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Presentation: Library Director  
Recommendation: Adopt by Motion

4. Oral Communications

*Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. 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. Reference: California Government Code Sections 54954.3, 54954.2(b).*

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

**CONSENT CALENDAR (Items 8 – 31)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 – 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 8)**

8. Minutes of the June 26<sup>th</sup> 2008 Library Board of Trustees Unusual Meeting. (Receive & File and Approve)

**CLAIMS (Items 9 – 12)**

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2007-2008 Cash Flow Analysis through May 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for June 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for June 2008. (Receive & File)

15. Acquisitions Report for June 2008. (Receive & File)
16. Entrepreneurial Activities Report for June 2008. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 22)**

17. Personnel Report for June 2008. (Receive, File, and Ratify Appointments)
18. Volunteer Reports for June 2008. (Receive & File)
19. Circulation Report for June 2008. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
21. Status Report on Partnerships with Community Organizations. (Receive & File)
22. Status Report on Active Grant Applications. (Receive & File)

**STAFF REPORTS (Items 23 – 28)**

23. Library Director's Report. (Katsouleas)
24. Program Committee Report for June 2008. (Roberts)
25. Children's Services Report for June 2008. (Gurkweitz)
26. Placentia Library Literacy Services Report for June 2008. (Roberts)
27. Reference and Adult Services Report for June 2008. (Strazdas)
28. Placentia Library Web Site & Technology Report for June 2008. (Napier)

**NEW BUSINESS**

29. Award of Janitorial Services Contract for Fiscal Year 2008-2009.

Presented: Interim Library Director  
Recommendation: Action to be determined by Board of Trustees

**CONTINUING BUSINESS**

30. Placentia Library District Job Description Revision, Librarian I and Librarian II

Presented: Interim Library Director  
Recommendation: Action to be determined by Board of Trustees

31. Budget FY 2008-2009

Presented: Interim Library Director  
Recommendation: Action to be determined by Board of Trustees

*m7  
m2* Richard  
Coral  
*MS  
m2* Richard  
Coral  
*CB Enterprise*

**CLOSED SESSION**

*Action Item*  
*Interviews*  
*Aug*

32. Closed Session to Discuss a Personnel Matter

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

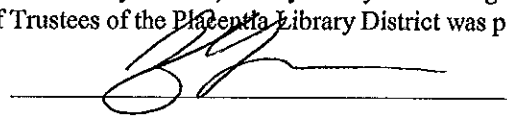
Presentation: Library Board President will report on the Closed Session  
Recommendation: Action to be determined by the Library Board of Trustees

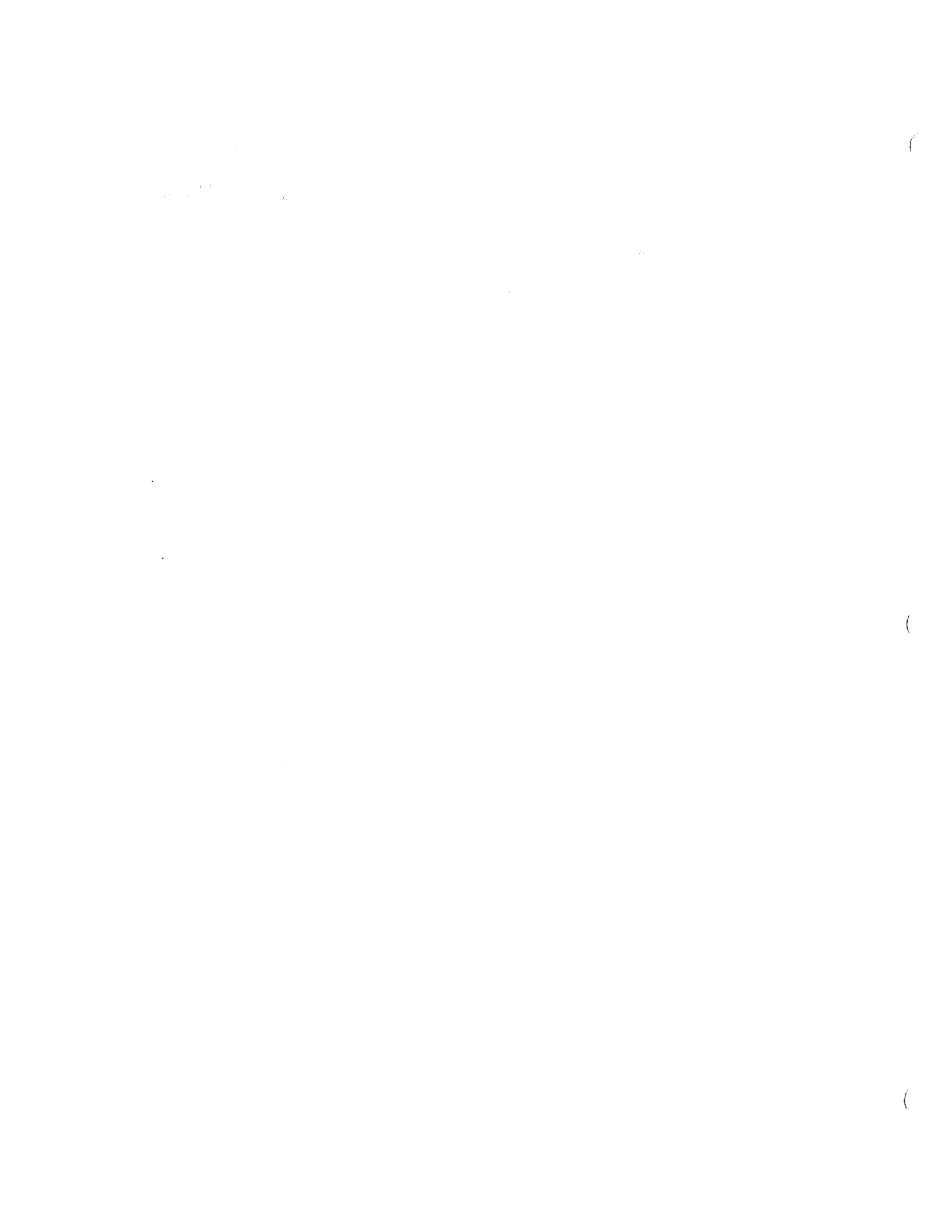
**ADJOURNMENT**

33. Agenda Preparation for the August Regular Meeting which will be held on Monday, August 18, 2008 unless re-scheduled by the Library Board of Trustees.
34. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
35. Adjourn

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

I, Wendy Goodson, Administrative Services Manager of Placentia Library District, hereby certify that the Agenda for the July 17, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, July 17, 2008.





**MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
June 26, 2008**

**CALL TO ORDER** President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on June 26, 2008, at 5:00 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Interim Library Director Linda Katsouleas.

**Members Absent:** None

**Others Present:** None

**ADOPTION OF AGENDA** It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as amended.

<b>AYES:</b>	Shkoler, DeVecchio, Escobosa, Turner, Wood
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**PUBLIC HEARING IMPACT FEES** President Shkoler declared an open Public Hearing at 5:00P.M.

Best, Best, & Krieger representative, Jeff Ferre presented the Impact Fees implementation and processes.

President Shkoler declared a closed Public Hearing at 5:12P.M.

**AGENDA PREPARATION** Agenda Preparation for the July Meeting will be held on Monday, July 21, 2008 at 6:30 P.M.

**ADJOURNMENT** The Special Meeting of the Board of Trustees of the Placentia Library District for June 26, 2008 adjourned at 5:12 P.M.

**NEXT MEETING** The June Library Board Unusual Meeting will be held on Thursday, June 26, 2008 at 6:30P.M in the Library Meeting Room.

\_\_\_\_\_  
Richard DeVecchio  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**UNUSUAL MEETING OF THE BOARD OF TRUSTEES**  
**June 26, 2008**

**CALL TO ORDER** President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on June 26, 2008 at 2:00 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Library Director Elizabeth Minter, Vernon Napier, and Wendy Goodson.

