/7/2003				19.94	49.94
Total Deposits and Credits					49.94	49.94
Total New Transactions					49.94	49.94
Ending Balance					79.77	2,509.45

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Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 04/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,107.38
Cleared Transactions						
Checks and Payments - 12 items						
Check	3/12/2003	4665	Blue Cross	X	-3,266.00	-3,266.00
Check	3/19/2003	4676	CSUF Foundation-...	X	-80.68	-3,346.68
Check	3/26/2003	4679	Marie Schmidt	X	-12.07	-3,358.75
Check	3/27/2003	4681	Sheraton Grand	X	-297.08	-3,655.83
Check	3/30/2003	4682	Donna Siloti	X	-87.42	-3,743.25
Check	4/1/2003	4683	Sam's Club	X	-39.18	-3,782.43
Check	4/7/2003		Bank of the West	X	-15.00	-3,797.43
Check	4/14/2003	4684	Sam's Club	X	-180.00	-3,977.43
Check	4/14/2003	4685	Placentia Library Di...	X	-500.00	-4,477.43
Check	4/22/2003	4686	Placentia Library Di...	X	-500.00	-4,977.43
Check	4/24/2003	4689	Blue Shield of Calif...	X	-800.00	-5,777.43
Check	4/28/2003	4690	Placentia Library Di...	X	-60.00	-5,837.43
Total Checks and Payments					-5,837.43	-5,837.43
Deposits and Credits - 25 items						
Check	3/20/2003	4673	Quizno's	X	0.00	0.00
Deposit	4/3/2003			X	60.00	60.00
Deposit	4/7/2003			X	326.00	386.00
Deposit	4/7/2003			X	37.00	423.00
Deposit	4/8/2003			X	87.00	510.00
Deposit	4/8/2003			X	4,439.27	4,949.27
Deposit	4/10/2003			X	375.00	5,324.27
Deposit	4/14/2003			X	171.00	5,495.27
Deposit	4/14/2003			X	91.00	5,586.27
Deposit	4/16/2003			X	249.96	5,836.23
Deposit	4/17/2003			X	88.20	5,924.43
Deposit	4/18/2003			X	90.00	6,014.43
Deposit	4/21/2003			X	60.00	6,074.43
Deposit	4/21/2003			X	30.00	6,104.43
Deposit	4/22/2003			X	86.00	6,190.43
Deposit	4/22/2003			X	381.00	6,571.43
Deposit	4/23/2003			X	86.00	6,657.43
Deposit	4/24/2003			X	30.00	6,687.43
Deposit	4/24/2003			X	371.55	7,058.98
Deposit	4/24/2003			X	120.00	7,178.98
Deposit	4/28/2003			X	191.00	7,369.98
Deposit	4/28/2003			X	360.30	7,730.28
Deposit	4/29/2003			X	141.00	7,871.28
Deposit	4/30/2003			X	396.00	8,267.28
Deposit	4/30/2003			X	187.00	8,454.28
Total Deposits and Credits					8,454.28	8,454.28
Total Cleared Transactions					2,616.85	2,616.85
Cleared Balance					2,616.85	10,724.23
Uncleared Transactions						
Checks and Payments - 2 items						
Check	4/24/2003	4688	Pat Irot		-67.00	-67.00
Check	4/24/2003	4687	Dave Henson-Books		-24.05	-91.05
Total Checks and Payments					-91.05	-91.05
Total Uncleared Transactions					-91.05	-91.05
Register Balance as of 04/30/2003					2,525.80	10,633.18
New Transactions						
Checks and Payments - 2 items						
Check	5/1/2003	4691	Warner Pacific Insu...		-1,518.95	-1,518.95
Check	5/5/2003	4692	US Postmaster Pla...		-37.00	-1,555.95
Total Checks and Payments					-1,555.95	-1,555.95

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**Placentia Library District
Reconciliation Detail**
General Fund - Checking, Period Ending 04/30/2003

Agenda Item 14
General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Deposit	5/6/2003				849.91	849.91
Total Deposits and Credits					849.91	849.91
Total New Transactions					-706.04	-706.04
Ending Balance					1,819.76	9,927.14

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Placentia Library District Reconciliation Detail General Fund - Savings, Period Ending 04/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,550.51
Cleared Transactions						
Checks and Payments - 3 items						
Check	4/1/2003	1210	Orange County Aud...	X	-15,897.75	-15,897.75
Check	4/7/2003		Bank of the West	X	-30.00	-15,927.75
Check	4/7/2003		Bank of the West	X	-4.00	-15,931.75
Total Checks and Payments					-15,931.75	-15,931.75
Deposits and Credits - 35 items						
Deposit	4/1/2003			X	69.00	69.00
Deposit	4/1/2003			X	796.15	865.15
Deposit	4/2/2003			X	601.65	1,466.80
Deposit	4/3/2003			X	585.59	2,052.39
Deposit	4/7/2003			X	90.00	2,142.39
Deposit	4/7/2003			X	246.59	2,388.98
Deposit	4/7/2003			X	722.00	3,110.98
Deposit	4/7/2003			X	759.29	3,870.27
Deposit	4/8/2003			X	622.00	4,492.27
Deposit	4/10/2003			X	519.95	5,012.22
Deposit	4/10/2003			X	652.75	5,664.97
Deposit	4/14/2003			X	331.00	5,995.97
Deposit	4/14/2003			X	340.09	6,336.06
Deposit	4/14/2003			X	530.00	6,866.06
Deposit	4/15/2003			X	154.72	7,020.78
Deposit	4/15/2003			X	360.00	7,380.78
Deposit	4/15/2003			X	675.15	8,055.93
Deposit	4/16/2003			X	657.30	8,713.23
Deposit	4/17/2003			X	608.55	9,321.78
Deposit	4/17/2003			X	1,990.03	11,311.81
Deposit	4/21/2003			X	327.20	11,639.01
Deposit	4/21/2003			X	330.00	11,969.01
Deposit	4/22/2003			X	627.84	12,596.85
Deposit	4/23/2003			X	160.00	12,756.85
Deposit	4/23/2003			X	886.05	13,642.90
Check	4/24/2003	1211	Blue Shield of Calif...	X	0.00	13,642.90
Deposit	4/24/2003			X	675.50	14,318.40
Deposit	4/28/2003			X	138.05	14,456.45
Deposit	4/28/2003			X	150.00	14,606.45
Deposit	4/28/2003			X	930.00	15,536.45
Deposit	4/28/2003			X	687.90	16,224.35
Deposit	4/29/2003			X	60.00	16,284.35
Deposit	4/29/2003			X	954.60	17,238.95
Deposit	4/30/2003			X	5.78	17,244.73
Deposit	4/30/2003			X	807.40	18,052.13
Total Deposits and Credits					18,052.13	18,052.13
Total Cleared Transactions					2,120.38	2,120.38
Cleared Balance					2,120.38	19,670.89
Uncleared Transactions						
Checks and Payments - 1 item						
Check	4/28/2003	1212	Orange County Aud...		-15,343.11	-15,343.11
Total Checks and Payments					-15,343.11	-15,343.11
Total Uncleared Transactions					-15,343.11	-15,343.11
Register Balance as of 04/30/2003					-13,222.73	4,327.78
New Transactions						
Checks and Payments - 1 item						
Check	5/5/2003	1213	Patricia Strobel		-120.00	-120.00
Total Checks and Payments					-120.00	-120.00

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 04/30/2003**

Agenda Item 14
General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 8 items						
Deposit	5/1/2003				504.85	504.85
Deposit	5/5/2003				791.65	1,296.50
Deposit	5/5/2003				645.45	1,941.95
Deposit	5/5/2003				315.50	2,257.45
Deposit	5/5/2003				210.00	2,467.45
Deposit	5/6/2003				60.00	2,527.45
Deposit	5/6/2003				692.40	3,219.85
Deposit	5/7/2003				678.05	3,897.90
Total Deposits and Credits					3,897.90	3,897.90
Total New Transactions					3,777.90	3,777.90
Ending Balance					-9,444.83	8,105.68

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**Placentia Library District
Reconciliation Detail**
Literacy Fund - Savings, Period Ending 04/30/2003

Agenda Item 14
Literacy Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,527.33
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	4/30/2003			X	3.09	3.09
Total Deposits and Credits					3.09	3.09
Total Cleared Transactions					3.09	3.09
Cleared Balance					3.09	7,530.42
Register Balance as of 04/30/2003					3.09	7,530.42
Ending Balance					<u>3.09</u>	<u>7,530.42</u>

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 04/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Checks and Payments - 22 items						
Check	4/3/2003		Wells Fargo Bank	X	-10.00	-10.00
Check	4/8/2003		Paychex	X	-17,834.61	-17,844.61
Check	4/9/2003	3167	Dorothy J. Cummings	X	-189.33	-18,033.94
Check	4/9/2003	3170	Esther P. Guzman	X	-255.65	-18,289.59
Check	4/9/2003	3171	Joyce G. Hampton	X	-319.37	-18,608.96
Check	4/9/2003	3184	Shawn Robison	X	-93.50	-18,702.46
Check	4/9/2003	3194	Orange County Aud...	X	-444.01	-19,146.47
Check	4/9/2003	3195	Placentia Library Di...	X	-19.94	-19,166.41
Check	4/9/2003	3197	Kathryn L. Roberts	X	-392.00	-19,558.41
Check	4/9/2003	3198	Nationwide Retirem...	X	-918.82	-20,477.23
Check	4/9/2003	3180	Beatrice V. Quintanar	X	-277.29	-20,754.52
Check	4/9/2003		Paychex	X	-8,239.33	-28,993.85
Check	4/9/2003	3182	Joshua Robbins	X	-191.45	-29,185.30
Check	4/17/2003		Wells Fargo Bank	X	-10.00	-29,195.30
Check	4/22/2003		Paychex	X	-17,663.86	-46,859.16
Check	4/23/2003		Paychex	X	-8,083.67	-54,942.83
Check	4/23/2003	3230	Placentia Library Di...	X	-19.94	-54,962.77
Check	4/23/2003	3229	Orange County Aud...	X	-444.01	-55,406.78
Check	4/23/2003	3217	Joshua Robbins	X	-167.67	-55,574.45
Check	4/23/2003	3205	Joyce G. Hampton	X	-319.37	-55,893.82
Check	4/23/2003	3206	Vincent Howard	X	-29.71	-55,923.53
Check	4/23/2003	3232	Nationwide Retirem...	X	-918.82	-56,842.35
Total Checks and Payments					-56,842.35	-56,842.35
Deposits and Credits - 2 items						
Deposit	4/3/2003			X	28,648.14	28,648.14
Deposit	4/17/2003			X	28,648.14	57,296.28
Total Deposits and Credits					57,296.28	57,296.28
Total Cleared Transactions					453.93	453.93
Cleared Balance					453.93	453.93
Uncleared Transactions						
Checks and Payments - 6 items						
Check	4/23/2003	3204	Esther P. Guzman		-255.65	-255.65
Check	4/23/2003	3219	Shawn Robison		-93.50	-349.15
Check	4/23/2003	3202	Joy Di Loreto		-274.69	-623.84
Check	4/23/2003	3200	Dorothy J. Cummings		-189.33	-813.17
Check	4/23/2003	3231	Kathryn L. Roberts		-392.00	-1,205.17
Check	4/23/2003	3215	Beatrice V. Quintanar		-287.20	-1,492.37
Total Checks and Payments					-1,492.37	-1,492.37
Total Uncleared Transactions					-1,492.37	-1,492.37
Register Balance as of 04/30/2003					-1,038.44	-1,038.44
Ending Balance					-1,038.44	-1,038.44

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ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF MARCH 2003
Prepared by Julie Skoob, 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	7,165.03	537	492	2,146.06	106	102	9,311.09	643	594	2,021.97	100	100	11,333.06	743	694
Adult Circulating Non-Fiction	9,468.92	486	476	2,350.69	100	86	11,819.61	586	562	3,387.73	169	168	15,207.34	755	730
Adult Reference	13,471.27	138	73	332.95	3	3	13,804.22	141	76	1,348.90	49	44	15,153.12	190	120
Adult Print Continuations	681.00	61	61	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Continuations	30,386.50	11	11	0.00	0	0	30,386.50	11	11	0.00	0	0	30,386.50	11	11
Total Adult Non-Fiction	54,007.69	696	621	2,683.64	103	89	56,691.33	799	710	4,736.63	218	212	61,427.96	1,017	922
TOTAL ADULT PRINT MATERIALS	61,172.72	1233	1233	4,829.70	209	191	66,002.42	1,442	1,304	6,758.60	318	312	72,761.02	1,760	1,616
Adult Audio/Music	0.00	0	0	38.37	2	1	38.37	2	1	145.00	10	10	183.37	12	11
Adult Audio Books	7,057.62	101	95	0.00	0	0	7,057.62	101	95	254.95	13	13	7,312.57	114	108
Total Adult Audio	7,057.62	101	95	38.37	2	1	7,095.99	103	96	399.95	23	23	7,495.94	126	119
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	85.00	6	6	85.00	6	6
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	145.00	7	7	145.00	7	7
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	230.00	13	13	230.00	13	13
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	7,057.62	101	95	38.37	2	1	7,095.99	103	96	629.95	36	36	7,725.94	139	132
TOTAL ADULT MATERIALS	68,230.34	1,334	1,328	4,868.07	211	192	73,098.41	1,545	1,400	7,388.55	354	348	80,486.96	1,899	1,748
Juvenile Fiction	7,633.76	567	528	5,560.48	400	318	13,194.24	967	846	407.30	42	42	13,601.54	1,009	888
Juvenile Circulating Non-Fiction	10,714.21	609	592	894.46	60	60	11,608.67	669	652	238.65	19	19	11,847.32	688	671
Juvenile Reference	1,700.16	13	9	0.00	0	0	1,700.16	13	9	30.00	2	2	1,730.16	15	11
Juvenile Print Continuations	139.26	1	1	0.00	0	0	139.26	1	1	0.00	0	0	139.26	1	1
Juvenile Electronic Continuations	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	12,853.63	624	603	894.46	60	60	13,748.09	684	663	268.65	21	21	14,016.74	705	684
TOTAL JUVENILE PRINT MATERIALS	20,487.39	1,191	1,131	6,454.94	460	378	26,942.33	1,651	1,509	675.95	63	63	27,618.28	1,714	1,572
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	4,054.70	132	132	5,595.92	135	135	9,650.62	267	267	0.00	0	0	9,650.62	267	267
Total Juvenile Audio	4,054.70	132	132	5,595.92	135	135	9,650.62	267	267	0.00	0	0	9,650.62	267	267
Juvenile Video Educational	337.98	8	8	0.00	0	0	337.98	8	8	55.00	4	4	392.98	12	12
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	270.00	12	12	270.00	12	12
Total Juvenile Video	337.98	8	8	0.00	0	0	337.98	8	8	325.00	16	16	662.98	24	24
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	4,392.68	140	140	5,595.92	135	135	9,988.60	275	275	325.00	16	16	10,313.60	291	291
TOTAL JUVENILE MATERIALS	24,880.07	1,331	1,271	12,050.86	595	513	36,930.93	1,926	1,784	1,000.95	79	79	37,931.88	2,005	1,863
Total Fiction	14,798.79	1,104	1,020	7,706.54	506	420	22,505.33	1,610	1,440	2,429.27	142	142	24,934.60	1,752	1,582
Total Non-Fiction	66,861.32	1,320	1,224	3,578.10	163	149	70,439.42	1,483	1,373	5,005.28	239	233	75,444.70	1,722	1,606
Total Audio	11,112.32	233	227	5,634.29	137	136	16,746.61	370	363	399.95	23	23	17,146.56	393	386
Total Video	337.98	8	8	0.00	0	0	337.98	8	8	555.00	29	29	892.98	37	37
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	93,110.41	2,665	2,479	16,918.93	806	705	110,029.34	3,471	3,184	8,389.50	433	427	118,418.84	3,904	3,611

ACQUISITIONS REPORT FOR THE MONTH OF APRIL, 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	1,210.11	73	0.00	0	1,210.11	73	276.90	15	1,487.01	88
Adult Circulating Non-Fiction	2,245.09	102	0.00	0	2,245.09	102	268.25	12	2,513.34	114
Adult Reference	1,832.34	12	0.00	0	1,832.34	12	143.00	4	1,975.34	16
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	4,077.43	114	0.00	0	4,077.43	114	411.25	16	4,488.68	130
TOTAL ADULT PRINT MATERIALS	5,287.54	187	0.00	0	5,287.54	187	688.15	31	5,975.69	218
Adult Audio/Music	0.00	0	38.37	2	38.37	2	0.00	0	38.37	2
Adult Audio Books	874.54	12	0.00	0	874.54	12	0.00	0	874.54	12
Total Adult Audio	874.54	12	38.37	2	912.91	14	0.00	0	912.91	14
Adult Video Educational	0.00	0	0.00	0	0.00	0	85.00	6	85.00	6
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	145.00	7	145.00	7
Total Adult Video	0.00	0	0.00	0	0.00	0	230.00	13	230.00	13
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	874.54	12	38.37	2	912.91	14	230.00	13	1,142.91	27
TOTAL ADULT MATERIALS	6,162.08	199	38.37	2	6,200.45	201	918.15	44	7,118.60	245
Juvenile Fiction	353.14	19	84.31	13	437.45	32	18.00	1	455.45	33
Juvenile Circulating Non-Fiction	837.90	37	0.00	0	837.90	37	19.95	1	857.85	38
Juvenile Reference	0.00	0	0.00	0	0.00	0	23.00	1	23.00	1
Juvenile Print Continuities	139.26	1	0.00	0	139.26	1	0.00	0	139.26	1
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	977.16	38	0.00	0	977.16	38	42.95	2	1,020.11	40
TOTAL JUVENILE PRINT MATERIALS	1,330.30	57	84.31	13	1,414.61	70	60.95	3	1,475.56	73
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	96.76	3	96.76	3	0.00	0	96.76	3
Total Juvenile Audio	0.00	0	96.76	3	96.76	3	0.00	0	96.76	3
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	55.00	4	55.00	4
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	270.00	12	270.00	12
Total Juvenile Video	0.00	0	0.00	0	0.00	0	325.00	16	325.00	16
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	96.76	3	96.76	3	325.00	16	421.76	19
TOTAL JUVENILE MATERIALS	1,330.30	57	181.07	16	1,511.37	73	385.95	19	1,897.32	92
Total Fiction	1,563.25	92	84.31	13	1,647.56	105	294.90	16	1,942.46	121
Total Non-Fiction	5,054.59	152	0.00	0	5,054.59	152	454.20	18	5,508.79	170
Total Audio	874.54	12	135.13	5	1,009.67	17	0.00	0	1,009.67	17
Total Video	0.00	0	0.00	0	0.00	0	555.00	29	555.00	29
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	7,492.38	256	219.44	18	7,711.82	274	1,304.10	63	9,015.92	337

OUTSTANDING ORDERS AS OF APRIL 30, 2003

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$20,647.08	\$3,947.84	\$24,594.92

**Summary of Current Status of Unique Management Accounts
May 12, 2003**

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	16	441	8	696.37	0
December	8	444	2	157.29	0
January	15	459	6	321.2	0
February	7	467	5	354.79	0
March	17	475	8	308.85	0
April	6	481	3	183.95	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	108	475	50	3434.32	0

UNIQUE MANAGEMENT SERVICES, INC.

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

SUMMARY STATUS REPORT

PAGE: 128

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 03/31/2003

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

UNIQUE *Management Services, Inc.*

Thursday, April 24, 2003

Ms. Elizabeth Minter
Director
Placentia Library District
411 E Chapman Ave
Placentia, CA 92670

Dear Ms. Minter:

This is our periodic Return on Investment letter designed to keep you informed of our results on behalf of the library. This information can always be extrapolated from our monthly reports to the library but I thought you might find it useful to see our results, compared to cost, in a more concise format. Our aim is to keep you fully apprised of the bottom line as it relates to our service without creating additional demands on your time. Providing this information at regular intervals will help you track the library's return on investment.

From November 1998 through March 2003, Unique Management processed 658 Placentia Library District accounts for collection. Of that number, 475 or 72.19% of patrons processed responded by fully or partially settling their accounts.

