

PLACENTIA LIBRARY DISTRICT



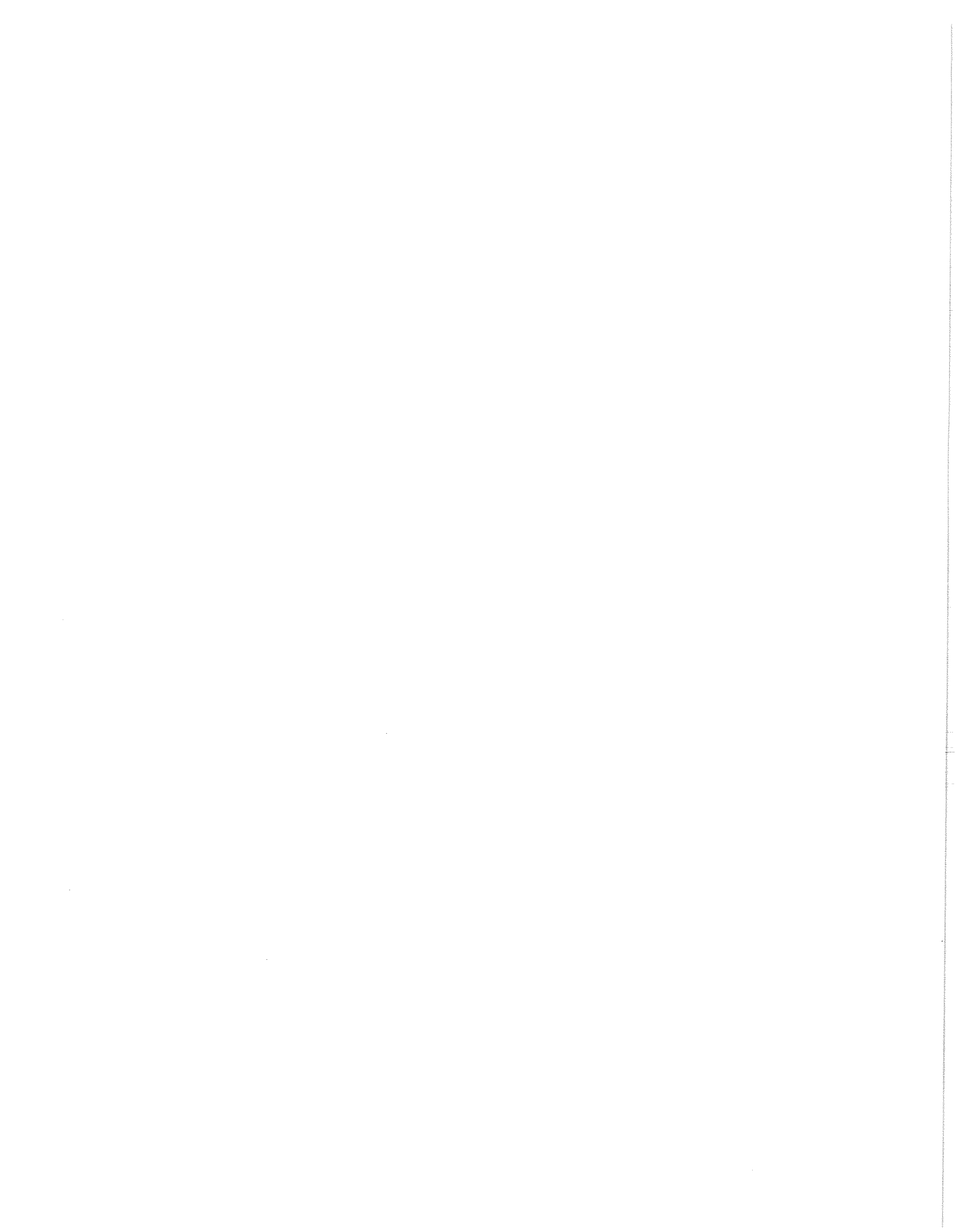
Board of Trustees

Regular Meeting

October 25, 2004

Library Conference Room

Administration



PLACENTIA LIBRARY BOARD CALENDAR

October 2004 - September 2005

Oct 2004

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October

- 4 7:00 PM Friends Board Meeting, Shkoler
- 7 7:00 PM Foundation Board Meeting
- 9 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 17 Teen Read Week, through October 23
- 24 1:00 PM Reception in Library opening the Stark Collection of Jewish materials for children and young adults
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

November

- 1 7:00 PM Friends Board Meeting, Escobosa
- 4 6:30 PM Retirement Dinner for Peggy Dinsmore, Alta Vista
- 11 Library Closed for Veterans Day/Staff Holiday
- 12 California Library Association Annual Conference, San Jose, through Nov 15
- 14 1:00 PM 24th Anniversary Placentia Literacy Services, 20th Anniversary CA Library Literacy Services Reception honoring Peggy Dinsmore
- 19 ALA LAMA National Institute, Palm Springs, through Nov 21
- 21 1:00 PM Foundation Photo with Santa Fundraiser for Children's
- 22 6:30 PM Library Board Meeting
- 25 Library Closed for Thanksgiving/Staff Holiday

December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
6:00 PM Foundation Donor Reception, Emerald Isle
6:00 PM Foundation Donor Reception, Emerald Isle, ALL TRUSTEES
12:00 PM Trustee terms begin
- 6 7:00 PM Friends Board Meeting, DeVecchio
- 15 8:30 AM CSDA Workshop, Staying in Compliance, ALL TRUSTEES, San Diego
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District

Apr 2005

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December

- 24 Staff Holiday, Christmas Eve Day
- 25 Library Closed for Christmas Day/Staff Holiday
- 26
Library Closed/Not Staff Holiday
- 27 Library Holiday Hours, Close at 5:00 P.M.
- 28 Library Holiday Hours, Close at 5:00 P.M.
- 29 Library Holiday Hours, Close at 5:00 P.M.
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District
Library Holiday Hours, Close at 5:00 P.M.
- 31 Staff Holiday, New Years Eve Day

January

- 1 Library Closed for New Year's Day/Staff Holiday
- 2 Library Closed /Not Staff Holiday
- 3 7:00 PM Friends Board Meeting, Wood
- 13 7:00 PM Foundation Board Meeting -- Annual Meeting
- 14 ALA Midwinter Meeting, Boston through Jan 19
- 24 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

February

- 7 7:00 PM Friends Board Meeting, Dinsmore
- 20 Library Closed/Not Staff Holiday
- 21 6:30 PM Library Board Meeting
Library Closed/Staff Holiday
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina
- 7 7:00 PM Friends Board Meeting, Shkoler
- 21 6:30 PM Library Board Meeting

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March

- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 Library Closed/Not Staff Holiday
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

April

- 4 7:00 PM Friends Board Meeting, Escobosa
- 10 National Library Week, through April 16
- 25 6:30 PM Library Board Meeting
- 27 Easter, Library Closed, not staff holiday

- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 2 7:00 PM Friends Board Meeting, DeVecchio
- 23 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

- 29 Library Closed for Monday Holiday/Not Staff Holiday
- 30 Library Closed for Memorial Day/Staff Holiday

June

- 6 7:00 PM Friends Board Meeting, Wood
- 20 6:30 PM Library Board Meeting
- 23 ALA Annual Conference, Chicago, through June 29

- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

July

- 4 Library Closed for Independence Day/Staff Holiday
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District

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July

28 7:15 AM Placentia Chamber of Commerce Breakfast

August

22 6:30 PM Library Board Meeting

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

September

4 Library Closed for Monday Holiday/Not Staff Holiday

5 7:00 PM Friends Board Meeting, Dinsmore

Library Closed for Labor Day/Staff Holiday

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

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

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AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, October 25, 2004

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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

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

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

1. Roll Call

Administrative Assistant

Pr A. Sh

See Es. Absent
DeVecchio
Tru Dinsmore
Wood

Dinsmore - Absent

no amendments
calendar updated
absent - Dimmore

- 2. Adoption of Agenda

M1 - RD
M2 - GW

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

peppine@b375

- 3. Minutes of the September 20, 2004 Regular Meeting.

M1 - GW
M2 - RD

Presentation: Library Director
Recommendation: Approve by Motion

- 4. Oral Communications

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

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

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

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

REPORTS

all went to Heritage Day Parade - signage issue reservation
A.S. went

- 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

dedication to Firefighters (OC) (woods)
at home
Dismore
clear institute
Annexed mix / Armit Betz

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. Friends of Placentia Library Board of Directors Report

Bever attended clear institute & was thrilled.
Prude reported that Lin Baerler/Hages friend paid for them / Jerry Sanofor / books that are not sold @ library book sales

- 8. Placentia Library Foundation Board of Directors Report

R.D reminded Donor Reception @ Emerald Lake

E pay 37%
500/placentia community network

CLAIMS (Items 9 - 12)

M1 - G.W.
M2 - P.D.

2nd year in a row that we are making it thru w/o borrow/transferring funds

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4652, 4653, 4654, 4656, 4657, 4658, 4659 and 4660 forwarded by Library Director for a total of \$55,281.69.

- 11. Current Claims and Payroll. (Approve)

Current Claims 4661, 4662, 4663, 4664, 4665, 4666 and 4667 for a subtotal for Current Claims of \$28,682.66; Payrolls #10 (11/10/04) for \$31,513.17 and #11 (11/24/04) for \$31,513.17 for a subtotal for Payrolls of \$63,026.34; for a total of Current Claims and Payroll of \$91,709.00.

- 12. FY2004-2005 Cash Flow Analysis through October 25, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 17)

M1 - P.D.
M2 - G.W.

Presentation: Library Director
Recommendation: Approve by Motion

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

- 13. Financial Reports for September 2004 (Receive & File)
- 14. Office General Ledger & Check Registers for September 2004 (Receive & File)
- 15. Acquisitions Report for September 2004 (Receive & File)
- 16. Collection Agency Report for September 2004 (Receive & File)
- 17. Gifts Report for September 2004 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 28)

m1 -
m2 -

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 28 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- GW PD 18. Building Maintenance Report for September 2004. (Receive & File)
- RD GW 19. Personnel Report for September 2004. (Receive, File, and Ratify Appointments)
- GW 20. Volunteer Report for September 2004. (Receive & File)
- RD 21. Circulation Report for September 2004. (Receive & File)
- 22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- GW RD 23. Legislative Alerts from the California Library Association (Receive & File) *need if next bond passes, renovation may happen*
- RD GW 24. Status Report on Partnerships with Community Organizations. (Receive & File) *Question on Womers transitional; A.S. asked if Tracy H.S. FBLA Lit program*
- GW 25. Status Report on Active Grant Applications. (Receive & File)
- RD 26. Poet Laureate Report. (Receive & File)
- GW RD 27. Letter from James R. Anderson, Law Offices of McFarlin & Anderson, Lake Forest, dated September 21, 2004 regarding Placentia Library District's financial audit for fiscal year 2003-2004. (Receive & File) *RD - asked*
- GW 28. Agenda for Orange County Council of Governments Board of Directors Meeting for August 26, 2004. (Receive & File)

*Shelving space
C.A.P. Board*

CONTINUING BUSINESS

- 29. 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

*no new info from St. library. lit # is not in yet.
no attendees for CLA*

- 30. Travel Authorization: Revision of Travel Authorization approved at the August Board Meeting.

Presentation: Library Director *Remove EDM from attending*
Recommendation: Amend the Travel Authorization from August 23, 2004 to cover lodging for Roberts and Silberfarb on November 11, 2004 in San Jose; and *ML M1-GW M2-PD*
Determine the travel arrangements for the Staying in Compliance (Brown Act & Conflict of Interest Training) Workshop in San Diego on December 15, 2004. *Adapt wad wildrue*

NEW BUSINESS

- 31. Revision of job description for Library Aide to add provision for working at the Check-out desk under the direct supervision of a Library Clerk.

Presentation: Library Director *M1 - RD M2 - P.D.*
Recommendation: Adopt as a first reading the amendment of Placentia Library District Policy 2325, Job Description — Library Aide to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

- 31a. Addition of Notary Public Services at a rate of \$10.00 per signature and Passport Photo Service at a rate of \$10.00 per picture and amendment of the Placentia Library District Fines and Fees Schedule to include the new charges.

Presentation: Library Director
Recommendation: Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Notary Public Services at a cost of \$10.00 per signature; and *M1 - RD M2 - GW*

Libraries Bonded

Approve as a first reading the amendment of Placentia Library District Policy 2150, Compensation, to include the addition of a five percent hourly adjustment in salary for up to four District-designated Notary Publics as appointed by the Library Director; and *M1 - M2 -*

Stipend

Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Passport Photograph services at a cost of \$10.00 per person; and *M1 - GW A.S. = No GW yes M2 - P.D. P. R.O. YES P.D. YES*

Authorize the publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on November 22, 2004 at 6:30 P.M. *M1 - M2 -* *depos action*

STAFF REPORTS (Items 32 – 41)

M1 - P. D. Dismore M2 - G.W

Items 32 – 41 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

- 32. Library Director's Report (Minter)

[Handwritten scribbles and signatures]

- 33. Program Committee Report for September 2004 (Roberts)
- 34. Children's Services Report for September 2004 (Gurkweitz)
- 35. Placentia Library Literacy Services Report for September 2004 (Roberts)
- 36. Reference and Adult Services Report for September 2004 (Strazdas)
- 37. History Room Report for September 2004 (Bell)
- 38. Placentia Library Web Site Report for September 2004 (Roberts)
- 39. Technology Report for September 2004 (Shook)
- 40. Publicity Materials Produced in September 2004. (Millonzi)
- 41. Safety Committee Minutes for September 2004 (Matas)

Special Announcement
FSD/DC
Spec
NTL/2004
AS

CLOSED SESSION

8:14 PM

- 42. 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.

ADJOURNMENT

- 43. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 22, 2004 at 6:30 P.M.
- 44. Review of Action Items.

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

- 45. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 25, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 21, 2004.

[Handwritten Signature]

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 20, 2004

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 20, 2004 at 6:30 P.M.

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, and Trustee Candidate Jean Turner.

ADOPTION OF AGENDA It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Agenda as printed.

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

MINUTES Trustee Wood made a correction to the September 7, 2004 Special Meeting to reflect that she was present for the meeting.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to approve the Minutes of the August 23, 2004 Regular Meeting and the Minutes of the September 7th, 2004 Special Meeting Minutes as amended.

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

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

PRESIDENT'S REPORT President Shkoler welcomed Trustee Candidate Jean Turner to the meeting. Trustee Candidate Turner addressed the Board and expressed her interest in serving the Placentia Library District.

President Shkoler thanked Trustee Wood for the coordination of the Staff Appreciation Dinner on September 9, 2004.

TRUSTEE REPORTS Trustee Dinsmore reported that she attended Lynn Daucher's presentation on September 18, 2004 and although her presentation was very good, there was no mention of Proposition 1A, which is critical for Local

Government Funding in the upcoming election in November.

Trustee DeVecchio attended the Chamber of Commerce Meeting.

FRIENDS REPORTS

Library Director Minter reported on behalf of Camille Himes, who was absent due to an injury.

Library Director Minter reported that Brenda Benner, Trustee Dinsmore, and Library Director Minter will attend the clio institute Sep 24-25, 2004.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 8 through 11.

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

Claims 4643, 4644, 4645, 4646, 4648 and 4649 forwarded by Library Director for a total of \$34,791.42.

Current Claims 4650 and 4651 for a subtotal for Current Claims of \$7,869.62; Payrolls #8 (10/13/04) for \$31,513.17 and #9 (10/27/04) for \$31,513.17 for a total for Payroll of \$63,026.34; for a total of Current Claims and Payroll of \$70,855.96.

FY2004-2005 Cash Flow Analysis through August 23, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for August 2004

Office General Ledger & Check Registers for August 2004

Acquisitions Report for August 2004

Collection Agency Report for August 2004

Gifts Report for August 2004

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 17-26.

Building Maintenance Report for August 2004

Personnel Report for August 2004

Volunteer Report for August 2004

Circulation Report for August 2004

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

Annual Public Library Statistics Report to the State Library of California

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 27-28 as amended.

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

**LEGISLATIVE
ISSUES**

Library Director reported that the Proposition 1A Resolution was approved at the September 7, 2004 Special Meeting and the Resolution is on display at Library main entrance.

Library Director reported that there were no new updates regarding the State and Library Budgets.

POLICY MANUAL

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve amended Policy 1010, Adoptions/Amendments/Reviews of Policies to occur biannually on even numbered years beginning January 2006.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve amended Policy 2000, Executive Officer.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve amended Policy 2060, Jury Duty.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve amended Policy 3085, Disposal of Surplus Property.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file the Introduction and Acknowledgement Form for the Personnel Manual.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt the Placentia Library District Policy Manual as amended September 20, 2004.

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

**TRAVEL
AUTHORIZATION**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve travel for Technical Services Manager, Julie Shook to the Internet Librarian 2004 Preconferences and Conference November 13-17, 2004 in Monterey, CA at a cost not to exceed \$2,397.95 with up to

\$1,140.50 to be charged to the Santiago Library System Staff Development Account and up to \$1,257.45 to be paid by the District.

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

TELEPHONE SYSTEM

It was moved by Trustee Wood and seconded by Secretary Escobosa to authorize the Library Director to request bids for the replacement of the District's telephone and voice mail system.

STAFF REPORTS

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to approve Agenda Items 39-46.

Library Director's Report

Program Committee Report for August 2004.

Children's Services Report for August 2004.

Placentia Library Literacy Services Report for August 2004.

Placentia Library Web Site Report for August 2004.

Technology Report for August 2004.

Publicity Materials produced for August 2004.

Safety Committee Minutes for August 2004.

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

CLOSED SESSION

The Regular Library Board Meeting was suspended at 7:20 P.M.

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:25 P.M. to discuss a personnel matter.

The Closed Session ended at 8:00 P.M. No Action was taken.

AGENDA PREPARATION

Agenda Preparation for the October Regular Meeting will be held on Monday, October 25, 2004 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 20, 2004 adjourned at 8:00 P.M.

**OCTOBER
MEETING**

The October Regular Library Board Meeting will be held on Monday, October 25, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 20, 2004**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 20, 2004 at 6:30 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio, Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, and Trustee Candidate Jean Turner.

**ADOPTION OF
AGENDA**

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Agenda as printed.

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

MINUTES

Trustee Wood made a correction to the September 7, 2004 Special Meeting to reflect that she was present for the meeting.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to approve the Minutes of the August 23, 2004 Regular Meeting and the Minutes of the September 7th, 2004 Special Meeting Minutes as amended.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

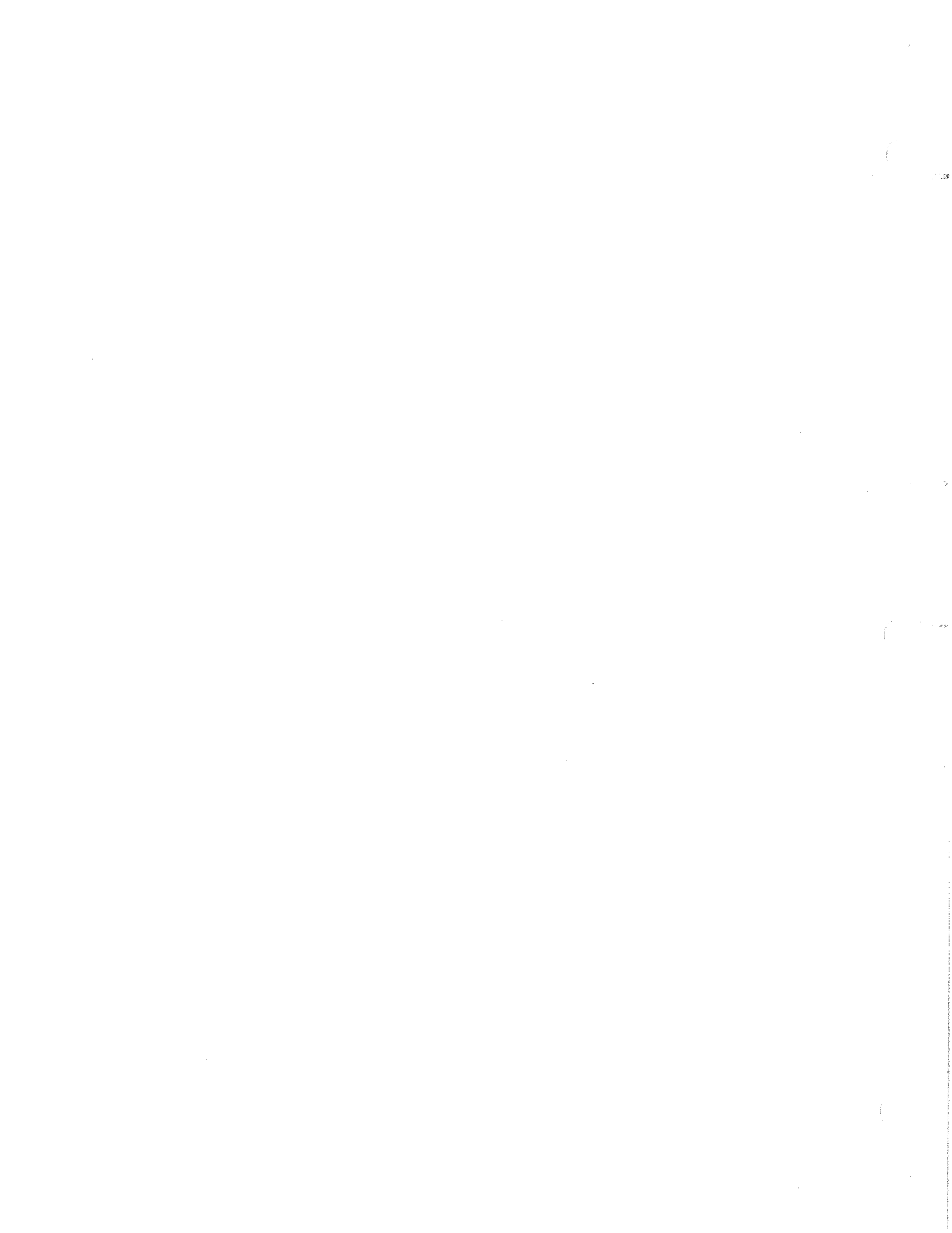
**PRESIDENT'S
REPORT**

President Shkoler welcomed Trustee Candidate Jean Turner to the meeting. Trustee Candidate Turner addressed the Board and expressed her interest in serving the Placentia Library District.

President Shkoler thanked Trustee Wood for the coordination of the Staff Appreciation Dinner on September 9, 2004.

TRUSTEE REPORTS

Trustee Dinsmore reported that she attended Lynn Daucher's presentation on September 18, 2004 and although her presentation was very good, there was no mention of Proposition 1A, which is critical for Local



Government Funding in the upcoming election in November.

Trustee DeVecchio attended the Chamber of Commerce Meeting.

FRIENDS REPORTS

Library Director Minter reported on behalf of Camille Himes, who was absent due to an injury.

Library Director Minter reported that Brenda Benner, Trustee Dinsmore, and Library Director Minter will attend the clio institute Sep 24-25, 2004.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 8 through 11.

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

Claims 4643, 4644, 4645, 4646, 4648 and 4649 forwarded by Library Director for a total of \$34,791.42.

Current Claims 4650 and 4651 for a subtotal for Current Claims of \$7,869.62; Payrolls #8 (10/13/04) for \$31,513.17 and #9 (10/27/04) for \$31,513.17 for a total for Payroll of \$63,026.34; for a total of Current Claims and Payroll of \$70,855.96.

FY2004-2005 Cash Flow Analysis through August 23, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for August 2004

Office General Ledger & Check Registers for August 2004

Acquisitions Report for August 2004

Collection Agency Report for August 2004

Gifts Report for August 2004

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 17-26.

Building Maintenance Report for August 2004

Personnel Report for August 2004

Volunteer Report for August 2004

Circulation Report for August 2004

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

Annual Public Library Statistics Report to the State Library of California

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 27-28 as amended.

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

**LEGISLATIVE
ISSUES**

Library Director reported that the Proposition 1A Resolution was approved at the September 7, 2004 Special Meeting and the Resolution is on display at Library main entrance.

Library Director reported that there were no new updates regarding the State and Library Budgets.

POLICY MANUAL

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve amended Policy 1010, Adoptions/Amendments/Reviews of Policies to occur biannually on even numbered years beginning January 2006.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve amended Policy 2000, Executive Officer.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve amended Policy 2060, Jury Duty.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve amended Policy 3085, Disposal of Surplus Property.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file the Introduction and Acknowledgement Form for the Personnel Manual.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt the Placentia Library District Policy Manual as amended September 20, 2004.

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

**TRAVEL
AUTHORIZATION**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve travel for Technical Services Manager, Julie Shook to the Internet Librarian 2004 Preconferences and Conference November 13-17, 2004 in Monterey, CA at a cost not to exceed \$2,397.95 with up to

\$1,140.50 to be charged to the Santiago Library System Staff Development Account and up to \$1,257.45 to be paid by the District.

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

**TELEPHONE
SYSTEM**

It was moved by Trustee Wood and seconded by Secretary Escobosa to authorize the Library Director to request bids for the replacement of the District's telephone and voice mail system.

STAFF REPORTS

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to approve Agenda Items 39-46.

Library Director's Report

Program Committee Report for August 2004.

Children's Services Report for August 2004.

Placentia Library Literacy Services Report for August 2004.

Placentia Library Web Site Report for August 2004.

Technology Report for August 2004.

Publicity Materials produced for August 2004.

Safety Committee Minutes for August 2004.

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

CLOSED SESSION

The Regular Library Board Meeting was suspended at 7:20 P.M.

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:25 P.M. to discuss a personnel matter.

The Closed Session ended at 8:00 P.M. No Action was taken.

**AGENDA
PREPARATION**


Agenda Preparation for the October Regular Meeting will be held on Monday, October 25, 2004 at 6:30 P.M.

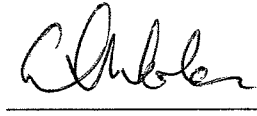
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 20, 2004 adjourned at 8:00 P.M.

**OCTOBER
MEETING**

The October Regular Library Board Meeting will be held on Monday,
October 25, 2004 at 6:30 P.M. in the Library Conference Room.


Betty Escobosa
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees



FRIENDS OF PLACENTIA LIBRARY
Board of Directors Meeting
October 4, 2004

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Camille Himes, Nadine Blansett, Brenda Benner, Pat Irot, Barbara Hemmerling, Ginny Sanatar, Virginia Walker, Frances Stoller and Renee Scott. There was no representative from the Trustees. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff.

The **Secretary**, Barbara Hemmerling, read the minutes of the September 13, 2004 board meeting. They were approved as read. **Treasurer**, Camille Himes reported a balance of \$11,402.83. **Financial Secretary**, Ginny Sanatar reported \$1,818,80 was deposited in our account in September. There were no bills presented. Even though our bank no longer requires two signatures on our account, Eleanor Rankin and Camille Himes have decided to retain the two signature procedure on our Friends account.

President's Report: 1) Eleanor passed a Thank You note from the staff showing their appreciation for the dinner at Table 10. 2) Reminder of the Dinsmore Retirement Dinner at Alta Vista CC on Thursday November 4 and the Dinsmore Reception in the Literacy area of the library on Sunday November 14 from 1-4 PM. 3) Friends attendance at Trustee's meetings. October 25-Brenda Benner, November 22, Barbara Hemmerling, December 20, Eleanor Rankin. All meetings are at 6:30 PM. 4) Foundation Donor Reception Friday, December 3, 6-8 PM, at Emerald Isle. 5) Money is still being received for the Foundation Annual Giving. 6) Foundation Planned Giving. The initial meeting of this group has been held. It will be a cooperative Library effort with HIS House, Boys and Girls Club of Placentia/Yorba Linda and Placentia Founders Society Bradford House. Brochures will be available to encourage people to donate money to these local groups and to remember them in their legacy gifts. 7) Heritage Day October 10 we will have membership envelopes and information brochures available. The revised brochure will be used if it is completed in time. 8) Friends Annual Meeting Monday, April 11, 2005. Denise Hamilton is confirmed. She will speak at Round Table Women's Club on Wednesday, November 3. 9) Author's Lunch, Saturday, March 5, 2005. Thom Racina and Stephanie Baldwin are confirmed. 10) Citizen of the Year breakfast on Friday December 10 at Alta Vista CC. Camille Himes is our candidate. The Placentia Round Table Women's Club is co-sponsoring Camille. 11) Volunteer, Lillian Bart was injured while working in the Book Store. A plant and card were delivered to her. Camille Himes received a plant and card to cheer her while recovering from a broken foot.

Chair Reports: 1) Bookstore/Volunteers-Pat Irot addressed the issue of selling tapes in the Book Store. The minutes reflected the denial of a motion to pay \$115 to purchase copies of the tapes used at the library story hour. These tapes would then have been sold from the Book Store to interested patrons Eleanor read a letter from Nancy Lone-Tollefson explaining more about this proposal. Pat said Nancy had bought the tapes herself to make them available. The Friends will receive 25% of the sale price: \$2.50 on a \$10.00 tape. A healthy discussion followed this presentation of additional facts. Pat Irot moved that we reimburse Nancy Lone-Tollefson \$115. Nadine Blansett seconded the motion. The motion carried. It was agreed that the Book Store would sell these tapes. Pat Irot moved that items other than used books and tapes can be sold in the Book Store only with board approval. Barbara Hemmerling seconded the motion. The motion carried. Pat said they are continually refreshing the content of the Book Store and hallway sales area. Some of our better books will be used as centerpieces for the Dinsmore Dinner. Eight books were donated to the Haunted House held at the Bradford House. The Silent Auction continues to be well received and profitable.

2) Publicity-Pat Irot has continued to publicize our monthly book sales and the Books 2004 campaign. She has mentioned the need for more volunteers and the opportunity offered by our Silent Auction. She is working with staff to prepare a packet for Emerald Isle residents. Several ideas are being considered to encourage these new Placentia residents to use our library and become volunteers. 3) Second Sunday Book Sales-October- Renee Scott, Frances Stoller: November-Camille Himes, Eleanor Rankin: December -Ginny Sanatar, Virginia Walker. Ginny Sanatar will attempt to get a third person to help each month. Perhaps a new volunteer.

Library Reports: 1) Elizabeth Minter told of a new staff member. Gary Bell has been hired as a Reference Librarian. He is very interested in history and will spend some hours each week in our History Room. Marie Schmidt will give him an historical view of our district through a driving tour. 2) Elizabeth learned of a source that helps libraries get rid of excess books and make a profit while doing so. This would entail packing them in boxes of a specific size (we must purchase the boxes). When there are enough boxes collected they must be delivered to Pico Rivera. We get approximately 37.5% of the proceeds. 3) The phone system is being replaced at this time and will be finished soon. 4) The library will observe special Holiday Hours between Christmas and the New Year. Closed Sunday December 26 and Sunday January 2. The week of Monday, December 27 through Thursday, December 30 the library will be open from 9-5. 5) The chairs in the Children's Department need to be replaced. Perhaps the Friends can help with this cost. 6) Elizabeth asked that the Friends underwrite part of the cost of the Dinsmore Retirement Dinner for up to 15 staff members. Pat Irot moved that the Friends authorize \$30 for a maximum of 15 staff members to attend the Peggy Dinsmore Retirement Dinner: the cost not to exceed \$450. Camille Himes seconded the motion. The motion passed. 7) Elizabeth wondered if the Friends had considered a gift to present at the retirement dinner for Peggy Dinsmore. Pat Irot suggested that we buy a guest book for all to sign as they enter, and then present it to Peggy Dinsmore during the presentations that evening. This idea was unanimously agreed upon. Larine Millonzi reminded Pat Irot that the Notations would be coming out soon and she needed material about the Friends.

Jim Roberts Books 2004 is in need of funds from individuals and organizations. Barbara Hemmerling moved that the Friends donate \$500 to this campaign. Camille Himes seconded the motion. The motion carried.

Next meeting Monday November 1, 2004 7 PM

Barbara Hemmerling, Secretary

**MINUTES
PLACENTIA LIBRARY FOUNDATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 7, 2004**

CALL TO ORDER

The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on October 7, 2004 at 7:00 P.M. by President Jean A. Lasley.

ROLL CALL

Members Present: President Jean A. Lasley, Secretary M.A. McHenry, Treasurer Richard DeVecchio; Directors William Dooley, Michael Ebenhoch, Nancy Lone-Tollefson, and Eleanore Rankin.

Members Absent: None

Others Present: Administrative Assistant Wendy Goodson, Development Director Laranne Millonzi, and Library Director Elizabeth Minter.