**Members Absent:** Secretary DeVecchio

**Managers Absent:** None

**Others Present:** None

**ORAL COMMUNICATIONS** None at this time.

**ADOPTION OF AGENDA** It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the agenda as presented.

<b>AYES:</b>	Shkoler, DeVecchio, Turner, Wood
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**TRUSTEE REPORTS** President Shkoler attended the Independent Special District of Orange County Quarterly Meeting on June 25, 2008. He also attended the Chamber Mixer of June 19, 2008. He also attended the June Placentia Library Friends Foundation Meeting of June 9, 2008.

Secretary DeVecchio attended the Placentia Chamber Mixer of June 19, 2008.

Trustee Wood attended the Placentia Chamber Mixer of June 19, 2008.

Trustee Escobosa attended the Celebrating Author's Event of June.

Trustee Turner attended the PLFF Meeting and Celebrating Author's Event of June, and the Poet Laureate Program in June.

**FRIENDS FOUNDATION REPORT** Trustee Turner reported that PLFF is trying to set a calendar for the year.



Minutes, Placentia Library District Board of Trustees, Special Meeting of June 26, 2008, Page 2.

**CONSENT  
CALENDAR**

It was moved by Secretary Turner and seconded by Trustee Wood approve Agenda Items 8-31 excluding item 17 and 23:

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

Minutes of the Unusual Meeting for May 12, 2008, and Special Meetings of May 22, 2008 and June 3, 2007.

Claims forwarded by the Library Director and Library Trustees

Current Claims and Payroll.

FY2007-2008 Cash Flow Analysis through June 26, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

Financial Reports for June 2008

Office General Ledger & Check Registers for June 2008

Acquisitions Report for June 2008

Entrepreneurial Report for June 2008

Collection Agency Report for June 2008

Gifts Report for June 2008

Building Maintenance for June 2008

Personnel Report for June 2008

Volunteer Report for June 2008

Circulation Report for June 2008

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Report on the Santiago Library System Merger Report

Barbara Bush Foundation Application Cover Sheet & Budget

Minutes, Placentia Library District Board of Trustees, Special Meeting of June 26, 2008, Page 3.

Public Agency Retirement Services (PARS) Plan Provisions

**STAFF REPORTS**

Director's Report for June 2008

Program Committee Report for June 2008

Children's Services Report for June 2008

Placentia Library Literacy Services Report for June 2008

Reference and Adult Services Report for June 2008

Placentia Library Web & Technology Report for June 2008

It was moved by Secretary DeVecchio and seconded by Secretary Turner to approve Agenda Items 17 and 23:

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

**CLOSED SESSION  
ACTIONS**

At its Special Meeting of May 12, 2008, the Board of Trustees unanimously voted to not renew Library Director's Elizabeth Minter employment contract for Fiscal Year 2008-2009.

**FACILITIES  
IMPACT FEE**

It was moved by Trustee Wood and seconded by Secretary DeVecchio to read Resolution 08-10 as provided by Best, Best & Krieger representative, Jeff Ferre.

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve Resolution 08-10 as provided by Best, Best & Krieger representative, Jeff Ferre.

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

**FY 08-09 SALARY  
SCHEDULE  
RESOLUTION**

This item was removed.

Minutes, Placentia Library District Board of Trustees, Special Meeting of June 26, 2008, Page 4.

**PARS RESOLUTION**

It was moved by Trustee Turner and seconded by Trustee Turner to read Resolution 09-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Approve Public Agency Retirement Services as Plan Administrator for the District Pension Plan

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to read Resolution 09-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Approve Public Agency Retirement Services as Plan Administrator for the District Pension Plan.

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

**REQUEST FOR PRO-RATA BENEFITS EXEMPTION FOR EMPLOYEE WORKING 10 HOURS A WEEK**

It was moved by Trustee Wood and seconded by Trustee Escobosa to not approve the request of granting pro-rata benefits for employees working 10 hours per week.

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

**AGENDA PREPARATION**

Agenda Preparation for the July Regular Meeting will be held on Monday, July 21, 2008 at 6:30 P.M.

**ADJOURNMENT**

The Unusual Meeting of the Board of Trustees of the Placentia Library District for June 26, 2008 adjourned at 6:57 P.M.

**NEXT MEETING**

A July Work Session will be held on Wednesday, July 2, 2008 at 1P.M. to discuss plans for the Library.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

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PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
July 21, 2008

TYPE	REPORT NUMBER	AMOUNT
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None

TOTAL



PLACENTIA LIBRARY DISTRICT  
 Summary of Claims Forwarded by the Library Director & Trustees  
 July 21, 2008

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUND 707	July 3, 2008	5131	707	19,605.37
	July 3, 2008	5132	707	18,877.03
	July 3, 2008	5133	707	7,778.07
		CLAIM TOTAL		46,260.47





PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 July 21, 2008

TYPE	REPORT NUMBER	AMOUNT
Claims	5134	9,168.23
	5135	5,494.67
	5136	3,049.11
	5137	4,283.47
	5138	9,024.58
Subtotal for Claims		31,020.06
Payroll	7/30/2008	55,472.00
	8/13/2008	55,472.00
Subtotal for Payroll		110,944.00
TOTAL CURRENT CLAIMS & PAYROLL		141,964.06



**Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer**

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

June 26, 2008

	Fiscal Year 2007-2008						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	
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67	
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98	
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33	
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54	
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64	
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93	
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22	
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54	
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95	
5/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26	
6/15/2008	149,810.27	11,795.48	188,128.96	1,291,076.16	11,509.87	1,652,320.74	361,244.58	
6/30/2008	150,180.09	11,824.60	188,593.36	932,562.29	11,538.28	1,294,698.62	362,136.33	
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	



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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

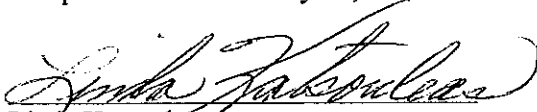
**SUBJECT:** Treasurer's Reports for June 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** July 21, 2008

**Summary of Cash and Investments as of June 30, 2008**

Cash with Orange County Treasurer Fund 702	150,180.09
Cash with Orange County Treasurer Fund 703	11,824.60
Cash with Orange County Treasurer Fund 706	188,593.36
Cash with Orange County Treasurer Fund 707	932,562.29
Cash with Orange County Treasurer Fund 708	11,538.28
County Exempt Checking – Bank of the West	18,079.38
County Exempt Savings – Bank of the West	11,043.50
General Fund Checking – Bank of the West	3,897.28
General Fund Savings – Bank of the West	7,529.83
Literacy Fund Savings – Bank of the West	14,311.13
Payroll Checking – Wells Fargo Bank	62,018.37
Payroll Emergency CD – California National Bank	23,624.58

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is May 27, 2009.



Linda Katsouleas  
Interim Library Director



2:13 PM  
07/16/08  
Accrual Basis

Placentia Library District  
**Balance Sheet**  
As of June 30, 2008

	<u>Jun 30, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	18,079.38
County Exempt - Savings	11,043.50
General Fund - Checking	3,897.28
General Fund - Savings	7,529.83
Literacy Fund - Savings	14,311.13
Payroll Checking - Wells Fargo	62,018.37
Payroll Checking (CDs) 0028205565	<u>23,624.58</u>
<b>Total Payroll Checking (CDs)</b>	<u>23,624.58</u>
<b>Total Checking/Savings</b>	<u>140,504.07</u>
<b>Total Current Assets</b>	140,504.07
<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	<u>-584,086.00</u>
<b>Total Fixed Assets</b>	<u>1,238,956.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,379,460.07</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	<u>1,496.00</u>
<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	<u>144,932.12</u>
<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	-47,197.16
Total Capital	68,737.80
Net Income	<u>50,235.60</u>
<b>Total Equity</b>	<u>969,877.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,379,460.07</u></u>





ACQUISITIONS REPORT FOR FISCAL YEAR 2007-2008 THROUGH THE MONTH OF JUNE 2008  
 Prepared by Katie Matas, Acquisitions Librarian