The financial result for the library has been the recovery of \$12,152.77 in materials, \$21,068.88 in cash and \$2,514.53 in waives for a total value of \$35,736.18. This does not include materials and cash still to be recovered from patrons submitted during that period who will continue to respond.

Our billings for services to the library during the same period total less than the cash recovered and amounts waived, so our service remains budget neutral. When considering the value of our recoveries described above compared to our billings, our service has given the library a return of \$4.25 for each \$1.00 invested. This 4:1 ratio shows a powerful return on the library's investment. Needless to say, we are very pleased to bring these results to your attention.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required.

Please feel free to contact any UMS customer service staff or me should you have any questions. Thank you for the opportunity to serve the Placentia Library District and its patrons.

Sincerely,



Bert A. Lumetta
Customer Service Specialist

cc: Alice Kuo

TO: Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: May 12, 2003
SUBJECT: **GIFT REPORT**

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

ADOPT A BOOK DONATIONS

Frank & Pamela Yrungaray

TOTAL ADOPT A BOOK DONATIONS: \$50.00

BOOK ENDOWMENT FUND

TOTAL BOOK ENDOWMENT FUND \$0.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS \$50.00

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Building Maintenance Report for April 2003**
DATE: May 12, 2003

HVAC: 4/11/03 - AC was not cooling. Found chiller off; reset chillers; checked freon, motors and controls.

Plumbing: 4/2/03 - Cleaned out drain pipe in Break Room sink.

Electrical: No service calls in April.

Exterminator: No service calls in April.

General Contractor: No service calls in April.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for April 2003
DATE: May 12, 2003

RESIGNATIONS:

None in April

APPOINTMENTS:

None in April


OPEN POSITIONS:

None in April

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director
 FROM: Jillian Rakos, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of April 2003 

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 April	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	19.50	102.50	Sep-95	739.00
Backes, Theresa	5.00	50.25	6/98	330.25
Bart, Lillian	18.00	104.00	May-01	256.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Blancett, Nadine	5.25	10.25	Mar-03	10.25
Boelman, Marge	3.50	52.25	Apr-01	133.75
Botha, Jill	2.00	22.00	Nov-01	38.00
Clugston, Patricia	10.50	93.50	6/98	422.75
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	36.25	205.25	8/98	787.00
Fioroni, Pete	6.00	17.25	3/97	254.25
Fitzgerald, Joan	0.00	85.25	10/93	2,105.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	14.00	84.25	2/96	277.00
Haagan, John	1.00	41.75	Jan-00	60.25
Hemmerling, Barbara	7.50	92.75	9/95	595.00
Horrocks, Marjorie	12.00	45.50	10/95	262.00
Hunsinger, Debbie	4.00	32.75	Jul-02	32.75
Irot, Pat	62.50	444.50	2/96	2,747.50
Jertberg, Pat	31.50	189.50	4/98	884.65
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	7.50	42.00	Jan. 03	42.00
Lord, Audrey	31.50	157.50	Jul-00	375.75
Mehta, Neela	0.00	48.75	Jun-02	109.25
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	10.00	110.00	10/95	1,194.25
Olson, Bob	10.00	44.00	9/95	452.00
Pence, Thomas	4.00	45.00	1/99	265.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Phillips, Barbara	8.50	8.50	Apr-03	8.50
Rankin, Eleanore	22.00	262.00	May-02	262.50
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	2.00	18.00	2/00	180.00
Salem, Rose	18.00	81.00	Oct-00	214.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	14.00	64.00	Aug-02	64.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	46.50	257.50	4/98	425.50
Shaw, Dixie	6.00	12.50	5/94	211.00
Stoller, Frances	0.00	26.00	May-96	132.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Betty	17.50	105.50	1/96	897.25
TOTAL	436.00	3,072.75		16,605.65

	FY02/03			FY02/03	
	April	YTD		April	YTD
Acosta, Anthony	3	31.75	Mamtora, Niyati	4.75	4.75
Bajit, Ricky	4	21	Marquez, Jesse	0	4
Becerril, Esther	1.5	6.5	Maru, Vik	3.00	17.00
Born, Ashley	0.00	15.50	Maru, Sid	2.00	22.25
Chisholm, Kaitlan	0.00	4.50	Massaro, Lauren	7.25	7.25
Elder Beauchamp	0.00	2.00	Mathin, Jenna	2.00	2.00
Elder Rant	0.00	2.00	Mehta, Ami	0.00	2.50
Elder Barney	0.00	2.00	Meza, Jack	0.00	26.75
Javier, Dana	0.00	22.00	Mona, Judy	16.00	20.00
Gallagher, Kenni	0.00	0.75	Mona, Andy	16.00	20.00
Garcia, Nick	9.00	56.50	Montes, Juan	0.00	40.25
Ghanavatian, Sinbad	4.00	30.00	Mrotz, Michael	6.00	6.00
Guiletti, Alex	0.00	22.75	Nguyen, Don	0.00	25.75
Haag, Elisha	0.00	0.00	Pandya, Gopi	0.00	28.50
Haag, Jennifer	0.00	12.75	Shah, Soham	0.00	4.25
Haag, Katie	0.00	0.00	Shah, Sweny	0.00	59.00
Haag, Stephanie	0.00	12.25	Stanford, Amy	0.00	2.25
Hill, Joseph	0.00	6.00	Stapleton, Jeremy	0.00	32.00
Ho, Evelyn	10.00	27.75	Tan, Hannah	3.00	3.00
Humphries, Caitlin	0.00	0.75	Ukes, Kyle	0.00	2.00
Javier, Dana	1.00	3.00	Victores, Ryan	0.00	19.25
Laehnemann, David	1.00	34.25	Ward, Alan	0.00	1.00
Lee, James	0	42.5	Wardlaw, Sarah	3.00	3.00
Lee, Jaclyn	8	23.75			
Lee, Edward	6	10			

TOTAL

39.00 315.50

TOTAL 58.25

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

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY00/01	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	563.25	834.25	386	662.00	847.00	513
September	248.00	802.75	386	581.00	605.00	518
October	385.00	1029.8	442.5	614.00	550	516
November	369.25	1457.3	388.25	685.50	550.00	510
December	205.25	203.5	260	564.00	586.00	504
January	387.25	356.5	425	797.00	586.00	504
February	376.75	359.75	492	617.00	600.00	534
March	377.25	399	340	622.50	600.00	767
April	457.25	299.75	533.25	656.00	600.00	502
May	393.00	371.5		1,204.50	588.00	
June	580.75	454		1,050.50	639.00	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 April	FY02/03 YTD	Cumulative		FY02/03 April	FY02/03 YTD	Cumulative
Anicich, Linda	6.00	36.00	36.00	Nguyen, Kelly	-	6.00	42.00
Bayne, Linda	6.00	60.00	118.00	Norwood, Sophie	-	6.00	36.00
Belsher, Kristin	6.00	51.00	264.00	Noss, Linda	6.00	18.00	18.00
Bereiter, Gretchen	6.00	50.00	302.00	Nozot, Helena	-	6.00	60.00
Brackett, Jim	6.00	60.00	69.00	Okamuna, Lynn	6.00	45.00	45.00
Braun, Geoff	6.00	57.00	57.00	Oropeza, Mikela	-	48.00	78.00
Casias, Michelle	-	6.00	24.00	Paez, Vicki	6.00	24.00	24.00
Chen, April	6.00	60.00	93.00	Pandya, Prema	-	6.00	38.00
Choi, Jason	-	12.00	48.00	Patel, Deepa	6.00	60.00	160.00
Coffee, Nancy	6.00	60.00	319.00	Patterson, John	-	3.00	3.00
Colenso, Bill	-	42.00	178.00	Pelto, Ernest	6.00	60.00	98.00
Croom, Carolyn	-	6.00	290.00	Peyre, Isa	7.00	29.00	29.00
Curtis, Daniel	12.00	96.00	150.00	Precht, Jeanette	6.00	75.00	75.00
De La Torre, JR	6.00	18.00	18.00	Purcell, Lisa	6.00	54.00	66.00
Dhupan, Ankush	6.00	18.00	18.00	Pydeski, Linda	6.00	54.00	84.00
Duffie, Pat	-	96.00	446.00	Quintana, Michele	6.00	41.00	41.00
Fakoufar, Reihaneh	6.00	57.00	57.00	Rahmari, Razi	6.00	54.00	66.00
Fay, Sonia	-	12.00	50.00	Rankins, Quan	7.00	14.00	43.00
Fitsimons-Diaz, Chelsea	6.00	39.00	39.00	Record, Ben	-	36.00	90.00
Garry, Kenneth	6.00	60.00	75.00	Ring, Diane	9.00	45.00	45.00
Gast, Polly	12.00	120.00	1,649.00	Risso, Edith	-	-	240.00
Gasper, Chris	-	48.00	58.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	54.00	84.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	51.00	51.00	Rutnurati, Naydin	12.00	60.00	74.00
Goodman, Dale	30.00	308.00	3,363.00	Sanchez, Margo	-	-	230.00
Graves, David	-	48.00	223.00	Sandoval, Lizbeth	6.00	55.00	55.00
Hatch, Bill	6.00	57.00	57.00	Schaal, Linda	6.00	63.00	63.00
Healey, Kathleen	6.00	60.00	218.00	Schultheis, William	-	6.00	42.00
Heer, Kim	6.00	660.00	205.00	Serafica, Christina	-	6.00	30.00
Hernandez, Rosy	-	-	340.00	Shah, Sweny	12.00	72.00	72.00
Ho, Irene	-	6.00	36.00	Shah, Sheadeha	-	48.00	48.00
Homrighausen, Scott	-	48.00	78.00	Shepherd, Kathy	6.00	60.00	191.00
Humple, Phyllis	6.00	60.00	120.00	Singer, Stephanie	6.00	60.00	90.00
Hugar, Jessica	6.00	51.00	51.00	Skimizu, Ken	6.00	60.00	277.00
Hutton, Katherine (Kate)	6.00	60	216.00	Soto, Nina	6.00	51.00	51.00
Jiminez, Daisy	6.00	60.00	81.00	Springston, Madlyn	-	6.00	66.00
Keller, Christina	-	-	201.00	Stalnaker, Linda	-	-	281.00
Kightlinger, Dana	-	48.00	69.00	Stichter, Julie	-	-	130.00
Kelly, Jerry	6.00	60.00	69.00	Teeter, Robert	6.00	48.00	48.00
Knank, Sam	6.00	60.00	63.00	Thafer, Dave	6.00	60.00	64.00
Knudson, Chip	-	48.00	63.00	Thomas, Peggy	6.00	35.00	35.00
Lada, Stephan	-	48.00	78.00	Tran, Chi	-	6.00	9.00
Lasker, Marilyn	6.00	60.00	157.00	Troumby, Pamela	6.00	60.00	84.00
Larson, Li	-	6.00	134.00	Truong, Christine	6.00	57.00	57.00
Leslie, Sandra	6.00	60.00	218.00	Truong, Will	6.00	57.00	57.00
Livezey, June	-	90.00	134.00	Truong, Richard	-	6.00	52.00
Maddock, Brian	5.00	20.00	20.00	Truong, Steven	-	6.00	52.00
Maikowicz, Edward	12.00	120.00	148.00	Turczyasfyi, Stephan	-	3.00	18.00
Martinez, Diane	-	6.00	30.00	Van Zee, Karin	-	-	180.00
Martlaro, Diane	24.00	240.00	432.00	Vester, Ricki	-	48.00	84.00
Medland, Karen	6.00	60.00	134.00	Villarreal, Tanya	-	50.00	82.00
Meza, Jack	-	-	116.00	Vu, Elizabeth	6.00	60.00	90.00
Mohr, Kelsey	6.00	58.00	63.00	Vukovick, Kathy	6.00	60.00	132.00
Morales, Gabriela	-	30.00	58.00	Walters, Catherine	-	6.00	36.00
Morrissey, Jean-Marie	6.00	60.00	63.00	Wang, Sue	12.00	96.00	105.00
Moyer, Disa	-	-	170.00	Westfall, Carolyn	-	-	180.00
Murray, Snell	6.00	54.00	54.00	Wiegman, Karin	-	-	188.00
Murray, Edward	6.00	64.00	218.00	Yang, Yale	-	6.00	18.00
Naples, David	-	6.00	6.00	Yom, Gina	6.00	166.00	166.00
Narcisco, Dennis	12.00	116.00	404.00	Zamora, Mary	-	42.00	42.00
<hr/>				<hr/>			
Total	293.00	3,901.00	12,583.00	Total	209.00	2,103.00	5,206.00

Placentia Library District
Circulation Report
May 12, 2003

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 April	FY01-02 April
1st Time Checkouts	122,173	120,946	1.01%	13,578	13,182
Phone Renewals	15,281	16,019	-4.61%	1,643	1,685
In-Building Renewals	3,555	4,328	-17.86%	400	404
Total Renewals	18,836	20,347	-7.43%	2,043	2,089
TOTAL CHECKOUTS	141,009	141,293	-0.20%	15,621	15,271
On-Time Checkins	115,321	110,771	4.11%	13,893	14,091
Late Checkins	11,097	22,053	-49.68%	1,281	1,147
TOTAL CHECKINS	126,418	132,824	-4.82%	15,174	15,238
Holds Placed	3,342	2,497	33.84%	166	141
Holds Cancelled	744	479	55.32%	8	14
Holds Filled	3,038	2,551	19.09%	147	222
Holds Expired	87	32	171.88%	0	12
Patrons Registered	23,913	2,995	698.43%	10,120	334
Titles Added	7,295	7,736	-5.70%	966	489
Volumes Added	8,709	11,486	-24.18%	573	528
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	57,233	57,729	-0.86%	6,067	6,034
Juvenile Print	70,773	67,614	4.67%	7,669	7,545
Total Print	128,006	125,343	2.12%	13,736	13,579
Audio	6,734	6,123	9.98%	563	655
Visual	9,123	9,827	-7.16%	1,105	1,307
Equipment	0	0	0.00%	0	0
Total Audio Visual	15,857	15,950	-0.58%	1,668	1,692
TOTAL CIRCULATION	143,863	141,293	1.82%	15,404	15,271
Placentia Circulation	72,308	75,052	-3.66%	9,938	9,361
%Placentia Circulation	50.26%	53.12%	-5.38%	64.52%	61.30%
Anaheim/Yorba Linda Circulation	28,733	19,676	46.03%	3,674	2,740
%Anaheim/Yorba Linda Circulation	20%	13.93%	43.38%	24%	17.94%
TYPES OF ACTIVE BORROWERS					
Adult	72,694	80,256	-17.23%	10,425	9,933
Young Adult	2,510	3,032	-17.23%	4	370
Juvenile	24,932	27,035	-7.78%	3,270	3,407
New Borrower	7,476	10,508	-28.85%	1,323	1,327
Non Resident	4,132	0		0	0
Other (staff)	1,323	0		240	0
TOTAL ACTIVE BORROWERS	113,067	120,831	-6.43%	15,262	15,037
TOTAL REGISTERED BORROWERS	16,213	15,222	6.51%	16,213	15,222
ATTENDANCE	302,417	250,368	20.79%	36,854	31,289
Adult Reference-In Building	7,537	10,594	-28.86%	1,246	1,537
Adult Reference-Telephone	1,202	1,910	-37.07%	185	213
Children's Reference-In Building	6,319	6,312	0.11%	870	775
Children's Reference-Telephone	1,077	249	332.53%	32	33
Total Adult Reference	9,480	12,504	-24.18%	1,431	1,750
Total Children's Reference	5,451	6,561	-16.92%	902	808
Total in Building Reference	12,605	16,906	-25.44%	2,116	2,312
Total Telephone Reference	2,369	2,159	9.73%	217	246
TOTAL REFERENCE	14,974	19,065	-21.46%	2,333	2,558

Please be advised that during the month of March, 2002, the library experienced a major purge of its database. This purge, along with the fact that March was also the month that Horizon was installed, account for the unusually low number of materials and patrons added.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: May 12, 2003

BACKGROUND:

The invoice from the City was not received in time for inclusion with this agenda item. This item will be included with the report for the June 30, 2003 Board Meeting.

To: eminter@placentiallibrary.org
Subject: CSDA Legislative Update



CSDA Weekly Legislative Update for April 25, 2003

State Budget Update

After weeks of pounding by the press for the Legislature's inaction on the state budget, this week Assembly Speaker Wesson unveiled a budget plan that is slated to be considered on Monday by the Assembly Budget Committee with a possible vote on Tuesday by the full Assembly. While Assembly Republicans rejected the plan, talks among the Assembly Leadership continued Thursday and probably today through the weekend. Speaker Wesson also presented his proposal to Governor Davis, who indicated his pleasure that "the Assembly is moving forward with proposals to address the current budget situation." Among the provisions contained in the Speaker's plan that are of interest to special districts include: (1) deferral of payments for state mandated local programs; (2) elimination of the booking fees backfill (\$38 million); and (3) a one-time reduction in local government funds of \$500 million, 50% from counties, 50% from cities. This latter provision is without any detail as of this writing.

Legislation—A Week In Review

Presented below are brief summaries on bills of interest to CSDA that were considered this week.

SENATE BILL 1068: Introduced by the Senate Local Government Committee, SB 1068 would require the State Controller to publish the annual report on local governments on a more timely basis. The bill passed the Senate Local Government Committee on Wednesday on consent.

SENATE BILL 312: Introduced by Senator Machado, SB 312 enacts the Urban Landscape Water Conservation Act of 2003 and passed the Senate Agriculture and Water Resources Committee on Tuesday on an 8 to 4 vote.

SENATE BILL 318 (Alpert): This bill relates to urban water suppliers and desalinated water and passed the Senate Agriculture and Water Resources Committee on Tuesday on a 12 to 0 vote.

SENATE BILL 411 (Ducheny): This bill relates to quantified settlements under the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002. SB 411 passed the Senate Agriculture and Water Resources Committee on Tuesday on a 12 to 0 vote.

SENATE BILL 479 (Machado): Relating to water transfers. The Senate Agriculture and Water Resources Committee on Tuesday received testimony and postponed action until a future date.

SENATE BILL 543 (Machado): This bill relates to water rights—groundwater clean-up operations and passed the Senate Agriculture and Water Resources Committee Tuesday on a 7 to 4 vote.

SENATE BILL 906 (Escutia): This bill, relating to water districts, passed the Senate Agriculture and Water Resources Committee on Tuesday on an 11 to 1 vote.

ASSEMBLY BILL 1020 (Laird): This bill relates to civil actions for contamination of public water systems and was scheduled for Tuesday in the Assembly Environmental Safety and Toxics Materials Committee. The bill was put over until April 29.

ASSEMBLY BILL 314 (Kehoe): Relating to desalination, AB 314 passed the Assembly Water, Parks and Wildlife Committee on Tuesday on a 12 to 2 vote.

Over 200 bills were amended this week, so for the most recent text of bills CSDA is following, please visit CSDA's website (www.csda.net).

LOCAL's Legislative Action Days – May 14-15

Register for LOCAL Legislative Action Days for FREE, and get an immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days). Join hundreds of California's community leaders to help ensure our local services are not sacrificed to solve state budget problems! Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening. Attend a budget briefing from the Administration and State Legislative Leaders and join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning. Last year's event was an enormous success, make sure you don't miss the action this time around!

If others affiliated with your district would like to start receiving this notice via email, or if you would like to *stop* getting these email updates please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

****This update is brought to you exclusively as a CSDA member benefit****
CSDA...keeping special districts informed!

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

To: eminter@placentialibrary.org
Subject: CSDA Weekly Legislative Update

CSDA Legislative

CSDA Weekly Legislative Update for May 2, 2003

BUDGET WATCH

Legislative activity surrounding the state budget picked up in a major way this week. On Tuesday afternoon, the Assembly Republican Caucus unveiled their budget plan citing the plan contains no tax increases and maintains education funding. Governor Davis was quick to respond, stating that the plan is not realistic and is based on "fuzzy math." Of particular note in the plan is the repeal of the multi-county special district exemption from ERAF. The plan estimates that the repeal of the multi-county special district ERAF exemption would generate \$45 million in 2003-04 and \$47.25 million in 2004-05. Unlike last year when Governor Davis included the repeal of the multi-county ERAF exemption – which exempted fire protection and hospital districts – the Assembly Republican Caucus plan contains no such exemption, at least not as of this writing.