Library Director Minter requested that the Board skip and come back to agenda item, Financial Reports, as Director McHenry and Administrative Assistant Goodson are trying to correct a QuickBooks software problem.

**ADOPTION OF
AGENDA**

It was moved Director Rankin, seconded by Director DeVecchio to adopt the amended agenda.

AYES: Lasley, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
NOES: None
ABSTAIN: None
ABSENT: McHenry

MINUTES

It was moved by Director Ebenhoch, seconded by Director Dooley to approve the Minutes of the Regular Meeting of the Board of Directors of July 15, 2004.

AYES: Lasley, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
NOES: None
ABSTAIN: None
ABSENT: McHenry

**PAYMENT OF
BILLS**

It was moved by Treasurer DeVecchio, seconded by Director Rankin to Ratify Payment and Receive & File Payment of Bills from July 2004 through September 2004.

AYES: Lasley, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
NOES: None
ABSTAIN: None
ABSENT: McHenry

Placentia Library Foundation Board of Directors, Minutes October 7, 2004, Page 2.

**COMMITTEE
REPORTS:**

INVESTMENT

Library Director Minter reported that the Investment and Finance Committees held their annual review of investments on August 18, 2004. This meeting was conducted by Secretary McHenry. Investment Committee President was absent.

Library Director Minter stated that the Committees chose to close the second SII account. It was also decided that no other changes or transfers were currently needed.

ANNUAL GIVING

Development Director Millonzi reported that the grand total thus far in the campaign was \$11, 721.00, and that follow-up phone calls to current donors were needed.

President Lasley asked Director Ebenhoch to devise and submit a phone script to Development Director Millonzi by Friday, October 15, 2004. Development Director Millonzi will distribute lists of donors to call to the Board by October 15, 2004. In turn, the Board will submit results of phone calls to Development Director Millonzi by Monday, November 1, 2004.

Library Director Minter suggested sending out "Sally packets" to those donors who claim to have not gotten a packet in the mail previously.

PLANNED GIVING

Library Director Minter distributed joint planned giving brochure samples. Library Director Minter reported that she met with the Boys and Girls Club Director, H.I.S. House Director, and Placentia Founders Society regarding the collaborative brochure and all were excited. The Boys and Girls Club of Placentia will mailing the brochure to their mailing list first.

Library Director Minter asked the Board for their commitment in distributing the brochures to various attorneys, accountants, and financial planners.

It was moved by Director Ebenhoch, seconded by Secretary McHenry to approve collaborative agreement with initial expenditures not to exceed \$750.

AYES:	Lasley, McHenry, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
NOES:	None
ABSTAIN:	None
ABSENT:	None

Placentia Library Foundation Board of Directors, Minutes October 7, 2004, Page 3.

President Lasley stated the need and urgency to order planned giving brochures so that they are ready to be distributed at the December 3rd Donor Reception.

It was moved by Director Dooley, seconded by Secretary McHenry that President Lasley appoint a subcommittee to devise a planned giving brochure not to exceed \$1,000.00 to have available by December 3, 2004.

AYES:	Lasley, McHenry, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
NOES:	None
ABSTAIN:	None
ABSENT:	None

**DONOR
RECEPTION/
DONOR
RECOGNITION**

Director Rankin reported that the committee is very excited about the partnership with Emerald Isle for the Donor Reception on December 3, 2004. Emerald Isle contributed \$2,000.00 for the Donor Reception in addition to hosting this event in their clubhouse.

Library Director Minter reported that Emerald Isle will not agree to serve wine on their premises.

Library Director Minter also asked that the committee reconsider its decision about having/not having an author present at the Donor Reception.

SPECIAL PROJECTS

Director Rankin reported that Thom Racina will be the featured author at the 2005 Author's Luncheon. Stephanie Baldwin will serve as Maitre' D.

Library Director Minter suggested the Directors work with Development Director Millonzi in developing the list of businesses to be solicited for sponsorship of the 2005 Author's Luncheon. Solicitation letters are mailed out in early January.

Library Director Minter inquired about the status of the scheduled Baldwin fundraiser on February 12, 2005. After much discussion, it was determined that the Board would be stretched too thin in February; the Baldwin event for February is cancelled.

President Lasley asked that further fundraisers be tabled until the Board meets in January.

Director Rankin thanked the Board for allowing her and Director Lone-Tollefson to attend the AFP Conference on Philanthropy in August.

Placentia Library Foundation Board of Directors, Minutes October 7, 2004, Page 4.

Director Rankin advised President Lasley that according to the Foundation Bylaws, President Lasley is allowed to vote but not make a motion. Director Rankin also suggested that in the January meeting, a subcommittee be developed to revise the Foundation Bylaws.

President Lasley stated that the Foundation should know something by the January meeting regarding Boeing funds.

**FINANCIAL
REPORT**

Secretary McHenry and Library Director Minter reported that due to problems with the accounting software, the board will receive financial statements through September 30, 2004 in the mail.

**AGENDA
PREPARATION**

The next Regular Meeting of the Foundation Board of Directors will be held on Thursday, January 15, 2004 at 7:00 P.M.

ADJOURNMENT

President Lasley adjourned the Regular Meeting of the Board of Directors of the Placentia Library Foundation at 8:35 P.M.

M.A. McHenry, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 25, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Library Trustees
October 25, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	September 23, 2004	4652	15,046.77
	September 23, 2004	4653	8,308.56
	September 23, 2004	4654	7,724.91
	September 30, 2004	4655	4,649.97
	September 30, 2004	4656	274.48
	October 7, 2004	4657	2,430.29
	October 7, 2004	4658	9,838.86
	October 14, 2004	4659	4,957.25
	October 14, 2004	4660	2,050.60
TOTAL BY LIBRARY DIRECTOR			\$ 55,281.69
TOTAL			<u>\$ 55,281.69</u>

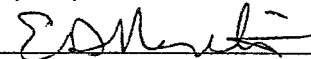
Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

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

9-29-04

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N18379A BNY Western Trust Company California Unit - Attn: Helen McNulty 700 South Flower Street - Rm. 500 Los Angeles, CA 90017 (213) 630-6247	September 20, 2004		2200	00		15,046.77		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$15,046.77) 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 09/23/04
REPORT NO 4653


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

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

9-30-04

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	9-14-04 56328		1400	00		1,830.00		
			2800	00		5,250.20		
						7,080.20		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	9-21-04 05391188009		2800	00		86.96		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	9/8/04 04-9-1234 9/14/2004 04-9-1283		1400	00		273.26		
			1400	00		249.50		
						522.76		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	9-10-04 5057		1900	00		42.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-8-04 714-528-1906 9-8-04 714-528-8236		0700	00		142.84		
			0700	01		40.75		
						183.59		
N03825M Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	9-7-04 73264		1800	00		63.06		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	9-16-04 630976 9-16-04 630025		1800	00		118.27		
			1800	00		184.08		
						302.35		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	9-16-04 1779135		1800	00		27.64		

The claims listed above (totaling \$8,308.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

9-30-04

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	9-7-04 200409-46		1900	00		15.00		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	9-22-04 248658		1800	00		116.09		
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NJ 08034-0550	9/15/04 160024		1800	00		52.84		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	9-10-04 24914		1000	00		273.00		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	9-15-04 9538		1800	00		139.99		
N29440 Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	10-1-04 03-095		2200	00		7,044.80		
(Need vendor #) Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	9-15-04 17179		1800	00		64.65		
(Need vendor #) Pin Gallery by Sales Guides PO Box 64784 St Paul MN 55164-0784	9-11-04 3528982		1800	00		18.54		

The claims listed above (totaling \$7,724.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

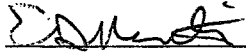
DATE 09/30/04
REPORT NO 4655

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	9/22/04 October 2004		0300	00		208.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	June 15, 2004 04-6-751		1400	00		149.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	9/22/04 312083-9		2800	00		443.60		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	9/24/04 366309		1800	00		176.38		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9/21/04 522524		1800	00		481.07		
N05530E Orange County Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	9/20/04 Property Tax Bill 04/05		3700	00		2,916.22		
N06638B Certified Termite & Pest Control, Inc 1860 Miraloma Ave., Ste. F Placentia, CA 92870	9/10/04 2004-001068		1400	00		90.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	9/22/04 X9240		2700	01		47.00		
			1900	00		6.95		
			1800	00		29.95		
			1800	00		53.47		
			1000	00		12.88		
			1800	00		35.45		
						185.70		

The claims listed above (totaling \$4,649.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

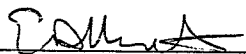
Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

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

10-7-04

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	9/27/04 248773		1800	00		11.12		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	9/20/04 October 2004		0300	00		263.36		

The claims listed above (totaling \$274.48) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


 APPROVED BY

 COUNTERSIGNED BY

 ATTESTED AND/OR COUNTERSIGNED BY

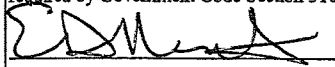
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	Oct 2004 9686		1800	00		29.50		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	714-524-8408 335-253-2062		0700	08		45.15		
			0700	01		273.03		
						318.18		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9/16/04 523643		1800	00		232.25		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	9/21/04 X8994		1000	00		98.79		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	9/2//04 249943		1400	00		330.93		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	10/5/04 212969 9/29/04 213080		1800	00		253.50		
			1800	00		743.64		
						997.14		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	October 2004		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	9/30/04		1900	00		388.50		

The claims listed above (totaling \$2,430.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,430.29

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/07/04
REPORT NO 4658

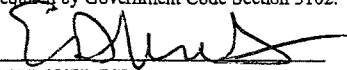
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	9/22/04 X6509		1800	00		806.51		
N06779K 3M RSP4754 2807 Paysphere Circle Chicago IL 60674-0000	9/2/504 XB06651		1300	00		700.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	Oct-04 062795		1400	00		1,300.00		
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	10/6/04		2200	00		318.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	August 2004		1900	00		585.00	"2"	
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	Nov 2004 0200410074409		0300	00		6,128.85		

The claims listed above (totaling \$9,838.86) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total

9,838.86

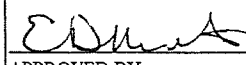
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	9/30/04 24644		1900	00		3,696.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	10/9/04 528-8236 10/9/04 528-1906		0700	01		1.28		
			0700	00		157.70		
						158.98		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	10/1/04 Nov-31		1800	00		16.08		
N06685 Honeywell Security Monitoring P.O. Box 5114 Carol Stream, IL 60197-5114	10/7/04 3003518		1400	00		168.09		
N06736A Library Administrator's Digest 320 York Rd Towson MD 21204	9/21/04 1 year		1800	00		45.00		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	Oct 2004		1803	00		550.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	9/30/04 20040930		1900	00		308.10		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	10/7/04 200410-39		1900	00		15.00		

The claims listed above (totaling \$4,957.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/14/04
REPORT NO 4660

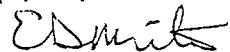
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	10/1/04 143494		1900	00		161.10		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/1/04 010-19000-05435		0300	00		647.50		
N29537 Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	10/1/04 90-2004		1900	08		1,000.00		
N23434 Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	10/7/04 476-6837 476-6937		0700	00 08		66.45 66.45 132.90		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	9-10/2004		2700	01		31.60		
N29025 Video Security Solutions 111 W. Elm St. Anaheim, CA 92805	10/4/04 100704-3		1300	00		77.50		

The claims listed above (totaling \$2,050.60) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 25, 2004

TYPE	REPORT NUMBER	AMOUNT
Regular	4661	6,397.90
	4662	3,939.56
	4663	1,350.93
	4664	11,624.32
	4665	3,122.11
	4666	1,225.39
	4667	1,022.45
Subtotal for Regular		28,682.66
Payroll	11/10/2004	31,513.17
	11/24/2004	31,513.17
Subtotal for Payroll		63,026.34
TOTAL CURRENT CLAIMS & PAYROLL		91,709.00

Prepared by: Wendy Goodson

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01861 Salem Press, Inc. P.O. Box 50062 Pasadena, CA 91115-0062	9-24-04 0339251-IN		2400	01		312.48		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	8-31-04/2089453 8-25-04/2135301 10-5-04/2174114 9-27-04/2154191		2400	05		4.95 55.60 20.32 498.67		
						579.54		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Oct-04 5189		1900	00		42.00		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	9-1-04 30097090		2400	01		2,984.90		
N03828F Baker & Taylor Books 135 S. LaSalle, Dept. 1205 Chicago, IL 60674-1205	9-25-04/4004356040 10-5-04/4004373250 8-14-04/4004284259 9-14-04/4004284058 8-18-04/4004290063 8-25-04/4004301409 8-27-04/4004305197 9-01-04/4004313117 8-29-04/4004307495 9-19-04/4004344666 9-17-04/4004341759 9-11-04/4004330706 9-12-04/4004331746 9-04-04/4004319146 9-03-04/4004317410		2400	03		20.97 37.12 1,440.19 130.38 23.68 17.20 10.49 5.93 15.09 3.78 29.61 23.71 11.86 61.85 11.83		
						1,843.69		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	9-30-04/5924025P 9-7-04/5883681P		2400	05		319.80 315.49		
						635.29		

The claims listed above (totaling \$6,397.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED B _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4662

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-17-04/G249442		2400	01		48.60		
	9-29-04/G273213		2400	01		51.98		
	9-29-04/G273214		2400	01		173.29		
	9-28-04/G269886		2400	01		47.03		
	9-28-04/G269887		2400	01		51.98		
	9-28-04/G269888		2400	01		138.33		
	9-28-04/G269889		2400	01		136.07		
	10-04-04/H282561		2400	01		70.95		
	9-28-04/G269890		2400	01		180.67		
	9-28-04/G269891		2400	01		432.01		
	9-17-04/G249444		2400	01		42.78		
	9-17-04/G249443		2400	01		16.54		
	9-21-04/G254896		2400	01		82.48		
	9-21-04/G254897		2400	01		19.48		
	9-21-04/G254898		2400	01		273.84		
	9-21-04/G254899		2400	01		156.14		
	9-21-04/G254900		2400	01		76.71		
	9-21-04/G254901		2400	01		1,183.99		
	10-04-04/H282562		2400	01		18.48		
							3,201.35	
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-30-04/A37472		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	9-20-04/90592322		2400	01		8.38		
	9-23-04/90658619		2400	01		82.73		
	9-23-04/90658618		2400	01		32.08		
	9-23-04/90658617		2400	01		17.73		
	9-23-04/90658616		2400	01		49.67		
	9-23-04/90658615		2400	01		17.36		
	9-23-04/90658614		2400	01		13.32		
	9-20-04/90592321		2400	01		25.05		
	9-20-04/90592320		2400	01		67.36		
	9-20-04/90592319		2400	01		32.59		
	9-20-04/90592318		2400	01		39.60		
	9-20-04/90592317		2400	01		11.29		
	9-20-04/90592316		2400	01		24.47		
	9-20-04/90592315		2400	01		51.86		
	9-19-04/90548732		2400	01		49.22		
						522.71		

The claims listed above (totaling \$3,939.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	9-16-04/90548731		2400	01		14.74		
	9-16-04/90548730		2400	01		33.57		
	9-16-04/90548729		2400	01		15.27		
	9-16-04/90548728		2400	01		16.09		
	9-16-04/90548727		2400	01		31.83		
	9-19-04/90548726		2400	01		16.88		
	9-16-04/90548725		2400	01		9.26		
	9-16-04/90548724		2400	01		16.72		
	9-16-04/90548723		2400	01		66.15		
	9-09-04/90449246		2400	01		30.03		
	9-09-04/90449245		2400	01		52.63		
	9-09-04/90449244		2400	01		16.36		
	9-09-04/90449243		2400	01		17.69		
	9-09-04/90431428		2400	01		22.43		
	10-07-04/90860584		2400	01		110.37		
	10-07-04/90860583		2400	01		52.05		
	10-07-04/90860582		2400	01		15.95		
	10-07-04/90860581		2400	01		16.82		
	10-07-04/90860580		2400	01		16.64		
	10-07-04/90860579		2400	01		16.13		
	10-07-04/90851109		2400	01		14.01		
	09-27-04/90698632		2400	01		50.28		
	09-27-04/90698631		2400	01		33.41		
	09-27-04/90698630		2400	01		18.84		
	10-04-04/90798988		2400	01		161.59		
	10-04-04/90798987		2400	01		26.68		
	10-04-04/90798986		2400	01		19.12		
	10-04-04/90798985		2400	01		17.60		
	10-04-04/90798984		2400	01		17.37		
	10-04-04/90798983		2400	01		31.21		
	10-05-04/90819537		2400	01		17.82		
	10-05-04/90819536		2400	01		13.30		
	10-05-04/90801306		2400	01		18.56		
09-28-04/90712415		2400	01		13.34			
09-28-04/90712414		2400	01		9.36			
09-28-04/90712413		2400	01		170.84			
09-30-04/90743579		2400	01		23.13			
09-24-04/90661263		2400	01		37.14			
						1,281.21		
N04953 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	9-28-04/P284682I04		2400	01		69.72		

The claims listed above (totaling \$1,350.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4664

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

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

APPROVED CLAIMS								A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	Doc Number	SC	
			BS Acct	Rev					
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	9-30-04 1062107660		1900	00		1,303.43			
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	10-08-04/13625342 09-21-04/13582195 09-15-04/13566683 09-30-04/13603106		2400	01		559.89 85.20 146.61 3,743.68 4,535.38			
N06737D Facts On File General Post Office P.O. Box 26223 New York, NY 10087-6223	08-31-04/411365		2400	03		1,560.67			
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	8-26-04/5604593X		2400	01		406.68			
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	9-10-04/3939262		2400	08		1,324.18			
N06914 Inside Prospects, Inc. 4475 Mission Blvd., Ste. 213 San Diego, CA 92109	09-03-04/OC04-2077		2400	01		1,939.50			
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	10-14-04/A36357		1800	00		249.98			
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	08-30-04/455841 09-13-04/457991		2400	01		179.50 125.00 304.50			

The claims listed above (totaling \$11,624.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED B _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4665

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N22268 Midwest Tape PO Box 820 Holland OH 43528	09-29-04/883253		2400	02		430.83		
	10-06-04/887310		2400	02		769.75		
						1,200.58		
N25939A Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	08-23-04/40014536		2400	01		135.82		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	09-29-04/1879431		2400	01		22.47		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9-14-04 to 10-18-04		2700	01		47.13		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	10-14-04/24955		1000	00		100.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	09-13-04/170190		2400	05		596.25		
	10-05-04/172921		2400	05		203.61		
	09-07-04/169482		2400	05		295.28		
						1,095.14		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	10-13-04/9766		1800	00		121.97		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	09-14-04/572		2400	03		399.00		

The claims listed above (totaling \$3,122.11) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4666

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N29483 Elizabeth Toller dba Creative Images by Aunt Betsy 1533 East Ismail Place Placentia, CA 92870 SSN: 557-65-8452	09-29-04/1049		1800	00		150.00		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-12-04/17274		1800	00		100.15		
(need vendor #) p4A.com PO Box 346 Wright Bros Station Dayton OH 45409-0346	09-15-04/6394		2400	03		385.00		
(need vendor #) WGBH 19 Gregory Drive South Burlington VT 05403	08-31-04/00710437		2400	02		42.46		
(need vendor #) Center Point Large Print PO Box 1 Thorndike ME 04986-0001	09-07-04/338075		2400	01		40.05		
(need vendor #) Gary Bell c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	09-25-04 to 10-14-04		2700	01		40.80		
(need vendor #) Thomson Peterson's PO Box 95302 Chicago IL 60694-5302	10-07-04/3476778 09-10-04/3470603 09-04-04/3469636 09-08-04/3469942 09-24-04/3474675		2400 2400 2400 2400 2400	01 01 01 01 01		11.28 12.79 408.99 15.05 18.82		
						466.93		

The claims listed above (totaling \$1,225.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED B _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4667

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Reimb 9-15-04to10-7-04		0900	00		100.00		
			1000	00		41.50		
			1800	00		30.15		
			1800	08		69.16		
			1803	00		386.80		
			2700	01		237.00		
			2700	03		67.00		
			2700	08		55.00		
						986.61		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Office Petty Cash 8/24/04to10-12-04		1800	08		6.54		
			1803	08		9.30		
			2700	01		20.00		
								35.84

The claims listed above (totaling \$1,022.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,022.45



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 31,513.17 on 11 | 10 | 04

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #10

Description: Payroll

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						29,273.73		
707	707			0200	00						2,239.44		
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	31,513.17	
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				DEPUTY		DATE	

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



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

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

Please Pay \$ 31,513.17 on 11 | 24 | 04

Send To: Bank Name: Wells Fargo Bank
ABA #: 121000248
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #11

Description: Payroll

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						29,273.73	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	31,513.17
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			
Auditor-Controller Approvals:		Transaction Reference	
Claims & Disbursing:		Automated Clearing House (CH): _____ Wire Transfer (WT): _____	
Over Limit:	\$100,000 (1) \$500,000 (2) \$1,000,000 (3)	Automated Clearing House (IC): _____	
Claims & Disbursing Manager: _____		MW Transaction #: _____	
Check Writing: _____		Treasurer-Tax Collector Information	
General Ledger Approvals:		Released By / Ref #: _____	
Cash & Expense Budget:	Date	wrec	

Placentia Library District
Property Tax Apportionments
Fiscal Year 2004-2005

Date	Category	Amount
07/19/04	Secured Teeter Actual Final Delinquencies, FY05	2% - 4%
08/13/04	Prior Year Secured Taxes & Penalties #1 Jul	
08/13/04	Supplemental #1 Jul	
09/10/04	Prior Year Secured Taxes & Penalties #2 Aug	
09/18/04	Supplemental #2 Aug	
09/18/04	Unsecured collections at 8/31/04, #1	80% - 85%
10/15/04	Prior Year Secured Taxes & Penalties #3 Sep	
10/15/04	Supplemental #3 Sep	
11/12/04	Prior Year Secured Taxes & Penalties #4 Oct	
11/20/04	Supplemental #4 Oct	
11/25/04	Current secured #1	7% - 10%
12/10/04	Current secured #2	20% - 25%
12/10/04	Homeowners Property Tax Relief	15%
12/10/04	Prior Year Secured Taxes & Penalties #5 Nov	
12/18/04	Current secured #3	10% - 15%
12/18/04	Supplemental #5 Nov	
01/08/05	Homeowners Property Tax Relief	35%
01/14/05	Prior Year Secured Taxes & Penalties #6 Dec	
01/20/05	Current secured #4	4% - 7%
01/20/05	Supplemental #6 Dec	
01/20/05	Unsecured collections at 12/31/04, #2	5% - 10%
02/05/05	State-Assessed Public Utility, #1	49% - 50%
02/10/05	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/05	Supplemental #7 Jan	
03/10/05	Prior Year Secured Taxes & Penalties #8 Feb	
03/18/05	Current secured #5	5% - 7%
03/18/05	Supplemental #8 Feb	
04/08/05	Unsecured collections at 03/31/05, #3	1% - 3%
04/14/05	Prior Year Secured Taxes & Penalties #9 Mar	
04/14/05	Supplemental #9 Mar	
04/19/05	Current secured #6	15% - 20%
05/10/05	Homeowners Property Tax Relief	35%
05/12/05	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/05	Current secured #7	15% - 20%
05/20/05	Supplemental #10 Apr	
05/26/05	State-Assessed Public Utility, #2	49% - 50%
06/10/05	Homeowners Property Tax Relief	15%
06/16/05	Prior Year Secured Taxes & Penalties #11 May	
06/16/05	Prior Year Unsecured	
06/16/05	Supplemental #11 May	
06/16/05	Unsecured collections at 05/31/05, Final	3% - 6%
07/15/05	Current secured final for FY05	1% - 3%
07/15/05	Delinquent Supplemental, FY05	
07/15/05	Prior Year Secured Taxes & Penalties, FY05 #12 Jun	
07/15/05	Supplemental, FY05 #12 Jun	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: October 25, 2004

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2004-2005 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2004-2005 is Attachment B.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2004-2005 through October 25, 2004.



Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			707,872.67
05/24/04	4612	Payroll to wire July 8, 2004		31,154.00	676,718.67
06/16/04	4623	General by Library Director		2,319.00	674,399.67
06/30/04		Payroll to wire 07/21/04		32,653.50	641,746.17
06/30/04		Payroll to wire 08/04/05		32,653.50	609,092.67
06/30/04	4626	General by Library Director		3,205.53	605,887.14
06/30/04	4627	General by Library Director		120.61	605,766.53
07/07/04	4628	General by Library Director		4,795.93	600,970.60
07/07/04	4629	General by Library Director		17,712.52	583,258.08
07/14/04		Library Passport Revenue, Jul	9,800.50		593,058.58
07/14/04		Library Revenue, Jul	1,325.42		594,384.00
07/14/04		Interest Bank of the West	4.45		594,388.45
07/15/04		FY2003-2004 Secured #8	13,489.99	33.72	607,844.72
07/15/04		Supplemental 1985+	3,268.05		611,112.77
07/15/04		Delinquent Supplemental	1,630.01		612,742.78
07/15/04		Delinquent Supplemental Penalties	405.00		613,147.78
07/15/04		Supplemental 1984	1.30		613,149.08
07/15/04	4630	General by Library Director		12,819.81	600,329.27
07/15/04	4631	General by Library Director		636.90	599,692.37
07/19/04		Teeter Plan Delinquent Secured	12,766.29		612,458.66
07/26/04	4632	General		2,818.52	609,640.14
07/26/04	4633	General		4,017.23	605,622.91
07/26/04		Payroll to wire 08/18/05		31,513.17	574,109.74
07/26/04		Payroll to wire 09/01/05		31,513.17	542,596.57
07/27/04	4635	General by Library Director		446.40	542,150.17
07/28/04		Library Passport Revenue, Jul	8,968.85		551,119.02
07/28/04		Library Revenue, Jul	949.15		552,068.17
07/28/04	4634	General by Library Director		2,579.79	549,488.38
08/04/04	4636	General by Library Director		8,170.40	541,317.98
08/04/04	4647	General by Library Director		8,759.92	532,558.06
08/11/04		Supplemental #1	7,372.76		539,930.82
08/11/04	4639	General by Library Director		16,458.41	523,472.41
08/12/04	4638	General by Library Director		3,656.02	519,816.39
08/19/04		Library Passport Revenue, Aug	8,623.22		528,439.61
08/19/04		Library Revenue, Aug	1,573.32		530,012.93
08/19/04		Interest, Bank of the West	3.37		530,016.30
08/20/04		Interest, Jul	835.22	74.05	530,777.47
08/23/04	4640	General		3,844.89	526,932.58
08/23/04	4641	General		3,653.10	523,279.48
08/23/04	4642	General		6,681.06	516,598.42
08/23/04		Payroll to wire 09/15/05		34,309.78	482,288.64
08/23/04		Payroll to wire 09/29/05		32,299.52	449,989.12
08/26/04	4643	General by Library Director		10,975.77	439,013.35
08/26/04	4644	General by Library Director		8,897.41	430,115.94
08/27/04		Passport fee refund on Claim 4640	(31.00)		430,084.94
09/02/04	4645	General by Library Director		2,186.07	427,898.87
09/02/04	4646	General by Library Director		161.35	427,737.52
09/09/04	4648	General by Library Director		4,211.13	423,526.39
09/09/04	4649	General by Library Director		8,359.69	415,166.70

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/20/04	4650	General		2,728.08	412,438.62
09/20/04	4651	General		5,101.54	407,337.08
09/20/04		Payroll to wire 10/13/05		31,513.17	375,823.91
09/20/04		Payroll to wire 10/27/05		31,513.17	344,310.74
09/23/04	4652	General by Library Director		15,046.77	329,263.97
09/23/00	4653	General by Library Director		8,308.56	320,955.41
09/23/04	4654	General by Library Director		7,724.91	313,230.50
09/30/04	4655	General by Library Director		4,649.97	308,580.53
09/30/04	4656	General by Library Director		274.48	308,306.05
09/20/04		Unsecured	53,829.90	134.57	362,001.38
09/20/04		Supplemental #2	8,254.22		370,255.60
09/21/04		Interest, Aug	817.53	66.55	371,006.58
09/13/04		Interest, Bank of the West	3.28		371,009.86
09/13/04		State Library ILL, 5th Quarter	3,717.85		374,727.71
09/13/04		Library Revenue, Sep	1,503.43		376,231.14
09/13/04		Library Passport Revenue, Sep	7,416.30		383,647.44
10/07/04	4657	General by Library Director		2,430.29	381,217.15
10/07/04	4658	General by Library Director		9,838.86	371,378.29
10/14/04	4659	General by Library Director		4,957.25	366,421.04
10/14/04	4660	General by Library Director		2,050.60	364,370.44
10/25/04	4661	General		6,397.90	357,972.54
10/25/04	4662	General		3,939.56	354,032.98
10/25/04	4663	General		1,350.93	352,682.05
10/25/04	4664	General		11,624.32	341,057.73
10/25/04	4665	General		3,122.11	337,935.62
10/25/04	4666	General		1,225.39	336,710.23
10/25/04	4667	General		1,022.45	335,687.78
10/25/04		Payroll to wire 11/10/05		31,513.17	304,174.61
10/25/04		Payroll to wire 11/24/05		31,513.17	272,661.44
					272,661.44

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 October 25, 2004

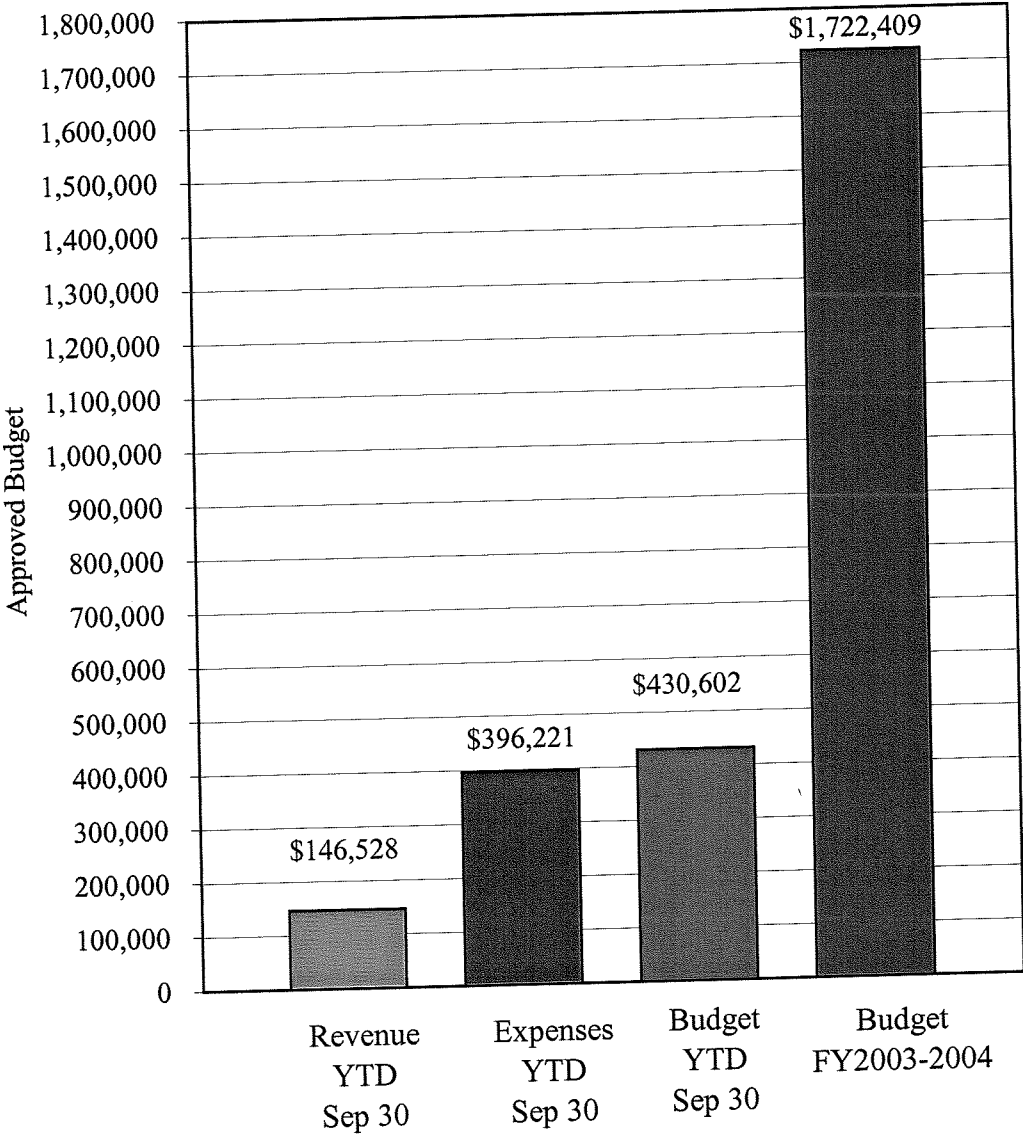
	Fiscal Year 2004-2005						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
31-Jul-04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91
31-Aug-04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74
30-Sep-04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19
31-Oct-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Nov-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Dec-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28-Feb-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
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 2004 - 2005