GENERAL FUND				ADOPT-A-BOOK				TOTAL PURCHASED				DONATED				TOTAL ITEMS			
Adult Fiction	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	
Adult Circulating Non-Fiction	\$41,076	1,971	1,930	\$6,388	308	301	\$47,464	2,279	2,231	\$1,176	65	63	\$48,639	2,344	2,294	\$30,122	2,040	1,518	
Adult Reference	\$15,201	210	136	\$361	7	6	\$15,562	217	142	\$30	1	1	\$15,592	218	143				
Adult magazines	\$7,682	0	153	\$0	0	0	\$7,682	0	153	\$90	0	0	\$7,772	0	153				
Adult on-line databases	\$59,265	0	16	\$0	0	0	\$59,265	0	16	\$0	0	0	\$59,265	0	16				
Total Adult Non-Fiction	\$123,224	2181	2,235	\$6,749	315	307	\$129,972	2,496	2,542	\$1,296	66	64	\$131,268	2,562	2,606				
TOTAL ADULT PRINT MATERIALS	\$150,193	4007	3591	\$9,469	500	440	\$159,662	4,507	4,031	\$1,728	95	93	\$161,390	4,602	4,124				
Adult Music CDs	\$221	14	14	\$0	0	0	\$221	14	14	\$1,035	69	69	\$1,256	83	83				
Adult Audio Books (incl. Overdrive)	\$19,080	298	289	\$831	13	13	\$19,912	311	302	\$552	10	10	\$20,463	321	312				
Adult DVDs	\$10,089	559	272	\$545	28	12	\$10,644	587	284	\$2,282	67	32	\$12,926	654	316				
TOTAL ADULT NON-PRINT MATERIALS	\$29,401	634	575	\$1,377	41	25	\$30,777	912	600	\$3,863	146	111	\$34,646	1,058	711				
TOTAL ADULT MATERIALS	\$179,593	4641	4166	\$10,846	541	465	\$190,439	5,419	4,631	\$5,597	241	204	\$196,036	5,680	4,835				
Juvenile Fiction	\$9,293	1,396	944	\$967	206	126	\$10,269	1602	1070	\$328	38	38	\$10,587	1640	1108				
Juvenile Circulating Non-Fiction	\$23,933	1,296	1,109	\$3,196	233	199	\$27,130	1529	1308	\$81	4	4	\$27,190	1533	1312				
Juvenile Reference	\$164	1	1	\$0	0	0	\$164	1	1	\$0	0	0	\$164	1	1				
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0				
Juvenile on-line databases	\$399	0	1	\$0	0	0	\$399	0	1	\$0	0	0	\$399	0	1				
Total Junior Non-Fiction	\$24,496	1297	1111	\$3,196	233	199	\$27,693	1530	1310	\$81	4	4	\$27,753	1534	1314				
TOTAL JUVENILE PRINT MATERIALS	\$33,789	2,693	2,055	\$4,163	439	325	\$37,962	3,132	2,380	\$389	42	42	\$38,341	3,174	2,422				
Juvenile Music CDs	\$451	60	49	\$0	0	0	\$451	60	49	\$27	2	3	\$478	62	52				
Juvenile Audio Books	\$249	8	5	\$0	0	0	\$249	8	5	\$37	1	1	\$286	9	6				
Juvenile DVDs	\$11,831	623	148	\$0	0	0	\$11,831	623	148	\$26	2	2	\$11,857	625	150				
TOTAL JUVENILE NON-PRINT MATERIALS	\$12,531	111	317	\$0	0	0	\$12,531	591	202	\$90	5	6	\$12,621	596	208				
TOTAL JUVENILE MATERIALS	\$46,320	2804	2372	\$4,163	439	325	\$50,483	3723	2582	\$479	47	48	\$50,962	3770	2630				
Total Fiction	\$23,790	2,234	1,594	\$3,687	391	259	\$39,949	3613	2559	\$750	67	67	\$40,709	3680	2626				
Total Non-Fiction	\$100,744	2,605	2,536	\$9,945	548	506	\$157,665	4026	3852	\$1,357	70	68	\$159,022	4096	3920				
Total Music CDs	\$324	27	25	\$0	0	0	\$324	74	63	\$1,062	71	72	\$1,734	145	135				
Total Audio Books	\$12,327	178	172	\$631	13	13	\$20,160	319	307	\$589	11	11	\$20,749	330	318				
Total Video DVDs	\$7,616	476	213	\$545	28	12	\$22,476	1110	432	\$2,308	69	34	\$24,783	1179	465				
TOTAL MATERIALS	\$225,913	7445	6598	\$15,009	980	790	\$240,922	9142	7213	\$6,075	288	292	\$246,997	9430	7465				

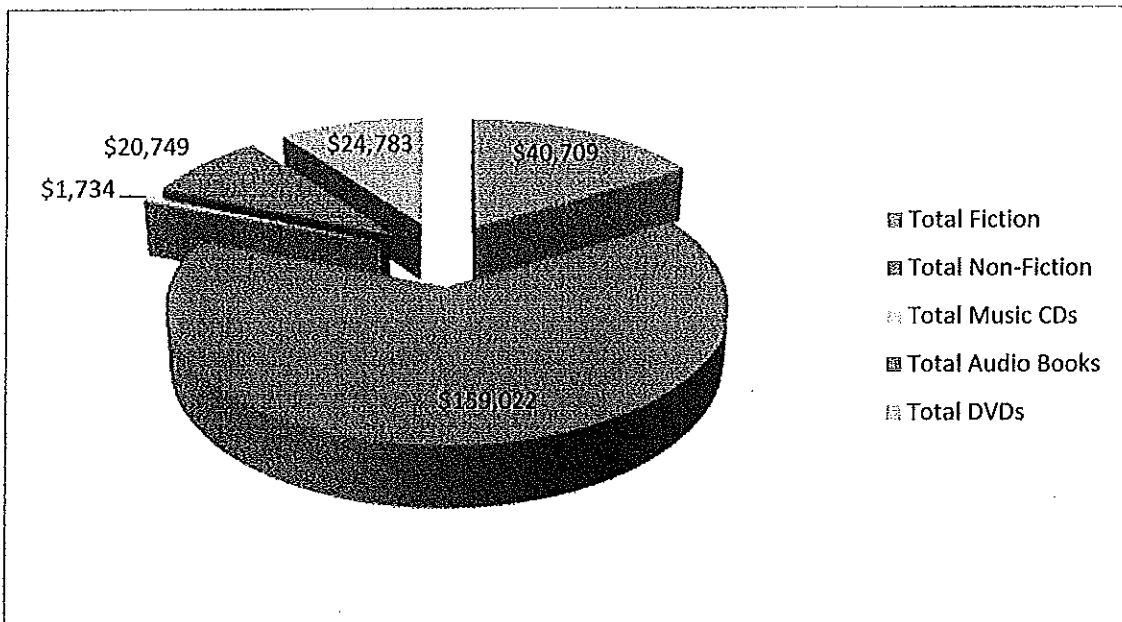
General Fund \$0  
 Outstanding Orders as of June 2008 \$0  
 Adopt-a-book \$0  
 TOTAL \$0



# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2007-2008 THROUGH THE MONTH OF JUNE 2008

	<u>Amount</u>	<u>Volumes</u>	<u>Titles</u>
Total Fiction	\$40,709	3680	2626
Total Non-Fiction	\$159,022	4096	3920
Total Music CDs	\$1,734	145	135
Total Audio Books	\$20,749	330	318
<u>Total DVDs</u>	<u>\$24,783</u>	<u>1179</u>	<u>466</u>
<b>TOTAL MATERIALS</b>	<b>\$246,997</b>	<b>9430</b>	<b>7465</b>





Entrepenurial Activities Report  
 Net Revenue Summary

	Jun-08	Jun-07	YTD 2007-2008	YTD 2006-2007
Passport	11,682.79	20,204.95	177,417.62	242,829.92
Passport Photos	1,960.00	2,110.00	21,155.00	26,998.00
Notary Public	230.00	215.00	2,880.00	3,835.00
Test Proctor	60.00	240.00	1,568.80	1,733.60
<b>Total</b>	<b>13,932.79</b>	<b>22,769.95</b>	<b>203,021.42</b>	<b>275,396.52</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Wendy Goodson, Administrative Services Manager  
**SUBJECT:** Personnel Report for Jun 2008  
**DATE:** July 21, 2008

**RESIGNATIONS:**

Caroline Gurkweitz, Library Assistant (FT), Children's

**APPOINTMENTS:**

NONE

**OPEN POSITIONS:**

Library Director

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Wendy Goodson





## VOLUNTEER REPORT

**To: Linda Katsouleas, Acting Director**  
**From: Lois Monroe, Volunteer Coordinator**

**The following include total hours for Community Service, Children's Department, Bookstore, History Room, and Literacy volunteers.**

