

## AGENDA

### REGULAR MEETING

#### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, December 18, 2006






6:30 P.M.

Library Meeting Room

*The Vision of the Placentia Library District is to  
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

**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.*

**CALL TO ORDER**

1. Call to Order                      Library Board President
2. Roll Call                              Administrative Services Manager
3. Oath of Office for Trustee Betty Escobosa.
4. 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

5. Oral Communications

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

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

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

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

6. Board President Report

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

7. Trustee Reports

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

8. Friends of Placentia Library Board of Directors Report.
9. Placentia Library Foundation Board of Directors Report. (DeVecchio)

10. Upcoming Trustee meetings and events.

**CONSENT CALENDAR (Items 10 – 43)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 11 – 43 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 11)**

11. Minutes of the November 20, 2006 Library Board of Trustees Regular Meeting and the November 20, 2006 Library Board of Trustees Work Session. (Receive & File and Approve)

**CLAIMS (Items 12 – 15)**

12. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

No Nonstandard Claims were processed during this report period.

13. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

Claims 4933, 4934 and 4935 by Minter/Shkoler; and Claim 4936 by Minter/De Vecchio for a total of \$25,372.96 Fund 707.

14. Current Claims and Payroll. (Receive & File and Approve)

Current Claim for Fiscal Year 2006-2007: 4937, 4938, 4939, 4940 and 4941 for a total Current Claim for Fiscal Year 2006-2007 of \$110,220.52;

and Payrolls #14 (1/3/07) for \$39,072.00, and #15 (1/17/07) for \$39,072.00 for a total for Payrolls of \$78,144.00, for a combined total of Current Claims and Payrolls of \$188,364.52 from Fund 707.

15. FY2006-2007 Cash Flow Analysis through December 18, 2006, the Schedule of Anticipated Property Tax Revenues for FY2006-2007 as provided by the Orange County Auditor and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 16 – 21)**

16. Financial Reports for November 2006. (Receive & File)
17. Office General Ledger & Check Registers for November 2006. (Receive & File)
18. Acquisitions Report for November 2006. (Receive & File)
19. Entrepreneurial Activities Report for November 2006. (Receive & File)

20. Collection Agency Report for November 2006. (Receive & File)

21. Gift Reports for April through November, 2006. (Receive & File)

GENERAL CONSENT REPORTS (Items 22– 33b)

22. Building Maintenance Report for November 2006. (Receive & File)

23. Personnel Report for November 2006. (Receive, File, and Ratify Appointments)

24. Volunteer Reports for November 2006. (Receive & File)

25. Circulation Report for November 2006. (Receive & File)

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

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

✓ 28. Status Report on Partnerships with Community Organizations. (Receive & File)

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

30. Poet Laureate Report. (Receive & File)

✓ 31. Highsmith Library Innovation Award application submitted by Placentia Library Literacy Services. The award will be announced and presented at the American Library Association Midwinter Meeting in January in Seattle. (Receive & File)

32. Special Districts Financial Transactions Report for Placentia Library District for Fiscal Year 2005-2006 as prepared by Moreland & Associates, CPA, and submitted to the California State Controller's Office on September 26, 2006. (Receive & File)

33. Certificate of Appreciation from the City of Placentia for Placentia Library District's support of the 2006 Heritage Festival and Parade. (Receive & File)

33a. Draft of the Orange County Local Agency Formation Commission Municipal Service Review (for itself) and an invitation and instruction for responses to be submitted prior to the LAFCO Strategic Planning session scheduled for January 26, 2006. (Receive & File)

33b. Notification from the Orange County Council of Governments (OCCOG) regarding interim staff support through June 2007 with Dennis Wilberg, City of Mission Viejo City manager serving as the OCCOG Interim Executive Director. (Receive & File)

✓ STAFF REPORTS (Items 34 – 41)

34. Library Director's Report. (Minter)

35. Program Committee Report for November 2006. (Roberts)

36. Children's Services Report for November 2006. (Gurkweitz)
37. Placentia Library Literacy Services Report for November 2006. (Roberts)
38. Reference and Adult Services Report for October and November 2006. (Strazdas)
39. History Room Report for November 2006. (Bell)
40. Placentia Library Web Site Report for November 2006. (Napier)
41. Technology Report for November 2006. (Napier)
42. Publicity Materials Produced in November 2006. (Monroe)
43. Safety Committee Minutes for November 2006. (Matas)

#### CONTINUING BUSINESS

44. 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.

45. Library Director's Salary, Goals and Revision of the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2006-2007.

Presentation: Library Director

Recommendation: Set the Library Director's salary at \$104,707.20 effective July 1, 2006 and authorize payment of retroactive pay to correct the rate; and

Adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2006-2007 as revised December 18, 2006; and

Read Resolution 07-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for the Exempt Employees of the District for Fiscal Year 2006-2007; and

Adopt Resolution 07-03; and

Action on the Library Director's Goals to be determined by the Library Board of Trustees.

**NEW BUSINESS**

46. Election of Board Officers:

*Incumbents are indicated in parentheses.*

President (*Shkoler*)

Secretary (*Turner*)

Presentation: Library Director

Recommendation: Elect a Library Board President and a Library Board Secretary for 2006

47. Appointment of Library Board Representatives for 2006 by the Board President:

*Incumbents are indicated in parentheses.*

Representative to the Independent Special Districts of Orange County (*Turner*)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Turner*)

Two Representatives to the Placentia Civic Center Authority Commission (*Shkoler & Escobosa*)

Representative to the Orange County Council of Governments (*Wood*)

Presentation: Library Board President

Recommendation: Appoint Library Board Representatives

48. Selection of Date and Time for Regular Board Meetings for 2007: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2007.

Presentation: Library Board President

Recommendation: Determine the regular meeting date and time for 2006; and

Read Resolution 07-05 by Title only A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2007; and

Adopt Resolution 07-05.

49. Revised Budget Forms for Orange County and Revised Budget Resolution for Fiscal Year 2006-2007: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adjust the Fiscal Year 2006-2007 Budgets for the Placentia Library District of Orange County to reflect the adjustments in the final Financial Statement issued by the Office of the Orange County Auditor on July 31, 2006.

Presentation: Library Director

Recommendation: Receive & File the spreadsheets for Revenues and Expenditures for Fiscal Year 2005-2006 and 2006-2007 and the Revised Budget Forms for Funds 702, 703, 706, 707 and 708 as submitted by the Library Director to the Office of the Orange County Auditor on November 15, 2006; and

Read Resolution 07-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adjust the Fiscal Year 2006-2007 Budgets for the Placentia Library District of Orange County to reflect the adjustments in the final Financial Statement issued by the Office of the Orange County Auditor on July 31, 2006; and

Adopt Resolution 07-05.

50. Placentia Library District Policy Manual Review.

Presentation: Library Director

Recommendation: Review and make recommendations for amendments the policies in Series 1000 -- General; and

Establish a schedule for reviewing the remainder of the Manual.  
Appoint Library Board Representatives

51. Discussion about the Library Board of Trustees' participation in the Friends of Placentia Library re-organization process and the role that the Trustees may play in the new organization.

Presentation: Library Board President

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

## ADJOURNMENT

52. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 15, 2007 at 6:30 P.M. There will be a Work Session with Facility Master Plan Consultant Linda Demmers at 4:00 P.M.

Presentation of the Fiscal Year 2006-2007 Audit of Financial Transactions by a representative from Moreland & Associates.

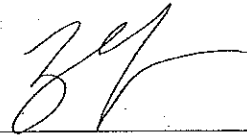
53. Review of Action Items.

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

54. Adjourn

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the December 18, 2006 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, December 13, 2006.



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# PLACENTIA LIBRARY BOARD CALENDAR

December 2006 - November 2007

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*thru. Christ Xmas 6:30 B*

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1 6:30 PM Donor Reception (Friends/Foundation), Placentia Library

12:00 PM Trustee terms begin

4 7:00 PM Friends Board Meeting, DeVecchio

6 6:30 PM Placentia Library Foundation Board of Directors

18 6:30 PM Library Board Meeting

## January

8 7:00 PM Friends Board Meeting, Wood

11 5:30 PM Chamber Mixer

15 6:30 PM Library Board Meeting

4:00 PM Library Board/Strategic Planning Work Session with Linda Demmers

19 ALA Midwinter Meeting, Seattle, through Jan 24

25 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

## February

5 7:00 PM Friends Board Meeting, Turner

8 5:30 PM Chamber Mixer

19 6:30 PM Library Board Meeting

22 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

## March

3 9:30 AM Friends of Placentia Library Author's Luncheon, ALL TRUSTEES

5 7:00 PM Friends Board Meeting, Shkoler

8 5:30 PM Chamber Mixer

19 6:30 PM Library Board Meeting

22 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

24 8:30 AM CALTAC Trustee Workshop

29 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District

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# PLACENTIA LIBRARY BOARD CALENDAR

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## April

- 2 7:00 PM Friends Board Meeting, Escobosa
- 8 Easter, Library Closed, not staff holiday
- 12 5:30 PM Chamber Mixer
- 15 National Library Week through Apr 21
- 10:03 AM National Library Week, through April 21
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 7 7:00 PM Friends Board Meeting, DeVecchio
- 10 5:30 PM Chamber Mixer
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 Library Closed for Monday Holiday/Not Staff Holiday
- 28 Library Closed for Memorial Day/Staff Holiday
- 31 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District

## June

- 4 7:00 PM Friends Board Meeting, Wood
- 14 5:30 PM Chamber Mixer
- 18 6:30 PM Library Board Meeting
- 21 ALA Annual Conference, Washington, DC, through June 27
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day/Staff Holiday
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

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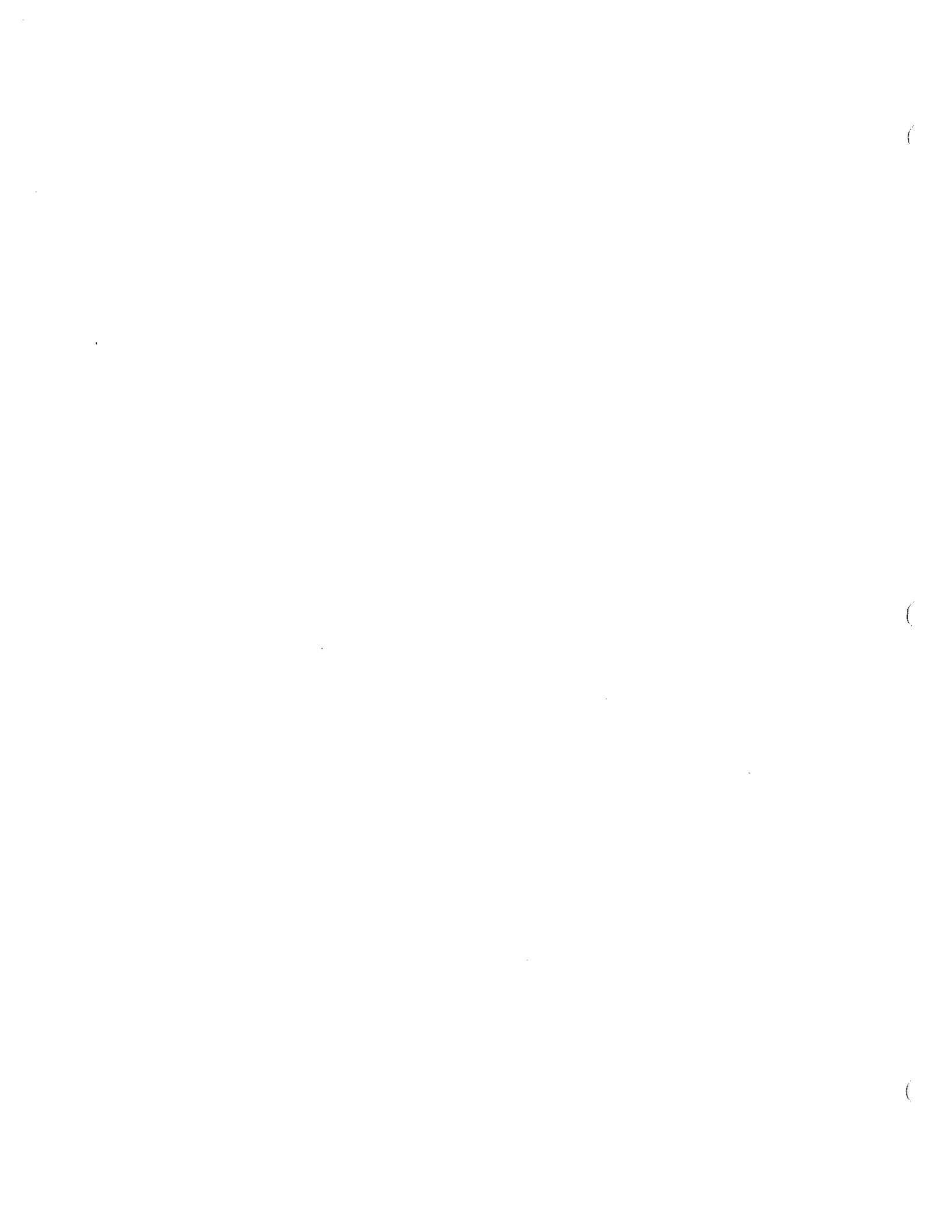
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## August

- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 30 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District

## September

- 2 Library Closed for Monday Holiday/Not Staff Holiday  
Placentia Library District Established in 1919 by OC Board of Supervisors
- 3 7:00 PM Friends Board Meeting, Turner  
Library Closed for Labor Day/Staff Holiday
- 13 5:30 PM Chamber Mixer

14 Placentia Library Foundation Incorporated in 1994

- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## October

- 1 7:00 PM Friends Board Meeting, Shkoler
- 2 CSDA Annual Conference, Portola Plaza Conference Center, Monterey, through Oct 4
- 11 5:30 PM Chamber Mixer
- 13 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## November

- 5 7:00 PM Friends Board Meeting, Escobosa
- 8 5:30 PM Chamber Mixer
- 11 Library Closed for Veterans Day/Staff Holiday
- 19 6:30 PM Library Board Meeting
- 22 Library Closed for Thanksgiving/Staff Holiday
- 29 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District

Jun 2007						
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FRIENDS OF PLACENTIA LIBRARY

Minutes:

Board of Directors Meeting

December 4, 2006

The meeting was called to order at 7 pm by President, Eleanor Rankin. The following Directors were present: Nadine Blansett, Ben Boelman, Carol Fizzard, Ginny Haussman, Barbara Hemmerling, Camille Himes, Christine Mayfield, Ginny Sanatar, Beverly Webster and Eleanor Rankin. Brenda Benner was excused. Library staff present: Elizabeth Minter, Jim Roberts and Lois Monroe. Richard DeVecchio represented the Trustees.

SECRETARY: By general consent the minutes were accepted.

TREASURER: Camille reported a balance of \$25,881.94

The following bills were presented: 1) Camille made a motion that \$425 be paid to Identity Crisis for designing card used for membership mailing. Ben Boelman seconded this. The motion carried. 2) Camille made a motion to reimburse Eleanor Rankin, \$77.58 for four Emeriti Stars. Carol Fizzard seconded this. The motion carried. 3) Ben Boelman made a motion we pay Minuteman Press an amount not to exceed \$2423.94. The Foundation is responsible for a portion of this amount. When that amount is determined the Friends will pay the remaining portion. This was an expense for membership mailings. Camille seconded the motion. The motion carried.

FINANCIAL SECRETARY: Ginny Sanatar reported deposits of \$2,166.50 in November.

PRESIDENT'S REPORT: 1) The donor reception was well received by all that attended. 2) Author's Luncheon: Dennis Smith, Superintendent of Placentia, Yorba Linda School District has agreed to be Maitre'd. Jim and Virginia Walker will do the aprons. Christine Maxwell will head the committee for the theme. Barbara Hemmerling and Ginny Sanatar will work with Alta Vista in January to decide on the menu. 3) Merger Update: The papers have been signed and sent to the State Attorney General's Office. The books will be able to be closed by the end of December.

CHAIR REPORTS: **Book Store/Workroom:** Nadine Blansett. The rolling cart has arrived. There has been no appropriate furniture found for the Book Store. **By-Laws:** Carol Fizzard, no report. **Joint Publications:** No report. **Membership:** Ginny Hausmann. The membership solicitation letters and membership return envelopes have been mailed. The new Friends brochure was included. Ginny has written an article which will be in the spring 2007 quarterly. **Public Relations:** Lynda Baker has sent articles for Notations and the Winter Quarterly. **Second Sunday Book Sales:** Ginny Sanatar thanked Jim Roberts for putting up the large outside sign and for being so helpful for the set-up on our Sale Sundays. Ginny Sanatar, as Chair of the Annual Meeting, asked for input. There were several suggestions—possibly having the Annual Meeting on a Friday when the Library is closed and not using the Council Chambers. The close quarters in the Community Room are a concern—could the food be one place and the guests in another?? Carol Fizzard and Camille Himes volunteered to work with Ginny on plans for

the Annual Meeting in April 2007. **Senior Program Services:** Ben Boelman will be meeting December 7 with Sheri Childers from Bradford Terrace to make further plans. A survey taken by Dixie Shaw showed interest in this program. A volunteer will be needed to take the books back and forth and issue library cards when needed. **Silent Auction:** Nadine Blansett reported \$57 was collected in November.

**LIBRARY STAFF REPORTS:** Elizabeth Minter: 1) Linda Demmers will be meeting with the library staff, Foundation and Friends on January 3<sup>rd</sup> from 4:00-6:00. Capacity of the Building is the title of this workshop. 2) The Friends of Placentia Library have been invited to underwrite a project to pay the cost of a new photocopy machine. It copies in monochrome and color, prints from the public access computers in monochrome and color, scans documents and sends faxes. The cost of the new machine is \$10,783.08. This machine will benefit many library users, adults and children. There would be public recognition given to the Friends for this gift. There was considerable discussion of this proposal. Several Directors wished to have more information and more time to consider such a large gift. The need to consider our financial ability to give this amount was also a concern. By general consent this item will be carried over to the January meeting. At that time the Treasurer, Camille Himes, will give us an accounting of monies available. Jim Roberts: 1) Requested a donation for Books 2006. Barbara Hemmerling made a motion we donate \$500.00 to this project. Ginny Sanatar seconded the motion. The motion carried. Together with \$500 from the Placentia Round Table Women's Club books will be purchased for every child, at appropriate grade level, in families being served by the Christmas Clearing Bureau.

Next Meeting: Monday January 8, 2007 7:00 P M Note change from first Monday because of the New Year holiday.

Barbara Hemmerling, Secretary



**MINUTES**  
**PLACENTIA LIBRARY FOUNDATION**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**November 8, 2006**

- CALL TO ORDER**                   The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on December 6, 2006 at 6:00 P.M. by President Jean A. Lasley.
- ROLL CALL**                       **Members Present:** President Jean A. Lasley, Secretary M. A. McHenry, Treasurer Richard DeVecchio, and Directors William Dooley, Eleanore Rankin, Russell Rice and Nancy Lone-Tollefson.
- Others Present:** Library Director Elizabeth Minter, Coordinator of Development and Volunteer Services, Lois Monroe.
- ADOPTION OF AGENDA**               The Agenda was approved as printed.
- BOARD REPORTS**               Verbal report made by Library Board of Trustees Representative DeVecchio. Director DeVecchio reported on the meeting with the consultant, Linda Dimmers held on November 20, 2006.
- Verbal report made by Eleanore Rankin, President of the Friends. She stated the Donor Reception was well received and the membership drive appears to be going well.
- CONSENT CALENDAR**           Motion to approve the Consent Calendar: Minutes of the November 8, 2006 Regular Meeting; Financial Report as of November 30, 2006 and Ratification of the Payment of Bills for November, 2006. Motion made by M. A. McHenry and seconded by Bill Dooley. Passed unanimously.
- COMMITTEE REPORTS**
- BOARD DEVELOPMENT**           Report by President Lasley. She stated the Foundation Board must work toward enlarging the Major Gifts Committee.
- CONTINUING BUSINESS**
- Update of Membership Drive given by Lois Monroe, Coordinator of Development and Volunteer Services. The Leadership Gifts to be used for the Donor Reception amounted to \$3,050. Library Director, Elizabeth Minter donated \$3,000 to the Newspaper Project. Donations arriving from donors amount to \$2,575 along with \$843. in earned revenue from the night of the reception. Expenses from the Reception came to \$2,456.51.
- Merger update given by President Lasley.
- Director, Elizabeth Minter reported on the Digitalization Project.

Placentia Library Foundation Board of Directors, Minutes, December 6, 2006, Page 2 of 2 .

**SELECT MEETING  
DATE**

After considerable discussion it was decided that this would be the last meeting of the Foundation Board because of the merger. The next meeting will be held in conjunction with Friends of Placentia Library on January 8, 2007.

**ADJOURNMENT**

The Regular Meeting of the Board of Directors of the Placentia Library Foundation for December 6, 2006 adjourned at 7:13 P.M.

---

M. A. McHenry, Secretary

3:10 PM  
12/06/06  
Cash Basis

Placentia Library Foundation  
**Balance Sheet**  
As of November 30, 2006

	<u>Nov 30, 06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Adopt-A-Book (Bank of the West)	8,935.25
Endowment Savings-(Bank West)	3,311.20
General Fund-(Bank of the West)	14,107.88
<b>Total Checking/Savings</b>	<u>26,354.33</u>
Other Current Assets	
Back up withholding	1,789.99
<b>Total Other Current Assets</b>	<u>1,789.99</u>
<b>Total Current Assets</b>	<u>28,144.32</u>
<b>Other Assets</b>	
AIG Securities (GF)	
AIG Securities-Cash	4,490.59
AIG Securities (GF) - Other	1,831.38
<b>Total AIG Securities (GF)</b>	<u>6,321.97</u>
T.Rowe Price (Shaw Endowment)	
FMV Adjustment	-268.20
T.Rowe Price (Shaw Endowment) - Other	17,565.67
<b>Total T.Rowe Price (Shaw Endowment)</b>	<u>17,297.47</u>
Vanguard Asset Allocation (BEF)	
FMV Adjustment	931.62
Vanguard Asset Allocation (BEF) - Other	61,738.59
<b>Total Vanguard Asset Allocation (BEF)</b>	<u>62,670.21</u>
Vanguard Wellington (BEF)	
FMV Adjustment	1,427.44
Vanguard Wellington (BEF) - Other	48,709.59
<b>Total Vanguard Wellington (BEF)</b>	<u>50,137.03</u>
<b>Total Other Assets</b>	<u>136,426.68</u>
<b>TOTAL ASSETS</b>	<u><u>164,571.00</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Board Designated	
Designated - Direct Mail	10,000.00
<b>Total Board Designated</b>	<u>10,000.00</u>
Permanently Restricted	
Lapsit Program	14,585.57
<b>Total Permanently Restricted</b>	<u>14,585.57</u>
Retained Earnings	15,116.82
Temporarily Restricted	
Adopt-A-Book	4,623.76
Book Fund	94,088.97
History Room	438.00
<b>Total Temporarily Restricted</b>	<u>99,150.73</u>
Unrestricted Net Assets	11,564.50
Net Income	14,153.38
<b>Total Equity</b>	<u>164,571.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>164,571.00</u></u>

3:11 PM  
12/06/06  
Cash BasisPlacentia Library Foundation  
Profit & Loss by Class  
January through November 2006

	Adopt-A-Book	Book Endowment	Operating Gen Fund	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
AAB AL Auctions	600.00	0.00	0.00	600.00
AAB AL Merchandise Sales	693.00	0.00	0.00	693.00
AAB AL Raffles	557.00	0.00	0.00	557.00
AAB AL Sponsorships	450.00	0.00	0.00	450.00
AAB AL Ticket Sales	7,660.00	0.00	0.00	7,660.00
AAB AL Tips	2,607.40	0.00	0.00	2,607.40
AAB Bankcard Deposit	3,314.15	0.00	0.00	3,314.15
AAB Donation Box	1,196.30	0.00	0.00	1,196.30
AAB Donations	147.00	0.00	0.00	147.00
AAB Friends Book Sales	1,113.75	0.00	0.00	1,113.75
AAB Interest	18.17	0.00	0.00	18.17
BEF Donations - Friends Bkstr	0.00	624.20	0.00	624.20
BEF Donations Indiv.- (not AL)	0.00	1,895.00	0.00	1,895.00
BEF Interest	0.00	23.88	0.00	23.88
BEF Memorials	0.00	50.00	0.00	50.00
BEF Transfer - Invest Inc	0.00	2,462.07	0.00	2,462.07
BEF Unrealized Gain Loss/Invest	0.00	11,409.76	0.00	11,409.76
GF Adopt-a-Chair Revenue	0.00	0.00	700.00	700.00
GF Afghan Sales	0.00	0.00	58.47	58.47
GF Afghan Sales Tax	0.00	0.00	4.53	4.53
GF Albertsons/Kroeger Patron Pr	0.00	0.00	631.58	631.58
GF Credit Card Transactions	0.00	0.00	0.45	0.45
GF Dividends - Investment Inc	0.00	0.00	32.18	32.18
GF Donations-Childrens	0.00	0.00	537.50	537.50
GF Donations-History Room	0.00	0.00	2,230.00	2,230.00
GF Donations-Literacy	0.00	0.00	6,638.65	6,638.65
GF Donatons-Unrestricted	0.00	0.00	7,815.00	7,815.00
GF Donor Reception Sponsorships	0.00	0.00	700.00	700.00
GF Friends Book Sales	0.00	0.00	333.97	333.97
GF Friends Newsletter Reimburse	0.00	0.00	1,072.12	1,072.12
GF Interest	0.00	0.00	10.88	10.88
GF Miscellaneous	0.00	0.00	1,790.00	1,790.00
GF Newspaper Project	0.00	0.00	3,000.00	3,000.00
GF Placentia Child Hist Bk Dist	0.00	0.00	1,512.95	1,512.95
GF Shaw Projects (Not Lapsit)	0.00	0.00	3,403.07	3,403.07
GF Unrealized Gain	0.00	0.00	1,841.24	1,841.24
GF Vending Machines	0.00	0.00	12,325.42	12,325.42
<b>Total Income</b>	<b>18,356.77</b>	<b>16,464.91</b>	<b>44,638.01</b>	<b>79,459.69</b>
<b>Expense</b>				
AAB AL Books Purchase	540.33	0.00	0.00	540.33
AAB AL Expenses	4,664.21	0.00	0.00	4,664.21
AAB AL Merchandise Expense	66.16	0.00	0.00	66.16
AAB AL Printing Expense	91.05	0.00	0.00	91.05
AAB AL Refund - Tickets	245.00	0.00	0.00	245.00
AAB AL Supplies Expense	541.03	0.00	0.00	541.03
AAB Bankcard Service Charge	279.13	0.00	0.00	279.13
AAB Book Purchases	16,696.72	0.00	0.00	16,696.72
AAB Transfer to BEF	25.00	0.00	0.00	25.00
AAB Transfer to GF	598.00	0.00	0.00	598.00
BEF Transfer to Invest A/C	0.00	4,836.00	0.00	4,836.00
GF Adopt-a-Chair Expense	0.00	0.00	40.41	40.41
GF Attorney General's Registry	0.00	0.00	25.00	25.00
GF Bank Service Charges	0.00	0.00	43.17	43.17
GF Donor Reception Expenses	0.00	0.00	429.98	429.98
GF Friends Book Sales Transfer	0.00	0.00	333.97	333.97
GF Friends/Foundation Merger Ex	0.00	0.00	1,000.00	1,000.00
GF History Room Expenses	0.00	0.00	138.46	138.46
GF Lapsit/Storyhours-Shaw Endow	0.00	0.00	1,340.00	1,340.00
GF Miscellaneous Expense	0.00	0.00	321.53	321.53
GF Newsletter	0.00	0.00	5,816.05	5,816.05
GF Other Expense	0.00	0.00	5,952.54	5,952.54
GF Placentia Child Hist Bk Exp	0.00	0.00	1,750.00	1,750.00
GF Postage and Delivery	0.00	0.00	904.90	904.90

3:11 PM  
12/06/06  
Cash Basis

Placentia Library Foundation  
Profit & Loss by Class  
January through November 2006

	Adopt-A-Book	Book Endowment	Operating Gen Fund	TOTAL
GF Printing Expense	0.00	0.00	338.33	338.33
GF Professional Fees	0.00	0.00	3,300.00	3,300.00
GF Registration/Travel	0.00	0.00	200.00	200.00
GF Shaw Projects Expense	0.00	0.00	1,813.28	1,813.28
GF State Brd of Equaliz Tax	0.00	0.00	15.00	15.00
GF Transfer to Library GF	0.00	0.00	5,000.00	5,000.00
GF Uncategorized Expenses	0.00	0.00	269.46	269.46
GF Vending Machine Repair	0.00	0.00	180.00	180.00
GF Vending Machine Supplies	0.00	0.00	7,511.60	7,511.60
<b>Total Expense</b>	<b>23,746.63</b>	<b>4,836.00</b>	<b>36,723.68</b>	<b>65,306.31</b>
<b>Net Ordinary Income</b>	<b>-5,389.86</b>	<b>11,628.91</b>	<b>7,914.33</b>	<b>14,153.38</b>
<b>Net Income</b>	<b>-5,389.86</b>	<b>11,628.91</b>	<b>7,914.33</b>	<b>14,153.38</b>

3:12 PM  
12/06/06

Placentia Library Foundation  
Check Detail  
November 2006

Attachment  
Page 4 of 4

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	2487	11/2/2006	Sam's Club		General Fund-(Ba...		-107.58
					GF Vending Machi...	-107.58	107.58
TOTAL						-107.58	107.58
Check	2488	11/4/2006	Lois Monroe		General Fund-(Ba...		-312.00
					GF Postage and D...	-312.00	312.00
TOTAL						-312.00	312.00
Check	2489	11/9/2006	Sam's Club		General Fund-(Ba...		-109.69
					GF Vending Machi...	-109.69	109.69
TOTAL						-109.69	109.69
Check	2490	11/9/2006	SDR Consulting		General Fund-(Ba...		-220.00
					GF Professional F...	-220.00	220.00
TOTAL						-220.00	220.00
Check	2491	11/11/2006	La Vie en Rose		General Fund-(Ba...		-75.00
					GF Donor Recepti...	-75.00	75.00
TOTAL						-75.00	75.00
Check	2492	11/11/2006	Linda Baesler		General Fund-(Ba...		-35.00
					GF Lapsit/Storyho...	-35.00	35.00
TOTAL						-35.00	35.00
Check	2493	11/9/2006	OmniGrafix Printi...		General Fund-(Ba...		-149.77
					GF Printing Expense	-149.77	149.77
TOTAL						-149.77	149.77
Check	2494	11/18/2006	Sam's Club		General Fund-(Ba...		-220.63
					GF Vending Machi...	-220.63	220.63
TOTAL						-220.63	220.63
Check	2495	11/27/2006	Sam's Club		General Fund-(Ba...		-143.67
					GF Vending Machi...	-143.67	143.67
TOTAL						-143.67	143.67
Check	2496	11/25/2006	Caroline Gurkweltz		General Fund-(Ba...		-80.76
					GF Shaw Projects ...	-80.76	80.76
TOTAL						-80.76	80.76

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director <sup>2007</sup>  
**SUBJECT:** Upcoming Trustee Events and Meetings  
**DATE:** December 18, 2006

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### Trustee Events and Meetings

---

December 18, Monday, 6:30 P.M.	Library Board Meeting
December 23, 24 & 25	Library Closed
December 30 & 31	Library Closed
January 1	Library Closed
January 8, Monday, Time TBA	Friends Board Meeting (possible organizational workshop)
January 11, Thursday, 5:30 P.M.	Chamber Mixer at Cuts Fitness for Men
January 15, Monday, 4:00 P.M.	Library Facility Master Plan Workshop with Linda Demmers
January 15, Monday, 6:30 P.M.	Library Board Meeting
January 18-24	Library Director at ALA Midwinter Meeting, Seattle
January 25, Thursday, 7:30 A.M.	Chamber of Commerce Breakfast, Alta Vista
January 25, Thursday, 9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Fountain Valley





**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
November 20, 2006**

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 20, 2006, at 6:32 P.M.
- ROLL CALL** **Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Betty Escobosa, Richard DeVecchio, and Gaeten Wood; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Services Manager Wendy Goodson, and Technology Manager Vernon Napier, Friends President Eleanore Rankin.
- ADOPTION OF AGENDA** It was moved by Trustee Escobosa, and seconded by Secretary Turner to adopt the Agenda as amended.
- AYES:** Shkoler, Turner, DeVecchio, Escobosa, Wood  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None
- ORAL COMMUNICATIONS** No members of the public addressed the Board.
- PRESIDENT REPORT** President Shkoler reported his attendance to several programs and events. The Oath of Office will be performed at the Donor Reception of December 1, 2006.
- TRUSTEE REPORTS** The Trustees reported their attendance to several programs and events.
- FRIENDS** Friends President Eleanore Rankin reported the merger documents were received by the attorneys and will be signed by the Foundation and Friends Boards.  
The new Friends brochure is now ready and is being disseminated to patrons and the community.
- FOUNDATION** Trustee DeVecchio reported that the Donor Reception is December 1, 2006. The next Foundation Board Meeting is scheduled for December 6, 2006. The Investment Committee Chairperson will be changed to Trustee DeVecchio.
- CONSENT CALENDAR** It was moved by Secretary Turner and seconded by Trustee Wood to approve items 10-41 as amended;
- MINUTES** Minutes of the October 16, 2006 Library Board of Trustees Regular Meeting and the November 9, 2006 Library Board of Trustees Work Session.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of November 20, 2006, Regular Date, Page 2.