As if the release of the Assembly Republican Caucus budget plan jump-started the stalled budget talks, on Thursday the Assembly, in bipartisan fashion, passed a number of bills to start closing the budget gap. The package of bills, estimated to close approximately \$3.6 billion of the budget deficit, borrows from the state pension funds and makes additional cuts in state programs. The latter was key to securing Republican votes and included cuts to education spending and various health care programs.

Just a few short weeks ago, betting around the Capitol was the budget impasse would go well into the fall. With Thursday's bipartisan efforts, many now believe passage of a budget by June 30 is possible even though the final compromise may include paying off the debt over a multi-year period and borrowing another \$10 billion or more.

MULTI-COUNTY ERAF EXEMPTION REPEAL

If your district is a multi-county special district, we ask that you act now and contact your Assembly representative and express your opposition to this provision contained in the Assembly Republican Caucus' budget plan. If your district is represented by a Republican member of the Assembly, make a special effort to education them as to how this repeal would impact your operations. Time is critical, as we do not know when this issue may receive attention within the Assembly.

LOCAL's Legislative Action Days – May 14-15

Register for LOCAL Legislative Action Days for FREE and get an immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days). Join hundreds of California's community leaders to help ensure our local services are not sacrificed to solve state budget problems! Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening. Attend a budget briefing from the Administration and State Legislative Leaders and join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning. Last year's event was an enormous success, make sure you don't miss the action this time around!

Report Your Local Outreach Progress

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

If others affiliated with your district would like to start receiving this notice via email, or if you would like to *stop* getting these email updates, please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

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(877) 924-CSDA * www.csda.net

To: eminter@placentialibrary.org
Subject: LOCAL Legislative Action Days

REGISTER ONLINE NOW!

for

L.O.C.A.L. LEGISLATIVE ACTION DAYS

May 14 & 15, 2003

Sheraton Grand Hotel

Sacramento, CA

The LOCAL Coalition urges you to be part of its second annual Legislative Action Days at the State Capitol. Join hundreds of California's community leaders to help ensure our local services are not sacrificed to solve state budget problems!

- ✓ Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening.
- ✓ Attend a budget briefing from the Administration and State Legislative Leaders.
- ✓ Get immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days).
- ✓ Join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning.

Formal invitations were recently sent via U.S. Mail. But you can register online TODAY and find additional information at www.calocal.org. Please call Meghan Meisel at 916-443-0872 with any questions.

We Hope to See You In Sacramento On May 14th and 15th!

Elizabeth Minter

Sent: Monday, May 05, 2003 3:03 PM

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATE BUDGET SUBCOMMITTEE CONSIDERS PLF AND TBR

Late Monday afternoon, the Senate Budget Subcommittee on Education Finance met to consider the budget of the California State Library. Contained in the State Library budget are two major issues - the Public Library Foundation, and the Transaction Based Reimbursement. You will recall that the Governor is proposing a reduction to the PLF of \$15.8 million in the 2003-04 Budget, and further, he is proposing to eliminate all \$12.1 million of funding for the TBR. The Governor suggests that libraries instead, charge \$1 for direct loans, and \$5 for Inter-Library Loans to backfill the \$12.1 million for reimbursement to libraries. In addition to opposing the proposed reduction to the PLF, CLA is strongly opposed to the Governor's TBR proposal, and has been engaged in a wide-scale effort to educate legislators about this important resource-sharing program.

In the Senate subcommittee hearing on Monday, the Department of Finance was asked to comment on the large reductions to the two programs. Said the representative from Finance, "The majority of the money in the State Library Budget was contained in these two programs. The goal was to sustain services. One of those goals was to shift from a General Fund source to fees (ie. the TBR)." Subcommittee member Senator Vasconcellos seemed troubled by Finance's logic, and offered, "You did this because [the libraries] are flush with money now?"

CLA then testified, thanking the subcommittee for its past support of the PLF, and its efforts to save the PLF from a significant Mid-Year cut earlier this session. We called to their attention the now-famous "72 percent cut chart" and added that "we know of no segment of local government that has been hit so hard." Anne Cain, the CLA Legislative Chair and Contra Costa Library Director noted that the PLF has direct benefit to libraries in helping to keep the library doors open, buy books, and pay the electrical bills. She added that as her circulation has spiked upward significantly this year, Contra Costa has also seen a 52% increase in students for the Summer Reading Program - a program assisted with PLF dollars. Melinda Cervantes, the Santa Clara Library Director addressed TBR, and noted that her county library checked out 9 million items last year, with 3.5 million items borrowed by non-Santa Clara residents. She argued that "to charge a

fee is simply not feasible," for both administrative and philosophical reasons. Senator Vasconcellos asked Director Cervantes, if the \$12.1 million was eliminated, "Would you be able to make up this difference? Did the Department of Finance consult with you before hand?" She shook her head "no," and he added, "I didn't think so - it's irresponsible."

Senator Scott revisited the PLF issue, stating, "My two libraries expressed concern over the rather harsh cut. Not only a 50% cut in 2003-04, but a 72% cut total over two years." In the end, the subcommittee decided to hold all of the State Library items open and will plan to revisit all of them after the Governor's May Revision of the Budget is available in mid-May. The May Revision will give the legislature a better idea of the most current fiscal projections on the Budget deficit, and any new proposals by the Governor regarding reductions or add-ons.

II. BUDGET TRAILER BILL STRIPPED - ONEROUS TBR PIECE REMOVED

At CLA Legislative Day yesterday, we referenced a major Budget Trailer bill, (AB 1419-Committee on the Budget), which contains the Governor's statutory proposals regarding Transaction Based Reimbursement, the Library of California, and various K-12 education items. As is common practice, the Committee on the Budget will draft a measure containing all of the items contained in the Governor's January Budget proposal that will require statutory change. For example, if there was agreement to eliminate the TBR funding and allow libraries to begin charging a \$1 fee for direct loan, and a \$5 fee for Inter Library Loan, per material, that would require legislation to accomplish that intent.

In recent years, the policy committees - in this case, the Assembly Education Committee - requested initial jurisdiction over these trailer bills so that they can weigh in on some of these major proposals. This process allows for them to debate the issues and then forward their recommendations back to the Budget subcommittees. Late Wednesday, the Assembly Education Committee discussed AB 1419. When they reached the library issues, Assemblywoman Carol Liu, who is also a member of the important Assembly Budget Subcommittee on Education Finance said that she had just been visited by her library folks, and had concerns about the Governor's TBR proposal. The Department of Finance representative indicated, "We just don't have the [state] resources to replace the costs (for borrowing.) This allows the locals the option to charge the fee if they choose to." Assemblywoman Liu said that she was not inclined to support the library changes from current law, and asked if she could make a motion to strike them all from the bill. The motion was encouraged and seconded by Assemblywoman Sarah Reyes.

The committee also disapproved of several K-12 measures in AB 1419, and systematically proposed that they each be removed. In the end, very little remained in the initial version of the Governor's bill.

We would like to thank the members of the Education Committee for their strong symbolic vote of support today in opposing the TBR proposal. The

library language will now be entirely removed from AB 1419 in the next few days. The Assembly Education Committee's recommendation regarding AB 1419 will now be forwarded to the Budget subcommittees and Budget Conference Committee, where CLA will need to continue its efforts. Special thanks to Anne Cain, CLA Legislative Chair and Ann Cousineau, Solano County Library Director for their assistance in an important meeting on this issue with Education Committee staff.

III. CLA LEGISLATIVE DAY SUCCESSES -YOU DO MAKE A DIFFERENCE

We hope that those of you who came to Sacramento for CLA Legislative Day had an enjoyable experience. Just to let you know that your contacts do make a difference: after one of your visits with Assemblyman Juan Vargas, his office called us to request that he be added to Senator Alpert's bond measure, SB 40, as a co-author. And clearly, those of you who visited with Assemblywoman Carol Liu were instrumental in advising her to oppose the TBR proposal in AB 1419. Thank you all for your efforts.

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

-----calix-+
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

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

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: May 12, 2003

BACKGROUND:

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

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

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


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

RECOMMENDATION:

Receive & File

Agenda Item 25

TO: Library Board of Trustees

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: May 5, 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.
- *PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.
- *Potential *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04.

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2001

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2001

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Board of Directors
Placentia Civic Center Authority
Placentia, California

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of and for the year ended June 30, 2001. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined 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 combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

Conrad and Associates, L.L.P.

August 24, 2001

PLACENTIA CIVIC CENTER AUTHORITY

Combined Balance Sheet -
All Governmental Fund Types and Account Groups

June 30, 2001

	Debt Service Funds		Account Group	Totals (Memorandum Only)	
	Series A	Series B		2001	2000
<u>Assets</u>					
Investments held by trustee (note 3)	\$ -	69,023	-	69,023	105,014
Lease payment receivable	-	-	274,469	274,469	314,482
Unearned lease finance charges	-	-	(32,205)	(32,205)	(49,305)
Amount available for debt service	-	-	<u>27,736</u>	<u>27,736</u>	<u>64,823</u>
Total assets	<u>\$ -</u>	<u>69,023</u>	<u>270,000</u>	<u>339,023</u>	<u>435,014</u>
<u>Liabilities and Fund Balances</u>					
Liabilities:					
Revenue bonds payable (note 4)	\$ -	-	<u>270,000</u>	<u>270,000</u>	<u>330,000</u>
Total liabilities	<u>-</u>	<u>-</u>	<u>270,000</u>	<u>270,000</u>	<u>330,000</u>
Fund balances:					
Reserve for debt service	-	27,736	-	27,736	64,823
Reserve for bond reserve	-	35,900	-	35,900	35,900
Reserve for working capital	-	1,000	-	1,000	1,000
Unreserved	-	<u>4,387</u>	<u>-</u>	<u>4,387</u>	<u>3,291</u>
Total fund balances	<u>-</u>	<u>69,023</u>	<u>-</u>	<u>69,023</u>	<u>105,014</u>
Total liabilities and fund balances	<u>\$ -</u>	<u>69,023</u>	<u>270,000</u>	<u>339,023</u>	<u>435,014</u>

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Combined Statement of Revenues, Expenditures and Changes in Fund Balances -
All Governmental Fund Types

Year ended June 30, 2001

	Debt Service Funds		Totals (Memorandum Only)	
	Series A	Series B	2001	2000
Revenues:				
Lease payments received	\$ -	35,900	35,900	71,800
Investment income	-	5,209	5,209	8,832
	-	41,109	41,109	80,632
Total revenues				
Expenditures:				
Payment to City of Placentia	-	-	-	11,762
Principal	-	60,000	60,000	255,000
Interest	-	17,100	17,100	25,978
	-	77,100	77,100	292,740
Total expenditures				
Other financing sources (uses):				
Operating transfers in	-	78,228	78,228	385,902
Operating transfers out	-	(78,228)	(78,228)	(385,902)
	-	-	-	-
Total other financing sources (uses)				
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	-	(35,991)	(35,991)	(212,108)
Fund balances at beginning of year	-	105,014	105,014	317,122
Fund balances at end of year	\$ -	69,023	69,023	105,014

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

June 30, 2001

(1) Summary of Significant Accounting Policies

- a. The financial statements have been prepared on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.
- c. Investments in U.S. Government securities are stated at cost which does not materially differ from fair value required to be reported by Statement No. 31 of the Governmental Accounting Standards Board, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools". (See Note 3).
- d. The accounts of the Authority are organized on the basis of the following debt service funds and account groups as follows:
 - Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.
 - Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.
 - Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.
 - Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.
- e. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(1) Summary of Significant Accounting Policies, (Continued)

- f. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

(2) History and Organization

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District) for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and Library District in proportion to the contributions made by each.

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and Library District for semiannual rental payments of \$94,600 and \$35,900, respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(3) Cash and Investments

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Cash and investments at June 30, 2001 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>
Deposits:		
Money Market Funds	\$ 4,275	4,275
Investments:		
U.S. Treasury Bills	<u>64,748</u>	<u>64,776</u>
Total cash and investments	<u>\$ 69,023</u>	<u>69,051</u>

Authorized Investments:

Per Section 7.02 of the bond indenture, moneys in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Per Section 7.03 of the bond indenture, moneys may also be invested in any security in which the Authority may legally invest.

Classification of Cash and Investments by Credit Risk:

Deposits:		
Category 1		
Deposits which are insured by the FDIC		\$ 4,275
Investments:		
Category 3		
Investments which are uninsured, where the investments are acquired through a financial institution's trading department and held in the same financial institution's trust department and recorded in the Authority's name in the records of the financial institution		<u>64,748</u>
		<u>\$ 69,023</u>

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(4) Revenue Bonds Payable

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with BYN Western Trust Company as successor trustee. The Series A Bonds mature serially from October 1, 1975 to October 1, 2000, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Bonds maturing on or after October 1, 1986 (Series A) or on or after October 1, 1990 (Series B) are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

Changes in revenue bonds payable for the year ended June 30, 2001 were as follows:

Balance at July 1, 2000	\$330,000
Principal payments	<u>60,000</u>
Balance at June 30, 2001	<u>\$270,000</u>

Future debt service requirements are as follows:

<u>Year Ending June 30</u>	Principal		Interest		<u>Total</u>
	Series A	Series B	Series A	Series B	
2002	-	60,000	-	13,680	73,680
2003	-	65,000	-	10,118	75,118
2004	-	70,000	-	6,556	76,556
2005	-	75,000	-	1,851	76,851
	<u>\$ -</u>	<u>270,000</u>	<u>-</u>	<u>32,205</u>	<u>302,205</u>

(5) Fund Balances

Per Section 5.02 of the bond indentures, excess moneys from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and Library District for base or additional rent previously paid.

SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series B Bonds

June 30, 2001

	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>	
				<u>2001</u>	<u>2000</u>
<u>Assets</u>					
Investments held by trustee	\$ 3,279	27,736	38,008	69,023	105,014
Total assets	<u>\$ 3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>
<u>Liabilities and Fund Balances</u>					
Liabilities:	\$ -	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances:					
Reserve for debt service	-	27,736	-	27,736	64,823
Reserve for bond reserve	-	-	35,900	35,900	35,900
Reserve for working capital	1,000	-	-	1,000	1,000
Unreserved	<u>2,279</u>	<u>-</u>	<u>2,108</u>	<u>4,387</u>	<u>3,291</u>
Total fund balances	<u>3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>
Total liabilities and fund balances	<u>\$ 3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>

PLACENTIA CIVIC CENTER AUTHORITY

Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series B Bonds

Year ended June 30, 2001

	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>	
				<u>2001</u>	<u>2000</u>
Revenues:					
Lease payments received	\$ -	35,900	-	35,900	71,800
Investment income	<u>116</u>	<u>2,985</u>	<u>2,108</u>	<u>5,209</u>	<u>4,267</u>
 Total revenues	 <u>116</u>	 <u>38,885</u>	 <u>2,108</u>	 <u>41,109</u>	 <u>76,067</u>
 Expenditures:					
Principal	-	60,000	-	60,000	55,000
Interest	<u>-</u>	<u>17,100</u>	<u>-</u>	<u>17,100</u>	<u>20,378</u>
 Total expenditures	 <u>-</u>	 <u>77,100</u>	 <u>-</u>	 <u>77,100</u>	 <u>75,378</u>
 Other financing sources (uses):					
Operating transfers in	-	78,228	-	78,228	77,071
Operating transfers out	<u>-</u>	<u>(77,100)</u>	<u>(1,128)</u>	<u>(78,228)</u>	<u>(77,071)</u>
 Total other financing sources (uses)	 <u>-</u>	 <u>1,128</u>	 <u>(1,128)</u>	 <u>-</u>	 <u>-</u>
 Excess of revenues and other financing sources over (under) expenditures and other financing uses					
	116	(37,087)	980	(35,991)	689
 Fund balances at beginning of year	 <u>3,163</u>	 <u>64,823</u>	 <u>37,028</u>	 <u>105,014</u>	 <u>104,325</u>
 Fund balances at end of year	 <u>\$ 3,279</u>	 <u>27,736</u>	 <u>38,008</u>	 <u>69,023</u>	 <u>105,014</u>

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2002

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2002

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Board of Directors
Placentia Civic Center Authority
Placentia, California

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of and for the year ended June 30, 2002. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined 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 combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 2002, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

Conrad and Associates, L.L.P.

August 30, 2002

PLACENTIA CIVIC CENTER AUTHORITY

Combined Balance Sheet -
All Governmental Fund Types and Account Groups

June 30, 2002

	<u>Debt Service Fund Series B</u>	<u>Account Group</u>	<u>Totals (Memorandum Only)</u>	
			<u>2002</u>	<u>2001</u>
<u>Assets</u>				
Investments held by trustee (note 3)	\$ 69,007	-	69,007	69,023
Lease payment receivable	-	198,125	198,125	274,469
Unearned lease finance charges	-	(18,525)	(18,525)	(32,205)
Amount available for debt service	-	30,400	30,400	27,736
Total assets	<u>\$ 69,007</u>	<u>210,000</u>	<u>279,007</u>	<u>339,023</u>
 <u>Liabilities and Fund Balances</u>				
Liabilities:				
Revenue bonds payable (note 4)	<u>\$ -</u>	<u>210,000</u>	<u>210,000</u>	<u>270,000</u>
Total liabilities	<u>-</u>	<u>210,000</u>	<u>210,000</u>	<u>270,000</u>
 Fund balances:				
Reserve for debt service	30,400	-	30,400	27,736
Reserve for bond reserve	35,900	-	35,900	35,900
Reserve for working capital	1,000	-	1,000	1,000
Unreserved	<u>1,707</u>	<u>-</u>	<u>1,707</u>	<u>4,387</u>
Total fund balances	<u>69,007</u>	<u>-</u>	<u>69,007</u>	<u>69,023</u>
Total liabilities and fund balances	<u>\$ 69,007</u>	<u>210,000</u>	<u>279,007</u>	<u>339,023</u>

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Combined Statement of Revenues, Expenditures and Changes in Fund Balances -
All Governmental Fund Types

Year ended June 30, 2002

	Debt Service Fund Series B	Totals (Memorandum Only)	
		2002	2001
Revenues:			
Lease payments received	\$ 71,800	71,800	35,900
Investment income	1,864	1,864	5,209
Total revenues	73,664	73,664	41,109
Expenditures:			
Principal	60,000	60,000	60,000
Interest	13,680	13,680	17,100
Total expenditures	73,680	73,680	77,100
Other financing sources (uses):			
Operating transfers in	79,277	79,277	78,228
Operating transfers out	(79,277)	(79,277)	78,228
Total other financing sources (uses)	-	-	-
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	(16)	(16)	(35,991)
Fund balances at beginning of year	69,023	69,023	105,014
Fund balances at end of year	\$ 69,007	69,007	69,023

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

June 30, 2002

(1) Summary of Significant Accounting Policies

- a. The financial statements have been prepared on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.
- c. Investments in U.S. Government securities are stated at cost which does not materially differ from fair value required to be reported by Statement No. 31 of the Governmental Accounting Standards Board, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools". (See Note 3).
- d. The accounts of the Authority are organized on the basis of the following debt service funds and account groups as follows:

Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.

Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.

Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.

Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.
- e. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(1) Summary of Significant Accounting Policies, (Continued)

- f. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

(2) History and Organization

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District) for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and Library District in proportion to the contributions made by each.

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and Library District for semiannual rental payments of \$94,600 and \$35,900, respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(3) Cash and Investments

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Cash and investments at June 30, 2002 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>
Deposits:		
Money Market Funds	<u>\$69,007</u>	<u>69,007</u>
Total cash and investments	<u>\$69,007</u>	<u>69,007</u>

Authorized Investments:

Per Section 7.02 of the bond indenture, moneys in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Per Section 7.03 of the bond indenture, moneys may also be invested in any security in which the Authority may legally invest.