General Fund Cash Flow



PLACENTIA L. ARY DISTRICT
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 October 25, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP 2004	FY2003-2004 SEP 2003	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	13,489.99	0.00	0.00	0.00	1.09%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	13,489.99	0.00	0.00	0.00	1.06%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	53,829.90	0.00	53,829.90	52,712.49	88.25%
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	0.00	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	52,712.49	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	12,766.29	0.00	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	16,611.57	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	12,766.29	0.00	0.00	0.00	98.20%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	14,296.23	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	4,000.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	30,907.80	0.00	0.00	
6280-00	Property taxes current supplemental	48,000.00	15,626.98	0.00	8,254.22	1,377.41	32.56%
6280-01	Final supplemental for prior years	0.00	3,269.35	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	48,000.00	18,896.33	0.00	8,254.22	1,377.41	39.37%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	2,035.01	0.00	0.00	0.00	145.36%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	7,748.05	0.00	0.00	
	TOTAL TAXES	1,400,145.00	101,017.52	11,861.73	62,084.12	54,089.90	7.21%
				1,567.37			

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 25, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP 2004	FY2003-2004 SEP 2003	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	1,663.85		820.81	413.55	41.60%
6610-01/02	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00		0.00	0.00	
	TOTAL INTEREST	4,000.00	1,663.85	97,049.39	820.81	413.55	41.60%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	897.51	0.00	0.00	0.00%
				0.00			
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	3,717.85	0.00	3,717.85	6,659.90	26.56%
6970-01	State - CA Foundation Funds	18,000.00	0.00	897.51	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	
6970-04	State - ELLJ (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	6,000.00	0.00	6,659.90	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.00	0.00	0.57	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	3,717.85	0.00	3,717.85	6,660.47	4.17%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
				0.00			
7670-00	Local Revenue	22,000.00	5,320.32	0.57	1,503.43	1,730.54	24.18%
7670-01	Local Revenue -- Passport	175,000.00	34,808.87	6,660.47	7,416.30	11,446.84	19.89%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	0.00		0.00	7,000.00	
	TOTAL LOCAL REVENUE	212,000.00	40,129.19	-	8,919.73	20,177.38	18.93%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	4,821.91	0.00	0.00	
				37,177.59			
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	8,000.00	0.00	0.00	
				49,999.50			
	FUND 707 TOTAL	1,722,409.00	146,528.41		75,542.51	81,341.30	8.51%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	205,442.27	168,669.33	87,417.65	56,334.36	26.99%
0200	Retirement (Social Security & Pension Contribution)	58,225	16,067.24	12,989.34	7,119.84	4,349.64	27.59%
	Health & Life Insurance/Blue Shield CA	83,667	16,624.55	9,594.40	5,952.75	3,658.14	19.87%
	Long Term Disability/Hartford	4,186	563.39	1,038.45	0.00	527.60	13.46%
	Life Insurance/Fortis & Protective Life	1,814	226.80	550.70	113.40	227.50	12.50%
	Vision Service Plan/VSP	2,870	613.31	591.93	208.00	197.31	21.37%
	Dental/Ameritas	8,938	1,942.50	2,714.70	647.50	1,413.30	21.73%
0300	Total Employee Insurance	101,475	19,970.55	14,490.18	6,921.65	6,023.85	19.68%
0310	Unemployment Insurance	-	358.00	0.00	358.00	0.00	
0350	Workers Compensation - General	13,000	2,319.00	2,182.00	0.00	0.00	17.84%
	TOTAL SALARIES & EMPLOYEE BENEFITS	933,818	244,157.06	198,330.85	101,817.14	66,707.85	26.15%
0700-00	Communications - Telephone	2,000	831.97	249.57	352.21	163.66	41.60%
0700-01	Communications - Modem/Fax	7,800	2,357.49	2,954.76	1,039.35	1,657.29	30.22%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	646.50	646.50	215.50	431.00	23.94%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	322.93	640.51	122.69	49.21	21.53%
	Total Communications	14,800	4,158.89	4,491.34	1,729.75	2,301.16	28.10%
0900-00	Food - General Fund	350	262.24	122.23	70.22	122.23	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	30.17	0.00	6.44	0.00	
0090-09	Food - Families for Literacy	500	0.00	124.51	0.00	124.51	
	Total Food	1,100	292.41	246.74	76.66	246.74	26.58%
1000-00	Household Expense	4,250	2,119.84	0.00	611.66	0.00	49.88%
1100-00	Insurance - Liability	12,000	11,126.77	11,120.12	0.00	1,134.14	92.72%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	580.00	300.03	470.00	200.02	19.33%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	6,500.00	12,500.00	0.00	0.00	26.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	7,080.00	12,800.03	470.00	200.02	24.84%
	HVAC	7,500	1,094.14	600.50	723.76	228.00	14.59%
	Carpet Cleaning	2,750	2,200.00	522.72	0.00	0.00	80.00%
	Groundskeeping, City of Placentia	27,500	6,123.43	6,369.74	1,830.00	6,369.74	22.27%
	Plumbing	3,000	462.66	112.83	0.00	105.75	15.42%
	Electrical	4,000	1,004.73	253.58	0.00	0.00	25.12%
	Cleaning Service	16,000	3,500.00	3,300.00	1,300.00	1,100.00	21.88%
	Locksmith	1,000	60.89	0.00	0.00	0.00	6.09%
	Other (Includes Fire Alarm & Extinguishers)	6,500	1,158.26	0.00	78.20	0.00	17.82%
1400-00	Total Maintenance of Building & Grounds	68,250	15,604.11	11,159.37	3,931.96	7,803.49	22.86%
	Memberships - General Fund	3,100	40.00	213.00	40.00	98.00	1.29%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	115.00	0.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	155.00	213.00	40.00	98.00	4.25%
	Miscellaneous Expense - General Fund	-	0.00	4,515.00	0.00	1,935.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	0.00	4,515.00	0.00	1,935.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	9,073.61	1,856.35	332.92	1,253.39	75.61%
	Printing	11,500	2,773.79	4,040.98	861.26	1,213.28	24.12%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	37.79	120.00	0.00	0.00	3.44%
	Paper	700	267.73	41.01	180.56	0.00	38.25%
	Drinking Water Service	350	88.50	82.50	29.50	27.50	25.29%
	Other Office Supplies	10,000	5,180.93	2,828.09	1,889.29	1,568.28	51.81%
	Total Office Supply Expense - General Fund	35,650	17,422.35	8,968.93	3,293.53	4,062.45	48.87%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	0.00	
1800-08	Printing	2,000	1,712.25	570.75	0.00	0.00	
	Publications	2,500	0.00	18.00	0.00	18.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	161.19	0.00	145.44	0.00	
	Total Adult Literacy Office Supply Expense	5,500	1,873.44	588.75	145.44	18.00	34.06%
1800-09	Supply Expense Families for Literacy	2,000	0.00	1,129.83	0.00	350.73	
	Total Office Expense	43,650	19,295.79	10,943.22	3,438.97	4,431.18	44.21%
1803-00	Postage Expense - General Fund	4,500	1,000.00	754.11	0.00	764.47	22.22%
1803-01	Postage Expense - LSCA II Grant	-	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	150	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,750	1,000.00	754.11	0.00	764.47	21.05%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	105.00	105.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,000	3,000.12	2,832.48	0.00	1,625.00	42.86%
	Anaheim Consortium Automated Library System	35,000	646.06	646.50	0.00	0.00	1.85%
	Library Board Consultants & Legal	10,000	3,449.95	0.00	0.00	0.00	
	Clipping Service	504	126.00	126.00	42.00	42.00	25.00%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	1,174.32	1,140.19	66.55	44.58	12.36%
	Advertising (Including WEB Site)	2,000	944.70	45.00	490.00	15.00	47.24%
	Medical Exams	1,200	499.50	110.50	499.50	0.00	41.63%
	Collection Services - Accounts Receivable	2,800	605.44	721.65	37.00	169.17	21.62%
	Audit & Accounting Services	8,600	1,330.00	575.00	1,330.00	575.00	15.47%
	Payroll Preparation	3,600	831.59	524.75	320.07	139.60	23.10%
	Election Expenses	15,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	8,514.74	1,918.35	3,505.69	366.95	56.76%
1900-00	Total Specialized Services - General Fund	114,124	21,227.42	8,745.42	6,325.81	3,012.30	18.60%
1900-01	Specialized Services - Spanish Literacy	3,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	41.48	580.00	0.00	80.00	0.83%
1900-09	Specialized Services - Families for Literacy	500	0.00	680.00	0.00	680.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	134.57	131.78	134.57	131.78	0.90%
	Total Specialized Services	137,624	21,403.47	10,137.20	6,460.38	3,904.08	15.55%
2000-00	Legal Notices - General Fund	650	200.25	192.24	0.00	192.24	30.81%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	200.25	192.24	0.00	192.24	30.81%
2100-00	Rents/Leases-Equipment	700	198.42	350.83	32.33	350.83	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	29,136.37	50,843.30	22,091.57	43,371.65	27.75%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	1,010.45	0.00	1,010.45	0.00	
2400-01	Special Department Expense- Books	175,000	5,907.88	10,604.03	0.00	8,260.91	3.38%
2400-02	Special Department Expense - Video		2,872.32	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic		5,881.25	4,467.55	0.00	2,000.00	
2400-04	Special Department Expense - Periodicals		523.74	489.97	0.00	384.37	
2400-05	Special Department Expense - Audio		0.00	1,924.43	0.00	1,471.01	
2400-07	Special Department Expense - ELLI Grant		0.00	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	428.20	0.00	0.00	0.00	21.41%
2400-09	Special Department Expense - Families for Literacy		0.00	2,606.57	0.00	2,375.98	
	Total Special Department Expense	177,000	16,623.84	20,908.28	1,010.45	14,492.27	9.39%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	75.20	0.00	75.20	0.00	3.01%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	1,021.27	364.70	563.08	343.14	22.69%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	98.00	0.00	0.00	0.00	6.53%
2700-03	Transportation/Travel - Meetings, Board Local	750	31.31	135.00	0.00	135.00	4.17%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	0.00	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	418.40	0.00	373.40	0.00	41.84%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	34.56	0.00	0.00	
	Total Transportation/Travel - Meetings	11,250	1,669.18	556.58	1,011.68	478.14	14.84%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	15,244.46	15,560.83	5,250.20	15,560.83	21.17%
	Gas	4,200	424.43	387.41	86.96	55.98	10.11%
	Water	4,250	904.13	999.67	0.00	371.55	21.27%
	Total Utilities	80,450	16,573.02	16,947.91	5,337.16	15,988.36	20.60%
	TOTAL SUPPLIES & SERVICES	693,624	146,637.36	156,179.27	46,242.57	97,691.77	21.14%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	5,426.30	4,244.67	0.00	2,859.37	27.13%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	5,426.30	4,244.67	0.00	2,859.37	27.13%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	5,426.30	4,244.67	0.00	2,859.37	13.45%
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,673,794	396,220.72	358,754.79	148,059.71	167,258.99	23.67%
	ELLI Grant Summary Object Code 07	1,500	0	1,094	0	0	0.98
	CLC Summary Object Code 08	16,400	3,230	1,809	648	147	
	FFL Grant Summary Object Code 09	3,150	25	4,575	0	3,531	
	TOTAL LITERACY (Excluding Personnel)	21,050	3,255	7,478	648	3,678	

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 10/20/04
 Accrual Basis

Placentia Library District
Balance Sheet
 As of September 30, 2004

	<u>Sep 30, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	934.15
County Exempt - Savings	8,191.72
General Fund - Checking	12,257.53
General Fund - Savings	2,880.92
Literacy Fund - Savings	8,554.53
Payroll Checking - Wells Fargo	55,362.15
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>131,842.34</u>
Total Current Assets	<u>131,842.34</u>
TOTAL ASSETS	<u>131,842.34</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	32,265.79
Total Equity	<u>131,842.34</u>
TOTAL LIABILITIES & EQUITY	<u>131,842.34</u>

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10/06/04

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,515.94
Cleared Transactions						
Checks and Payments - 36 items						
Check	8/25/2004	5222	Christopher's Flowers	X	-52.74	-52.74
Check	8/26/2004	5223	Passport Services	X	-115.00	-167.74
Check	8/26/2004	5224	Passport Services	X	-55.00	-222.74
Check	8/26/2004	5225	Passport Services	X	-55.00	-277.74
Check	8/28/2004	5226	Passport Services	X	-55.00	-332.74
Check	8/28/2004	5227	Passport Services	X	-55.00	-387.74
Check	8/29/2004	5228	Passport Services	X	-150.00	-537.74
Check	9/2/2004	5233	Passport Services	X	-55.00	-592.74
Check	9/2/2004	5230	Passport Services	X	-128.65	-721.39
Check	9/2/2004	5229	Passport Services	X	-100.00	-821.39
Check	9/4/2004	5234	Passport Services	X	-128.65	-950.04
Check	9/4/2004	5236	Passport Services	X	-55.00	-1,005.04
Check	9/4/2004	5235	Passport Services	X	-40.00	-1,045.04
Check	9/7/2004	5239	Passport Services	X	-128.65	-1,173.69
Check	9/8/2004	5240	Passport Services	X	-55.00	-1,228.69
Check	9/9/2004	5246	Passport Services	X	-128.65	-1,357.34
Check	9/9/2004	5244	Passport Services	X	-128.65	-1,485.99
Check	9/9/2004	5243	Table 10 Restaurant	X	-980.00	-2,465.99
Check	9/9/2004	5242	Placentia Chamber ...	X	-50.00	-2,515.99
Check	9/9/2004	5245	Passport Services	X	-115.00	-2,630.99
Check	9/11/2004	5248	Passport Services	X	-40.00	-2,670.99
Check	9/11/2004	5247	Passport Services	X	-95.00	-2,765.99
Check	9/13/2004	5253	Passport Services	X	-55.00	-2,820.99
Check	9/13/2004	5249	Passport Services	X	-110.00	-2,930.99
Check	9/13/2004	5250	Passport Services	X	-95.00	-3,025.99
Check	9/13/2004	5252	Passport Services	X	-115.00	-3,140.99
Check	9/13/2004	5251	Passport Services	X	-55.00	-3,195.99
Check	9/14/2004	5254	Passport Services	X	-115.00	-3,310.99
Check	9/15/2004	5256	Passport Services	X	-115.00	-3,425.99
Check	9/15/2004	5255	Passport Services	X	-55.00	-3,480.99
Check	9/16/2004	5257	Passport Services	X	-160.00	-3,640.99
Check	9/18/2004	5258	Passport Services	X	-115.00	-3,755.99
Check	9/20/2004	5259	Passport Services	X	-55.00	-3,810.99
Check	9/21/2004	5261	Passport Services	X	-115.00	-3,925.99
Check	9/21/2004	5260	Passport Services	X	-115.00	-4,040.99
Check	9/30/2004			X	-11.00	-4,051.99
Total Checks and Payments					-4,051.99	-4,051.99
Deposits and Credits - 14 items						
Deposit	9/1/2004			X	20.00	20.00
Deposit	9/7/2004			X	55.00	75.00
Deposit	9/7/2004			X	55.00	130.00
Deposit	9/8/2004			X	55.00	185.00
Deposit	9/9/2004			X	1,915.95	2,100.95
Deposit	9/11/2004			X	128.65	2,229.60
Deposit	9/13/2004			X	20.00	2,249.60
Deposit	9/14/2004			X	545.00	2,794.60
Deposit	9/16/2004			X	20.00	2,814.60
Deposit	9/16/2004			X	115.00	2,929.60
Deposit	9/20/2004			X	1,764.60	4,694.20
Deposit	9/21/2004			X	55.00	4,749.20
Deposit	9/28/2004			X	55.00	4,804.20
Deposit	9/29/2004			X	95.00	4,899.20
Total Deposits and Credits					4,899.20	4,899.20
Total Cleared Transactions					847.21	847.21
Cleared Balance					847.21	2,363.15

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10/06/04

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2004**

Type	Date	Num	Name	Cir	Amount	Balance
Uncleared Transactions						
Checks and Payments - 16 items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	8/9/2004	5200	Jim Gilbert		-300.00	-410.00
Check	9/22/2004	5262	Friends of Placentia...		-80.00	-490.00
Check	9/25/2004	5263	Passport Services		-80.00	-570.00
Check	9/27/2004	5264	Passport Services		-55.00	-625.00
Check	9/27/2004	5265	Passport Services		-55.00	-680.00
Check	9/28/2004	5269	Passport Services		-110.00	-790.00
Check	9/28/2004	5270	Passport Services		-55.00	-845.00
Check	9/28/2004	5268	Passport Services		-95.00	-940.00
Check	9/28/2004	5272	Passport Services		-55.00	-995.00
Check	9/28/2004	5273	Passport Services		-40.00	-1,035.00
Check	9/28/2004	5281	Elizabeth D Minter		-174.00	-1,209.00
Check	9/28/2004	5267	Passport Services		-55.00	-1,264.00
Check	9/28/2004	5266	Passport Services		-55.00	-1,319.00
Check	9/28/2004	5271	Passport Services		-55.00	-1,374.00
Check	9/30/2004	5282	Passport Services		-55.00	-1,429.00
Total Checks and Payments					-1,429.00	-1,429.00
Deposits and Credits - 2 items						
Deposit	9/9/2004				20.00	20.00
Deposit	9/30/2004				408.35	428.35
Total Deposits and Credits					428.35	428.35
Total Uncleared Transactions					-1,000.65	-1,000.65
Register Balance as of 09/30/2004					-153.44	1,362.50
New Transactions						
Checks and Payments - 10 items						
Check	10/2/2004	5275	Passport Services		-40.00	-40.00
Check	10/2/2004	5274	Passport Services		-40.00	-80.00
Check	10/4/2004	5276	Passport Services		-55.00	-135.00
Check	10/5/2004	5278	Passport Services		-55.00	-190.00
Check	10/5/2004	5277	Passport Services		-55.00	-245.00
Check	10/5/2004	5279	Passport Services		-115.00	-360.00
Check	10/6/2004	5280	Passport Services		-40.00	-400.00
Check	10/6/2004	5283	Passport Services		-55.00	-455.00
Check	10/6/2004	5284	Passport Services		-55.00	-510.00
Check	10/6/2004	5285	Passport Services		-115.00	-625.00
Total Checks and Payments					-625.00	-625.00
Deposits and Credits - 4 items						
Deposit	10/3/2004				55.00	55.00
Deposit	10/5/2004				170.00	225.00
Deposit	10/6/2004				40.00	265.00
Deposit	10/6/2004				575.00	840.00
Total Deposits and Credits					840.00	840.00
Total New Transactions					215.00	215.00
Ending Balance					61.56	1,577.50

*EDM
10/6/2004*

Placentia Library District Reconciliation Detail County Exempt - Savings, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,825.40
Cleared Transactions						
Checks and Payments - 1 item						
Check	9/9/2004	1526	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 16 items						
Deposit	9/1/2004			X	35.00	35.00
Deposit	9/2/2004			X	35.00	70.00
Deposit	9/8/2004			X	19.94	89.94
Deposit	9/9/2004			X	20.00	109.94
Deposit	9/11/2004			X	35.00	144.94
Deposit	9/13/2004			X	30.00	174.94
Deposit	9/13/2004			X	30.00	204.94
Deposit	9/19/2004			X	30.00	234.94
Deposit	9/19/2004			X	35.00	269.94
Deposit	9/21/2004			X	19.94	289.88
Deposit	9/21/2004			X	65.00	354.88
Deposit	9/22/2004			X	40.00	394.88
Deposit	9/23/2004			X	60.00	454.88
Deposit	9/28/2004			X	35.00	489.88
Deposit	9/30/2004			X	30.00	519.88
Deposit	9/30/2004			X	1.96	521.84
Total Deposits and Credits					521.84	521.84
Total Cleared Transactions					366.32	366.32
Cleared Balance					366.32	8,191.72
Register Balance as of 09/30/2004					366.32	8,191.72
New Transactions						
Checks and Payments - 1 item						
Check	10/5/2004	1527	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 3 items						
Deposit	10/3/2004				30.00	30.00
Deposit	10/6/2004				19.94	49.94
Deposit	10/7/2004				115.00	164.94
Total Deposits and Credits					164.94	164.94
Total New Transactions					9.42	9.42
Ending Balance					375.74	8,201.14

E. Smith
10/7/2004

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,883.20
Cleared Transactions						
Checks and Payments - 23 items						
Check	8/24/2004	4923	Friends of National ...	X	-50.00	-50.00
Check	8/28/2004	4924	American Red Cross	X	-75.20	-125.20
Check	8/29/2004	4925	Gem Meats	X	-15.30	-140.50
Check	8/30/2004	4926	Sam's Club	X	-5.68	-146.18
Check	9/1/2004		Bank of the West	X	-123.43	-269.61
Check	9/2/2004		Bank of the West	X	-6.68	-276.29
Check	9/6/2004	4927	Sam's Club	X	-42.11	-318.40
Check	9/8/2004	4928	Rembrandt's Beauti...	X	-30.00	-348.40
Check	9/9/2004	4929	Travel In Style	X	-313.40	-661.80
Check	9/11/2004	4931	Placentia Library G...	X	-2,081.54	-2,743.34
Check	9/11/2004	4930	Placentia Library Di...	X	-1,915.95	-4,659.29
Check	9/13/2004	4932	Kinko's	X	-21.55	-4,680.84
Check	9/14/2004	4933	Elizabeth D Minter	X	-23.57	-4,704.41
Check	9/14/2004	4934	CA Council for the ...	X	-40.00	-4,744.41
Check	9/14/2004	4935	Placentia Chamber ...	X	-35.00	-4,779.41
Check	9/20/2004	4936	Placentia Library Di...	X	-1,764.60	-6,544.01
Check	9/21/2004		Bank of the West	X	-4.50	-6,548.51
Check	9/22/2004	4941	JART	X	-252.30	-6,800.81
Check	9/22/2004	4939	Peninsula Library S...	X	-150.00	-6,950.81
Check	9/23/2004	4942	Postmaster	X	-134.50	-7,085.31
Check	9/23/2004	4943	Placentia Chamber ...	X	-40.00	-7,125.31
Check	9/29/2004	4945	Rembrandt's Beauti...	X	-20.00	-7,145.31
Check	9/29/2004	4946	Rembrandt's Beauti...	X	-20.00	-7,165.31
Total Checks and Payments					-7,165.31	-7,165.31
Deposits and Credits - 35 items						
Deposit	9/1/2004			X	63.00	63.00
Deposit	9/1/2004			X	30.00	93.00
Deposit	9/2/2004			X	174.30	267.30
Deposit	9/3/2004			X	132.00	399.30
Deposit	9/7/2004			X	1,967.54	2,366.84
Deposit	9/8/2004			X	190.65	2,557.49
Deposit	9/8/2004			X	190.65	2,748.14
Deposit	9/10/2004			X	165.40	2,913.54
Deposit	9/10/2004			X	190.65	3,104.19
Deposit	9/13/2004			X	331.00	3,435.19
Deposit	9/13/2004			X	99.09	3,534.28
Deposit	9/14/2004			X	171.80	3,706.08
Deposit	9/14/2004			X	205.14	3,911.22
Deposit	9/14/2004			X	35.00	3,946.22
Deposit	9/15/2004			X	202.00	4,148.22
Deposit	9/16/2004			X	87.00	4,235.22
Deposit	9/16/2004			X	225.39	4,460.61
Deposit	9/16/2004			X	7.00	4,467.61
Deposit	9/17/2004			X	66.00	4,533.61
Deposit	9/20/2004			X	147.00	4,680.61
Deposit	9/20/2004			X	273.96	4,954.57
Deposit	9/20/2004			X	240.00	5,194.57
Deposit	9/21/2004			X	297.00	5,491.57
Check	9/22/2004	4937	Placentia Chamber ...	X	0.00	5,491.57
Deposit	9/22/2004			X	60.00	5,551.57
Check	9/22/2004	4938	Placentia Chamber ...	X	0.00	5,551.57
Deposit	9/23/2004			X	116.58	5,668.15
Deposit	9/23/2004			X	41.60	5,709.75
Deposit	9/27/2004			X	29.14	5,738.89
Deposit	9/27/2004			X	142.00	5,880.89
Deposit	9/28/2004			X	508.00	6,388.89
Deposit	9/29/2004			X	87.00	6,475.89
Deposit	9/29/2004			X	29.14	6,505.03

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	9/30/2004			X	120.00	6,625.03
Deposit	9/30/2004			X	7.77	6,632.80
Total Deposits and Credits					6,632.80	6,632.80
Total Cleared Transactions					-532.51	-532.51
Cleared Balance					-532.51	12,350.69
Uncleared Transactions						
Checks and Payments - 2 items						
Check	9/22/2004	4940	ISDOC		-24.00	-24.00
Check	9/29/2004	4944	Sam's Club		-69.16	-93.16
Total Checks and Payments					-93.16	-93.16
Total Uncleared Transactions					-93.16	-93.16
Register Balance as of 09/30/2004					-625.67	12,257.53
New Transactions						
Checks and Payments - 4 items						
Check	10/4/2004	4947	Sophia's		-100.00	-100.00
Check	10/5/2004	4948	Pat Irot		-28.10	-128.10
Check	10/5/2004	4949	Wendy G. Goodson		-43.55	-171.65
Check	10/6/2004	4950	Rembrandt's Beauti...		-20.00	-191.65
Total Checks and Payments					-191.65	-191.65
Deposits and Credits - 1 item						
Deposit	10/5/2004				968.48	968.48
Total Deposits and Credits					968.48	968.48
Total New Transactions					776.83	776.83
Ending Balance					151.16	13,034.36

2011/10/7/2004

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10/07/04

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,833.58
Cleared Transactions						
Checks and Payments - 3 Items						
Check	9/8/2004		Bank of the West	X	-30.00	-30.00
Check	9/8/2004		Bank of the West	X	-4.00	-34.00
Check	9/9/2004	1241	Orange County Aud...	X	-16,252.84	-16,286.84
Total Checks and Payments					-16,286.84	-16,286.84
Deposits and Credits - 30 items						
Deposit	8/31/2004			X	0.00	0.00
Deposit	8/31/2004			X	511.50	511.50
Deposit	9/1/2004			X	510.35	1,021.85
Deposit	9/2/2004			X	418.32	1,440.17
Deposit	9/7/2004			X	495.65	1,935.82
Deposit	9/7/2004			X	175.50	2,111.32
Deposit	9/8/2004			X	399.80	2,511.12
Deposit	9/9/2004			X	408.14	2,919.26
Deposit	9/9/2004			X	342.75	3,262.01
Deposit	9/11/2004			X	2,081.54	5,343.55
Deposit	9/12/2004			X	332.95	5,676.50
Deposit	9/13/2004			X	565.23	6,241.73
Deposit	9/13/2004			X	785.45	7,027.18
Deposit	9/14/2004			X	526.16	7,553.34
Deposit	9/15/2004			X	12,016.30	19,569.64
Deposit	9/19/2004			X	204.05	19,773.69
Deposit	9/19/2004			X	454.25	20,227.94
Deposit	9/19/2004			X	866.30	21,094.24
Deposit	9/19/2004			X	451.10	21,545.34
Deposit	9/20/2004			X	630.90	22,176.24
Deposit	9/21/2004			X	318.45	22,494.69
Deposit	9/22/2004			X	433.15	22,927.84
Deposit	9/23/2004			X	483.00	23,410.84
Deposit	9/27/2004			X	837.00	24,247.84
Deposit	9/27/2004			X	449.45	24,697.29
Deposit	9/27/2004			X	538.68	25,235.97
Deposit	9/28/2004			X	30,000.00	55,235.97
Deposit	9/28/2004			X	351.75	55,587.72
Deposit	9/29/2004			X	408.35	55,996.07
Deposit	9/30/2004			X	6.57	56,002.64
Total Deposits and Credits					56,002.64	56,002.64
Total Cleared Transactions					39,715.80	39,715.80
Cleared Balance					39,715.80	55,549.38
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	9/30/2004	1242	Orange County Aud...		-52,668.46	-52,668.46
Total Checks and Payments					-52,668.46	-52,668.46
Total Uncleared Transactions					-52,668.46	-52,668.46
Register Balance as of 09/30/2004					-12,952.66	2,880.92

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10/07/04

**Placentia Library District
Reconciliation Detail**
General Fund - Savings, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 6 items						
Deposit	10/3/2004				224.90	224.90
Deposit	10/3/2004				632.70	857.60
Deposit	10/4/2004				559.30	1,416.90
Deposit	10/5/2004				619.10	2,036.00
Deposit	10/6/2004				688.84	2,724.84
Deposit	10/7/2004				265.30	2,990.14
Total Deposits and Credits					2,990.14	2,990.14
Total New Transactions					2,990.14	2,990.14
Ending Balance					-9,962.52	5,871.06

*20/11/04
10/7/2004*

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10/06/04

Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,552.43
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	9/30/2004			X	2.10	2.10
Total Deposits and Credits					2.10	2.10
Total Cleared Transactions					2.10	2.10
Cleared Balance					2.10	8,554.53
Register Balance as of 09/30/2004					2.10	8,554.53
Ending Balance					2.10	8,554.53

EW
10/6/2004

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,917.67
Cleared Transactions						
Checks and Payments - 53 items						
Check	7/14/2004	4281	Angie-An Mai	X	-197.12	-197.12
Check	7/28/2004	4312	Angie-An Mai	X	-325.15	-522.27
Check	8/11/2004	4346	Melissa Manzanarez	X	-24.64	-546.91
Check	8/11/2004	4345	Angie-An Mai	X	-277.19	-824.10
Check	8/25/2004	4382	Hilda Rivera	X	-149.09	-973.19
Check	8/25/2004	4381	Melissa Manzanarez	X	-61.59	-1,034.78
Check	8/25/2004	4355	Gary Bell	X	-70.89	-1,105.67
Check	8/25/2004	4379	Shannon Ford	X	-141.60	-1,247.27
Check	8/25/2004	4369	Beatrice V. Quintanar	X	-328.80	-1,576.07
Check	8/25/2004	4383	Din Thong	X	-266.55	-1,842.62
Check	8/25/2004	4361	Joyce G. Hampton	X	-337.36	-2,179.98
Check	8/25/2004	4384	Sothavy Ton	X	-64.68	-2,244.66
Check	8/25/2004	4356	Dorothy J. Cummings	X	-243.46	-2,488.12
Check	8/26/2004	2034	Donna Siloti	X	-1,539.08	-4,027.20
Check	8/26/2004	2033	Donna Siloti	X	-695.94	-4,723.14
Check	9/8/2004	4418	Placentia Library Di...	X	-19.94	-4,743.08
Check	9/8/2004	4417	Orange County Aud...	X	-240.00	-4,983.08
Check	9/8/2004	4419	Nationwide Retirem...	X	-1,805.76	-6,788.84
Check	9/8/2004	4415	Hilda Rivera	X	-492.97	-7,281.81
Check	9/8/2004	4413	Melissa Manzanarez	X	-36.96	-7,318.77
Check	9/8/2004	4412	Shannon Ford	X	-114.46	-7,433.23
Check	9/8/2004	4411	Kamala Connors	X	-64.68	-7,497.91
Check	9/8/2004	4402	Beatrice V. Quintanar	X	-328.80	-7,826.71
Check	9/8/2004	4395	Alexander Hernandez	X	-214.43	-8,041.14
Check	9/8/2004	4394	Joyce G. Hampton	X	-337.36	-8,378.50
Check	9/8/2004	4393	Esther P. Guzman	X	-278.42	-8,656.92
Check	9/8/2004	4391	Wendy G. Goodson	X	-664.36	-9,321.28
Check	9/8/2004	4389	Jesus Diaz	X	-42.52	-9,363.80
Check	9/8/2004	4388	Gary Bell	X	-70.89	-9,434.69
Check	9/8/2004		Paychex	X	-8,112.63	-17,547.32
Check	9/8/2004		Paychex	X	-16,230.22	-33,777.54
Check	9/8/2004	4414	Melissa Porter	X	-142.42	-33,919.96
Check	9/22/2004	4452	Shannon Ford	X	-130.74	-34,050.70
Check	9/22/2004	4461	Nationwide Retirem...	X	-1,805.76	-35,856.46
Check	9/22/2004		Paychex	X	-16,410.98	-52,267.44
Check	9/22/2004		Paychex	X	-8,691.75	-60,959.19
Check	9/22/2004	4455	Melissa Porter	X	-181.26	-61,140.45
Check	9/22/2004	4420	Gary Bell	X	-1,033.71	-62,174.16
Check	9/22/2004	4421	Dorothy J. Cummings	X	-58.55	-62,232.71
Check	9/22/2004	4456	Evelyn Soqui	X	-405.41	-62,638.12
Check	9/22/2004	4423	Jesus Diaz	X	-402.17	-63,040.29
Check	9/22/2004	4425	Wendy G. Goodson	X	-1,537.05	-64,577.34
Check	9/22/2004	4427	Esther P. Guzman	X	-323.39	-64,900.73
Check	9/22/2004	4428	Joyce G. Hampton	X	-337.36	-65,238.09
Check	9/22/2004	4429	Alexander Hernandez	X	-210.01	-65,448.10
Check	9/22/2004	4436	Beatrice V. Quintanar	X	-328.80	-65,776.90
Check	9/22/2004	4458	Ton Sothavy	X	-55.44	-65,832.34
Check	9/22/2004	4459	Orange County Aud...	X	-240.00	-66,072.34
Check	9/22/2004	4445	Sherri Umali	X	-146.48	-66,218.82
Check	9/22/2004	4448	Angelica Alatorre	X	-344.94	-66,563.76
Check	9/22/2004	4449	Felix Bellamy	X	-98.07	-66,661.83
Check	9/22/2004	4450	Kamala Connors	X	-36.96	-66,698.79
Check	9/22/2004	4460	Placentia Library Di...	X	-19.94	-66,718.73
Total Checks and Payments					-66,718.73	-66,718.73
Deposits and Credits - 2 items						
Deposit	9/1/2004			X	31,513.17	31,513.17
Deposit	9/15/2004			X	34,309.78	65,822.95
Total Deposits and Credits					65,822.95	65,822.95
Total Cleared Transactions					-895.78	-895.78
Cleared Balance					-895.78	25,021.89