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
1693 hrs	1962 hrs	1920 hrs	1854 hrs	1602 hrs	1093 hrs



## Circulation Report – JUNE 2008

	JUN 2008	JUN 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D % change
NEW PATRON REGISTRATIONS	414	296	3,795	3,990	-5.1%
TOTAL CIRCULATION	23,680	21,778	23,680	21,778	8.0%
TOTAL ACTIVE BORROWERS *	23,508	32,879			
TOTAL REGISTERED BORROWERS *	36,533	48,516			
ATTENDANCE			51,630	48,516	6.0%

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




CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	05/14/08	3,757.21	1,150.57	145.15	107.50	0.00	0.00	5,160.43
Apr-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>46,947.67</b>	<b>11,845.84</b>	<b>1,289.69</b>	<b>2,656.66</b>	<b>0.00</b>	<b>38.70</b>	<b>62,778.56</b>
<b>AVG</b>		<b>9,389.53</b>	<b>2,369.17</b>	<b>257.94</b>	<b>531.33</b>	<b>0.00</b>	<b>7.74</b>	<b>12,555.71</b>



TO: Linda Katsouleas, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: July 21, 2008

**SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community for June 2008.**

Provided below is a list of active PLLS partnerships/coalitions in the community.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) is on hold for the summer. We had more than 140 high school students PRREP volunteers from El Dorado and Valencia High Schools last school year.
- ◆ Our partnership with Even Start at Ruby Drive Elementary School is on hold for the summer
- ◆ 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. These are all on hold for the summer
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs.
- ◆ The homework partnership with H.I.S. House is on hold for the summer.
- ◆ Because of budget constraints, the homework clubs at Topaz Elementary School Kraemer Middle School will be cancelled next school year.









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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Linda Katsouleas, Interim Library Director  
**SUBJECT:** Library Director's Report  
**DATE:** July 21, 2008

Activities Report:

The focus of my work this month has been the budget revision and preparing the staff for the changes the revenue reduction will bring. During the Management Meetings we discussed options. At the All Staff meeting on July 16, 2008 I explained the changes that will occur such as a substantial reduction in the use of substitute staff, the freezing of all positions which are or become vacant and the need to schedule vacations so that substitutes are not needed. Managers will be assigned their budget numbers and FTE and will be held responsible for staying within the budget parameters. Memberships and travel will also be reduced.

The Children's Department is now staffed by three separate part time positions. Both new Library Assistants are in Library School and committed to Youth Services. This arrangement should work smoothly through the summer. Needs and coverage will be re-evaluated during the fall.


The History Room volunteers suggested that they have volunteers who could fill in for Gary Bell's hours so his time will be returned to covering the Library desk. Yesenia Gomez will also return to Library duties over the next 6 weeks as the PLFF assumes more responsibility for its daily operations. She will be stationed at the Reference Desk and assist with the more complex scheduling required now. This transition of Library staff to Library duties will help with covering the public desks, time which used to be absorbed by substitutes.

I met with Troy Butzlaff (Bootslahf), the new City Manager for Placentia, on July 9<sup>th</sup>. He is very interested in the Library and support of its role. He suggested that the Board, the Librarian and he meet to discuss some possible future collaboration. He suggested the possibility of sharing an IT staff member, looking at underutilized City sites as possible sites for Library services and generally seemed interested in sharing. He asked to attend a Board Meeting to introduce himself to you. I suggested the August meeting and if you agree, I will send the invitation.

I met with the PLFF Board on the 15<sup>th</sup> of July and told them that our financial situation would require gradually moving Yesenia back to Library duties. I explained that Alex Hernandez would be available to assist with some duties. The reaction was mixed.

I attended the PLFF donor recognition event on July 18<sup>th</sup>.



TO: Linda Katsouleas, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 DATE: July 21, 2008  
 SUBJECT: Program Committee Report for the month of June.

***ADULT SERVICES***

	June 06-07	June 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	2	2	14	13
NUMBER OF ATTENDEES	60	25	271	234

***CHILDREN'S SERVICES***

	June 06-07	June 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	21	19	292	395
NUMBER OF ATTENDEES	1,271	1,580	11,251	14,108

**PROGRAM COMMITTEE**

	June 06-07	June 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	2	2	16	16
NUMBER OF ATTENDEES	18	18	152	151
NEWS RELEASES	2	2	9	11

***LITERACY SERVICES***

	June 06-07	June 07-08	YTD 06-07	YTD 07-08
Total Tutors	82	66	216	200
Total Students	75	70	342	324
Total Hours	707	447	14,708	8,970

For more detailed literacy statistics, see Agenda Item pages 2 of 3 and 3 of 3.



To: Linda Katsouleas, Interim Library Director

From: Brenda Ramírez, Children's Library Assistant

Date: for Board Meeting, July 16, 2008

**Subject: June 2008 Activities in the Children's Department**




<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lap Sit 24 months & younger	4	135
Story Time I: 6 years & younger	4	124
Story Time II: 6 years & younger	4	209
Pocket Tales: Stories, music, and movement.	2/4 (due to vacation)	69
Read to the Dogs event	1	38
Summer Reading Program Events	3	672
Summer Reading Program Registrations	1/mo.	333 (as of 6/28/08)
<b>Total June 2008</b>	<b>19</b>	<b>1,580</b>
<b>Total June 2007</b>	<b>21</b>	<b>1,271</b>
<b>Current FY to date</b>	<b>395</b>	<b>14,108</b>
<b>Previous FY to date</b>	<b>292</b>	<b>11,251</b>

CHILDREN'S REFERENCE STATS JUNE 2008			
Board Meeting July 16, 2008			
Agenda Item 25			
PAGE 2 OF 2			
DATE	IN-PERSON	PHONE	TOTAL
1	10	0	10
2	15	1	16
3	40	8	48
4	44	1	45
5	25	4	29
closed 6			
7	41	8	49
8	21	0	21
9	36	4	40
10	45	5	50
11	39	0	39
12	44	6	50
closed 13			
14	34	4	38
15	15	0	15
16	41	1	42
17	20	3	23
18	53	4	57
19	28	4	32
closed 20			
21	40	5	45
22	6	0	6
23	52	0	52
24	28	0	28
25	75	11	86
26	38	0	38
closed 27			
28	31	5	36
29	29	2	31
30	36	2	38
TOTAL	886	78	964



TO: Linda Katsouleas, Library Director

FROM: Toby Silberfarb, Assistant Literacy Coordinator 

DATE: July 21, 2008

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

**Tutor Training.** There was no tutor training in March.

**Placentia Rotary Reading Enrichment Program (PRREP).**

The PRREP Clubs at El Dorado High School and Valencia High School will begin again in October 2008.

**Update on the three off-site PLLS homework clubs.** Depending on intern and Federal Work Study recruitment, H.I.S. House may be the only off-site homework club next school year.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI is on hold for the summer.

**Federal Work Study (FWS).** Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continued to be this school year. We have already renewed our FWS contracts with Cal State Fullerton and Western State for FY 2008/09.