**CLAIMS**

Claims 4921, 4922, and 4923 by Minter/Wood, 4924 by Minter/DeVecchio, 4925 and 4926 by Minter/Wood, and 4927 by Minter/Schkoler for a total of \$45,314.11 from Fund 707.

Current Claims 4928, 4929, 4930, 4931, and 4932 for a total of \$35,261.95 for the Fiscal Year 2006-2007 and Payroll #12 (12/6/06) for \$47,072.00 and #13 (12/20/06) for \$94,144.00 for a combined total of \$129,405.95.

FY2006-2007 Cash Flow Analysis through November 20, 2006 and recommendation that no funds be transferred at this time.

**FINANCIAL  
REPORTS**

Financial Reports for November 2006

Office General Ledger & Check Registers for November 2006

Acquisitions Report for November 2006

Entrepreneurial Report for November 2006

Collection Agency Report for November 2006

Gifts Report for November 2006

**GENERAL CONSENT  
CALENDAR**

Building Maintenance for November 2006

Personnel Report for November 2006

Volunteer Report for November 2006

Circulation Report for November 2006

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 Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

PLF Certification

Press Release on State Library Digitization Project

AYES: Shkoler, Turner, DeVecchio, Escobosa

Minutes, Placentia Library District Board of Trustees, Regular Meeting of November 20, 2006, Regular Date, Page 3.

NOES: None  
ABSTAIN: Wood  
ABSENT: None

**STAFF REPORTS**

Director's Report for November 2006

Program Committee Report for November 2006

Children's Services Report for November 2006

Placentia Library Literacy Services Report for November 2006

Reference and Adult Services Report for November 2006

History Room Report for November 2006

Placentia Library Web Site Report for November 2006

Technology Report for November 2006

Publicity Materials produced for November 2006

Safety Committee Minutes for November 2006

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that she received a legislative alert that the Legislative Analyst Budget Office has released the five-year budget projections. The information will be available at the next Regular Board Meeting.

**FACILITY MASTER  
PLAN**

Linda Demmers is scheduled to return on January 15<sup>th</sup>, 2007 to report progress of plan development.

**POLICY 2012 –  
DRESS CODE FOR  
EMPLOYEES AND  
VOLUNTEERS**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as a fourth and final reading, Placentia Library District Policy 2012 -- Dress Code for Employees and Volunteers.

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

**PETTY CASH  
ALLOCATION  
INCREASE**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to increase the allocation of imprest petty cash in cash for the Circulation Supervisor from \$200 to \$400.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood

Minutes, Placentia Library District Board of Trustees, Regular Meeting of November 20, 2006, Regular Date, Page 4.

NOES: None  
ABSTAIN: None  
ABSENT: None

**LIBRARY  
DIRECTOR  
PERFORMANCE  
EVALUATION,  
CONTRACT &  
SALARY**

It was moved by Secretary Turner and Trustee Wood to approve contract with Valerie Poole at a rate of \$85 per hour for the purpose of managing the performance evaluation process for the Library Director and advising the Library Director on the performance evaluation process for exempt employees and appoint Valerie Poole as the negotiator of the Library Board of Trustees for the purpose of negotiating a labor contract with the Library Director and authorize her to speak on behalf of the Library Board of Trustees.

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

**AGENDA  
PREPARATION**

Agenda Preparation for the December Regular Meeting will include Amendment to the Exempt Salary Scale and Biannual Policy Review.

**ADJOURMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 20, 2006 adjourned at 7:20 P.M.

**NEXT MEETING**

The December Library Board Meeting will be held on Monday, December 18, 2006 at 6:30 P.M. in the Library History Room.

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Jean Turner  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES WORK SESSION  
NOVEMBER 20, 2006**

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Richard DeVecchio Betty Escobosa, and Gaeten Wood; and Library Director Elizabeth Minter, Vernon Napier, Jim Roberts and Wendy Goodson.

Others present: Library Consultant Linda Demmers, Camille Himes, Dixie Shaw, Lois Monroe, Mary Strazdas, Russell Rice, John Schaefer, Nadine Blansett, Nancy Lone-Tollefson, Linda Birtler, Brenda Benner, Carol Fizzard, Ginny Sanatar, Eleanore Rankin, Katie Matas, Pat Irot, Marie Schmidt, and Ginny Haussman.

**FACILITY MASTER  
PLAN**

Linda Demmers gave the results of the survey she had previously disseminated to the Library Board, Staff, and supporters regarding perceptions and opinions about the Placentia Library District. Ms. Demmers will return for the January 15<sup>th</sup>, 2007 Board Meeting to report progress and evaluation of the library photos taken by the Board and management.

**AGENDA  
PREPARATION**

Agenda Preparation for the November 20, 2006 Board of Trustees Meeting will be held on Monday, November 20, 2006 at 6:30 P.M.

**ADJOURNMENT**

The Work Session for the Placentia Library District for November 20, 2006 adjourned at 6:20P.M.

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Jean Turner  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
December 18, 2006

TYPE	REPORT NUMBER	AMOUNT
------	------------------	--------

None

TOTAL

Prepared by: Wendy Goodson





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Trustees  
December 18, 2006

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR	December 6, 2006	4933	707	4,714.27	Minter/Shkoler
	December 6, 2006	4934	707	10,823.57	Minter/Shkoler
	December 6, 2006	4935	707	1,368.01	Minter/Shkoler
	December 12, 2006	4936	707	8,467.11	Minter/DeVecchio
TOTAL BY LIBRARY DIRECTOR				\$ 25,372.96	
TOTAL				<u>\$ 25,372.96</u>	

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/06/06  
REPORT NO 4933

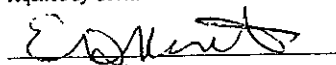
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

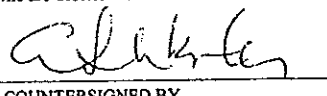
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

**PLEASE PAY IMMEDIATELY**

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	11-17-06/05391188009		2802	00		587.99		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	11-21-06/120996030001		0319	00		259.20		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	12-1-06/131549		1800	00		32.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	11-29-06/8381		1900	00		45.00		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	11-13-06-7330591		2100	00		12.95		
N03659F Golden State Water Company 2143 Convention Ctr Way 110 Ontario CA 91764	11-22-06/312083-9		2803	00		429.99		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11-4-06/T5802167		0700	08		43.56		
N03912 California Special Districts Association 1112 I Street Suite 200 Sacramento, CA 95814	Annual Mbshp UD#473		1600	00		1,896.00		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	11-16-06/184931		1800	00		107.58		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	12-6-06/331721		1400	00		1,300.00		

The claims listed above (totaling \$4,714.27) 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 12/06/06  
REPORT NO 4934

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS				Rept Cat	AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev			Doc Number	SC
N06788A PRO 911 Systems PO Box 4282 Laguna Beach, CA 92652	11-24-06/07PLC024		1400	00		230.00		
N16557 Nextel PO Box 4181 Carol Stream IL 60197-4181	12-6-06/5029		0700	01		128.95		
			0700	08		42.98		
						171.93		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	11-22-06/X8898		1000	00		512.32		
			1800	00		529.22		
			2700	00		125.40		
			2700	01		199.00		
			4000	00		106.68		
					1,472.62			
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	11-15-06/010-19000-05435		0308	00		934.00		
N20042 Assurant Employee Benefits P.O. Box 807009 Kansas City, MO 64180-6644	12-1-06/4027912		0309	00		112.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	11-17-06/Span Lit		1900	01		226.08	"2"	
	10-28-06/Span Lit		1900	01		301.44	"2"	
	9-29-06/Span Lit		1900	01		150.72	"2"	
						678.24		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Story Time I&II - Nov Music Time I&II - Nov		1900	01		400.00	"2"	
			1900	01		500.00	"2"	
						900.00		
N27368A The Hartford Group Benefits PO Box 8500-3690 Philadelphia PA 19178-3690	12-1-06=2897059		0310	00		350.38		
N28089 Moreland & Associates 1201 Dove St Ste 680 Newport Beach CA 92660	12-1-06/Audit 6-30-06		1900	00		5,974.40		

The claims listed above (totaling \$10,823.57) 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

DATE 12/06/06  
REPORT NO 4935


LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS				Rept Cat	AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev			Doc Number	SC
N29845 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb 10-28-06 to 11-25-06		2600	01		14.24		
	Travel Reimb 11-20-06		2600	01		16.47		
N29842 Toby Silberfarb c/o Placentia Library 411 E. Chapman Avenue Placentia CA 92870	11-6-06/IN210364		4000	00		614.70		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	9-29-06/Span Lit		1900	01		150.78	12*	
	10-28-06/Span Lit		1900	01		201.04	12*	
	11-17-06/Span Lit		1900	01		150.78	12*	
						502.60		
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	11-28-06/6261		1300	00		220.00		

The claims listed above (totaling \$1,368.01) 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


LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

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

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

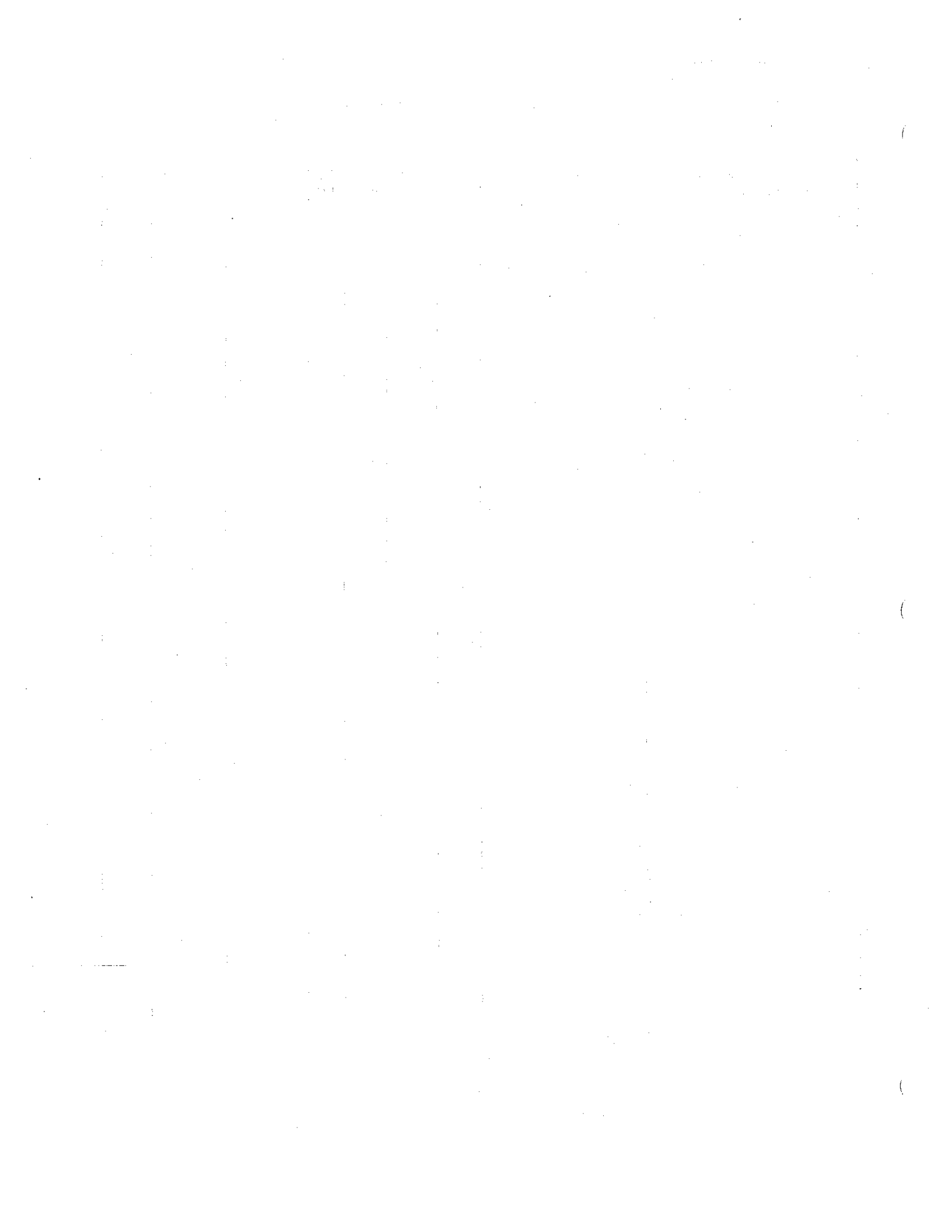
Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00692-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	12-11-06/247-IN		0306	00		8,467.11		
<b>PLEASE PAY IMMEDIATELY</b>								

The claims listed above (totaling \$8,467.11) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
December 18, 2006

TYPE	REPORT NUMBER	AMOUNT
Regular	4937	13,694.21
	4938	5,004.16
	4939	60,826.22
	4940	10,229.55
	4941	20,466.38
Subtotal for Regular		110,220.52
	1/3/2007	39,072.00
	1/17/2007	39,072.00
Subtotal for Payroll		78,144.00
TOTAL CURRENT CLAIMS & PAYROLL		188,364.52

Prepared by: Wendy Goodson





LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/06  
REPORT NO 4937

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	12-7-06/57756		0700	01		7.45		
			1400	00		1,629.35		
			2800	00		4,457.51		
						6,094.31		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	11-17-06/3228056		2400	05		343.94		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	Travel Reimb 10-9-06to12-12-06		2600	01		135.29		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Reimb.		0900	08		66.77		
			1803	00		4.85		
			2400	00		3.00		
			2700	08		20.00		
						94.62		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Checks Reimb.		0900	00		107.13		
			0900	08		202.71		
			1000	00		141.43		
			2700	01		59.00		
			2700	03		147.00		
			2700	08		49.00		
			4000	00		145.39		
						851.66		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11-7-06/T5817104		0700	01		274.09		
N03828F Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-30-06/X53092080		2400	02		115.20		
	11-30-05/X51762700		2400	02		177.07		
	11-30-06/X50215480		2400	02		138.23		
	12-4-06/X5314780		2400	02		308.43		
	12-4-06/X52850620		2400	02		138.15		
	12--06/X52638860		2400	02		2,608.75		
	11-13-06/4005841435		2400	01		35.90		
	11-13-06/4005841434		2400	01		1,228.90		
	11-13-06/4005841433		2400	01		166.95		
	11-13-06/4005841432		2400	01		109.37		
	11-13-06/4005841431		2400	01		123.21		
	11-13-06/4005841430		2400	01		77.24		
	11-13-06/4005841429		2400	01		17.96		
	11-13-06/4005841428		2400	01		20.33		
	11-20-06/4005974703		2400	01		634.61		
					5,900.30			

The claims listed above (totaling \$13,694.21) 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 12/18/06  
REPORT NO 4938

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03828F Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-20-06/4005974702		2400	01		22.06		
	11-20-06/4005974701		2400	01		194.17		
	11-20-06/4005974700		2400	01		110.03		
	11-20-06/4005974699		2400	01		58.15		
	11-20-06/4005974698		2400	01		92.77		
	11-20-06/4005974697		2400	01		32.40		
	11-20-06/4005974696		2400	01		40.41		
	11-20-06/4005974695		2400	01		55.11		
	11-20-06/4005974694		2400	01		92.22		
	11-20-06/4005974693		2400	01		29.92		
	11-20-06/4005974692		2400	01		17.52		
	11-20-06/4005974691		2400	01		65.66		
	11-20-06/4005963510		2400	01		56.75		
	11-20-06/4005963509		2400	01		164.10		
	11-20-06/4005963508		2400	01		53.60		
	11-20-06/4005963507		2400	01		68.95		
	11-20-06/4005960003		2400	01		1,065.68		
	11-20-06/4005960002		2400	01		485.31		
	11-20-06/4005960001		2400	01		78.59		
	11-20-06/4005960000		2400	01		19.15		
	11-20-06/4005959999		2400	01		87.70		
	11-20-06/4005959998		2400	01		127.62		
	11-20-06/4005959997		2400	01		126.96		
	11-20-06/4005959996		2400	01		37.73		
	11-20-06/4005959995		2400	01		91.03		
	11-20-06/4005959994		2400	01		24.51		
	11-22-06/4005996615		2400	01		16.23		
	11-22-06/4005996614		2400	01		69.50		
	11-22-06/4005996613		2400	01		487.95		
	11-22-06/4005996612		2400	01		93.88		
	11-22-06/4005996611		2400	01		72.33		
	11-22-06/4005996610		2400	01		39.48		
	11-22-06/4005996609		2400	01		31.73		
11-22-06/4005996608		2400	01		70.67			
11-22-06/4005996607		2400	01		51.21			
11-22-06/4005996606		2400	01		53.32			
11-22-06/4005996605		2400	01		74.84			
					4,359.24			
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	10-31-06/2CM88689		2400	01		-14.28		
	11/14/06/15298666		2400	01		15.95		
	11-8-06/15200381		2400	01		33.12		
	11-19-06/15396451		2400	01		62.29		
	11-21-06/15442717		2400	01		18.75		
	11-30-06/15668959		2400	01		14.47		
	11-30-06/15668958		2400	01		275.54		
	11-30-06/15668957		2400	01		18.24		
	11-30-06/15668956		2400	01		83.10		
	11-20-06/15411862		2400	01		114.90		
11-20-06/15411861		2400	01		2.70			
11-16-06/15370831		2400	01		20.14			
					644.92			

The claims listed above (totaling \$5,004.16) 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 12/18/06  
REPORT NO 4939

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	11-16/06/15370830		2400	01		51.55		
	11-16-06/15370829		2400	01		2.39		
	11-16-06/15370828		2400	01		34.34		
	11-16-06/15354663		2400	01		20.71		
	11-14-06/15310471		2400	01		73.18		
	11-14-06/15310470		2400	01		34.40		
	11-14-06/15298667		2400	01		20.34		
	11-13-06/15282214		2400	01		36.47		
	11-13-06/15282213		2400	01		93.07		
	11-13-06/15282212		2400	01		11.48		
						377.93		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	12-12-06/190253		1800	00		207.91		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	12-1-06/EAP		1900	00		35.00		
N06573 First American Trust 2100 Fifth Ave San Diego CA 92101	Pension contribution 06-07		0200	00		57,326.53		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	12-1-06/364874765		1800	00		175.30		
	12-1-06/3651444413		1800	08		178.13		
	11-10-06/361034150		1800	08		353.12		
	11-10-06/361547382		2400	01		82.18		
						788.73		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	12-7-06/20061-29		1900	00		5.00		
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	11-30-06/20061130		1900	08		285.12		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	11-14-06/8405		2700	01		1,800.00		
	Strazdas/Gomez/Goodson Eureka! Leadership 2006-07							

The claims listed above (totaling \$60,826.22) 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

60,826.22

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/06  
REPORT NO 4940

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N23569 (note address change) Placentia Disposal 1131 N Blue Gum Anaheim CA 92806	12-1-06/38761410016916		1001	00		113.00		
N27626 Zimmer Electric, Inc. P.O. Box 526 11581 Range View Rd. Mira Loma, CA 91752-0526	11-27-06/853		1400	00		2,155.48		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	11-21-06/2657007		2400	05		206.05		
	11-6-06/264265		2400	05		8.00		
	11-6-06/264211		2400	05		52.45		
						266.50		
N29266 Audio Editions P.O. Box 6930 Auburn, CA 95804	11-6-06/1000524		2400	05		93.23		
N29298 Quinlan Publishing Group 23 Drydock Ave. Boston, MA 02210-2387	12-1-06/16189187		1800	08		210.65		
N29856 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	12-13-06/20061		1800	00		119.60		
	12-5-06/20034		1800	00		119.60		
						239.20		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	11-28-06/14912703		2400	03		5,441.49		
	11-15-06/14893287		2400	01		56.80		
	11-21-06/14906253		2400	01		28.40		
	11-8-06/14881713		2400	01		28.40		
	11-17-06/14898360		2400	01		282.38		
						5,837.47		
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	10-30-06/1082301249		2400	05		280.80		
	11-13-06/9001190000		2400	05		300.80		
						581.60		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107 - PMB-108 Yorba Linda, CA 92886	12-3-06/1489		4000	00		150.82		

The claims listed above (totaling \$9,647.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/06  
REPORT NO 4941

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat		Doc Number	SC
N30636 Nadia Dallstream c/o Placentia Library District 411 E. Chapman Placentia CA 92870	Travel Reimb 11-1-06to11-30-06		2600	01		31.60		
N30649 Vernon Napler c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb. 12-4-06		2600	01		32.93		
(need vendor #) Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	12-2-06/X0564		0700	01		251.80		
(need vendor #) Gaeten Wood 705 Alcott Placentia CA 92870	Travel Reimb Sept 2006		2700	03		696.71		
(need vendor#) Califa Group 32 W 25th Ave San Mateo CA 94403	11-21-06/1916		2400	03		6,190.00		
(need vendor#) Sirsi Corporation PO Box 2153 Dept. 3331 Birmingham AL 35287-3331	10-30-06/9755 10-31-06/9652		4000 1300	00 00		7,639.48 3,636.57 11,276.05		
(need vendor #) The Teaching Company 4151 Lafayette Center Drive Suite 100 Chantilly VA 20151-1232	11-7-06/2602841		2400	02		1,034.55		
(need vendor #) Able Card Corp 1720 Flower Ave Duarte CA 91010	11-28-06/0017339-IN		1800	00		952.74		

The claims listed above (totaling \$20,466.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

20,466.38



County of Orange  
**ELECTRONIC FUNDS TRANSFER**  
 A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@tc.ocgov.com or Fax to: 834-2912

Please Pay \$ 39,072.00 on 1 | 3 | 07

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #14

Description:

**Department / Agency**

Contact: Elizabeth D. Minter, Library Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USI
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						36,336.96	
707	707			200	00						2,735.04	
											<b>39,072.00</b>	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO												
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p><b>Auditor-Controller Approvals:</b></p> <p><b>Claims &amp; Disbursing:</b></p> <p>Over Limit: _____  <small>\$(100,000) (1)    \$(500,000) (2)    \$(1,000,000) (3)</small></p> <p>Claims &amp; Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p><b>General Ledger Approvals:</b></p> <p>Cash &amp; Expense Budget: _____ Date: _____ wrec</p>	<p><b>Transaction Reference</b></p> <p>Automated Clearing House (CH) _____ Wire Transfer (WT) _____</p> <p>Automated Clearing House (C) _____</p> <p>MW Transaction #: _____</p> <p><b>Treasurer-Tax Collector Information</b></p> <p>Released By / Ref #: _____</p>



County of Orange  
**ELECTRONIC FUNDS TRANSFER**  
 A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@tfc.ocgov.com or Fax to: 834-2912

Please Pay \$ 39,072.00 on 1 | 17 | 07

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #15

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A/C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						36,336.96	
707	707			200	00						2,735.04	
											<b>39,072.00</b>	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO												
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER				DATE	DEPUTY		DATE	

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p><u>Auditor-Controller Approvals:</u></p> <p><u>Claims &amp; Disbursing:</u></p> <p>Over Limit: _____  <small>\$100,000 (1)    \$500,000 (2)    \$1,000,000 (2)</small></p> <p>Claims &amp; Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p><u>General Ledger Approvals:</u></p> <p>Cash &amp; Expense Budget: _____ Date: _____ WRAC: _____</p>	<p><u>Transaction Reference</u></p> <p>Automated Clearing House (CH) _____ Wire Transfer (WT) _____</p> <p>Automated Clearing House (IC) _____</p> <p>MW Transaction #: _____</p> <p><u>Treasurer-Tax Collector Information:</u></p> <p>Released By / Ref #: _____</p>





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** December 18, 2006

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2006-2007 is Attachment A  
The Property Tax Apportionment Schedule for Fiscal Year 2006-2007 is Attachment B. No significant property tax revenues are anticipated in September.

*It is my opinion that Placentia Library District is in compliance with California Government Code Section 53646(b)(1) that requires that that the District have adequate balances and anticipated revenues to meet its expenditure requirements for the next six months.*

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2006-2007 through December 18, 2006 and the Property Tax Apportionment Schedule for Fiscal Year 2006-2007.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Additionally, it is noted that regular audits are essential to identify any discrepancies or errors early on. This proactive approach helps in maintaining the integrity of the financial statements and prevents any potential issues from escalating.

The second section focuses on the role of technology in modern accounting. It highlights how software solutions have streamlined various processes, from data entry to report generation. This not only saves time but also reduces the risk of human error.

However, it is also pointed out that while technology is a powerful tool, it should not replace the expertise of a professional accountant. The human element is still crucial for interpreting the data, making strategic decisions, and ensuring compliance with the latest regulations.

In conclusion, the document stresses that a combination of sound accounting practices and the use of technology is the key to successful financial management. By adhering to these principles, businesses can ensure their financial health and long-term sustainability.

The final part of the document provides a summary of the key takeaways and offers some practical advice for implementing these strategies in a real-world setting.

The document concludes with a call to action, encouraging all stakeholders to take responsibility for their financial reporting and to continuously seek ways to improve their accounting processes.

Finally, it is noted that staying updated on industry trends and regulations is vital for success in today's dynamic business environment.

