

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

December 19, 2005

6:30 P.M.

Library History Room

Administration

Placentia Library District Holiday and Library Public Service Schedule 2006

(Typographical correction for July 4 made on January 4, 2006)

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Sunday	January 1
New Year's (Legal Holiday)	Monday	January 2
Day before Monday Holiday	Sunday	February 19
President's Day	Monday	February 20
Easter	Sunday	April 16
Day before Monday Holiday	Sunday	May 28
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Day before Monday Holiday	Sunday	September 3
Labor Day	Monday	September 4
Veteran's Day	Saturday	November 11
Thanksgiving Day	Thursday	November 23
Christmas weekend	Saturday	December 23
Christmas Eve Day	Sunday	December 24
Christmas Day	Monday	December 25
New Year's Weekend	Saturday	December 30
New Year's Eve Day	Sunday	December 31

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, December 19, 2005






6:30 P.M.

Placentia History Room

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

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

To accomplish this goal the Library will:

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

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

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

1. Roll Call

Administrative Assistant



2. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the November 28, 2005 Regular Meeting and the December 7, 2005 Work Session.

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

5. Board President Report

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

6. Trustee Reports

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

7. Friends of Placentia Library Board of Directors Report (Carol Fizzard)

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



CLAIMS (Items 9 – 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4817 by Minter/Turner; 4818 by Minter/Turner; 4819 by Minter/Escobosa; and 4820 by Minter/Wood for a total of \$12,831.31.

- 11. Current Claims and Payroll. (Approve)

Current Claims 4813, 4814, 4815 and 4816 for a total Current Claims of \$72,022.95 and Payrolls #12 (12/7/05) for \$38,789.65 and #13 (12/21/05) for \$38,789.65 for a total for Payrolls of \$77,579.30, for a combined total of Current Claims and Payrolls of \$149,602.25.

- 12. FY2005-2006 Cash Flow Analysis through December 19, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 – 18 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 November 2005 (Receive & File)
- 14. Office General Ledger & Check Registers for November 2005 (Receive & File)
- 15. Acquisitions Report for November 2005 (Receive & File)
- 16. Entrepreneurial Activities Report for October 2005 (Receive & File)
- 17. Collection Agency Report for November 2005 (Receive & File)
- 18. Gifts Report for November 2005 (Receive & File)



GENERAL CONSENT CALENDAR (Items 19 – 30c)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 30c 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.

19. Building Maintenance Report for November 2005. (Receive & File)
20. Personnel Report for November 2005. (Receive, File, and Ratify Appointments)
21. Volunteer Report for November 2005. (Receive & File)
22. Circulation Report for November 2005. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. No Legislative Alerts have been received from the California Special Districts Association nor the California Library Association since the last Library Board Meeting. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Status Report on Active Grant Applications. (Receive & File)
27. Poet Laureate Report. (Receive & File)
28. Agenda for Orange County Council of Governments Board of Directors Meeting for December 6, 2005. There were no minutes issued this month. (Receive & File)
29. First Quarterly Report to the State Library of California for the Library Services & Construction Act Grant (LSTA) 40-6426 entitled Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House). (Receive & File)
30. Letter from the California Special Districts Association dated November 15, 2005 describing the benefits of membership and a list of the Major Accomplishments of the Association in 2005. (Receive & File)
- 30a. Mandated Cost Claims Receipt for Fiscal Year 2004-2005 as prepared by Shields Consulting Group and submitted to the State Controller's Office on December 13, 2005. (Receive & File)
- 30b. Application by Placentia Library Literacy Services to the Public Library Association for a Highsmith Award for 2005. The application was prepared by Public Services Manager Jim Roberts and Literacy Librarian Toby Silberfarb. (Receive & File)
- 30c. Report on the reduction by the State Library of California of the Matching Grant portion of the California Library Literacy Services funding to Placentia Library District and the revised Grant Budget as submitted to the State Library on December 13, 2005. (Receive & File)

CONTINUING BUSINESS

31. 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.