**Literacy statistics.** See Agenda Item 26 Pages 2 of 2.

## Placenta Library Literacy Services

Report of Growth and Progress

	June 06-07	June 07-08	YTD 06-07	YTD 07-08
<b>Tutors</b>				
Adult	55	49	125	90
Teen	27	17	128	55
Hours Instruction	587	327	16,966	7,650
Other Volunteer Hours	120	120	1,320	1,320
Total Hours	707	447	18,286	8,970
<b>Training Workshops</b>				
Workshops Held	1	0	13	9
Tutors Trained	7	0	108	86
<b>Students</b>				
With Adult Tutors	55	51	262	191
With Teen Tutors	20	19	92	133
In Groups	0	0	0	0
Total Active Students	265	70	354	324
<b>Families for Literacy</b>				
Family Students	6	6	6	6
Family Tutors	6	6	6	6
Hours of Instruction	60	60	720	680
<b>ELLI Program</b>				
K-6th Grade Students	0	0	804	201
Tutors for K-6th Grade	0	0	102	6
Hours of Instruction	0	0	1,396	1,705
On-Site: Students	0	0	23	508
On-Site Tutors	0	0	26	30
Hours of Instruction	0	0	1,300	1,512
H.I.S. House Students	0	0	203	54
H.I.S. House Tutors	0	0	15	29
Hours of Instruction	0	0	10,233	946
Topaz Students	0	0	0	91
Topaz Tutors	0	0	0	39
Hours of Instruction	0	0	0	3,060
<b>Total Tutors</b>	82	66	246	90
<b>Total Students</b>	75	70	342	324
<b>Total Instruction Hours</b>	707	327	14,708	8,970

TO: Linda Katsouleas, Interim Library Director  
FROM: Mary Strazdas, Librarian *M.S.*  
DATE: July 21, 2008  
SUBJECT: **Reference and Adult Services report for June, 2008**

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The theme for books in the trough was "Children's Awareness Month."
- Ten patrons attended the MCLS Big Box program on June 10 called "*LA Noir*." Denise Hamilton and Gary Phillips discussed their work as writers and this book in particular. They also sold and signed copies of the title.
- On June 14 our poet laureate, Meredith Laskow, was hostess to "Poetry in Translation." Ten patrons gathered in the literacy area of the library to read and listen to poetry.
- Charles Frazee, Ph.D. presented his slide presentation "Four Greek Islands" on June 16. Forty-two patrons attended.
- Upcoming confirmed summer programs include two Meredith Laskow presentations. She will do a lecture Called "Beads Around the World" on Monday, July 21, and follow that with a Saturday workshop featuring bead stringing and the making of earrings on July 26. On August 25, V.J. Kini, M.D. will present "Advances in Oncology Therapy" through the partnership the Placentia Library District maintains with the Placentia-Linda Hospital.
- History Room visitors in FY 2007-2008 numbered 30. The previous FY's number was 6.
- Pat Irot hosted sixteen members of the Placentia Round Table in the History Room on June 20 to acquaint them with history sources available in the library's collection and aspects of Placentia's history.
- Valencia, Esperanza, and El Dorado high school yearbooks are now available in the History Room from the 2007-2008 school year.
- Volunteer Vishwa Zaveri ended her service to the History Room after clearly labeling many files and drawers.

Statistical Comparisons at the Reference Desk  
June FY 2007/2008

	2007	2008	YTD 06-07	YTD 07-08
Phone Reference Questions	188	219	2,394	2,781
Desk Reference Questions	2,400	1,925	25,829	31,828
E-Mail Reference Questions	1	0	8	1
Ready Reference	21	14	250	297
Instruction	199	103	2,468	2,094
Computer Use	2,727	3,685	38,109	46,387
Reference Books: In-Library Use	3,428	3,716	44,980	46,670
Patron Database Signups	N/A	N/A	933	N/A

## Placentia Library District

TO: Linda Katsouleas, Library Director (interim)  
 FROM: Vernon Napier, Technical Services Manager  
 DATE: July 16, 2008  
 SUBJECT: **Technology & Website Report for June, 2008**

### 1. Technical Services Report for June 2008

- The new website is now up and running. If time permits, I will demonstrate some of its features.
- This is my final report to the Board. I wish to express my gratitude to the Board and Library Director for the support and encouragement given me over the past three years. I feel that we (I never worked alone) have made some worthwhile changes that improve the service to the City. These include:
  - StaffNet, an intranet for staff use and communication
  - An electronic in-out board so that staff know where other staff are throughout the day
  - An expanded and improved camera surveillance system
  - Digitization of early newspapers and photographs
  - Bringing books down from the topmost shelves for easier access
  - Outside sign board
  - Improved stability of the Library's public network
  - Greatly increased bandwidth for internet access
  - New logo
  - Replaced (nearly) all tape with digital media
  - Expanded the DVD film and the CD music collections
  - Replaced the Venda Card system
  - Two new websites

### 2. Online database usage for the period July 2007 through June 2008

	June 2008	June 2007	Y-T-D 2007- 8	Y-T-D 2006-7	Y-T-D change
Total number of enquiries	3939	5628	54851	67148	-12297

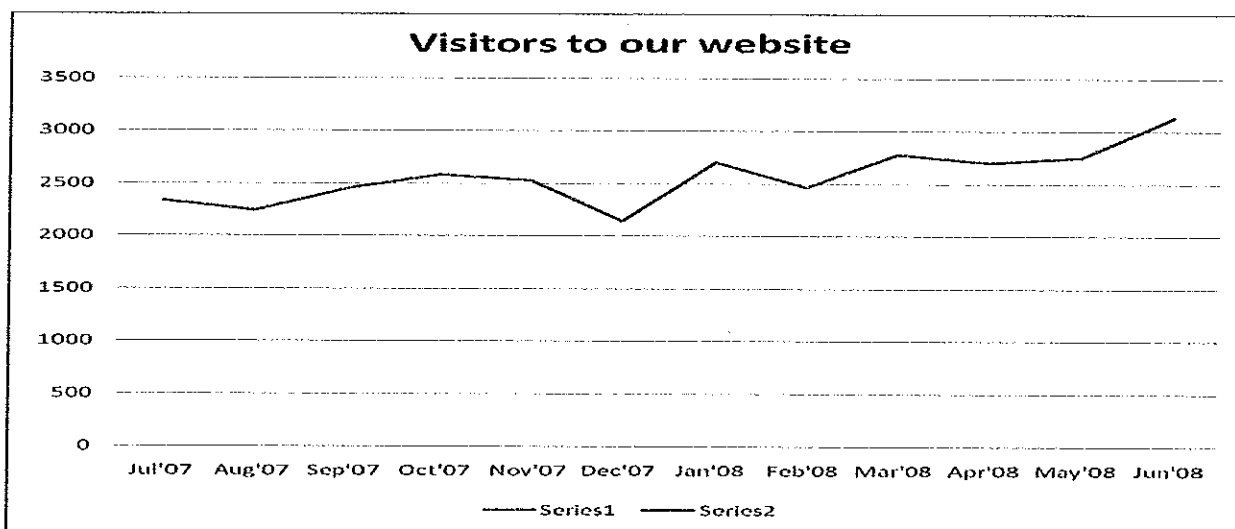
In June of this year the number of enquires totalled 3939, considerably less than last June's figure of 5628. Last year there was a particularly heavy use of the genealogical research database Heritage Quest. The drop off in use of this database also accounts for the decline in the year-to-date totals.

## Placentia Library District

### 3. Website traffic for the period July 2007 through June 2008

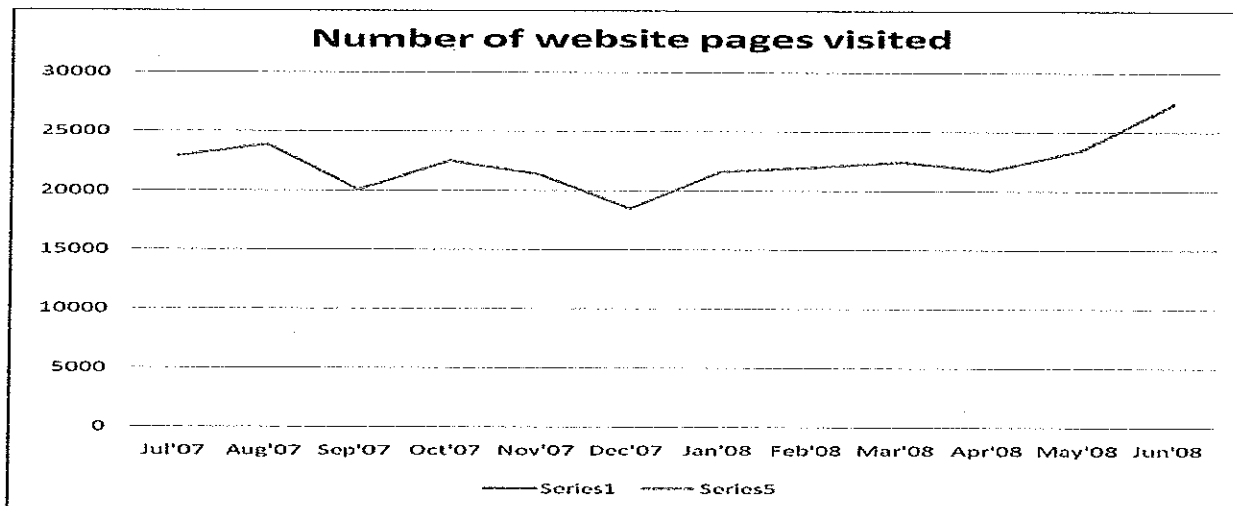
In June 2008 we had 3,134 visitors to our website.