Placentia Library District  
FY2006-2007 General Fund Cash Flow

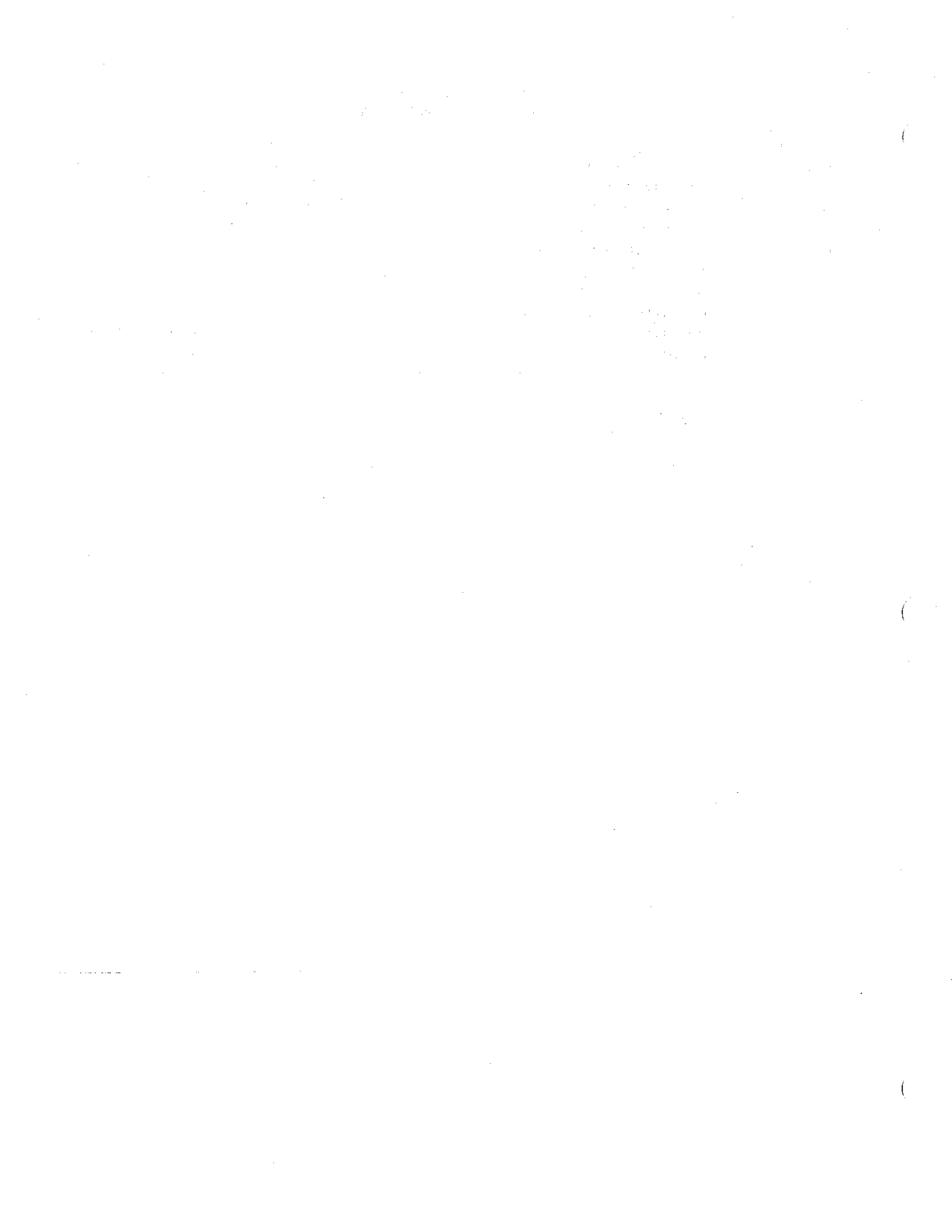
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/06		Beginning Balance			877,915.41
06/19/06		Payroll #1 to wire July 3, 2006		47,072.00	830,843.41
06/19/06		Payroll #2 to wire July 18, 2006		47,072.00	783,771.41
06/19/06	4885	General by 3 Trustee signatures		15,181.37	768,590.04
06/29/06	4886	General by Library Director & Turner		18,306.55	750,283.49
07/06/06	4887	General by Library Director & Shkoler		4,297.59	745,985.90
07/06/06	4888	General by Library Director & Shkoler		10,808.48	735,177.42
07/06/06	4889	General by Library Director & Shkoler		2,335.56	732,841.86
07/13/06		6230-01: Prior Secured #8	17,715.24	44.29	750,512.81
07/13/06		6280-01: Supplemental paid 1985+ #12	13,894.38		764,407.19
07/13/06		6280-02: Supplemental paid 1984	0.87		764,408.06
07/13/06		6300: Delinquent supplemental	2,174.51		766,582.57
07/13/06		6300: Delinquent supplemental penalties	452.33		767,034.90
07/18/06		6230-04: Teeter apportionment	22,608.66		789,643.56
07/20/06	4890	General by Library Director & DeVecchio		8,462.11	781,181.45
07/20/06	4891	General by Library Director & DeVecchio		10,748.93	770,432.52
07/20/06	4892	General by Library Director & DeVecchio		538.43	769,894.09
07/21/06		6970-07 State Mandated Claims refund	3,122.00		773,016.09
07/21/06		7670-00: Library Fines & Fees	4,405.59		777,421.68
07/21/06		7670-01: Library Passport Revenue	11,366.40		788,788.08
07/21/06		7670-02: Non Govt Grants & Gifts (Boeing, \$5,000 & Gates, \$7,500)	12,500.00		801,288.08
07/31/06	4893	General by 3 Trustee signatures		2,702.70	798,585.38
07/31/06	4894	General by 3 Trustee signatures		3,522.62	795,062.76
07/31/06	4895	General by 3 Trustee signatures		10,243.10	784,819.66
07/31/06		Payroll #3 to wire August 2, 2006		47,072.00	737,747.66
07/31/06		Payroll #4 to wire August 16, 2006		47,072.00	690,675.66
07/31/06		Payroll #5 to wire August 30, 2006		47,072.00	643,603.66
08/05/06	4896	General by Library Director & DeVecchio		3,564.05	640,039.61
08/05/06	4897	General by Library Director & DeVecchio		2,925.03	637,114.58
08/05/06	4898	General by Library Director & DeVecchio		4,666.62	632,447.96
08/07/06		6610-02: Interest on Unapportioned Taxes	3,698.76	99.15	623,980.85
08/14/06	4899	General by Library Director & Wood		8,467.11	615,513.74
08/14/06	4900	General by Library Director & Wood		891.54	614,622.20
08/16/06		6280-00: Supplemental paid 1985+ #1	1,065.62		602,479.57
08/18/06	4910	General by 3 Trustee signatures		12,142.63	553,007.57
08/18/06		Payroll #8 to wire October 11, 2006		49,472.00	503,535.57
08/18/06		Payroll #9 to wire October 25, 2006		49,472.00	491,176.31
08/21/06	4901	General by 3 Trustee signatures		12,359.26	478,817.05
08/21/06	4902	General by 3 Trustee signatures		3,398.73	475,418.32
08/21/06	4903	General by 3 Trustee signatures		15,223.35	460,194.97
08/21/06	4904	General by 3 Trustee signatures		6,522.90	453,672.07
08/21/06		Payroll #6 to wire September 13, 2006		47,072.00	406,600.07
08/21/06		Payroll #7 to wire September 27, 2006		47,072.00	359,528.07
08/23/06		6610-00: Interest County Pool, July	4,440.81	90.22	354,143.83
09/02/06	4905	General by Library Director & DeVecchio		5,384.24	348,759.59
09/06/06	4906	General by Library Director & Turner		5,006.54	343,753.05
09/07/06	4907	General by Library Director & Turner		6,826.27	336,926.78

Placentia Library District  
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/07/06	4908	General by Library Director & Turner		7,320.32	329,606.46
09/12/06		6610-00: Interest Bank of the West, Aug	14.70		334,606.46
09/12/06		6970-03: State Library, LSTA Grant HIS House	5,000.00		341,743.46
09/12/06		6970-07: State Mandated Claim Reimbursement	7,137.00		346,859.77
09/12/06		7670:00: Local Revenue Fines & Fees	5,116.31		359,829.81
09/12/06		7670:01: Local Revenue Passport	12,970.04		354,228.03
09/14/06	4909	General by Library Director & pending		5,601.78	342,085.40
09/18/06	4910	General by 3 Trustee signatures		12,142.63	292,613.40
09/18/06		Payroll #8 to wire October 11, 2006		49,472.00	243,141.40
09/18/06		Payroll #9 to wire October 25, 2006		49,472.00	296,347.11
09/21/06		6220-00 Unsecured Collections 1st	53,339.06	133.35	296,616.36
09/21/06		6280-00: Supplemental paid 1985+ #2	269.25		288,582.24
09/25/06	4911	General by Library Director & Turner		8,034.12	280,624.36
09/25/06	4912	General by Library Director & Turner		7,957.88	267,433.12
09/25/06	4913	General by Library Director & Turner		13,191.24	271,419.70
09/25/06		6610-00: Interest County Pool, Aug	4,068.17	81.59	267,047.68
10/05/06	4914	General by Library Director & DeVecchio		4,372.02	254,013.97
10/05/06	4915	General by Library Director & DeVecchio		13,033.71	245,366.23
10/05/06	4916	General by Library Director & DeVecchio		8,647.74	256,311.30
10/11/06		6280-00: Supplemental paid 1985+ #3	10,945.07		205,203.65
10/16/06	4917	General by 3 Trustee signatures		51,107.65	199,740.15
10/16/06	4918	General by 3 Trustee signatures		5,463.50	194,775.03
10/16/06	4919	General by 3 Trustee signatures		4,965.12	177,311.70
10/16/06	4920	General by 3 Trustee signatures		17,463.33	127,839.70
10/16/06		Payroll #10 to wire November 8, 2006		49,472.00	78,367.70
10/16/06		Payroll #11 to wire November 22, 2006		49,472.00	78,375.22
10/18/06		6610-00: Interest Bank of the West, Sep	7.52		82,608.07
10/18/06		6970-00: State Library Interlibrary Loan	4,232.85		89,873.44
10/18/06		7670:00: Local Revenue Fines & Fees	7,265.37		108,084.47
10/18/06		7670:01: Local Revenue Passport	18,211.03		100,050.35
10/19/06	4921	General by Library Director & Wood		8,034.12	88,699.60
10/19/06	4922	General by Library Director & Wood		11,350.75	86,843.80
10/19/06	4923	General by Library Director & Wood		1,855.80	90,354.12
10/24/06		6610-00: Interest County Pool, Sep	3,580.80	70.48	86,067.54
11/02/06	4924	General by Library Director & DeVecchio		4,286.58	81,555.82
11/09/06	4925	General by Library Director & Wood		4,511.72	75,585.70
11/09/06	4926	General by Library Director & Wood		5,970.12	66,280.68
11/09/06	4927	General by Library Director & Shkoler		9,305.02	69,034.15
11/15/06		6280-00: Supplemental paid 1985+ #4	2,753.47		49,973.30
11/20/06	4928	General by 3 Trustee signatures		19,060.85	46,776.17
11/20/06	4929	General by 3 Trustee signatures		3,197.13	39,749.78
11/20/06	4930	General by 3 Trustee signatures		7,026.39	34,824.37
11/20/06	4931	General by 3 Trustee signatures		4,925.41	33,772.20
11/20/06	4932	General by 3 Trustee signatures		1,052.17	-13,299.87
11/20/06		Payroll #12 to wire December 6, 2006		47,072.00	-60,371.80
11/20/06		Payroll #13 to wire December 20, 2006		47,072.00	123,048.26
11/21/06		6210: Secured #1	183,879.76	459.70	126,230.46

Placentia Library District  
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/21/06		6610-00: Interest County Pool, Oct	3,246.18	63.98	126,250.54
11/22/06		6610-00: Interest Bank of the West, Oct	20.08		128,458.24
11/22/06		6970-00: State Library Interlibrary Loan	2,207.70		158,458.24
11/22/06		6970-02: State Library CA Literacy Campaign	30,000.00		163,322.24
11/22/06		6970-03: State Library HIS House Grant	4,864.00		167,964.22
11/22/06		7670:00: Local Revenue Fines & Fees	4,641.98		178,640.02
11/22/06		7670:01: Local Revenue Passport	10,675.80		173,925.75
12/06/06	4933	General by Library Director & Shkoler		4,714.27	163,102.18
12/06/06	4934	General by Library Director & Shkoler		10,823.57	161,734.17
12/06/06	4935	General by Library Director & Shkoler		1,368.01	153,267.06
12/12/06	4936	General by Library Director & DeVecchio		8,467.11	153,267.06
					153,267.06



Home > Property Tax Accounting

**Property Tax Accounting**

[Apportionment Schedule Letter]

**Property Tax Apportionments  
Fiscal Year 2006-2007**

APPORTIONMENT	APPORT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
PY Sec Taxes & Penalties Non Teeter 1	8/16/2006	8/17/2006	July	
Supplemental 1	8/16/2006	8/17/2006	Collections for July	
PY Sec Taxes & Penalties Non Teeter 2	9/13/2006	9/14/2006	August	
Unsecured 1	9/21/2006	9/22/2006	Collections at 08/31/2006	80% - 85%
Supplemental 2	9/21/2006	9/22/2006	Collections for August	
PY Sec Taxes & Penalties Non Teeter 3	10/11/2006	10/12/2006	September	
Supplemental 3	10/11/2006	10/12/2006	Collections for September	
PY Sec Taxes & Penalties Non Teeter 4	11/15/2006	11/16/2006	October	
Supplemental 4	11/15/2006	11/16/2006	Collections for October	
Secured #1	11/21/2006	11/22/2006	Collections at 11/10/2006	7% - 10%
H/O Property Tax Relief 1	12/7/2006	12/8/2006		15%
Secured #2	12/13/2006	12/14/2006	Collections at 12/01/2006	10% - 15%
PY Sec Taxes & Penalties Non Teeter 5	12/13/2006	12/14/2006	November	
✓ Supplemental 5	12/20/2006	12/21/2006	Collections for November	
✓ Secured #3	12/21/2006	12/22/2006	Collections at 12/08/2006	20% - 25%
✓ ERAF 1 - Non-Schools	1/2/2007	1/3/2007	For Non-schools	\$254 million + growth
Sales & Use Tax Compensation 1	1/4/2007	1/5/2007	Cities and County only	50%
Property Tax In-Lieu of VLF/VLF Swap 1	1/4/2007	1/5/2007	Cities and County only	50%
✓ H/O Property Tax Relief 2	1/10/2007	1/11/2007		35%
PY Sec Taxes & Penalties Non Teeter 6	1/10/2007	1/11/2007	December	
Unsecured 2	1/18/2007	1/19/2007	Collections at 12/31/2006	5% - 8%
Supplemental 6	1/18/2007	1/19/2007	Collections for December	
Secured #4	1/23/2007	1/24/2007	Collections at 01/12/2007	5% - 7%
State-Assessed Public Utility 1	1/25/2007	1/26/2007	1 <sup>st</sup> Installment Collections	49% - 50%
PY Sec Taxes & Penalties Non Teeter 7	2/14/2007	2/15/2007	January	
Supplemental 7	2/14/2007	2/15/2007	Collections for January	
PY Sec Taxes & Penalties Non Teeter 8	3/14/2007	3/15/2007	February	
Secured #5	3/21/2007	3/22/2007	Collections at 03/09/2007	5% - 7%
Supplemental 8	3/21/2007	3/22/2007	Collections for February	
PY Sec Taxes & Penalties Non Teeter 9	4/11/2007	4/12/2007	March	
Secured #6	4/19/2007	4/20/2007	Collections at 04/06/2007	15% - 20%
Supplemental 9	4/19/2007	4/20/2007	Collections for March	
ERAF 2- Non-Schools	5/1/2007	5/2/2007	For Non-schools	\$274 million + growth
Sales & Use Tax Compensation 2	5/3/2007	5/4/2007	Cities and County only	50%
Property Tax In-Lieu of VLF/VLF Swap 2	5/3/2007	5/4/2007	Cities and County only	50%
H/O Property Tax Relief 3	5/10/2007	5/11/2007		35%
PY Sec Taxes & Penalties Non Teeter 10	5/16/2007	5/17/2007	April	
Secured #7	5/21/2007	5/22/2007	Collections at 05/11/2007	10% - 15%
Supplemental 10	5/21/2007	5/22/2007	Collections for April	

State-Assessed Public Utility 2	5/24/2007	5/25/2007	2 <sup>nd</sup> Installment Collections	49% - 50%
H/O Property Tax Relief 4	6/7/2007	6/8/2007		15%
PY Sec Taxes & Penalties Non Teeter 11	6/13/2007	6/14/2007	May	
Unsecured - Final	6/21/2007	6/22/2007	Collections at 05/31/2007	2% - 5%
Supplemental 11	6/13/2007	6/14/2007	Collections for May	
Delq. PY Unsecured	6/21/2007	6/22/2007	06/01/06 through 05/31/07 Collections	
Secured - Final	7/16/2007	7/17/2007	Final Collections at Year-end	1% - 2%
PY Sec Taxes & Penalties Non Teeter 12	7/16/2007	7/17/2007	June	
Supplemental 12	7/16/2007	7/17/2007	Collections for June	
Delq. PY Suppl. Taxes & Penalties	7/16/2007	7/17/2007	07/01/06 through 06/30/07 Collections	
Teeter Plan	7/18/2007	7/19/2007	Actual Final Delinquencies	1% - 3%
Property Tax In-Lieu of VLF/VLF Swap 3	7/18/2007	7/19/2007	Cities and County only	\$21 million

[Apportionment Schedule Letter]

b



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 December 18, 2006

	Fiscal Year 2006-2007						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
07/31/06	113,971.05	10,778.51	171,908.95	1,027,689.84	10,517.51	1,334,865.86	307,176.02	
08/31/06	114,419.01	10,820.87	172,584.63	839,652.60	10,558.85	1,148,035.96	308,383.36	
09/30/06	114,887.46	10,865.18	173,291.22	750,624.35	10,602.08	1,060,270.29	309,645.94	
10/31/06	115,364.52	10,910.29	174,010.80	545,230.76	10,646.10	856,162.47	310,931.71	
11/30/06	115,836.48	10,954.92	174,722.68	627,854.80	10,689.65	940,058.53	312,203.73	
12/31/06						0.00	0.00	
01/31/07						0.00	0.00	
02/28/07						0.00	0.00	
03/31/07						0.00	0.00	
04/30/07						0.00	0.00	
05/31/07						0.00	0.00	
06/30/07						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	

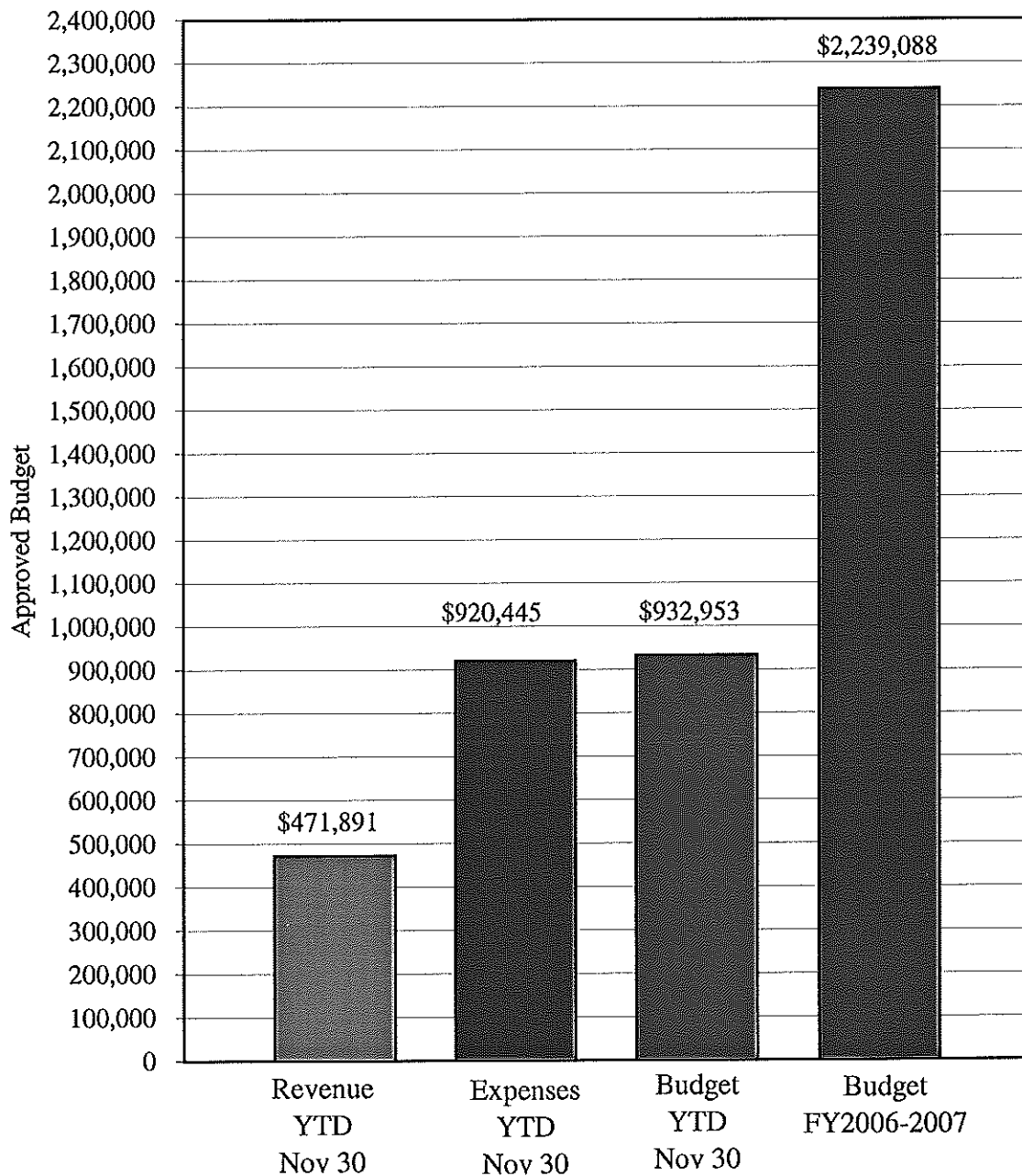
	Fiscal Year 2005-2006						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87	
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06	
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30	
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47	
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67	
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22	
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96	
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70	
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17	
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62	303,718.46	
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08	304,797.72	
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
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 2006 - 2007

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
December 18, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % REV BUD
6210-00	Prop. Taxes - current secured	1,561,688.00	183,879.76	147,213.34	183,879.76	147,213.34	11.77%
6210-01	Public Utility	21,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,582,688.00	183,879.76	147,213.34	183,879.76	147,213.34	11.62%
6220	PROP. TAXES - CURRENT UNSECURED	58,000.00	53,339.06	54,632.83	0.00	0.00	91.96%
6230-00	Prop. Taxes - Prior Secured	15,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	17,715.24	16,231.99	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	15,000.00	22,608.66	15,295.19	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	30,000.00	40,323.90	31,527.18	0.00	0.00	134.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	6,500.00	15,033.41	34,390.25	2,753.47	2,320.19	231.28%
6280-01	Final supplemental for prior years	0.00	13,895.25	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	6,500.00	28,928.66	34,390.25	2,753.47	2,320.19	445.06%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	65,000.00	2,626.84	1,744.74	0.00	0.00	4.04%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	1,400.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,744,338.00	309,098.22	269,508.34	186,633.23	149,533.53	17.72%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
December 18, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % REV BUD
6610-00	Interest	30,000.00	15,378.26	7,774.63	3,266.26	1,826.50	51.26%
6610-01/02	Interest - old bond fund	0.00	3,698.76	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	30,000.00	19,077.02	7,774.63	3,266.26	1,826.50	63.59%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	12,000.00	6,440.55	11,258.34	2,207.70	0.00	53.67%
6970-01	State - CA Foundation Funds	30,000.00	0.00	16,317.06	0.00	0.00	
6970-02	State - CA Literacy Campaign	58,000.00	30,000.00	30,000.00	30,000.00	0.00	51.72%
6970-03	State - LSTA Grant, HIS House	0.00	9,864.00	8,514.00	4,864.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	40,000.00	0.00	21,885.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	10,259.00	8,000.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	150,000.00	56,563.55	95,974.40	37,071.70	0.00	37.71%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	40,000.00	21,429.25	22,464.58	4,641.98	0.00	53.57%
7670-01	Local Revenue -- Passport	180,000.00	53,223.27	31,942.21	10,675.80	0.00	29.57%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	20,000.00	12,500.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	240,000.00	87,152.52	54,406.79	15,317.78	0.00	36.31%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,181,338.00	471,891.31	427,664.16	242,288.97	151,360.03	21.63%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 18, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % EXP BUD
0100-00	Salaries & Wages	1,040,934	481,595.03	392,508.25	91,960.00	72,073.38	46.27%
0200-00	Retirement (Social Security & Pension Contribution)	144,588	37,236.00	30,282.56	6,984.00	5,505.92	25.75%
0301-00	Unemployment Insurance	0	125.00	409.00	0.00	192.00	
0306-00	Health Insurance	108,986	37,558.32	43,961.42	8,131.52	9,351.24	34.46%
0308-00	Dental Insurance	8,786	4,565.00	5,035.80	926.50	1,775.30	51.96%
0309-00	Life Insurance	2,948	824.85	636.84	0.00	122.85	27.98%
0310-00	Accidental Death & Dismemberment Insurance	5,293	1,066.95	1,753.39	107.00	590.62	20.16%
0373-00	Vision Insurance	2,913	1,240.72	1,202.12	259.34	240.60	42.59%
	Total Employee Insurance	128,927	45,380.84	52,998.57	9,424.36	12,272.61	35.20%
0350	Workers Compensation - General	8,500	17,688.24	2,690.00	382.87	0.00	208.10%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,322,949	581,900.11	478,479.38	108,751.23	89,851.91	315.31%
0700-00	Communications - Telephone	4,000	2,483.95	1,173.00	300.24	650.83	62.10%
0700-01	Communications - Modem/Fax	8,400	2,778.93	2,952.69	963.41	448.40	33.08%
0700-02	Communications - Internet/Database	0	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	600	0.00	1,293.00	0.00	215.50	0.00%
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	0.00%
0700-08	Communications - Adult Literacy	1,400	434.34	534.52	88.85	113.62	31.02%
	Total Communications	14,400	5,697.22	5,953.21	1,352.50	1,428.35	39.56%
0900-00	Food - General Fund	600	302.63	97.63	81.71	0.00	50.44%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	500	1,328.91	13.04	843.83	0.00	265.78%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	0.00%
	Total Food	1,100	1,631.54	110.67	925.54	0.00	148.32%

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

December 18, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % EXP BUD
1000-00	Household Expense	7,500	12,303.46	7,063.32	3,322.89	467.44	164.05%
1001-00	Trash	0	0.00		0.00		
	Household and Trash	7,500	12,303.46	5,000.00	3,322.89	467.44	
1100-00	Insurance - Liability	13,100	0.00	12,281.93	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	2,334.50	1,299.00	380.00	315.50	46.69%
1300-01	Maintenance of Equipment - General Fund (Computer)	27,500	13,300.00	12,000.00	0.00	6,000.00	48.36%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	1,048.50	0.00	816.00	0.00	209.70%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	33,000	16,683.00	13,299.00	1,196.00	6,315.50	50.55%
	HVAC	7,500	2,852.96	3,569.01	770.00	1,427.91	38.04%
	Carpet Cleaning	2,750	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	27,500	7,543.17	8,726.52	1,547.97	1,613.00	27.43%
	Plumbing	3,000	422.58	1,804.87	0.00	0.00	14.09%
	Electrical	4,000	1,273.00	0.00	0.00	0.00	31.83%
	Cleaning Service	16,000	6,500.00	6,500.00	1,300.00	1,300.00	40.63%
	Locksmith	1,000	73.50	76.50	0.00	0.00	7.35%
	Other (Includes Fire Alarm & Extinguishers)	8,000	3,942.34	1,026.14	808.00	0.00	49.28%
1400-00	Total Maintenance of Building & Grounds	69,750	22,607.55	21,703.04	4,425.97	4,340.91	32.41%
1600-00	Memberships - General Fund	4,000	130.00	235.00	0.00	0.00	3.25%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	120.00	0.00	0.00	0.00	12.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	250.00	235.00	0.00	0.00	5.00%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	22,953	0.00	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	22,953	0.00	0.00	0.00	0.00	0.00%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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December 18, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % EXP BUD
1800-00	Library Supplies	23,000	7,950.41	12,332.92	2,600.97	638.87	34.57%
	Printing	15,000	4,114.71	5,453.32	452.25	1,819.78	27.43%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	45.00	680.27	45.00	301.27	4.09%
	Paper	700	0.00	423.55	0.00	68.03	0.00%
	Drinking Water Service	350	160.00	122.00	32.00	30.50	45.71%
	Other Office Supplies	20,000	4,931.42	13,890.55	1,470.77	3,085.64	24.66%
	Total Office Supply Expense - General Fund	60,150	17,201.54	32,902.61	4,600.99	5,944.09	28.60%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
1800-08	Printing	2,000	124.99	2,138.49	0.00	1,804.92	6.25%
	Publications	2,500	308.80	0.00	210.65	0.00	12.35%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	7,589.46	1,708.22	0.00	0.00	758.95%
	Total Adult Literacy Office Supply Expense	5,500	8,023.25	3,846.71	210.65	1,804.92	145.88%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	25,224.79	36,749.32	4,811.64	7,749.01	37.29%
1803-00	Postage Expense - General Fund	6,800	2,749.09	2,817.79	0.00	1,015.98	40.43%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	2,749.09	2,817.79	0.00	1,015.98	39.84%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % EXP BUD
	Care Resources (Employee Assistance)	420	175.00	175.00	35.00	35.00	41.67%
	Pension Contribution & Operating Expenses	7,000	5,639.90	4,695.05	0.00	0.00	80.57%
	Anaheim Consortium Automated Library System	35,000	0.00	645.96	0.00	0.00	0.00%
	Library Board Consultants & Legal	10,000	960.95	6,824.80	0.00	2,024.80	9.61%
	Clipping Service	600	135.00	180.00	0.00	45.00	22.50%
	Interest Allocation & Tax Collection Charges by Orange County	9,800	9,973.71	1,000.00	459.70	0.00	101.77%
	Advertising (Including WEB Site)	6,000	2,035.00	1,540.00	275.00	365.00	33.92%
	Medical Exams	2,000	1,552.50	1,288.00	185.00	92.50	77.63%
	Collection Services - Accounts Receivable	2,000	653.10	528.05	170.05	277.45	32.66%
	Audit & Accounting Services	10,000	1,562.00	2,671.00	0.00	1,671.00	15.62%
	Payroll Preparation	5,500	2,057.96	2,175.01	420.62	560.62	37.42%
	Election Expenses	19,000	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller)	16,000	7,949.95	24,230.92	150.00	1,159.83	49.69%
1900-00	Total Specialized Services - General Fund	126,820	32,695.07	45,953.79	1,695.37	6,231.20	25.78%
1900-01	Specialized Services - Spanish Literacy	3,000	883.07	0.00	0.00	0.00	29.44%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,000	2,900.00	6,003.58	1,050.00	2,853.58	32.22%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	133.35	504.61	0.00	368.03	0.89%
	Total Specialized Services	153,820	36,611.49	52,461.98	2,745.37	9,452.81	23.80%
1912-00	Investment Administrative fees for Orange County	1,000	2,167.71	300.90	63.98	58.16	216.77%
2000-00	Legal Notices - General Fund	1,000	517.72	0.00	0.00	0.00	51.77%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	517.72	0.00	0.00	0.00	51.77%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071

(Prepared from the Orange County Auditor's Report)  
December 18, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % EXP BUD
2100-00	Rents/Leases-Equipment	31,700	654.19	331.10	12.95	165.01	2.06%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	59,365.94	14,089.60	0.00	0.00	56.54%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	3,497.44	26.47	0.00	0.00	
2400-01	Special Department Expense- Books	225,816	20,710.20	29,451.41	4,361.90	0.00	
2400-02	Special Department Expense - Video		10,689.66	1,123.31	(45.24)	0.00	
2400-03	Special Department Expense - Electronic		20,911.50	(15,169.16)	1,800.00	1,190.84	
2400-04	Special Department Expense - Periodicals		6,149.45	1,987.60	6,011.60	56.58	
2400-05	Special Department Expense - Audio		9,640.45	8,321.54	3,212.58	0.00	
2400-07	Special Department Expense - ELLI Grant		0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	348.40	5,138.31	0.00	0.00	17.42%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	225,816	71,947.10	30,879.48	15,340.84	1,247.42	31.86%
2600-00	Transportation/Travel - Local Mileage	0	1,043.78	0.00	183.55	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,500	6,634.64	910.11	5,119.08	910.11	78.05%
2700-01	Transportation/Travel - Meetings, Staff Local	10,000	3,056.87	6,631.09	1,078.47	737.53	30.57%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	569.70	0.00	569.70	0.00	18.99%
2700-03	Transportation/Travel - Meetings, Board Local	750	83.00	712.00	22.00	0.00	11.07%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	503.40	364.93	45.00	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,250	10,847.61	8,618.13	6,834.25	1,647.64	46.66%
2801-00	Electricity	50,000	32,415.07	25,026.73	7,543.64	3,277.59	64.83%
2802-00	Gas	11,000	3,744.61	1,870.48	1,090.51	629.45	34.04%
2803-00	Water	5,500	2,804.24	2,322.24	553.25	336.62	50.99%
	Total Utilities	66,500	38,963.92	29,219.45	9,187.40	4,243.66	58.59%
	TOTAL SUPPLIES & SERVICES	849,439	309,380.75	236,113.92	50,402.88	38,131.89	36.42%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 NOV 2006	FY2005-2006 NOV 2005	FY2006-2007 % EXP BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	10,000	4,594.75	3,829.12	0.00	0.00	45.95%
4000-00	Equipment - General Fund	56,700	24,569.62	10,146.62	845.44	0.00	43.33%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	0.00	4,547.76	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	56,700	24,569.62	14,694.38	845.44	0.00	43.33%
4200-00	Structures/Improvements		0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	56,700	24,569.62	14,694.38	845.44	0.00	43.33%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,239,088	920,445.23	733,116.80	159,999.55	127,983.80	41.11%
	Spanish Literacy	3,000	883.07	0.00	0.00	0.00	29.44%
	ELLI Grant Summary Object Code 07	0	0.00	0.00	0.00	0.00	
	CLC Summary Object Code 08	43,953	14,706.80	20,448.85	3,054.33	4,772.12	33.46%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	48,953	15,589.87	20,448.85	3,054.33	4,772.12	31.85%

2:07 PM  
12/13/06  
Accrual Basis

**Placentia Library District**  
**Balance Sheet**  
As of November 30, 2006

	<u>Nov 30, 06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
County Exempt - Checking	4,181.75
County Exempt - Savings	12,982.81
General Fund - Checking	10,184.71
General Fund - Savings	14,882.29
Literacy Fund - Savings	12,619.93
Payroll Checking - Wells Fargo	32,262.67
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
<b>Total Payroll Checking (CDs)</b>	<u>43,661.34</u>
<b>Total Checking/Savings</b>	<u>130,775.50</u>
<b>Total Current Assets</b>	130,775.50
<b>Fixed Assets</b>	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
<b>Total Fixed Assets</b>	<u>1,238,956.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,369,731.50</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
<b>Total Other Current Liabilities</b>	<u>116,679.00</u>
<b>Total Current Liabilities</b>	116,679.00
<b>Long Term Liabilities</b>	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
<b>Total Long Term Liabilities</b>	<u>292,903.74</u>
<b>Total Liabilities</b>	409,582.74
<b>Equity</b>	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-39,752.44
Total Capital	68,752.81
Net Income	33,047.30
<b>Total Equity</b>	<u>960,148.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,369,731.50</u></u>

*As required by Government Code Section 53646(b)(1):  
The Placentia Library District is in compliance with its investment policy,  
The Placentia Library District meets its expenditure requirements through June 30, 2006,  
The Placentia Library District investment accounts are held by California National Bank.*