32. Reclassification of the Administrative Assistant position to Administrative Services Manager, revision of the Exempt Employee job descriptions, establishment of a pay scale for the Administrative Services Manager position and elimination of the Administrative Assistant position.

Presentation: Library Director

Recommendation: Final adoption of the revised job description statements for Manager of Public Services and Manager of Technical Services; and

Adopt as a first reading the job description for Administrative Services Manager as revised December 19, 2005; and

Adopt as a first reading the revised job description for Library Director as presented in the CPS Report on November 28, 2005; and

Revise the Placentia Library District Salary Scale for Fiscal Year 2005-2006, Effective July 1, 2005, for Exempt Employees to include a ten step scale beginning at \$22.29 per hour for a new classification of Administrative Services Manager (BA) and add Administrative Manager (MA) to the existing scale for Public Services Manager and Technical Services Manager; and

Eliminate the position of Administrative Assistant from the Placentia Library District Policy Manual, the Salary Scale for Exempt Employees and the Personnel Allocation Chart effective December 19, 2005; and

Adopt the revised "Personnel Allocation Chart for Fiscal Year 2005-2006"; and

Adopt the revised "Organizational Chart for Fiscal Year 2005-2006"; and

Determine whether to instruct the Library Director to prepare a "Salary Policy" for the District Policy Manual; and

Other action to be determined by the Library Board of Trustees.

33. Status report on the Website project with the Friends of Placentia Library.

Presentation: Library Director

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

NEW BUSINESS

34. Election of Board Officers:

Incumbents are indicated in parentheses.

President (*Shkoler*)

Secretary (*Wood*)

Presentation: Library Director

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

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

Incumbents are indicated in parentheses.

Two Representatives to the Placentia Library Foundation Board of Directors (*DeVecchio & Vacant*)

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

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

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

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

Presentation: Library Board President

Recommendation: Appoint Library Board Representatives

36. Selection of Date and Time for Regular Board Meetings for 2006: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2006.

Presentation: Library Board President

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

Read Resolution 05-09 by Title only A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2006.; and

Adopt Resolution 05-09.

37. Date for the March 2006 Regular Library Board Meeting.

Presentation: Library Director

Recommendation: Set the Regular meeting for the month of March for Monday, March 27, 2006 at 6:30 P.M.



STAFF REPORTS (Items 38 – 47)

Items 38 – 47 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

- 38. Library Director's Report (Minter)
- 39. Program Committee Report for November 2005 (Roberts)
- 40. Children's Services Report for November 2005 (Gurkweitz)
- 41. Placentia Library Literacy Services Report for November 2005 (Roberts)
- 42. Reference and Adult Services Report for November 2005 (Strazdas)
- 43. History Room Report for November 2005 (Bell)
- 44. Placentia Library Web Site Report for November 2005 (Roberts)
- 45. Technology Report for November 2005 (Napier)
- 46. Publicity Materials Produced in November 2005. (Millonzi)
- 47. Safety Committee Minutes for November 2005 (Matas)

ADJOURNMENT

- 48. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 16, 2006 at 6:30 P.M.
- 49. Review of Action Items.

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

- 50. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the December 19, 2005 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 15, 2005.





2. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. 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.

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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).

4. Strategic Planning Review and Discussion

ADJOURNMENT

5. Agenda Preparation for the October Regular Meeting, which will be held on Thursday, December 15, 2005 at 12:00 P.M.

6. Review of Action Items.

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

7. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the December 19, 2005 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 17, 2005 @ at 1P.M.



AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, December 19, 2005






6:30 P.M.

Placentia History Room

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

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To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
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1. Roll Call

Administrative Assistant

A.S.
G.W.
B.E.
J.T.

1 PM
~~Handwritten signature~~
Work in @ 1:01 PM.

2. Adoption of Agenda

M1 - BE
M2 - R.D.