Over the past 12 months there were 30,869 visitors – an average of 2,572 per month.



In June 2008 there were 27,420 page hits

Over the past 12 months we had 268,292 page hits – an average of 22,358 per month.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Linda Katsouleas, Interim Library Director

**SUBJECT:** Award of Janitorial Services Contract of Fiscal Year 2008-2009

**DATE:** July 21, 2008

**BACKGROUND**

The current District Janitorial Services Contract will expire July 31, 2008. Requests for proposals were disseminated to janitorial services companies throughout the North Orange County area. The following is a summary of the submissions:

<b>Company Name</b>	<b>Monthly Cost</b>	<b>Yearly Cost</b>
C&B Enterprise	\$1,491.42	\$17,897.06
Facility Masters	\$1,603.67	\$19,244.04
J&J Cleaning Services	\$1,666.00	\$19,992.00
Encore Maintenance Service	\$2,824.00	\$33,888.00

**RECOMMENDATION**

Action to be determined by the Board of Trustees





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Linda Katsouleas, Interim Library Director

**SUBJECT:** Revision to PLD Policies 2315 – Librarian I & 2317 – Librarian II  
Classifications

**DATE:** July 21, 2008

**BACKGROUND**

The title of Librarian is normally reserved for library employees who have received their Master of Library/Information Science or Master of Library Science from an accredited University. The MLIS/MLS coursework provides the theory behind and the foundation for the overview of the field that is necessary to function at the professional level. Work experience does teach the basic skills, but the organizational and philosophical background is provided by the academic environment.

Most library employees' credentials include a variety of subject degrees, including Masters or Ph.Ds. These library employees may be titled according to their specialized tasks and paid at the rate appropriate for the work they do, but the title of "Librarian" is reserved and warranted for those library employees who have earned the appropriate degree.

To be promoted from a library assistant to librarian for "time in grade" has apparently been used to reward longevity at this library. Promotions should be based on skills and performance. Promoting someone who has not completed the appropriate degree discourages those employees who have completed or who are attempting to complete the appropriate degree.

**RECOMMENDATION**

Approve Revision of Placentia Library District Policies 2315 – Librarian I & 2317 – Librarian II.



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian I

**POLICY NUMBER:** 2317

**2317.1** A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

**2317.1.1** Does specialized reference work using print and electronic formats.

**2317.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

**2317.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2317.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2317.1.5** He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

#### **2317.2** Typical Tasks

**2317.2.1** Answers reference questions at a public service desk.

**2317.2.2** Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

**2317.2.3** Advises the Technical Services Manager on catalog problems and recommends changes.

**2317.2.4** Recommends policies for public services to the Manager of Public Services.

**2317.2.5** Assists the public in making the most effective use of the Library's collection and facility.

- 2317.2.6 Assists the public with using the electronic databases and reference services.
- 2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
- 2317.2.8 Establishes and implements work procedures for department staff.
- 2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
- 2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.
- 2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association. He/she will possess a valid California driver's license and be a United States citizen.

Deleted: a master's degree in a related field, or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years

2317.4 Knowledge and abilities:

- 2317.4.1 Knowledge of modern public library organization, procedures and policies.
- 2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2317.4.3 Knowledge of personal computer hardware and software operations
- 2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2317.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2317.4.6 Knowledge of current events, literature and standard works in various fields.
- 2317.4.7 Ability to apply the knowledge listed above.
- 2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2317.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2317.4.10 Ability to follow Library policies and procedures.

**2317.4.11** Ability to analyze difficult problems and recommend solutions.

**2317.4.12** Ability to take independent action.

**2317.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2317.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

**2317.4.15** Ability to organize and manage work flow for self.

**2317.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2317.5** Physical Demands

**2317.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2317.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2317.5.1.2** Must possess mobility to operate a motor vehicle.

**2317.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2317.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2317.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2317.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2317.6 Work Environment**

**2317.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2617.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian II  
**POLICY NUMBER:** 2315

**2315.1** A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises either the reference and adult services activities or the children's services activities including readers' advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

**2315.1.1** Does specialized reference work using print and electronic formats.

**2315.1.2** Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

**2315.1.3** Prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

**2315.1.4** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2315.1.5** Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2315.1.6** Prepares monthly and annual reports as assigned by the Public Services Manager.

#### **2315.2** Typical Tasks

**2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk..

**2315.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

- 2315.2.3 Allocates the library materials budget assigned to that department.
- 2315.2.4 Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials
- 2315.2.5 Advises the Technical Services Manager on catalog problems and recommends changes
- 2315.2.6 Recommends policies for public services to the Manager of Public Services.
- 2315.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- 2315.2.8 Establishes and implements work procedures for department staff.
- 2315.2.9 Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
- 2315.2.10 Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the State Library of California.
- 2315.2.11 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2315.2.12 Coordinates programs and exhibits as assigned by the Manger of Public Services.
- 2315.2.13 Prepares and submits reports of activities to the Manager of Public Services as required.
- 2315.2.14 Serves as a United States Passport Application Acceptance Agent.

2315.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association. He/she will possess a valid California driver's license and be a United States Citizen.

Deleted, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments

2315.4 Knowledge and abilities:

- 2315.4.1 Knowledge of modern public library organization, procedures and policies.
- 2315.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3 Knowledge of personal computer and network hardware and software operations



- 2315.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6** Knowledge of current events, literature and standard works in various fields.
- 2315.4.7** Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8** Ability to apply the knowledge listed above.
- 2315.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10** Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11** Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12** Ability to analyze difficult problems and recommend solutions.
- 2315.4.13** Ability to take independent action.
- 2315.4.14** Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15** Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16** Ability to organize and manage work flow for self and others.
- 2315.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2315.5 Physical Demands**

**2315.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2315.5.1.2** Must possess mobility to operate a motor vehicle.

**2315.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2315.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2315.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2315.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2315.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2315.5.1.8** Attendance at off-hours meetings and occasional travel are required.

#### **2315.6** Work Environment

**2315.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Linda Katsouleas, Interim Library Director

**SUBJECT:** Budget for Fiscal Year 2008-2009. The Library Board will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2008-2009 Budget.

**DATE:** July 21, 2008

**BACKGROUND:**

The County Assessor's Office projected property tax revenues would be approximately 1% for the 2008/09 fiscal year. This change in revenue required a revision of the proposed budget for the Library District. The proposed revenue estimates and expenditures are attached. The original expenditure budget is printed in blue to the left of the currently proposed budget.

Revenue Estimates

The proposed Revenue Budget for Fund 707 is Attachment A. Some of the highlights are:

The estimated adjustment for Secured Property Tax is 1%.


The State Library Revenues are down \$30,347, because of reductions in the Public Library Fund, Literacy Grants and reimbursements for interlibrary loans.

Local Revenues are significantly reduced because of the reduced Passport Acceptance processing fees (reduced mid-year from \$30 to \$25 per Passport) and fewer applicants, down 30% in the last few months. Passport photo, notary and check issuing fees revenue are stable.

Expenditure Estimates:

The proposed Expenditures Budget for Fund 707 is Attachment B. Some of the highlights are:

COLA adjustment for all classifications except for the Library Director and Pages is 3.3%.

 Employee Health Insurance, 0306-00, covers only staff on the plan and assumes a 10% premium increase in January 2009.