12:13 PM

12/13/06

Accrual Basis

**Placentia Library District  
Profit & Loss by Class  
July through November 2006**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
COE Deposit Adjustment Income	-5.00	0.00	0.00	0.00	-5.00
COE Directors Fund (Friends)	1,726.10	0.00	0.00	0.00	1,726.10
COE Friends Adult Programming	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	43.00	0.00	0.00	0.00	43.00
COE Life Insur Suplmt(EDM)	199.40	19.94	0.00	0.00	219.34
COE Meeting Room Income	1,970.00	35.00	0.00	0.00	2,005.00
COE Passport Chck Reimbursement	26,641.40	261.00	0.00	0.00	26,902.40
COE Staff Appreciation Reimb	140.00	0.00	0.00	0.00	140.00
COE Test Proctoring Income	804.30	0.00	0.00	0.00	804.30
GF Bankcard Deposit	0.00	44,202.17	0.00	0.00	44,202.17
GF Cash Register - Audio Visual	0.00	93.95	0.00	0.00	93.95
GF Cash Register - Childrens	0.00	425.00	0.00	0.00	425.00
GF Cash Register - Copy/Debit	0.00	1,792.65	0.00	0.00	1,792.65
GF Cash Register - Fines	0.00	6,027.28	0.00	0.00	6,027.28
GF Cash Register - Lost Items	0.50	1,181.35	0.00	0.00	1,181.85
GF Cash Register - Misc.	0.00	424.64	0.00	0.00	424.64
GF cash register - Passport Pho	0.00	6,910.00	0.00	0.00	6,910.00
GF Cash Register - Reserves	0.00	694.00	0.00	0.00	694.00
GF County Reimbursements	0.00	4,394.60	0.00	0.00	4,394.60
GF Deposit Correction Income	0.00	-2.01	0.00	0.00	-2.01
GF Fed Work Study Reimbursement	0.00	8,560.97	0.00	0.00	8,560.97
GF Interest	0.00	92.84	0.00	0.00	92.84
GF Microfilm/Microfich Income	0.00	-200.00	0.00	0.00	-200.00
GF Miscellaneous income	0.00	2,255.74	0.00	0.00	2,255.74
GF Notary	0.00	1,250.00	0.00	0.00	1,250.00
GF Passport Revenue	0.00	43,287.60	0.00	0.00	43,287.60
GF Special Grants	0.00	12,500.00	0.00	0.00	12,500.00
GF State Library Grants	0.00	39,864.00	0.00	0.00	39,864.00
GF State Library Reimbursements	0.00	16,699.55	0.00	0.00	16,699.55
LIT Donations	0.00	0.00	1,038.00	0.00	1,038.00
LIT Interest Inc - Savings	0.00	0.00	39.39	0.00	39.39
PA Wire Transfer from County	0.00	0.00	0.00	527,392.00	527,392.00
<b>Total Income</b>	<b>32,519.70</b>	<b>190,770.28</b>	<b>1,077.39</b>	<b>527,392.00</b>	<b>751,759.37</b>
<b>Expense</b>					
COE Childn's Summer Rdng Prgm	1,195.91	0.00	0.00	0.00	1,195.91
COE Children's Camp Library	515.63	0.00	0.00	0.00	515.63
COE Friend's Director's Fund	828.77	0.00	0.00	0.00	828.77
COE Friends Adlt Prgrm Expense	216.48	0.00	0.00	0.00	216.48
COE Medical Reimbursement Polic	983.50	0.00	0.00	0.00	983.50
COE Meeting Room Maintenance	2,269.76	0.00	0.00	0.00	2,269.76
COE Office Expense	202.61	0.00	0.00	0.00	202.61
COE Passport Expenses	24,805.44	0.00	0.00	0.00	24,805.44
COE Staff Appreciation	906.11	0.00	0.00	0.00	906.11
GF Bank Fees	0.00	5.00	0.00	0.00	5.00
GF Bank Return Check Item/Fees	0.00	81.00	0.00	0.00	81.00
GF Bankcard Service Charge	0.00	1,676.28	0.00	0.00	1,676.28
GF Equipment (400)	0.00	2,469.27	0.00	0.00	2,469.27
GF Food	0.00	748.35	0.00	0.00	748.35
GF Household Expenses	0.00	61.08	0.00	0.00	61.08
GF Library Supplies	0.00	171.19	0.00	0.00	171.19
GF Literacy	0.00	1,521.17	0.00	0.00	1,521.17
GF Memberships	0.00	375.00	0.00	0.00	375.00
GF Miscellaneous	0.00	0.00	0.00	0.00	0.00
GF Office Expense	0.00	430.47	0.00	0.00	430.47
GF Postage	0.00	16.03	0.00	0.00	16.03
GF Printing	0.00	80.10	0.00	0.00	80.10
GF Prof & Spec Services	0.00	50.00	0.00	0.00	50.00
GF Transfer to COE	0.00	18,446.00	0.00	0.00	18,446.00
GF Transfer to GF Savings	0.00	5,116.16	0.00	0.00	5,116.16
GF Transfers to County	0.00	154,415.96	0.00	0.00	154,415.96
GF Travel Literacy	0.00	85.00	0.00	0.00	85.00
GF Travel Staff	0.00	4,278.51	0.00	0.00	4,278.51
GF Travel Trustees	49.00	225.00	0.00	0.00	274.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	42,450.47	42,450.47
PA Employee 125 Co-Pay	0.00	0.00	0.00	2,006.66	2,006.66
PA Employee Life Insurance	0.00	0.00	0.00	199.40	199.40
PA Payroll Taxes	0.00	0.00	0.00	113,957.35	113,957.35
PA Salaries	0.00	0.00	0.00	337,873.41	337,873.41
<b>Total Expense</b>	<b>31,973.21</b>	<b>190,251.57</b>	<b>0.00</b>	<b>496,487.29</b>	<b>718,712.07</b>
<b>Net Ordinary Income</b>	<b>546.49</b>	<b>518.71</b>	<b>1,077.39</b>	<b>30,904.71</b>	<b>33,047.30</b>
<b>Net Income</b>	<b>546.49</b>	<b>518.71</b>	<b>1,077.39</b>	<b>30,904.71</b>	<b>33,047.30</b>

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12/12/06

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,386.80
<b>Cleared Transactions</b>						
<b>Checks and Payments - 54 Items</b>						
Check	10/24/2006	6668	Saundra Stark	X	-726.11	-726.11
Check	10/24/2006	6667	Elizabeth D Minter	X	-252.67	-978.78
Check	10/25/2006	6669	U.S. Department of ...	X	-127.00	-1,105.78
Check	10/26/2006	6670	Nadia Dallstream	X	-20.00	-1,125.78
Check	10/28/2006	6673	U.S. Department of ...	X	-104.00	-1,229.78
Check	10/28/2006	6675	U.S. Department of ...	X	-134.00	-1,363.78
Check	10/28/2006	6671	U.S. Department of ...	X	-67.00	-1,430.78
Check	10/28/2006	6672	U.S. Department of ...	X	-134.00	-1,564.78
Check	10/28/2006	6674	U.S. Department of ...	X	-112.00	-1,676.78
Check	10/30/2006	6676	U.S. Department of ...	X	-290.00	-1,966.78
Check	10/31/2006	6677	U.S. Department of ...	X	-112.00	-2,078.78
Check	11/1/2006	6681	Yesenia Gomez	X	-15.00	-2,093.78
Check	11/1/2006	6683	Mary Strazdas	X	-360.00	-2,453.78
Check	11/1/2006	6680	Nadia Dallstream	X	-45.00	-2,498.78
Check	11/1/2006	6684	Mary Strazdas	X	-27.86	-2,526.64
Check	11/4/2006	6686	U.S. Department of ...	X	-52.00	-2,578.64
Check	11/4/2006	6685	U.S. Department of ...	X	-52.00	-2,630.64
Check	11/6/2006	6687	U.S. Department of ...	X	-104.00	-2,734.64
Check	11/6/2006	6688	U.S. Department of ...	X	-52.00	-2,786.64
Check	11/7/2006	6694	U.S. Department of ...	X	-67.00	-2,853.64
Check	11/7/2006	6693	U.S. Department of ...	X	-67.00	-2,920.64
Check	11/7/2006	6692	U.S. Department of ...	X	-171.00	-3,091.64
Check	11/7/2006	6691	Stater Bros.	X	-15.09	-3,106.73
Check	11/7/2006	6689	Nadia Dallstream	X	-230.00	-3,336.73
Check	11/7/2006	6695	U.S. Department of ...	X	-67.00	-3,403.73
Check	11/8/2006	6696	U.S. Department of ...	X	-127.00	-3,530.73
Check	11/8/2006	6697	U.S. Department of ...	X	-67.00	-3,597.73
Check	11/9/2006	6699	U.S. Department of ...	X	-127.00	-3,724.73
Check	11/9/2006	6698	Do Phan	X	-175.00	-3,899.73
Check	11/13/2006	6701	U.S. Department of ...	X	-67.00	-3,966.73
Check	11/13/2006	6702	U.S. Department of ...	X	-67.00	-4,033.73
Check	11/13/2006	6700	U.S. Department of ...	X	-119.00	-4,152.73
Check	11/14/2006	6703	U.S. Department of ...	X	-254.00	-4,406.73
Check	11/15/2006	6705	U.S. Department of ...	X	-67.00	-4,473.73
Check	11/15/2006	6706	U.S. Department of ...	X	-67.00	-4,540.73
Check	11/16/2006	6710	U.S. Department of ...	X	-127.00	-4,667.73
Check	11/16/2006	6707	John Whitfield	X	-250.00	-4,917.73
Check	11/16/2006	6709	U.S. Department of ...	X	-134.00	-5,051.73
Check	11/16/2006	6708	U.S. Department of ...	X	-67.00	-5,118.73
Check	11/17/2006	6711	Sam's Club	X	-226.10	-5,344.83
Check	11/18/2006	6715	U.S. Department of ...	X	-112.00	-5,456.83
Check	11/18/2006	6714	U.S. Department of ...	X	-67.00	-5,523.83
Check	11/18/2006	6713	U.S. Department of ...	X	-224.00	-5,747.83
Check	11/18/2006	6712	U.S. Department of ...	X	-67.00	-5,814.83
Check	11/19/2006	6717	Do Phan	X	-175.00	-5,989.83
Check	11/20/2006	6718	U.S. Department of ...	X	-67.00	-6,056.83
Check	11/20/2006	6719	U.S. Department of ...	X	-290.00	-6,346.83
Check	11/21/2006	6721	U.S. Department of ...	X	-67.00	-6,413.83
Check	11/21/2006	6720	U.S. Department of ...	X	-67.00	-6,480.83
Check	11/22/2006	6723	U.S. Department of ...	X	-275.00	-6,755.83
Check	11/22/2006	6722	U.S. Department of ...	X	-112.00	-6,867.83
Check	11/22/2006	6724	U.S. Department of ...	X	-156.00	-7,023.83
Check	11/22/2006	6725	U.S. Department of ...	X	-112.00	-7,135.83
Check	11/25/2006	6726	Yesenia Gomez	X	-173.50	-7,309.33
<b>Total Checks and Payments</b>					<b>-7,309.33</b>	<b>-7,309.33</b>

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 14 Items</b>						
Deposit	11/6/2006			X	156.00	156.00
Deposit	11/7/2006			X	238.00	394.00
Deposit	11/8/2006			X	194.00	588.00
Deposit	11/13/2006			X	119.00	707.00
Deposit	11/15/2006			X	254.00	961.00
Check	11/19/2006	6716	Jo-Ann's Fabrics an...	X	0.00	961.00
Deposit	11/21/2006			X	112.00	1,073.00
Deposit	11/21/2006			X	2,463.80	3,536.80
Deposit	11/21/2006			X	261.00	3,797.80
Deposit	11/22/2006			X	112.00	3,909.80
Deposit	11/27/2006			X	275.00	4,184.80
Deposit	11/28/2006			X	226.10	4,410.90
Deposit	11/28/2006			X	67.00	4,477.90
Check	11/30/2006	6736	U.S. Department of ...	X	0.00	4,477.90
<b>Total Deposits and Credits</b>					<b>4,477.90</b>	<b>4,477.90</b>
<b>Total Cleared Transactions</b>					<b>-2,831.43</b>	<b>-2,831.43</b>
<b>Cleared Balance</b>					<b>-2,831.43</b>	<b>5,555.37</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 17 Items</b>						
Check	12/1/2005	6021	Kendal Flowers		-103.47	-103.47
Check	3/1/2006	6151	Passport Services		-109.00	-212.47
Check	3/2/2006	6159	Passport Services		-40.00	-252.47
Check	11/1/2006	6682	Elizabeth D Minter		-15.00	-267.47
Check	11/7/2006	6690	Bowers Museum D...		-50.00	-317.47
Check	11/15/2006	6704	Jay Herbert		-69.00	-386.47
Check	11/25/2006	6727	Caroline Gurkweitz		-265.63	-652.10
Check	11/27/2006	6728	U.S. Department of ...		-67.00	-719.10
Check	11/27/2006	6729	U.S. Department of ...		-52.00	-771.10
Check	11/28/2006	6734	U.S. Department of ...		-67.00	-838.10
Check	11/28/2006	6733	Minuteman Press		-104.52	-942.62
Check	11/28/2006	6731	Beatrice V. Quintanar		-15.00	-957.62
Check	11/28/2006	6730	Nadia Dallstream		-70.00	-1,027.62
Check	11/28/2006	6732	Estella A. Wnek		-40.00	-1,067.62
Check	11/30/2006	6735	U.S. Department of ...		-67.00	-1,134.62
Check	11/30/2006	6737	U.S. Department of ...		-112.00	-1,246.62
Check	11/30/2006	6738	U.S. Department of ...		-127.00	-1,373.62
<b>Total Checks and Payments</b>					<b>-1,373.62</b>	<b>-1,373.62</b>
<b>Total Uncleared Transactions</b>					<b>-1,373.62</b>	<b>-1,373.62</b>
<b>Register Balance as of 11/30/2006</b>					<b>-4,205.05</b>	<b>4,181.75</b>
<b>New Transactions</b>						
<b>Checks and Payments - 19 Items</b>						
Check	12/2/2006	6739	U.S. Department of ...		-67.00	-67.00
Check	12/2/2006	6740	U.S. Department of ...		-268.00	-335.00
Check	12/4/2006	6742	U.S. Department of ...		-67.00	-402.00
Check	12/4/2006	6741	U.S. Department of ...		-112.00	-514.00
Check	12/5/2006	6743	U.S. Department of ...		-127.00	-641.00
Check	12/5/2006	6744	U.S. Department of ...		-112.00	-753.00
Check	12/6/2006	6747	U.S. Department of ...		-52.00	-805.00
Check	12/6/2006	6745	U.S. Department of ...		-67.00	-872.00
Check	12/6/2006	6748	U.S. Department of ...		-127.00	-999.00
Check	12/6/2006	6746	U.S. Department of ...		-67.00	-1,066.00
Check	12/7/2006	6755	U.S. Department of ...		-112.00	-1,178.00
Check	12/7/2006	6754	U.S. Department of ...		-127.00	-1,305.00
Check	12/7/2006	6753	U.S. Department of ...		-119.00	-1,424.00
Check	12/7/2006	6752	U.S. Department of ...		-134.00	-1,558.00
Check	12/7/2006	6751	U.S. Department of ...		-67.00	-1,625.00
Check	12/7/2006	6749	U.S. Department of ...		-141.40	-1,766.40
Check	12/7/2006	6750	Margo's Flowers		-43.10	-1,809.50



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12/12/06

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Check	12/9/2006	6756	U.S. Department of ...		-112.00	-1,921.50
Check	12/11/2006	6757	Beatrice V. Quintanar		-15.00	-1,936.50
Total Checks and Payments					-1,936.50	-1,936.50
<b>Deposits and Credits - 5 Items</b>						
Deposit	12/2/2006				112.00	112.00
Deposit	12/2/2006				30.00	142.00
Deposit	12/6/2006				112.00	254.00
Deposit	12/7/2006				320.00	574.00
Deposit	12/7/2006				127.00	701.00
Total Deposits and Credits					701.00	701.00
Total New Transactions					-1,235.50	-1,235.50
Ending Balance					-5,440.55	2,946.25

*Edmunds  
12/12/2006*

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12/12/06

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,836.54
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	10/31/2006	1560	Greg's Carpet & Up...	X	-155.52	-155.52
Check	11/9/2006	1561	Budget Blinds	X	-680.88	-836.40
Check	11/20/2006	1562	Budget Blinds	X	-655.76	-1,492.16
Check	11/27/2006	1563	Greg's Carpet & Up...	X	-155.52	-1,647.68
<b>Total Checks and Payments</b>					<u>-1,647.68</u>	<u>-1,647.68</u>
<b>Deposits and Credits - 10 items</b>						
Deposit	11/1/2006			X	19.94	19.94
Deposit	11/2/2006			X	350.00	369.94
Deposit	11/4/2006			X	30.00	399.94
Deposit	11/13/2006			X	35.00	434.94
Deposit	11/15/2006			X	89.94	524.88
Deposit	11/21/2006			X	35.00	559.88
Deposit	11/21/2006			X	125.00	684.88
Deposit	11/21/2006			X	35.00	719.88
Deposit	11/21/2006			X	65.00	784.88
Deposit	11/30/2006			X	9.07	793.95
<b>Total Deposits and Credits</b>					<u>793.95</u>	<u>793.95</u>
<b>Total Cleared Transactions</b>					<u>-853.73</u>	<u>-853.73</u>
<b>Cleared Balance</b>					<u>-853.73</u>	<u>12,982.81</u>
<b>Register Balance as of 11/30/2006</b>					<u>-853.73</u>	<u>12,982.81</u>
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	12/1/2006	1564	Budget Blinds		-24.24	-24.24
<b>Total Checks and Payments</b>					<u>-24.24</u>	<u>-24.24</u>
<b>Deposits and Credits - 6 items</b>						
Deposit	12/2/2006				59.94	59.94
Deposit	12/2/2006				35.00	94.94
Deposit	12/6/2006				210.00	304.94
Deposit	12/7/2006				35.00	339.94
Deposit	12/11/2006				19.94	359.88
Deposit	12/12/2006				35.00	394.88
<b>Total Deposits and Credits</b>					<u>394.88</u>	<u>394.88</u>
<b>Total New Transactions</b>					<u>370.64</u>	<u>370.64</u>
<b>Ending Balance</b>					<u><u>-483.09</u></u>	<u><u>13,353.45</u></u>

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**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						50,239.77
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	11/8/2006	1272	Orange County Aud...	X	-52,841.92	-52,841.92
<b>Total Checks and Payments</b>					-52,841.92	-52,841.92
<b>Deposits and Credits - 25 items</b>						
Deposit	10/31/2006			X	612.64	612.64
Deposit	11/1/2006			X	246.40	859.04
Deposit	11/2/2006			X	1,040.81	1,899.85
Deposit	11/4/2006			X	421.15	2,321.00
Deposit	11/6/2006			X	343.00	2,664.00
Deposit	11/6/2006			X	1,084.60	3,748.60
Deposit	11/7/2006			X	494.00	4,242.60
Deposit	11/8/2006			X	575.75	4,818.35
Deposit	11/13/2006			X	442.50	5,260.85
Deposit	11/13/2006			X	292.07	5,552.92
Deposit	11/13/2006			X	432.59	5,985.51
Deposit	11/15/2006			X	531.30	6,516.81
Deposit	11/15/2006			X	668.30	7,185.11
Deposit	11/20/2006			X	5,116.16	12,301.27
Deposit	11/21/2006			X	439.30	12,740.57
Deposit	11/21/2006			X	914.35	13,654.92
Deposit	11/21/2006			X	755.65	14,410.57
Deposit	11/21/2006			X	548.20	14,958.77
Deposit	11/21/2006			X	542.91	15,501.68
Deposit	11/22/2006			X	407.00	15,908.68
Deposit	11/27/2006			X	325.70	16,234.38
Deposit	11/27/2006			X	109.70	16,344.08
Deposit	11/27/2006			X	245.80	16,589.88
Deposit	11/28/2006			X	573.10	17,162.98
Deposit	11/30/2006			X	38.86	17,201.84
<b>Total Deposits and Credits</b>					17,201.84	17,201.84
<b>Total Cleared Transactions</b>					-35,640.08	-35,640.08
<b>Cleared Balance</b>					-35,640.08	14,599.69
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 Item</b>						
Deposit	8/10/2006				282.60	282.60
<b>Total Deposits and Credits</b>					282.60	282.60
<b>Total Uncleared Transactions</b>					282.60	282.60
<b>Register Balance as of 11/30/2006</b>					-35,357.48	14,882.29
<b>New Transactions</b>						
<b>Deposits and Credits - 14 Items</b>						
Deposit	12/2/2006				406.85	406.85
Deposit	12/2/2006				517.38	924.23
Deposit	12/2/2006				561.60	1,485.83
Deposit	12/6/2006				1,089.00	2,574.83
Deposit	12/6/2006				238.99	2,813.82
Deposit	12/6/2006				702.30	3,516.12
Deposit	12/7/2006				546.02	4,062.14
Deposit	12/7/2006				417.34	4,479.48
Deposit	12/9/2006				230.54	4,710.02
Deposit	12/9/2006				75.00	4,785.02
Deposit	12/9/2006				497.55	5,282.57
Deposit	12/11/2006				118.25	5,400.82

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**Placentia Library District  
Reconciliation Detail**  
General Fund - Savings, Period Ending 11/30/2006

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	12/12/2006				342.43	5,743.25
Deposit	12/12/2006				4,356.25	10,099.50
Total Deposits and Credits					<u>10,099.50</u>	<u>10,099.50</u>
Total New Transactions					<u>10,099.50</u>	<u>10,099.50</u>
Ending Balance					<u><u>-25,257.98</u></u>	<u><u>24,981.79</u></u>

*W. Smith  
12/12/2006*

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**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						12,979.98
<b>Cleared Transactions</b>						
<b>Checks and Payments - 22 Items</b>						
Check	10/2/2006	5397	Placentia Chamber ...	X	-250.00	-250.00
Check	10/17/2006	5413	Pat Irot	X	-44.40	-294.40
Check	10/19/2006	5412	Jean Turner	X	-12.00	-306.40
Check	10/24/2006	5417	Elizabeth D Minter	X	-15.99	-322.39
Check	10/31/2006	5421	Caroline Gurkweitz	X	-164.36	-486.75
Check	11/1/2006		Bank of the West	X	-303.77	-790.52
Check	11/2/2006		Bank of the West	X	-15.41	-805.93
Check	11/7/2006	5422	Fry's Electronics	X	-225.88	-1,031.81
Check	11/8/2006	5424	Albertson's	X	-21.26	-1,053.07
Check	11/8/2006	5423	Placentia Chamber ...	X	-10.00	-1,063.07
Check	11/8/2006	5425	Sam's Club	X	-187.79	-1,250.86
Check	11/8/2006	5426	Nadia Dallstream	X	-92.12	-1,342.98
Check	11/9/2006	5428	Placentia Chamber ...	X	-25.00	-1,367.98
Check	11/9/2006	5427	Sam's Club	X	-101.44	-1,469.42
Check	11/19/2006	5431	Sam's Club	X	-31.74	-1,501.16
Check	11/20/2006	5435	Placentia Library G...	X	-5,116.16	-6,617.32
Check	11/20/2006	5434	Placentia Library Di...	X	-125.00	-6,742.32
Check	11/20/2006	5433	Placentia Library G...	X	-2,463.80	-9,206.12
Check	11/20/2006	5432	Fry's Electronics	X	-145.39	-9,351.51
Check	11/20/2006	5436	Wendy G. Goodson	X	-81.13	-9,432.64
Check	11/21/2006		Bank of the West	X	-4.50	-9,437.14
Check	11/22/2006	5438	Elizabeth D Minter	X	-200.00	-9,637.14
<b>Total Checks and Payments</b>					<b>-9,637.14</b>	<b>-9,637.14</b>
<b>Deposits and Credits - 42 Items</b>						
Deposit	11/1/2006			X	41.40	41.40
Deposit	11/2/2006			X	87.43	128.83
Deposit	11/2/2006			X	101.00	229.83
Deposit	11/3/2006			X	10.00	239.83
Deposit	11/6/2006			X	124.00	363.83
Deposit	11/6/2006			X	264.00	627.83
Deposit	11/6/2006			X	29.14	656.97
Deposit	11/7/2006			X	214.90	871.87
Deposit	11/8/2006			X	165.15	1,037.02
Deposit	11/8/2006			X	90.00	1,127.02
Deposit	11/9/2006			X	405.00	1,532.02
Deposit	11/9/2006			X	29.14	1,561.16
Deposit	11/10/2006			X	29.71	1,590.87
Deposit	11/10/2006			X	40.00	1,630.87
Deposit	11/13/2006			X	219.00	1,849.87
Deposit	11/13/2006			X	30.00	1,879.87
Deposit	11/13/2006			X	173.90	2,053.77
Deposit	11/14/2006			X	192.30	2,246.07
Deposit	11/15/2006			X	1,346.72	3,592.79
Deposit	11/15/2006			X	216.40	3,809.19
Deposit	11/16/2006			X	38.86	3,848.05
Deposit	11/16/2006			X	164.40	4,012.45
Deposit	11/16/2006			X	60.00	4,072.45
Deposit	11/17/2006			X	62.00	4,134.45
Deposit	11/17/2006			X	30.00	4,164.45
Deposit	11/20/2006			X	160.00	4,324.45
Deposit	11/20/2006			X	385.00	4,709.45
Deposit	11/20/2006			X	105.89	4,815.34
Deposit	11/20/2006			X	137.10	4,952.44
Deposit	11/21/2006			X	306.99	5,259.43
Deposit	11/22/2006			X	652.00	5,911.43
Deposit	11/22/2006			X	0.00	5,911.43
Check	11/22/2006	5437	Placentia Library Di...	X	0.00	5,922.23
Deposit	11/24/2006			X	10.80	6,028.12
Deposit	11/24/2006			X	105.89	6,134.01
Deposit	11/24/2006			X	477.98	6,611.99
Deposit	11/24/2006			X	0.00	6,611.99
Check	11/26/2006	5439	Sam's Club	X	0.00	6,611.99
Deposit	11/27/2006			X	196.80	6,808.79
Deposit	11/27/2006			X	149.61	6,958.40
Deposit	11/27/2006			X	38.86	7,000.00

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**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	11/28/2006			X	20.50	6,911.87
Deposit	11/29/2006			X	272.60	7,184.47
Deposit	11/30/2006			X	49.40	7,233.87
Total Deposits and Credits					7,233.87	7,233.87
Total Cleared Transactions					-2,403.27	-2,403.27
Cleared Balance					-2,403.27	10,576.71
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 Items</b>						
Check	9/28/2005	5179	Placentia Chamber ...		-12.00	-12.00
Check	6/5/2006	5340	Paolini's A Taste of ...		-20.00	-32.00
Check	11/15/2006	5429	Placentia Chamber ...		-20.00	-52.00
Check	11/16/2006	5430	Gary Bell		-26.00	-78.00
Check	11/29/2006	5441	Placentia Chamber ...		-49.00	-127.00
Check	11/29/2006	5442	Placentia Chamber ...		-20.00	-147.00
Check	11/29/2006	5440	Placentia Chamber ...		-245.00	-392.00
Total Checks and Payments					-392.00	-392.00
Total Uncleared Transactions					-392.00	-392.00
Register Balance as of 11/30/2006					-2,795.27	10,184.71
<b>New Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Check	12/7/2006	5443	Smart & Final		-109.69	-109.69
Check	12/11/2006	5445	Nadia Dallstream		-10.00	-119.69
Total Checks and Payments					-119.69	-119.69
<b>Deposits and Credits - 2 Items</b>						
Deposit	12/11/2006				5,539.80	5,539.80
Check	12/11/2006	5444	Sam's Club			5,539.80
Total Deposits and Credits					5,539.80	5,539.80
Total New Transactions					5,420.11	5,420.11
Ending Balance					2,624.84	15,604.82

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**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						12,611.64
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	11/30/2006			X	8.29	8.29
<b>Total Deposits and Credits</b>					<u>8.29</u>	<u>8.29</u>
<b>Total Cleared Transactions</b>					<u>8.29</u>	<u>8.29</u>
<b>Cleared Balance</b>					<u>8.29</u>	<u>12,619.93</u>
<b>Register Balance as of 11/30/2006</b>					8.29	12,619.93
<b>New Transactions</b>						
<b>Deposits and Credits - 1 Item</b>						
Deposit	12/6/2006				500.00	500.00
<b>Total Deposits and Credits</b>					<u>500.00</u>	<u>500.00</u>
<b>Total New Transactions</b>					<u>500.00</u>	<u>500.00</u>
<b>Ending Balance</b>					<u><u>508.29</u></u>	<u><u>13,119.93</u></u>

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**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						82,951.69
Cleared Transactions						
Checks and Payments - 76 Items						
Check	10/18/2006	7070	Arianna Hernandez	X	-241.99	-241.99
Check	10/18/2006	7065	Desiree Diaz	X	-130.86	-372.85
Check	10/18/2006	7039	Noreth Men	X	-250.91	-623.76
Check	10/18/2006	7078	Sothavy Ton	X	-137.41	-761.17
Check	11/1/2006	7110	Kelleny Rivera	X	-126.79	-887.96
Check	11/1/2006	7109	Hilda Rivera	X	-694.65	-1,582.61
Check	11/1/2006	7107	Beatrice V. Quintanar	X	-1,005.14	-2,587.75
Check	11/1/2006	7105	Vincent Perrone	X	-44.41	-2,632.16
Check	11/1/2006	7104	Rosemarie Perrone	X	-70.51	-2,702.67
Check	11/1/2006	7102	Nancy Pe'a	X	-70.51	-2,773.18
Check	11/1/2006	7098	Noreth Men	X	-159.24	-2,932.42
Check	11/1/2006	7095	Kristen Hoffman	X	-469.52	-3,401.94
Check	11/1/2006	7094	Alexander Hernandez	X	-571.79	-3,973.73
Check	11/1/2006	7091	Wendy G. Goodson	X	-1,890.87	-5,864.60
Check	11/1/2006	7085	Dorothy J. Cummings	X	-95.48	-5,960.08
Check	11/1/2006	7083	Gary Bell	X	-1,530.12	-7,490.20
Check	11/1/2006		Paychex	X	-12,061.82	-19,552.02
Check	11/1/2006		Paychex	X	-21,872.52	-41,424.54
Check	11/1/2006		Tax Deferred Servic...	X	-3,592.14	-45,016.68
Check	11/1/2006	7147	Nationwide Retirem...	X	-1,124.23	-46,140.91
Check	11/1/2006	7146	Placentia Library Di...	X	-19.94	-46,160.85
Check	11/1/2006	7145	Arianna Hernandez	X	-241.99	-46,402.84
Check	11/1/2006	7132	Luz Lizaola	X	-302.95	-46,705.79
Check	11/1/2006	7133	Melissa Manzanarez	X	-259.54	-46,965.33
Check	11/1/2006	7134	Marisol Martinez	X	-382.76	-47,348.09
Check	11/1/2006	7135	Desiree McCune	X	-243.57	-47,591.66
Check	11/1/2006	7136	Uchechukwu Ollawa	X	-218.94	-47,810.60
Check	11/1/2006	7137	Christina Perez	X	-227.73	-48,038.33
Check	11/1/2006	7138	Araceli Ramirez	X	-849.73	-48,888.06
Check	11/1/2006	7139	Colleen Reyes	X	-477.81	-49,365.87
Check	11/1/2006	7140	Evelyn Soqui	X	-334.87	-49,700.74
Check	11/1/2006	7141	Jayson Telles	X	-156.58	-49,857.32
Check	11/1/2006	7142	Sothavy Ton	X	-137.41	-49,994.73
Check	11/1/2006	7143	Orange County Aud...	X	-190.20	-50,184.93
Check	11/1/2006	7144	Angelica Alatorre	X	-288.87	-50,473.80
Check	11/1/2006	7122	Raymond Bustama...	X	-256.26	-50,730.06
Check	11/1/2006	7123	Maryrose Cachola	X	-250.43	-50,980.49
Check	11/1/2006	7124	Kamala Connors	X	-359.50	-51,339.99
Check	11/1/2006	7125	Shannon Ford	X	-194.99	-51,534.98
Check	11/1/2006	7128	Raquel Galarza	X	-150.50	-51,685.48
Check	11/1/2006	7129	Paulette Garcia	X	-250.43	-51,935.91
Check	11/1/2006	7130	cynthia Gutierrez	X	-290.25	-52,226.16
Check	11/1/2006	7131	Evelyn Soqui	X	-352.55	-52,578.71
Check	11/15/2006	7200	Colleen Reyes	X	-366.41	-52,945.12
Check	11/15/2006	7199	Christina Perez	X	-265.90	-53,211.02
Check	11/15/2006	7198	Desiree McCune	X	-115.21	-53,326.23
Check	11/15/2006	7197	Marisol Martinez	X	-418.76	-53,744.99
Check	11/15/2006	7196	Melissa Manzanarez	X	-246.82	-53,991.81
Check	11/15/2006	7195	Luz Lizaola	X	-279.60	-54,271.41
Check	11/15/2006	7194	cynthia Gutierrez	X	-255.25	-54,526.66
Check	11/15/2006	7192	Paulette Garcia	X	-183.20	-54,709.86
Check	11/15/2006	7191	Raquel Galarza	X	-250.43	-54,960.29
Check	11/15/2006	7190	Shannon Ford	X	-245.54	-55,205.83
Check	11/15/2006	7189	Orange County Aud...	X	-190.20	-55,396.03
Check	11/15/2006	7203	Kamala Connors	X	-370.72	-55,766.75
Check	11/15/2006	7187	Maryrose Cachola	X	-406.89	-56,173.64
Check	11/15/2006	7186	Raymond Bustama...	X	-279.60	-56,453.24
Check	11/15/2006	7185	Angelica Alatorre	X	-288.87	-56,742.11
Check	11/15/2006	7184	Kelleny Rivera	X	-126.79	-56,868.90
Check	11/15/2006	7174	Hilda Rivera	X	-694.65	-57,563.55
Check	11/15/2006	7173	Beatrice V. Quintanar	X	-902.20	-58,465.75
Check	11/15/2006	7171	Noreth Men	X	-217.14	-58,682.89
Check	11/15/2006	7164	Kristen Hoffman	X	-551.60	-59,234.49
Check	11/15/2006	7161	Alexander Hernandez	X	-543.05	-59,777.54
Check	11/15/2006	7160	Wendy G. Goodson	X	-2,048.03	-61,825.57
Check	11/15/2006	7157		X		