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the November 28, 2005 Regular Meeting and the December 7, 2005 Work Session.

M1 - 1
M2 - 3

Presentation: Library Director
Recommendation: Approve by Motion

9/28/05
from
over
about

4. Oral Communications

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REPORTS

5. Board President Report

*
citizen of the year banquet

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

Jan
Travis
December
Chamber
notes

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 (Carol Fizzard)

No friends present

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

Met
Investment
Committee
Annual
Review
in Nov 05

No
Sat Jan 14
Strategy
Planning
Jan 12 Feb 14

request
that Jan Lady
don Feb Mtg
to do
Fidbr
strategy

CLAIMS (Items 9 – 12)

m1 - J.T.
m2 - B.E.

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.

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12. FY2005-2006 Cash Flow Analysis through December 19, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 18)

m1 - G.W.
m2 - R.P.

Presentation: Library Director
Recommendation: Approve by Motion

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13. Financial Reports for November 2005 (Receive & File)
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16. Entrepreneurial Activities Report for October 2005 (Receive & File)
17. Collection Agency Report for November 2005 (Receive & File)
18. Gifts Report for November 2005 (Receive & File)



GENERAL CONSENT CALENDAR (Items 19 – 30c)

ML - R.D.
M2 - G.W.

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 30c 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.

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20. Personnel Report for November 2005. (Receive, File, and Ratify Appointments)
21. Volunteer Report for November 2005. (Receive & File)
22. Circulation Report for November 2005. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. No Legislative Alerts have been received from the California Special Districts Association nor the California Library Association since the last Library Board Meeting. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Status Report on Active Grant Applications. (Receive & File)
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30. Letter from the California Special Districts Association dated November 15, 2005 describing the benefits of membership and a list of the Major Accomplishments of the Association in 2005. (Receive & File)
- 30a. Mandated Cost Claims Receipt for Fiscal Year 2004-2005 as prepared by Shields Consulting Group and submitted to the State Controller's Office on December 13, 2005. (Receive & File)
- 30b. Application by Placentia Library Literacy Services to the Public Library Association for a Highsmith Award for 2005. The application was prepared by Public Services Manager Jim Roberts and Literacy Librarian Toby Silberfarb. (Receive & File)
- 30c. Report on the reduction by the State Library of California of the Matching Grant portion of the California Library Literacy Services funding to Placentia Library District and the revised Grant Budget as submitted to the State Library on December 13, 2005. (Receive & File)

Memo

NEW BUSINESS

34. Election of Board Officers:

Incumbents are indicated in parentheses.

President (Shkoler)

Secretary (Wood)

Presentation: Library Director

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

*noms -11/2
M2 G.W. nominated
J.T. A1 @ President*

*closed B.E.
G.W.*

*noms
M2 GW
M2 BE
J.T.*

*closed
B.E.
R.D.*

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

Incumbents are indicated in parentheses.

Two Representatives to the Placentia Library Foundation Board of Directors (DeVecchio & Vacant)

Representative to the Independent Special Districts of Orange County (Escobosa)

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

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

Representative to the Orange County Council of Governments (Turner)

Presentation: Library Board President

Recommendation: Appoint Library Board Representatives

R.D.

Jean

Escobosa

Wood

36. Selection of Date and Time for Regular Board Meetings for 2006: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2006.

Presentation: Library Board President

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

Read Resolution 05-09 by Title only A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2006.; and

Adopt Resolution 05-09.

*MIGW
M2 BE*

*B.E.
G.W.*

(roll call)

37. Date for the March 2006 Regular Library Board Meeting.

Presentation: Library Director

Recommendation: Set the Regular meeting for the month of March for Monday, March 2006 at 6:30 P.M.

*28
27*

Feb 24, 2005

STAFF REPORTS (Items 38 – 47)

MA
MB
GW.
J.T.

Items 38 – 47 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.