- 📖 Equipment Maintenance has increased due to the problems with the HVAC and the front doors.
- 📖 Computer maintenance has been somewhat reduced this year. There has been a staff change with our contractor and staff is very pleased with the new arrangement
- 📖 The Memberships budget has been reduced. Only staff active in CLA or ALA Committee work will be supported.
- 📖 Printing expenses are high because the City of Placentia failed to invoice the District for its share of the Placentia Quarterly expenses for two years. The double billing will end at the end of Fiscal Year 2007-2008.
- 📖 Postage is down because of the reduction in Passport mailing.
- 📖 Professional Services this year include a possible election for Library Trustees, an increase in the Board Consulting and Legal expenses to cover the Impact Fee and facility study expenses. The cost of a proposed contract with HCS Computer Services is included to provide support for the Technical services vacancy.
- 📖 We will be making our final payment to the City of Placentia in September for the Civic Center Renovation Project. We still have several years remaining with the quarterly HVAC and Lighting payments.
- 📖 The Library Materials budget was increased minimally.
- 📖 Transportation and Meeting expenses were reduced.
- 📖 Utility expenses remained stable.
- 📖 Equipment was reduced from \$50,000 to \$40,000 in line with estimates provided by the Manager of Technical Services.

#### **RECOMMENDATIONS**

Approve the Fiscal Year 2008-2009 Budget as presented.

Placentia Library District  
Proposed Revenue Budget for Fund 707 for Fiscal Year 2008-2009  
July/17/2008

Object Code	Category	FY1990-91	FY1991-92	FY1992-93	FY1993-94	FY2005-2006	FY2006-2007	FY2007-2008	FY2007-2008	FY2008-2009
		Actual	Actual	Actual	Actual	Actual	Actual	Budgeted	9 Months	Proposed
6210-00	Current Secured	823,832	892,734	824,818	668,080	1,402,237	1,526,226	1,665,302	1,603,675	1,712,762
6210-01	Public Utility	25,633	27,090	28,058	24,362	21,704	22,701	21,000	13,214	21,000
6210-04	Teeter Plan - Current Delinquent	0	0	0	0	15,295	0	18,000	13,000	13,000
	SUB-TOTAL CURRENT SECURED	849,465	919,824	852,876	692,442	1,439,236	1,548,927	1,704,302	1,616,889	1,746,762
6230	Prior Secured	24,856	37,363	47,569	100,660	16,232	40,324	17,000	0	17,500
	TOTAL SECURED	874,321	957,187	900,445	793,101	1,455,468	1,589,251	1,721,302	1,616,889	1,764,262
6220	Current Unsecured	64,438	72,956	56,872	46,640	63,058	71,199	67,582	68,130	67,000
6240	Prior Unsecured	978	1,258	435	815	977	1,692	750	0	750
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	64,035	72,892	68,332	68,130	67,750
6690	HOMEOWNER	19,790	20,375	18,101	13,993	16,963	16,559	17,000	8,107	16,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	1,536,467	1,678,701	1,806,634	1,693,126	1,848,012
6250	SPECIAL DISTRICT AUGMENTATION					7,833	8,108	6,500	4,496	6,000
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	103,456	85,692	55,250	52,752	53,000
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	1,745	2,627	1,400	0	1,200
6610	INTEREST	46,331	40,373	36,599	31,037	36,334	55,829	44,000	35,288	40,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	149,368	152,256	107,150	92,537	100,200
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	1,685,835	1,830,957	1,913,784	1,785,662	1,948,212
6970	STATE LIBRARY & STATE	144,764	123,758	105,612	86,938	140,892	125,292	119,000	86,825	90,000
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	250,034	312,821	350,000	217,910	290,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	120	409	0	0	0
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,016,782	2,076,881	2,269,479	2,382,784	2,090,397	2,328,212



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED	
0100-00	Salaries & Wages	896,272	1,051,435	1,171,248	962,802	1,093,479	EDM 5/08 1,189,827.00
0200-00	Retirement (Social Security & Pension Contribu	116,518	144,496	183,664	75,877	229,102	216,195.00
0301-00	Unemployment Insurance	3,113	125	0	0	1,000	0.00
0306-00	Health Insurance	112,736	94,165	105,000	75,334	83,590	114,125.00
0308-00	Dental Insurance	11,058	10,636	11,000	8,825	6,930	12,085.00
0309-00	Life Insurance	1,497	1,904	1,000	5,831	10,743	6,935.00
0310-00	Long Term Disability Insurance	3,975	4,281	4,052	3,452	4,061	4,878.00
0319-00	Vision Insurance	2,983	3,055	2,550	1,740	1,589	4,074.00
	Total Employee Insurance	132,249	114,167	123,602	95,182	107,914	142,097.00
0350-00	Workers Compensation - General	10,028	6,732	8,000	3,567	8,200	7,000.00
	TOTAL SALARIES & EMPLOYEE BENEFIT	1,158,179	1,316,829	1,486,514	1,137,427	1,438,695	1,555,119.00
0700-00	Communications - Telephone	4,176	4,092	4,000	3,555	4,500	4,500.00
0700-01	Communications - Modem/Fax/TI/DSL	7,068	5,811	5,200	4,771	5,500	5,500.00
0700-02	Communications - Internet Access	0	2,814	3,800	1,251	3,120	3,120.00
0700-05	Communications - Cataloging Access	2,371	0	0	0	0	0.00
0700-07	Communications - ELLI Grant	0	0	0	0	0	0.00

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006		FY2006-2007		FY2007-2008		FY2007-2008		FY2008-2009	
		ACTUAL	ACTUAL	ACTUAL	BUDGETED 9 months	PROPOSED	PROPOSED	PROPOSED	PROPOSED		
						LK 7/08		EDM 5/08			
0700-08	Communications - Adult Literacy	1,381	977	1,400	889	750		1,200.00			
	Total Communications	14,995	13,693	14,400	10,466	13,870		14,320.00			
0900-00	Food - General Fund	663	960	500	319	500		500.00			
0900-07	Food - ELLI Grant	0	0	0	0	0		0.00			
0900-08	Food - Adult Literacy	949	5,583	4,500	1,514	750		1,000.00			
0900-09	Food - Family Literacy	483	406	0	0	0		0.00			
	Total Food	2,094	6,949	5,000	1,833	1,250		1,500.00			
1000-00	Household Expense	16,816	22,461	15,000	10,063	12,000		12,000.00			
1001-00	Trash	0	308	0	0	500		500.00			
	Total Household Expense	16,816	22,769	15,000	10,063	12,500		12,500.00			
1100-00	Insurance	12,282	13,057	13,750	14,924	15,000		15,500.00			
1300-00	Maintenance of Equipment - General Fund (Oth	4,331	6,741	7,500	5,744	6,500		6,500.00			
1300-01	Maintenance of Equipment - General Fund (Cor	24,540	39,732	37,500	27,896	40,000		35,000.00			
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0		0.00			
1300-08	Maintenance of Equipment - Adult Literacy	-335	1,049	500	898	500		500.00			
1300-09	Maintenance of Equipment - Family Literacy/Li	0	0	0	0	0		0.00			
	Total Maintenance of Equipment	28,536	47,522	45,500	34,537	47,000		42,000.00			
	HVAC	11,927	6,348	7,500	7,559	8,000		8,000.00			
	Carpet Cleaning	0	0	2,750	1,658	2,750		2,750.00			
	Groundskeeping, City of Placentia	22,833	20,132	16,000	14,389	16,000		16,000.00			
	Plumbing	3,653	1,004	2,500	3,395	3,000		3,000.00			
	Electrical	568	7,320	7,000	6,371	7,000		7,000.00			



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED LK 7/08	FY2008-2009 PROPOSED EDM 5/08
1400-00	Cleaning Service	15,800	14,350	18,000	18,000	18,000.00
	Locksmith	757	74	1,000	500	500.00
	Other (includes fire alarms & seismic retrofit pr	2,573	8,243	8,000	6,000	6,000.00
	Total Maintenance of Building & Grounds	58,110	57,471	62,750	61,250	61,250.00
1600-00	Memberships - General Fund	3,518	3,654	4,000	1,500	5,000.00
1600-07	Memberships - ELLI Grant	0	0	0	0	0.00
1600-08	Memberships - Adult Literacy	300	750	1,000	250	500.00
1600-09	Memberships - Family Literacy	150	0	0	0	0.00
	Total Memberships	3,968	4,404	5,000	1,750	5,500.00
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	0.00
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0.00
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0.00
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0.00
	Total Miscellaneous Expense	0	0	0	0	0.00
1800-00	Library Supplies	22,538	19,526	22,000	22,000	22,000.00
	Printing	10,465	9,432	14,000	23,581	25,000.00
	[Unassigned]	217	0	0	0	0.00
	Publications	948	75	1,100	250	500.00
	Paper	748	18	700	800	800.00
	Drinking Water Service	281	384	350	350	350.00
	Other Office Supplies	21,666	15,219	20,000	17,500	18,000.00
	Total Office Supply Expense - General Fund	56,862	44,653	58,150	65,900	66,650.00