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**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/15/2006	7151	Diane Cunningham	X	-146.94	-61,972.51
Check	11/15/2006	7150	Dorothy J. Cummings	X	-79.70	-62,052.21
Check	11/15/2006	7148	Gary Bell	X	-1,530.12	-63,582.33
Check	11/15/2006		Paychex	X	-10,934.29	-74,516.62
Check	11/15/2006		Paychex	X	-20,065.05	-94,581.67
Check	11/15/2006	7204	Placentia Library Di...	X	-19.94	-94,601.61
Check	11/15/2006	7205	Nationwide Retirem...	X	-1,124.23	-95,725.84
Check	11/15/2006	7207	Tax Deferred Servic...	X	-3,242.14	-98,967.98
Check	11/15/2006	7201	Jayson Telles	X	-156.58	-99,124.56
Check	11/15/2006	7202	Sothavy Ton	X	-192.38	-99,316.94
Check	11/29/2006		Paychex	X	-22,691.58	-122,008.52
<b>Total Checks and Payments</b>					<b>-122,008.52</b>	<b>-122,008.52</b>
<b>Deposits and Credits - 4 Items</b>						
Deposit	11/8/2006			X	49,472.00	49,472.00
Check	11/15/2006	7206	Tax Deferred Servic...	X	0.00	49,472.00
Check	11/15/2006	7193	Arianna Hernandez	X	0.00	49,472.00
Deposit	11/22/2006			X	49,472.00	98,944.00
<b>Total Deposits and Credits</b>					<b>98,944.00</b>	<b>98,944.00</b>
<b>Total Cleared Transactions</b>					<b>-23,064.52</b>	<b>-23,064.52</b>
<b>Cleared Balance</b>					<b>-23,064.52</b>	<b>59,887.17</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 39 Items</b>						
Check	12/28/2005	5948	Lynn Baden		-151.64	-151.64
Check	2/8/2006	6132	Marlon Daito		-49.98	-201.62
Check	3/8/2006	6244	Maria N Madero		-68.10	-269.72
Check	10/4/2006	6991	Maria Rodriguez		-108.80	-378.52
Check	11/1/2006	7126	Marlon Daito		-150.50	-529.02
Check	11/1/2006	7127	Desiree Diaz		-130.86	-659.88
Check	11/1/2006	7114	Shilpa Shah		-44.41	-704.29
Check	11/15/2006	7188	Desiree Diaz		-130.86	-835.15
Check	11/29/2006	7220	Alexander Hernandez		-549.44	-1,384.59
Check	11/29/2006	7224	Noreth Men		-221.96	-1,606.55
Check	11/29/2006	7230	Beatrice V. Quintanar		-1,005.14	-2,611.69
Check	11/29/2006	7232	Hilda Rivera		-739.42	-3,351.11
Check	11/29/2006	7233	Kelleny Rivera		-126.79	-3,477.90
Check	11/29/2006	7245	Maryrose Cachola		-457.12	-3,935.02
Check	11/29/2006	7247	Marlon Daito		-75.41	-4,010.43
Check	11/29/2006	7248	Paulette Garcia		-279.60	-4,290.03
Check	11/29/2006	7249	cynthia Gutierrez		-287.47	-4,577.50
Check	11/29/2006	7250	Arianna Hernandez		-334.63	-4,912.13
Check	11/29/2006	7251	Luz Lizaola		-302.95	-5,215.08
Check	11/29/2006	7252	Melissa Manzanarez		-230.91	-5,445.99
Check	11/29/2006	7253	Marisol Martinez		-330.42	-5,776.41
Check	11/29/2006	7254	Uchechukwu Ollawa		-103.55	-5,879.96
Check	11/29/2006	7255	Christina Perez		-215.02	-6,094.98
Check	11/29/2006	7256	Evelyn Soqui		-164.11	-6,259.09
Check	11/29/2006	7257	Jayson Telles		-208.35	-6,467.44
Check	11/29/2006	7258	Sothavy Ton		-142.62	-6,610.06
Check	11/29/2006	7259	Placentia Library Di...		-19.94	-6,630.00
Check	11/29/2006	7260	Nationwide Retirem...		-1,124.23	-7,754.23
Check	11/29/2006	7261	Tax Deferred Servic...		-3,242.14	-10,996.37
Check	11/29/2006	7262	Raymond Bustama...		-209.37	-11,205.74
Check	11/29/2006	7263	Shannon Ford		-245.54	-11,451.28
Check	11/29/2006	7264	Colleen Reyes		-466.43	-11,917.71
Check	11/29/2006	7217	Wendy G. Goodson		-2,067.29	-13,985.00
Check	11/29/2006	7211	Diane Cunningham		-73.48	-14,058.48
Check	11/29/2006	7210	Dorothy J. Cummings		-109.69	-14,168.17
Check	11/29/2006	7208	Gary Bell		-1,530.12	-15,698.29
Check	11/29/2006		Paychex		-158.10	-15,856.39

6:07 PM  
12/12/06

**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 11/30/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/29/2006		Paychex		-11,408.61	-27,265.00
Check	11/29/2006	7246	Kamala Connors		-359.50	-27,624.50
Total Checks and Payments					-27,624.50	-27,624.50
Total Uncleared Transactions					-27,624.50	-27,624.50
Register Balance as of 11/30/2006					-50,689.02	32,262.67
<b>New Transactions</b>						
<b>Checks and Payments - 37 Items</b>						
Check	12/2/2006		Bank of the West		-25.00	-25.00
Check	12/11/2006	2068	Arianna Hernandez		-241.99	-266.99
Check	12/13/2006		Paychex		-22,199.00	-22,465.99
Check	12/13/2006		Paychex		-11,049.60	-33,515.59
Check	12/13/2006	7265	Gary Bell		-1,530.12	-35,045.71
Check	12/13/2006	7267	Dorothy J. Cummings		-109.69	-35,155.40
Check	12/13/2006	7268	Diane Cunningham		-36.73	-35,192.13
Check	12/13/2006	7274	Wendy G. Goodson		-2,247.87	-37,440.00
Check	12/13/2006	7277	Alexander Hernandez		-626.08	-38,066.08
Check	12/13/2006	7281	Noreth Men		-435.73	-38,501.81
Check	12/13/2006	7287	Beatrice V. Quintanar		-1,005.14	-39,506.95
Check	12/13/2006	7288	Hilda Rivera		-394.58	-39,901.53
Check	12/13/2006	7289	Kelleny Rivera		-126.79	-40,028.32
Check	12/13/2006	7301	Angelica Alatorre		-288.87	-40,317.19
Check	12/13/2006	7302	Raymond Bustama...		-349.62	-40,666.81
Check	12/13/2006	7303	Maryrose Cachola		-483.82	-41,150.63
Check	12/13/2006	7304	Kamala Connors		-482.84	-41,633.47
Check	12/13/2006	7305	Marion Daito		-75.58	-41,709.05
Check	12/13/2006	7306	Shannon Ford		-245.54	-41,954.59
Check	12/13/2006	7308	Paulette Garcia		-326.28	-42,280.87
Check	12/13/2006	7309	cynthia Gutierrez		-304.28	-42,585.15
Check	12/13/2006	7310	Arianna Hernandez		-253.54	-42,838.69
Check	12/13/2006	7311	Luz Lizaola		-279.60	-43,118.29
Check	12/13/2006	7312	Melissa Manzanarez		-234.09	-43,352.38
Check	12/13/2006	7313	Marisol Martinez		-410.44	-43,762.82
Check	12/13/2006	7314	Desiree McCune		-138.56	-43,901.38
Check	12/13/2006	7315	Uchekukwu Ollawa		-213.17	-44,114.55
Check	12/13/2006	7316	Christina Perez		-364.32	-44,478.87
Check	12/13/2006	7317	Colleen Reyes		-500.60	-44,979.47
Check	12/13/2006	7318	Evelyn Soqui		-364.32	-45,343.79
Check	12/13/2006	7319	Jayson Telles		-347.92	-45,691.71
Check	12/13/2006	7320	Sothavy Ton		-367.06	-46,058.77
Check	12/13/2006	7321	Orange County Aud...		-190.20	-46,248.97
Check	12/13/2006	7322	Placentia Library Di...		-19.94	-46,268.91
Check	12/13/2006	7323	Nationwide Retirem...		-1,124.23	-47,393.14
Check	12/13/2006	7324	Tax Deferred Servic...		-3,242.14	-50,635.28
Check	12/13/2006	7307	Raquel Galarza		-337.95	-50,973.23
Total Checks and Payments					-50,973.23	-50,973.23
<b>Deposits and Credits - 1 item</b>						
Deposit	12/6/2006				47,072.00	47,072.00
Total Deposits and Credits					47,072.00	47,072.00
Total New Transactions					-3,901.23	-3,901.23
Ending Balance					-54,590.25	28,361.44

*20mmk  
12/12/2006*

ACQUISITIONS REPORT FOR FISCAL YEAR 2006-2007 THROUGH THE MONTH OF NOVEMBER 2006  
 Prepared by Vernon Napier, 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	\$8,719	573	463	\$5,140	325	262	\$13,860	898	715	\$252	10	10	\$14,092	908	725
Adult Circulating Non-Fiction	\$10,189	563	465	\$5,176	258	232	\$15,366	821	697	\$555	24	24	\$15,921	845	721
Adult Reference	\$4,389	37	20	\$449	15	15	\$4,837	52	35	\$66	2	2	\$4,903	54	37
Adult magazines	\$5,267	119	123	\$0	0	0	\$5,267	119	123	\$0	0	0	\$5,267	119	123
Adult on-line databases	\$22,954	3	5	\$0	0	0	\$22,954	3	5	\$0	0	0	\$22,954	3	5
Total Adult Non-Fiction	\$42,799	722	613	\$5,625	273	247	\$48,423	995	860	\$621	26	26	\$49,045	1021	886
TOTAL ADULT PRINT MATERIALS	\$51,518	1295	1066	\$10,765	598	509	\$62,283	1893	1575	\$853	36	36	\$63,136	1929	1611
Adult Music CDs	\$2,892	166	152	\$695	40	40	\$3,527	206	192	\$0	0	0	\$3,527	206	192
Adult Audio Books (incl. Overdrive)	\$7,653	103	103	\$2,104	29	29	\$9,757	132	132	\$0	0	0	\$9,757	132	132
Adult DVDs	\$9,332	451	443	\$3,266	110	91	\$12,598	561	534	\$68	3	3	\$12,666	564	537
TOTAL ADULT NON-PRINT MATERIALS	\$19,876	720	698	\$6,066	179	160	\$25,882	899	858	\$68	3	3	\$25,950	902	861
TOTAL ADULT MATERIALS	\$71,394	2015	1764	\$16,831	777	669	\$88,165	2,792	2,433	\$921	39	39	\$89,086	2,831	2,472
Juvenile Fiction	\$1,126	246	159	\$921	128	94	\$2,046	374	253	\$264	21	21	\$2,310	395	274
Juvenile Circulating Non-Fiction	\$564	27	24	\$215	9	7	\$779	36	31	\$1,566	67	67	\$2,345	103	98
Juvenile Reference	\$796	5	4	\$0	0	0	\$796	5	4	\$0	0	0	\$796	5	4
Juvenile Magazines	\$26	8	8	\$0	0	0	\$26	8	8	\$0	0	0	\$26	8	8
Juvenile on-line databases	\$399	1	1	\$0	0	0	\$399	1	1	\$0	0	0	\$399	1	1
Total Junior Non-Fiction	\$1,765	41	37	\$215	9	7	\$2,000	50	44	\$1,566	67	67	\$3,566	117	111
TOTAL JUVENILE PRINT MATERIALS	\$2,910	287	196	\$1,136	137	101	\$4,046	424	297	\$1,830	88	88	\$5,876	512	385
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$18	0	0	\$0	0	0	\$18	0	0	\$0	0	0	\$18	0	0
Juvenile DVDs	\$37	2	1	\$153	6	3	\$190	8	4	\$485	24	18	\$675	32	22
TOTAL JUVENILE NON-PRINT MATERIALS	\$55	2	1	\$153	6	3	\$207	8	4	\$485	24	18	\$693	32	22
TOTAL JUVENILE MATERIALS	\$2,965	289	197	\$1,289	143	104	\$4,254	432	301	\$2,315	112	106	\$6,569	544	407
Total Fiction	\$9,845	819	612	\$6,061	453	356	\$15,906	1272	968	\$496	31	31	\$16,402	1303	999
Total Non-Fiction	\$44,583	763	650	\$5,840	282	254	\$50,424	1045	904	\$2,187	93	93	\$52,610	1138	997
Total Music CDs	\$2,832	166	152	\$695	40	40	\$3,527	206	192	\$0	0	0	\$3,527	206	192
Total Audio Books	\$7,670	103	103	\$2,104	29	29	\$9,775	132	132	\$0	0	0	\$9,775	132	132
Total Video DVDs	\$9,369	453	444	\$3,419	116	94	\$12,788	569	538	\$553	27	21	\$13,341	596	559
TOTAL MATERIALS	\$74,299	2304	1961	\$18,119	920	775	\$92,419	3224	2734	\$3,236	151	145	\$95,655	3375	2879

General Fund \$30,625  
 Adopt-a-book \$0  
 Outstanding Orders as of November 2006 \$30,625  
 TOTAL \$30,625



Entrepenurial Activities Report  
Net Revenue Summary  
December-06

	Nov-06	Nov-05	YTD 2006-07	YTD 2005-06
Passport	10,619.52	10,158.60	57,122.82	53,957.08
Passport Photos	1,450.00	1,120.00	6,940.00	5,980.00
Notary Public	360.00	30.00	1,250.00	130.00
Test Proctor	30.00	-	994.30	-
<b>Total</b>	<b>12,459.52</b>	<b>11,308.60</b>	<b>66,307.12</b>	<b>60,067.08</b>

Prepared by: Wendy Goodson *WG*



Summary of Current Status Of Unique Management Accounts  
December 18, 2006

Agenda Item 20

FY 06-07	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	15	913	0	18.95	0
August	13	929	3	366.2	0
September	14	936	4	221.45	0
October	19	950	5	529.3	0
November	14	960	5	275.6	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>75</b>	<b>4688</b>	<b>17</b>	<b>1411.5</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 12/02/2006 10:06 PM TC

SUMMARY STATUS REPORT

PAGE: 149

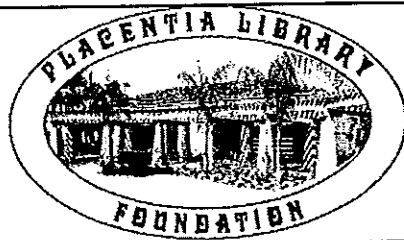
MS YESENIA GOMEZ  
PLACENTIA LIBRARY DISTRICT  
411 EAST CHAPMAN AVENUE  
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 11/30/2006

Accounts Submitted	:	1,437	Dollars Submitted	:	135,423.38	Dollars Received	:	50,392.58
Bankruptcies	:	13	Dollars in Bankruptcy	:	1,079.61	Material Returned	:	18,274.57
Incorrect Addresses	:	190	Dollars in Skips	:	12,050.51	Dollars Waived	:	4,320.78
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	92,658.16
Accounts in Process	:	1,233	Dollars in Process	:	117,283.88	% of Dollars Activated	:	79.00%
# of Accounts Activated	:	960						
% of Accounts Activated	:	77.86%						







Transactions From October 31, 2006 To November 30, 2006

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Full Name	Total Cash \$
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Eleanore Rankin	
Dixie Shaw	
Russell Rice	
Margaret Horrocks	
Florence Purdy	
Judy Kopriva	

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\$1,625.00

**6 Total Records**

*Report Criteria: Total Cash Giving Is Greater Than \$1.00*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Building Maintenance Report for November 2006  
**DATE:** December 18, 2006

**HVAC:** 11-1-06 – Monthly servicing of system.

**Electrical:** 11-9-06 – Installation of replacement circuits in meeting room. Relamped lobby and loading dock lights.

**Carpet Cleaners:** 11-24-06 - Cleaned Meeting Room carpet.

**Meeting Room:** 11-9-06 – Installation of rolling shades.

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Personnel Report for November 2006  
**DATE:** December 18, 2006

**RESIGNATIONS:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Wendy Goodson <sup>Wk</sup>



**TO:** Elizabeth D. Minter, Library Director

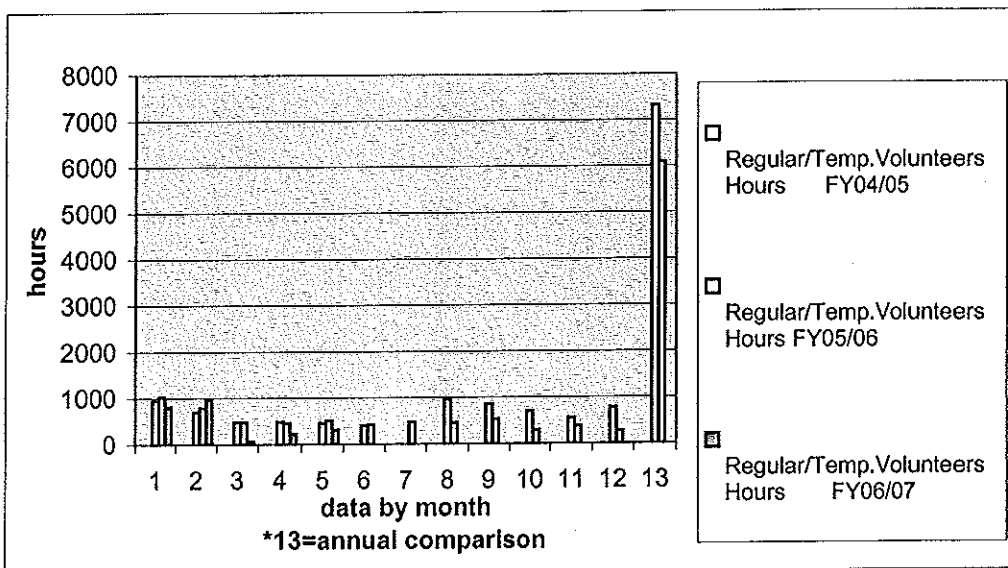
**FROM:** Lois Monroe, Coordinator of Development and Volunteer Services

**SUBJECT:** Volunteer Report for Month of November

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 referrals cases.

Regular/Temp. Volunteers Hours			
	FY04/05	FY05/06	FY06/07
July	948.25	1,027.50	815.25
August	696.25	784.50	980.75
September	482.00	470.75	60
October	487.75	458.25	227
November	461.00	516.00	310
December	400.75	416.00	
January	*	472.00	
February	959.75	462.50	
March	846.50	537.50	
April	698.00	294.50	
May	559.75	380.25	
June	<u>780.00</u>	<u>273.25</u>	
	<b>7,320.00</b>	<b>6,093.00</b>	

# of Active Volunteers for June 2006	Jul-06	Aug-06	Sep-06	Oct-06	Nov.-06
Bookstore:	36	31	39	35	26
Regular:	8	6	11	9	11
Temporary:	6	13	8	11	4
Literacy:	167	63	79	71	97



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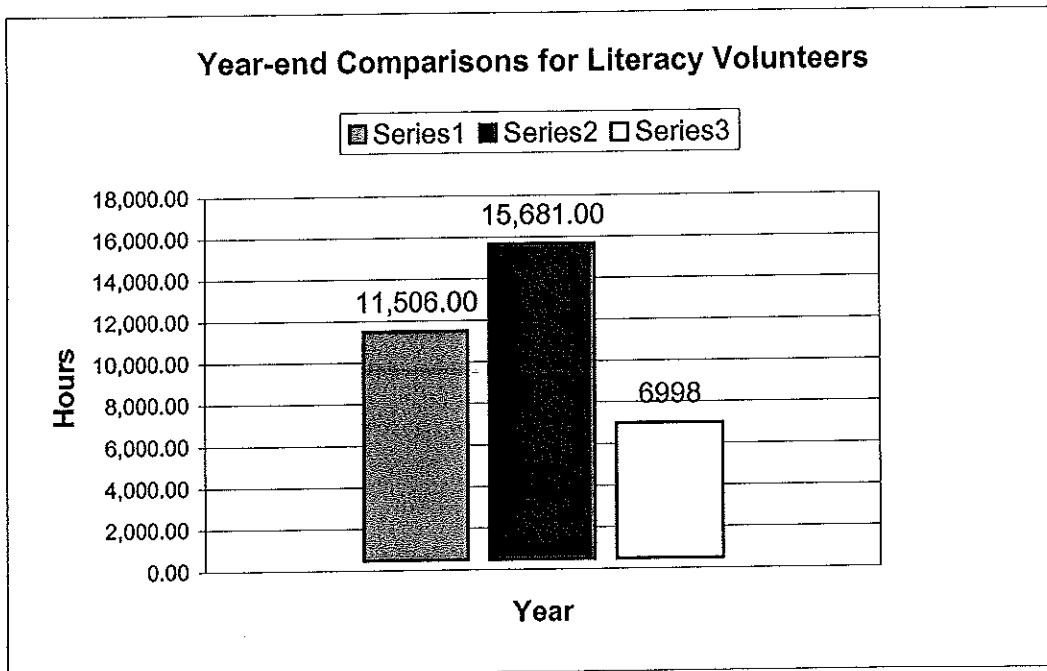
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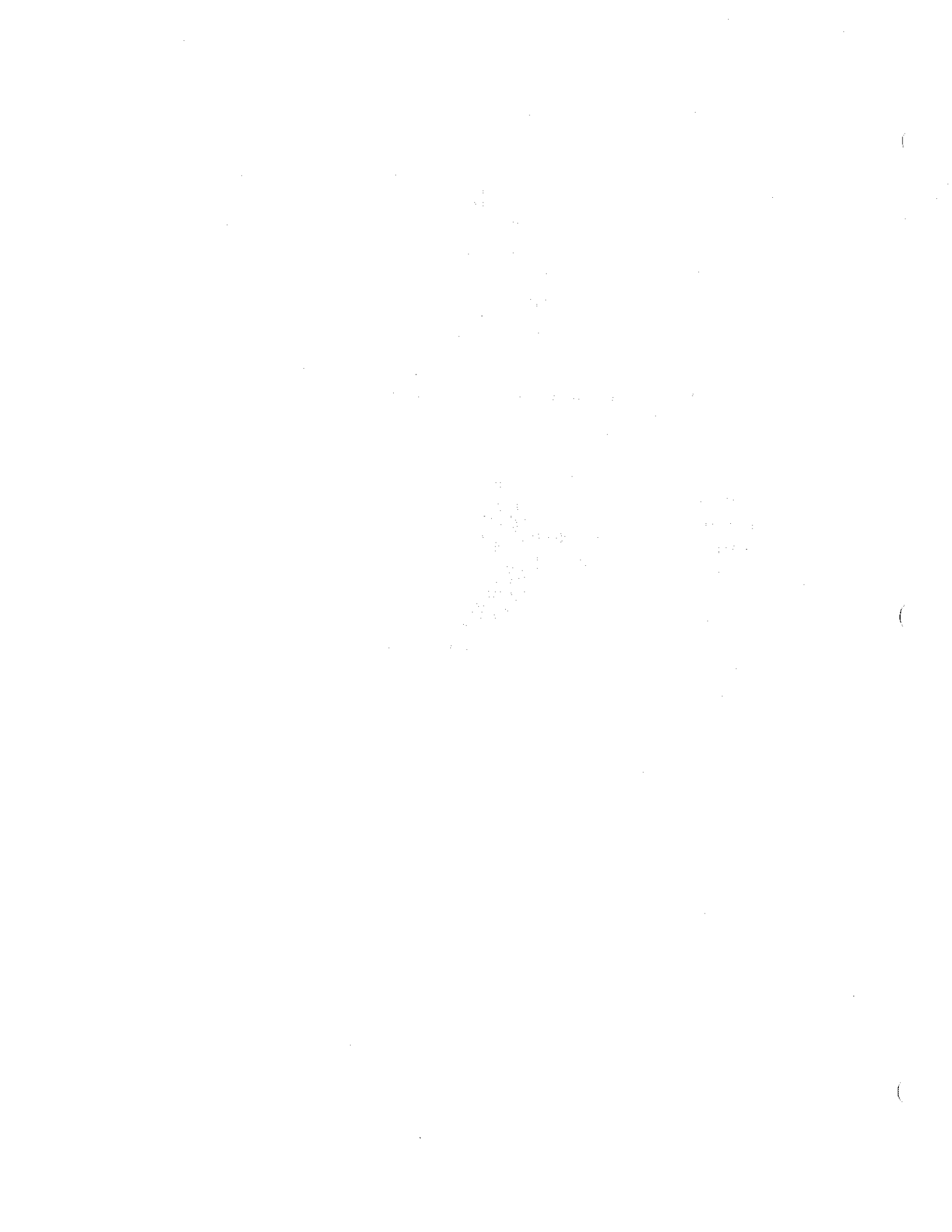
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Literacy Volunteer Hours			
	FY04/05	FY05/06	FY06/07
July	1,008.00	622.00	892
August	684.00	609.00	987
September	704.00	894.00	1030
October	684.00	1,750.00	1934
November	1,458.00	1,599.00	2155
December	1,075.00	1,599.00	
January	*	912.00	
February	2,084.00	1,266.00	
March	978.00	1,200.00	
April	976.00	2,210.00	
May	814.00	1,610.00	
June	<u>1,041.00</u>	<u>1,410.00</u>	
	11,506.00	15,681.00	6998



excel/mydoc's/volunteer/vol.boardreports7/06



**Placentia Library District**  
Circulation Report – November 2006

Agenda Item 25

	November 2006	November 2005	Y-T-D 2006	Y-T-D 2005	Y-T-D % change
1st Time Checkouts	15,339	16,062	79,376	81,394	-2.5%
Phone Renewals	1,027	1,063	4,457	4,793	-7.5%
<u>In-Building Renewals</u>	<u>392</u>	<u>511</u>	<u>2,571</u>	<u>2,496</u>	2.9%
<b>TOTAL CHECKOUTS</b>	<b>16,758</b>	<b>17,636</b>	<b>86,404</b>	<b>88,683</b>	<b>-2.6%</b>
On-Time Checkins	16,762	17,248	88,935	89,868	-1.0%
<u>Late Checkins</u>	<u>1,302</u>	<u>1,194</u>	<u>5,503</u>	<u>5,399</u>	1.9%
<b>TOTAL CHECKINS</b>	<b>18,064</b>	<b>18,442</b>	<b>94,438</b>	<b>95,267</b>	<b>-0.9%</b>
Holdings Placed	420	472	2,567	2,687	-4.7%
Holdings Cancelled	14	12	90	106	-17.8%
Holdings Filled	350	406	2,024	2,155	-6.5%
<b>NEW PATRON REGISTRATIONS</b>	<b>343</b>	<b>501</b>	<b>1,739</b>	<b>3,255</b>	<b>-87.2%</b>
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	5,676	6,114	31,098	31,390	-0.9%
Juvenile Print	7,637	7,888	37,002	37,813	-2.2%
Audio	1,147	1,118	5,567	5,457	2.0%
<u>Visual</u>	<u>3,616</u>	<u>3,645</u>	<u>19,694</u>	<u>19,461</u>	1.2%
<b>TOTAL CIRCULATION</b>	<b>18,076</b>	<b>18,765</b>	<b>93,361</b>	<b>94,121</b>	<b>-0.8%</b>
<b>CIRCULATION BY PLACE OF RESIDENCE</b>					
To Placentia residents	10,278	11,140	52,929	56,727	-7.2%
To Anaheim residents	3,572	3,154	14,462	16,222	-12.2%
To residents outside Tri-City	4,226	4,471	25,970	21,172	18.5%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	13,297	13,502			
Young Adult	377	303			
Juvenile	2,963	3,355			
New Borrower	1,125	1,187			
<u>Other (staff)</u>	<u>323</u>	<u>385</u>			
<b>TOTAL ACTIVE BORROWERS *</b>	<b>18,085</b>	<b>18,732</b>			
<b>TOTAL REGISTERED BORROWERS **</b>	<b>30,881</b>	<b>23,540</b>			
<b>ATTENDANCE</b>	<b>48,848</b>	<b>32,746</b>	<b>89,485</b>	<b>65,195</b>	<b>27.1%</b>