(4) Revenue Bonds Payable

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with BNY Western Trust Company as successor trustee. The Series A Bonds matured serially from October 1, 1975 to October 1, 2000, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Series B bonds maturing on or after October 1, 1990 are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(4) Revenue Bonds Payable, (Continued)

Changes in revenue bonds payable for the year ended June 30, 2002 were as follows:

Balance at July 1, 2001	\$270,000
Principal payments	<u>(60,000)</u>
Balance at June 30, 2002	<u>\$210,000</u>

Future debt service requirements are as follows:

<u>Year Ending June 30</u>	<u>Principal Series B</u>	<u>Interest Series B</u>	<u>Total</u>
2003	\$ 65,000	10,118	75,118
2004	70,000	6,556	76,556
2005	<u>75,000</u>	<u>1,851</u>	<u>76,851</u>
	<u>\$210,000</u>	<u>18,525</u>	<u>228,525</u>

(5) Fund Balances

Per Section 5.02 of the bond indentures, excess moneys from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and Library District for base or additional rent previously paid.

SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series B Bonds

June 30, 2002

	Working Capital	Interest and Retirement	Debt Service Reserve	Totals (Memorandum Only)	
				2002	2001
<u>Assets</u>					
Investments held by trustee	\$ 2,588	30,400	36,019	69,007	69,023
Total assets	<u>\$ 2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>
<u>Liabilities and Fund Balances</u>					
Liabilities:	\$ -	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances:					
Reserve for debt service	-	30,400	-	30,400	27,736
Reserve for bond reserve	-	-	35,900	35,900	35,900
Reserve for working capital	1,000	-	-	1,000	1,000
Unreserved	<u>1,588</u>	<u>-</u>	<u>119</u>	<u>1,707</u>	<u>4,387</u>
Total fund balances	<u>2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>
Total liabilities and fund balances	<u>\$ 2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>

PLACENTIA CIVIC CENTER AUTHORITY

Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series B Bonds

Year ended June 30, 2002

	Working Capital	Interest and Retirement	Debt Service Reserve	Totals (Memorandum Only)	
				2002	2001
Revenues:					
Lease payments received	\$ -	71,800	-	71,800	35,900
Investment income	<u>57</u>	<u>1,389</u>	<u>418</u>	<u>1,864</u>	<u>5,209</u>
Total revenues	<u>57</u>	<u>73,189</u>	<u>418</u>	<u>73,664</u>	<u>41,109</u>
Expenditures:					
Principal	-	60,000	-	60,000	60,000
Interest	<u>-</u>	<u>13,680</u>	<u>-</u>	<u>13,680</u>	<u>17,100</u>
Total expenditures	<u>-</u>	<u>73,680</u>	<u>-</u>	<u>73,680</u>	<u>77,100</u>
Other financing sources (uses):					
Operating transfers in	-	72,928	6,349	79,277	78,228
Operating transfers out	<u>(748)</u>	<u>(69,773)</u>	<u>(8,756)</u>	<u>(79,277)</u>	<u>(78,228)</u>
Total other financing sources (uses)	<u>(748)</u>	<u>3,155</u>	<u>(2,407)</u>	<u>-</u>	<u>-</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	(691)	2,664	(1,989)	(16)	(35,991)
Fund balances at beginning of year	<u>3,279</u>	<u>27,736</u>	<u>38,008</u>	<u>69,023</u>	<u>105,014</u>
Fund balances at end of year	<u>\$ 2,588</u>	<u>30,400</u>	<u>36,019</u>	<u>69,007</u>	<u>69,023</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002
DATE: May 12, 2003

BACKGROUND:

The transition for employee health insurance coverage from Blue Shield to Blue Cross was very troublesome.

Coverage was not confirmed until the afternoon of Wednesday, April 16 and prior to that time staff members were reported by Blue Cross as "uncovered" and services (medical and pharmacy) were being denied. Once the coverage was confirmed it was effective as of April 1.

RECOMMENDATION:

Receive & File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**

DATE: May 12, 2003

BACKGROUND

The Legislative action thus far has had minimal impact on funding for Placentia Library District with the exception of the Literacy program.

The Board will review any addition information received after the posting of the Agenda at the Library Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Election of Board Secretary for term expiring December 2003.
DATE: May 12, 2003

BACKGROUND

The Board needs to elect a Board Secretary to complete the unexpired term of Geoff Braun.

RECOMMENDATION

Elect Board Secretary for term expiring December 2003

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Determine the interview process for new trustee scheduled for Monday, June 30, 2003 at 5:30 P.M.

DATE: May 12, 2003

BACKGROUND

The Board needs to elect a Board Secretary to complete the unexpired term of Geoff Braun.

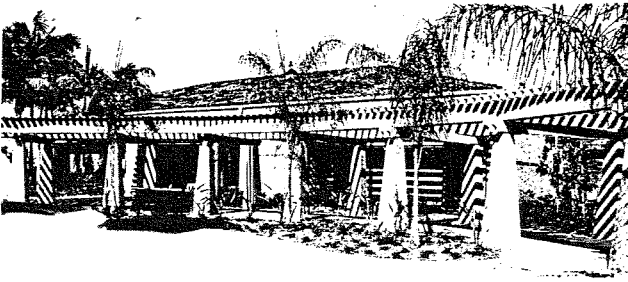
Attachment A is a copy of the information provided to each applicant, including the application form.

Attachment B is a rating sheet from a Trustee interview process prior to 1991.

The Board needs to determine whether it wants to work from a list of standard questions and to compile those questions.

RECOMMENDATION

Determine length of interview and develop a list of questions.



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

Board of Trustees

Geoff Bratt

Margaret V. Dinsmore

Betty Escobosa

Al Shkoler

Gaeten M. Wood

April 28, 2003

Thank you for your interest in the position of Trustee for the Board of Trustees of Placentia Library District.

The position that is currently open is for a term that expires in December 2004. This position will be included in the November 2004 General Election.

An applicant must be a resident of Placentia Library District, at least eighteen years old, and a United States Citizen. Information about the duties of a Library Trustee is included in the Trustee Handbook, 1992 that is attached to this application.

Please return the completed application to the Library Administrative Office, 411 East Chapman Avenue, Placentia, CA 92870 by 5:00 P.M. on Thursday, May 22, 2003.

Interviews will be scheduled for the evening of Monday, June 30, 2003.

The individual selected by the Library Board will be submitted to the Orange County Board of Supervisors for formal appointment.

If you have any questions about the role of a library trustee or about the application process please contact Library Director Elizabeth Minter at 714-528-1925.

Elizabeth D. Minter
Library Director

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APPLICATION FOR APPOINTMENT TO TERM EXPIRING IN
DECEMBER 2004

NAME _____ PHONE _____

ADDRESS _____

OCCUPATION _____

EMPLOYER _____

BUSINESS ADDRESS _____

OCCUPATION FOR PAST THREE YEARS _____

PUBLIC ELECTED OFFICES CURRENTLY HELD: _____

PUBLIC ELECTED OFFICES PREVIOUSLY HELD: _____

YEARS RESIDENCE IN CALIFORNIA _____ CITIZEN OF U.S. ()YES ()NO

ADDRESS FOR PAST FIVE YEARS _____

STATEMENT OF INTEREST IN PLACENTIA LIBRARY DISTRICT: _____

IF APPOINTED, I WILL ACCEPT THE OFFICE AND WILL QUALIFY FOR THAT OFFICE.

DATE _____

SIGNATURE _____

APPLICATION MUST BE RECEIVED BY LIBRARY ADMINISTRATIVE OFFICE BY 5:00PM, THURSDAY, MAY 22, 2003.

PLACENTIA LIBRARY DISTRICT
MISSION STATEMENT
Adopted by the Library Board of Trustees
June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY
DISTRICT IS TO:

- Acquire, organize and maintain 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.
- Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- Provide and operate 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.
- Collect, preserve and maintain 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.

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
HANDBOOK

I. DEFINITION AND HISTORY

A. Definition of a Special District

Special Districts are the most local form of government. There are over 2,000 special districts in the State of California. They provide many essential services to areas embracing both incorporated and unincorporated territories, sometimes within and sometimes across county boundaries. In most cases special districts were organized by local citizens seeking solutions to their many service and utility problems, and in the process established service areas not necessarily limited to or encompasses by the other political boundaries of existing cities and counties. In the case of the Placentia Library District there was no county library available or an incorporated city at that time to provide library service to the citizens of the territory. Today there are five special library districts with exclusively elected boards in the State of California and five more district libraries that use school board members as their governing body.

B. History

The Placentia Library District was formed in September 1919, pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 27501 through 27707).

In 1926, the board started their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the 4500 square foot library. This building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present library at 411 E. Chapman in the civic Center. The district joined the City in a joint-powers authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System.

In 1974, the System in conjunction with the universities and colleges formed a network called Libraries of Orange County Network (LOCNET).

Membership in the System and Network provides an expanded source of books reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

C. Administration

The Placentia Library District is governed by a five member elected Board of Trustees. The governing board promulgates policies and regulations for the district, as well as establishing the budget for tax rate.

Memberships are maintained for the District in California Library Association (CLA) AND California Special Districts Association (CSDA). Staff memberships include American Library Association (ALA), Special Libraries Association (SLA), Orange County Library Association (OCLA), American Society of Information Science (ASIS), Public Library Executives Association of Southern California (PLEASC), Public Library Administrators of Orange County (PLAOC).

II. BOARD MEMBERS ARE TRUSTEES

A. Qualification of Library Trustees

Serving on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility of rendering faithful service, and of providing enlightened leadership to promote the best library service the community can afford.

The Board of Library Trustees should be composed of men and women representing the highest standards of the community. An ideal board member is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will ensure the value of an individual as a board member are:

1. Understanding of cultural, social and economic conditions in the community
2. Appreciation of the role of the library as an educational center for the whole community.
3. Ability to help make the library appreciated and respected in the community.
4. Availability to give the time and effort required for board and committee meetings.
5. Willingness to keep informed on library trends, developments, and progress so that the program will constantly grow according to modern requirements.
6. Willingness to present the library fiscal, building, and program needs to appropriating bodies and community.

B. Authority

Libraries in unincorporated towns and villages may be established and operated under the Unincorporated Towns Library Act. This is found in the California Education Code, Sections 27501-27665. Upon the establishment of the library district, the Board of Trustees consisting of five members, is constituted and continued in the manner prescribed in the Education code.

C. Selection and Appointment

1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-74)
 - a. Elections shall be held biennially in the district on the same day as the school district election as specified in Section 1111, in the odd number years.
 - b. The Trustees shall hold office for a term of four years beginning on the first day of July next succeeding their appointment or election.
2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available at the library director's office. The Library Board will screen all applications and make an appointment. The Orange County Board of Supervisors will be informed of the appointment. (Govt. Code 1780.)

D. Duties and Responsibilities

The duties and powers of boards of library trustees are set forth in the following section of the Education Code of California: libraries in unincorporated towns and villages, Sections 27501-27665.

Generally, the board of library trustees is responsible for maintaining the total effectiveness of the library service, and for keeping the public informed of the library's policies services, and needs. The board has a public relations responsibility to interpret the library to the community it serves.

The following duties and responsibilities are prescribed by law:

1. The board manages the affairs of the library district. (In practice, the board determines policy, and delegates administration to the director.
2. The board meets at least once each month, with special meetings subject to call by request of a majority of the board's membership, or by the president of the board.
3. The board keeps a record of its proceedings.
4. The board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.
5. The board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as its necessary for library operations.
6. The Board prescribes the duties and powers of the director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the board.
7. The board purchases necessary library materials and other personal property. The board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.
8. The board delegates to the director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.
9. The board adopts a yearly budget with the advice and assistance of the director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.
10. The board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.
11. The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

E. Rules for Library Trustees

1. Each trustee should attend library board meetings regularly and carry his full share of responsibility. (Govt. Code 1770.)
2. All authority rests with a majority of the board. It must never be assumed by the president or any other member or group of members.
3. After a policy or regulation has been adopted by a majority vote of the board, it should receive the unanimous support of board members.
4. The board is responsible for adequate financial support of the library and for economical and efficient use of funds.
5. The board should select a director who will merit and receive the confidence of the board as a satisfactory administrator of the library.

6. Directives and recommendations to the director should emanate from a majority of the board at a regular or duly called special meeting.
7. The director should attend board meetings except when his own salary or other conditions of employment are being discussed.
8. Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the board. They should not be handled by individual board members.
9. News releases and other releases of information should be made by the director or a designated board member. Confidential discussions of the board in executive session should be respected.
10. All meetings of the board shall be conducted under the laws pertaining to the Brown Act. (Govt. Code 54950 to 54961.)

III. BOARD ORGANIZATION AND PROCEDURES

A. Officers

The board shall elect, at its regular meeting in July, one of its members as president and another as secretary. Each officer shall serve for one year and/or until election of his successor.

B. Duties of Officers

President—The president of the board shall preside at all meetings, appoint all committees, authorize call for any special meetings, certify (with the secretary) all bills approved by the board, and generally perform the duties of a presiding officer.

Secretary—The secretary shall authenticate the proceedings of each board meeting, write official letters on behalf of the board, and file copies of such letters with the board's records. The secretary shall perform the duties of president in his/her absence.

C. Meetings

The board of library trustees shall meet at least once a month at such time and place as may be decided by the board. At the request of any three members, special meetings shall be called 24 hours notice, which notice shall be written and delivered to all board members.

1. Minutes of Meetings: A true and accurate account of all proceedings of board meetings shall be recorded by the secretary or by one appointed by the board from library staff for this specific purpose. All motions shall be recorded as stated, and their adoption or rejection shall be shown in the minutes. As a matter of good practice, it is recommended that minutes be prepared in several copies and sent to board members prior to the next meeting.
2. Quorum: A quorum for the transaction of business shall consist of a majority of the members of the board.

D. Duties of the Director

As the chief administrative officer of the library, the director is responsible for the management of the library within the framework of the policies adopted by the board.

1. The director is responsible for preparing the annual budget request for adoption by the library board, and for administering the budget after its approval.
2. The director is in charge of library personnel, and handles such matters as staff appointments, assignments of duties, service standards, promotions and transfers, approval of salary increments in conformity with classification and pay plans, staff development and morale, disciplinary actions, and any necessary dismissal of employees.
3. The director is ultimately responsible for selecting books and other library materials.
4. The director is responsible for developing a program of public relations according to the community's needs.
5. The director is responsible for preparing an annual report and is to forward it to the State Librarian to comply with the state law.

In the advisory capacity of professional expert to the board, the director is responsible for attending board meetings (except when matters relating to the position of director are under consideration), for recommending policies, programs, and changes, and for conducting such investigations and making such reports as the board may from time to time require.

E. The Library Board and the Director

The closest cooperation and harmony should be maintained between the library board and the director. Each should keep the other fully informed of major decisions and actions.

The board is in control:

1. It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.
2. It establishes policies in regard to (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) Personnel; (e) services, including rules and regulations; and (f) public relations.
3. It selects and appoints a competent director in whom it has genuine confidence and to whom it gives full support and encouragement.

F. Miscellaneous

1. Telephone credit cards are issued to each trustee for the purpose of carrying on library business from home or office as required.
2. To encourage participation in library related activities; the district will reimburse expenses incurred for travel, meals, lodging and conference fees. The library board can be requested to give advance approval for reimbursement.
3. Memberships for trustees in the California Library Association are paid for by the district. This will provide the trustees with periodicals and bulletins to keep them aware of library activities within the state.

TRUSTEE INTERVIEW APPLICATION

EVALUATE EACH CANDIDATE ON A ONE TO TEN SCALE, TEN BEING BEST, IN EACH OF THE FOLLOWING CATEGORIES RELATING TO THE QUESTIONS ASKED.

APPLICANT _____

I. TELL OF SELF

- A. Meeting Attendance _____
- B. Interests _____
- C. Other _____

II. LOCAL GOVERNMENT AND FUNDING

- A. Experience _____
- B. Knowledge of Special Districts _____
- C. Funding Sources _____
- D. Other _____

III. LIBRARY PLACE IN COMMUNITY

- A. Continuing Education _____
- B. Leisure/Culture _____
- C. Free Access to Material _____
- D. Services Offered _____
- E. Other _____

TRUSTEE INTERVIEW APPLICATION

EVALUATE EACH CANDIDATE ON A ONE TO TEN SCALE, TEN BEING BEST, IN EACH OF THE FOLLOWING CATEGORIES RELATING TO THE QUESTIONS ASKED.

APPLICANT _____

I. TELL OF SELF

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- A. Continuing Education _____
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- D. Services Offered _____
- E. Other _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Staff Survey
DATE: May 12, 2003

BACKGROUND:

Library Board President Shkoler requested that staff prepare a copy of the Staff Survey that was completed in 1999 as part of the strategic planning process. This document is Attachment A.

President Shkoler is requesting that the Library Board update the survey and set a schedule for submitting it to the staff for completion.

RECOMMENDATION:

1. Revise and approve the Survey document.
2. Establish a schedule for submitting the Survey to the Staff.

PLACENTIA LIBRARY DISTRICT EMPLOYEE OPINION SURVEY – 1999

Please take a few minutes to complete this opinion survey. The survey serves as a tool to gather feedback from you that will help us improve working conditions, customer service, enhance supervision and training and choose the best selection and placement practices possible.

This opinion survey is anonymous. Your responses will not be divulged to anyone. The Board of Trustees will tally responses for results only to be presented to management for review and consideration. You are not required to answer the questions on this survey, however your input is valuable and appreciated.

Once completed, please mail the survey back to Al Shkoler, in the enclosed envelope.

SURVEY RESPONSE DEADLINE: JUNE 11, 1999

Please check where you work.
Each department will be provided
a tabulation of the results.

How long have you worked for the
Placentia Library?

_____ Librarians, Library Assistants,
and Administrative Assistant

_____ Less than 1 year

_____ Library Clerks & Aides

_____ 1 – 5 years

_____ 6 – 10 years

_____ 11 – 20 years

_____ 21+ years

YOUR JOB

The following questions are about the job to which you are presently assigned.

1. I generally have the tools, equipment and material I need to do my job.

- _____ A. Strongly Agree
- _____ B. Agree
- _____ C. Disagree
- _____ D. Strongly Disagree

2. Is your work load usually:

- _____ A. Too great
- _____ B. Too light
- _____ C. About right
- _____ D. Varied

3. I like my present job:

- A. Very much
- B. It's okay
- C. Could be better
- D. Not at all

4. I get a great deal of personal satisfaction from my job.

- A. All the time
- B. Most of the time
- C. Sometimes
- D. Seldom

5. Of the work assigned to me, ____% falls outside of my job classification.

- A. None
- B. Less than 10%
- C. Less than 25%
- D. More than 50%

6. On a scale of 1 to 10, rate your level of stress on an average day at work by circling the appropriate number.

1 2 3 4 5 6 7 8 9 10

LOW

MODERATE

HIGH

YOUR SUPERVISOR

The following questions are about your immediate supervisor – the person who usually assigns your work.

7. My supervisor keeps me informed about what is happening in the department.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

8. Does your supervisor let you know what is expected of you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

9. Does your supervisor effectively utilize your abilities?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

10. Does your supervisor plan and schedule work assignments effectively?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

11. Does your supervisor provide adequate guidance?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

12. Does your supervisor provide adequate training?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

13. Does your supervisor discuss your performance with you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

14. Does your supervisor give fair and constructive reviews?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

15. Does your supervisor discuss your reviews with you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

16. Does your supervisor take into account your suggestions?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

17. I am allowed to participate in decision-making on matters relating to my work.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

18. One of the strengths of my supervisor is his/her ability to motivate employees to want to do the best possible job.

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

19. My supervisor can be counted on to support me when I have a problem.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

20. If I have a complaint about my job, the chances of getting a fair hearing with my supervisor are:

- A. Very good
- B. Good
- C. Not too good
- D. Very poor

21. When I first came to the library, my duties and responsibilities were will explained to me.

- A. Strongly agree
- B. Agree
- C. Disagree

D. Strongly disagree

22. My supervisor has done an adequate job in keeping the work area safe and in seeing that I am instructed about accident prevention.

A. Strongly agree

B. Agree

C. Disagree

D. Strongly disagree

23. My supervisor gives employees the recognition and praise they deserve.

A. Always

B. Usually

C. Sometimes

D. Seldom

E. Never

24. My supervisor does a good job of explaining new projects he/she assigns to me.

A. Strongly agree

B. Agree

C. Disagree

D. Strongly disagree

25. My supervisor keeps me informed about what is happening in the library.

A. Always

B. Usually

C. Sometimes

D. Seldom

E. Never

YOUR DEPARTMENT

The following questions are about your department.