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10/07/04

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 10 items						
Check	8/25/2004	4380	Angie-An Mai		-30.80	-30.80
Check	9/8/2004	4416	Din Thong		-135.51	-166.31
Check	9/22/2004	4457	Din Thong		-269.29	-435.60
Check	9/22/2004	4454	Melissa Manzanarez		-61.59	-497.19
Check	9/22/2004	4453	Ryan Lighthill		-241.83	-739.02
Check	9/22/2004	4451	Victoria Eley		-394.36	-1,133.38
Check	9/22/2004	4439	Kathryn Rose		-67.49	-1,200.87
Check	9/22/2004	4422	Joy Di Loreto		-620.86	-1,821.73
Check	9/22/2004	2035	Kristen Proffitt		-76.89	-1,898.62
Check	9/22/2004	4440	Norma Sandoval-R...		-60.64	-1,959.26
Total Checks and Payments					-1,959.26	-1,959.26
Deposits and Credits - 1 item						
Deposit	9/29/2004				32,299.52	32,299.52
Total Deposits and Credits					32,299.52	32,299.52
Total Uncleared Transactions					30,340.26	30,340.26
Register Balance as of 09/30/2004					29,444.48	55,362.15
New Transactions						
Checks and Payments - 32 items						
Check	10/6/2004		Paychex		-16,538.41	-16,538.41
Check	10/6/2004		Paychex		-8,868.64	-25,407.05
Check	10/6/2004	4462	Gary Bell		-1,410.92	-26,817.97
Check	10/6/2004	4463	Dorothy J. Cummings		-114.52	-26,932.49
Check	10/6/2004	4464	Jesus Diaz		-539.64	-27,472.13
Check	10/6/2004	4465	Gail Erwin		-65.25	-27,537.38
Check	10/6/2004	4468	Wendy G. Goodson		-1,537.05	-29,074.43
Check	10/6/2004	4470	Esther P. Guzman		-278.42	-29,352.85
Check	10/6/2004	4471	Joyce G. Hampton		-337.36	-29,690.21
Check	10/6/2004	4472	Alexander Hernandez		-317.81	-30,008.02
Check	10/6/2004	4477	Laura Mitchell		-127.36	-30,135.38
Check	10/6/2004	4480	Kristen Proffitt		-17.41	-30,152.79
Check	10/6/2004	4481	Beatrice V. Quintanar		-323.55	-30,476.34
Check	10/6/2004	4482	Pamela Radeka		-29.13	-30,505.47
Check	10/6/2004	4485	Lena Rodriguez		-56.10	-30,561.57
Check	10/6/2004	4486	Kathryn Rose		-71.71	-30,633.28
Check	10/6/2004	4486	Kathryn Rose		-171.62	-30,804.90
Check	10/6/2004	4491	Sherri Umali		-221.75	-31,026.65
Check	10/6/2004	4494	Angelica Alatorre		-345.09	-31,371.74
Check	10/6/2004	4495	Felix Bellamy		-119.90	-31,491.64
Check	10/6/2004	4496	Kamala Connors		-197.12	-31,688.76
Check	10/6/2004	4497	Victoria Eley		-141.60	-31,830.36
Check	10/6/2004	4498	Shannon Ford		-241.83	-32,072.19
Check	10/6/2004	4499	Ryan Lighthill		-98.07	-32,170.26
Check	10/6/2004	4500	Melissa Manzanarez		-129.48	-32,299.74
Check	10/6/2004	4501	Melissa Porter		-243.22	-32,542.96
Check	10/6/2004	4502	Hilda Rivera		-185.02	-32,727.98
Check	10/6/2004	4503	Evelyn Soqui		-274.78	-33,002.76
Check	10/6/2004	4504	Din Thong		-150.92	-33,153.68
Check	10/6/2004	4505	Sothavy Ton		-240.00	-33,393.68
Check	10/6/2004	4506	Orange County Aud...		-19.94	-33,413.62
Check	10/6/2004	4507	Placentia Library Di...		-1,825.76	-35,239.38
Check	10/6/2004	4508	Nationwide Retirem...			
Total Checks and Payments					-35,239.38	-35,239.38
Total New Transactions					-35,239.38	-35,239.38
Ending Balance					-5,794.90	20,122.77

E. S. Smith
10/7/2004

ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 2004
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS		
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Titles	Amount	Volumes	Titles
Adult Fiction	746.05	43	624.10	40	1,370.15	83	0.00	0	1,370.15	83	78
Adult Circulating Non-Fiction	715.00	41	352.04	22	1,067.04	63	0.00	0	1,067.04	63	53
Adult Reference	761.18	9	0.00	0	761.18	9	0.00	0	761.18	9	5
Adult Print Continuations	5,331.08	8	0.00	0	5,331.08	8	0.00	0	5,331.08	8	3
Adult Electronic Continuations	2,137.02	33	0.00	0	2,137.02	33	0.00	0	2,137.02	33	33
Total Adult Non-Fiction	8,944.28	91	352.04	22	9,296.32	113	0.00	0	9,296.32	113	94
TOTAL ADULT PRINT MATERIALS	9,690.33	134	976.14	62	10,666.47	196	0.00	0	10,666.47	196	172
Adult Audio/Music	18.56	1	0.00	0	18.56	1	0.00	0	18.56	1	1
Adult Audio Books	1,267.57	46	0.00	0	1,267.57	46	0.00	0	1,267.57	46	46
Total Adult Audio	1,286.13	47	0.00	0	1,286.13	47	0.00	0	1,286.13	47	47
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Adult Video Entertainment	42.46	3	0.00	0	42.46	3	0.00	0	42.46	3	1
Total Adult Video	42.46	3	0.00	0	42.46	3	0.00	0	42.46	3	1
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,328.59	50	0.00	0	1,328.59	50	0.00	0	1,328.59	50	48
TOTAL ADULT MATERIALS	11,018.92	184	976.14	62	11,995.06	246	0.00	0	11,995.06	246	220
Juvenile Fiction	82.73	19	0.00	0	82.73	19	0.00	0	82.73	19	19
Juvenile Circulating Non-Fiction	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Juvenile Print Continuations	146.61	1	0.00	0	146.61	1	0.00	0	146.61	1	1
Juvenile Electronic Continuations	399.00	1	0.00	0	399.00	1	0.00	0	399.00	1	1
Total Juvenile Non-Fiction	545.61	2	0.00	0	545.61	2	0.00	0	545.61	2	2
TOTAL JUVENILE PRINT MATERIALS	628.34	21	0.00	0	628.34	21	0.00	0	628.34	21	21
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
TOTAL JUVENILE MATERIALS	628.34	21	0.00	0	628.34	21	0.00	0	628.34	21	21
Total Fiction	828.78	62	624.10	40	1,452.88	102	0.00	0	1,452.88	102	97
Total Non-Fiction	9,489.89	95	352.04	22	9,841.93	115	0.00	0	9,841.93	115	96
Total Audio	1,286.13	47	0.00	0	1,286.13	47	0.00	0	1,286.13	47	47
Total Video	42.46	3	0.00	0	42.46	3	0.00	0	42.46	3	1
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
TOTAL MATERIALS	11,647.26	205	976.14	62	12,623.40	267	0.00	0	12,623.40	267	241

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2004

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$12,180.96	\$1,093.79	\$13,274.75

ACQUISITIONS REPORT FOR FISCAL YEAR 2004-2005 THROUGH THE MONTH OF SEPTEMBER 2004
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	746.05	43	40	3,291.35	267	177	4,037.40	310	217	674.55	30	30	4,711.95	340	247
Adult Circulating Non-Fiction	715.00	41	31	1,527.53	98	89	2,242.53	139	120	859.05	29	29	3,101.58	168	149
Adult Reference	4,706.80	26	5	676.79	9	8	5,383.59	35	13	410.95	5	4	5,794.54	40	17
Adult Print Continuations	9,041.58	162	157	0.00	0	0	9,041.58	162	157	0.00	0	0	9,041.58	162	157
Adult Electronic Continuations	5,902.02	36	36	0.00	0	0	5,902.02	36	36	0.00	0	0	5,902.02	36	36
Total Adult Non-Fiction	20,365.40	265	229	2,204.32	107	97	22,569.72	372	326	1,270.00	34	33	23,839.72	406	359
TOTAL ADULT PRINT MATERIALS	21,111.45	308	308	5,495.67	374	274	26,607.12	682	543	1,944.55	64	63	28,551.67	746	606
Adult Audio/Music	18.56	1	1	0.00	0	0	18.56	1	1	55.00	3	3	73.56	4	4
Adult Audio Books	1,267.57	46	46	2,043.81	33	33	3,311.38	79	79	0.00	0	0	3,311.38	79	79
Total Adult Audio	1,286.13	47	47	2,043.81	33	33	3,329.94	80	80	55.00	3	3	3,384.94	83	83
Adult Video Educational	0.00	0	0	4,988.49	216	170	4,988.49	216	170	39.95	2	2	5,028.44	218	172
Adult Video Entertainment	42.46	3	1	0.00	0	0	42.46	3	1	196.99	11	11	239.45	14	12
Total Adult Video	42.46	3	1	4,988.49	216	170	5,030.95	219	171	236.94	13	13	5,267.89	232	184
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,328.59	50	48	7,032.30	249	203	8,360.89	299	251	291.94	16	16	8,652.83	315	267
TOTAL ADULT MATERIALS	22,440.04	358	356	12,527.97	623	477	34,968.01	981	794	2,236.49	80	79	37,204.50	1,061	873
Juvenile Fiction	115.63	21	21	1,932.23	161	145	2,047.86	182	166	150.33	36	36	2,198.19	218	202
Juvenile Circulating Non-Fiction	0.00	0	0	235.26	14	12	235.26	14	12	0.00	0	0	235.26	14	12
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	293.22	2	2	146.61	1	1	439.83	3	3	0.00	0	0	439.83	3	3
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	692.22	3	3	381.87	15	13	1,074.09	18	16	0.00	0	0	1,074.09	18	16
TOTAL JUVENILE PRINT MATERIALS	807.85	24	24	2,314.10	176	158	3,121.95	200	182	150.33	36	36	3,272.28	236	218
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Total Juvenile Audio	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	608.85	35	35	608.85	35	35
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	615.00	30	29	615.00	30	29
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	1,223.85	65	64	1,223.85	65	64
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,872.32	48	4	0.00	0	0	2,872.32	48	4	1,319.85	67	66	4,192.17	115	70
TOTAL JUVENILE MATERIALS	3,680.17	72	28	2,314.10	176	158	5,994.27	248	186	1,470.18	103	102	7,464.45	351	288
Total Fiction	861.68	64	61	5,223.58	428	322	6,085.26	492	383	824.88	66	66	6,910.14	558	449
Total Non-Fiction	21,057.62	268	232	2,586.19	122	110	23,643.81	390	342	1,270.00	34	33	24,913.81	424	375
Total Audio	4,158.45	95	51	2,043.81	33	33	6,202.26	128	84	151.00	5	5	6,353.26	133	89
Total Video	42.46	3	1	4,988.49	216	170	5,030.95	219	171	1,460.79	78	77	6,491.74	297	248
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	26,120.21	430	345	14,842.07	799	635	40,962.28	1,229	980	3,706.67	183	181	44,668.95	1,412	1,161

Summary of Current Status of Unique Management Accounts
October 25, 2004

Agenda Item 16

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	4	667	6	718.98	0
September	18	675	3	616.88	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	38	1997	13	2079.85	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 10/04/2004 11:08 AM TC

SUMMARY STATUS REPORT

PAGE: 129

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 09/30/2004

Accounts Submitted	: 1,041	Dollars Submitted	: 96,184.52	Dollars Received	: 35,041.25
Bankruptcies	: 5	Dollars in Bankruptcy	: 457.35	Material Returned	: 13,030.23
Incorrect Addresses	: 125	Dollars in Skips	: 7,537.27	Dollars Waived	: 2,514.88
Partial Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 64,944.01
Accounts in Process	: 910	Dollars in Process	: 85,449.85	% of Dollars Activated	: 76.00%
# of Accounts Activated	: 675				
% of Accounts Activated	: 74.18%				

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: October 25, 2004
SUBJECT: GIFT REPORT

The following gifts were received from September 1, 2004 through September 30, 2004.

ADOPT A BOOK DONATIONS

Charles L. Jarusek	A & Jean Pappas
Francis S. DeCormier	Gary & Pamela Mauss
Weng Hoo	Scalia Family Trust
Diane Morgan	Lois Jones
Mildred Donoghue	Chaiya & Javier Ortiz
Helen & Bernard Brown	Claire & Charles Meyers
Marie Tourne	Brian & Peggy Yamaguchi
J.Peter & B.J. Brombach	Jerry & Nancy Tollefson

TOTAL ADOPT A BOOK DONATIONS: \$955.72

BOOK ENDOWMENT FUND

Robin Masters	Richard & Margie Simmermacher
James & Virginia Walker	Eleanore Rankin

TOTAL BOOK ENDOWMENT FUND \$285.00

GENERAL FUND DONATIONS

Russel & Pamela Brooks	Harol Lee
Darcy & Karen Andelin	Norman & Marlene Rudie
L&F Rich	North Orange County Glass
Sumi Okura	Hal & Judith Wightman
Edwin Tracy	Robert Hecker
Brian Reese	Margaret Gonzalez
Edwart & Suzanne Hart	John & Ruth Anderson
JR & Florence McGillivray	Richard and Susan Johnson
Howard & Harriett Rubin	Linda Wilson Trust
Helen Cartwright	Don & Jill Martinez
Sandra Bartok	Donna & Bob Hicks

Joy & Tia Price	Joann Jones
Lawrence & Diane Millonzi	John & Patricia Hayes
JRA Construction	Larry & Kathy Law
J.Peter & BJ Brombach	Lois Chernes
Cindy Roberts	James & Norma Bardwell
Frances Stoller	Ronald & Mary Hayes
Guy & Carol Ehrich	Chen Lee
Arlene Grace	Donald & Jan Livezey
Nelson & JoAnn Woodard	Daryl Gutting
Dave Cattelino	William Schluter
Usahben Devalia	Michael & Jenna Preston
Ben & Carolyn Johnson	Janet Genow
Heung & Chong Kim	Charles & Patricia Hause
Marlene Tan	Susan Toman
Kevin & Lorraine Padilla	Allen & Shirley Baker
Reverend Glenn Miller	Roger & Donna Kiste
Peggy Kawamura	Effie Woo
Collen Delmay Thomas	Peter & Helen Dalquist
Nancy Lone	Brenda Garcia
Nadine & Craig Lauru	William & M.Yvonne Mitchell
Richard & Peggy Wilson	Jean Murphy
Yu Chen & Chih Hui Chang	Gerald Simmons
Leland & Mary Castner	Michael & Margaret Zella
Bonnie Carren	Jose & Catalina Dela Torre
Jean Campbell	Charles & Helen Brain
Rosemary Koenig	Takeo & Kay Yamada
CTS Appliance	RA Sweet Trust
Joy & AW Appleby	Frances Blemker Family Trust
Don A Vee Chrysler Jeep	Hospice Care of California
Mark & Lisa Quental	Supan Detailing Services
Steve Sonye & Associates	Anna Irot
Suad Ammar	Lynda & David Baker
Stephen & Janice Kilian	Chris & Diane Bluemle
Roberts & Pauline Arrieta	Fullerton Yorba Linda Ralphs
Robert & Maria Anderson	Charles & Mindah Glatstein
Barbara Sipe	Sallie Mitchell
Riley & Rosa Kelson	Katherine Suiter
Joan Nemsgern	Dr Yash & Ua Manchanda

TOTAL GENERAL FUND DONATIONS:

\$6,481.90

TOTAL ALL DONATIONS

\$7,722.62

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Building Maintenance Report for September 2004
DATE: October 25, 2004

HVAC: 9/3/04 – Replaced filters, Chiller timing programmed and reset.
Plumbing: 9/22/04 – Replaced bobber faucet spout. Recommend replacing entire unit.
Electrical: No service calls in September.
Exterminator: 9/10/04 - Treated interior for pests.
Carpet Cleaners: 09/24/04 – Clean Meeting Room carpet.
Locksmith: No service calls in September.
Telephone: Disseminated Request for Proposal to vendors for replacement/upgrade of current telephone system. See Attachment A.

Prepared by: Wendy Goodson

Request for Proposals - Telephone System

The deadline for submission of sealed bids in response to this RFP is 5:00 p.m., November 3, 2004. Sealed bids will be opened and reviewed by Wendy Goodson and witnessed by Elizabeth D. Minter, Library Administration.

Site visits can be scheduled with Library Administration through October 28, 2004.

Description of System:

- Accommodate up to 8 outside lines
- Accommodate up to 30 telephones
- Capacity to auto forward to cell phones
- Ability to maximize storage of numbers and speed dialing on individual phones
- Headsets and other accessories to maximize staff functionality and ease
- Wireless capability throughout the library
- Capability of dedicated lines to specified extensions
- Ability to access software through Administrative Assistant's computer, not a separate computer
- Ability to manage changes in timing for public service hours and announcements
- Ability of prerecorded information/messages to default to times
- Ease of changing administrative messages
- Reactivate/reconnect ceiling speakers so that announcements can be heard even if someone is on the phone at the Reference or Circulation Desks
- Ability to play music from CD on the announcement system

IMPLEMENTATION, INSTALLATION, PROGRAMMING, TRAINING, AND MAINTENANCE

1. Vendor shall ensure that the hardware and software and all of its parts and components are new and unused and deliver, unpack and install the hardware and software at the Placentia Library District.
2. Vendor shall provide all implementation services including, without limitation, initializing programs, establishing necessary databases, creating

tables, and determining the initial assignment of all station equipment applications, administration levels, and features as required in collaboration with the Placentia Library Administration to include the Library Director, Technical Services Manager and the library's data, voice, and internet vendors to implement fully all features and aspects of the system.

3. Vendor shall conduct site visits and inspections as necessary of the Placentia Library District and acknowledge in writing that the installation site is suitable for effective installation and operation of the hardware and software or notify the Placentia Library District, in writing, in what respect the library does not comply with such requirements.
4. Vendor shall provide all applicable administration and end-user and operator training of new features and provide periodic refresher classes.
5. Vendor shall provide all reference manuals, booklets, pamphlets, and other training materials specific to Placentia Library District.
6. Vendor shall provide the ability to remotely administer system from a centralized location.
7. Vendor shall demo all old telecommunications hardware and related debris to include wiring and cable from the telephone/electrical workroom at project completion.
8. Vendor shall provide emergency service at a preferred labor rate once warranty has expired.
9. Vendor shall provide maintenance for a period of 24 months once warranty has expired.
10. Vendor shall perform all work to include installation on Fridays with a completion date of no later than December 22, 2004.

Please provide the following information:

1. Pricing
2. Project timeline and completion date
3. Response time for emergency service
4. Southern California experience
5. List of References including contact names and phone numbers
6. Location of maintenance office

Placentia Library is open to the public:

Sunday 1pm-5pm
Monday – Wednesday 9am-9pm
Thursday 10am-6pm
Saturday 9am-5pm

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for September 2004
DATE: October 25, 2004

RESIGNATIONS:

None

APPOINTMENTS:

Gary Bell, Reference Librarian, Full-time.
Jesus Diaz, Library Clerk, Part-time.
Wendy Goodson, Administrative Assistant, Full-time.

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

PERFECT ATTENDANCE AWARDS FOR JULY 2004-SEPTEMBER 2004:

Caroline Gurkweitz – 4 hours vacation
Alex Hernandez – 2 hours vacation
Katie Matas – 4 hours vacation
Shawn Robison – 2 hours vacation
Mary Strazdas – 4 hours vacation

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

SUBJECT: Volunteer Report for Month of September 2004



CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY04/05 September	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	8.00	22.00	Sep-95	859.00
Backes, Theresa	8.50	24.50	Jun-98	437.25
Bart, Lillian	4.00	16.00	May-01	409.75
Benner, Barbara	0.00	3.50	Jul-04	3.50
Blansett, Nadine	12.00	62.00	Mar-03	302.75
Boelman, Marge	0.00	0.00	Apr-01	176.00
Botha, Jill	0.00	0.00	Nov-01	64.00
Britton, JoAnn	7.50	24.50	Jul-04	24.50
Byrne, Joyce	8.00	8.00	Apr-04	13.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	11.50	34.00	Jun-98	600.25
Davis, Sandy	10.00	30.00	Jul-03	131.00
Dell, Lyla	17.75	41.50	Aug-98	281.00
Doezie, Debra	0.00	0.00	Jan-04	39.00
Farkas, Theodore	0.00	0.00	?	50.00
Fioroni, Pete	5.00	10.00	Mar-97	328.25
Fisher, Jack	1.25	3.25	Apr-04	8.75
Fisher, Lora	1.25	1.25	Aug-04	1.25
Fitzgerald, Joan	12.00	21.00	Oct-93	2,200.75
Frazee, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	6.00	20.00	Feb-96	404.25
Haagen, John	4.25	4.25	Jan-00	107.50
Hathaway, Eugenia	2.00	10.00	Nov-03	38.00
Hemmerling, Barbara	12.50	38.75	Sep-95	771.75
Henderson, Jan	2.00	2.00	Oct-03	11.00
Himes, Camille	0.00	0.00	Jul-03	5.00
Horrocks, Marjorie	4.00	10.00	Oct-95	302.00
Irot, Pat	39.00	107.00	Feb-96	3,704.00
Jertberg, Pat	15.50	21.50	Apr-98	1,091.75
Lee, Wilma	2.50	5.00	Feb-04	12.00
Loewer, Terrie	14.75	48.00	Jun-04	55.50
Lone-Tollefson, Nancy	39.00	104.00	Jan. 03	408.75
Lord, Audrey	0.00	0.00	Jul-00	390.75
Myers, Claire	12.50	35.00	Oct-95	1,359.50
Nakamura, Nobu	8.50	8.50	Sep-04	8.50
Olson, Bob	2.00	10.00	Sep-95	508.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Rankin, Eleanore	22.00	54.00	May-02	642.50
Rodriguez, Carmen	8.00	22.00	Feb-00	305.50
Salem, Rose	10.00	26.00	Oct-00	327.75
Sanatar, Ginny	0.00	0.00	Mar-02	117.50
Sandoval, Gerry	8.00	18.00	Aug-02	190.00
Schafer, Ruth	10.00	30.00	Jun-04	38.00
Schmidt, Marie	15.00	33.00	Apr-98	696.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Segovia, Inez	12.00	30.00	Jun-03	151.50
Shaw, Dixie	1.00	3.00	May-94	221.50
Silverman, Pat	10.00	24.00	Jul-03	126.00
Thum, Margo	14.00	28.00	Nov-03	90.00
Tollefson, Jerry	2.00	2.00	Jul-03	32.50
Tramison, Betty	2.50	3.50	Aug-04	3.50
Walker, Jim	0.00	0.00	Nov-03	1.50
Walcek, John	0.00	0.00	Dec-04	6.00
Walker, Virginia	0.00	0.00	Mar-99	145.25
Wymer, Betty	9.25	25.25	Jan-96	1,063.25
Zamora, Mary	0.00	0.00	Jan-04	8.50
TOTAL	395.00	1024.25		19,607.75

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	September	YTD			September	YTD	
Alvarado, Catalina	0.00	3.25	3.25	Nguyen, Kevin	0.00	18.25	18.25
Barlow, Stacey	1.00	1.00	1.00	Ning Zing, Dan	0.00	9.00	9.00
Becker, Alyssa	0.00	8.25	9.25	Ong, Cindy	0.00	9.00	9.00
Beshay, Andrew	1.00	1.00	1.00	Pestoor, Jaclyn	0.00	8.50	16.50
Bhattacharya, Ankur	0.00	23.00	46.50	Peters, Lezi	0.00	20.75	30.25
Bishtawi, Stephen	2.00	2.00	18.00	Peters, Tim	0.00	18.25	27.75
Bianco, Justin	0.00	4.00	36.50	Piol, Nick	0.00	8.00	48.00
Blaine, Ami	0.50	2.50	12.50	Rivera, Ruben	7.00	35.00	40.00
Blehm, Nathan	0.00	10.50	10.50	Runyan, Nicole	0.00	7.00	7.00
Boden, Emily	0.00	24.25	28.25	Ryang, Michelle	5.00	13.25	30.50
Born, Ashley	0.00	6.25	24.25	Salvary, Vanessa	2.00	2.00	2.00
Lizbeth Cerpa	3.00	3.00	3.00	Sevilla, Martin	5.00	5.00	5.00
Cha, Sally	0.00	22.00	22.00	Sharp, Kristina	0.00	16.25	28.25
Chao, Rebecca	0.00	44.50	55.50	Shaw, Vishwa	0.00	4.50	4.50
Chen, Shaw-Ming	0.00	11.50	11.50	Soetijoso, Agnes	10.00	10.00	10.00
Chun, Andrea	6.50	16.50	85.25	Suh, Stacy	7.25	18.50	49.00
Dita, Alex	3.50	3.50	3.50	Syed, Kiren	0.00	20.75	46.25
Downs, Chantal	3.00	3.00	3.00	Tan, Hannah	0.00	1.00	44.00
Drake, Catherine	3.00	3.00	3.00	Tasnim, Sara	0.00	14.00	20.25
Erbacher, Matt	0.00	5.00	5.00	Tat, Trung	0.00	24.50	97.75
Esquivel, Gilberto	6.00	22.00	35.00	Thibault, Peter	0.00	8.50	10.50
Florez, Stephanie	0.00	2.75	5.75	Thibault, Timothy	0.00	10.50	14.50
Francis, Lucy	0.50	9.50	9.50	Thornley, Mikayla	0.00	2.00	2.00
Hadi, Maria	0.00	10.00	10.00	Titus, Tanya	0.00	4.00	4.00
Hariri, Nick	0.00	29.00	30.00	Tjoarman, Arlene	0.00	85.25	110.75
Hernandez, Brenda	7.00	15.00	15.00	Valerio, Ricardo	0.00	0.00	30.00
Ibarra, Estefania	0.00	39.00	54.00	Vasquez, Michelle	0.00	3.25	3.25
Israel, Emily	0.00	19.25	22.25	Vo, Jadeson	0.00	11.50	20.25
Jani, Eddie	0.00	37.25	59.25	Vo, Jasmine	0.00	11.50	21.25
Karan, Gaurav	7.00	7.00	7.00	Wang, Melody	0.00	13.50	18.50
Khattar, Saijal	0.00	43.50	57.50	White, Chris	0.00	19.25	20.25
Lee, Jessica	0.00	41.00	46.00	Wiggins, Katie	1.00	1.00	1.00
Lee, Kenneth	0.00	48.00	57.25	Wu, Jaime	0.00	9.25	14.75
Martinez, Chris	0.00	26.25	40.00	Yeh, Bryce	0.00	6.00	25.25
Misty, Aakash	0.00	15.50	15.50	Zuniga, Jazmin	0.00	10.00	38.00
Ngo, Kathy	5.75	20.75	20.75				
TOTAL	49.75	583.75	867.50	TOTAL	37.25	459.00	877.50
TOTAL Library Volunteer Hours			482.00				
TOTAL Literacy Volunteer Hours			704.00				
TOTAL VOLUNTEERS HOURS			1186.00				

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

	Regular/Temp.Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00	359.50	564.00	586.00	504.00	853.00
January	387.25	356.50	425.00	439.00	797.00	586.00	504.00	979.00
February	376.75	359.75	492.00	496.25	617.00	600.00	534.00	1472.00
March	377.25	399.00	340.00	489.25	622.50	600.00	767.00	1275.75
April	457.25	299.75	533.25	476.50	656.00	600.00	502.00	1152.00
May	393.00	371.50	355.50	460.25	1,204.50	588.00	500.00	562.50
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>	<u>456.00</u>	<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	<u>526.50</u>
	4905.00	7191.10	5256.75	5625.50	8,712.00	7777.50	9380.00	10947.75

	FY04/05	FY04/05
July	948.25	1,008.00
August	696.25	684.00
September	482.00	704.00
October		
November		
December		
January		
February		
March		
April		
May		
June		
	<u>2126.50</u>	<u>2,396.00</u>