\* Active borrowers have used the Library this month

\*\* Registered borrowers have used the Library within the past 12 months



## PLACENTIA INVOICES

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	07/28/04	4,661.33	1,150.57	690.71	276.54	0.00	7.27	6,786.42
Aug-04	08/23/05	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Sep-04	09/14/04	5,250.20	1,150.57	679.43	0.00	0.00	0.00	7,080.20
Oct-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Nov-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Dec-04	12/14/05	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Jan-05	01/10/05	6,334.08	1,150.57	875.17	0.00	0.00	14.40	8,374.22
Feb-05	02/07/05	3,493.88	1,150.57	802.54	107.50	0.00	7.23	5,561.72
Mar-05	03/09/05	3,337.04	2,392.41	726.17	107.50	0.00	7.24	6,570.36
Apr-05	04/13/05	3,017.99	0.00	726.17	107.50	0.00	7.30	3,858.96
May-05	05/02/05	0.00	1,150.57	573.42	0.00	0.00	7.22	1,731.21
Jun-05	06/10/05	6,593.11	1,150.57	580.92	215.00	0.00	0.00	8,539.60
<b>TOTAL</b>		<b>47,139.90</b>	<b>13,898.11</b>	<b>8,531.65</b>	<b>1,584.04</b>	<b>0.00</b>	<b>86.76</b>	<b>71,240.46</b>
<b>AVG</b>		<b>3,928.33</b>	<b>1,158.18</b>	<b>710.97</b>	<b>132.00</b>	<b>0.00</b>	<b>7.23</b>	<b>5,936.71</b>

PERIOD COVERED FY2005-2006	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05	08/08/05	5,806.71	1,150.57	649.79	107.50	0.00	7.42	7,721.99
Sep-05	09/12/05	5,666.05	1,150.57	243.44	460.73	0.00	7.20	7,527.99
Oct-05	10/05/02	5,323.86	1,150.57	184.99	215.00	0.00	0.00	6,874.42
Nov-05	11/03/05	3,277.59	1,150.57	354.93	107.50	0.00	14.37	4,904.96
Dec-05	12/12/05	2,597.26	1,150.57	291.60	107.50	0.00	7.20	4,154.13
Jan-06	01/10/06	2,154.68	2,104.43	385.17	2,366.02	0.00	7.20	7,017.50
Feb-06	02/09/06	2,494.98	1,150.57	210.52	348.72	0.00	7.15	4,211.94
Mar-06	03/08/06	0.00	1,150.57	123.06	107.50	0.00	7.17	1,388.30
Apr-06	04/11/06	2,772.36	1,150.57	144.17	107.50	0.00	7.23	4,181.83
May-06	05/12/06	2,502.66	1,150.57	144.17	107.50	0.00	7.17	3,912.07
Jun-06	06/12/06	2,752.81	1,553.83	144.17	107.50	0.00	0.00	4,558.31
<b>TOTAL</b>		<b>39,654.98</b>	<b>15,163.96</b>	<b>3,525.80</b>	<b>4,142.97</b>	<b>0.00</b>	<b>86.79</b>	<b>62,574.50</b>
<b>AVG</b>		<b>3,304.58</b>	<b>1,263.66</b>	<b>293.82</b>	<b>345.25</b>	<b>0.00</b>	<b>7.23</b>	<b>5,214.54</b>

PERIOD COVERED FY2006-2007	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-06	07/13/06	3,167.47	1,582.33	0.00	0.00	0.00	7.19	4,756.99
Aug-06	08/07/06	6,246.49	0.00	1,450.54	107.50	0.00	7.19	7,811.72
Sep-06	09/13/07	7,600.32	1,150.57	136.67	107.50	0.00	7.36	9,002.42
Oct-06	10/10/06	7,857.15	1,215.92	136.67	107.50	0.00	21.79	9,339.03
Nov-06	11/07/06	7,543.64	1,150.57	136.67	260.73	0.00	7.73	9,099.34
Dec-06	12/07/06	4,457.51	1,150.57	136.67	342.11	0.00	7.45	6,094.31
Jan-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>36,872.58</b>	<b>6,249.96</b>	<b>1,997.22</b>	<b>925.34</b>	<b>0.00</b>	<b>58.71</b>	<b>46,103.81</b>
<b>AVG</b>		<b>6,145.43</b>	<b>1,041.66</b>	<b>332.87</b>	<b>154.22</b>	<b>0.00</b>	<b>9.79</b>	<b>7,683.97</b>



TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-04	1,177.42	204.00	0.00	1,381.42	690.71
Aug-04	1,233.58	211.50	0.00	1,445.08	722.54
Sep-04	1,147.36	211.50	0.00	1,358.86	679.43
Oct-04	1,147.36	211.50	0.00	1,358.86	679.43
Nov-04	1,177.42	196.50	0.00	1,373.92	686.96
Dec-04	1,364.88	211.50	0.00	1,576.38	788.19
Jan-05	1,263.33	189.00	0.00	1,452.33	726.17
Feb-05	1,401.08	204.00	0.00	1,605.08	802.54
Mar-05	1,263.33	189.00	0.00	1,452.33	726.17
Apr-05	1,263.33	189.00	0.00	1,452.33	726.17
May-05	987.83	159.00	0.00	1,146.83	573.42
Jun-05	987.83	174.00	0.00	1,161.83	580.92
TOTAL	14,414.75	2,350.50	0.00	16,765.25	8,382.63
AVG	1,201.23	195.88	0.00	1,397.10	698.55

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	1,125.58	174.00	0.00	1,299.58	649.79
Sep-05	372.88	114.00	0.00	486.88	243.44
Oct-05	339.98	30.00	0.00	369.98	184.99
Nov-05	610.86	99.00	0.00	709.86	354.93
Dec-05	484.20	99.00	0.00	583.20	291.60
Jan-06	770.34	0.00	0.00	770.34	385.17
Feb-06	421.04	0.00	0.00	421.04	210.52
Mar-06	177.12	69.00	0.00	246.12	123.06
Apr-06	219.34	69.00	0.00	288.34	144.17
May-06	219.34	69.00	0.00	288.34	144.17
Jun-06	219.34	69.00	0.00	288.34	144.17
TOTAL	6,085.60	966.00	0.00	7,051.60	3,525.80
AVG	507.13	80.50	0.00	587.63	293.82

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	219.34	54.00	0.00	273.34	136.67
Dec-06	219.34	54.00	0.00	273.34	136.67
Jan-07	0.00	0.00	0.00	0.00	0.00
Feb-07	0.00	0.00	0.00	0.00	0.00
Mar-07	0.00	0.00	0.00	0.00	0.00
Apr-07	0.00	0.00	0.00	0.00	0.00
May-07	0.00	0.00	0.00	0.00	0.00
Jun-07	0.00	0.00	0.00	0.00	0.00
TOTAL	1,316.04	339.00	0.00	1,655.04	827.52
AVG	219.34	56.50	0.00	275.84	137.92

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Aug-04	284.72	270.54	60.56	0.00	617.76	1,233.58
Sep-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Oct-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Nov-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Dec-04	355.90	330.66	60.56	0.00	617.76	1,364.88
Jan-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Feb-05	379.98	345.50	65.80	0.00	609.80	1,401.08
Mar-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Apr-05	337.76	310.95	65.80	0.00	548.82	1,263.33
May-05	253.32	241.85	65.80	0.00	426.86	987.83
Jun-05	253.32	241.85	65.80	0.00	426.86	987.83
TOTAL	3,679.40	3,385.29	758.16	0.00	6,591.90	14,414.75
AVG	306.62	282.11	63.18	0.00	549.33	1,201.23

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	337.76	207.30	65.80	0.00	0.00	610.86
Dec-05	211.10	207.30	65.80	0.00	0.00	484.20
Jan-06	253.32	207.30	65.80	0.00	243.92	770.34
Feb-06	42.22	69.10	65.80	0.00	243.92	421.04
Mar-06	42.22	69.10	65.80	0.00	0.00	177.12
Apr-06	84.44	69.10	65.80	0.00	0.00	219.34
May-06	84.44	69.10	65.80	0.00	0.00	219.34
Jun-06	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	2,068.78	1,796.60	756.70	0.00	1,463.52	6,085.60
AVG	172.40	149.72	63.06	0.00	121.96	507.13

DOLLARS BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-06	84.44	69.10	65.80	0.00	0.00	219.34
Aug-06	84.44	69.10	65.80	0.00	0.00	219.34
Sep-06	84.44	69.10	65.80	0.00	0.00	219.34
Oct-06	84.44	69.10	65.80	0.00	0.00	219.34
Nov-06	84.44	69.10	65.80	0.00	0.00	219.34
Dec-06	84.44	69.10	65.80	0.00	0.00	219.34
Jan-07	0.00	0.00	0.00	0.00	0.00	0.00
Feb-07	0.00	0.00	0.00	0.00	0.00	0.00
Mar-07	0.00	0.00	0.00	0.00	0.00	0.00
Apr-07	0.00	0.00	0.00	0.00	0.00	0.00
May-07	0.00	0.00	0.00	0.00	0.00	0.00
Jun-07	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	506.64	414.60	394.80	0.00	0.00	1,316.04
AVG	84.44	69.10	65.80	0.00	0.00	219.34



TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-04	8.00	9.00	2.00	0.00		20.00	39.00
Aug-04	8.00	9.00	2.00	0.00		22.00	41.00
Sep-04	8.00	8.00	2.00	0.00		20.00	38.00
Oct-04	8.00	8.00	2.00	0.00		20.00	38.00
Nov-04	8.00	9.00	2.00	0.00		20.00	39.00
Dec-04	10.00	11.00	2.00	0.00		22.00	45.00
Jan-05	8.00	9.00	2.00	0.00		18.00	37.00
Feb-05	9.00	10.00	2.00	0.00		20.00	41.00
Mar-05	8.00	9.00	2.00	0.00		18.00	37.00
Apr-05	8.00	9.00	2.00	0.00		18.00	37.00
May-05	6.00	7.00	2.00			14.00	29.00
Jun-05	6.00	7.00	2.00	0.00		14.00	29.00
TOTAL	95.00	105.00	24.00	0.00		226.00	450.00
AVG	7.92	8.75	2.00	0.00		18.83	37.50

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-05	7.00	8.00	2.00	0.00		16.00	33.00
Aug-05	7.00	8.00	2.00	0.00		16.00	33.00
Sep-05	4.00	4.00	2.00	0.00		0.00	10.00
Oct-05	0.00	0.00	0.00	0.00		0.00	0.00
Nov-05	4.00	6.00	2.00	0.00		0.00	12.00
Dec-05	5.00	6.00	2.00	0.00		0.00	13.00
Jan-06	6.00	6.00	2.00	0.00		8.00	22.00
Feb-06	1.00	2.00	2.00	0.00		8.00	13.00
Mar-06	1.00	2.00	2.00	0.00		0.00	5.00
Apr-06	2.00	2.00	2.00	0.00		0.00	6.00
May-06	2.00	2.00	2.00	0.00		0.00	6.00
Jun-06	2.00	2.00	2.00	0.00		0.00	6.00
TOTAL	41.00	48.00	22.00	0.00		48.00	159.00
AVG	3.42	4.00	1.83	0.00		4.00	13.25

TIME BY TYPE OF WORKER

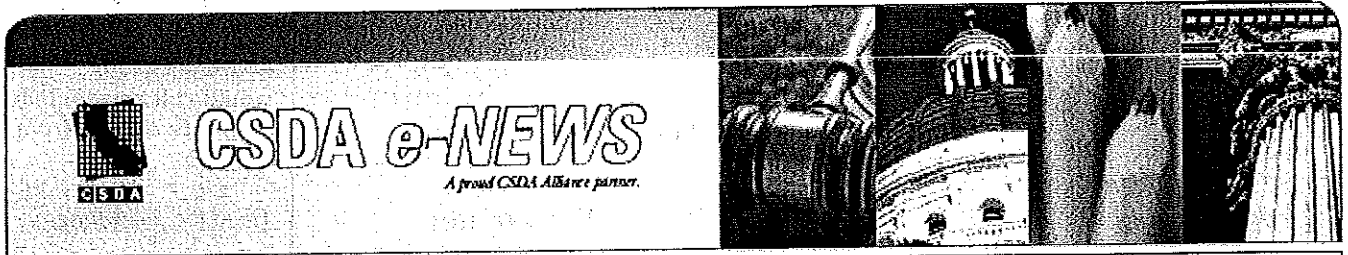
FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-06	2.00	2.00	2.00	0.00		0.00	6.00
Aug-06	2.00	2.00	2.00	0.00		0.00	6.00
Sep-06	2.00	2.00	2.00	0.00		0.00	6.00
Oct-06	2.00	2.00	2.00	0.00		0.00	6.00
Nov-06	2.00	2.00	2.00	0.00		0.00	6.00
Dec-06	2.00	2.00	2.00	0.00		0.00	6.00
Jan-07	0.00	0.00	0.00	0.00		0.00	0.00
Feb-07	0.00	0.00	0.00	0.00		0.00	0.00
Mar-07	0.00	0.00	0.00	0.00		0.00	0.00
Apr-07	0.00	0.00	0.00	0.00		0.00	0.00
May-07	0.00	0.00	0.00	0.00		0.00	0.00
Jun-07	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	12.00	12.00	12.00	0.00		0.00	36.00
AVG	2.00	2.00	2.00	0.00		0.00	6.00



**Elizabeth Minter**

**From:** Neil McCormick [csda@informz.net]  
**Sent:** Monday, December 11, 2006 6:01 AM  
**To:** eminter@placentalibrary.org  
**Subject:** CSDA e-News for the week of Dec. 11, 2006

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December 11, 2006

**In this issue...**

- [2007-08 Legislative Session begins](#)
- [CSDA training targets all board members](#)
- [What's in a name?](#)
- [Deadline to order ethics DVD is this Friday](#)
- [Success at the polls and the Capitol](#)
- [Employment opportunities](#)
- [Survey: The Brown Act](#)
- [Education Calendar](#)
- [Ethics FAQ](#)

**Employment**

Here are just some of the current employment opportunities listed on the CSDA website:

**Senior Engineer**  
*Inland Empire Utilities Agency*

**Education Coordinator**  
*Inland Empire RCD*

**2007-08 Legislative Session begins**

The 2007-08 Legislative Session commenced on Dec. 4 with the usual ceremonial activities, then recessed until Jan. 3. Before leaving town, legislators introduced more than 80 bills, a number of which are of interest to special districts. In addition, new chairs were named for both the Senate and Assembly Local Government committees. [Read more...](#)

**Education**

**CSDA training targets all board members**

CSDA has always paid special attention to training new board members to be more effective and knowledgeable leaders. As reflected by a new name, Board Member Training – CSDA's first class of 2007 – now emphasizes training for all board members. In addition to the many new elected and appointed officials, sitting board members may want to consider this opportunity to refresh their skills and update their knowledge of issues that can influence how a special district operates. [Read more...](#)

**What's in a name?**

Two other CSDA programs have new names to emphasize their significance to special districts. Starting Jan. 1, CSDA's Governance Academy is the Special Districts Leadership Academy. The new name helps clarify the program's focus on developing the leadership skills of special district board

**Education**

**Jan. 25-26**  
**Board Member Training**  
*Sacramento*

**Feb. 1-2**  
**Staying in Compliance**  
*Goleta*

**Feb. 7**  
**Ethics Compliance Training**  
*Elk Grove*

**Feb. 22**  
**General Manager Training**  
*Sacramento*

**Feb. 23**  
**Supervisory Training**  
*Sacramento*

**March 1-2**  
**Board Member Training**  
*Ontario*

**March 8-9**  
**Legal Symposium**  
*Dana Point*

**District Engineer**

*Nipomo CSD*

members and administrative personnel. [Read more...](#)

**General Manager**

*Running Springs WD*

**Deadline to order ethics DVD is this Friday**

[View the complete list of current employment opportunities here.](#)

Dec. 15 is the last chance for special district board members and key staff to order CSDA's ethics training DVD. CSDA introduced the self-administered ethics course earlier this year to help board members and key employees meet the Jan. 1, 2007, deadline for completing ethics training as required by AB 1234. [Read more...](#)

[Post your employment opportunity on the CSDA website. Call \(877\) 924-CSDA \(2732\) for more information.](#)

**2006 Major Accomplishments**

**Success at the polls and the Capitol**

The past year saw a number of important legislative and electoral victories for special districts, as well as member and voter education efforts undertaken by CSDA. [Read more...](#)

**Advertisers**

**Ethics  
FAQ**



If a board member has a potential conflict of interest in a pending board decision, wouldn't it be adequate simply to abstain from voting?

[Read the answer here.](#)

**Survey**

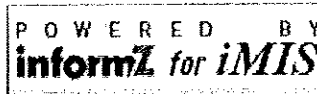
Did you know you could violate the Ralph M. Brown Act via the internet?

[Take the survey here.](#)

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.2732

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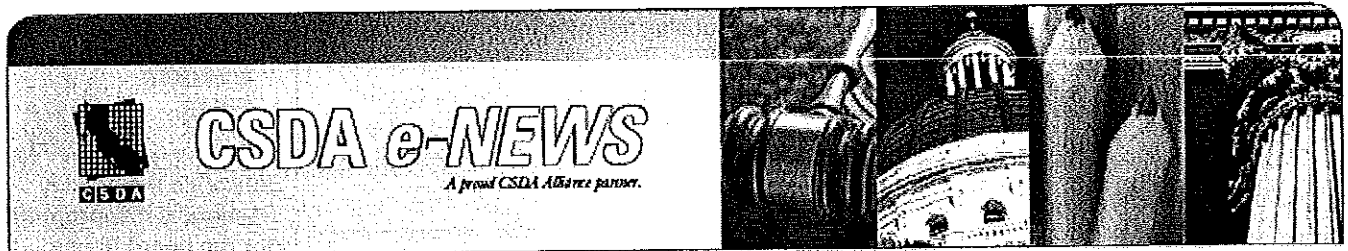
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**Elizabeth Minter**

**From:** Neil McCormick [csda@informz.net]  
**Sent:** Monday, December 04, 2006 6:02 AM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA e-News for the week of Dec. 4, 2006

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December 4, 2006

**In this issue...**

- [Legislators sworn in this week](#)
- [Planning now for next year's educational needs](#)
- [Ethics training deadline is Jan. 1](#)
- [CSDA Finance Corp. closes financing for district HQ](#)
- [Calling all volunteers](#)
- [Renewal dues are due Jan. 15](#)
- [Employment opportunities](#)
- [This week's survey](#)
- [Education Calendar](#)
- [Ethics FAQ](#)

**Employment**

Here are just some of the current employment opportunities listed on the CSDA website:

Education Coordinator  
*Inland Empire RCD*

District Engineer  
*Nipomo CSD*

General Manager  
*Running Springs WD*

**Legislators sworn in, convene briefly**

The California Legislature convenes on Monday, Dec. 4, after the 120 legislators are sworn into office in Sacramento. They are expected to meet only briefly and then commence with receptions later that afternoon and continuing into the evening. A few eager-beaver freshmen will introduce a handful of bills that day, but the real work does not start on Jan. 3, 2007, when the Legislature reconvenes. [Read more...](#)

**Education**

**Planning now for next year's needs**

This is the season when many organizations plan their calendars and budgets for the coming year. When funds are stretched and time is limited, it's all too easy to minimize the value of education and training programs that don't seem to bear fruit immediately. But if an organization doesn't plan for education and training, the consequences can be strategically devastating. [Read more...](#)

**Ethics training deadline is Jan. 1**

Board members and key staff in service as of Jan. 1, 2006, must comply with the AB 1234 ethics training requirement by Jan. 1, 2007. The final opportunity to attend AB 1234 ethics compliance training from CSDA is Thursday, Dec. 14 in Folsom, near Sacramento. If you're not already registered, now is the time to do so, because space is limited. [Read](#)

**Education**

**Dec. 14**  
[Ethics Compliance Training](#)  
 Folsom

**Dec. 15**  
[Sexual Harassment Compliance Training](#)  
 Folsom

**Dec. 14-15**  
[Staying in Compliance](#)  
 (includes Ethics Compliance Training and Sexual Harassment Compliance Training)  
 Folsom

**Jan. 25-26, 2007**  
[Board Member Training](#)  
 Sacramento

**Feb. 1-2**  
[Staying in Compliance](#)  
 Goleta

**Feb. 7**  
[Ethics Compliance Training](#)  
 Elk Grove

General Manager  
Twain Harte CSD

[more...](#)

Water Resources  
Engineer  
Western MWD

### Financing

#### CSDA Finance Corp. closes \$4.495M financing for new vector control district HQ

The CSDA Finance Corporation has recently completed a \$4,495,000 tax-exempt, fixed-rate certificates of participation (COPs) financing for the Santa Clara County Vector Control District. The district's cost of borrowing for the 20-year loan, inclusive of all issuance costs, was 4.88 percent. [Read more...](#)

Executive Assistant/  
Clerk of the Board  
Sacramento  
Metropolitan AQMD

[View the complete list of current employment opportunities here.](#)

### Calling all volunteers

If you're interested in serving on a CSDA committee, you have one more week to let us know. Monday, Dec. 11 is the deadline for returning the '2007 Committee and Volunteer Interest Form' to CSDA. Each year CSDA solicits board members and district staff who are interested in serving on one of eight standing committees. [Read more...](#)

### Advertisers

### Renewal dues are due Jan. 15

Membership renewal dues for CSDA are due on Monday, Jan. 15. Your support through membership has helped provide CSDA with a strong foundation for its advocacy and education efforts. [Read more...](#)

Training  
Sacramento

[View the complete 2007 education calendar here.](#)

### Ethics FAQ



Since it's the holiday season, is it appropriate for the board to use district funds to buy gifts for employees?

[Read the answer here.](#)

### Survey

We'd like to hear from you about your preferences for CSDA education workshops. The information you provide will help us with planning.

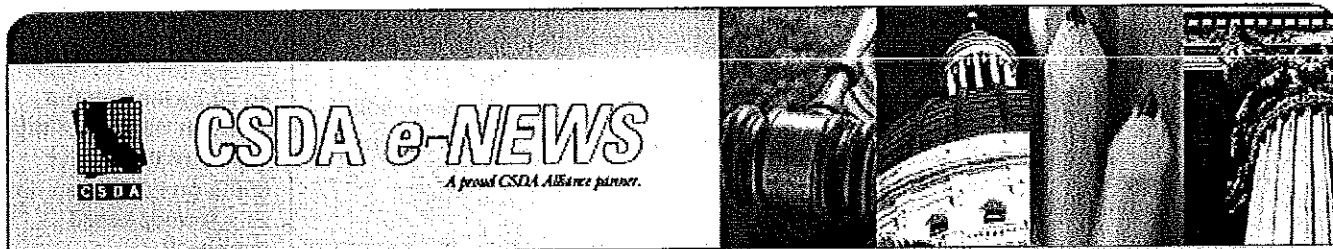
[Take the survey here.](#)



**Elizabeth Minter**

**From:** Neil McCormick [csda@informz.net]  
**Sent:** Monday, November 20, 2006 6:01 AM  
**To:** eminter@placentiallibrary.org  
**Subject:** CSDA e-News for the week of Nov. 20, 2006

If this email does not display properly, please view our [online version](#).  
 To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



November 20, 2006

**In this issue...**

[Voters approve most special district funding measures](#)

[Group organizing to discuss Bighorn issues](#)

[Last ethics training for 2006](#)

[2006 Major Accomplishments: Membership](#)

[CSDA offices closed for Thanksgiving](#)

[Local Chapters Survey](#)

[Ethics FAQ](#)

**Employment**

Here are just some of the current employment opportunities listed on the CSDA website:

Finance/HR Director  
*Altadena Library District*

Education Coordinator  
*Inland Empire RCD*

District Engineer  
*Nipomo CSD*

Facilities/Operations

**Voters approve most special district funding measures**

The Nov. 7 election featured 204 local government measures dealing with taxes, fees and financing, according to preliminary research done by the California Local Government Finance Almanac. Of these, 35 concerned special districts, all of which required a two-thirds (66.7 percent) majority vote to pass.

[Read more...](#)

**Legislative**

**Group organizing to discuss Bighorn issues**

CSDA is in preliminary talks with other local government advocates, including the League of California Cities and the California State Association of Counties, and legislative staff about the possibility of drafting legislation in response to the issues raised in the California Supreme Court's decision in *Bighorn-Desert View Water Agency v. Verjil*. [Read more...](#)

**Education**

**Last chance for ethics training in 2006**

The final opportunity to attend AB 1234 ethics compliance training from CSDA is Thursday, Dec. 14 in Folsom, near

**Education**

**Dec. 14**  
[Ethics Compliance Training](#)  
*Folsom*

**Dec. 15**  
[Sexual Harassment Compliance Training](#)  
*Folsom*

**Dec. 14-15**  
[Staying in Compliance \(includes Ethics Compliance Training and Sexual Harassment Compliance Training\)](#)  
*Folsom*

**Jan. 25-26, 2007**  
[Board Member Training](#)  
*Sacramento*

**Feb. 1-2**  
[Staying in Compliance](#)  
*Goleta*

**Feb. 7**  
[Ethics Compliance Training](#)  
*Elk Grove*

Manager  
*Wallace CSD*

Sacramento. If you're not already registered, now is the time to do so, because space is limited. [Read more...](#)

[here.](#)

General Manager  
*Running Springs WD*

---

### 2006 Major Accomplishments

General Manager  
*Twain Harte CSD*

### Expanded resources for members

[View the complete list of current employment opportunities here.](#)

This past year brought a new set of benefits for CSDA members. With a focus on increasing communication and keeping California's special districts up to date, CSDA introduced several new information vehicles. Here are some of the membership program's 2006 major accomplishments: [Read more...](#)

### Advertisers

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***CSDA offices will be closed on Thursday, Nov. 23 and Friday, Nov. 24 for the Thanksgiving holiday.***

We wish all our members and associates a bountiful Thanksgiving!

### Ethics FAQ



**My seat on the district board was up for election on Nov. 7, but I chose not to run again, so I'll be leaving the board at the end of this year. Are there any limits on what I can do as a former board member?**

[Read the answer here.](#)

### Survey

Does your district attend local chapter functions?

[Answer here.](#)

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.2732

A Proud CSDA Alliance Partner

If you prefer not to receive any further email from CSDA, please [unsubscribe here.](#)





**Elizabeth Minter**

---

**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Monday, November 20, 2006 1:45 PM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** shaber; bgallardo; ccarlisle; hfirchow; jstaff; mgermroth; rgarza; rkitamura; 'palger2'  
**Subject:** FW: [CALIX:6067] News from the Capitol

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

**From:** owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
**Sent:** Monday, November 20, 2006 1:11 PM  
**To:** Calix  
**Subject:** [CALIX:6067] News from the Capitol

To: CLA Members/ Systems/ Network Contacts

From: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist

RE: LEGISLATIVE ANALYST'S FISCAL OUTLOOK FOR NEXT FIVE YEARS

On Wednesday, the Legislative Analyst's Office issued a report containing projections of General Fund revenues and expenditures for 2006-07 through 2011-12. The LAO, in recent years, has developed this Fall report to assist the Legislature with its fiscal planning, by assessing the revenues and expenditures of the State. The report concludes that since there is a "modest" increase in revenues than estimated when the 2006-07 Budget was passed last June, the State will still face an operating shortfall in the range of \$4.5 billion to \$5 billion during the subsequent two fiscal years.

In those subsequent years, the operating shortfall begins to decline, primarily as a result of repayments associated with the so-called "deficit-financing bonds," which were approved by the voters in March 2004.

In a cautionary statement, the Analyst notes, "It may be tempting for the State to rely heavily on the large carryover reserve balance and other one-time solutions to get through 2007-08. However, failing to meaningfully address the long-term fiscal imbalance would leave the state in a precarious position." To address the shortfall, the LAO suggests that certain savings could be achieved through the reduction or suspension of cost-of-living adjustments in a variety of areas, including health, social services, and trial courts, as well as suspension or elimination of certain tax credits, such as the Teacher's Tax Credit. Legislative leaders have expressed caution against funding new programs in light of the slight increase in revenues, and H.D. Palmer, a spokesman for the Governor's Department of Finance, was quoted in The Sacramento Bee as saying that the DOF "had already begun turning down requests from state agencies to boost their budgets next year."

In the meantime, the Governor and his staff continue to develop the  
2007-08

Budget which will likely be released the week of January 8th.

-----calix-+

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

Introduction

The purpose of this report is to provide a comprehensive overview of the current state of the market and to identify key trends and opportunities for growth.

The market has shown significant volatility in recent years, with a focus on sustainable and ethical investments. This has led to a re-evaluation of traditional investment strategies and a shift towards more socially responsible options.

Key factors influencing the market include technological advancements, regulatory changes, and shifting consumer preferences. These factors are driving innovation and creating new opportunities for businesses and investors alike.

The following sections will explore the various sectors and sub-sectors that are currently driving market growth, along with the challenges they face and the potential for future development.

Overall, the market remains optimistic, with a strong focus on long-term value creation and sustainable growth. This report aims to provide the necessary insights and data to support informed decision-making in this dynamic environment.

The analysis is based on a combination of primary and secondary research, including interviews with industry experts, surveys of market participants, and a thorough review of relevant literature and data sources.

The findings of this report are intended to provide a clear and concise summary of the market landscape, highlighting the most significant trends and opportunities. It is hoped that this information will be valuable to all stakeholders involved in the market.

The report is structured as follows: the first section provides an overview of the market and its key drivers; the second section details the performance of major sectors; the third section discusses the challenges and risks facing the market; and the final section offers conclusions and recommendations for future action.

The data presented in this report is current as of the date of publication and is subject to change as market conditions evolve. It is important to stay up-to-date with the latest market news and developments to ensure accurate and relevant information.

The author would like to thank the many individuals and organizations that have provided support and assistance throughout the research process. Their contributions have been invaluable in ensuring the quality and accuracy of this report.

The report is a collaborative effort, and the insights and perspectives of all those who have contributed to its development are gratefully acknowledged. It is a testament to the power of teamwork and shared knowledge in understanding complex market dynamics.

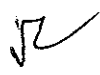
The information provided in this report is for informational purposes only and should not be construed as financial advice. Investors should consult with their financial advisors and conduct their own research before making any investment decisions.

The author assumes no liability for any errors or omissions in this report. The market is highly volatile, and the information provided is subject to change without notice. It is essential to exercise caution and discretion when using this information.

The report is a confidential document and its contents should not be disseminated to any third parties without the express written consent of the author. It is intended for the use of the intended audience only and should be handled accordingly.

Agenda Item 28

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: December 18, 2006

**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) has begun again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. So far, more than 140 students have signed-up.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We had three IB interns last school year.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled so far this year.
- ◆ The homework club at Topaz Elementary School is for 7<sup>th</sup> and 8<sup>th</sup> grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on September 18.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 30, in Room 101 and has been averaging over 30 students a day.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the implementation of data-driven decision-making processes. It discusses how the collected data is used to identify trends, assess risks, and make strategic decisions that align with the organization's goals and objectives.

4. The fourth part of the document addresses the challenges and limitations of data analysis. It acknowledges that while data provides valuable insights, it is not infallible and must be interpreted with care, taking into account potential biases and uncertainties.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation of the data analysis process to ensure its effectiveness and relevance in a dynamic business environment.

6. Finally, the document provides a list of references and resources for further reading on the topics discussed. It includes academic journals, industry reports, and books that offer additional perspectives and information on data analysis and decision-making.





TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator  
DATE : December 18, 2006  
SUBJECT: **Poet Laureate.**

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee two times in November.


We plan to have poetry workshops again during the spring of 2007.





**Agenda Item 31**

**TO:** Elizabeth Minter, Library Director

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

**DATE:** December 18, 2006

**SUBJECT: Highsmith Library Innovation Award**

**BACKGROUND:**

Enclosed is the Placentia Library Literacy Services (PLLS) application for the Highsmith Library Innovation Award. The application focuses on the homework clubs that PLLS has started over the past three years. The winner of the Highsmith Award will be announced sometime in early February 2007 after the 2007 PLA Midwinter Meeting,

**RECOMMENDATION:**

That the Library Board of Trustees receive and file.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for ensuring the integrity and reliability of financial data. This section also outlines the various methods and tools used to collect and analyze financial information, highlighting the need for consistency and transparency in the reporting process.