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- 43. History Room Report for November 2005 (Bell)
- 44. Placentia Library Web Site Report for November 2005 (Roberts)
- 45. Technology Report for November 2005 (Napier)
- 46. Publicity Materials Produced in November 2005. (Minter) *Reading*
- 47. Safety Committee Minutes for November 2005 (Matas) *Matas*

ADJOURNMENT

- 48. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 16, 2006 at 6:30 P.M.
- 49. Review of Action Items.

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

- 50. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the December 19, 2005 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 15, 2005.

Wendy Goodson



1000

1000



1000



PLACENTIA LIBRARY BOARD CALENDAR

December 2005 - November 2006

Dec 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 2006						
S	M	T	W	T	F	S
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29	30	31				

Feb 2006						
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26	27	28				

Mar 2006						
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Apr 2006						
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30						

May 2006						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December

- 2 6:30 PM -8:30 PM Foundation Donor Reception, Placentia Library
- 5 7:00 PM Friends Board Meeting, DeVecchio
- 7 10:00 AM Library Board Worksession on Reorganization
- 15 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 19 6:30 PM Library Board Meeting
- 5:00 PM Library Board Worksession for Strategic Planning
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District

January

- 2 7:00 PM Friends Board Meeting, Wood
- 12 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 13 Orange County Leadership Symposium, UCLA Conference Center, Lake Arrowhead through Jan 15
- 16 6:30 PM Library Board Meeting
- 20 ALA Midwinter Meeting, San Antonio, through Jan 25
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 CLA Legislative Day in the District

February

- 3 CLA Legislative Day in the District
- 6 7:00 PM Friends Board Meeting, Turner
- 9 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 4 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 6 7:00 PM Friends Board Meeting, Shkoler
- 9 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting

Jun 2006						
S	M	T	W	T	F	S
				1	2	3
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Jul 2006						
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30	31					

Aug 2006						
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30	31					

Sep 2006						
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30	31					

Oct 2006						
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22	23	24	25	26	27	28
29	30	31				

Nov 2006						
S	M	T	W	T	F	S
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PLACENTIA LIBRARY BOARD CALENDAR

December 2005 - November 2006

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Jan 2006

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March

- 20 Public Library Association Biennial Conference, Boston, through Mar 25
- 23 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 Sanitation District

April

- 2 National Library Week, through Apr 8
- 3 7:00 PM Friends Board Meeting, Escobosa
- 13 5:30 PM Chamber of Commerce Mixer at Placentia Library
- 16 Easter, Library Closed, not staff holiday

May

- 1 7:00 PM Friends Board Meeting, DeVecchio
- 11 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting
- 17 State Library's Public Library Directors Forum, San Diego through May 19
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast
- 28 Library Closed for Monday Holiday/Not Staff Holiday
- 29 Library Closed for Memorial Day/Staff Holiday

June

- 5 7:00 PM Friends Board Meeting, Wood
- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 ALA Conference, New Orleans, through June 28
9:00 AM Orange County Council of Governments, OC Sanitation District

Jun 2006

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Oct 2006

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PLACENTIA LIBRARY BOARD CALENDAR

December 2005 - November 2006

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Apr 2006

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May 2006

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June

- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

July

- 4 Library Closed for Independence Day/Staff Holiday
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

September

- 3 Library Closed for Monday Holiday/Not Staff Holiday
- 4 7:00 PM Friends Board Meeting, Turner
- Library Closed for Labor Day/Staff Holiday
- 14 5:30 PM Chamber Mixer
- 18 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

October

- 2 7:00 PM Friends Board Meeting, Shkoler
- 12 5:30 PM Chamber Mixer
- 14 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 6 7:00 PM Friends Board Meeting, Escobosa
- 9 5:30 PM Chamber Mixer