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05 September	FY04/05 YTD	Cumulative		FY04/05 September	FY04/05 YTD	Cumulative
Aguirre, Alyssa	6.00	18.00	58.00	Hutain, Jenny	6.00	18.00	55.00
Araujo, John	6.00	18.00	18.00	Hutton, Katherine (Kate)	6.00	18.00	312.00
Azadi, Joe	8.00	24.00	24.00	Jeon, Ashley	6.00	12.00	53.00
Azizan, Sarah	-	-	40.00	Johnstone, Deborah	3.00	3.00	3.00
Babinski, Barbara	3.00	3.00	3.00	Kaiser, Kelly	-	-	150.00
Bates, Emily	6.00	14.00	14.00	Kamat, Rujvi	6.00	18.00	54.00
Belekjian, Maria	-	12.00	120.00	Kao, Elaine	6.00	6.00	42.00
Bello, Dominic	12.00	18.00	84.00	Khamphanh, Molly	6.00	18.00	102.00
Bennett, Amanda	6.00	14.00	14.00	Komreich, Seth	-	-	32.00
Bennett, Kevin	6.00	14.00	14.00	Kreger, Kenneth	6.00	18.00	18.00
Bernardino, Maria	6.00	18.00	114.00	Krisinger, Elizabeth	-	-	78.00
Bowers, Cretia	-	20.00	20.00	Lampason, Caylan	3.00	3.00	3.00
Brackett, Jim	-	6.00	159.00	Lee, Joshua	6.00	18.00	18.00
Broderick, Shannon	-	-	56.00	Leslie, Sandra	6.00	18.00	306.00
Brzovic, Kathy	6.00	18.00	108.00	Lin, Joyce	6.00	18.00	18.00
Cadambi, Aruna	-	-	44.00	Lukito, Cory	6.00	18.00	18.00
Callaway, Sean	6.00	18.00	60.00	Lukito, Kevin	6.00	18.00	18.00
Castillo, Alicia	-	-	40.00	Mai, Angie	-	36.00	36.00
Cha, Sally	6.00	18.00	108.00	Maino, Arielle	6.00	18.00	18.00
Chandrasekaram, Vinolie	-	-	64.00	Malikowicz, Edward	12.00	24.00	328.00
Chen, April	-	-	177.00	Manzanarez, Melissa	12.00	30.00	30.00
Chen, Wen	6.00	18.00	102.00	Marquez, Jeff	6.00	18.00	60.00
Cheng, Eisen	6.00	6.00	86.00	Martiaro, Diane	-	-	564.00
Choi, Eugene	6.00	18.00	60.00	Massaro, Lauren	6.00	18.00	102.00
Coffee, Nancy	-	-	397.00	McBain, Frances	6.00	18.00	96.00
Corbo, Leonora	6.00	17.00	17.00	McBentz, Kathy	6.00	18.00	182.00
de LaTorre, Angelica	-	-	154.00	McGrath, Patricia	6.00	18.00	91.00
Diaz, Cynthia	-	-	52.00	Mehta, Ami	6.00	18.00	54.00
Diaz, Monica	-	-	70.00	Miller, Michelle	6.00	18.00	63.00
Donofrio, Susan	6.00	18.00	153.00	Min, Nara	6.00	18.00	52.00
Draper, Krispa	6.00	18.00	168.00	Montoya, Tania	6.00	18.00	74.00
Dudrey, Kristin	6.00	18.00	72.00	Myers, Emily	-	-	150.00
Eckels, Kryz	6.00	18.00	108.00	Navarro, Nicole	6.00	18.00	108.00
Economou, Christina	6.00	18.00	102.00	Negoranek, Rachel	6.00	18.00	47.00
Elmore, Sylvia	4.00	12.00	96.00	Negrete, Adriana	6.00	18.00	55.00
Espinoza, Veronica	3.00	3.00	3.00	Nguyen, Martin	6.00	18.00	60.00
Farilla, Dawn	6.00	19.00	19.00	Nguyen, Minh	6.00	18.00	18.00
Finley, Virginia	6.00	18.00	110.00	Nguyen, Tyler	6.00	18.00	74.00
Fitsimons-Diaz, Chelsea	-	12.00	129.00	Osoria, Jonathan	6.00	18.00	66.00
Gardner, Jeanette	-	-	87.00	Patel, Vani	6.00	18.00	108.00
Gimby, Walter	6.00	18.00	64.00	Pelto, Ernest	6.00	18.00	301.00
Goodman, Dale	-	-	3,441.00	Porter, Melissa	12.00	36.00	144.00
Guerrero, Christine	6.00	18.00	96.00	Precht, Jeanette	6.00	18.00	181.00
Guerrero, Lavone	6.00	18.00	102.00	Renno, Carolyn	6.00	18.00	63.00
Hamacher, Holly	6.00	18.00	96.00	Rivera, Felleny	6.00	18.00	70.00
Hatch, Bill	6.00	18.00	153.00	Rivera, Hilda	12.00	36.00	180.00
Hatch, Katie	6.00	17.00	67.00	Rodriguez, Kenia	-	-	120.00
Hawkins, Christina	6.00	18.00	92.00	Ross, Charlotte	7.00	21.00	21.00
Healey, Kathleen	6.00	18.00	294.00	Sabo, Melissa	-	-	42.00
Heer, Kim	6.00	18.00	311.00	Schaal, Linda	6.00	18.00	231.00
Henao, Stephanie	6.00	18.00	72.00	Schultz, Laurie	6.00	18.00	18.00
Herrera, Elizabeth	6.00	18.00	18.00	Sgobba, Jackie	6.00	18.00	180.00
Hernandes, Melissa	-	-	50.00	Shah, Sweny	-	-	132.00
Hernandez, Maria	6.00	24.00	168.00	Shan, Kheyati	6.00	18.00	63.00
Hilleweart, Heather	6.00	18.00	96.00	Skimizu, Ken	12.00	36.00	481.00
Holmes, Nancy	6.00	18.00	18.00	Smith, Allie	6.00	18.00	18.00
Howell, Anne	6.00	18.00	102.00	Smith, Annie	6.00	18.00	18.00
Hsieh, Lambert	6.00	18.00	18.00	Speakman, Sarah	6.00	15.00	96.00
Hsu, Iris	6.00	18.00	18.00	Stutts, Lisa	6.00	18.00	67.00
Humple, Phyllis	4.00	12.00	186.00	Stuvert, Judith	12.00	60.00	60.00

Literacy Hours continued

REGULAR	FY04/05 September	FY04/05 YTD	Cumulative	REGULAR	FY04/05 July	FY04/05 YTD	Cumulative
Tan, Hannah	6.00	16.00	16.00				
Tat, Trung	6.00	18.00	29.00				
Thomas, Peggy	6.00	18.00	137.00				
Thong, Din	20.00	40.00	40.00				
Todker, Reka	6.00	18.00	30.00				
Todker, Vanita	6.00	18.00	58.00				
Ton, Sothavy	16.00	36.00	36.00				
Trotter, Cynthia	6.00	18.00	165.00				
Truong, Christine	-	-	123.00				
Valenzuela, Sarah	6.00	18.00	18.00				
Veltre, Robin	6.00	15.00	37.00				
Vukovick, Kathy	6.00	18.00	234.00				
Weimer, MacKenzie	6.00	18.00	61.00				
White, Debi	3.00	3.00	3.00				
Wright, Sydney	6.00	18.00	57.00				
Yu, Lilian	6.00	18.00	24.00				
Total	704.00	2,079.00	16,056.00				

Placentia Library District
Circulation Report
October 25, 2004

Agenda Item 21

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 September	FY03-04 September
1st Time Checkouts	39,087	38,594	1.28%	12,319	11,995
Phone Renewals	5,323	4,672	13.93%	675	1,898
In-Building Renewals	790	1,465	-46.08%	267	498
TOTAL RENEWALS	6,113	6,137	-0.39%	942	2,396
TOTAL CHECKOUTS	45,200	44,731	1.05%	13,261	14,391
On-Time Checkins	42,363	40,320	5.07%	12,230	11,272
Late Checkins	2,513	2,741	-8.32%	654	938
TOTAL CHECKINS	44,876	43,061	4.21%	12,884	12,210
Holdings Placed	1,803	543	232.04%	646	181
Holdings Cancelled	80	23	247.83%	32	8
Holdings Filled	1,364	1,133	20.39%	475	358
Patrons Registered	1,006	812	23.89%	362	360
Titles Added	604	639	-5.48%	162	185
Volumes Added	709	686	3.35%	179	195
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	19,763	18,438	7.19%	5,926	6,523
Juvenile Print	20,097	20,510	-2.01%	5,795	6,099
Total Print	39,860	38,948	2.34%	11,721	12,622
Audio	2,958	2,405	22.99%	967	945
Visual	4,948	3,206	54.34%	1,612	1,099
Total Audio Visual	7,906	5,611	40.90%	2,579	2,044
TOTAL CIRCULATION	47,766	44,559	7.20%	14,300	14,666
Placentia Circulation	29,192	28,821	1.29%	8,634	9,014
%Placentia Circulation	61.11%	64.68%		60.38%	61.46%
Anaheim/Yorba Linda Circulation	7,574	6,452	17.39%	2,306	2,588
%Anaheim/Yorba Linda Circulation	16%	14.48%		16%	17.65%
TYPES OF ACTIVE BORROWERS					
Adult	34,057	29,807	14.26%	10,384	10,105
Young Adult	798	787	1.40%	218	263
Juvenile	8,735	9,353	-6.61%	2,361	2,699
New Borrower	3,457	3,754	-7.91%	1,129	1,313
Non Resident	0	0	N/A	0	0
Other (staff)	650	809	-19.65%	201	304
TOTAL ACTIVE BORROWERS	47,697	44,510	7.16%	14,293	14,684
TOTAL REGISTERED BORROWERS	56,425	54,703	3.15%	19,133	18,520
ATTENDANCE	90,180	86,147	4.68%	32,240	30,056
Adult Reference-In Building	3,409	2,324	46.69%	1,328	950
Adult Reference-Telephone	482	436	10.55%	211	172
Children's Reference-In Building	2,722	851	219.86%	1,075	489
Children's Reference-Telephone	50	47	6.38%	16	31
Total Adult Reference	3,891	2,760	40.98%	1,539	1,122
Total Children's Reference	2,772	898	208.69%	1,091	520
Total in Building Reference	6,131	3,175	93.10%	2,403	1,439
Total Telephone Reference	532	483	10.14%	227	203
TOTAL REFERENCE	6,663	3,658	82.15%	2,630	1,642

PLACENTIA INVOICES

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	07/10/02	5,200.62	1,638.37	650.63	0.00	0.00	8.18	7,497.80
Aug-02	08/16/02	5,961.61	1,178.68	651.87	107.50	0.00	8.20	7,907.86
Sep-02	09/17/02	5,200.62	1,638.37	650.63	0.00	0.00	0.00	7,489.62
Oct-02	10/11/02	0.00	1,195.57	650.63	0.00	0.00	8.17	1,854.37
Nov-02	11/15/02	0.00	1,461.17	650.61	107.50	0.00	16.35	2,235.63
Dec-02	12/13/03	0.00	1,150.57	650.63	537.50	0.00	0.00	2,338.70
Jan-03	01/16/03	0.00	1,632.69	650.63	0.00	0.00	8.15	2,291.47
Feb-03	02/11/03	0.00	1,269.07	762.39	0.00	0.00	0.00	2,031.46
Mar-03	03/17/03	0.00	1,177.30	762.39	107.50	0.00	10.55	2,057.74
Apr-03	04/07/03	35,884.16	1,263.68	762.39	269.45	0.00	7.17	38,186.85
May-03	06/05/03	3,712.49	1,150.57	650.77	107.50	0.00	7.20	5,628.53
Jun-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52	0.00	0.00	7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00	0.00	7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50	0.00	7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50	0.00	7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17	0.00	7.23	7,472.74
Dec-03	01/13/04	2,950.98	1,407.66	705.74	155.00	0.00	0.00	5,219.38
Jan-04	02/10/04	2,987.54	1,150.57	568.93	107.50	0.00	7.23	4,821.77
Feb-04	03/08/04	3,020.00	1,150.57	619.54	107.50	0.00	7.20	4,904.81
Mar-04	04/08/04	3,046.38	1,150.57	619.54	107.50	0.00	7.45	4,931.44
Apr-04	05/12/04	3,106.89	1,150.57	619.54	107.50	0.00	0.00	4,984.50
May-04	06/15/04	3,544.04	1,150.57	647.62	215.00	0.00	7.28	5,564.51
Jun-04	07/28/04	4,661.33	1,150.57	690.71	276.54	0.00	7.27	6,786.42
TOTAL		44,284.89	15,613.08	7,494.22	3,026.71	0.00	72.48	70,491.38
AVG		3,690.41	1,301.09	624.52	252.23	0.00	6.04	5,874.28

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	08/23/04	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Aug-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Sep-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		10,488.37	2,301.14	1,401.97	517.50	0.00	21.74	14,730.72
AVG		5,244.19	1,150.57	700.99	258.75	0.00	10.87	7,365.36

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
Feb-04	1,050.08	189.00	0.00	1,239.08	619.54
Mar-04	1,050.08	189.00	0.00	1,239.08	619.54
Apr-04	1,050.08	189.00	0.00	1,239.08	619.54
May-04	1,106.24	189.00	0.00	1,295.24	647.62
Jun-04	1,177.42	204.00	0.00	1,381.42	690.71
TOTAL	12,780.44	2,208.00	0.00	14,988.44	7,494.22
AVG	1,065.04	184.00	0.00	1,249.04	624.52

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,233.58	211.50	0.00	1,445.08	722.54
Aug-03	1,147.36	211.50	0.00	1,358.86	679.43
Sep-03	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00
TOTAL	2,380.94	423.00	0.00	2,803.94	1,401.97
AVG	1,190.47	211.50	0.00	1,401.97	700.99

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Mar-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Apr-04	213.54	270.54	60.56	0.00	505.44	1,050.08
May-04	213.54	270.54	60.56	0.00	561.60	1,106.24
Jun-04	284.72	270.54	60.56	0.00	561.60	1,177.42
TOTAL	3,060.74	3,096.18	726.72	0.00	5,566.80	12,450.44
AVG	255.06	258.02	60.56	0.00	463.90	1,037.54

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	270.54	60.56	0.00	617.76	1,233.58
Aug-03	284.72	240.48	60.56	0.00	561.60	1,147.36
Sep-03	0.00	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	569.44	511.02	121.12	0.00	1,179.36	2,380.94
AVG	284.72	255.51	60.56	0.00	589.68	1,190.47

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-03	8.00	8.00	2.00	0.00		16.00	34.00
Aug-03	8.00	8.00	2.00	0.00		16.00	34.00
Sep-03	8.00	8.00	2.00	0.00		16.00	34.00
Oct-03	8.00	8.00	2.00	0.00		16.00	34.00
Nov-03	8.00	8.00	2.00	0.00		20.00	40.00
Dec-03	8.00	10.00	2.00	0.00		16.00	32.00
Jan-04	6.00	8.00	2.00	0.00		18.00	35.00
Feb-04	6.00	9.00	2.00	0.00		18.00	35.00
Mar-04	6.00	9.00	2.00	0.00		18.00	35.00
Apr-04	6.00	9.00	2.00	0.00		20.00	37.00
May-04	6.00	9.00	2.00	0.00		20.00	39.00
Jun-04	8.00	9.00	2.00	0.00		20.00	39.00
TOTAL	86.00	103.00	24.00	0.00		210.00	423.00
AVG	7.17	8.58	2.00	0.00		17.50	35.25

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-03	8.00	9.00	2.00	0.00		22.00	41.00
Aug-03	8.00	8.00	2.00	0.00		20.00	38.00
Sep-03	0.00	0.00	0.00	0.00		0.00	0.00
Oct-03	0.00	0.00	0.00	0.00		0.00	0.00
Nov-03	0.00	0.00	0.00	0.00		0.00	0.00
Dec-03	0.00	0.00	0.00	0.00		0.00	0.00
Jan-04	0.00	0.00	0.00	0.00		0.00	0.00
Feb-04	0.00	0.00	0.00	0.00		0.00	0.00
Mar-04	0.00	0.00	0.00	0.00		0.00	0.00
Apr-04	0.00	0.00	0.00	0.00		0.00	0.00
May-04	0.00	0.00	0.00	0.00		0.00	0.00
Jun-04	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	16.00	17.00	4.00	0.00		42.00	79.00
AVG	8.00	8.50	2.00	0.00		21.00	39.50

Elizabeth Minter

From: owner-olcdirectors@web04.ca.gov on behalf of OLCNews@library.ca.gov
Sent: Thursday, September 23, 2004 5:27 PM
To: OLCDirectors@web04.ca.gov
Subject: Governor Schwarzenegger Signs Library Bond Act of 2006

Governor Schwarzenegger Signs Library Bond Act of 2006

The Office of Library Construction is pleased to announce that Governor Arnold Schwarzenegger signed SB 1161, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006, authorizing \$600 million of state general obligation bond funds to construct and improve public library facilities be placed on the March 2006 ballot.

The bill, which was sponsored by the California Library Association (CLA) and authored by Senator Dede Alpert, will provide priority funding in an amount up to \$300 million toward any eligible project applications which do not receive funding in the final round of grant awards for the Library Bond Act of 2000.

In March of 2000, the Library Bond Act of 2000 authorized \$350 million for public library construction. To-date \$257 million has been allocated to 34 projects, which are in design, under construction or completed. The remaining funds from the Library Bond Act of 2000 total approximately \$77 million will be allocated this fall. There are currently 72 applications for funding which are requesting a total of \$586 million in state funds.

The remaining \$300 million from the Library Bond Act of 2006 would be available to local jurisdictions through a statewide application process after the development of program requirements. A press release issued on this subject by Susan Hildreth, State Librarian, can be viewed at:
<http://www.library.ca.gov/html/libBondPR.cfm>.

Response to this e-mail will not be delivered to the Office of Library Construction. You may use the "Staff Contacts by Activity" <http://www.olc.library.ca.gov/staffcontact.asp> list on the OLC web site to contact the appropriate staff member if you have a question or concern.

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Thursday, September 23, 2004 6:08 PM
To: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: smacgregor; bchute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; shaber; 'palger'
Subject: FW: [CALIX:2944] News from the Capitol--Report on this morning's press conference

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Thursday, September 23, 2004 5:35 PM
To: CLA Listserve- CALIX
Subject: [CALIX:2944] News from the Capitol--Report on this morning's press conference

September 23, 2004

TO: CLA MEMBERS/ SYSTEM/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATOR ALPERT HOLDS PRESS CONFERENCE TO APPLAUD GOVERNOR
SCHWARZENEGGER FOR SIGNING THE LIBRARY BOND BILL

Shortly before noon today, Senator Dede Alpert, the author of SB 1161, the library construction and renovation bond bill, held a press conference at the State Capitol to express her thanks to Governor Schwarzenegger for signing her measure late yesterday afternoon. As we mentioned in our "News >From The Capitol" issued this morning, the original intent of the press conference had been to encourage the Governor to sign SB 1161. However, in light of last night's good news, the focus of the press conference shifted to a more celebratory tone, and countless speakers lauded the Governor for his action.

When Senator Alpert began her remarks, she stated, "This press conference is to say 'Thank You, Governor Schwarzenegger!'" She added that as she has "talked to people up and down the state, I find that libraries have truly become the heart and soul of urban, suburban, and rural communities."

Noting that the money left to address the applications of hundreds of Proposition 14 Third Round requests is insufficient, the Senator said that the "Governor recognized that the money we have on the table right now is not enough." With the signing of SB 1161-Alpert, the library bond will now appear on the March 2006 ballot, giving the voters the opportunity to decide its fate. Senator Alpert stated, "I am very hopeful, and I think it will turn out to be true, that when we put a bond on the ballot in 2006, people will stand up and say, 'libraries are important, not just for my community, but also for the rest of the state.'" Senator Alpert was then followed by Assemblywoman Lois Wolk, who assisted the Senator in carrying SB 1161 on the Assembly Floor on her behalf. As the Senator introduced Assemblywoman Wolk, she said, "Because I am termed out, I have asked Assemblywoman Wolk to carry on my library legacy." Assemblywoman Wolk said that she was "delighted to take this bill through the Assembly, and we received much more than the required 54 votes. But Senator Alpert will be greatly missed." She then exclaimed, "What a wonderful morning! Truly a delightful surprise to see the Governor signed this bill, championed by Dede Alpert." She highlighted the innovative aspects of the Cordelia library, one of the Cycle 2 grant recipients, and wished all projects in her area could receive needed state assistance. "Libraries are more than just a place for history and books,"

Wolk stated. "They have become childcare, it is a safe place, anyone can go there..the great equalizer. But they are not free, we must pay for them and put materials in to them."

Sacramento County Supervisor Roger Niello (4th District) spoke of the need in Orangevale - a community that is 100 years old but has never had a permanent library, and currently houses its library in a storefront.

Because the community is virtually "built-out," Orangevale does not have resources, such as developer fees, with which to fund a library. He noted that Orangevale is a "compelling project" currently pending in Cycle 3, as are many of the projects in Sacramento County, and added that "hope is a wonderful thing." Lastly, Supervisor Niello thanked the Governor and noted that the issue of building libraries is not a partisan issue and "the [SB 1161] vote proves that."

Anne Cain, the Contra Costa County Library Director and CLA Legislative Chair thanked Senator Alpert for her personal commitment and hard work.

"Senator," she said, "I know this bill was a top priority for you." Ms. Cain then added, "Thanks to Senator Alpert, Assemblywoman Wolk, and Governor Schwarzenegger, libraries have a very promising future in California."

Cain highlighted the need for a new library in Antioch, and the rising popularity of their successful adult literacy program, which currently requires a waiting list, as they do not have enough space in their cramped 1,000 square foot literacy space, to provide one-on-one tutoring services to all who require assistance. Doug Humphrey, an active literacy student from Project Second Chance at the Contra Costa library, who also serves on the Board of Project Second Chance, shared some poignant reflections on the important role libraries have played for him. He noted that he was "56 years old before I learned how to read. I can now read a menu when I go in to a restaurant. Libraries helped me and my family get closer." Lastly, Cathy Geppert, representing the Friends of the Elk Grove Library and President of the League of Women Voters Sacramento said that she was "absolutely thrilled that Governor Schwarzenegger signed the bond bill." She spoke of the tremendous community support for libraries, noting that Elk Grove is prepared to make a significant financial investment to provide their local match in the hopes of receiving a state grant. The current facility, in this quickly growing part of Sacramento County, is 6500 square feet, and more than 75% of its materials are checked out on a monthly basis.

3.

Geppert noted that with such great diversity in California, "No matter what your economic status, libraries are the great equalizer."

Senator Alpert closed by thanking the Governor and wondered if the First Lady, Maria Shriver, also an author of children's books, had been an influence on his decision. She stated that the Governor has been such a strong supporter of after school programs and support for youth, that she was sure that "played a part in the Governor's decision," as "libraries are often the only place for students to go after their school libraries close at the end of the school day."

We must note that the feeling inside the Governor's Press Room was jubilant, with several representatives from CLA, the State Library, and the CLA Bond Task Force all offering congratulatory hugs to the Senator, Assemblywoman Wolk, and each other. While we will have a major campaign to ready ourselves for the March 2006 ballot, we will savor these last 24 hours, as this is truly a great victory for CLA.

II. SO MANY TO THANK

Suffice it to say, when you are lobbying a bill, particularly a major bill like SB 1161, there are times when we must rely on friends, contacts, and good, old fashioned "worker bees" for assistance. We would like to thank the following individuals or groups for their willingness to help the Dillons when we needed it most:

Governor Arnold Schwarzenegger - Thank you, Governor! Not only are we grateful for his willingness to sign SB 1161, but for his courage to sign the bill in the face of the state's tight bonded indebtedness status.

Truly

"Governor of the people," we were pleased to see how his Administration readily welcomed all of your faxes, e-mails, calls to Constituent Affairs because, as we were told countless times, "the Governor wants to hear from you." His use of technology and staff resources in the Governor's Office to note your support, is a vast improvement over the previous Administration.

Chief of Staff Pat Clarey, Legislative Secretary Richard Costigan, Legislative Deputy Paul Navarro, and Deputy Director of Finance Mike Genest, for their guidance and wisdom during

our meetings with them in the Governor's Office with Senator Alpert.

Senator Dede Alpert and her staff - Senator Alpert is one of the classiest, most tenacious, compassionate legislators we have ever met. She has repeatedly told us throughout this process that she has a very difficult time meeting with bond applicants, hearing their pleas, and knowing that there are insufficient funds to address the need. While the rule in the legislature has long been, "don't get married to your bills," we have been very touched with how pained she has been while discussing the unmet need, and her tireless commitment to getting her bill passed. As many of you may know, Senator Alpert is termed out of office this year - leaving behind a marvelous legacy for libraries. She will be missed, as she is one in a million. Her staff, particularly Lisa Giroux and Chris Schultz, have been invaluable, hard-working, and are great strategists.

CLA Bond Task Force - CLA Legislative Chair, Anne Cain headed up the CLA Bond Task Force, which was also comprised of Anne Campbell, Ann Cousineau, Anne Marie Gold, Susan Hildreth, Marilyn Crouch, Margaret Donnellan Todd, and Richard Hall. The Task Force drafted SB 1161, and for two years, spent numerous hours on conference calls or in meetings at our offices. The successful press conference held today was also a result of their hard work. Their outreach to library supporters and their ability to coordinate the bond assessment project through the State Library was exceptional.

Anne Cain - While Anne wears the very busy hat of "CLA Legislative Chair," she also agreed to wear the hat of Chair of the CLA Bond Task Force this year. There was not a time when Anne was not personally appealing to library directors or architecture firms, or community groups for support of the bill (trust us, we saw the flood of e-mails!). She took countless calls from us regarding strategy, and organized many last minute conference calls, while never complaining, and always staying hopeful. When we broke the news to her of the Governor's signing of the measure last night, she was ecstatic. Her fun expression of excitement was all the reward we needed.

And to all of you - To the library community and cities, counties, and friends groups, who took the time to write, call, fax or e-mail the Governor and legislators over this past year - last night's victory is evidence that constituents DO make a difference in legislative decisions of this magnitude.

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

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

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Thursday, September 23, 2004 5:21 PM
Subject: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: smacgregor; bchute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; shaber; 'palger'
Subject: FW: [CALIX:2937] Governor signs Library Bond Bill

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Thursday, September 23, 2004 9:48 AM
To: CLA Listserve- CALIX
Subject: [CALIX:2937] Governor signs Library Bond Bill

September 23, 2004

MEMORANDUM

To: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, CLA Lobbyist
Christina Dillon, CLA Lobbyist
RE: GOVERNOR SIGNS LIBRARY BOND BILL

THANK YOU, GOVERNOR SCHWARZENEGGER!

Late yesterday afternoon, Governor Schwarzenegger's legislative unit notified Senator Alpert's office, who in turn called us, with the great news that the Governor had signed SB 1161-Alpert, the Library Construction and Renovation Bond bill. All of the hard work by the library community in generating support letters to the Governor's Office evidently had an effect on his decision to sign the bill. In addition to all of the support from boards of supervisors, city councils, mayors, and others in the library community, we were also able to get the support in recent days from the California Building Industry Association, the Architects Association, and other similar organizations outside of the library community.

Earlier in the week, Senator Alpert's office called us to ask our thoughts on holding a press conference to generate editorial support, which we heartily endorsed. During the last several days, members of the CLA Bond Task Force, including Contra Costa Library Director and Legislative Committee Chair Anne Cain, Solano County Library Directory Ann Cousineau, Sacramento County Library Directory Ann Marie Gold, Senator Alpert's staff and ourselves, together with newly-appointed State Librarian Susan Hildreth, and Richard Hall of the State Library, to extent they felt they could be involved, worked to develop the necessary information and speakers for the press conference, scheduled for 11:30 a.m. this morning. We put together press packets containing all of the pertinent information, while Senator Alpert's staff notified the press of the time and place of the press conference.

Now with the good news of the Governor's signature on SB 1161, the press conference will still go forward, but with a different flavor. The original purpose of the press conference was to demonstrate the need for library construction and renovation and generate editorial support for SB 1161.

Today, we will use the press conference as an opportunity to thank the Governor for his actions in signing the library bond bill and emphasize how the additional funding will be of assistance in meeting the huge backlog of needs. Slated to speak at the press conference are Senator Alpert, Assembly Member Lois Wolk, one of the principle co-authors of SB 1161, CLA Legislative Committee Chair Anne Cain, Sacramento County Supervisor and

Assembly candidate Roger Neillo, and Kathy Geppert of the Sacramento Chapter League of Women Voters.

The Governor's signing of SB 1161 is a huge victory for the library community. Special thanks to Senator Alpert's extraordinary efforts.

We have never worked with an author who has made such a personal investment in their legislation and gone to extraordinary lengths to secure passage and the Governor's signature.


Lastly, we want to especially thank Governor Schwarzenegger, who despite the State's current fiscal dilemma, has recognized the important role libraries play in our communities. Please take a moment today to write a "thank you" to the Governor.

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

How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list.
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-----calix--

Agenda Item 24

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 25, 2004

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

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

- ♦ Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
- ♦ Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes at Ruby Drive.
- ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff. Cal State Fullerton and PLLS have two partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and will continue this FY.
- ♦ In June and July, PLLS had its first two interns from Troy Tech. Both interns completed 150 hours in their internships, and they did a great job. We hope this is the beginning of many interns coming to the Library from Troy High School.
- ♦ *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, and we are eligible this school year, 2004-05, for interns.
- ♦ *The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We plan to meet with them in October to determine the feasibility of starting a literacy program there.
- ♦ *The CEO of Vita-Herb Nutraceuticals, Inc., a company in Placentia, contacted PLLS about starting a work-site literacy program. Vita-Herb has 20 full-time employees, and Spanish is the native language of about 80 percent of them.

TO: Elizabeth D. Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: October 25, 2004

SUBJECT: Grant Status

Source	Submitted	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	History Room	Other
Mervyn's	05/06/04		PLLS			5,000					
Target	05/06/04		PLLS			5,000					
VERIZON	05/13/04		PLLS		25,000						
Mighty Ducks Care	05/13/04		PLLS		25,000						
Wells Fargo	05/04/04		PLLS					1,000			
CLLS *	06/08/04		PLLS				21,000				
Barbara Bush Foundation	09/01/04		M & A**				\$60,000				
George Hoag Family Foundation	09/27/04		M & A**		10,000						
Estimated*											
Machoskie & Ass.**											
TOTAL PENDING					\$60,000	\$10,000	\$81,000	1,000	-	-	-

Source	Amount	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	History Room
Grants Received										
CLLS	\$30,000	06/08/04	PLLS		X	X	X			
Target	\$2,000	05/04/04	PLLS							

TOTAL

\$32,000

X

Source	Amount	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's Room	History Room	Other
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TOTAL DENIED/WITHDRAWN


Disneyland Resorts CSA

\$3,500

06/17/04 PLLS

X

Agenda Item 26

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 
DATE: October 25, 2004
SUBJECT: **Poet Laureate.**

The Program Committee did not meet with Meredith Laskow, Poet Laureate of the Placentia Library District, in September.

The Library's Program Committee plans to meet with Ms. Laskow in October to brainstorm poetry programming for the upcoming school year.

LAW OFFICES OF
McFarlin & Anderson LLP

23101 LAKE CENTER DRIVE
SUITE 120
LAKE FOREST, CALIFORNIA 92630
(949) 452-0500

GEORGE W. MCFARLIN
JAMES F. ANDERSON

FAX (949) 452-0577

OF COUNSEL
TIMOTHY J. DAVIS

September 21, 2004

Munson, Cronick & Associates, LLP
2501 East Chapman Avenue, Suite 220
Fullerton, California 92831

Re: Placentia Library District

To Whom It May Concern:

We have been asked by Elizabeth D. Minter, Library Director, to advise you with regard to certain matters in connection with your audit of the financial statements as of the end of the period identified on Schedule I (the "Audit Period").

It is our understanding that, by making the request set forth in the letter to us, the Library District does not intend to waive any applicable attorney-client privilege with respect to any information that the Library District has furnished to us. Moreover, please be advised that our response to you should not be construed in any way to constitute a waiver of the protection of any applicable attorney-work product privilege with respect to any of our files involving the Library District.

This response is limited by, and made in accordance with, the American Bar Association Statement of Policy Regarding Lawyers' Responses to Auditors' Request for Information, as approved by the Board of Governors of the ABA, on December 8, 1975 (the "ABA Statement"). Without limiting the generality of the foregoing, the limitations on the scope and use of this response contained in paragraphs 2 and 7 of the ABA Statement are specifically incorporated in this response by reference, and any identification and description of any "loss contingencies" contained in this response has been made in accordance with the provisions of paragraph 5 of the ABA Statement and the accompanying Commentary (which is an integral part of the ABA Statement). You should note, therefore, that this response does not purport to respond to any general request for information that might be contained in the letter of inquiry. We have assumed you have a copy of the ABA Statement, but if you do not, we would be pleased to supply you with a copy.

As used in this response, the term "loss contingency" includes only those matters that come within the scope of clause (a) of paragraph 5 of the ABA Statement and that may meet the materiality limit, if any, identified on Schedule I.

Subject to the foregoing, we advise you that during the Audit Period and through the Response Date identified on Schedule I, we have not been engaged to give, nor have we given, substantive legal attention to, or represented the Library District in connection with, any loss contingencies, except as identified on Schedule I.

McFarlin & Anderson LLP

Munson, Cronick & Associates, LLP
September 21, 2004
Page 2

Consistent with the last sentence of paragraph 6 of the ABA Statement and pursuant to the Library District's request, this will confirm the Library District's understanding, as set forth in the letter of inquiry to us, that whenever in the course of performing legal services for the Library District with respect to a matter recognized to involve an unasserted possible claim or assessment that may require financial statement disclosure, we have formed a professional conclusion that the Library District must disclose or consider disclosure concerning such possible claim or assessment, we, as a matter of professional responsibility to the Library District, will so advise the Library District and will consult with the Library District concerning the question of such disclosure and the applicable requirements of Statement of Financial Accounting Standards No. 5.

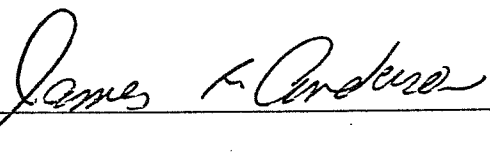
In preparing this response, we have contacted only those attorneys who are currently employed by us and who have recorded time on legal matters for the Library District since the first day of the Audit Period, and this response is based only on information known to such attorneys. In addition, this response is based on information known as of the Response Date identified on Schedule I, except as otherwise noted; and we assume no obligation to revise this response or otherwise advise you of revisions in the response if additional information is subsequently brought to our attention.