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED LK 7/08	FY2008-2009 PROPOSED EDM 5/08
1800-07	Literacy - ELLI Grant	0	0	0	0	0.00
	Printing	5,268	1,086	2,000	1,813	2,000.00
	Publications	0	2,484	2,500	213	500.00
	Paper	0	0	0	0	0.00
	Other Office Supplies	3,207	11,333	3,000	3,155	3,000.00
1800-08	Total Adult Literacy Office Supply Expense	8,475	14,904	7,500	5,181	5,500.00
1800-09	Family Literacy Supply Expense/LSCA Grant E	0	0	2,000	0	0.00
	Total Office Expense	65,337	59,557	67,650	72,408	72,150.00
1803-00	Postage Expense - General Fund	6,388	7,132	6,800	4,227	6,000.00
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0.00
1803-08	Postage Expense - Adult Literacy	0	0	100	150	100.00
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	0.00
	Total Postage Expense	6,388	7,132	6,900	4,377	6,100.00
	Employee Assistance Program/SDRMA	385	420	1,200	292	675.00
	Pension Fund Operating & Investment Mgmt. E	6,449	9,802	11,000	9,017	11,000.00
	Anaheim Library Automated Library System	30,431	33,274	32,000	1,122	32,000.00
	Library Board Consultants & Legal	9,261	14,511	10,000	10,545	20,000.00
	HCS Computer Services				30,000	600.00
	Clipping Service	450	450	600	315	0.00
	Tax Collection Services & Fees by Orange Cow	1,033	22,018	10,000	4,328	6,000.00
	Advertising (including WEB site)	4,199	4,499	5,000	5,791	7,000.00
	Medical Exams	2,121	2,037	2,000	2,677	3,000.00

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED LK 7/08	FY2008-2009 PROPOSED EDM 5/08
1900-00	Collection Services - Accounts Receivable	1,522	1,530	2,000	1,199	2,000.00
	Audit & Accounting Services	9,140	8,320	10,000	8,650	9,000.00
	Payroll Preparation	5,071	3,960	5,500	6,098	8,000.00
	Election Expenses	0	0	0	0	13,000.00
	Staff Training in Library	0	0	4,000	0	2,000.00
	Other	30,001	12,886	14,000	25,586	20,000.00
	Total Specialized Services - General Fund	100,063	113,707	107,300	152,158	134,275.00
1900-01	Specialized Services - Partnerships for Change/	3,084	5,953	5,000	4,317	5,000.00
1900-07	Specialized Services - ELLI Grant	0	0	0	0	0.00
1900-08	Specialized Services - Adult Literacy	12,106	17,645	14,000	17,604	14,000.00
1900-09	Specialized Services - Family Literacy/LSCA G	0	0	0	0	0.00
1900-18	Tax Collection Services & Fees by Orange Cou	11,717	6,690	9,000	10,716	12,000.00
	Total Specialized Services	126,970	143,994	135,300	184,795	165,275.00
1912-00	Investment Administrative fees for Orange Cou	726	3,046	3,000	720	1,000.00
2000-00	Legal Notices - General Fund	0	518	1,000	489	1,000.00
2000-01	Legal Notices - Grants	0	0	0	0	0.00
	Total Legal Notices	0	518	1,000	489	1,000.00
2100-00	Rents/Leases-Equipment	639	1,187	1,800	1,256	1,800.00

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED	EDM 5/08
							LK 7/08
2200-00	Semi-Annual Bond Payment, Energy Loan & Ci	86,917	118,731	110,300	111,687	73,456	73,456.00
2300-00	Small Tools/Instruments	0	0	0	0	0	0.00
2400-00	Special Department Expense - Miscellaneous	26	3,500	0	54	0	0.00
2400-01	Special Department Expense- Books	99,053	123,751	245,760	95,107	250,000	255,677.00
2400-02	Special Department Expense - Video	2,365	35,059	0	8,514	0	0.00
2400-03	Special Department Expense - Electronic	15,113	39,552	0	33,972	0	0.00
2400-04	Special Department Expense - Periodicals	8,961	6,832	0	7,942	0	0.00
2400-05	Special Department Expense - Audio	15,845	23,743	0	11,717	0	0.00
2400-07	Special Department Expense - ELLI Grant	0	0	0	408	0	0.00
2400-08	Special Department Expense - Adult Literacy	9,376	2,126	2,000	755	1,000	2,000.00
2400-09	Special Department Expense - Family Literacy	0	0	0	0	0	0.00
	Total Special Department Expense	150,740	234,563	247,760	158,468	251,000	257,677.00
2600-00	Transportation/Travel - Local Mileage	0	2,080	2,500	1,272	2,000	2,000.00
2700-00	Transportation/Travel - Meetings, Staff Out of	3,703	9,371	10,500	8,079	3,000	10,500.00
2700-01	Transportation/Travel - Meetings, Staff Local	20,439	10,192	7,500	6,348	2,000	7,500.00
2700-02	Transportation/Travel - Meetings, Board Out of	380	1,395	3,000	2,075	1,500	3,000.00
2700-03	Transportation/Travel - Meetings, Board Local	1,169	1,201	1,500	3,414	1,000	1,500.00
2700-04	Transportation/Travel - Meetings, LSCA II Gra	0	0	0	0	0	0.00
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	0	0	0	0.00
2700-08	Transportation/Travel - Meetings - Adult Litera	688	912	1,000	185	500	1,000.00
2700-09	Transportation/Travel - Meetings - Family Liter	0	0	0	0	0	0.00
	Total Transportation/Travel - Meetings	26,379	23,072	23,500	20,101	8,000	23,500.00

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED
		LK 7/08			EDM 5/08	
2801-00	Electricity	40,301	58,768	43,190	65,000	65,000.00
2802-00	Gas	10,782	7,211	7,618	9,000	9,000.00
2803-00	Water	4,528	5,965	4,913	6,000	6,000.00
	Total Utilities	55,612	71,944	55,721	80,000	80,000.00
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>656,509</b>	<b>831,688</b>	<b>735,549</b>	<b>837,501</b>	<b>836,528.00</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assess	8,894	5,409	4,063	5,000	5,000.00
4000-00	Equipment	17,893	90,225	21,650	40,000	40,000.00
4000-07	Equipment - ELLI Grant	0	0	0	0	0.00
4000-08	Equipment - CLC Grant	4,548	0	5,226	0	0.00
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0.00
4000-11	Equipment	0	0	0	0	0.00
	Total Equipment	22,440	90,225	26,876	40,000	40,000.00
4200-00	Structures/Improvements		0	0		
	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>22,440</b>	<b>90,225</b>	<b>26,876</b>	<b>40,000</b>	<b>40,000.00</b>
4700-00	Payment to Refunded Debt Escrow Ags	1,499				
4807	OPERATING TRANSFER TO ANOTHER DI:	0	0	0	0	
5600	INVESTMENT POOL LOSS	0	0	0	0	
	<b>TOTAL EXPENSES</b>	<b>1,847,522</b>	<b>2,244,151</b>	<b>1,903,915</b>	<b>2,321,196</b>	<b>2,436,647.00</b>

PLACENTIA LIBRARY DISTRICT  
 Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009

July 21, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2007-2008	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED
					LK 7/08	EDM 5/08	
	ELLI Grant Summary Object Code 07	0	5,953	0	4,317	5,000	5,000.00
	CLC Summary Object Code 08	37,487	0	32,000	408	0	0.00
	FFL Grant Summary Object Code 09	633	43,945	2,000	32,583	18,600	25,800.00
	Partnerships for Change Grant/Spanish Literacy	3,084	406	5,000	0	0	0.00
	TOTAL LITERACY (Excluding Personnel)	38,120	50,304	34,000	37,307	23,600	30,800.00
	Revenues	2,080,449	2,181,388			2,328,212	2,436,647.00
	Balance	232,927	-62,763			-7,016	0.00
							2,321,196