## Highsmith Library Innovation Award

\*\*\*Thank you for submitting your application. Please print a copy of this page for your records. If you have any questions about your application please contact the PLA office.

Click here to return to the PLA awards applications site.

### Nominee Information:

**Nominee:** Placentia Library Literacy Services  
**Contact Person:** Toby Silberfarb  
**Address:** 411 E. Chapman Ave  
**City:** Placentia  
**State:** CA  
**Zip:** 92870  
**Phone:** 714-524-8408x213

### Contact Information:

**Contact Person:** James Roberts  
**Library Name:** Placentia Library District  
**Library Address:** 411 E. Chapman Ave  
**City:** Placentia  
**State:** CA  
**Zip:** 92870  
**Phone:** 714-524-8408x215  
**Email address:** jroberts@placentialibrary.org

Nominees may be contacted if questions about their applications arise during the 2007 Midwinter Meeting. Please list the phone number where the nominee may be reached during this time. If phone number is the same as above, type "same":same

I agree to allow PLA or the award sponsor to post any part or all of of my application on their respective Web pages for general information and reference uses.

### 1. Please provide a one-paragraph summary of the project you are submitting.

Placentia Library Literacy Services (P.L.L.S.) has been providing on-site homework assistance, Placentia Achieves School Success (P.A.S.S.), to school-aged children since school year 2004-2005. Last year (school year 2005-2006) P.L.L.S. became aware of the need for off-site homework help. Many children in our service area are English language development (E.L.D.) students whose parents do not speak or read English and are enrolled in Title I elementary schools. Problems arise when these children move from elementary school to middle school. P.L.L.S., together with school administrators, decided to start an off-site P.A.S.S. homework help club for Tuffree Middle School students at Topaz Elementary School, their former elementary

school. The success of the Topaz/Tuffree P.A.S.S. program has resulted in significant expansion over the past two school years.

**2. Describe your library's innovative achievement in planning and implementing a creative community program. Be sure to include: The community involvement, if any, in the planning and in the implementation of the project; what happened in the community as a result of your project (measure of success).**

The idea for P.L.L.S.'s unique community program came about through conversations with elementary and middle school principals who noted that English language development students (E.L.D.) were struggling in middle school. These brainstorming sessions led to the plan to offer the P.A.S.S. homework help program at the students' former elementary school. The idea was that as the students walked home from middle school they would stop at the elementary school and receive homework help in a familiar setting.

The elementary school provided classroom space and made computers available for the students use. P.L.L.S. recruited and trained volunteer tutors, hired an administrator for the program, and provided snacks for the students. A total of sixty-six students received homework help from forty-one volunteer tutors (multiple visits) during school year 2005-2006. In a recent letter of support, Sharon Cordes, Tuffree Middle School Principal, stated..."Two measures of success that we are pleased to report are that several students who regularly attend the homework club received above-average on their first semester report cards, and that they are successfully completing homework assignments on time. These are achievements that these same students weren't accomplishing last year."

Attendance at the Topaz/Tuffree P.A.S.S. homework club has nearly doubled thus far in school year 2006-2007. In addition, P.L.L.S. has cloned the Topaz/Tuffree club at a second middle school that serves ELD students from other Title I elementary schools. Graduates from John Tynes, Melrose, and Rio Vista Elementary Schools are receiving homework help at Kraemer Middle School. P.A.S.S. at Kraemer Middle School has been providing help to an average of 30 students everyday.

Another unique P.A.S.S. homework club was started in September of 2005 at a local homeless shelter, The Homeless Intervention Shelter

(H.I.S. House). The shelter residents have limited access to on-site library services, so we approached the director of the shelter with a plan to bring some library services to the shelter. We provided reference books, school textbooks, a variety of fiction and non-fiction books, and computers for the shelter residents. Many of the homeless clients at H.I.S. House have children. These children are under-served and at-risk, particularly when it comes to homework assistance. In that respect, twenty-four of our tutors provided homework help to thirty-one children at H.I.S. House last school year and we are continuing to provide the same level of assistance this school year.

P.L.L.S.'s four P.A.S.S. homework clubs are unique in Northern Orange County. Positive feedback from the community indicates that our innovative community outreach and partnerships are creating a ripple effect throughout the library's service area and beyond. Comments and testimonials about the P.A.S.S. program support the notion that when you help a child you help the family, and when you help families the community at large reaps the benefits.

### **3. Why do you think this project is innovative?**

P.L.L.S.'s homework clubs not only offer high quality academic assistance to the students who require help, but also offer community service opportunities to local high school and college students. The Placentia/Yorba Linda Unified School District requires forty (40) hours of community service as a graduation requirement. California State University at Fullerton (CSUF) and the University of Phoenix (U of PHX) human services majors are required to serve as interns in programs within the community. The P.A.S.S. homework clubs provide service learners with many options for completing these requirements while helping the neediest students in the school district.

An added, innovative, ripple of the program is that our volunteer tutors also serve as positive role models for the children they are helping. The younger students are often helped by older students who have succeeded in spite of cultural, financial or linguistic obstacles. We have witnessed that some of the students who

received homework help become volunteers in the program when they move on to high school.

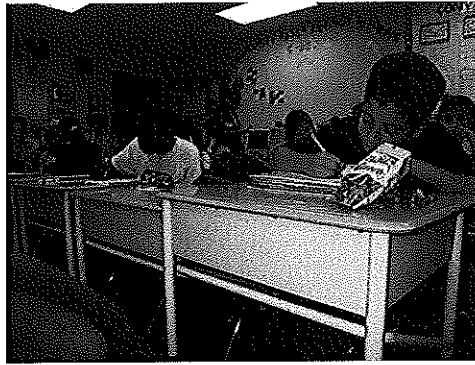
School district administrators, teachers, and parents of the students who receive homework help have confirmed that the PASS clubs are definitely responsible for many positive changes in the students. One parent (from the homeless shelter ) said, "This program is a blessing in our community." We are excited about the expansion of the P.A.S.S. program. We project that the clubs will assist over 2000 students by the end of this school year.

All in all, P.L.L.S.'s unique P.A.S.S. homework clubs provide a "win/win" opportunity for the Placentia Library District's service area.

**4. Upload Relevant Supporting Materials:**

File 1:*A file has been uploaded.*

File 2:*A file has been uploaded.*



**...."Two measurements of success that we are pleased to report are that several students who regularly attend the homework club received above-average grades on their first semester report cards, and they are successfully completing homework assignments on time. These are achievements that the same students weren't accomplishing last year."**

***Sharon Cordes, Principal, Tuffree Middle School***  
**On the Topaz-Tuffree Homework Club**



**"There is no question that the Topaz-Tuffree Homework Club is a model program that serves an under-served population in our community....I firmly believe that this partnership between Topaz Elementary School and the Placentia Library District Literacy Services is a legacy that will continue to have a positive impact in the community"...**

***Kathy Kriel, Principal, Topaz Elementary School***  
**On the Topaz-Tuffree Homework Club**





# SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT COVER PAGE

## Placentia Library District

SCO Reporting Year    **2006**                      ID Number:                      **12173004000**

### Submitted by the Reporting Entity

Fiscal Year Ended \_\_\_\_\_ (MM/DD/YY)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

#### To File Electronically:

1. Complete all forms as necessary.
2. Transmit the completed output file using a File Transfer Protocol (FTP) program or via diskette.
3. A responsible member of the agency must sign this cover page and mail it to either address below.

Report will not be considered filed until receipt of this signed cover page.

#### To File A Paper Report:

1. Complete all forms as necessary.
2. A responsible member of the agency must sign this cover page and mail it to either address below.

#### Mailing Address:

State Controller's Office  
Division of Accounting and Reporting  
Local Government Reporting Section  
P. O. Box 942850  
Sacramento, CA 94250

#### Express Mailing Address:

State Controller's Office  
Division of Accounting and Reporting  
Local Government Reporting Section  
3301 C Street, Suite 700  
Sacramento, CA 95816

**Supplement to the Annual Report of Special Districts  
For the Fiscal Year Ended June 30, 2006**

Special District ID Number:	12173004000
Name of District:	Placentia Library District

The U. S. Bureau of the Census requests the following information about the fiscal activities of your government for the 2005-06 fiscal year (defined from July 1, 2005 through June 30, 2006). Governments furnishing this information will no longer receive U. S. Bureau of the Census Form F-29 or F-32, Survey of Local Government Finances. If you have any questions, please contact:

U. S. Census Bureau  
Elizabeth Bethoney  
1-800-242-4523

**A. Personnel Expenditures**

Please report your government's total expenditures for salaries and wages during the year, including amounts paid on force account construction projects.

Z00:	\$ 896,272
------	------------

**B. Capital Outlay Expenditures for Enterprise Activities**

Please report your government's capital outlay expenditures for the following enterprise activities, if applicable:

Airport Enterprise	Amount
Land and Equipment (Census Code G01)	\$
Construction (Census Code F01)	\$

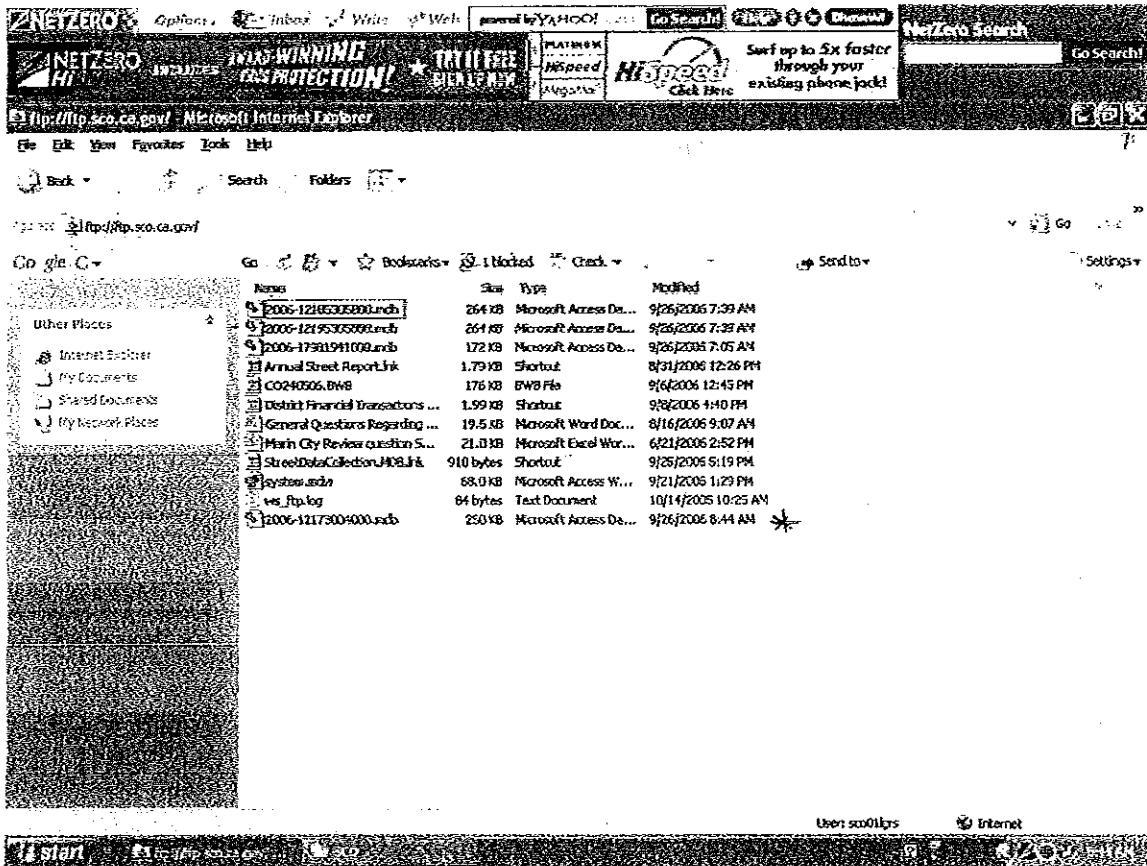
Electric Enterprise	Amount
Land and Equipment (Census Code G92)	\$
Construction (Census Code F92)	\$

Harbor and Port Enterprise	Amount
Land and Equipment (Census Code G87)	\$
Construction (Census Code F87)	\$

Hospital Enterprise	Amount
Land and Equipment (Census Code G36)	\$
Construction (Census Code F36)	\$

Waste Disposal Enterprise	Amount
Land and Equipment (Census Code G81)	\$
Construction (Census Code F81)	\$

Water Enterprise	Amount
Land and Equipment (Census Code G91)	\$
Construction (Census Code F91)	\$



\* proof of electronic submittal to  
State on 9/26/06. (For your Records)

**Placentia Library District  
Special Districts Financial Transactions Report**

**General Information**

Fiscal Year                      2006

**Mailing Address**

Street 1         Is Address Changed?  
 Street 2      
 City            State       Zip     
 Email     

**Members of the Governing Body**

	First Name	Middle Initial	Last Name	Title
Member	<input type="text" value="Al"/>	<input type="text"/>	<input type="text" value="Shkoler"/>	<input type="text" value="President"/>
Member	<input type="text" value="Betty"/>	<input type="text"/>	<input type="text" value="Escobosa"/>	<input type="text" value="Secretary"/>
Member	<input type="text" value="Richard"/>	<input type="text" value="C"/>	<input type="text" value="DeVecchio, Ed. D."/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Jean"/>	<input type="text" value="A"/>	<input type="text" value="Turner"/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Gaeten"/>	<input type="text" value="M"/>	<input type="text" value="Wood"/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Elizabeth"/>	<input type="text" value="D"/>	<input type="text" value="Minter"/>	<input type="text" value="Director"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Officials**

First Name	Middle Initial	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Report Prepared By**

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="Marie"/>	<input type="text"/>	<input type="text" value="Mangosong"/>	<input type="text" value="(949) 221-0025"/>

**Independent Auditor**

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="Moreland"/>	<input type="text"/>	<input type="text" value="Associates"/>	<input type="text" value="(949) 221-0025"/>

Placentia Library District

Special Districts Financial Transactions Report Consolidated Balance Sheet

Assets

Fiscal Year 2006

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
<b>Assets</b>							
Cash and Cash Equivalents	1,440,161						\$1,440,161
Taxes Receivable							\$0
Interest Receivable	12,113						\$12,113
Accounts Receivable							\$0
Loans, Notes, and Contracts Receivable							\$0
Due from Other Funds							\$0
Inventory of Materials and Supplies							\$0
Other Current Assets							
Lease Payments Receivable							
Unearned Finance Charges							
Investments	43,661						\$43,661
Restricted Assets							
Deferred Charges							
Unamortized Discount on Long-Term Debt							
Other Assets							\$0
<b>Fixed Assets</b>							
Land					81,498		\$81,498
Buildings and Improvements					2,029,661		\$2,029,661
Equipment					660,661		\$660,661
Construction in Progress							\$0
<b>Total Fixed Assets</b>				\$0	\$2,771,810		\$2,771,810
Accumulated Depreciation					1,498,683		\$1,498,683
<b>Net Fixed Assets</b>				\$0	\$1,273,127		\$1,273,127
<b>Other Debts</b>							
Amount Available in Debt Service Funds						421,831	\$421,831
Amount to be Provided							
<b>Total Assets</b>	\$1,495,935	\$0	\$0	\$0	\$1,273,127	\$421,831	\$3,190,893

Placentia Library District  
Special Districts Financial Transactions Report - Consolidated Balance Sheet

Liabilities and Equity

Fiscal Year 2006

Total Memorandum Only

General and Special Revenue Funds

Debt Service Funds

Capital Projects Funds

Enterprise Funds

General Fixed Assets

General Long-Term Debt

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
<b>Liabilities and Equity</b>							
Accounts/Warrants Payable	1,496						\$1,496
Loans and Notes Payable							\$0
Interest Payable - Matured/Accrued							\$0
Other Current Liabilities							\$0
Compensated Absences Payable						71,638	\$71,638
Due to Other Governments	142						\$142
Due to Other Funds							\$0
<b>Long-Term Debt</b>							
General Obligation Bonds							\$0
Revenue Bonds							\$0
Certificates of Participation							\$0
Special Assessment							\$0
Federal							\$0
State							\$0
Time Warrants							\$0
Other Long-Term Indebtedness						350,193	\$350,193
Unamortized Premium on Long-Term Debt							
Advances for Construction							\$0
Deferred Revenue							\$0
All Other Non-Current Liabilities							\$0
<b>Total Liabilities</b>	\$1,638	\$0	\$0	\$0	\$0	\$421,831	\$423,469
<b>Fund Equity</b>							
Contributed Capital							\$0
Investments in General Fixed Assets					1,273,127		\$1,273,127
<b>Retained Earnings</b>							
Reserved							\$0
Unreserved							\$0
<b>Fund Balances</b>							
Reserved	10,000						\$10,000
Unreserved Designated							\$0
Unreserved Undesignated	1,484,297						\$1,484,297
<b>Total Fund Equity</b>	\$1,494,297	\$0	\$0	\$0	\$1,273,127		\$2,767,424
<b>Total Liabilities and Fund Equity</b>	\$1,495,935	\$0	\$0	\$0	\$1,273,127	\$421,831	\$3,190,893

**Placentia Library District  
Special Districts Financial Transactions Report - Non-Enterprise Activity**

**Revenues, Expenditures, Sources and Uses**

Fiscal Year	2006	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds
		A	B	C
Non-Enterprise Activity		Library Services		
<b>Taxes and Assessments</b>				
Current Secured and Unsecured (1%)		1,598,288		
Voter Approved Taxes				
Property Assessments				
Special Assessments (Mello/Roos, Mark/Roos)				
Prior Year Taxes and Assessments		34,249		
Penalties and Cost on Delinquent Taxes and Assessments				
Licenses, Permits, and Franchises				
Fines, Forfeits, and Penalties				
<b>Revenue From Use of Money and Property</b>				
Interest Income		48,930		
Rents, Concessions and Royalties				
<b>Federal</b>				
Aid for Construction				
Other Federal				
<b>State</b>				
Aid for Construction				
State Water Project				
Homeowners Property Tax Relief		16,963		
Timber Yield				
Other State		279,635		
<b>Other Governmental Agencies</b>				
Redevelopment Pass-Through				
Other				
<b>Charges for Current Services</b>		538,317		
<b>Contributions From Property Owners</b>				
<b>Self Insurance Only</b>				
Member Contributions				
Claim Adjustments				
<b>Other Revenues</b>		250,154		
<b>Total Revenues</b>		\$2,766,536	\$0	\$0
<b>Expenditures</b>				
Salaries and Wages		896,272		
Employee Benefits		261,908		
Services and Supplies		756,357		
Self Insurance Only - Claims Paid				

**Placentia Library District  
Special Districts Financial Transactions Report - Non-Enterprise Activity**

**Revenues, Expenditures, Sources and Uses**

Fiscal Year	2006	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds
	A	B	C	
Contributions to Outside Agencies				
Debt Service				
Retirement of Long-Term Debt	115,183			
Interest on Long-Term Debt	16,001			
Interest on Short-Term Notes and Warrants				
Fixed Assets	34,171			
Other Expenditures	464,100			
<b>Total Expenditures</b>	<b>\$2,543,992</b>	<b>\$0</b>	<b>\$0</b>	
<b>Revenues Over (Under) Expenditures</b>	<b>\$222,544</b>	<b>\$0</b>	<b>\$0</b>	
Financing Sources and Uses				
Proceeds of Long-Term Debt				
Proceeds of Refunding Debt				
Payments to Refunded Debt Escrow Agent				
Inception of Lease Purchase Agreements				
Other Financing Sources				
Other Financing Uses				
Operating Transfers In (Intra-District)				
Operating Transfers Out (Intra-District)				
<b>Total Other Financing Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Revenues/Sources Over (Under) Expenditures/Uses</b>	<b>\$222,544</b>	<b>\$0</b>	<b>\$0</b>	
<b>Fund Equity, Beginning of Period</b>	<b>\$1,271,753</b>	<b>\$0</b>	<b>\$0</b>	
Prior Period Adjustments				
Residual Equity Transfers				
Other				
<b>Fund Equity, End of Period</b>	<b>\$1,494,297</b>	<b>\$0</b>	<b>\$0</b>	



**Placentia Library District  
Special Districts Financial Transactions Report  
Consolidation of Fund Equities and Transfers  
Consolidation of Fund Equities and Transfers**

Fiscal Year	2006			
	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
<b>Consolidation of Fund Equities</b>				
Non-Enterprise Activities	\$1,494,297	\$0	\$0	
<b>Enterprise Fund Equities</b>				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$0
<b>Total Ending Fund Equities</b>	<b>\$1,494,297</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Net</b>	
	<b>A</b>	<b>B</b>	<b>C</b>	
<b>Consolidation of Transfers In and Transfer Out</b>				
General and Special Revenue Funds	\$0	\$0		
Debt Service Funds	\$0	\$0		
Capital Projects Funds	\$0	\$0		
<b>Enterprise Activities</b>				
Airport	\$0	\$0		
Electric	\$0	\$0		
Harbor and Port	\$0	\$0		
Waste Disposal	\$0	\$0		
Water	\$0	\$0		
<b>Total</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>

**Placentia Library District  
Special Districts Financial Transactions Report - Long-Term Debt**

**General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other**

<b>Fiscal Year</b>	2006
District-wide or Improvement District/Zone	District-wide
Improvement/Zone (If Applicable)	
Type of Debt	Other Long-Term Indebtedness
Activity	Library Services
Purpose of Issue	Equipment Lease
Nature of Revenue Pledged	
Percent of Pledge	
Year of Authorization	2001
Principal Amount Authorized	289,535
Principal Amount Issued	289,535
Beginning Maturity Date	2002
Ending Maturity Date	2014
<b>Principal Amount Unmatured, Beginning of Fiscal Year</b>	<b>\$201,379</b>
Adjustments - Increase (Decrease)	
Principal Amount Issued During Fiscal Year	
Principal Amount Matured During Fiscal Year	20,231
Principal Amount Defeased During Fiscal Year	
<b>Principal Amount Unmatured, End of Fiscal Year</b>	<b>\$181,148</b>
Principal Amount in Default, End of Fiscal Year	
Interest in Default, End of Fiscal Year	
Amount Held in Bond Reserve	

**Placentia Library District  
Special Districts Financial Transactions Report - Long-Term Debt**

**General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other**

<b>Fiscal Year</b>	2006
District-wide or Improvement-District/Zone	District-wide
Improvement/Zone (If Applicable)	
Type of Debt	Other Long-Term Indebtedness
Activity	Library Services
Purpose of Issue	Renovate Civic Center
Nature of Revenue Pledged	
Percent of Pledge	
Year of Authorization	2004
Principal Amount Authorized	293,691
Principal Amount Issued	293,691
Beginning Maturity Date	2006
Ending Maturity Date	2009
<b>Principal Amount Unmatured, Beginning of Fiscal Year</b>	<b>\$263,997</b>
Adjustments - Increase (Decrease)	
Principal Amount Issued During Fiscal Year	
Principal Amount Matured During Fiscal Year	94,952
Principal Amount Defeased During Fiscal Year	
<b>Principal Amount Unmatured, End of Fiscal Year</b>	<b>\$169,045</b>
Principal Amount in Default, End of Fiscal Year	
Interest in Default, End of Fiscal Year	
Amount Held in Bond Reserve	

**Placentia Library District**

**Special Districts Financial Transactions Report**

Detailed Summary of Footnotes For Fiscal Year 2005-06

Forms	Column	Additional Details	Footnotes
Non-Enterprise Revenues, Expenditures, Sources and Uses			
Interest Income	A	ACTIVITY_CODE = 'Library Services'	Higher interest income is due to higher cash balances and higher interest rates in FY 05-06.
Long-Term Debt - General Obligation, Revenue, COPS and Other			
Nature of Revenue Pledged	A	DEBT_TYPE = 'Other Long-Term Indebtedness' and PURPOSE_ISSUE = 'Renovate Civic Center' and ACTIVITY_CODE = 'Library Services' and RECORD_NUMBER = 3	Not Applicable - This is a Capital Lease.
Nature of Revenue Pledged	A	DEBT_TYPE = 'Other Long-Term Indebtedness' and PURPOSE_ISSUE = 'Equipment Lease' and ACTIVITY_CODE = 'Library Services' and RECORD_NUMBER = 2	Not Applicable - This is a Capital Lease
Percent of Pledge	A	DEBT_TYPE = 'Other Long-Term Indebtedness' and PURPOSE_ISSUE = 'Renovate Civic Center' and ACTIVITY_CODE = 'Library Services' and RECORD_NUMBER = 3	Not Applicable - This is a Capital Lease.
Percent of Pledge	A	DEBT_TYPE = 'Other Long-Term Indebtedness' and PURPOSE_ISSUE = 'Equipment Lease' and ACTIVITY_CODE = 'Library Services' and RECORD_NUMBER = 2	Not Applicable - This is a Capital Lease



# CITY OF PLACENTIA CERTIFICATE OF APPRECIATION

The City of Placentia and the Heritage Festival Planning Committee  
extends its sincere gratitude to

## PLACENTIA LIBRARY DISTRICT

for generous support  
of the 2006 Heritage Festival & Parade.

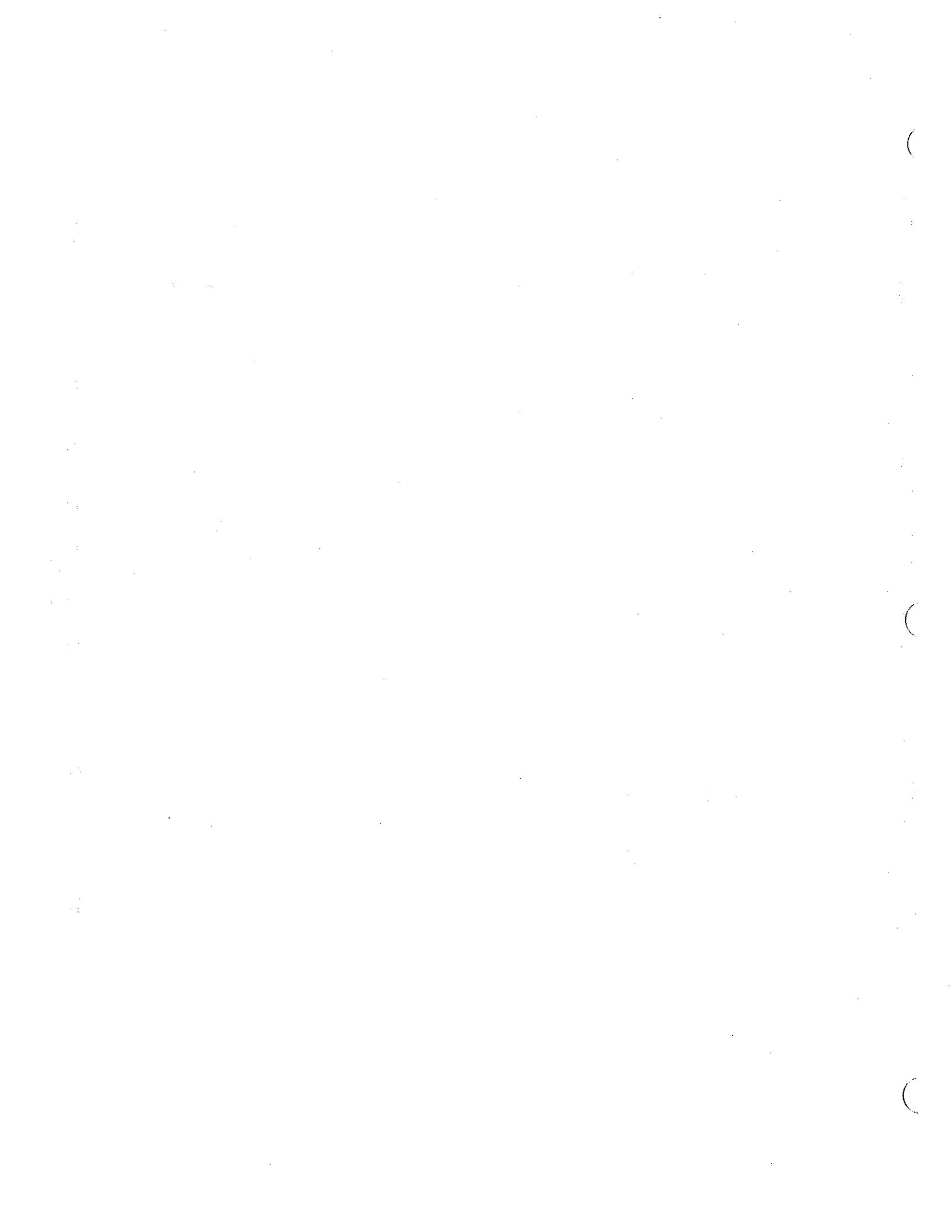
Presented this 21st day of November, 2006.

A handwritten signature in black ink, appearing to read "Scott P. Brady".

Scott P. Brady  
Mayor

A handwritten signature in black ink, appearing to read "Kristi Caraveo".

Kristi Caraveo  
Director of Community Services





# **Municipal Service Review**

# Introduction

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To meet the statutory deadline of January 1, 2008 Orange County LAFCO has focused a majority of its time for the past six years on completion of Municipal Service Reviews (MSRs) and spheres of influence (SOIs). Currently LAFCO has finished MSRs and sphere of influence (SOI) updates for 20 (60%) of the 34 cities and 21 (70%) of the 30 special districts (including 27 independent special districts, two districts that have been dissolved or merged and one CSA). The remaining MSRs and SOIs are in progress.

There is no statutory requirement for staff to complete a MSR on LAFCO. However it seemed appropriate as part of LAFCO's on-going strategic planning effort to solicit input from LAFCO's partners—the agencies and the public. LAFCO staff prepared the following report and will send it to all cities, special districts and some unincorporated communities in Orange County. It will also be posted on the LAFCO website.

We will collect responses in two ways:

(1) Letters can be directly sent to LAFCO staff (Joyce Crosthwaite, Orange County LAFCO, 12 Civic Center Plaza, Room 235, Santa Ana, CA 92701. (714) 834-2556 phone, (714) 834-2643 fax or via email at [jcrosthwaite@orange.lafco.ca.gov](mailto:jcrosthwaite@orange.lafco.ca.gov)). All letters received will be included in the Strategic Plan which will be sent to the LAFCO Commission for the Strategic Planning session scheduled for January 26, 2007.

(2) Those who wanted their comments to be confidential can send them to Sharon Browning (Sharon Browning & Associates, Issues Management and Consensus Planning, 916 Greentree Road, Pacific Palisades, CA 90272. (310) 459-7795 - phone, (310) 459-5154 - fax or via email at [sbrowning@sbassoc.org](mailto:sbrowning@sbassoc.org)). Ms. Browning will summarize responses and her report will also be included in LAFCO's Strategic Plan.



# LAFCO MSR Report

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## **1. Infrastructure needs or deficiencies.**

LAFCO's infrastructure includes the actual physical hardware used, such as computers, office equipment, as well as the staff. Both will be addressed in this section.

Physical infrastructure has been substantially improved. The LAFCO GIS system is not only functional but is updated with past jurisdictional changes which previously could only be accessed through hard copies. The majority of the staff can use the GIS system to produce maps for accurate records, for staff reports and for use by LAFCO's customers. Because past boundary changes have been integrated into the GIS system, the maps are accurate and can be used with confidence. We continue to improve the quality of the maps and will, in time, find ways to produce display maps efficiently and cost effectively.