If in the course of your audit there should come to your attention a situation involving a possible loss contingency of the Library District that you believe may have been the subject of substantive legal attention by us and that is not covered by the foregoing response, please inquire specifically of us concerning such situation so that there may be no misunderstanding as to whether or not such situation is within the scope of this letter.

This response is solely for your information in connection with your audit of the financial statements of the Library District, and this response and the information contained herein are not to be quoted in whole or in part or otherwise referred to in any financial statement of the Library District, or any related document, nor is this response or any copy thereof to be transmitted to or filed with any individual, corporate person, governmental agency other than the Library District, or any other person or entity, without the prior written consent of this firm.

Very truly yours,

MCFARLIN & ANDERSON LLP

By:  _____

Attachment

cc: Elizabeth D. Minter, Library Director

SCHEDULE I

This Schedule I is incorporated in and constitutes an integral part of the foregoing response of McFarlin & Anderson LLP.

Item No.

1. Audit Period: July 1, 2003 to June 30, 2004.
2. Materiality Minimum Provided By Library Director: \$1,500 individually or in the aggregate.
3. Response Date: September 21, 2004.
4. We call your attention to the fact that we have represented the Library District during the Audit Period only in connection with certain matters and have not been engaged for any other purpose. As you are aware, the Library District utilizes other law firms for legal services as well. You therefore should be aware that there may exist legal matters that could have a bearing on the Library District's financial condition with respect to which we have not been consulted.
6. Loss Contingency: None.
7. As of end of Fiscal Year:

	<u>Billed / Unpaid</u>	<u>Accrued / Unbilled *</u>
Fees:	\$ -0-	\$ -0-
Disbursements:	<u>-0-</u>	<u>-0-</u>
Total	\$ -0-	\$ -0-

* \$3,000.00 invoiced on June 22, 2004 and paid with Check Number 01-6752649, dated June 29, 2004.





orange county council of governments
Regular Meeting of the
BOARD OF DIRECTORS

Meeting Date / Location

Thursday, August 26, 2004
1:30 p.m. – 2:30 p.m.
Tustin Community Center
300 Centennial Way
Tustin, California 92780

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Lou Bone)

Lou Bone, Chair, District 17
Richard Dixon, Vice-Chair, District 13
Cathryn DeYoung, District 12
Tod Ridgeway, District 14
Vacant, District 15
Vacant, District 16
Alta Duke, District 18
Richard Chavez, District 19
Vacant, District 20
Art Brown, District 21
Bev Perry, District 22
Debbie Cook, District 64

Tim Keenan, Cities At-Large
Bill Campbell, County At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Shirley McCracken, OCSD
Denis Bilodeau, OCTA
Chris Norby, SCAG-County Rep. (*not activated*)
Bill Craycraft, SCAQMD – Cities Representative
Jim Silva, SCAQMD–County Representative
Dave Swerdlin, TCAs
Owen Holmes, University Representative
Al Hollinden, Private Sector

cities
Aliso Viejo
Anaheim
Brea
Buena Park
Costa Mesa
Cypress
Dana Point
Fountain Valley
Fullerton
Garden Grove
Huntington Beach
Irvine
La Habra
La Palma
Laguna Beach
Laguna Hills
Laguna Niguel
Laguna Woods
Lake Forest
Los Alamitos
Mission Viejo
Newport Beach
Orange
Placentia
Rancho Santa Margarita
San Clemente
San Juan Capistrano
Santa Ana
Seal Beach
Stanton
Tustin
Villa Park
Westminster
Yorba Linda

County of Orange

agencies
Costa Mesa Sanitary District
East Orange Water District
El Toro Water District
Emerald Bay Service District
Irvine Ranch Water District
Mesa Consolidated Water District
Moulton Niguel Water District
OC Fire Authority
OC Sanitation District
OC Transportation Authority
OC Water District
Placentia Library District
Rossmoor/Los Alamitos Area Sewer District
Serrano Water District
Silverado-Modjeska Parks & Recreation District
South Coast Water District
Trabuco Canyon Water District
Transportation Corridor Agencies

II. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

III. ACTION ITEMS

- A. **Approve Fiscal Year 2004-2005 Overall Work Program Agreement with the Southern California Association of Governments** (Michael Gold) 3

Recommended Action: Approve agreement and authorize Executive Director to execute agreement with SCAG for funding from the SCAG 2004-2005 OWP.

- B. **Approve Reduce Orange County Congestion Program Projects for Fiscal Year 2004-2005** (Jim Hart, Chair ROCC Technical Advisory Committee) 31

Recommended Action: Approve ROCC projects for funding.

- IV. **MATTERS FROM BOARD MEMBERS** (Chair Bone)

- V. **MATTERS FROM MEMBER AGENCIES** (Chair Bone)

- VI. **MATTERS FROM STAFF** (Chair Bone)

- VII. **ADJOURNMENT**

Next Meeting: Thursday, September 23, 2004



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

ITEM III. A.

STAFF REPORT

Subject: Approve Fiscal Year 2004-2005 Overall Work Program Agreement with the Southern California Association of Governments

Summary: OCCOG has been awarded under the Southern California Association of Governments' 2004-2005 Overall Work Program \$221,325 for work in the following project areas:

- Data and Modeling Updates – \$61,971;
- Growth Visioning and Smart Growth - \$106,236; and
- Homes for California Families - \$53,118.

OCCOG staff requests that the OCCOG Board authorize the OCCOG Executive Director to execute the attached agreement. Please note OCCOG Legal Counsel has reviewed this agreement.

Recommendation: Approve agreement and authorize Executive Director to execute agreement with SCAG for funding from the SCAG 2004-2005 OWP.

Attachment: Continuing Cooperative Agreement for SCAG's 2004-2005 Overall Work Program

Staff Contact: Michael Gold, Deputy Executive Officer – (714) 972-0077
Annabel Cook, Regional Issues Consultant – (714) 571-5844

000003

CONTINUING COOPERATIVE AGREEMENT

#-05-011

between

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

and

ORANGE COUNTY COUNCIL OF GOVERNMENTS

THIS AGREEMENT is entered into as of July 1, 2004, between Orange County Council of Governments (hereinafter referred to as Subregion) and the Southern California Association of Governments (hereinafter referred to as SCAG).

RECITALS

WHEREAS, the Subregion is a subrecipient of State and Federal planning funds programmed in SCAG's annual Overall Work Program (OWP), administered by and through SCAG. The SCAG annual OWP is part of an agreement with the State of California Department of Transportation (State), which includes the Overall Work Program Agreement (OWPA) and Master Fund Transfer Agreement (MFTA). Together, the OWP, the OWPA and MFTA set forth the terms and conditions under which these funds are to be expended by SCAG and its subrecipients.

WHEREAS, SCAG and the Subregion intend to coordinate development of the annual SCAG OWP, with final OWP approval by SCAG; and

WHEREAS, SCAG and the Subregion intend to cooperate to ensure the timely development, adoption and implementation of integrated comprehensive regional plans and policies, as set forth by Federal and State requirements; and

WHEREAS, SCAG and the Subregion intend to cooperate to ensure continual satisfactory compliance with applicable Federal and State laws and planning and management guidelines; and

WHEREAS, SCAG and the Subregion intend to ensure their respective cost accounting systems meet Federal and State regional planning fund requirements; and

WHEREAS, SCAG and the Subregion intend to improve accountability of persons carrying out the duties prescribed in this Agreement, and reduce delays associated with the billing process.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT

1. Agreement with the Subregion and Amendments. This Agreement constitutes a continual, year-to-year arrangement between the Subregion and SCAG, and may be amended by mutual written agreement.
 - a. This Agreement includes the annual, Subregional Staff Scope of Work (Exhibit A), Subregional Staff Budget (Exhibit B), In-Kind Match Budget (Exhibit C); and Sample Subregional Invoice for Staff Work (Exhibit D) hereinafter referred to as Exhibits A, B, C and D respectively, attached hereto and incorporated herein by this reference.
 - b. SCAG's maximum payment obligation to the Subregion is limited to those funds identified in Exhibit B.
2. Scope of Subregional Responsibilities.
 - a. SCAG shall engage the Subregion and the Subregion shall be responsible for the complete performance of the work described in Exhibit A, and in accordance with the Budget constraints described in Exhibits B and Exhibit C (Chart 1), respectively.
 - b. Only SCAG may contract with a consultant ("SCAG Consultant") to perform Subregional work related to projects identified in the attached Exhibit C under "Consultant Work" (Chart 2). For SCAG Consultant contracts, the Subregion shall identify a responsible person ("Subregional Project Manager") by name and title in such SCAG contracts, in compliance with Section 3 of this Agreement and subject to change at the discretion of the Subregion. Written notification of any change in the identity of the Subregional Project Manager shall be provided to SCAG by the Subregion within ten (10) days of such change. The Subregional Project Managers shall be responsible for the following co-management duties, in coordination with the SCAG Project Manager in relation to such contracts: develop the scope of work for the contract with the SCAG Consultant; participate in selection of such consultant; review consultant's work product(s) and provide progress reports, including Quarterly Progress Reports; monitor the day-to-day activities of the consultant, and recommend approval of payments to the consultant. Subregional approval of the SCAG Consultant Invoice is required before SCAG will process payment to the SCAG Consultant. SCAG shall not be obligated to make payment to SCAG Consultant until the Subregional Project Manager has carried out the responsibilities described herein and in compliance with Sections 6 through 10 of this Agreement. SCAG maintains final authority to approve and accept SCAG Consultant work products.

- c. The Subregional Project Manager shall coordinate all work described in Exhibits A with the SCAG Project Managers identified under each project listed in Exhibits B and Exhibit C, respectively.
3. Personnel. The Subregion shall hire personnel for performance of the work described in Exhibit A, only in the following manner:
 - a. If the Subregion is a governmental entity, the Subregion, upon approval and authorization of its the governing body, may utilize employees with salaries that do not vary on the basis of funds received from SCAG.
 - b. The Subregion, upon approval and authorization of its governing body, may contract for the services of a Subregional Coordinator or Executive Director, consistent with and in compliance with all applicable Federal and State regulations and guidance including but not limited to 49 C.F.R. Section 18.36, the Local Assistance Procedure Manual, and the Consultant Selection Guidebook; and with applicable SCAG Policies, Procedures and Manuals. The Subregion shall provide SCAG with written notification of the identity of the Subregional Coordinator or Executive Director prior to the beginning of each fiscal year and within 10 days of any change in the identity of such person.
4. Time of Performance. The services provided pursuant to this Agreement shall begin upon issuance of a Notice to Proceed by SCAG to the Subregion and shall continue until completion, but not later than June 30 of each year.
5. Materials to be Furnished to the Subregion. All information, data, reports, records, and maps that are existing, available, and necessary to carry out the work shall be furnished to the Subregion without charge by SCAG. However, SCAG's proprietary information or otherwise confidential or privileged materials shall not be provided to the Subregion, unless authorized by SCAG's legal counsel.
6. Invoices and Quarterly Progress Reports. In performing the work described in Exhibit A, the Subregion may incur only the costs authorized by Exhibit B. Said costs shall comply with Section 8 below. The Subregion shall submit to SCAG, not more frequently than every month, but at least quarterly, each requisition for payment (Invoice) accompanied by a narrative progress report. Separate progress reports for each project identified in Exhibit B are not required, so long as one report identifies esach project separately. Additionally, the Subregion shall submit a Quarterly Progress Report at the close of each quarter in accordance with paragraph b. below.
 - a. The Subregion shall submit the following relative to an Invoice:
 - (1) an Invoice in duplicate, in accordance with the sample "Subregional Invoice for Staff Work," attached hereto as Exhibit D and incorporated herein by this reference.

000007

- (2) a progress report that, in narrative form, describes progress toward completion of tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit C (under Chart 1); and
 - (3) upon request of SCAG, additional information or documentation to support the costs contained in the Invoice.
- b. The Subregion shall submit a Quarterly Progress Report to SCAG, no later than ten (10) days after the close of each quarter (i.e., for the first quarter, ending September 30, the deadline is October 10), describing progress toward completion of all tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit B.
 - c. In the submittal of Quarterly Progress Reports, the Subregion shall include seven, double-sided copies of all completed products to the assigned SCAG Project Manager, in a form determined by SCAG, as referenced in Section 9.
 - d. Year-end Invoices and supporting documentation shall be sent by the Subregion via certified mail and received by SCAG on or before July 31st of each fiscal year. Invoices received by SCAG after July 31st shall not be paid.
 - e. Payment for subregional staff services under this agreement shall not be processed by SCAG until the above documentation is provided by the Subregion, consistent with this Section 6 and Section 8. Payment to the Subregion is contingent upon SCAG's determination, which shall not be unreasonably withheld, that the performance of the Subregion has been satisfactory.
7. In-Kind Match Reporting. The Subregion shall provide the required, local In-Kind match in accordance with Exhibits C, along with In-Kind Match Reports meeting the requirements below and requirements described in Section 8. In-kind Match Reports may be provided to SCAG by the Subregions and/or local public agency(ies) within the Subregion. However, it remains the responsibility of the Subregion to ensure SCAG receives the In-kind Match, Reports and documentation in accordance with the requirements below.
- a. In-Kind Match Reports shall be submitted with SCAG Consultant Invoices approved by the Subregional Project Manager or upon request of SCAG staff. In-kind Match Reports shall include the following information: the name of the Subregion and/or local public agency within the Subregion, applicable WBS Number, description of services performed, period of the service performed, employee name, actual pay rate, total hours worked, fringe benefit rate, indirect cost rate, total cost incurred, and a statement that costs were funded with non-Federal local funds accompanied by an authorized signature of the Subregion and/or local agency(ies) providing the match. The Subregion shall provide additional information or documentation relative to the Match Reports, upon request of SCAG.

8. Cost Principles.

- a. Subregion agrees and shall require all of its contractors and subcontractors to comply with the following:
 - (1) the Contract Cost Principles and Procedures, 48 Code of Federal Regulations, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq. (OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments)," shall be used to determine the allowability of individual project cost items, and
 - (2) the Federal administrative procedures in accordance with 49 Code of Federal Regulations, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
- b. Any costs for which the Subregion receives payment or credit that is determined by a subsequent audit or other review by either SCAG, Caltrans or other State or Federal authorities to be unallowable under, but not limited to, OMB Circular A-87; 48 C.F.R., Chapter 1, Part 31; or 49 C.F.R., Part 18, are to be repaid by Subregion within thirty (30) days of the Subregion receiving notice of audit findings. Should Subregion fail to reimburse moneys due SCAG within the thirty (30) days, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold future payments due Subregion.
- c. All costs charged to this Agreement by the Subregion shall be supported by properly executed payrolls, time records, invoices, and vouchers, evidencing in proper detail the nature of the charges, and shall be costs allowable under the cost principles cited above in paragraph a.
- d. All reports and documents produced under this agreement shall include the following statement:

"Funding: The preparation of the report was financed in part through grants from the United States Department of Transportation – FTA and FHWA – under provisions of the Transportation Equity Act of the 21st Century. Additional financial assistance was provided by the California State Department of Transportation."
- e. The Subregion agrees to furnish documentation to SCAG to support the requirement that all of its Agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

9. Written and Electronic Versions of Work Products. The Subregion shall provide copies of all of its work products to SCAG, including any reports, newsletters or other written materials, in hard copy as well as electronically.

- a. Any graphic images accompanying the text of these written materials shall be included, in digitized form, in the electronic version.
- b. The electronic versions of all written materials and accompanying graphic images shall, when printed or otherwise displayed, appear in the identical format, location, quality, and state of replicating in which they appear in the hard copy versions.
- c. Materials in the electronic version shall be presented to SCAG on a medium pre-approved in writing by the SCAG Project Manager.
- d. SCAG shall be free to copyright material developed under this Agreement. The State and FHWA/FTA reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, work products funded under this Agreement for government purpose.

10. Records Retention and Audits.

- a. The Subregion shall maintain, and shall require that its contractors and subcontractors maintain, all source documents, books and records connected with their performance of work initiated under this Agreement and each annual SCAG OWP for a minimum of three (3) years from the date of final payment to Subregion or until audit resolution is achieved for each annual SCAG OWP, whichever is later, and shall make all supporting information available for inspection and audit by representatives of SCAG, the State, the Bureau of State Audits, or the Federal Government upon request. Copies will be made and furnished by SCAG upon request at no cost to SCAG.
- b. The Subregion shall establish and maintain, and shall require that its contractors and subcontractors establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item and produce Quarterly Progress Reports which clearly identify reimbursable costs and other expenditures by OWP work elements.
- c. The Subregion agrees to include all costs associated with this Agreement and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under a single audit prepared by the Subregion in compliance with Office of Management and Budget Circular A-133.
- d. Neither the pendency of a dispute nor its consideration by SCAG or the State will excuse the Subregion from full and timely performance in accordance with the terms of this Agreement.

- e. The Subregion agrees to furnish documentation to SCAG to support this requirement that all of its agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

11. Federal Certifications and Assurances.

- a. The Subregion shall adhere and certify to the requirements contained in SCAG's annual Certification and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SCAG's OWP, pursuant to 23 C.F.R. 450.334 and the Transportation Equity Act for the 21st Century and its successors thereto. This Certification shall be published annually in SCAG's OWP. Such requirements shall apply to the Subregion to the same extent as SCAG and may include, but are not limited to:

- (1) 23 U.S.C. 134 and 135;
- (2) Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 3) 7504, 7506(c) and (d);
- (3) Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178, 112 Stat. 107), and any successor thereto, regarding the involvement of disadvantaged business enterprises in FHWA and FTA funded projects (Sec. 105(f), Pub. L. 970424, 96 Stat. 2100, 49 C.F.R. part 26); and
- (5) The Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the United States Department of Transportation (US DOT) implementing regulations (49 C.F.R. 27, 37, and 38).

- b. The Subregion shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in SCAG's OWP. Such assurances shall apply to the Subregion to the same extent as SCAG, and include but are not limited to the following areas:

- (1) Authority of Applicant and Its Representatives
- (2) Standard Assurances
- (3) Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions
- (4) Drug Free Work Place Agreement
- (5) Intergovernmental Review Assurance
- (6) Nondiscrimination Assurance
- (7) DBE Assurance
- (8) Nondiscrimination on the Basis of Disability
- (9) Procurement Compliance Certification
- (10) Certification and Assurances Required by the U.S. Office of Management and Budget.

000011

c. Federal and State Lobbying Activities Certification.

- (1) By signing this Agreement, the Subregion certifies, to the best of its knowledge and belief, that no State or Federal funds have been paid or will be paid, by or on behalf of the Subregion, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subregion shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions."
- (3) This certification is a material representation of fact, upon which reliance was placed when this Agreement was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. and by the MFTA between SCAG and the State.

d. The Subregion shall further require its contractors and subcontractors to comply with these Certifications. The Subregion agrees to furnish documentation to SCAG to support this requirement that all of its agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

12. Equal Employment Opportunity/Nondiscrimination. In the performance of work undertaken pursuant to this Agreement, the Subregion for itself, its assignees and successors in interest, shall affirmatively require that its employees and contractors (coordinators) shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave, and denial of pregnancy disability leave.

The Subregion shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Subregion shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated

thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

The Subregion shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.

a. Sanctions for Noncompliance: In the event of the Subregion's noncompliance with the nondiscrimination provisions of this Agreement, SCAG shall impose such contract sanctions as it or the DOT may determine to be appropriate, including, but not limited to:

- (1) Withholding of payments to the Subregion under this Agreement until the Subregion complies, and/or
- (2) Cancellation, termination or suspension of the Agreement, in whole or in part.

b. Incorporation of Provisions: The Subregion shall include the provisions of this Section in every subcontract, including procurement of materials and leases of equipment, unless exempt from the regulations or directives issued pursuant thereto. The Subregion shall take such action with respect to any subcontract or procurement as SCAG or DOT may direct as a means of enforcing such provisions, including sanctions for noncompliance.

13. Conflict of Interest. The Subregion and its officers, employees, contractors (coordinators) and agents that perform work under this Agreement shall comply with Federal and State conflict of interest laws, regulations and policies, and applicable provisions of SCAG's Conflict of Interest Policy.

14. Independent Contractor. The Subregion and its officers, employees, contractors (coordinators) and agents shall be independent contractors in the performance of this Agreement, and not officers, employees, contractors or agents of SCAG.

15. Disadvantaged Business Enterprise (DBE). It is the policy of SCAG, the California Department of Transportation, and the U.S. Department of Transportation, the Disadvantaged Business Enterprises (DBEs), as defined in 49 C.F.R., Part 26, shall have the maximum opportunity to participate in the performance of Agreements financed in whole or in part with Federal funds provided under this Agreement.

The Subregion and its employees shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any State or FHWA/FTA funds-assisted contract or in the administration of SCAG's DBE program per the requirements of 49 C.F.R., Part 26. The Subregion shall ensure that DBEs, as defined in 49 C.F.R., Part 26, have the maximum opportunity to participate in the performance of this Agreement. In this regard, the Subregion shall either meet SCAG's DBE contract goal or demonstrate a good-faith effort to ensure that DBEs have the

maximum opportunity to compete for and to perform subcontracts arising out of this Agreement. Failure to carry out the requirements of this Section shall constitute a breach of contract and may result in termination of the Agreement or such other remedy SCAG may deem appropriate.

16. Disputes. The parties agree to submit any disputes arising under this Agreement to neutral mediation before resorting to litigation.
17. Hold Harmless. The Subregion and SCAG mutually agree to indemnify and hold harmless each other, Caltrans, DOT and all of their officers, agents and employees from any and all claims, demands, costs or liability arising from or connected with negligent performance on the part of the Subregion or SCAG. The Subregion and SCAG will reimburse each other for any expenditures, including reasonable attorney fees, incurred in the defense against claims ultimately determined to be due to negligent acts, errors or omissions on the part of the Subregion or SCAG. The Subregion further agrees to reimburse SCAG for claims, demands, costs or liability associated with the incomplete performance of work contained in Exhibit A, in the event that the Subregion terminates this Agreement in accordance with Section 19.a. herein.
18. Noncompliance. In addition to such other remedies as provided by law, in the event of noncompliance with any grant condition or specific requirement of this Agreement, this Agreement may be terminated.
19. Termination of Agreement.
 - a. Termination for Convenience. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the Agreement shall be returned to SCAG at its option. If this Agreement is terminated by SCAG, as provided herein, the Subregion shall be reimbursed for expenses incurred prior to the termination date, in accordance with Section 6 through 8 of this Agreement.
 - b. Termination for Cause. If through any cause, the Subregion shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Subregion violates any of the covenants, agreements, or stipulations of this Agreement, SCAG shall thereupon have the right to terminate the Agreement by giving not less than ten (10) calendar days written notice to the Subregion of the intent to terminate and specifying the effective date thereof. SCAG shall provide a reasonable opportunity for the Subregion to cure prior to termination. Upon termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the Subregion under this Agreement shall be provided to SCAG. Subregion shall be entitled to receive

compensation for all satisfactory work completed prior to the effective date of termination.

20. Environmental, Resource Conservation, and Energy Requirements. The Subregion recognizes that many Federal and State statutes imposing environmental, resource conservation, and energy requirements may apply to the Project. The Subregion agrees to adhere to any such Federal and State requirements.

21. Notice. Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

SAMIR MEHTA
Manager of Contracts
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, California 90017-3435

MICHAEL GOLD
Deputy Director
Orange County Division
League of California Cities
600 West Santa Ana Boulevard, Suite 214
Santa Ana, California 92701

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first herein written above:

Southern California Association
Of Governments

Orange County Council
of Governments

By _____
HEATHER COPP
Chief Financial Officer

By _____
MICHAEL GOLD
Deputy Director
Orange County Division
League of California Cities

Date _____

Date _____

APPROVED AS TO LEGAL FORM:

APPROVED AS TO LEGAL FORM:

Karen L. Tachiki
Chief Counsel

Legal Counsel for Subregion

000016

EXHIBIT A
SUBREGIONAL STAFF
SCOPE OF WORK

Background:

The subregion will develop a GIS electronic file of the general plan land use. In addition the subregion will work with SCAG GIS staff to develop a comprehensive database to ensure that the geographic units used within the county are consistent with the geographic units used by SCAG's planning staff.

Steps:

1. Collect a hard or electronic copy of the land use element of the current general plan from each jurisdiction whose general plan has been updated since July 2003. (July 2004 – October 2005)
2. Collect detailed information on land uses designated as planned development and specific plans that are new or have changed significantly since July 2003. All new plans need to be added to the General Plan shape file. (July 2004 – October 2004)
3. Survey each jurisdiction to identify if there have been any changes to the land use element of the general plan. (August 2004 – November 2004)
4. Update the current general plan land use shape file to reflect all the latest revisions to the general plan land use element, including SCAG's generalized land use codes. (September 2004 – December 2004)
5. Work with SCAG staff to resolve any technical issues. (July 2004 – June 2005)
6. Provide a hard copy of the updated general plan land use map to each jurisdiction for review and comment. (November 2004 – February 2005)
7. Make any revisions to the general plan land use shape file to incorporate local jurisdiction's comments. (January 2004 – April 2005)
8. Provide a copy of the updated general plan land use shape file to SCAG for review and comments prior to the final delivery. (April 2004 - May 2005)
9. Make any revisions required by SCAG. (May 2004 – June 2005)
10. Create an updated subregion-wide shape file of the general plan land uses in UTM zone 11, NAD 83 meters projection. (May 2004 – June 2005)
11. Procure jurisdictional building parcel files from the County and each of its cities. (July 2004 – February 2005)
12. Standardize the files into one consistent format. (March 2005 - April 2005)
3. Create a GIS shape file of the most current city boundaries. (December 2004 – March 2005)

14. Coordinate with SCAG's GIS section to ensure consistent city, Census, and transportation planning geographies. (July 2004 – June 2005)

Products:

- An updated subregion-wide shape file of the general plan land uses in UTM zone 11, NAD 83 meters projection (June 30, 2005)
- General Plan update process documentation (June 30, 2005)
- County wide parcel file in agreed format. (June 30, 2005)
- A county wide shape file in UTM zone 11, NAD 83 meters projection of current city boundaries. (June 30, 2005)

Orange County Council of Government
Growth Visioning/Smart Growth

SCOPE OF WORK

WE# 05-050.OCGS1

Budget:	SCAG:	\$106,236
	Match:	<u>\$ 13,764</u>
	Total:	\$120,000

Steps:

1. Develop a multifaceted Growth Visioning implementation program with the consensus and cooperation of local jurisdictions in the county. (July 2004 to June 2005)
2. Conduct public outreach and research on Smart Growth issues and program strategies. (July 2004 to June 2005)

Products:

- A final report on Growth Visioning/Smart Growth Implementation in Orange County with findings and recommendations for local governments.
- A monitoring program that includes objective measures, benchmarks or indicators that evaluate implementation progress in Orange County communities. (July 2004 to June 2005)

000021

Orange County Council of Government
Homes for California Families Orange

SCOPE OF WORK

WE# 05-050.OCGS2

Budget:	SCAG:	\$53,118
	Match:	\$ 6,882
	Total:	\$60,000

Steps:

1. This initiative will foster public education and engagement on housing issues through conducting a series of daylong-facilitated dialogues (named ChoiceWork Dialogue) or public forums. (July 2004 to June 2005)
2. Support the production of a television program on growth and housing issues, shown first as a broadcast and available afterwards for groups to view on tape engaging in thoughtful dialogue. (January 2005 to June 2005)
3. Review housing and infrastructure issues related to infill development, including Transit Oriented Development, and evaluate public policy issues and propose recommendations based on public forums, workshops, public dialogues and other outreach efforts. (July 2004 to June 2005)

Products:

- The broadcast-quality program and supporting materials featuring real people working through real tradeoffs related to growth and quality of life issues that effect workforce housing production will be made broadly available to the public (June 2004 to July 2005)
- A final report on study findings and recommendations prepared jointly with Western Riverside County. (January 2005 to June 2005)
- A policy brief focusing on growth and workforce housing needs and potential solutions in the OCCOG subregion. (January 2005 to June 2005)
- Conduct a public workshop on final recommendations and proposed actions. (January 2005 to June 2005)

EXHIBIT B
SUBREGIONAL STAFF BUDGET

SUBREGIONAL STAFF BUDGET

000025

Agenda Item 28
 Page 25 of 46
Southern California Association of Governments
Fiscal Year 2004-2005 Subregional Budget
Subregion: Orange County Council of Governments

WBS	Program Name	Description	SCAG		Federal Amount	In-Kind Match	Cash Match	Total
			Project Manager	Amount				
05-040.OCCGS1	OCCG Data & Modeling Updates	Data	J. Jacob	61,971	8,029	0	70,000	
05-050.OCCGS1	OCCG Growth Visioning/SmartGrowth	Growth Visioning	J. Carreras	106,236	13,764	0	120,000	
05-050.OCCGS2	OCCG Homes for California Families Oran	Growth Visioning	J. Carreras	\$53,118	\$6,882	\$0	60,000	
		Total Subregional Staff		\$221,325	\$28,675	\$0	\$250,000	

EXHIBIT C
IN-KIND MATCH BUDGET

Southern California Association of Governments
Fiscal Year 2004-2005 Subregional Budget
Subregion: Orange County Council of Governments

IN-KIND or CASH MATCH BUDGET

620000

CHART 1 - SUBREGIONAL STAFF PROJECTS

WBS	Program Name	Description	SCAG		Federal		In-Kind		Cash		Total
			Project Manager	Amount	Amount	Match	Match	Match			
05-040.OCCGS1	OCCG Data & Modeling Updates	Data	J. Jacob	61,971		8,029		0		70,000	
05-050.OCCGS1	OCCG Growth Visioning/SmartGrowth	Growth Visioning	J. Carreras	106,236		13,764		0		120,000	
05-050.OCCGS2	OCCG Homes for California Families Oran	Growth Visioning	J. Carreras	\$53,118		\$6,882		\$0		60,000	
		Total Subregional Staff		\$221,325		\$28,675		\$0		\$250,000	

CHART 2 - SCAG CONSULTANT PROJECTS

WBS	Program Name	Description	SCAG		Federal		In-Kind		Cash		Total
			Project Manager	Amount	Amount	Match	Match	Match			
		Total Subregional Consultant		\$0		\$0		\$0		\$0	

Grand Totals: _____

Amount	In-Kind Match	Cash Match	Total
\$221,325	\$28,675	\$0	\$250,000



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

ITEM III. B.

STAFF REPORT

Subject: Approve Reduce Orange County Congestion (ROCC) Program Projects for Fiscal Year 2004-2005.

Summary: In 2003, as part of its federal funding effort, the Orange County Council of Governments (OCCOG) received a federal earmark of \$1 million for the Reduce Orange County Congestion (ROCC) program. The ROCC Program was funded from the Federal Highway Administration's (FHWA) Transportation and Community and System Preservation (TCSP) Program, a program with an important focus on land-use approaches to reducing traffic congestion. The ROCC Program is a pilot project representing OCCOG's first grant-awarding program in which OCCOG member agencies will be able to apply for ROCC Program funds for specific projects.

In October 2003, the OCCOG Board of Directors approved the creation of the ROCC Technical Advisory Group (ROCC Group). The ROCC Group, composed of local, regional, state and federal representatives was created to develop the project solicitation/Call for Projects, to craft the criteria by which submitted projects would be ranked and to perform an initial ranking of proposals received. Members of this group included the following individuals:

Chair D. James Hart, Ph.D.
Orange County City Managers Association Representative

Vice-Chair Jennifer Johnson
Transportation Corridors Agencies Representative

Sandra Balmir
Federal Highway Administration Representative

Pat Dapkus (Huntington Beach)
OCCOG Technical Advisory Committee Representative

Maureen El Harake
CalTrans Representative

000031

Lynn Harris
Southern California Association of Governments

Richard Marcus
Orange County Transportation Authority Representative

Harry Persaud
County of Orange Representative

Heather Sowers (Fullerton)
OCCOG Technical Advisory Committee Representative

The ROCC Group worked from early February 2004 to mid-April 2004 drafting the project proposal criteria and Call for Projects submitted to and approved by the OCCOG Board of Directors at its regular April 22, 2004 meeting. The Call for Projects was mailed to all OCCOG member agencies (including 34 Orange County cities, the county and 20 special districts) in addition to being posted on the OCCOG website.

OCCOG received 19 ROCC Project Proposals by the June 25, 2004 submittal deadline. These projects were distributed to the ROCC Group, which reviewed the proposals pursuant to the approved criteria (attached) and met on August 10, 2004 to produce a funding recommendation for the OCCOG Board of Directors' August 26, 2004 Meeting.