26. How would you rate communication in your department?

A. Excellent

B. Good

C. Fair

D. Poor

27. How would you rate cooperation within your department?

A. Excellent

B. Good

C. Fair

D. Poor

28. How would you rate cooperation with other departments?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

29. How would you rate the level of customer service provided in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

30. How would you rate on-the-job training in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

31. How would you rate equipment provided in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

32. How would you rate the physical working conditions in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

33. How would you rate the emphasis on safety in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

34. In my department there is:

- A. Quite a bit of favoritism
- B. Some favoritism
- C. Little favoritism
- D. No favoritism

35. Does your department exercise ethical practices?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

36. I am satisfied with the results of my department's work.

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

37. My department operates efficiently.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't know

38. When there are going to be changes in my department, employees are briefed on the changes before they happen.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

39. In my department, each employee understands what his/her duties and responsibilities are.

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

40. Promotions within my department are fairly made with the most qualified people being selected.

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

41. In my department, emphasis is placed on providing a high level of customer service.

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

42. I am encouraged to seek additional education and training.

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

43. Appropriate deadlines are given in my department for the workload.

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

44. I think my department is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

THE LIBRARY

The following questions are about the library as a whole.

45. There is an opportunity for me to be promoted within the Placentia Library.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't care

46. I think the library is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

47. Administration/Management is credible.

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

48. I believe that the overall morale of the library employees at this time is:

- A. Very high
- B. Average
- C. Not good

___ D. Poor

49. I feel I am part of the team in this organization.

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

50. I am informed regarding the library budget.

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

51. When someone asks me where I work, I am proud to say the Placentia Library.

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

52. How would you rate the library's rate of pay for your classification?

- ___ A. Excellent
- ___ B. Good
- ___ C. Fair
- ___ D. Poor

53. How would you rate the library's vacation benefits?

- ___ A. Excellent
- ___ B. Good
- ___ C. Fair
- ___ D. Poor

54. How would you rate the library's holiday benefits?

- ___ A. Excellent
- ___ B. Good
- ___ C. Fair
- ___ D. Poor

55. How would you rate the library's sick leave benefits?

- ___ A. Excellent
- ___ B. Good
- ___ C. Fair
- ___ D. Poor

56. How would you rate the library's retirement plan?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

57. How would you rate the library's life insurance?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

58. How would you rate the library's disability insurance?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

59. How would you rate the library's medical insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

60. How would you rate the library's dental insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

61. How would you rate the library's vision insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

62. How would you rate the library's policies and procedures?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

63. How would you rate the library's recruitment process?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

64. How would you rate the library's training opportunities?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

65. How would you rate the library's orientation process?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

66. As an employee, I believe the citizens understand the purpose and value of my job.

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

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

- A. Yes, definitely
- B. Would seriously consider it
- C. Probably not
- D. Definitely not

Additional comments/suggestions: _____

THANK YOU FOR YOUR VALUABLE INPUT. IT IS GREATLY APPRECIATED.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2003-2004 Budget Preview
DATE: May 12, 2003

BACKGROUND

The Fiscal Year 2003-2004 Budget Preview will be presented at the Library Board meeting.

RECOMMENDATION

Give direction for budget development.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EdM*
SUBJECT: Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2003-2004 by Resolution 03-05.
DATE: May 12, 2003

BACKGROUND:

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2003-2004.

Attachment C is Resolution 03-05 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2003-2004 in the amount of \$2,662,799.

RECOMMENDATIONS:

1. Read Resolution 03-05 by Title only.
2. Adopt Resolution 03-05 by Roll Call Vote.

Placentia Library District
 Gann Limitation Worksheet
 May 12, 2003

	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
"Price Factor" expressed as a ratio (provided by CA Dept. Finance)								
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)	1.0467	1.0096	1.0415	1.0453	1.0491	1.0782	0.9873	1.0231
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"	1.05674832	1.07055785	1.08439422	1.06724943	1.09480428	1.01711646	1.04233428	1.0188
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 1,752,223	\$ 1,851,659	\$ 1,982,308	\$ 2,149,603	\$ 2,294,163	\$ 2,511,659	\$ 2,554,650	\$ 2,662,799

"Price Factor" expressed as a ratio (provided by CA Dept. Finance)

"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)

Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"

Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation

May 1, 2003

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction uses their percentage change in population factor for January 1, 2003, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2003-04. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2003-04 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the appropriations limit.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code 11005.6, mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 5, 2003.**

Address questions about the price and population data to the Demographic Research Unit at (916) 323-4086.

Sincerely,

STEVE PEACE
Director

Enclosure
May 1, 2003

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2003-2004 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2003-2004	2.31

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2003-2004 appropriation limit.

2003-2004:

Per Capita Change = 2.31 percent
Population Change = 1.69 percent

Per Capita converted to a ratio: $\frac{2.31 + 100}{100} = 1.0231$

Population converted to a ratio: $\frac{1.69 + 100}{100} = 1.0169$

Calculation of factor for FY 2003-2004: $1.0231 \times 1.0169 = 1.0404$

Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2002 to January 1, 2003 and Total Population, January 1, 2003

County City	Percent Change	Population Minus Exclusions		Total Population
	2002-2003	1-1-02	1-1-03	1-1-2003
ORANGE				
ALISO VIEJO	3.42	42,426	43,879	43,879
ANAHEIM	1.10	333,772	337,440	337,440
BREA	3.28	38,758	37,962	37,962
BUENA PARK	1.36	79,539	80,617	80,617
COSTA MESA	1.02	109,612	110,727	111,512
CYPRESS	1.08	47,137	47,644	47,644
DANA POINT	0.98	35,894	36,247	36,247
FOUNTAIN VALLEY	0.95	55,736	56,268	56,268
FULLERTON	1.94	128,974	131,474	131,474
GARDEN GROVE	1.02	168,192	169,911	169,911
HUNTINGTON BEACH	1.49	194,060	196,954	196,954
IRVINE	5.05	156,992	164,923	164,923
LAGUNA BEACH	1.41	24,248	24,589	24,589
LAGUNA HILLS	0.96	32,564	32,875	32,875
LAGUNA NIGUEL	2.72	63,371	65,092	65,092
LAGUNA WOODS	0.95	18,038	18,208	18,208
LA HABRA	1.07	60,540	61,188	61,188
LAKE FOREST	1.23	76,391	77,332	77,332
LA PALMA	0.96	15,803	15,954	15,954
LOS ALAMITOS	1.10	11,688	11,817	11,817
MISSION VIEJO	0.96	98,006	98,943	98,943
NEWPORT BEACH	10.59	72,328	79,987	79,987
ORANGE	1.45	132,601	134,523	134,523
PLACENTIA	1.88	48,191	49,097	49,097
RANCHO SANTA MARGARITA	0.98	48,347	48,810	48,810
SAN CLEMENTE	6.60	56,941	60,701	60,701
SAN JUAN CAPISTRANO	1.73	34,616	35,215	35,215
SANTA ANA	1.30	342,784	347,237	347,237
SEAL BEACH	1.29	23,924	24,233	24,921
STANTON	1.13	37,983	38,411	38,411
TUSTIN	1.24	68,898	69,753	69,754
VILLA PARK	0.96	6,147	6,206	6,206
WESTMINSTER	1.34	89,442	90,643	90,643
YORBA LINDA	3.36	60,641	62,678	62,678
UNINCORPORATED	-5.88	116,211	109,613	109,804
COUNTY TOTAL	1.65	2,928,793	2,977,151	2,978,816

(*) Exclusions include residents on federal military installations and gr. correctional institutions.

ORA II

Post-It™ brand fax transmittal memo 7671 # of pages *1*

<i>Elizabeth</i>	From <i>Dalmeida</i>
Co.	Co.
Dept.	Phone #
Fax # <i>714-528-8236</i>	Fax #

RESOLUTION 03-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 2003-2004

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2003-2004.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$2,662,799 for Fiscal Year 2003-2004.

AYES: Escobosa, Shkoler, Wood

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, _____, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of May, 2003.

, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EW*
SUBJECT: **Establish Fines and Fees Schedule for Fiscal Year 2003-2004 and set date for Public Hearing**
DATE: May 12, 2003

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2002-2003.

The following changes are recommended by staff:

 **Revise LOST MATERIALS** to the following:

Cataloged Adult & Children's Books	Item cost plus \$5.00	\$20.00
Uncataloged Paperbacks	Item cost plus \$5.00	\$ 5.00
Magazines/Pamphlets	No processing fee	\$ 3.00
Cassettes	No processing fee	\$10.00
CD's, CD ROMs & Videos	Item cost plus \$5.00	\$15.00
Audio Books	Item cost plus \$5.00	\$50.00

 **Revise SPECIAL SERVICES** as follows:

Library card replacement	\$ 2.00
Checkout with non-Library identification [<i>new item</i>]	\$ 1.00
Passport check preparation	\$ 2.00

 **Revise MULTIPURPOSE ROOM** as follows:

Set-up fee	\$20.00
Clean-up fee	\$20.00
Set-up & Clean-up Combination [<i>new item</i>]	\$30.00

 **Revise SURCHARGES** as follows:

Returned check, up to 30 days	\$30.00
-------------------------------	---------

Attachment B is the Proposed Fines & Fees Schedule for Fiscal Year 2003-2004.

The Fines & Fees Schedule needs to be adopted as a first reading and set for public hearing. Final adoption will take place after the public hearing. The recommended date for the public hearing is the August Board Meeting. The public hearing on the Fines & Fees Schedule and the Budget will take place at the same meeting.

RECOMMENDATIONS:

1. Adopt the Fines & Fees Schedule for Fiscal Year 2003-2004 as a first reading.
2. Authorize the publication of the Notice of Public Hearing for the Library Board Meeting on August 21, 2002 at 6:30 P.M.

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted by the Library Board of Trustees, June 21, 1993

Revised August 16, 2000

Reviewed June 19, 2002

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20

There is a two day *grace period* on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Adult Books	Item Cost + \$ 5.00 \$ 25.00
Children's Books	Item Cost + \$ 5.00 15.00
Magazines	Item Cost + \$ 2.00 3.00
Records/Cassettes	Item Cost + \$ 5.00 10.00
Pamphlets	Item Cost + \$ 2.00 2.00
Videos	Item Cost + \$ 5.00 50.00
Compact Discs	Item Cost + \$ 5.00 15.00
CD-ROMs	Item Cost + \$15.00 60.00
Books on Tape	Item Cost + \$ 5.00 30.00
Paperback - Adult	Item Cost + \$ 5.00 5.00
Paperback - Children's	Item Cost + \$ 5.00 3.50
Paperback - Foreign Language	Item Cost + \$ 5.00 9.00

**Default price will be used in the event the item cost is not available. The processing fee of \$2.00, \$5.00 or \$15.00 is not part of the default price and needs to be added for the total amount due.*

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page	1.00
Passport check preparation	1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up fee	15.00
Clean-up fee	15.00

<u>SURCHARGES</u>	
Returned check, up to 30 days	\$ 20.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Proposed Revision May 12, 2003

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20

There is a two day *grace period* on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Cataloged Adult & Children's Books	Item Cost + \$ 5.00 \$ 20.00
Uncataloged Paperbacks	Item Cost + \$ 5.00 5.00
Magazines/Pamphlets.....	No Processing Fee 3.00
Cassettes.....	No Processing Fee 10.00
CD's, CD ROM's & Videos	Item Cost + \$ 5.00 15.00
Audio Books (all formats)	Item Cost + \$ 5.00 50.00

**Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 2.00
Checkout with non-Library identification.....	1.00
Laminating, per sheet	1.00
Printing, black ink, per page.....	.10
Photocopy, black ink, per page.....	.15
Printing & Photocopy, color, per page.....	1.00
Passport check preparation.....	2.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up & Clean-up combination	\$30.00
Set-up fee.....	20.00
Clean-up fee	20.00


<u>SURCHARGES</u>	
Returned check, up to 30 days.....	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report.....	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Establish Holiday and Library Public Service Schedule for Calendar Years 2003 and 2004 and Adopt by Resolution 03-06.
DATE: May 12, 2003

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Employee Manual.

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Attachment A is the Proposed Holiday and Public Service Calendar for Calendar Years 2003 and 2004.

Attachment B is Resolution 03-06, establishing the Placentia Library District Holiday Schedule for Calendar Years 2003 and 2004.

RECOMMENDATIONS:

1. Read Resolution 03-06 by Title only
2. Adopt Resolution 03-06.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Holiday and Library Public Service Schedule for Calendar Years
2003 and 2004**

Placentia Library District

Holiday and Library Public Service Schedule

2003

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Wednesday	January 1
Day before Monday Holiday	Sunday	February 16
President's Day	Monday	February 17
Easter	Sunday	April 20
Day before Monday Holiday	Sunday	May 25
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

Placentia Library District

Holiday and Library Public Service Schedule

2004

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Thursday	January 1
Day before Monday Holiday	Sunday	February 15
President's Day	Monday	February 16
Easter	Sunday	April 11
Day before Monday Holiday	Sunday	May 23
Memorial Day	Monday	May 24
Independence Day	Sunday	July 4
Day before Monday Holiday	Sunday	September 5
Labor Day	Monday	September 6
Veteran's Day	Thursday	November 11
Thanksgiving Day	Thursday	November 25
Christmas Eve Day	Friday	December 24
Christmas Day	Saturday	December 25
New Year's Eve Day	Friday	December 31

RESOLUTION 03-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR CALENDAR YEARS 2003-
2004

WHEREAS, Section 19469 of the Education Code of the State of California
establishes that the Board of Library Trustees shall designate the hours during which the
Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board
Of Trustees established its Holiday Schedule for Calendar Year 2003-2004 dated
May 13, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, _____, Secretary of the Board of Trustees of the Placentia Library District of
Orange County hereby certify that the above and foregoing Resolution was duly and
regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the
Thirteenth Day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Thirteenth
Day of May, 2003.

, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004 Budget, effective July 1, 2003
DATE: May 12, 2003

BACKGROUND:

The Proposed Personnel Allocation for Fiscal Year 2003-2004 is Attachment A and the Proposed Organization Chart for Fiscal Year 2003-2004 is Attachment B.

No changes were incorporated into the Fiscal Year 2003-2004 personnel chart. The Proposed Personnel Allocation and Proposed Organization Chart include staff for Saturday operations and fully funded Literacy programs. These positions will not be filled if adequate funding is not obtained.

Saturday staff includes .50 FTE Library Aide in Circulation to accommodate increased shelving requirements; .50 FTE Librarian and .10 FTE Substitute Librarian to cover the Reference and Children's desks; and .50 FTE Library Clerk to cover the Circulation Desk.

RECOMMENDATION:

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004, effective July 1, 2003.

Placentia Library District

Personnel Allocation for Fiscal Year 2003-2004
Presented to the Library Board of Trustees May 12, 2003

Allocation Adopted by the Library Board of Trustees for FY2003-2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			1.50	1.00		1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.50	0.50	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.25	2.66	2.79	1.65	6.38	2.00	19.48

Allocation Adopted by the Library Board of Trustees for FY2002-2003

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			0.50	1.00				1.50
Library Assistant	1.00		1.50	0.50	0.25	1.00	0.25	4.50
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.50	0.50	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.66	2.54	1.65	6.38	2.00	19.48

Allocation Adopted by the Library Board of Trustees for FY2001-2002

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.00	0.50	2.00
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.00	1.00	1.25	5.50	2.00	16.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2003-2004
Presented May 12, 2003

Library Staff
(19.48 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services (8.38 FTE)

Technical Services Manager
(.75 FTE)
Shook

Circulation Services (6.38 FTE)

Librarian (1.00 FTE)
Darwish
Librarian Clerk II (1.00 FTE)
Wnek
Librarian Clerk I (1.50 FTE)
Quintanar (1.00 FTE)
Vacant Sat. (.50 FTE)
Library Aide/(Lead Shelver) (2.00 FTE)
Guzman
Peterson
Strysik
Vacant Sat. (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)
Substitute Clerk (.38 FTE)

Acquisitions & Processing Services (1.25 FTE)

Library Assistant (.25 FTE)
Matas
Library Clerk (.50 FTE)
Perez
Library Aide (.50 FTE)
Hampton

Administrative Services (2.75 FTE)

Administrative Assistant (1.00 FTE)
Siloti
Library Assistant (Volunteer Coordinator) (1.00 FTE)
Rakos
Library Clerk (.50 FTE)
Perez
Library Aide (.25 FTE)
Vacant

Public Services (7.35 FTE)

Public Services Manager (.25 FTE)
Roberts

Adult Services (2.66 FTE)

Technical Services Manager (.25 FTE)
Shook
Librarian (1.25 FTE)
Strazdas (.75 FTE)
Vacant Sat (.50 FTE)
Library Assistant (.75 FTE)
Matas (.50 FTE)
Worham (.25 FTE)
Substitute Librarian (.41 FTE)

Children's Services (1.65 FTE)

Librarian (1.00 FTE)
Smith
Library Assistant (.25 FTE)
Worham
Substitute Librarian (.40 FTE)

Literacy Services (2.79 FTE)

Public Services Manager/Literacy Coordinator (.75 FTE)
Roberts
Librarian (1.00 FTE)
Webb
Library Assistant (.50 FTE)
Worham
Substitute Library Assistant (.54 FTE)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES




TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Establish Salary Schedules for Library Personnel for Fiscal Year 2003-2004, effective July 1, 2003, and Adopt by Resolution 03-07.
DATE: May 12, 2003

BACKGROUND:

This is the third year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. Attachment A shows the percentage increase for March 2002 to March 2003 to be 3.9%.

Attachment B is the Proposed Salary Schedule for Placentia Library District exempt and non-exempt employees effective July 1, 2003. The definitions of "exempt" and "non-exempt" staff follow the requirements of the Fair Labor Standards Act. It contains the following:

-  A 3.9% increase for all non-exempt staff
-  A 3.9% increase for all exempt staff except Page
-  Page hourly rate is in compliance with California minimum wage requirements and no change is recommended

Attachment C is Resolution 03-07 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2003-2004, effective July 1, 2003.