The hard files, which date back to 1963, have all been archived and are being indexed. Staff can now respond to requests for information in a fraction of the time by accessing the LAFCO database rather than retrieving files from storage. As an example, a district recently discussed a potential annexation with LAFCO staff. Since the territory had already been annexed to a city served by the district, LAFCO staff was able to access, within an hour, the previous map and legal description of the area. This potentially will save the district significant time and money if the annexation moves forward. LAFCO has also purchased a scanner which will be used to keep the database current as new applications are submitted. However more staff training on the use of the database is needed however.

Staff is also starting to revamp the routine administrative functions in the office to ensure the maximum use of software and computers. For example, staff hours are now tracked on the computer and the time keeping system is integrated with the accounting program. Staff can now provide an accurate accounting of time and material cost for each project.

The staff continues to be strength of the organization and the LAFCO staff continues to increase their skills. Because a great deal of the work with MSRs/ SOIs involve facilitation, staff organized a series of facilitation workshops and invited staff from other organizations to attend. The group participating in the facilitation classes came

from special districts, the County and non-profit organizations. The interest in the classes exceeded the room capacity. A core group of facilitators that agencies could use may emerge from this training. For example, LAFCO staff was asked to help facilitate meetings organized by the other participating agencies.

This year the staff has also took part in a ropes course for team building, completed classes in Excel and public speaking, attended an intensive watershed planning seminar as well as organized the first "CALAFCO University" class on Homeowners Associations (HOAs) and public agencies. Staff also participated in the 2006 CALAFCO conference and is hosting the 2007 CALAFCO Staff Workshop in April.

LAFCO lost three experienced employees during 2006. However the merger of the two administrative positions allowed LAFCO to consolidate more routine office functions and reduce costs. The new administrative position has been filled. An analyst position is also vacant and staff is considering what skills LAFCO will likely need, such as financial analysis, in a new employee.

## 2. Growth and population projections

Orange County population is slightly over 3,000,000. It is the second most populous county in California and the fifth in the United States.

Orange County has a total area of 789 square miles; it is the smallest county in Southern California. Approximately 65% of the County' (506 square miles) is incorporated. The remaining areas of unincorporated territory are broken down as follows:

AREA	SPHERE	# OF ACRES (% unincorporated)	POPULATION (% unincorporated)
Sunset Beach		84 (.02%)	1,319 (1.2%)
Rossmoor		988 (.2%)	10,560 (9.4%)
North Eastern Edge	Brea	4,162 (.8%)	0 (0%)
Anaheim Island	Anaheim	496 (.09%)	8,000 (7.1%)
Midway City	Westminster	351 (.06%)	5,919 (5.2%)
Orange Park Acres	Orange	396 (.08%)	1,103 (.98%)
North Tustin Island	Tustin/Orange	4,609 (.9%)	24,358 (22%)
Rancho Mission Viejo		22,815 (4.5%)	12 (.01%)
Small Islands	Various cities	961 (.2%)	13,421 (12%)
Dedicated Open Space		135,526* (27%)	0 (0%)
Total Unincorporated		510,912	112,778

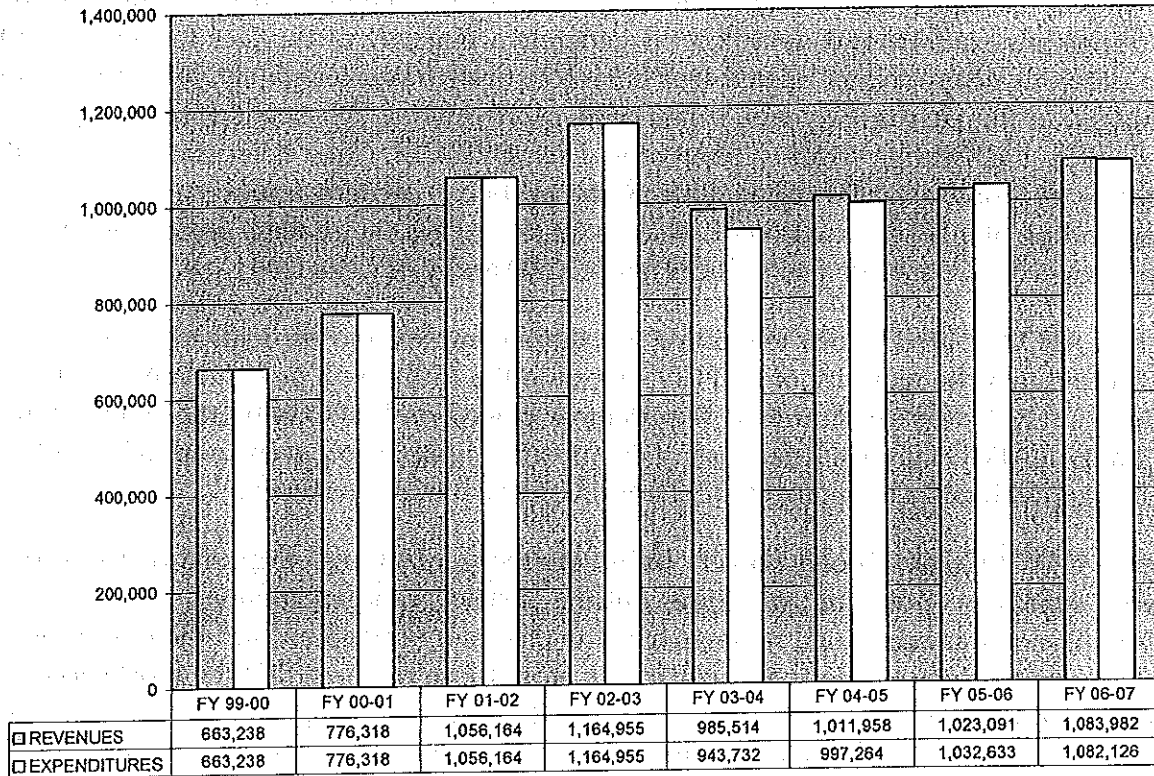
What these figures mean is that a majority of the routine, "day-to-day" work of most LAFCOs (i.e. annexations and detachments) have been completed in Orange County. Routine annexations and detachments generate a majority of the fees for all LAFCOs. In previous years project related fees have constituted approximately 20% of LAFCO's budget; in the past three years, it has been approximately 5% of the total budget. For example, the Orange County Sanitation District (OCSD) has been the most regular source of annexations fees as individual property owners annex to OCSD. The impending blanket annexation of areas to OCSD makes the process easier and cheaper for property owners but also reduces both OCSD and LAFCO's fees.

The LAFCO related issues remaining are more complex and difficult to address. It is expected that the majority of LAFCO's work in the future will be continuing MSR/SOI studies which was an unfunded requirement placed on LAFCOs by the state. Orange County LAFCO has been successful in its small islands program and will continue working with cities to annex the remaining unincorporated territory.

Since LAFCOS have broad powers to initiate reorganizations of special districts, there will remain a potential of some future district reorganizations. The LAFCO Commission has scheduled reviews of some past reorganizations and incorporations to review its staff's projections and it appears, from those reviews, that the most successful reorganizations have been between agencies that are willing partners. Therefore it is likely that any future district reorganization will come from the districts themselves.

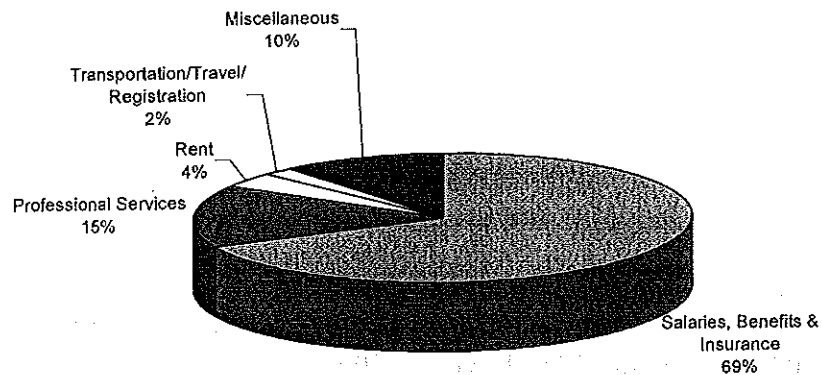
### **3. Financing constraints and opportunities.**

Since 2000 LAFCO's budget has been paid equally by the County, the cities and the special districts in Orange County. The following charts and graph show LAFCO's budget since 2000. During Fiscal Years 2004-2007, LAFCO's budget increased approximately 6% a year as approved by the Commission in 2004.



Approximately 70% of LAFCO's budget is for salaries and benefits. The other uses of funds are shown in the following graph.

FY 06/07 Expenditures by Major Category



In September of 2006 LAFCO approved the merger of the administrative positions on staff into a new administrative position. The new position combined the functions of the two previous positions and added new duties. The position has been filled and approximately \$100,000, or roughly 10% of the total LAFCO budget will be saved.

However the cost of staff benefits continues to increase. LAFCO currently contracts with Orange County for employee benefits and LAFCO is required to maintain the same benefits and level of contribution as the County and its employees. In essence, for LAFCO to continue its contractual relationship with the County to provide any benefits, LAFCO's benefit package must mirror the package provided to County employees. If the Commission decided to discontinue participation in any of the benefits offered by the County, the County could no longer provide other LAFCO employee benefits. LAFCOs throughout the State are exploring various options to provide cost-efficient benefits to its employees. CALAFCO, the statewide association of all 58 LAFCOs in California, and other LAFCOs, including Orange County LAFCO, are exploring the possibility of a group insurance program, Joint Powers Agreement and other options to reduce the cost of benefits.

#### **4. Cost avoidance opportunities/Evaluation of Management Efficiencies**

Over the past three years LAFCO's expenditures have decreased by approximately 5%. The reduction in expenditures has been the result of numerous efforts on the part of the staff to reduce costs including negotiating better contracts with vendors, reducing phone lines, sending agenda packages out by email and participating with other LAFCOs in joint Requests For Proposals (RFPs). Staff also explored working as extension of staff to other LAFCOs.

Staff has made significant progress toward a "paper-less" office and has reduced expenses of copying and mailing agendas and other hard copy reports. For distribution of agendas now emails are sent with a link to the LAFCO webpage and customers can downloaded the portions of the agenda they are interested in.

Independent audits are conducted each year and no significant issues have been noted to-date. To reduce the cost of audits, Orange County LAFCO participated with San Bernardino and Riverside LAFCOs in issuing a RFP for an auditor for all three agencies; costs were reduced by approximately \$7,000 over three years as a result. LAFCO reviews its "Policies and Procedures" manual and fee structure each year making updates as needed.

As mentioned previously, staff is also investigating the current benefit package offered to employees and whether different options for providing benefits can reduce rising costs.

## **5. Opportunities for rate restructuring.**

In 2004 LAFCO revised its fee structure for the first time in five years. The previous fee structure was based on acreage; acreage-based fee structures had been struck down by court decisions. Additionally, the old fee structure had not been adjusted for new requirements added by the State Legislature such as increased noticing for projects. The new fee structure is comprised of two parts—a fixed administrative fee and a time/materials deposit. Staff time and project specific costs, such as noticing, are charged to the time/materials deposit and, prior to scheduling a public hearing, staff determines if additional funds are needed from the applicant or if a refund of a portion of the deposit is due.

To implement the new fee schedule, staff began tracking time by projects. An electronic time sheet was developed and used but could not be integrated with the accounting system. A new time-keeping program was installed which is now fully integrated with the accounting software allowing staff to check deposit amounts for projects monthly.

LAFCO staff will revise the fee schedule in 2007 to clarify the components of the fixed administrative and, as the tracking of projects costs becomes more detailed, will return to the Commission annually to revise the fee schedule so that deposit amounts are consistent with the time required to bring projects to hearing.

However even with the changes, the fees received from applicants are not nor will they become a significant revenue source. As noted previously, the number of projects and associated fees has been dropping and the trend is expected to continue.

## **6. Opportunities for shared facilities**

Currently LAFCO leases space and contracts for some services like payroll and benefits with the County of Orange. This has proven to be both efficient and cost-effective. While LAFCO staff is exploring contracting with other vendors for these services, no other source has been found yet which can match the expertise of staff and the level and costs of the services provided by the County.

LAFCO also leases office space from the County and has three years left on the remaining lease. As the workload for LAFCO decreases and the necessary adjustments in staffing are made, LAFCO may need less space. The current location is convenient to public hearing rooms and County staff; however the County is increasing its staff and may not elect to renew the lease when it expires. Both the reduced staff at LAFCO and the need for additional room of the County may require LAFCO to find new office space.

## **7. Government structure options**

There are two ways of looking at this determination—one as it applied directly to LAFCO, i.e. “Can LAFCO be merged?” and second “What government structure options has LAFCO accomplished, in partnership with other agencies?”

There appears to be relatively few government structure options for LAFCO as an agency. Existing State law requires each county to have a LAFCO and each LAFCO to have both an independent Executive Officer and counsel. However it appears that there is a trend throughout the State to involve LAFCOs in other regional efforts. For example, recent legislation passed in 2005 required that regional Councils of Governments (COGs) use LAFCO’s spheres of influence (SOIs) in determining allocations of affordable housing needs. In our region, Orange and Los Angeles LAFCOs have helped to organize a meeting among the LAFCOs and the Southern California Association of Governments (SCAG) to discuss both affordable housing number as well as the State’s new “blueprint” plan. As another example, Orange County LAFCO staff recently participated with other LAFCOs and CALAFCO in a discussion with the Public Utility Commission on establishing closer coordination between LAFCOs and the PUC. Finally LAFCO staff is proposing, as part of the 2007 work plan, that the Orange Commission hold a joint meeting with the Riverside LAFCO Commission to determine a sphere of influence for the Orange County Water District whose service area is located in both counties.

However Orange LAFCO has had significant success in identifying and implementing government structure options. The following lists significant projects accomplished during the last five years. Most of these projects are a direct result of the stakeholder intensive MSR process that Orange LAFCO has pursued as well as the partnership among the County, the cities and LAFCO to annex islands under the provisions of Government Code Section 56133.

- o Annexation of Tonner Hills
- o Annexation of portions of Bolsa Chica
- o Annexation of MCAS El Toro
- o 80% of small islands (less than 150 acres) annexed
- o Reorganization of Santiago Canyon Water District and Irvine Ranch Water District
- o Dissolution of the Laguna Niguel Community Services District

### 8. Local accountability and governance.

The Orange County LAFCO Commission is comprised of 11 members, 7 regular voting members and four alternates, each serving a four-year term, Current members and their term of office and stipends/benefits are listed in the following chart:

Name	Title	Affiliation	Term	Stipend
William Campbell	Chair	Board of Supervisors	2003-2007	\$100 per meeting
	Board of Supervisors Member	Board of Supervisors	2005-2009*	\$100 per meeting
	Alternate Board of Supervisors Member	Board of Supervisors	2003-2007*	\$100 per meeting
Robert Bouer	City Member	City of Laguna Woods	2004-2008	\$100 per meeting
Peter Herzog	City Member	City of Lake Forest	2006-2010	\$100 per meeting
Patsy Marshall	Alternate City Member	City of Buena Park	2004-2008	\$100 per meeting
John Withers	Special District Member	Irvine Ranch Water District	2006-2010	\$100 per meeting
Arlene Schafer	Special District Member	Costa Mesa Sanitary District	2004-2008	\$100 per meeting
Charles Wilson	Alternate Special District Member	Santa Margarita	2006-2010	\$100 per meeting
Susan Wilson	Public Member		2006-2010	\$100 per meeting
Rhonda McCune	Alternate Public Member		2005-2009	\$100 per meeting

*\*fills remainder of 4-year terms for Tom Wilson and Jim Silva*

LAFCO Commissioners receive a stipend of \$100 per regularly scheduled meeting plus mileage based on the rates as established by the IRS. Some direct costs, such as parking, may be reimbursed. While there is no maximum amount per month Commissioners may earn, no stipends are given for committee meetings, conferences or other meetings. Typically the maximum stipend each Commissioners receives is \$100 per month. Commissioners receive no other benefits.

Selection of both regular and alternate members from the County of Orange is determined by the Orange County Board of Supervisors. City members are selected by the City Selection Committee of the Orange County League of Cities and special district members are selected by the Independent Special Districts of Orange County (ISDOC). The LAFCO Commission selects the regular and alternate public members.

The LAFCO Commission holds its meetings on the second Wednesday of each month starting at 9:00 am in the Orange County Planning Commission hearing room (10 Civic



Centro Plaza Santa Ana, CA). In the past the Commission has held workshops and public hearings in various communities of Orange County to allow more public input.

LAFCO maintains a website (<http://www.orange.lafco.ca.gov/home.htm>) as required by State law and regularly posts agendas, reports, public notices and other information on the webpage.



**Elizabeth Minter**

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**From:** Karen Hamman [KHamman@cityofmissionviejo.org]  
**Sent:** Monday, November 27, 2006 12:41 PM  
**To:** thomas.mauk@ocgov.com; aleahy@octa.net; daly@sjhtca.com; jruth@ocsd.com;  
rghirelli@ocsd.com; bwallerstein@aqmd.gov; eminter@placentalibrary.org; bredcay@eocwd.com;  
rhill@etwd.com; jones@irwd.com; beeman@irwd.com; lgray@mnwd.com; vikkib@mesawater.org;  
sewerdistrict@aol.com; mdunbar@scwd.org; dchadd@tcwd.ca.gov; office@ebca.net  
**Cc:** GSLassoc@aol.com  
**Subject:** Orange County Council of Governments (OCCOG)

To the Chief Executive Officers and General Managers of Member Agencies of the Orange County Council of Governments:

The City of Mission Viejo will be providing interim staff support to the Orange County Council of Governments (OCCOG) through June 2007, with Dennis Wilberg, City of Mission Viejo City Manager, also serving as Interim Executive Director. In conjunction with this post, Mr. Wilberg will coordinate the monthly agendas of the OCCOG Board of Directors. The OCCOG Board of Directors includes elected officials of the OCCOG member agencies, with said member agencies including Orange County jurisdictions, special districts and agencies. A special meeting is scheduled for Thursday, November 30, 2006.

Mr. Wilberg seeks to insure that all member agencies are apprised of the OCCOG board's meetings and agenda schedule. As a chief executive officer or general manager of an OCCOG member agency, you have been included in the master email list for receipt of the OCCOG board agendas. Should you prefer to include another individual as the recipient of the OCCOG board agenda packets, please feel free to contact me, Karen Hamman, City of Mission Viejo City Clerk and Interim OCCOG Clerk of the Board, at khamman@cityofmissionviejo.org, or call me at 949/470-3033.

With best wishes,

Karen Hamman,  
Interim OCCOG Clerk of the Board  
Karen Hamman, CMC  
City Clerk  
City of Mission Viejo  
200 Civic Center  
Mission Viejo, CA 92691  
949-470-3033 (voice)  
949-581-0983 (fax)  
[khamman@cityofmissionviejo.org](mailto:khamman@cityofmissionviejo.org)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** December 18, 2006

Activities Report:

- Nov 20 Participated in the Facility Master Plan session with Linda Demmers followed by the Library Board meeting.
- Nov 21 Met with Eleanore Rankin, Jean Lasley, Wendy Goodson and Lois Monroe to review the Friends/Foundation merger documents received from Freeman, Freeman & Smiley.
- Nov 28 Attended seminar at Executive Consulting about hiring practices and processes with Jean Lasley.  
Participated in Santa Pictures with Ron Breach at the Library.
- Nov 29 Delivered signed Friends/Foundation merger documents to Freeman, Freeman & Smiley.
- Nov 30 Attended the Independent Special Districts of Orange County Quarterly Membership Meeting in Fountain Valley. Jim Brulte was the speaker.  
Attended the Citizen of the Year Dinner.
- Dec 1 Attended the Board Chair Academy seminar on board development planning with Jean Lasley and Brenda Benner.  
Participated in the Placentia Library Foundation Donor Reception.
- Dec 3 Participated in the Placentia Founders' Society holiday reception at the Bradford House.
- Dec 4 Participated in the Friends of Placentia Library Board of Directors Meeting.
- Dec 6 Vernon Napier and I met with representatives of the California Newspaper Project at UC Riverside. The District may be eligible to have part or all of its collection housed on the California web site which would impact the cost of the project. The District will still need to pay for the conversion of individual reels of microfilm to digital. The California Newspaper Project will let us know about our status before the end of

the first quarter of 2007. They will also let us know if they will be able to microfilm the remaining hard copies that have never been microfilmed.

Participated in the Placentia Library Foundation Board of Directors Meeting. This was their last meeting as a Foundation Board.

Dec 7 Met with the Superintendent of Placentia-Yorba Linda Unified School District to discuss the Author's Luncheon and plans to meet on a more regular basis with the City Administrator to discuss issues of mutual concern.

Dec 12 Participated in the Executive Committee Meeting for the Independent Special Districts of Orange County. This was my last meeting as its Secretary.

Staff Meetings:

Dec 6 Distributed copies of the Dress Code.

Discussed issues with the public in converting to the new photocopiers and eCommerce software. The largest issue was the poor coordination between Envisionware and Placentia Library on the issues of the photocopier and the need for the PC Reservation software to be upgraded prior to the arrival of the installation technician. Also, the installation technician did not complete the installation and training before leaving. The information provided by Envisionware to Ricoh concerning the interface was not complete resulting in not being able to complete the installation while the Envisionware technician was on site. As of December 13 the new photocopier is still not accepting cash because of this problem. The eCommerce service is also having multiple problems, apparently with the configuration. Basically what we are saying is that two weeks after the installation for which we paid for a technician to come to our Library, nothing is yet working! Vernon will be coming to the Library on Friday, December 15 for a telephone conference call with the Envisionware technical staff to attempt to get all of the remaining issues resolved.

Managers' Meeting

A Managers' Meeting to be facilitated by Valerie Poole was scheduled for Tuesday, December 12 but had to be canceled because of the absence of Jim Roberts for illness. We are attempting to re-schedule before Wendy Goodson leaves on vacation on December 16. If that doesn't work the next available date will be as soon as Wendy returns on January 8.

Agenda Item 35

TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager  
 DATE: December 18, 2006

**SUBJECT: Program Committee Report for the month of November.**

*ADULT SERVICES*

	Nov 05-06	Nov 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	2	1	5	7
NUMBER OF ATTENDEES	61	4	129	80

*CHILDREN'S SERVICES*

	Nov 05-06	Nov 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	27	28	128	114
NUMBER OF ATTENDEES	887	850	5,452	4,414

*PROGRAM COMMITTEE*

	Nov 05-06	Nov 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	0	2	0	8
NUMBER OF ATTENDEES	0	16	0	57
NEWS RELEASES	NA	1	NA	5

*LITERACY SERVICES*

	Nov 05-06	Nov 06-07	YTD 05-06	YTD 06-07
Total Tutors	132	109	206	207
Total Students	223	228	276	254
Total Hours	1,599	1,934	5,474	6,908

Attachment 1: Request for Parent Reading Guide.  
 For more detailed literacy statistics, see Agenda Item 37, pages 2 of 3 and 3 of 3.





To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian *Cg*

Date: for Board Meeting, December 18, 2006

Subject: **November 2006 Activities in the Children's Department**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	115
Story Time I: 6 years & younger	4	156
Story Time II: 6 years & younger	4	101
Music Time I: 6 years & younger	5	149
Music Time II: under 6 years old	5	84
Read to the Dogs event	1	56
Camp Library	1	91
Class Visit	3	83
Afternoon Adventures (story time for older kids)	1	15
<b>Total November 2006</b>	<b>28</b>	<b>850</b>
<b>Total November 2005</b>	<b>27</b>	<b>887</b>
<b>Current FY to date</b>	<b>114</b>	<b>4414</b>
<b>Previous FY to date</b>	<b>128</b>	<b>5452</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: December 18, 2006

**SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of November.**

**Tutor Training.** We had one workshop on December 3, and ten tutors were trained, six high school students and four adults. They are all tutoring or pending.

**Families for Literacy (FFL) Program Status.** There was no FFL programming in November.

**Placentia Rotary Reading Enrichment Program (PRREP).** We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We anticipate that we could have as many as 150 PRREP tutors this school year.

**Update on the three off-site PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. The Kraemer-Placentia Library Homework Club started on October 30 and has been very successful. The homework club is held Mon.-Thurs. from 3:45-5:30 and has been averaging more than 30 students daily.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in late September. We are active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we have a total of seventeen tutors working with more than 200 grade school students.

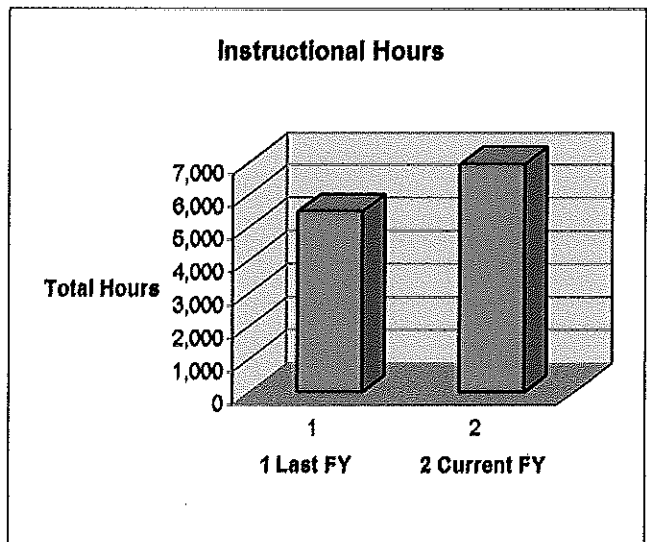
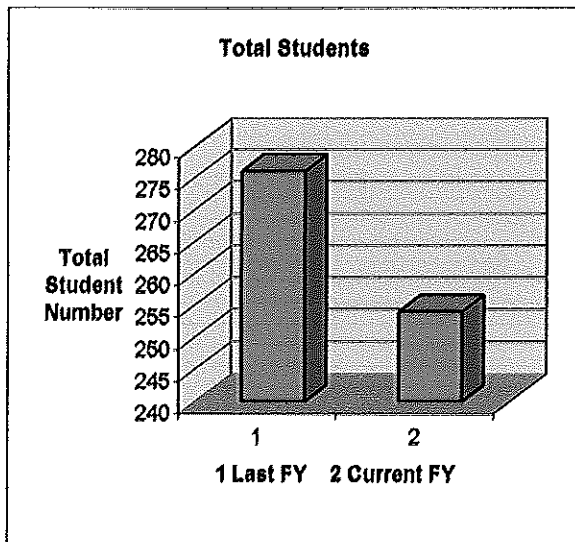
**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton is even stronger in FY 2006-07 than it was last FY. Our Cal State Award for FY 2006-07 has been adjusted to \$93,000. Our FWS partnership is also very strong with Western State University College of Law this FY as we have seven already on board.

**Literacy statistics.** See Agenda Item 37 Pages 2 of 3, and 3 of 3.

# Placenta Library Literacy Services

## Report of Growth and Progress

	Nov 05-06	Nov 06-07	YTD 05-06	YTD 06-07
<b>Tutors</b>				
Adult	68	57	105	76
Teen	65	52	101	61
Hours Instruction	1,599	2,155	5,474	6,908
Other Volunteer Hours	60	120	540	600
Total Hours	1,659	2,275	6,014	7,508
<b>Training Workshops</b>				
Workshops Held	1	2	16	6
Tutors Trained	8	16	126	64
<b>Students</b>				
With Adult Tutors	160	240	160	182
With Teen Tutors	63	71	116	72
In Groups	0	0	0	0
Total Active Students	223	263	276	254
<b>Families for Literacy</b>				
Family Students	6	5	6	5
Family Tutors	6	5	6	5
Hours of Instruction	60	60	240	180
<b>ELLI Program</b>				
K-6th Grade Students	187	220	197	417
Tutors for K-6th Grade	7	12	10	22
Hours of Instruction	971	385	2,529	3,058
<b>Homework Clubs</b>				
On-Site: Students	NA	168	NA	337
On-Site Tutors	NA	14	NA	53
Hours of Instruction	NA	216	NA	416
H.I.S. House Students	NA	4	NA	17
H.I.S. House Tutors	NA	4	NA	12
Hours of Instruction	NA	178	NA	437
Topaz Students	NA	9	NA	85
Topaz Tutors	NA	3	NA	13
Hours of Instruction	NA	1,069	NA	3,198
Kraemer Students	NA	35	NA	80
Kraemer Tutors	NA	7	NA	10
Hours of Instruction	NA	80	NA	84
<b>Total Tutors</b>	132	104	206	207
<b>Total Students</b>	223	228	276	254
<b>Total Instruction Hours</b>	1,599	1,934	5,474	6,908



Question 1

Which of the following is NOT a function of the nervous system?

- a. To coordinate and integrate information
- b. To respond to environmental changes
- c. To control and regulate the body's activities
- d. To provide structural support and protection

Question 2

The central nervous system (CNS) consists of the brain and spinal cord. The peripheral nervous system (PNS) consists of all other parts of the nervous system.

- a. True
- b. False

TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MOS*  
DATE: November 20, 2006  
SUBJECT: Reference and Adult Services report for October, 2006

- There were two Program Committee meetings during the month.
- *Genealogy: Looking Locally, Finding Globally* attracted twenty-three patrons on Monday evening, October 23. Caroline Rober shared her detailed knowledge of many southern California libraries' holdings. Patron evaluations said the information was good and could have been even more detailed. There were many questions during her presentation. People lingered for about 45 minutes afterwards to continue discussion over snacks.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. In the trough was another called *Rescue Me, He's Wearing a Moose Hat*, the title by Sherry Halperin that will be featured at the spring Author's Luncheon. *Health Literacy Month* books, their related bibliography/webliography, and assorted handouts from the Placentia Linda Hospital were on the other side of the trough. The Genealogical Society of North Orange County placed a display of photos and other artifacts in the main display case. There were selected books available from both the *Freshman Finance 101* and *Remember When* programs in the reference area. We removed the *Hispanic American Month* materials mid-month because the celebratory time period extended from September 15- October 15 in order to include holidays meaningful to many Hispanic groups.

Statistical Comparisons at the Reference Desk  
October FY 2006/2007

	2005	2006	YTD 05-06	YTD 06-07
Phone Reference Questions	210	208	781	724
Desk Reference Questions	1,558	2,910	6,386	7,337
E-Mail Reference Questions	8	3	21	3
Ready Reference	35	30	123	99
Instruction	111	183	274	893
Computer Use	2,734	3,806	10,967	13,904
Reference Books: In-Library Use	2,958	3,576	11,681	14,853
Patron Database Signups	184	232	863	736



TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MS*  
DATE: December 18, 2006  
SUBJECT: Reference and Adult Services report for November, 2006

- There were two Program Committee meetings during the month.
- *Tibet: A Bowers Museum Slide Program* drew only four people in spite of information sent to a variety of sources. Those who attended said they enjoyed the evening. Docent Chuck Liebelt presented his information with humor and enthusiasm. Webliographies/bibliographies were available, as well as items available for checkout. The library offered an assortment of snacks.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. In the trough was another called *Rescue Me, He's Wearing a Moose Hat*, the title by Sherry Halperin that will be featured at the spring Author's Luncheon. There were library displays of materials relating to genealogy and antiques that were removed at the end of the month
- A new display for National Lifewriting Month went into the trough for November, featuring books written by people from whom biographies might not usually be expected. The range of materials gave special interest to this collection.

Statistical Comparisons at the Reference Desk  
November FY 2006/2007

	2005	2006	YTD 05-06	YTD 06-07
Phone Reference Questions	245	173	1,026	907
Desk Reference Questions	1,777	2,444	8,163	9,781
E-Mail Reference Questions	10	0	31	3
Ready Reference	37	29	160	128
Instruction	103	148	377	1,041
Computer Use	2,617	3,644	13,584	17,548
Reference Books: In-Library Use	3,217	3,544	14,898	21,092
Patron Database Signups	197	197	1,060	933