The ROCC Group, led by Chair Jim Hart unanimously forward to the OCCOG Board of Directors their recommendation that the five highest scoring of the 19 submitted proposals be approved to receive funding in the fiscal year 2004-2005 ROCC funding cycle. In addition to scoring highly on Board approved 1000-point scale, these five projects (totaling \$904,000) represent diversity in the geography, size and type of sponsors and partners.

Pending Board approval of the five recommended projects, next steps include:

1. Submit ROCC application to FHWA;
2. Work with FHWA to allocate funds;
3. Work with CalTrans to obligate funds;
4. Execute Contracts with five sponsoring agencies;
5. Provide Notice to Proceed to project managers.

Project	Jurisdiction	Average Score	Ranking	Congressional District	
Laguna Niguel/Mission Viejo Metrolink Station	City of Laguna Niguel	722.50	1	Chris Cox	\$144,000
San Clemente Pedestrian Beach Trail	City of San Clemente	703.33	2	Ken Calvert	\$200,000
Planning for Transit in Stanton	City of Stanton	703.33	2	Ed Royce	\$200,000
Transit Oriented Planning	City of Brea	685.00	4	Ed Royce, Gary Miller, Dana Rohrabacher, Loretta Sanchez	\$200,000
Kids Beach Pedestrian Sidewalk	County of Orange	676.67	5	Chris Cox, Ken Calvert, Ed Royce, Gary miller, Dana Rohrabacher, Loretta Sanchez	\$200,000
Funding Total					\$904,000

Recommendation: Approve ROCC projects for funding.

Attachment: ROCC Group Project Ranking Recommendation
Reduce Orange County Congestion Program criteria
Project Statistical Breakdown and Summary
ROCC Program Timeline

Contact: D. James Hart, Ph.D., City Manager
City of Rancho Santa Margarita – (949) 635-1800
Matthew Henkes, Policy Analyst – (714) 972-0077

**Orange County Council of Governments (OCCOG)
Reduce Orange County Congestion Program (ROCC)
Technical Advisory Group**

Project Ranking Recommendation

Project	Jurisdiction	Average Score	Ranking
Laguna Niguel/Mission Viejo Metrolink Station	City of Laguna Niguel	722.50	1
San Clemente Pedestrian Beach Trail	City of San Clemente	703.33	2
Planning for Transit in Stanton	City of Stanton	703.33	2
Transit Oriented Planning	City of Brea	685.00	4
Kids Beach Pedestrian Sidewalk	County of Orange	676.67	5
Regional Community Center for South East Orange County	City of Rancho Santa Margarita	645.00	6
Red Hill Avenue Grade Separation	City of Tustin	623.33	7
Sante Fe Depot Specific Plan Update	City of Orange	620.00	8
Southern California Goods Movement Plan	Orange County Transportation Authority	578.33	9
Increasing Transit Ridership through Safety and Comfort	City of Fullerton	536.67	10
Bus Shelter Project, Phase 2	City of Lake Forest	501.67	11
Bolsa Avenue, Beach to Newland	City of Westminster	480.00	12
Bolsa Avenue, Magnolia to Newland	City of Westminster	480.00	12

Project	Jurisdiction	Average Score	Ranking
Westminster Boulevard, Beach to Newland	City of Westminster	480.00	12
Westminster Boulevard, Newland to Magnolia	City of Westminster	472.50	15
Bus Turnouts Construction at 14 locations within the City	City of Buena Park	455.00	16
Intersection Improvements Del Obispo Street/Camino Capistrano	City of San Juan Capistrano	452.50	17
Valley View Street Widening	City of Buena Park	432.50	18
Traffic Improvement by Reduction Pedestrian Congestion	City of Laguna Beach	337.50	19

Project Proposal: *Project Name, Partners*

Grading Sheet : *Project Code*

<u>Cooperation</u>		<u>Environmental/Safety</u>	
Project is consistent with local, subregional and regional long range transportation goals and policies including:		Project contributes to attainment of local and regional air-quality standards.	/30
<i>SCAG Regional Transportation Plan.</i>	/20	Project encourages water-quality by addressing/reducing urban run-off.	/30
<i>Implementation of SCAG Compass Program (Growth Visioning).</i>	/20	Project has the potential to correct/eliminate an existing safety problem and improves safety conditions for users.	/30
<i>OCTA Directions 2030.</i>	/20	Project has potential to reduce the number of accidents or injuries.	/30
<i>Applicable City and County General Plans, or member agency policy-planning document.</i>	/20	Project works to preserve the natural environment.	/30
Project has secured matching funds or leverages other available resources.	/30	<i>Subtotal Environmental/Safety</i>	150
Project is a multi-agency partnership.	/40	<u>Transportation</u>	
Project has a sub-regional or multi-jurisdictional focus.	/40	Project improves mobility/reduces vehicle delays.	/20
Project links existing facilities.	/30	Project provides inter-modal and/or transit connections.	/30
<i>Cooperation Subtotal</i>	220	Project increases off-peak hour transportation options.	/30
<u>Land-Use</u>		Project promotes alternative forms of transportation.	/40
Project promotes mixed-use/incorporates mixed-use facilities.	/40	Project shortens automobile trip lengths.	/30
Project promotes reuse of underutilized facilities.	/40	Project reduces SOV (Single Occupancy Vehicle) trips.	/30
Project advances Jobs-Housing balance development patterns, e.g., infill, or transit oriented development.	/50	Project incorporates use/development of best practices or incorporation of new technologies, e.g., Intelligent Transportation Systems.	/30
Project encourages pedestrian, bicycle, HOV, etc. resulting in greater access for residents to activity centers, e.g., health care, jobs, or shopping.	/50	Project enhances/provides for telecommuting opportunities.	/10
Project encourages expanded usage of public facilities.	/40	<i>Transportation Subtotal</i>	220
<i>Land-Use Subtotal</i>	220		

000037

<u>Community Development/Outreach</u>		<u>Evaluation</u>	
Project facilitates a high quality of life.	/20	Project sponsors committed to evaluation/documentation Plan.	/40
Project includes a public outreach component, or demonstrates a commitment to seeking/involving community support.	/20	Project sponsors clearly identify a grant manager and provide a clear set of project milestones and/or timeline.	/60
Project targets specific populations, e.g., students, seniors, disabled.	/30	<i>Evaluation Subtotal</i>	100
Project addresses/enhances an identified need.	/30	<u>Extra Points</u>	
<i>Community Development/Outreach Subtotal</i>	100	Project includes at least 20% matching funds.	10
		No more than 5% of awarded funds will be used for administrative purposes.	10
		<i>Extra Points Subtotal</i>	

Cooperation Subtotal _____ /220 Environmental/Safety Subtotal _____ /150

Land-Use Subtotal _____ /220 Transportation Subtotal _____ /220

Community Development/Outreach Subtotal _____ /100 Evaluation Subtotal _____ /100

Extra Points

Total Score: _____ / 1000 points

Signature: _____

Date: _____

ROCC Program: 2004 Funding Cycle Summary

- Number of Sponsoring Agencies: 15
- Number of Projects: 19
- Number of Partnering Agencies: 17
- 7 Planning/12 Construction Projects
- Total Amount Asked: \$5,365,518.00
- Total Cost of All Projects: \$38,434,491.50
- Program Geographical Breakdown by Representative:
 - Ed Royce: 10
 - Gary Miller: 2
 - Ken Calvert: 2
 - Dana Rohrabacher: 5
 - Loretta Sanchez: 4
 - Chris Cox: 5

ROCC Program Project Proposal Summaries

Sponsor:	City of Laguna Niguel
Title:	Laguna Niguel Gateway Specific Plan Mixed Residential Land Use Study
Partners:	None
Location:	Gateway Specific Plan Area-City of Laguna Niguel
Type:	Planning
ROCC Request:	\$144000
Total Cost:	\$180000
Representative	Chris Cox
Description	The City's Project would reevaluate the existing land use designations in the Laguna Niguel Gateway Specific Plan Area to assess the feasibility of changing existing commercial land use designations to mixed use land use designations, allowing for a combination of commercial/retail and residential uses. Additionally, Mixed Use Guidelines and Development standards, including the incorporation of Transit Oriented Design Principles, would be developed to facilitate the construction of mixed-use projects. Lastly, the project would identify, re-designate and rezone private parcels in the Gateway area, based upon the results of feasibility studies.
Sponsor:	Orange County Transportation Authority
Title:	Orange County and Southern California Goods Movement Action Plan
Partners:	Los Angeles County Metropolitan Transportation Authority, Riverside County Transportation Committee, San Bernardino Associated Governments, Southern California Association of Governments, CalTrans Districts 7, 8 & 12
Location:	Los Angeles, Orange, San Bernardino and Riverside Counties
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$875000
Representative	N/A
Description	To identify and evaluate existing and anticipated goods movement issues in Orange County in conjunction with a larger regional effort to propose operational, policy, and infrastructure improvements.
Sponsor:	City of Buena Park-1
Title:	Valley View Street Widening
Partners:	None
Location:	From Lincoln Avenue to Artesia Boulevard in the City of Buena Park
Type:	Construction

ROCC Request:	\$200000
Total Cost:	\$728000
Representative	Ed Royce
Description	The widening of Valley View Street from Lincoln Avenue to Artesia Boulevard will provide mitigating measures for existing and future deficiencies without having to resort to costly construction work. It includes the needed third lane in each direction south of State Route 91 by reducing the landscaped median width, and the width of existing lanes, without impacting the divisional islands separating Valley View Street from the frontage roads. It will also provide adjusting signal timing at various intersections to improve traffic movement.
Sponsor:	City of Buena Park-2
Title:	Bus Turnouts Construction Project
Partners:	None
Location:	City of Buena Park
Type:	Construction
ROCC Request:	\$192000
Total Cost:	\$275000
Representative	Ed Royce
Description	The project will include the construction of 14 bus turnouts within the City of Buena Park.
Sponsor:	City of Laguna Beach
Title:	Traffic Improvement by Reducing Pedestrian Congestion
Partners:	CalTrans
Location:	Laguna Canyon Road, City of Laguna Beach
Type:	Construction
ROCC Request:	\$175000
Total Cost:	\$175000
Representative	Chris Cox
Description	The City of Laguna Beach proposes to install a traffic signal, which would be pedestrian activated, to ensure the safe passage of pedestrians across the road. Equally importantly, the signal will allow vehicle traffic to utilize Laguna Canyon Road much more effectively as pedestrians will be grouped together when crossing.
Sponsor:	City of Westminster-1
Title:	Westminster Boulevard Raised Medians from Beach to Newland
Partners:	City of Garden Grove, Westminster Redevelopment Agency
Location:	Westminster Boulevard: Beach to Newland
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher, Loretta Sanchez

Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-2
Title:	Bolsa Avenue Raised Medians from Newland to Magnolia
Partners:	County of Orange, Westminster Redevelopment Agency
Location:	Bolsa Avenue: Newland to Magnolia
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-3
Title:	Bolsa Avenue Raised Medians from Beach to Newland
Partners:	County of Orange, Westminster Redevelopment Agency
Location:	Bolsa Avenue: Beach to Newland
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-4
Title:	Westminster Boulevard Raised Medians from Newland to Magnolia
Partners:	City of Garden Grove, Westminster Redevelopment Agency
Location:	Westminster Boulevard: Newland to magnolia
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher, Loretta Sanchez
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Tustin
Title:	Red Hill Avenue Grade Separation
Partners:	OCTA
Location:	Red Hill Avenue at the OCTA/SCRRA Railway and at Edinger

	Avenue
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$25400000
Representative	Chris Cox
Description	The proposed project involves the grade separation of Red Hill Avenue over/under the OCTA/SCRRA railway, and Edinger Avenue. A bridge or underpass will be constructed to cross over/under the Santa Ana-Sante Fe Channel, the OCTA/CSCRRA Railway and Edinger Avenue. This project was previously ranked high on the priority list of grade crossing improvements based on the Orange/Olive Grade Crossing Study prepared by OCTA in June 1999.
Sponsor:	County of Orange
Title:	Kids Beach Pedestrian Sidewalk
Partners:	CalTrans
Location:	Pacific Coast Highway from 12 Street to Park Avenue
Type:	Construction
ROCC Request:	\$160000
Total Cost:	\$200000
Representative	N/A
Description	This proposed project at Kid's Beach is to construct a missing gap of parkway improvements consisting of a 2.4 meters wide sidewalk including CalTrans standard curb and gutter along the easterly edge of the northbound lanes of Pacific Coast Highway (PCH/SR-1), installation of stairs and a ramp which complies with the Americans with Disabilities Act (ADA) standards for pedestrian access to the beach from the sidewalk, and installation of a standard APWA hand railing along the beach/harbor side of the sidewalk.
Sponsor:	City of Lake Forest
Title:	Bus Shelter Project-Phase 2
Partners:	OCTA
Location:	Various Locations, Lake Forest
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$254200
Representative	Chris Cox
Description	The City of Lake Forest is applying for ROCC funding for Phase 2 of the installation of bus shelters at citywide locations. The project proposes to install 32 non-advertising bus shelters throughout the city, at high ridership locations. The City is currently installing 44 non-advertising bus shelters under Phase 1 of the City's bus shelter installation project.
Sponsor:	City of Fullerton

Title:	Increasing Transit Ridership through Safety and Comfort
Partners:	OCTA
Location:	City of Fullerton
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$200000
Representative	Ed Royce, Loretta Sanchez
Description	Increase transit bus ridership of targeted populations by installing four bus shelters with inside backless benches and trash receptacles at four bus stop locations and installing benches with backs and trash receptacles at over 50 additional bus stops.
Sponsor:	City of San Juan Capistrano
Title:	Intersection Improvements Master Plan
Partners:	None
Location:	Del Obispo Street/Camino Capistrano
Type:	Planning
ROCC Request:	\$99518
Total Cost:	\$132690
Representative	Ken Calvert
Description	The Proposed Intersection Improvements Master Plan (IIMP) for the Del Obispo Street intersection with Camino Capistrano will provide a complete study of the traffic and right-of-way acquisition options at this heavily utilized location. The results of the study will lead to final design and construction of four projects that are scheduled in the City of San Juan Capistrano's list of Traffic Congestion Relief Projects (TCRP) in its Capital Improvement Program.
Sponsor:	City of Stanton
Title:	Planning for Transit in Stanton
Partners:	OCTA
Location:	Citywide and West Side of Beach Boulevard South of former Pacific Electric Right-of-Way
Type:	Planning
ROCC Request:	\$195000
Total Cost:	\$209000
Representative	Ed Royce
Description	Planning for Transit in Stanton provides tools to effectuate positive change through implementation of transit-oriented development policies. Specific tools include: inventory of underutilized and vacant parcels along major corridors to identify potential sites for transit-oriented, mixed use, infill development; preparation of citywide general plan development standards for transit-oriented development; incorporation of transit-oriented standards into the City of

	Stanton Zoning Ordinance; investigation into the use of development fees to fund parking facilities and public improvements related to transit and transit-oriented development; preparation of Beach Boulevard Transit-Oriented Development Master Plan; and preparation of required California Environmental Quality Act (CEQA) documentation on the Planning for Transit in Stanton program.
Sponsor:	City of Brea
Title:	Transit-Oriented Development Linking Transit Planning and Land Use in North Orange County
Partners:	City of Fullerton, City of La Habra, City of Placentia, City of Yorba Linda
Location:	North Orange County
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$240000
Representative	Ed Royce, Gary Miller, Dana Rohrabacher, Loretta Sanchez
Description	The five North Orange County Cities would like to take next steps following a report commissioned by the cities and conducted in conjunction with OCTA. These next steps would develop a future transit system for the area through an examination of the link between transit system planning and land use planning.
Sponsor:	City of Orange
Title:	Santa Fe Depot Specific Plan Update
Partners:	Orange Redevelopment Agency
Location:	City of Orange Metrolink Station, OCTA Transit Center and surrounding environs
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$360000
Representative	Ed Royce, Chris Cox
Description	The City seeks, by updating this Plan, to establish land use and development policies that do more to encourage the development of a transit-oriented mixed-use node in the vicinity of Orange's historic Santa Fe Depot, which functions today as a well-utilized Metrolink station and OCTA transit terminal.
Sponsor:	City of Rancho Santa Margarita
Title:	Southeast County Regional Community/Senior Center
Partners:	Bell Tower Foundation, Santiago Seniors Club, OCTA
Location:	22232 El Paseo (Central Park)
Type:	Construction
ROCC Request:	\$2000000
Total Cost:	\$7005594

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Representative	Gary Miller
Description	This project will construct an approximately 25,000 square foot Regional Community Center with a variety of conference rooms, a teen lounge, and a senior center. The Senior Center is located in the Town Center and near existing senior living facilities. The intent of this project is to promote principles of smart growth.
Sponsor:	City of San Clemente
Title:	San Clemente Pedestrian Trail
Partners:	OCTA, Southern California Regional Rail Authority, California Department of Parks and Recreation
Location:	Along Beachfront between North Beach and Calafia Beach park
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$7500000
Representative	Ken Calvert
Description	Through the development of an environmentally sound pedestrian beach trail, the San Clemente Pedestrian Beach Trail (Project) seeks to enhance safety and mobility to, from and along San Clemente's beaches within an active railroad corridor where the number of trains and beach going population have increased significantly in recent years.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: October 25, 2004

BACKGROUND

The recent Legislative Alerts from the California Library Association are contained in Agenda Item 23.

No budget information has been received from the State Library although details about the matching funds for literacy projects should be arriving shortly.

The Coalition of Special Library Districts is planning to meet at the California Library Association Conference in San Jose in November. No one from Placentia Library is planning to attend the Conference.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Revision of Travel Authorization approved at the August Board Meeting
DATE: October 25, 2004

BACKGROUND

The Travel Authorization presented at the August Board Meeting is Attachment A. The estimate from August is Attachment B and the revised estimate for October is Attachment C.

The State Library notified the District that it will not cover the hotel cost for Thursday, November 11, 2004. This change adds \$137.50 to the cost of the trip for both Roberts and Silberfarb. Because this event is the same weekend as the Dinsmore reception the Library Director has decided to cancel her participation in the 20th Anniversary Literacy Banquet, thus saving mileage and the cost of her room.

The net financial impact is as follows:

Expenses from Library General Fund

	<u>08/23/04</u>	<u>10/25/04</u>	<u>Change</u>
Roberts	110.00	247.50	137.50
Silberfarb	110.00	247.50	137.50
Minter	372.00	-	(372.00)
TOTAL	592.00	495.00	(97.00)

The Staying in Compliance, CSDA Workshop in San Diego on December 15, 2004 has also developed a problem. Several participants were planning on taking Amtrak. Upon checking the schedule the earliest possible train arrives after the beginning of the seminar. Because the Seminar is a full day there are liability issues involved with 4 to 6 hours of driving time in addition to the class time. The cost of traveling down the night before, even with carpooling, would add over \$1,000 with the cost of mileage, lodging and two evening meals. A van/bus with driver could be rented for no more than \$700 and this would involve just the evening meal on the way home.

RECOMMENDATION

1. Amend the Travel Authorization from August 23, 2004 to cover lodging for Roberts and Silberfarb on November 11, 2004 in San Jose.
2. Determine the travel arrangements for the Staying in Compliance (Brown Act & Conflict of Interest Training) Workshop in San Diego on December 15, 2004.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Travel Authorizations for the clioinstitute & CALTAC workshop for Library Trustees and System Advisory Board Members, the California Literacy Conference, the California Library Literacy Services Annual Meeting and Banquet**

DATE: August 23, 2004

BACKGROUND

Get Real! Helping Libraries Survive and Thrive in Turbulent Times, clioinstitute & CALTAC, Cerritos, September 24-25, 2004

A workshop for library trustees presented by Joan Frye Williams and State Librarian Susan Hildreth. No charge for participating Trustees or System Advisory Board Members.

Information for the Trustee Seminar is Attachment A.

"Bridges to the Future: Information, Access & Action", California Literacy Conference, San Francisco, October 14-16, 2004

Library literacy programs have been invited to send one delegate to the California Literacy Conference in San Francisco with costs being reimbursed for the library. The costs to be reimbursed are approximately \$661.00. The cost for the District is approximately \$135 for some meals and miscellaneous expenses.

Toby Silberfarb has been designated as the staff member to attend this Conference.

Information for the CAL Lit Conference including the cost estimate is Attachment B.

California Library Literacy Services (CLLS) Annual Meeting and Banquet, San Jose, November 11-13, 2004

The California State Library is hosting a 20th Anniversary Conference and Banquet for CLLS. Placentia Library District was one of the charter participants in this project. Library Directors have been invited to the Banquet as guests of the State Library and Literacy Staff have been invited to the Conference and Banquet as guests of the State Library.

Jim and Toby's travel expenses need to be paid by the District but will be reimbursed by the State Library. The hotel expenses will be paid directly by the State Library. Their registration and

miscellaneous expenses estimated to be \$220.00 will be paid by the District General Fund Literacy Services. The amount reimbursable will be approximately \$352.00.

The Library Director will be driving to San Jose from Avila Beach because she will be in Avila on vacation immediately before the Conference. She will attend the 20th Anniversary Banquet on the evening of November 12. She will be returning to Placentia the day after the conference and banquet. Her cost to the District General Fund will be approximately \$372.00. (Her hotel room is not provided by the State Library.)

Information about the CLLS Conference and the cost estimate are Attachment C.

Staying in Compliance, CSDA Workshop, Embassy Suites Hotel San Diego Bay, San Diego, December 15, 2004

A workshop for district trustees and management staff on The Ralph M. Brown Act, California Public Records Act and Conflict of Interest. Cost is \$170 per person plus mileage.

Information for the CDSA Workshop is Attachment D.

Recommend for Trustees, Minter and Administrative Assistant.

RECOMMENDATIONS

1. Determine who will attend the clionstitute & CALTAC seminar in Cerritos, September 24-25, 2004 with miscellaneous travel expenses to be paid from the District General Fund.
2. Authorize Librarian Toby Silberfarb to attend the California Literacy Conference in San Francisco, October 14-16, 2004 at a cost not to exceed \$796.00 from the District General Fund Literacy Grant, of which approximately \$661.00 is expected to be reimbursed.
3. Authorize Public Services Manager Jim Roberts and Librarian Toby Silberfarb to attend the California Library Literacy Services Annual Meeting and Banquet in San Jose, November 11-13, 2004 at a cost not to exceed \$571.20 from the District General Fund Literacy Grant, of which approximately \$351.20 is expected to be reimbursed.
4. Authorize Library Director Elizabeth Minter to attend the California Library Literacy Services 20th Anniversary Banquet in San Jose, November 12, 2004 at a cost not to exceed \$372.00 and traveling by automobile.
5. Determine who will attend the California Special Districts Association Workshop, Staying in Compliance in San Diego, December 15, 2004 and authorize the payment of \$170 per person plus actual mileage, parking and meal expenses. Payment to be made from the Trustee and Staff out-of-town travel accounts in the District General Fund.

Placentia Library District
Travel Estimate

Name: Toby Silberfarb
Event: CLLS 20th Anniversary Conference
Location: San Jose, CA
fund: CLLS

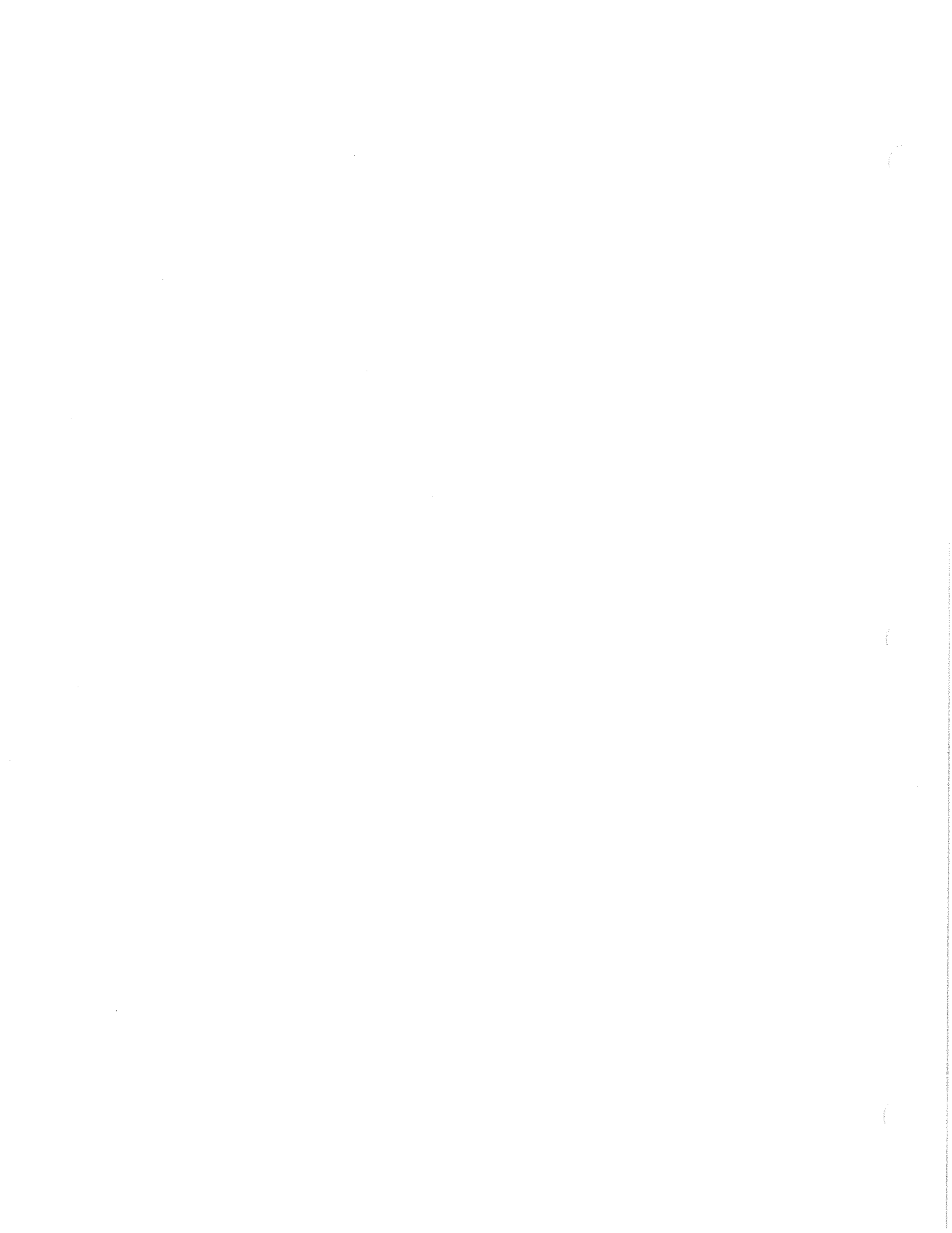
Date	Mon	Tues	Wed	Thur 11/11/04	Fri 11/12/04	Sat 11/13/04	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-	CSL	CSL	-	-	15.00
Breakfast	-					15.00		15.00
Lunch						15.00		15.00
Dinner				25.00		-		25.00
Air/Train				142.00			142.00	
Local Trans.							-	
Mileage @ \$.36						7.20	7.20	
Parking/Tolls				20.00	20.00	20.00	60.00	
Telephone							-	
Misc.				10.00	10.00	10.00		30.00
TOTAL	-	-	-	197.00	55.00	67.20	209.20	110.00

Name: Jim Roberts
Event: CLLS 20th Anniversary Conference
Location: San Jose, CA
fund: CLLS

Date	Mon	Tues	Wed	Thur 11/11/04	Fri 11/12/04	Sat 11/13/014	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-	CLS	CLS	-	-	15.00
Breakfast	-					15.00		15.00
Lunch						15.00		15.00
Dinner				25.00		-		25.00
Air/Train				142.00			142.00	
Local Trans.							-	
Mileage @ \$.36							-	
Parking/Tolls							-	
Telephone							-	
Misc.				10.00	10.00	10.00		30.00
TOTAL	-	-	-	177.00	35.00	40.00	142.00	110.00

Name: Elizabeth Minter
Event: CLLS 20th Anniversary Dinner
Location: San Jose, CA
fund: CLLS

Date	Mon	Tues	Wed	Thur	Fri 11/12/04	Sat 11/13/014	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-		100.00	-		100.00
Breakfast	-					15.00		15.00
Lunch					15.00	15.00		15.00
Dinner						-		25.00
Air/Train							-	
Local Trans.							-	
Mileage @ \$.36					54.00	108.00		162.00
Parking/Tolls							-	
Telephone							-	
Misc.					10.00	10.00		30.00
TOTAL	-	-	-	-	204.00	148.00	-	372.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Revision of Job Description for Library Aide to add provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.**

DATE: October 25, 2004

BACKGROUND:

The Circulation Supervisor has requested a revision to the Job Description for Library Aide so that individuals with that classification may be trained and scheduled to serve as assistants at the Check-Out Desk during busy periods.

According to the provisions of Placentia Library District Policy 1010, amendments must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted. This policy may be waived by a 4/5 vote of the Board.

RECOMMENDATION:

Adopt as a first reading the amendment of Placentia Library District Policy 2325, Job Description — Library Aide to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Aide
POLICY NUMBER: 2325

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

2325.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2325.1.2 Prepares library materials for public use.

2325.1.3 Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

2325.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2325.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

2325.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

- 2325.2.6** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
 - 2325.6.7** Searches for library materials on the shelves as assigned by Library staff.
 - 2325.2.8** Runs errands for Library staff.
 - 2325.2.9** Retrieves newspapers and magazines from storage areas.
 - 2325.2.10** Assists public with unloading gift books and magazines from their cars.
 - 2325.2.11** Re-stocks the vending machines.
 - 2325.2.12** Sets up and breaks down tables and chairs in the Meeting Room.
 - 2325.2.13** Works in Technical Services in support of professional staff.
 - 2325.2.14** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
 - 2325.2.15** Assists the Friends of Placentia Library volunteers with book store and sorting room activities.
- 2325.3** Required Qualifications. He/she will possess a high school diploma or the equivalent.
- 2325.4** Knowledge and abilities:
- 2325.4.1** Ability to file accurately according to library filing rules.
 - 2325.4.2** Ability to meet the public with tact and courtesy.
 - 2325.4.3** Ability to follow oral and written instructions.
 - 2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
 - 2325.4.5** Ability to follow Library policies and procedures.
 - 2325.4.6** Ability to organize and manage work flow for self.
 - 2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.



2325.5 Physical Demands

2325.5.1 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.

2325.5.1.1 Must possess mobility to work in a standard office setting.

2325.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2325.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2325.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2325.5.1.5 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.

2325.5.1.6 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.

2325.6 Work Environment

2325.6.1 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.

2625.6.2 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 BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Addition of Notary Public Services at a rate of \$10.00 per signature and Passport Photo Service at a rate of \$10.00 per picture and amendment of the Placentia Library District Fines and Fees Schedule to include the new charges.

DATE: October 25, 2004

BACKGROUND:

1. The U.S. Department of State is now requiring that one of the Passport forms or letter of authorization by a parent of a child under the age of fourteen be notarized.

Staff is recommending that Placentia Library District authorize the training and certification costs of up to four staff Notary Publics, that staff designated as District Notary Publics be given a 5% addition to their hourly rate of pay (same as bi-lingual pay), and that the District offer Notary Public services at a rate of \$10.00 per signature.

The proposed amendment of Placentia Library District Policy 2150, Compensation is Attachment A.

The proposed amendment of Placentia Library District Policy 6035, Fines & Fees Schedule is Attachment B.

2. Staff is recommending that Placentia Library District investigate the equipment and process for Passport photos being used by Mission Viejo Library and other Passport Acceptance Agencies, purchase the equipment and offer Passport Photographs at a rate of \$10.00 per person.

The proposed amendment of Placentia Library District Policy 6035, Fines & Fees Schedule is Attachment B.

Both of these changes involve an amendment of the Placentia Library District Fines and Fees Schedule that was adopted on July 26, 2004. After the Schedule is amended it must be set for Public Hearing and notices posted and published.

According to the provisions of Placentia Library District Policy 1010, amendments must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted. This policy may be waived by a 4/5 vote of the Board.