RECOMMENDATIONS:

1. Read Resolution 03-07 by Title only.
2. Adopt Resolution 03-07 by Roll Call Vote.



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Consumer Price Index - All Urban Consumers

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1993	149.8
1994	152.5
1995	154.6
1996	157.3
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1993	3.0
1994	1.8
1995	1.4

1996	1.7
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9



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Technical (web) questions: webmaster@bls.gov
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Options:**

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include graphs **NEW!**

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Data extracted on: April 28, 2003 (2:41:14 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA421SA0, CUUSA421SA0														
Not Seasonally Adjusted														
Area: Los Angeles-Riverside-Orange County, CA														
Item: All items														
Base Period: 1982-84=100														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HA
1993	149.2	150.0	149.8	149.9	150.1	149.7	149.8	149.9	150.2	150.9	151.6	151.9	150.3	14'
1994	152.2	152.2	152.5	152.0	151.4	151.3	151.7	152.0	152.7	153.4	152.9	153.4	152.3	15
1995	154.3	154.5	154.6	154.7	155.1	154.8	154.5	154.4	154.6	155.2	154.4	154.6	154.6	15'
1996	155.7	156.2	157.3	157.7	157.5	156.7	157.6	157.3	158.2	158.8	158.4	158.3	157.5	15'
1997	159.1	159.2	159.8	159.9	159.5	159.4	159.5	159.7	160.5	161.1	160.7	161.2	160.0	15'
1998	161.0	161.1	161.4	161.8	162.3	162.2	162.1	162.6	162.6	163.2	163.4	163.5	162.3	16
1999	164.2	164.6	165.0	166.6	166.2	165.4	165.8	166.3	167.2	167.2	167.1	167.3	166.1	16.
2000	167.9	169.3	170.7	170.6	171.1	171.0	171.7	172.2	173.3	173.8	173.5	173.5	171.6	17'
2001	174.2	175.4	176.2	176.6	177.5	178.9	178.3	178.4	178.8	178.3	178.1	177.1	177.3	17'
2002	178.9	180.1	181.1	182.2	182.6	181.9	182.2	183.0	183.4	183.7	184.0	183.7	182.2	18
2003	185.2	186.5	188.2											

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PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2003-2004
Effective July 1, 2003
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	11.28	11.57	11.85	12.15	12.45	12.77	13.09	13.41	13.75	14.44
	PP	902.68	925.25	948.38	972.09	996.39	1,021.30	1,046.84	1,073.01	1,099.83	1,154.82
	AN	23,469.76	24,056.51	24,657.92	25,274.37	25,906.23	26,553.88	27,217.73	27,898.17	28,595.63	30,025.41
	MO	1,955.81	1,875.47	1,922.27	1,970.80	2,019.33	2,212.82	2,268.14	2,324.85	2,382.97	2,502.12
CLERK II	HR	12.75	13.07	13.39	13.73	14.07	14.42	14.78	15.15	15.53	16.31
	PP	1,019.88	1,045.38	1,071.51	1,098.30	1,125.76	1,153.90	1,182.75	1,212.32	1,242.63	1,304.76
	AN	26,516.94	27,179.87	27,859.36	28,555.85	29,269.74	30,001.49	30,751.52	31,520.31	32,308.32	33,923.74
	MO	2,209.75	2,264.99	2,321.61	2,379.65	2,439.15	2,500.12	2,562.63	2,626.69	2,692.36	2,826.98
LIBR ASST	HR	15.15	15.53	15.92	16.31	16.72	17.14	17.57	18.01	18.46	19.38
	PP	1,211.89	1,242.19	1,273.24	1,305.07	1,337.70	1,371.14	1,405.42	1,440.56	1,476.57	1,550.40
	AN	31,509.13	32,296.86	33,104.28	33,931.89	34,780.18	35,649.69	36,540.93	37,454.45	38,390.81	40,310.36
	MO	2,625.76	2,691.40	2,758.69	2,827.66	2,898.35	2,970.81	3,045.08	3,121.20	3,199.23	3,359.20
LIB I	HR	17.91	18.36	18.82	19.29	19.77	20.27	20.77	21.29	21.82	22.92
	PP	1,432.99	1,468.81	1,505.53	1,543.17	1,581.75	1,621.30	1,661.83	1,703.37	1,745.96	1,833.26
	AN	37,257.71	38,189.15	39,143.88	40,122.48	41,125.54	42,153.68	43,207.52	44,287.71	45,394.90	47,664.65
	MO	3,104.81	3,182.43	3,261.99	3,343.54	3,427.13	3,512.81	3,600.63	3,690.64	3,782.91	3,972.05
LIB II	HR	20.86	21.38	21.92	22.47	23.03	23.60	24.19	24.80	25.42	26.69
	PP	1,669.05	1,710.78	1,753.55	1,797.38	1,842.32	1,888.38	1,935.59	1,983.98	2,033.57	2,135.25
	AN	43,395.29	44,480.17	45,592.18	46,731.98	47,900.28	49,097.79	50,325.23	51,583.36	52,872.95	55,516.59
	MO	3,616.27	3,706.68	3,799.35	3,894.33	3,991.69	4,091.48	4,193.77	4,298.61	4,406.08	4,626.38
LIB AIDE	HR	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.85
	PP	615.92	631.32	647.10	663.28	679.86	696.86	714.28	732.13	750.44	787.96
	AN	16,013.90	16,414.25	16,824.60	17,245.22	17,676.35	18,118.26	18,571.21	19,035.49	19,511.38	20,486.95
	MO	1,334.49	1,367.85	1,402.05	1,437.10	1,473.03	1,509.85	1,547.60	1,586.29	1,625.95	1,707.25

Signature _____ : Date May 12, 2003

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2003-2004
Effective July 1, 2003
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB	47.14									
DIR	3,771.15									
	98,050.01									
	8,170.83									
ADMIN	17.31	17.74	18.19	18.64	19.11	19.58	20.07	20.58	21.09	22.14
ASST	1,384.78	1,419.40	1,454.88	1,491.26	1,528.54	1,566.75	1,605.92	1,646.07	1,687.22	1,771.58
	36,004.26	36,904.37	37,826.97	38,772.65	39,741.97	40,735.51	41,753.90	42,797.75	43,867.69	46,061.08
	3,000.35	3,075.36	3,152.25	3,231.05	3,311.83	3,394.63	3,479.49	3,566.48	3,655.64	3,838.42
PUB SVC & HR	24.73	25.35	25.98	26.63	27.30	27.98	28.68	29.39	30.13	31.64
TECH SVC PP	1,978.26	2,027.71	2,078.41	2,130.37	2,183.62	2,238.22	2,294.17	2,351.52	2,410.31	2,530.83
MGR AN	51,434.66	52,720.52	54,038.54	55,389.50	56,774.24	58,193.59	59,648.43	61,139.64	62,668.13	65,801.54
MO	4,286.22	4,393.38	4,503.21	4,615.79	4,731.19	4,849.47	4,970.70	5,094.97	5,222.34	5,483.46

PAGES	Starting Wage	6 Months	1 Year
	6.75	7.09	7.44

Signature _____ : Date May 12, 2003
Al Shkoler, President

RESOLUTION 03-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF
ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2003-2004 dated May 13, 2003, and implements such on July 1, 2003.

AYES: Escobosa, Shkoler, Wood

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, _____, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the thirteenth day of May, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of May, 2003.

, Secretary
Placentia Library District Board of Trustees

Agenda Item 38

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: May 5, 2003
 SUBJECT: **Program Committee Report for the month of April.**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	13
<u>TYD Total</u>	11	150
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	5	86
Thurs. AM Story Times	4	105
3-4 year-old music times	5	207
5-6 year-old music times	5	121
Lapsits	3	70
Class tours	6	152
Comm Center Storytimes	0	0
Head Start Storytimes	21	462
Springtime Party	2	95
In-N-out Program	1	325
TOTAL FOR APRIL	52	<u>1,623</u>
YTD TOTAL	287	<u>7,907</u>

LITERACY SERVICES ***April 2002-03 FY 2002-03 YTD***

Total Tutors	183	269
Total Students	234	334
Total Hours	1,666	13,565

For more detailed literacy statistics, see Agenda Item 40, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director
 From: Cyrise Smith, Children's Librarian *CS*
 Date: May 12, 2003
 Subject: **April Activities in the Children's Department**

Programming- Spring programming began in April. There were 9 storytimes, 3 lapsits and 10 musictimes with a combined attendance of 589.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	3	39 children / 31 adults
Storytimes (a.m.) 3 - 6 year olds	4	67 children / 38 adults
Storytimes (p.m.) 3 - 6 year olds	5	59 children / 27 adults
MusicTime 3 – 4 year olds	5	118 children / 89 adults
MusicTime 5 – 6 year olds	5	72 children / 49 adults
TOTALS	22	355 children / 234 adults

Class Tours- There were 6 class tours this month. A total of 133 children received instruction in using the library.

Offsite Programming- Storytimes at the Placentia Head Start classrooms have continued. There were three storytimes performed for each of the seven Head Start classes making for a total of 21 performances with a combined attendance of 420.

In-N-Out Reading Program- The In-N-Out reading program began in March and ended in April. A total of 325 children signed up to participate. One hundred eighty-three children completed at least one bookmark, and seventy-nine children completed all three.

SpringTime Parties- The library hosted the Springtime parties for under two's and two, three and four year olds again this year. A total of 46 children and 49 adults participated in these two events.

School Out Reach- The librarian has attended meetings with staff members from the Placentia/Yorba Linda School district regarding a joint effort to create a summer reading program for middle-schoolers based on the school's Accelerated Reading lists.

STORY TIME

Starting July 1...The Summer StoryTimes, MusicTimes and Lapsits

StoryTimes for children 3 – 6 years old

Wednesday evenings 6:30 – 7:00 P.M.

July 2 – August 27

and

Thursday mornings 11:00 – 11:30 A.M.

July 3 – August 28

Lapsits for children 2 years and under

Thursday mornings 10:15 – 10:35 A.M.

July 3 – August 28

Lapsit programs made possible by the Gordon & Dixie Shaw Fund

MusicTimes for children 3 – 4 years old

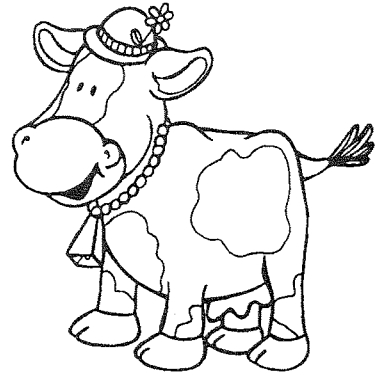
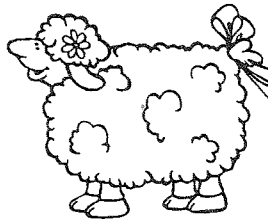
Tuesday evenings 6:00 – 6:30 P.M.

July 1 – August 26

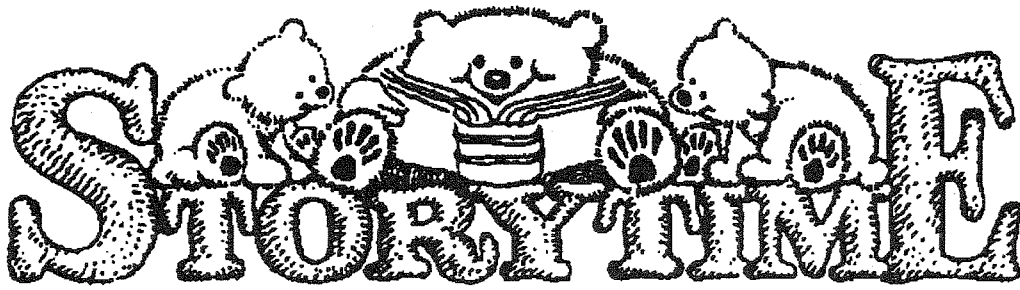
MusicTimes for children 5 – 6 years old

Tuesday evenings 6:30 – 7:15 P.M.

July 1 – August 26



These programs are free and no pre-registration is necessary
Placentia Library • 411 E. Chapman Avenue • Placentia, CA 92870
(714) 528-1906 ext. 212



Las Horas de los Cuentos, Musica y "Lapsits" empezaran 1 de julio

La Hora de los Cuentos para los niños 3 á 6 años

Miercoles de Noche 6:30 – 7:00 P.M.

2 de julio – 27 de agosto

y

Jueves en la mañana 11:00 – 11:30 A.M.

3 de julio – 28 de agosto

La Hora de "Lapsits" para niños menos de 2 años

Jueves en la mañana 10:15 – 10:35 A.M.

3 de julio – 28 de agosto

El Programa "Lapsits" es auspiciado por la Fundación Gordon y Dixie Shaw

Musica para los niños 3 á 4 años

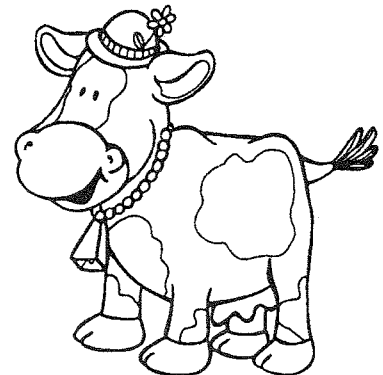
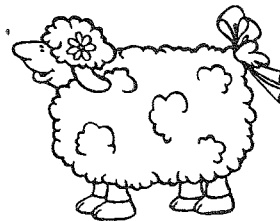
Martes de noche 6:00 – 6:30 P.M.

1 de julio – 26 de agosto

Musica para los niños 5 á 6 años

Martes de noche 6:30 – 7:15 P.M.

1 de julio – 26 de agosto



Estos programas son gratis y no es necesario registrar
La Biblioteca de Placentia • 411 E. Chapman Avenue • Placentia, CA 92870
(714) 528-1906 ext. 212

**IT'S A
JUNGLE OUT
THERE...**

**SWING
INTO
YOUR
LIBRARY!**



Join us this summer at the Placentia Library for fun and prizes. Kids' of all ages are invited to join the Summer Reading Program and discover the fun to be found in books. The Summer Reading Program runs June 15 through August 28. Registration begins June 15. Independent readers need to read at least 30 minutes a day, five days a week and make weekly visits to the library to earn prizes. Pre-readers need to have at least 1 book a day read to them, five days a week and make weekly visits to the library.

WAY OUT WEDNESDAYS

Special shows will be held on Wednesdays during the Summer Reading Program. Free passes will be issued for children between the ages of 4 and 12 years who are registered for the reading program on a first come, first served basis on the Thursday before each event. All shows begin at 1:00 P.M. and generally last 45 minutes.

- June 18** Magical fun and excitement with magician Allen Oshiro.
- June 25** Have some fun with Rudy's Radical Science.
- July 2** Wild Wonders presents animals of the rain forest.
- July 9** Craig Newton takes us on a musical journey around the world.
- July 16** Stories and music from West Africa with Asha's Baba.
- July 23** It's the comedic magic and juggling of Abbit the Average.
- July 30** The LA Puppet Professionals present the Tunisian folktale "Jackal and Hedgehog."
- August 6** Bubble Mania presents the fun and science of bubbles.



StoryTime Corner

Children ages 3 - 6
 Wednesday evenings 6:30 - 7:00 p.m.
July 2 - August 27
 And
 Thursday mornings 11:00 - 11:30 a.m.
July 3 - August 28



Lapsits

Infants and toddlers 2 years and under
 Thursday mornings 10:15 - 10:35 a.m.
July 3 - August 28
 The Lapsit programs are made possible by the Gordon and Dixie Shaw Fund

MusicTime

Tuesday evenings **July 1 - August 26**
 Children 3 - 4 years 6:00 - 6:30 p.m.
 Children 5 - 6 years 6:30 - 7:15 p.m.

Not school sponsored events

Placentia Library District ♦ 411 E. Chapman Ave. Placentia, CA 92870 ♦ (714) 528-1906 ♦ www.placentialibrary.org



El Programa de Lectura del Verano 2003

Reúnase a la biblioteca de Placentia en el verano para diversión y premios. Niños de todas edades están invitados a participar en el Programa de Lectura del Verano para descubrir la diversión encontrada en libros. El Programa de Lectura del Verano empieza el 15 de junio y termina el 28 de agosto. Matrícula empieza el 15 de junio. Es necesario que los lectores independientes lean por lo menos 30 minutos por día, 5 días a la semana para ganar premios. Los lectores que acaban de comenzar a leer (los pre-lectores) necesitan que alguien les lean por lo menos un libro por día, 5 días a la semana.

Miércoles Maravillosos

Eventos especiales serán ofrecidos los miércoles durante el Programa de Lectura del Verano. Se ofrecerán boletos gratuitos a los niños entre 4 años y 12 años que están matriculados en el programa. Los que llegan primero a la biblioteca el jueves antes de cada evento, recibirán los boletos al evento. Todas las presentaciones empiezan a la 1:00 P.M. y duran aproximadamente 45 minutos.

- 18 de junio** Diversión y emoción mágica con el mago Allen Oshiro.
- 25 de junio** Diviértanse con la Ciencia Radical de Rudy (Rudy's Radical Science).
- 2 de julio** Wild Wonders les presenta a los animales de la selva tropical.
- 9 de julio** Craig Newton nos lleva en un viaje musical alrededor del mundo.
- 16 de julio** Cuentos y música del oeste de Africa con Asha's Baba.
- 23 de Julio** El mago, malabarista, y cómico, Abbit el Regular (Abbit the Average).
- 30 de julio** Los Profesionales Titiriteros de Los Angeles les presentan el cuento tradicional de Tunisia "El Chacal y el Erizo" ("Jackal and Hedgehog").
- 6 de agosto** Bubble Mania les presenta la diversión y ciencia de burbujas.



LA HORA DE LOS CUENTOS

Niños y niñas de 3 a 6 años
miércoles de noche 6:30 – 7:00 p.m.

2 de julio – 27 de agosto

Y
jueves en la mañana 11:00 – 11:30 a.m.

3 de julio – 28 de agosto

Infantes y niños de 2 años
jueves en la mañana 10:15 – 10:35 a.m.

3 de julio – 28 de agosto

El Programa "Lapsits" es auspiciado por la
Fundacion Gordon y Dixie Shaw



Horario de el programa de música

Martes de noche 1 de Julio – 26 de agosto


Niños de 3 y 4 años 6:00 – 6:30 p.m.

Niños de 5 y 6 años 6:30 – 7:15 p.m.

Evento no es auspiciado por ninguna escuela

Placentia Library District ♦ 411 E. Chapman Ave. Placentia, CA 92870 ♦ (714) 528-1906 ♦ www.placentialibrary.org

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: May 5, 2003

SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of April.

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and two accelerated workshops in April and eleven tutors were trained, five adults and six teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for May 4, 2003.

Families for Literacy (FFL) Program Status. FFL now serves 54 family students with 35 tutors. On Sunday, May 18, from 2-4 PM, FFL will sponsor a families program that will feature the **PASO DE ORO: STEPS OF GOLD DANCE STUDIO**. FFL has increased its volunteer hours from 4-14 hours per week at Ruby Drive Preschool and Placentia Headstart.

Placentia Rotary Reading Enrichment Program (PRREP) Continues. PRREP continued in March, recruiting high school volunteers at El Dorado and Valencia High Schools. To date this school year, more than 80 PRREP volunteers have tutored in the Library and at Van Buren Elementary School, tutoring accounting for over one thousand tutoring hours.

Reach Out and Read Partnership Continues. In April, PLLS continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who go to the Whitten Center in Placentia on Monday mornings and read to children while they are waiting to see the St. Judes pediatric staff.

English Language and Literacy Intensive (ELLI) Program Update. In addition to tutoring in six schools in the Placentia/Yorba Linda Unified School District, the ELLI Coordinator and ELLI Assistant conducted sessions of the Latino Family Literacy Project at Topaz and Ruby Drive Elementary Schools. They provided a bilingual children's book for all 60 participants, and led the group in a discussion of the book and an art project.