RECOMMENDATION:

1. Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Notary Public Services at a cost of \$10.00 per signature.
 2. Approve as a first reading the amendment of Placentia Library District Policy 2150, Compensation, to include the addition of a five percent hourly adjustment in salary for up to four District-designated Notary Publics as appointed by the Library Director.
 3. Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Passport Photograph services at a cost of \$10.00 per person.
 4. Authorize the publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on November 22, 2004 at 6:30 P.M.
-

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Compensation
POLICY NUMBER: 2150

2150.1 This policy will apply to all District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement within Range.

2150.3.1 Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance review as submitted by the employee's supervising manager and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:



2150.3.2.1 New Employees. A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted will have a new merit advancement date that will be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase will take place on the day on which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date if performance is not satisfactory. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided than an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

2150.5 Bi-Lingual Pay. Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five

per cent addition to their regular pay rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.

2150.5.1 Bi-lingual pay is available for any language spoken by more than 10% of the population of Placentia Library District as shown by the United States Census.

2150.6 Notary Pay. Up to four employees in non-exempt classifications are eligible to apply to the Library Director to take the State of California exam for Notary and to use that certification at the Library. Staff members who receive Notary Certification will receive a five percent addition to their regular pay rate effective the date that he/she receives has both the certification and seal. Notary pay shall continue until such time as the employee is no longer certified or is unwilling to provide the service. Employees who accept Notary pay will be required to provide Notary services for Library clients and staff. Preference will be given to staff regularly assigned to Passport application processing and to those working full-time at the Circulation Desk.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Reviewed July 26, 2004

FINES PER DAY

All Items \$.20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM **MAXIMUM**
All Items \$ 10.00

RESERVES & SHELF CHECKS **PER ITEM**
All Items \$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books	Item Cost + \$ 5.00	\$ 20.00
Uncataloged Paperbacks	Item Cost + \$ 5.00	5.00
Magazines/Pamphlets	No Processing Fee	3.00
Cassettes	No Processing Fee	10.00
CDs, CD ROMs & Videos	Item Cost + \$ 5.00	15.00
Audio Books (all formats)	Item Cost + \$ 5.00	50.00

**Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES **PER ITEM**

Library card replacement	\$ 2.00
Checkout with non-Library identification	1.00
Laminating, per sheet	1.00
Printing, black ink, per page	.10
Photocopy, black ink, per page	.15
Printing & Photocopy, color, per page	1.00
Passport check preparation	2.00



Passport Photograph, per person	10.00
Notary service, per signature	10.00
Test monitoring, per exam	30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours	\$ 35.00
Additional hours, in four hour increments	35.00
Set-up & clean-up combination	30.00
Set-up fee	20.00
Clean-up fee	20.00

SURCHARGES

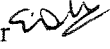
Returned check, up to 30 days	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Library Director's Report
DATE: October 25, 2004

I participated in the following activities during the current report period:

- Sep 16 Conducted interviews for Librarian I
- Sep 20 Library Board Meeting
- Sep 21 Attended the OCLC Western Meeting and a CALIFA meeting on e-books and selling used books through r-logistics.
- Sep 22 Meeting with HIS House and Placentia Boys and Girls Club to work on the Placentia Legacy planned giving brochure.
Meeting with Dinsmore retirement committee.
- Sep 23 Attended Chamber of Commerce Breakfast
Represented the Board of Trustees at the Council of Governments Annual Meeting in Tustin.
- Sep 24-25 Attended the Trustee and Advisory Council Seminar at Cerritos
- Sep 29 Meeting with Foundation Donor Reception Committee.
- Sep 30 Meeting with HIS House, Placentia Boys and Girls Club and Placentia Founder's Society to work on the Placentia Legacy planned giving brochure.
Attended ISDOC meeting, nominated for Secretary on Board of Directors
- Oct 2 Passport duty
- Oct 4 Attended meeting with Dynix representative at the Yorba Linda Library to discuss RFID transition for the Tri City Library Network.
Attended Friends Board meeting.
- Oct 5 Meeting with staff from Sign A Rama to order replacement signage for lobby area and logo for the Meeting Room podium.

- Oct 7 Attended telephone system demonstration at InterTel

 Attended Foundation Board Meeting
- Oct 9 Worked at the Community Network Booth at the Heritage Festival.
- Oct 11 Meeting with Placentia resident Henry Oliver to answer questions about costs of computer system maintenance.
- Oct 13 Made a presentation on Proposition 1A at the Placentia Chamber Networking luncheon.

 Conducted a meeting of the Dinsmore Retirement Committee.
- Oct 15 Attended retirement reception for Yorba Linda Library Director CarolAnn Tassios.
- Oct 19 Attended Arroyo Seco Library System, Library of California, membership meeting in La Mirada

The following staff meetings were held:

- Sep 29 Picture for Dinsmore retirement presentation.
- Oct 13 Staff meeting to present the quarterly attendance awards and discuss the staff procedures for handling a disruptive/dangerous patron.

Lunches with staff members:

- Oct 2 Jesus Diaz
- Oct 7 Katie Matas
- Oct 18 Shawn Robison

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JK*
 DATE: October 25, 2004

SUBJECT: Program Committee Report for the month of September.

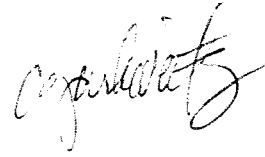
DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	2	30
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	5	213
3-4 year-old music times	4	135
5-6 year-old music times	4	122
Lapsits	5	291
Class Visits	0	0
School Visits	0	0
After School Craft	1	9
 TOTAL FOR SEPTEMBER	 <u>20</u>	 <u>778</u>
YTD TOTAL	<u>69</u>	<u>3,006</u>

<i>LITERACY SERVICES</i>	<i>Sep 2004-05</i>	<i>FY 2004-05 YTD</i>
Total Tutors	176	200
Total Students	171	179
Total Hours	1,450	4,125

For more detailed literacy statistics, see Agenda Item 35, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian




Date: for Board Meeting October 25, 2004

Subject: September Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	5	291
Story Time (a.m.) 3 - 6 year olds	5	213
Bilingual Story Time	1	8
Music Time 3 - 4 year olds	4	135
Music Time 5 - 6 year olds	4	122
Class Visits	0	0
School Visits	0	0
After School Craft	1	9
Total	20	778



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 25, 2004

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

Tutor Training. The Literacy Coordinator conducted one regular workshop and two accelerated ones in September and twelve tutors were trained, four teens and eight adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled October 3, 2004.

Families for Literacy (FFL) Program Status. There was be no FFL programming in September.

Placentia Rotary Reading Enrichment Program (PRREP). Recruitment for PRREP began again in September. The Literacy Coordinator attended club rush at Valencia High School in late September and over 100 students expressed an interest in PRREP. Club rush for the El Dorado High School PRREP volunteers will take place the first week of October. We plan to have tutor training and orientations for PRREP at both El Dorado and Valencia High Schools in October.

Reach Out and Read On Hold. PLLS's partnership St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program, is on hold. Our long time volunteer for this outreach, Diane Martlaro, had to stop earlier this year, and our other volunteer, Pettey Peterson, has had to stop. We want to thank both of these volunteers for there many volunteer hours. We will try to recruit volunteers next school year to continue this partnership.

English Language and Literacy Intensive (ELLI) Program Update. ELLI got started again this year in late September. We plan to have ELLI active this past school year at five elementary schools: Glenview, Melrose, Rio Vista, Ruby Drive, and Tynes. We will staff all five sites with Federal Work Study staff and volunteers. We will have a more complete and detailed ELLI report in our October Board report.

Grant Update. Our grant writers, Machoskie & Associates, accomplished the following in September: sent letters of inquiry to the George Hoag Family Foundation and the R.C. Baker Foundation; drafted and submitted a grant proposal to the Barbara Bush Foundation and to the Season of Caring; drafted and got approval for a PLLS program budget; and researched eleven new grant opportunities.

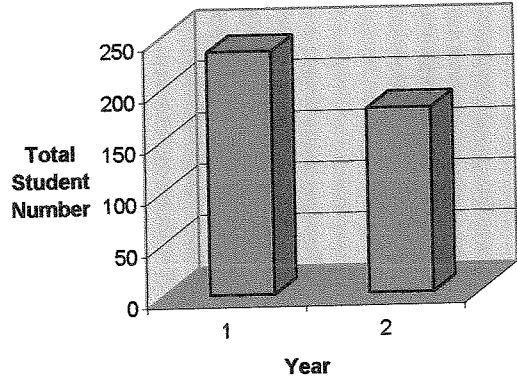
Literacy statistics. See Agenda Item 35, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

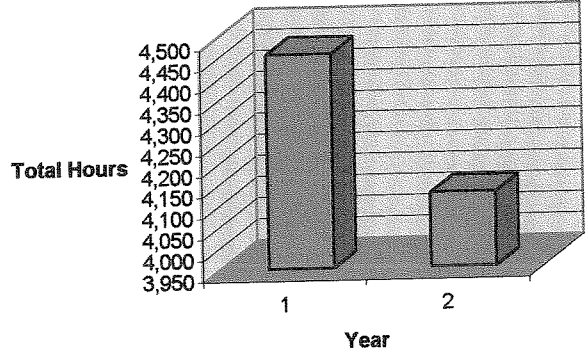
Report of Growth and Progress

	Sep 03-04	Sep 04-05	YTD 03-04	YTD 04-05
Tutors				
Adult	110	86	127	114
Teen	64	86	68	86
Hours Instruction	1,569	1,450	4,458	4,125
Other Volunteer Hours	96	120	240	240
Total Hours	1,665	1,570	4,698	4,365
Training Workshops				
Workshops Held	3	3	7	8
Tutors Trained	46	14	64	39
Students				
With Adult Tutors	115	97	161	108
With Teen Tutors	64	74	75	71
In Groups	0	0	0	0
Total Active Students	179	171	202	179
Families for Literacy				
Family Students	26	10	34	10
Family Tutors	22	10	26	10
Hours of Instruction	29	80	44	240
ELLI Program				
K-6th Grade Students	95	0	95	0
Tutors for K-6th Grade	6	0	6	0
Hours of Instruction	210	0	210	0
Total Tutors	142	172	198	200
Total Students	148	171	236	179
Total Instruction Hours	1,404	1,450	4,458	4,125

Change in Total Students



Increase in Instruction Hours





TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Reference Librarian

MOS

DATE: October 25, 2004

SUBJECT: Reference and Adult Services report for September

- There were no programs in September, although we continued to work on the two scheduled for October.
- There were two Program Committee meetings.
- On September 8, we interviewed candidates for a forty-hour a week librarian position.
- We continued to work on materials to be distributed to the school district for teachers.
- Substitutes worked five times during September.
- We began training three new substitutes. One of the three decided subbing would be too difficult to schedule and stopped. It is difficult to train and schedule subs because most of them are already working one or two jobs and trying to fit in a few more hours to supplement their incomes.
- Statistics for the month included 206 telephoned questions, 1,328 in-person questions answered at the Reference Desk, 5 e-mailed reference questions, 39 uses of ready reference materials, 70 instances of instruction, 2,039 computer usages, 18 noted uses of reference books in addition to those documented by pages, and 259 new computer database signups.

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: October 25, 2004
SUBJECT: **History Room report for September**

- Attended the annual meeting of the West Atwood Yacht Club. Was privileged to become acquainted with many people who are vital to the Placentia community and its rich history.
- September 25th: attended the Orange County Historical Commission Seminar on Researching Orange County's Hispanic past. Resulted in contacting Yolanda Alvarez and arranging for her Fire in the Morning pictorial exhibit of Mexican Americans in Orange County, to be presented at the library starting January 10th.
- Anne Harder, historian at Santa Ana Public Library, a friend and former colleague, visited the History Room and was helpful with advice and encouragement.
- With the guidance of the wonderful volunteers of the History Room: Marie Schmidt, Pat Irot, and Pat Jertberg, I'm familiarizing myself with the rich collection of books and materials in the history room and history office.
- Marie Schmidt gave me an informative tour of Placentia, culminating in a trip to the George Key Ranch. I returned there a few days later to discover more about its history and importance.
- An article in local authors appeared in the Placentia News-Times featuring Charles Frazee and the local authors collection in regard to his program on Crete and Rhodes.
- I read local authors Virginia Carpenter: Placentia: a Pleasant Place and The Miracle of Bill by Clairee Tynes. Also, Elephant Rides for Free.
- Carpenter's The Ranchos of Don Pacifico Ontiveros and The Ranchos of Orange County were added to the history collection.
- Attended a tour of the Orange County Archives at the Old Orange County Courthouse, conducted by Phil Brigandi, archivist.
- The Heritage Coordinating Council will be hosted at Placentia History Room on Nov. 2nd.



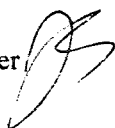
To: Elizabeth Minter, Library Director
 From: Jim Roberts, Public Services Manager *JR*
 Date: October 25, 2004

SUBJECT: Placentia Library Web Site Development Report for the month of September.

In September, the Placentia Library District had 37,248 "hits" on the Web Site, an average of 1,242 a day. The following are our year to date statistics of the most hits:

Pages Visited	July 04	Aug 04	Sep 04			
Borrowers	215	248	258			
Friends	147	129	133			
District	156	214	162			
Kids	230	220	657			
Foundation	118	170	123			
History Room	192	232	215			
Literacy/CLC Logo	180	182	192			
Passports	484	350	559			
Poet Laureate	498	456	528			
Total Views Most Hits	2,220	2,201	2,827			

Total Most Hits YTD 7,248


TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager 
DATE: October 25, 2004
SUBJECT: **Technology Report for September 2004**

The successful upgrade of our automation system to Horizon 7.3.1 occurred on September 2nd.

3M had to be call in twice during the month to service the security gate.

A new database was added to our online resources: p4Antiques Reference, which is a illustrated database of antiques sold in American auctions.

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: October 25, 2004

SUBJECT: Publicity materials produced for September 2004

Information on the Placentia Library cable channel #24, updated September 2004:

Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. New Library Hours
5. Labor Day Closure
6. Library Departments
7. Friends of Placentia Library Used Bookstore
8. Bookstore Volunteers Needed
9. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
10. Summer Reading Program Events
11. New Library Hours
12. Labor Day Closure
13. Literacy Services Logo
14. Literacy Program Tutors Needed
15. Library Tours
16. Library Tours Schedule
17. New Library Hours
18. Labor Day Closure
19. Telephone Renewal Instructions
20. Wi Fi Here Now
21. Apply for your passport at Placentia Library
22. Passport Hours
23. Placentia Historical Afghan Sale
24. CERT Informational Program
25. New Library Hours
26. Labor Day Closure
27. Placentia's Newest Local History For Children & Adults
28. Lapsit Storyhours
29. Story Times, ages 3-6
30. Bilingual Story Times
31. Music Times, ages 3-4
32. Music Times, ages 5-6
33. Story Time at Home, *Tumblebook Library*
34. New Library Hours
35. Labor Day Closure
36. Summer Reading Program Events
37. www.placentialibrary.org, 24/7 Reference, the Library Catalog
38. www.placentialibrary.org, Online Resources
39. Placentia History Room Hours
40. Placentia History Room Displays
41. Placentia History Room Collections
42. Placentia History Room Archival Resources
43. Labor Day Closure

General Newspaper articles published:

1. Railroad Funding
2. Money Borrowing
3. Whistle Ban
4. Community Forum
5. Debt Paid
6. Railroad Bids
7. Redevelopment

Library Newspaper articles published:

1. Ahoy, Matey! Come Aboard for Old-Timers' Yarns
2. Library's History Room Open 3 Days
3. Placentia Library Seeking Volunteers
4. Annual Orchid Auction (2)
5. Bargain Prices Set for Used Book Sale (2)
6. Ribbon-Cutting
7. Thursday Story Time
8. Tuesday Music Time
8. Sunday Used-Book Sale
9. Resuming Hours
10. Community Celebrates Library's Extended Hours
11. Athens is Topic of Library Talk
12. Heritage Parade Marchers Needed

Flyers and Notices:

1. Foundation Annual Giving Campaign Solicitations (2)
2. Foundation thank you cards, new hours & save the date inserts, and ID cards are sent out
3. Friends membership thank you letters are sent out with membership cards
4. Second Sunday Book Sale Flyer
5. Upcoming Events Bulletin Board
6. Labor Day Closure
7. Charles Frazee Flyers
8. Myra Mycena Flyers
9. Peggy Dinsmore Celebration Invitations
10. Articles for Placentia Winter Quarterly

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Placentia News
 Weekly SEP 2 - 2004

Ahoy, matey! Come aboard for old-timers' yarns

Who now have streets and buildings named after them.

On Monday, six of the remaining "yachters" gathered in the Placentia Library's History Room to reminisce and donate old memorabilia they'd uncovered.

"They did an awful lot for the community," said Ed Powell, 84, former city administrator and namesake of the Ed Powell Building on Brad-



PHOTOS BY CHRISTOPHER WAGNER/FOR THE PLACENTIA NEWS-TIMES

PAT AND JERRY JERTBERG, left above, chat with former Placentia Mayor Bob Langer at the West Atwood Yacht Club reunion at the Placentia Library. At left, Vick Knight, left, Gary Bell, and Elizabeth Minter catch up on old times.

ford Street. "It was always done with a sense of humor."

Like the full-length fur coat once auctioned off to raise money for Kraemer Park playground equipment, remembered Vick Knight, 76, former Kraemer Middle School principal and assistant superintendent and a yacht club ring-

leader. The winner of the auction got a sheep.

"We had fun," he said. "Nobody got hurt."

One running joke that has yet to die is the whereabouts of the group's Cmdr. J. Herringbone Tweed - as in the jacket - who typically has to miss functions because of special assignments.

Monday he was, folks said, on a mission laying mines in the Argentinean harbor as revenge for upsetting the American basketball team in the Athens Olympics.

Agenda Item 40
 Page 3 of 6

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The Register
 Daily SEP 9 - 2004

332 PLACENTIA

Money borrowing: The city expects to sell Certif-

icates of Participation - like bonds - today to raise the \$5.7 million needed to pay Office Depot for property it took in October. The notes were priced last week and received a 5.6-percent interest rate, slightly lower than initially expected. The city is borrowing \$6.9 million, which includes the first year's interest payment and one year of interest and principal.

- Heather McRea
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The Register
 Daily SEP 6 - 2004

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The Register
 Daily SEP 4 - 2004

332 NEXT WEEKEND

• **"The Year I Ate My Yard"** by Tony Kienitz: 10 a.m. Saturday, Descanso Gardens, 1418 Descanso Drive, La Canada. (818) 949-7980. \$10 for members, \$13 for nonmembers. The author will discuss his book.

EDITOR'S TOP PICK • **Fall Bonsai Expo and workshop:** 10:30 a.m.-4:30 p.m. Saturday-Sunday, Huntington Library and Gardens, 1151 Oxford Road, San Marino. (626) 405-2100 or www.huntington.org. \$15 general adult admission; \$6-\$12 for seniors and children, members and children under 5 free. Featuring exhibits and demonstrations by some of the best-known bonsai masters. Also, a bonsai workshop is available for beginners. For kids (\$15), 9-11:30 a.m.; for adults (\$20), 10 a.m.-noon.

• **Annual orchid auction:** 1 p.m. Sunday, Placentia Public Library, 411 E. Chapman Ave., Placentia. (714) 826-2279. Sponsored by the Southern California Orchid Species Society, the auction will feature species and hybrids, including hard-to-find plants. Auction begins at 2 p.m.

• **Cultivating plant collections:** 1 p.m. Sunday, Huntington Library and Gardens, 1151 Oxford Road, San Marino. (626) 405-2100 or www.huntington.org. \$30 for members, \$40 for nonmembers.

PLACENTIA

• **Railroad funding:** The City Council is set to discuss Tuesday an \$8.3 million budget for its railroad projects. The council had given preliminary approval with the understanding \$338,200 in administration and lobbying fees would be deferred. The city staff is asking to fund \$105,935 of that amount to pay for legal and financial services, office support and other expenses. The council

at 7:30 p.m. at City Hall, 401 E. Chapman Ave. (714) 993-8231.

Fax items to City Editor Donna Johnson at (714) 704-3714 or e-mail to djohnson@ocregister.com.

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The Register
 Daily SEP 8 - 2004

PLACENTIA 332

Whistle ban: The OnTrac board of directors on Tuesday approved seeking bids for the city's part of constructing additional safety measures at railroad crossings in an effort to get a ban on blowing train whistles. Work will include building street medians and pushing back where cars wait. Officials expect to award a contract and start construction in October.

- Heather McRea
 (714) 704-3796

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Placentia News
Weekly SEP 2 - 2004

332 TUESDAY

Ribbon-cutting for the start of added morning and Saturday hours at the Placentia Library, 411 E. Chapman Ave. Ceremony is at 9 a.m. Call (714) 528-1906.

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The Register
Daily SEP 7 - 2004

332
PLACENTIA

Resuming hours: The Placentia library, 411 E. Chapman Ave., is open from 9 to 5 p.m. Saturdays after having cut the hours 10 years ago because of a loss of state funding. The library is also adding morning hours during the week. The library will remain closed on Fridays. (714) 528-1925.

- Heather McRea
(714) 704-3796
hmcrea@ocregister.com

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The Register
Daily SEP 1 1 2004

332
PLACENTIA

Community forum: Assemblywoman Lynn Daucher, R-Brea, will hold a forum from 10 a.m. to noon Sept. 18 at City Hall, 401 E. Chapman Ave. Topics to be covered include West Nile virus, California Performance Review of state government and an update on the legislative session wrapup. (714) 672-4734.

- Heather McRea
(714) 704-3796

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Placentia News
Weekly SEP 9 - 2004

332
**Library's History
Room open 3 days**

The Placentia Library's History Room has expanded its hours. It is now open to the public from 2 to 4 p.m. Mondays, Tuesdays and Wednesdays.

The library is also inviting residents with historical items to discuss the preservation of materials at the library, 411 E. Chapman Ave.

Information: (714) 996-8390.

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Placentia News
Weekly SEP 9 - 2004

332
**Bargain prices set
for used-book sale**

Friends of Placentia Li-

brary will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714) 528-1925, Ext. 201.

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The Register
Daily SEP 16 2004



THE REGISTER

ANNUAL ORCHID AUCTION: Species and hybrids, including hard-to-find plants. Sponsored by the Southern California Orchid Species Society. Viewing at 1 p.m. Sunday; auction begins at 2 p.m. at the Placentia Public Library, 411 E. Chapman Ave., Placentia. Call (714) 826-2279 for more information.

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The Register
Daily SEP 1 6 2004

332
PLACENTIA

Debt paid: The city wired \$5.7 million into the account of Office Depot on Wednesday, paying off a debt it has owed since February, said city spokesman Matt Reynolds. The city had taken the company's Placentia Avenue store for an underpass project, which was postponed. Once it has title to the land, the city plans to clean up the property and lease the building.

- Heather McRea
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The Register
Daily SEP 1 5 2004

PLACENTIA

Railroad bids: Requests have gone out for bids on the construction of safety measures at eight railroad crossings. The city hopes the project, dubbed the Quiet Zone, will lead to a permanent ban on train whistles. Bids are due to City Hall by 2:30 p.m. on Oct. 13, when they will be publicly opened. Officials hope to start construction in late October and finish in March.

- Heather McRea
(714) 704-3796
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Community celebrates library's extended hours

It took 10 years for our Placentia Library to resume its normal hours since cutting back on staff and hours of service as a result of the property tax cuts made by the state of California back in 1993. At a time slightly over half the normal funds allocated to the Library District were lost and they remain to this day. Donations by the Library Foundation and the Friends



ELEANOR RANKIN
 NEIGHBORHOOD NEWS

of Placentia Library have helped keep the library's doors open, if only on a shorter schedule. Funds raised through passport services, a feature that was added in 1998, continues to in-

crease each year. In the year just passed, passport services added \$180,000 to the treasury. Certainly this bright outlook for the library staff and patrons is reason to celebrate, and celebrate they did at a ribbon-cutting ceremony on Sept. 7, when the new hours went into effect. Those attending the Chamber of Commerce-assisted ribbon-cutting were **Chris Norby**, Orange

County Supervisor, Fourth District, **Al Shkoler**, President of the Board of Trustees of the Placentia Library District, and Library Board members **Dr. Richard DeVecchio**, **Peggy Dinsmore**, and **Betty Escobosa**. Others attending were Mayor **Judy Dickinson**, Mayor Pro-Tem **Chris Lowe** and newly appointed City Administrator, **Bob Dominguez**, who told me this was his first public function since beginning his

assignment at City Hall earlier this month. Supporters of the library who came for the ribbon-cutting — about 50 in number — enjoyed refreshments before and after the event and some stayed to hear a presentation on Proposition 1A that immediately followed in the Library's Community Room. * * *

More Christmas activities are being planned by the Placentia Round Table Women's Club, whose members have been busy decorating Christmas trees and creating some beautiful theme baskets for their annual fundraiser, the Festival of Trees.

The event takes place on Nov. 27 at the Alta Vista Country Club. Chairman **Penny Wojcik** and co-chairman, **Brenda Benner**, have assembled a large and eager committee to ensure that the festival, which enters into its 19th consecutive year, will be a successful one.

The event is always a sell-out and ticket chairman, **Joyce Halvorsen**, tells me that there are only 27 tickets left.

With the 90 plus degree that we've been having these days as I write this, it's not easy to think about Christmas. However, we were reminded by Santa **Fred (Minter)** just today at the Chamber of Commerce lunch mixer at Rembrandt's restaurant, that there are 07 days left until then. (By the time you read this, the count will be reduced from triple to double digits. Hard to believe!)

Santa Fred is available for home and business holiday parties and photo sittings. If you'd like to schedule Santa for a visit at your home or party, it's not too early to reserve his appearance. Call Santa Fred at (714) 792-0670 and talk to him about your holiday party plans. * * *

Placentia Library

With additional hours added for the library, 411 E. Chapman Ave., more volunteers are

needed to assist with two-hours shifts on Saturday in the Friends of Placentia Library Book Store. Help is also needed with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

To add or change items in this listing, call (714) 704-3792, fax (714) 704-3714 or e-mail to placentianewstimes@ocregister.com.

The Register
 Daily SEP 16 2004

PLACENTIA

Redevelopment: Proposals for redevelopment projects downtown south of the railroad tracks were due at City Hall on Monday. Because the city is studying a plan from TOD Properties LLC, property and business owners in the area have the opportunity to make their own redevelopment proposals. The Downtown Revitalization Committee will meet Sept. 30 to review the submissions.

- Heather McRea
 (714) 704-3796
hmcrea@ocregister.com

If you want your name on one of those tickets, waste no time. Call Joyce at (714) 28-2224 and ask her to save me for you.

Placentia Round Table Women's Club captured the prize for having the highest number of members from any club attending the recent California Federation of Women's Club, Orange District Conference and Workshop held at Cal State Fullerton.

Eighteen eager members had to make difficult selections from a variety of workshops available.

Those attending were Brenda Benner, Edna Becker, Jill Botha, Amanda Burns, Sheran Closson, Shirley Fishel, Barbara

GETTING READY TO CUT THE RIBBON at the Placentia Library District's celebration of extended hours are from left to right: Jim Roberts, Library Public Services Manager, Library Trustees Peggy Dinsmore and Betty Escobosa, Eleanor Rankin, chairman of the Chamber of Commerce's Ambassador Committee and president of the Friends of Placentia Library, Chris Norby, Orange County Supervisor, 4th District, Al Shkoler, Library Board president, Stephanie Chao, Miss Placentia, Dr. Richard DeVecchio, Library Trustee, Mayor Judy Dickinson; and Library Director Elizabeth Minter.

Hemmerling, Linda Schaal, Peggy Sevre, son Wessler, who chaired the event, received high marks from the 135 district members who attended. President, Flora Carlberg, and First Vice President Ali-

TUESDAY

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906 Ext. 212.

MONDAY

Learn to quit smoking with a free five-week workshop series from 5 to 6:30 p.m. Mondays, through Nov. 1. Sponsored by Placentia-Linda Hospital, 1301 N. Rose Drive, it's held in Meeting Room 1. Call (800) 554-7879.

SATURDAY

Placentia-Yorba Linda Y's Men's Club meets at 7:30 a.m. at Alta Vista Country Club, 777 Alta Vista St. Call (714) 524-7065.

FRIDAY

Canasta players meet for games at 12:30 p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

TODAY

Story time for ages 3 to 6 is from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

COMMUNITY HAPPENINGS

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Placentia News
Weekly SEP 3 0 2004

Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Oct. 10 at the library, 411 E. Chapman Ave.

The group will sell hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714)528-1925, Ext. 201.

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Placentia News
Weekly SEP 3 0 2004

Athens is topic of library talk

The Placentia Library will host a presentation on Athens by Charles Frazee at 7 p.m. Monday.

Frazee will show slides and speak about his travels to the Greek city.

The event will be in the library's meeting room, 411 E. Chapman Ave.

Information: (714) 528-1906
Agenda Item 40
page 6 of 6

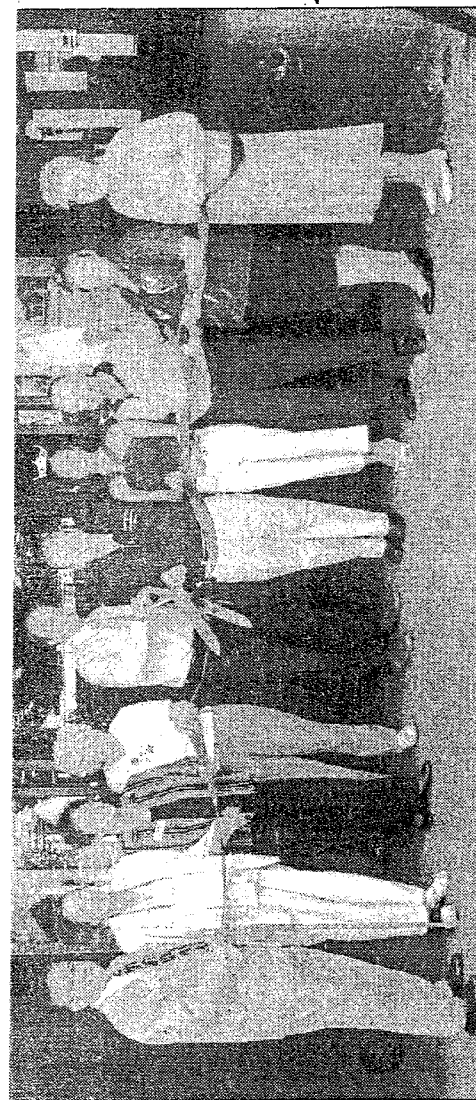
Heritage Parade marchers needed

The Placentia Library District is looking for children and parents to march in Placentia's Heritage Parade on Oct. 9.

Children are encouraged to dress up in a costume resembling a storybook character or any character of their choice. Gift certificates for a free meal at Hometown Buffet will be awarded to children 10-years-old and younger.

The deadline to sign up for the parade is Wednesday. Information: Caroline Gurkowitz, (714) 528-1925.

September 16, 2003



SAFETY COMMITTEE MEETING
SEPTEMBER 29, 2004
MINUTES

I. Call to Order: 2:02 P.M.

Members Attending: Caroline Gurkweitz
Esther Guzman
Katie Matas
Wendy Goodson

III. Old Business

1. "Electrical Safety" handouts were distributed at the August 18, 2004 staff meeting.
2. The fire extinguishers were checked by Katie Matas on September 29, 2004.

IV. New Business

1. Wendy Goodson is the new Designated Person. She replaces Donna Siloti.
2. A list of emergency phone numbers of regular volunteers needs to be compiled and made available to staff.
3. A volunteer fell in the Friends' Book Store on Tuesday, September 28, 2004. Administration is looking into getting the floor tiles replaced to improve the safety of the room.

The next meeting will be October 27, 2004 at 2:00 P.M.

Respectfully submitted,



Katie Matas

**INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)**

Special Meeting!

ISDOC BOARD ELECTION & LUNCHEON

FRIDAY, NOVEMBER 12, 2004

11:30 A.M. – 1 P.M.

**ORANGE COUNTY SANITATION DISTRICT
IN THE BOARD ROOM
(10844 ELLIS AVE., FOUNTAIN VALLEY)**

PLUS, GUEST SPEAKER

CATHERINE SMITH

EXECUTIVE DIRECTOR
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

**Lunch: \$12 with advance reservation / \$15 at the door
Checks payable to ISDOC
RSVP: Joan Finnegan at (949) 548-3690 by Monday, November 8th**

DIRECTIONS TO ORANGE COUNTY SANITATION DISTRICT BOARD ROOM

Directions to Plant 1 (Administrative Offices)

Going South on the 405 freeway
Exit at Euclid Ave., go straight through signal,
enter main gate and turn right.

Going North on the 405 freeway
Exit at Euclid Ave., turn right, immediately after
underpass turn left at signal, enter main gate and
turn right.