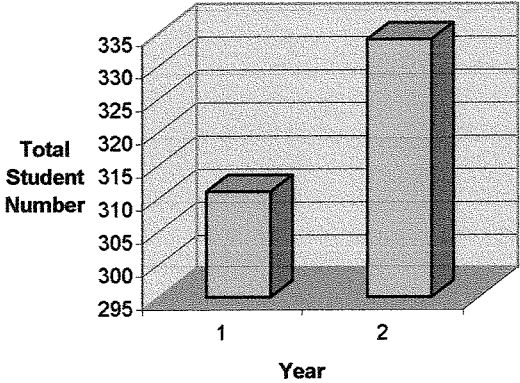
Literacy statistics. See Agenda Item 40, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

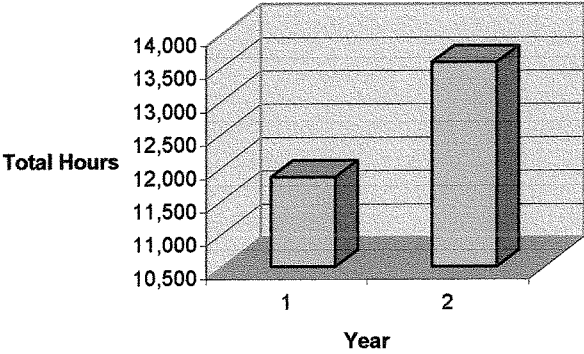
Report of Growth and Progress

	Apr-02	Apr-03	YTD 2002	YTD 2003
Tutors				
Adult	86	108	123	156
Teen	59	75	81	113
Hours Instruction	972	1,666	11,846	13,565
Other Volunteer Hours	48	48	392	668
Total Hours	1,020	1,714	12,238	14,233
Training Workshops				
Workshops Held	1	3	20	32
Tutors Trained	5	11	101	158
Students				
With Adult Tutors	131	109	182	194
With Teen Tutors	70	120	100	125
In Groups	5	5	32	15
Total Active Students	183	206	220	311
Families for Literacy				
Family Students	10	54	26	62
Family Tutors	6	35	10	45
Hours of Instruction	206	234	311	334
ELLI Program				
K-6th Grade Students	119	423	231	423
Tutors for K-6th Grade	11	5	14	20
Hours of Instruction	620	316	3192	1,532
Total Tutors	145	183	206	269
Total Students	206	234	311	334
Total Instruction Hours	1,038	1,666	11,846	13,565

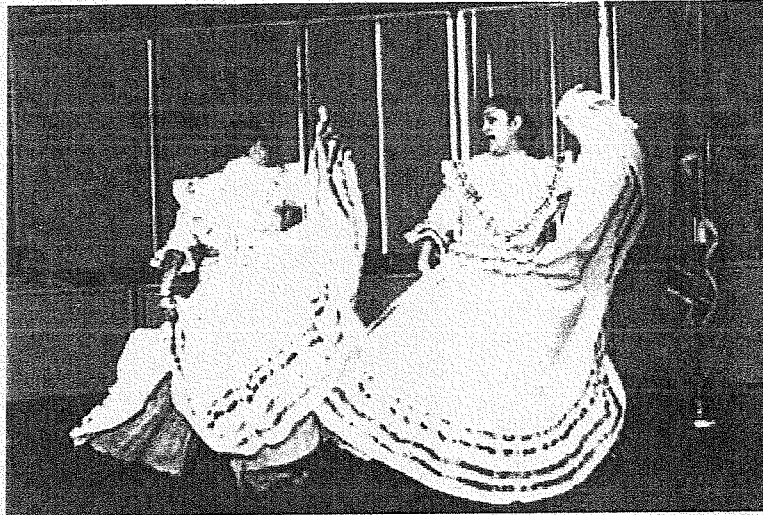
Change In Total Students



Increase in Instruction Hours



FAMILIES FOR LITERACY



Welcomes

PASO DE ORO: STEPS OF GOLD DANCE STUDIO

To the Placentia Library District

WHEN: Sunday, May 18, 2003

TIME: 2PM-4PM

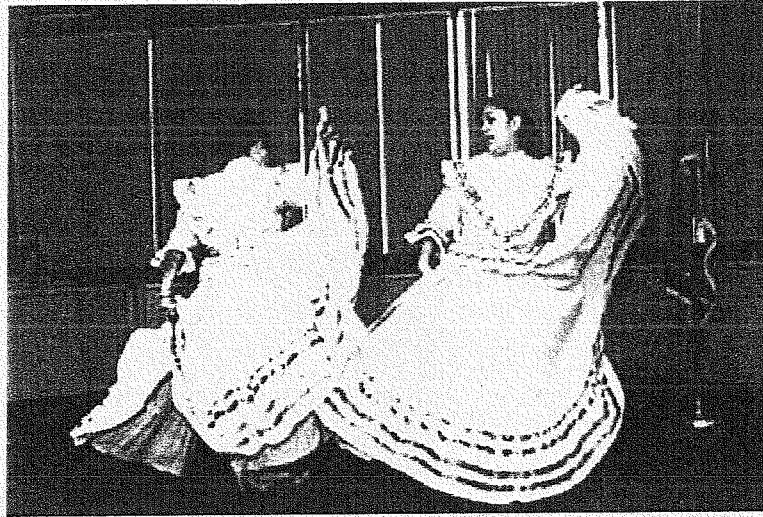
WHERE: The Meeting Room of the Placentia
Library District

This FFL event features 4-6 year old Mexican folkloric dancers and 6-10 year old merengue dancers. Paso de Oro will not only perform for us but they will also teach us how to dance with *sabor*. So, be prepared to be amazed by the talented youth of Paso de Oro and DANCE! DANCE! DANCE!

The performance will be outside. Please dress appropriately.

For more information, contact: Tyese Wortham, Families for Literacy Coordinator at (714) 524-8408 ext. 215 or tyesewortham@lycos.com.

FAMILIAS PARA ALFABETIZAR A LOS NIÑOS



Da la bienvenida a

PASO DE ORO: ESTUDIO DE BAILE

A la Biblioteca de Placentia

CUÁNDO: El domingo, 18 de mayo, 2003

LA HORA: 2PM-4PM

DÓNDE: La Sala de Reunión de la Biblioteca de Placentia

Este evento presenta los bailadores folkloricos mexicanos de 4-6 años y los bailadores de merengue de 6-10 años. Paso de Oro va a bailar para nosotros y nos enseñará cómo bailar con *sabor*. Pues, prepárense a estar asombrados por los jovenes talentosos de Paso de Oro y BAILE! BAILE! BAILE!

La presentación se llevará a cabo afuera. Favor de venir con ropa apropiada.

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: May 5, 2003

SUBJECT: Placentia Library Web Site Development Report for the month of April.

In April, the Placentia Library District had 22,853 "hits" on the Web Site, an average of 762 a day. The following are our year to date statistics:

Pages Visited	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	April-03
Borrowers	161	131	157	153	142	210
Friends	101	104	215	95	85	88
District	8	88	34	76	100	88
Fines	10	0	47	16	16	56
Foundation	69	81	73	48	41	96
History Room	68	95	89	65	56	77
Literacy/CLC Logo	98	84	101	53	46	99
Passports	235	241	383	204	174	240
Total Views Most Hits	750	736	1,030	710	629	954

Total Most Hits YTD 8,985

TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: May 12, 2003
SUBJECT: Publicity materials produced for April 2003 *JR*

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees, (changed).
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
9. Passport Hours
10. Silent Auction Returns

General Newspaper articles published:

1. City chooses Old Town developer
2. Orange Coast QA Trade Secrets by the book

Library Newspaper articles published:

1. Library Friends hold meeting and sale

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Booksale flyer
4. Library Closed for Memorial Day and Independence Day

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly APR 17 2003

City chooses Old Town developer

By Patrick Vuong
Placentia News-Times

Officials are calling it the Orange County Gateway Development Initiative.

It's a massive undertaking that Placentia hopes will merge its \$440 million rail-lowering effort, downtown rejuvenation and a possible Metrolink station into one vision. On Monday, the City Council unanimously approved TOD Properties Inc. as the master developer for that vision.

Beverly Hills-based TOD Properties will act as the lead planner for the gateway project, which city officials said will invigorate residential and commercial areas in Old Town, along the Orange (57) Freeway and south of Crowther Avenue - while still maintaining their train-related goals.

COUNCIL

FROM 1

as well as an opportunity," City Administrator Robert D'Amato said. "It will be a focal point of where we'll go on the week-ends."

Eckenrode said the project could attract more than 1,000 visitors a day to Placentia, a town of 47,000.

The council said it has also made a priority of preserving the area's architectural heritage. Brady invited the public to attend a Downtown Revitalization Advisory Committee meeting April 29, when the project will be discussed.

IN OTHER NEWS

► State Sen. Bob Margett, R-Diamond Bar, presented Kathleen Frazee with the Woman of the Year Award for the 29th District and gave recognition to the Placentia Library District and the city for sponsoring the Spanish Literacy Program.

► The council adjourned the meeting in honor of Jo Lyons, wife of former Mayor Bob Lyons and an activist instrumental in saving the historic Bradford House in 1974 when the city considered razing it.

The aim is to make Placentia a hub for Orange Countians, officials said, and not just a city they pass through on commuter trains or the freeways.

"We could be the gateway for Orange County," Mayor Scott Brady said. "We're standing at the fork in the road between opportunity and the status quo."

"We really have to look 20 to 30 years into the future or we'll be left in the dust," Councilman Chris Lowe said.

Councilman Norman Eckenrode said the city has wanted a master developer for a project of this magnitude for 20 years.

The development area will encompass a half-mile radius around Placita Santa Fe and the approximately five miles of tracks parallel to Orangethorpe Avenue.

Officials said it could include a train museum, housing for California State University, Fullerton, students and packinghouse conversions into mixed-use buildings.

"It will be a significant improvement to our community,

Please see **COUNCIL Page 6**

WEB  EXTRA

For more City Council news, see
www.myoc.com/placentia.

misc. clippings
pub 11/7/09
Severan, Calif

orange coast
magazine
April 2003.

QA

TRADE
SECRETS

by the book

by Darcy Rice
332

A great idea sometimes takes on a life of its own. Seattle librarians hatched the concept of encouraging all their city's residents to read the same book, but since then the idea has gone national. Chicago chose *To Kill a Mockingbird*, and last year Los Angeles residents read and discussed *Fahrenheit 451*. Now, Orange County Reads One Book is poised to become the biggest such event ever held.

Under the guidance of Susan Redfield and Mary Barton, Orange County Reads One Book is challenging every resident to read *Falling Leaves*, by Huntington Beach author Adeline Yen Mah. Mah's memoir tells of her difficult childhood in China, and her escape from her emotionally abusive parents to make a new life for herself through education and the love of her extended family. A parallel version of her story is told in *Chinese Cinderella*, which is aimed at middle school readers. Redford and Barton hope that every person in Orange County will read one of these two books and participate in one of the many community events taking place through April 12. For more information, call 714-846-8717.

Q What are the goals of the Orange County Reads One Book program?

SR Throughout the country, there have been one city one book programs over the last few years. The mission of these programs is to increase reading, and to develop community by pulling groups of people together to talk about what they have read. However, in Orange County, we felt it would be valuable to

add to that mission of increased reading and community building the elements of increased multicultural understanding and inter-generational activity.

Q What events will be happening as part of this project?

MB It's a grass-roots kind of thing. Right now, there are more than 100 events planned all around the community. They range from neighborhood discussions to school programs and everything in between.

Q What is unique about this project in Orange County versus the other one book one city programs?

SR I think that in most of the cities it is easier because it is just one city. Orange County, of course, has 34 cities, about a dozen autonomous libraries, and then a library system with another dozen libraries. And of course, there are 34 school systems, so working with the school systems has been a challenge, but very rewarding.

Q There are many people in the community who read newspapers or magazines, but not books.

MB We think part of that problem with the lack of reading is that it is such a solitary thing to do. Some people who are very social may not get around to reading, but this program gives those people a social reason to read, because now they can go out and talk about it with lots of other people.

SR There's a little peer pressure, too. Children come home from school and say, "Grandma, you should read this book, too, and then we can talk about it together!"

OC



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post office box 11789
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Placentia News
Weekly APR 03 2003

Library friends hold meeting and sale

MV
Friends of Placentia Library
will host its annual meeting at
6:30 p.m. Monday in the City
Hall Council Chambers, 401 E.
Chapman Ave.

The meeting will feature au-

thor Pamela Hallan-Gibson,
writer of "Orange County The
Golden Promise: An Illustrated
History." The free event will
be open to the public.

Information: (714) 996-8390.

SAFETY COMMITTEE MEETING
APRIL 23, 2003
MINUTES

I. Call to Order: 11:25 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Jillian Rakos
Donna Siloti

Members Absent: Cyrise Smith

III. Old Business

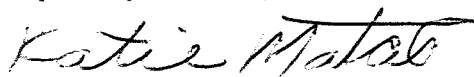
1. Some of the tiles in the lobby need to be regouted.
2. The emergency supply trunk was inventoried, and a list of missing supplies was given to Administration for purchase.
3. The light in the loading dock area was fixed.

IV. New Business

1. The Placentia Library District Disaster Manual will be distributed to all staff members who do not have copies.

The next meeting will be May 21, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

T H E C A L I F O R N I A S T A T E L I B R A R Y

CONNECTION

L I B R A R Y O F C A L I F O R N I A

ISSUE NUMBER 35
May 2003

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California State University Sacramento Library: *a Teaching Library*

By Sarah Dalton
Connection Editor

Today's university librarians must "navigate increasingly sophisticated information resources, networks and virtual spaces and then teach these new tools and techniques to faculty and students in all disciplines" writes Dr. Terry Webb, dean and director of the library of California State University Sacramento (CSUS).

Simply put, academic librarians have to snatch up the newest databases, texts and search tools, learn how to use those new products (and how to make them worth the money) and then teach everyone else how to use them. That takes study, money, and passion for the purest kind of teaching, teaching people to help themselves - the librarian's pedagogy.

CSUS offers Master of the Arts and Master of the Sciences degrees in most academic fields as well as a Master of Business Administration degree. And though its library is not a research library (yet), the university also offers a Ph.D. in Public History in conjunction with the University of California at Santa Barbara (UCSB). "The CSUS library is gearing up for dissertation-level research services as part of the UCSB partnership," says Kim Kuenlen, director of Development and External Relations for the CSUS library.

CSUS's "Specialist" Librarians

To help students, faculty and even members of the community efficiently get what they need for their academic work (and to teach those people how to continue their work alone), CSUS's library administration has assigned

subject-specific librarians to each of the university's academic areas of expertise - and there are many.

CSUS's College of Arts and Letters alone has six programs including Education and Foreign Languages, each of which has sub-specialties.



Foreign Languages, for example, offers degrees in ten languages, from African languages to Russian, and each language has a librarian-specialist. The College of Health and Human Services boasts eleven academic programs, from Criminal Justice to Humanities and Religious Studies, and these too have a librarian for each specialty.

CSUS librarians typically oversee more than one sub-specialty. Librarian Maria Kochis, for example, covers all six areas of study in the College of Engineering and Computer Science program. Like her colleagues, Kochis is responsible for resources in her assigned curriculum. She surveys professors, works closely with the departments and oversees collection development in her field. Or, as Kim Kuenlen puts it, Kochis "looks for holes" in the CSUS library's engineering collection.

The CSUS Collection

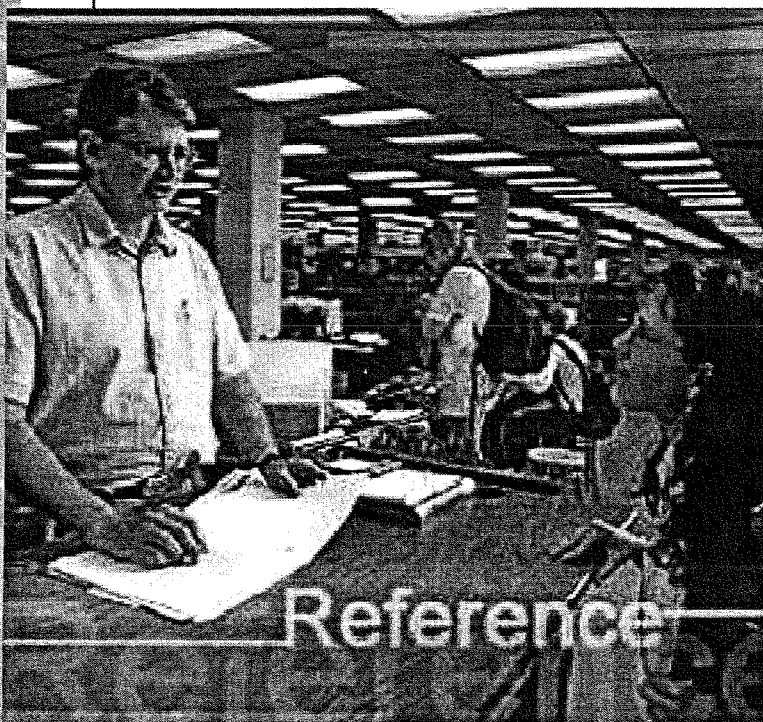
CSUS library's collection is vast and

Please see CSUS Library, page 2

from page 1

CSUS Library

expensive. The CSUS library has more than 2 million volumes; 4,000 periodical subscriptions; 5,000 videos; 80,000 slides; 2,500 16 mm films; 1,900 music CDs; 2,500 audiocassettes; 2.3 million microforms; 60,000 government documents and 100 licensed databases.



A CSUS library specialist helps a student.

The databases (which users can only access in the library) serve such fields as engineering, biological science, chemistry and criminal justice. At close to \$100k annually, they comprise "a big chunk" of the library budget, but the databases are "vital" according to Kuenlen. Together with the specialist librarians, the databases support the CSUS library's mission "to meet the research and teaching needs of the university."

Student Patrons in 2003

Patrons - students, faculty and the community - can seek out their "specialist" via the Internet or the reference desk (where all CSUS librarians rotate shifts). This customized service, combined with nice things such as being able to download source texts and paste them into papers, makes research at the CSUS library today much easier than even ten years ago.

But new ways of studying and researching at the university present a challenge to the CSUS library. "Students don't study the way they used to - holed up in

carrels," says Kuenlen. Today's students study in group (group study rooms are always in demand). They discuss. They collaborate, lattes in hand. The CSUS library isn't physically set up for this new student's need to "hang" in the library. Kuenlen says that the library's administrators are striving to soon "change the library's infrastructure" to meet patrons' demands for a social component of library work.

For now, the library is open 93 hours a week and there's a silent study area on the 4th floor for those who need old-fashioned quiet. But, Kuenlen bluntly says, "Our facility is outdated."

Looking forward

"Our collections budget was cut \$200k in 2002/2003," says Kuenlen. "Next year it may be worse." Consequently, CSUS library administrators are struggling to prioritize how to spend CSUS library's limited budget. The cost of databases and journals keeps going up regardless of budget cuts. Further, the library's goal, to "give the university 100 percent," requires sophisticated technology and architectural design. In the near future the CSUS library hopes to:

- Expand technology services and ensure electronic connectivity and space flexibility.
- Provide a fully wireless laptop environment with laptop checkout.
- Create a new, inviting entrance to the library.
- Enhance and increase group study areas and areas for collaborative study.
- Create lecture and presentation rooms with multimedia capability.
- Create on-line digital collections and digitize selected materials.

None of these changes will come cheaply, so library administrators have created fundraising projects such as the CSUS library's *Virtual Ball*, an elegant outreach project that plays with the "ball" metaphor by selling virtual "tickets and tables" for \$100 through \$1000. This "ball" is an imaginative flight of fancy, designed to raise money for the library while allowing donors to imagine they have attended a fundraising ball without leaving the comfort of their own homes.

For more information about the CSUS library, please call Kim Kuenlen, director, Library Development and External Relations at (916) 278-5954 or email her at kkuenlen@csus.edu.

Next month: Look for the second of our series on CSUS's library that will focus on CSUS's LSTA-funded research for the Underground Railroad Project.

Facing tough times, a rural public library looks to on-line commerce

By Dan Theobald
i2i Communications

When the going gets tough, the tough go shopping.

That's the attitude of the Woodland Public Library, which has opened an Internet shopping mall to help offset budget cuts related to the statewide recession.

The venture, called *Shop for the Library* (www.shopforthelibrary.net), takes the fundraising strategy long employed by larger urban libraries - the on-site gift shop - and gives it a virtual look and feel. The result is a gift shop with none of the problems often found in brick-and-mortar library gift shops: lack of volunteer staffing, complexity of set-up and inventory management, and shortage of available space in the library.

"We could never find space for a gift shop in our building, much less offer items from 200 merchants," says Woodland Public Library Director Marie Bryan. "But we've got plenty of room on the web."

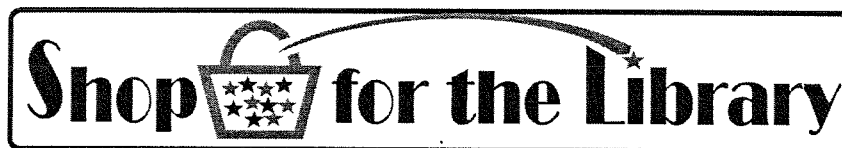
Shop for the Library features more than 200 merchants of well-known businesses such as Target, Sears, Dell™, and Hickory Farms. But it also includes popular websites such as Amazon.com, eBay, and Expedia. These online merchants agree to give the library between two and 55 percent of all sales referred from the *Shop for the Library* website. Every purchase initiated through the website generates a commission for the Woodland Public Library. "Folks pay the same price whether they go through *Shop for the Library* or directly to the merchant's website," says Bryan. "So we're hoping library supporters will take an extra second or two and use the *Shop for the Library* portal."

Bryan is particularly optimistic about the fundraising potential of the library's own boutique on *Shop for the Library*, which offers cards, posters, and apparel items based on images from local archives. The library site uses Zazzle.com, an online venture that lets any organization or individual upload jpeg images (on which they own the copyright or from the public domain) and use these images to create gift items. "People love browsing our Woodland history collection, and now they can buy greeting cards and

T-shirts with some of our most popular images," notes Bryan. Other libraries using Zazzle to create gift items with images from their own library collections include the California History Room of the California State Library and the Bancroft Library of the University of California, Berkeley.

The *Shop for the Library* website is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act (LSTA), administered in California by the State Librarian.

The website, and associated promotional materials, were designed for easy adaptation to other public libraries, if



www.shopforthelibrary.net

the project proves successful in Woodland. "There's no grant money right now to support expansion to other libraries," says Bryan. "But we'd be glad to provide advice and counsel, along with access to our tools and templates, for any libraries wanting to build their own version of *Shop*."

In looking at shrinking public library budgets, especially during the current state budget situation in California, the *Shop for the Library* website will help raise funds for the Woodland Public Library at an especially critical time.

"We have a clear choice in this economy - cut back or fight back," Bryan says. "We're fighting. We received an LSTA grant to cover the costs of setting up *Shop for the Library*, and now all proceeds we raise will go to support services to the public."

Other articles about *Shop for the Library* have appeared on the KCRChannel.com (April 16, 2003) website and also in the *Sacramento Bee* newspaper (April 17, 2003, Metro Section).

For further information about *Shop for the Library*, contact Dan Theobald at (415) 431-0329 (phone) or dtheobald@i2icom.com (email); Marie Bryan, Woodland Public Library director, at (530) 661-4157 (phone) or mebryan@dcn.davis.ca.us (email); or Carla Lehn, literacy consultant, California State Library, at (916) 653-7443 (phone) or clehn@library.ca.gov (email).

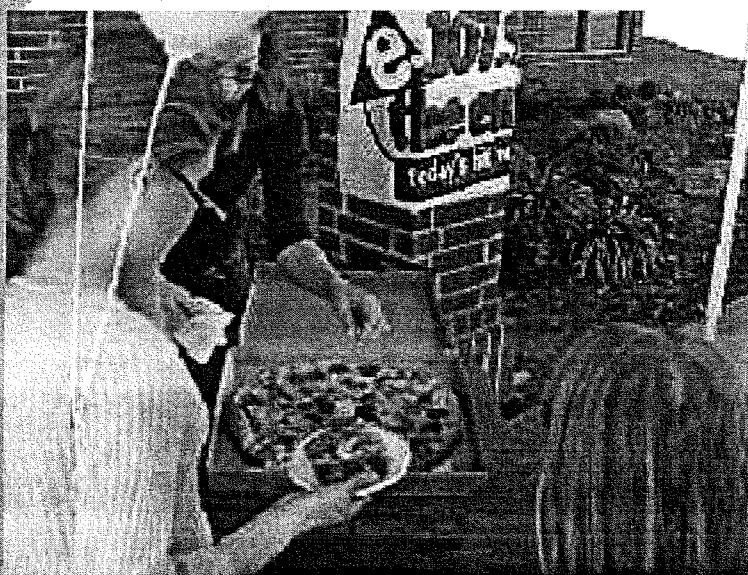
Promotional campaign draws teens to public libraries

By Christopher Berger

Resource Sharing Specialist

Library Development Services Bureau, California State Library

Public libraries across California have rediscovered a time-tested formula for enticing teens to show up at library promotions: serve lots of pizza and make sure their favorite radio station's van is on hand to play lots of rock and roll music.



Youth Services Librarian Robin Doughty serves pizza to teens at Roseville Public Library event.

If you also use this event to survey teens about the services they'd like to see in their public libraries, would this drive them away? Not according to the librarians who have successfully organized teenage "survey" events in both northern and southern California as part of a unique promotional campaign for libraries.

Called Teen Radio, it is part of the California Campaign for Libraries, a federally-funded grant that has been promoting public libraries up and down the state for the past two years, most notably through "The Library: Check It Out" campaign. With Teen Radio, public libraries participating in this project are hoping to attract teens to public libraries by creating library collections and services especially geared to their informational needs. It is also being used to help promote the library overall.

Teen Radio began in July 2001 in San Diego and expanded into each of the other four major media markets in California: Los Angeles, San Francisco Bay Area, Sacramento, and Fresno. During the San Diego campaign, a local radio station van visited high schools, concerts, and other San Diego events to promote the library. At the Roseville Public Library-Maidu Branch event held February 8 of this year, between 75 to 100 people stopped by the booth. The teens who stopped by were asked to fill out library surveys to help pinpoint the services the library could provide that were of most interest to them.

"Having the radio station come out was great because it attracted folks who do not normally use the library," said Robin Doughty, senior librarian for youth services at Roseville Public Library. "Even the DJ was stoked to learn about free story times for his preschooler!"

The final Teen Radio campaigns in Sacramento and Fresno finished in March 2003. During its two-year run this statewide program has reached out to teens in many geographic areas of California. Besides San Diego and Roseville, the Teen Radio Campaign beguiled the ears and stomachs of teens at the following public libraries:

- Riverside Public Library
- Riverside County Public Library
- San Bernardino Public Library
- San Bernardino County Public Library
- San Jose Public Library
- Stockton/San Joaquin Public Library
- El Dorado County Public Library
- Sacramento Public Library - Carmichael Branch

The California Campaign for Libraries is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

For other articles about the California Campaign for Libraries, see the February, May, and August 2001, and March 2003 issues of *Connection*.

To learn more about Teen Radio, contact Bessie Condos Tichauer, children and youth services consultant, California State Library, at (916) 653-8293 (phone) or btichauer@library.ca.gov (email).

OFFICE OF LIBRARY CONSTRUCTION

2nd cycle Library Bond Act applications received

The Office of Library Construction (OLC) received 67 applications for Library Bond Act construction grant funding by the second cycle deadline of March 28, 2003. The total amount of state funds requested by these projects is almost \$550 million and the average state grant request is approximately \$8.2 million.

The largest number of applications (45) was submitted for projects requesting \$10 million or less, but the largest amount of state funding (\$323 million) was requested by the 22 project applications that fell between \$10 and \$20 million:

<u>State \$ Range</u>	<u># of Projects</u>	<u>Total State Dollars</u>
\$20 - \$15 Million	9 Projects	\$165 Million
\$15 - \$10 Million	13 Projects	\$158 Million
\$10 - \$ 5 Million	22 Projects	\$155 Million
\$ 5 - \$ 0 Million	23 Projects	\$ 70 Million

A complete list of all of the project applications with the requested state grant amounts is available on the Home Page of the OLC Web site (www.olic.library.ca.gov) under the "What's New" section and shown as the "Cycle 2 Grant Applications" link.

New vs Remodeling Projects:

Fifty-nine (approximately 88%) out of the sixty-seven project applications submitted in the second cycle were for the construction of a new public library. Only eight project applications submitted were for remodeling and expansion of an existing public library.

Priorities:

Out of all sixty-seven applications, there are a total of fifty-eight 1st priority applications and nine 2nd priority applications. The following chart summarizes this information:

New:

57 1st Priority (6 co-located library projects)
2 2nd Priority

Existing:

1 1st Priority
7 2nd Priority

Six out of the fifty-seven first priority applications for new libraries are for co-located libraries with the remaining fifty-one applications being joint venture projects.

Timetable:

OLC staff will now turn their attention to the initial phase of the review process for cycle 2, which is the eligibility review of the applications. It is anticipated that this review will be completed sometime in late spring or early summer. An email alert will be transmitted when the eligibility phase is completed. Those projects, which are deemed ineligible, will receive a letter delineating the reasons for the ineligibility determination at that time.

Limited Contact with OLC Staff during Application Review:

In order to expedite the OLC staff application review process, OLC consultant staff should not be contacted either by telephone, e-mail, postal correspondence or direct personal contact regarding either current second cycle applications under consideration or applications for the third cycle until after the Board has made 2nd cycle grant award decisions.

Program Application Contact:

During the application review process, all contact with the Office of Library Construction regarding Library Bond Act program application matters must be directed to Richard B. Hall, Library Bond Act Manager, at (916) 445-9604, or rhall@library.ca.gov. This includes questions from potential applicants for the third cycle.

If Mr. Hall is unavailable and the issue is urgent, please contact Linda Springer, Deputy Library Bond Act Manager, at (916) 445-9587 or lspringer@library.ca.gov.

Fiscal or Grant Contact:

Any questions regarding Library Bond Act fiscal or grant agreement matters should be directed to Curtis Purnell, Library Bond Act Fiscal Officer, at (916) 445-9592, or cpurnell@library.ca.gov.

If Mr. Purnell is unavailable and the issue is urgent, please contact Patty Wagoner, Library Bond Act Analyst, at (916) 445-9596 or pwagoner@library.ca.gov.

Architectural Plans Review Contact:

Any questions regarding the submission of architectural plans by successful 1st cycle grant recipients should be directed to Barbara Silken, Library Facilities Consultant, at (916) 445-9617 or bsilken@library.ca.gov.

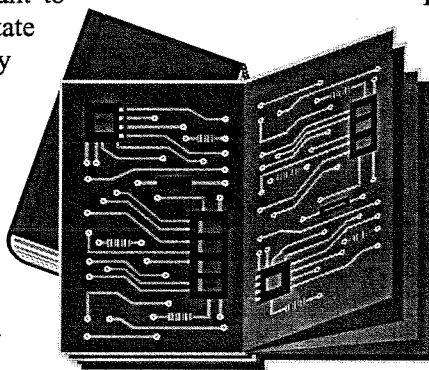
Thank you in advance for your cooperation in this matter.

Library Institute on 21st Century Librarianship now available on-line

Last summer, the California State Library commissioned an outside consultant to evaluate the Stanford-California State Library Institute on 21st Century Librarianship, the multi-day leadership training sessions held in 2000 and 2001. The CSL also asked Ms. Hinman to identify and compare the Institute with similar leadership training opportunities, and to consider other continuing education needs for California library staff members.

The California State Library is asking for feedback on Ms. Hinman's report that offers recommendations on the California State Library's continuing education program for library staff.

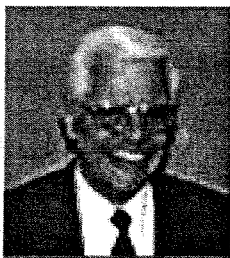
A distinguished advisory council worked with Ms. Hinman on this study. The members of the advisory council were: Gregg Atkins, dean of learning resources, Sacramento City College; Deborah Barrow, director of Watsonville Public Library; Nancy Crabbe, Continuing Education Committee chair, California Library Association; Linda Crowe, executive director, Peninsula Library System; Andrew Herkovic, foundation relations and strategic projects, Stanford University; Susan Kent, director of Los Angeles Public Library; Les Kong, head of Public Services Library,



California State University, San Bernardino; Jane Light, director of San Jose Public Library; Mary Minow, president of California Association of Library Trustees & Commissioners (CALTAC); Mark Parker, deputy director of administrative services, Sacramento Public Library; Vicky Reed, media services specialist, San Diego County Office of Education; Heidi Sandstrom, consumer health information services coordinator, Pacific Southwest Regional Medical Library; Blanche Woolls, dean of School of Library & Information Science, San Jose State University; and Barbara Will, library programs consultant, California State Library.

The full report, including recommendations for the future, can be found at the Institute's website (<http://institute21.stanford.edu>).

Other articles about the Institute have appeared in the September 2000 and July 2002 issues of *Connection*. For further information, contact Barbara Will at (916) 653-7071 (phone) or at bwill@library.ca.gov (email).



John Kallenberg

Fresno County librarian retires

In mid March John Kallenberg, president of the Library of California board, retired from his position as Fresno County librarian, a post he held for 27 years. Hundreds of local community members, Fresno County library staff, librarians from across the state, and Library of California board members Victoria Fong and Sally Tuttle attended a gala retirement dinner held in his honor on Friday, March 16th in Fresno. Fresno County Board of Supervisors Chairman Juan Arambula served as Master of Ceremonies for the event, which featured skits, a poem created especially for the event, many reminiscences, and the Fresno County Friends of the Library's unveiling of a scholarship program for Fresno County Library staff, created in Mr. Kallenberg's honor.

Karen Bosch Cobb has been named Acting County Librarian.

Mr. Kallenberg continues his activities on the Library of California board as president and a representative of Public Libraries. California State Library staff congratulate Mr. Kallenberg on his retirement and look forward to his continued support of the many statewide resource sharing efforts to which he dedicates so much of his time and energy.

Penny Markey wins ALA award

By Bessie Condos Tichauer
*Children and Youth Services Consultant
California State Library*

Penny S. Markey, coordinator of youth services for the County of Los Angeles Public Library (CoLAPL), is the recipient of the American Library Association's Grolier Foundation Award. This prestigious annual award, which includes a stipend of \$1,000 and a certificate of achievement, is presented to a librarian whose "unusual contribution in the stimulation and guidance of reading by children and young people exemplifies outstanding achievement in the profession." The award will be presented at the joint annual conference of the American Library Association and the Canadian Library Association that will be held in Toronto in June.

Ms. Markey, who celebrates 29 years in Children's Services at CoLAPL, has demonstrated years of distinguished service as a past member of the Board of Directors for the Association for Library Service to Children (ALSC) of the American Library Association. She has also served as a priority consultant and chair of numerous ALSC committees and chair of the Public Library Association (PLA) Service to Children committee. She is currently a member of ALA Council. Locally she is responsible for planning, developing, and implementing services for children and youth and training staff in the 88 branches within the County of Los Angeles Public Library System. I recently interviewed Ms. Markey about receiving the Grolier Foundation Award and her experiences as a children's services librarian:

BCT: What was your reaction when you learned that you had been

chosen to receive the ALA Grolier Foundation Award?

PM: I was very surprised, delighted and humbled to learn that so many of my colleagues initiated and supported the nomination - I didn't know that any of this was in the works. When I looked at the list of previous winners, I saw that many of them were people that I had hoped to grow up to be.

BCT: What do you believe is the greatest challenge for those of us who have chosen to work in Children's Services?

PM: The greatest challenge is that as managers, we must continue to persuade policy makers and community collaborators about the value of public library service for children and its role as an education resource so that budgetary resources are provided to support library activities. Another challenge is gaining respect from colleagues for what we do - it looks like we're having too much fun! Every program and activity that we provide has a purpose - to introduce library services to children and to make a difference in the lives of those children and their families. Children's librarians are managers and we take tremendous pride in our work and, as such, we must take every opportunity to continue to promote the value of public library service. Over the years and during the various economic downturns within the county, I have seen community members testify time and again about the importance of libraries for children and families at Board of Supervisors meetings.

BCT: What advice would you provide to someone who is contemplating a career in Children's Services?



Penny Markey

PM: Choosing to become a children's librarian in a public library provides an opportunity to be creative in a non-judgmental and non-threatening environment. The children have no tests to take, or adult expectations to "perform" as they do in a classroom setting. Children's Services is challenging and complex, as it provides a microcosm of librarianship-management, outreach, competencies, fundraising, events planning, and public relations-in addition to the more traditional aspects of collection development, reference, programs and activities. It also requires working with the significant adults in the lives of children.

Working with children is extremely rewarding and much of the time you never know what impact that you will have on a child. You also have an opportunity to interact with many wonderful colleagues who are always willing to share their experiences, ideas and techniques.

I am fortunate to have had the opportunity to work for a library system that allows me to be innovative and encourages the flexibility to experiment and try new things. Through the years, the children's librarians with whom I have worked have been enthusiastic and supportive as well.

CONNECTION

LIBRARY OF CALIFORNIA

Training Corner

Provider: Infopeople
Course: *Survival Spanish for Library Staff*
Dates and locations:
 Tuesday, May 13, Contra Costa County Library - Pleasant Hill
 Friday, May 30, San Bernardino Public Library - Central
<http://www.infopeople.org/WS/workshop/Workshop/112>

Provider: Infopeople
Course: *Developing Spanish and Latino Interest Collections Using the Web and Online Sources*
Dates and locations:
 Thursday, May 15, California State Library
 Friday, May 23, Cerritos Public Library
 Thursday, June 12, San Diego Public Library
<http://www.infopeople.org/WS/workshop/Workshop/109>

Provider: Infopeople
Course: *Training the Tech Trainer*
Date and Location:
 Tuesday, May 20, Fresno County Public Library
<http://infopeople.dreamhost.com/WS/workshop/Workshop/115>

Provider: Infopeople
Course: *Technology Tuesdays - Tips, Trends, and Tools of the Trade*
Dates and locations:
 Tuesday, May 13, 12:00 noon to 1:00 p.m.
 CONVENIENCE TECHNOLOGIES:
 NEW TOOLS FOR OUTSTANDING CUSTOMER SERVICE
 Tuesday, June 10, 12:00 noon to 1:00 p.m.
 PRODUCTIVITY TECHNOLOGIES:
 HANDLING THE WORKLOAD WITHOUT ADDING STAFF
 Tuesday, July 8, 12:00 noon to 1:00 p.m.
 PIGGYBACK TECHNOLOGIES:
 GETTING THE MOST FROM THE SYSTEMS YOU ALREADY HAVE
<http://www.infopeople.org/training/webcasts/>

Provider: Infopeople
Course: *More than Letters & Booklists: Intermediate Microsoft Word*
Dates and locations:
 Thursday, May 22, Solano County Library - Vallejo JFK Branch
 Friday, June 13, Cerritos Public Library
 Thursday, June 26, California State Library
<http://www.infopeople.org/WS/workshop/Workshop/134>

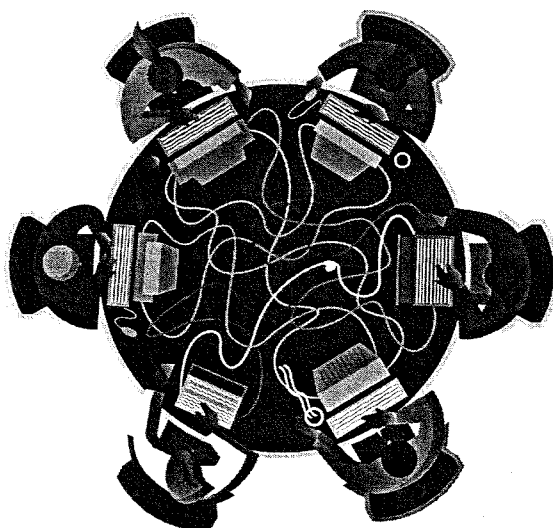
Provider: Infopeople
Course: *Training the Trainer 2003*
Date and location:
 Thursday, May 29, Fresno County Public Library (Lab)
<http://www.infopeople.org/WS/workshop/Workshop/120>

Provider: Infopeople
Course: *Developing Multimedia and Digital Resource Collections for Teens*
Dates and locations:
 Wednesday, June 11, Cerritos Public Library
 Wednesday, September 24,
 Contra Costa County Library-Pleasant Hill Lab
<http://www.infopeople.org/WS/workshop/Workshop/132>

Provider: Infopeople
Course: *Delivering Effective Library Presentations!*
Dates and locations:
 Monday, May 12, San Francisco Public Library
 Friday, May 30, Los Angeles Public Library
<http://www.infopeople.org/WS/workshop/Workshop/126>

Provider: Infopeople
Course: *Getting Started with XML*
Date and location:
 Monday, May 12, University of California, San Diego
<http://www.infopeople.org/WS/workshop/Workshop/116>

Provider: Infopeople
Course: *Genealogy Resources on the Internet*
Dates and locations:
 Tuesday, May 13, Palm Springs Public Library
 Thursday, May 22, Los Angeles Public Library
<http://www.infopeople.org/WS/workshop/Workshop/107>



If you would like your library-related training event included in *Connection*, please send event information to Sarah Dalton, *Connection* editor at sdalton@library.ca.gov

2003

May

May 2-7, 2003

Medical Library Association (MLA) Annual Conference, San Diego

June

June 7-12, 2003

Special Libraries Association (SLA) Annual Conference, New York City

June 19-25, 2003

American Library Association (ALA) Annual Conference, Toronto, Canada

July

July 12-16, 2003

American Association of Law Libraries (AALL), Annual Conference, Seattle

October

October 15-16, 2003

Library of California board meeting, Sacramento

October 22-26, 2003

American Association of School Librarians (AASL)
National Conference, Kansas City, Missouri

November

November 15-17, 2003

California Library Association (CLA) Annual Conference, Ontario

2004

January

January 9-14, 2004

American Library Association (ALA) Midwinter Meeting, San Diego

February

February 18-19, 2004

LSTA Advisory Council on Libraries meeting, Sacramento

February 24-28, 2004

Public Library Association (PLA) National Conference, Seattle

June

June 24-30, 2004

American Library Association (ALA) Annual Conference, Orlando

CONNECTION

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and the Library of California.

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Articles for inclusion in a
future issue of the
Connection are welcomed.
Please submit articles or
suggestions to the *Connection*
editor, Sarah Dalton.



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