Jun 2006

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Aug 2006

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Sep 2006

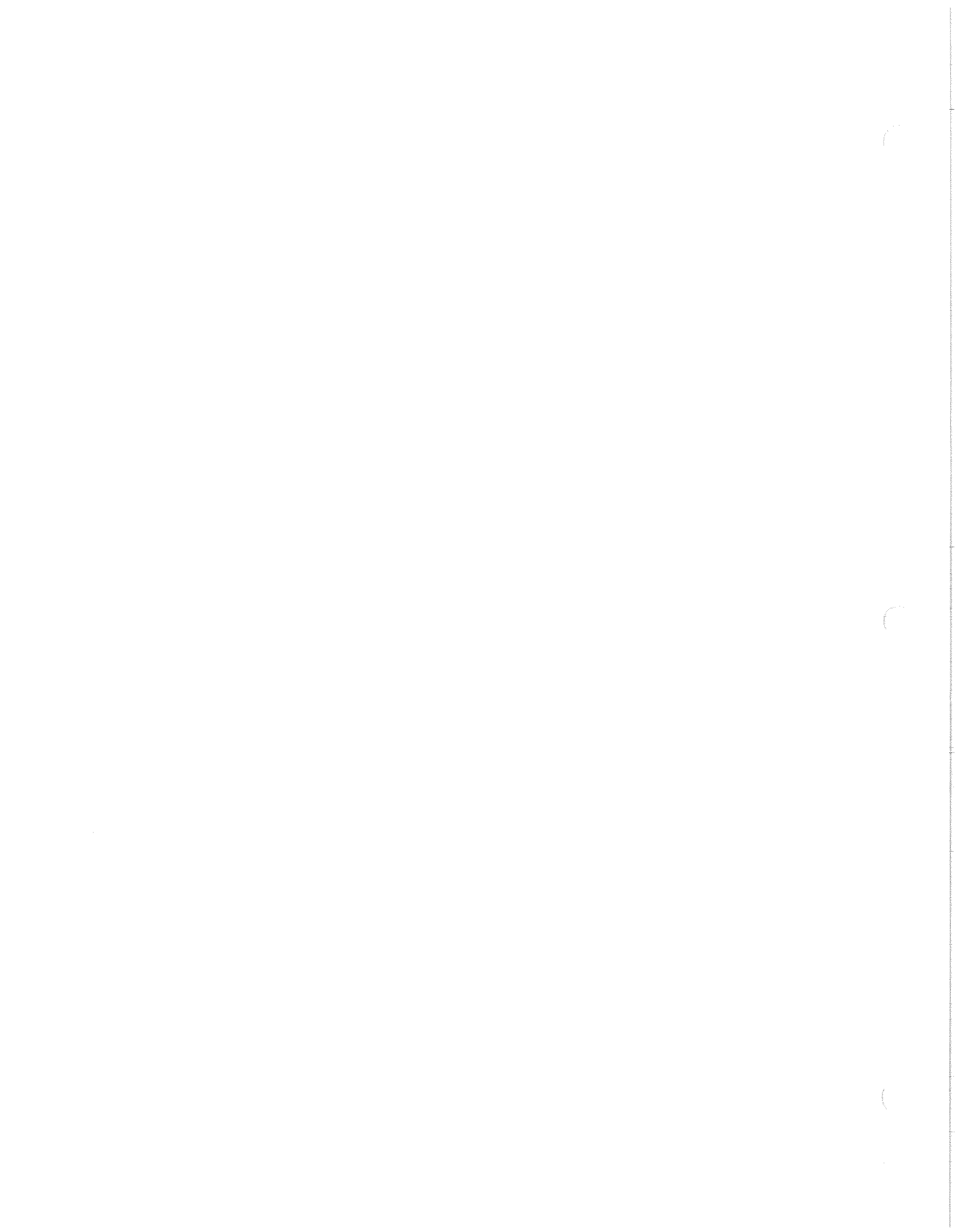
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Oct 2006

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PLACENTIA LIBRARY BOARD CALENDAR

December 2005 - November 2006

November

11 Library Closed for Veterans Day/Staff Holiday

20 6:30 PM Library Board Meeting

23 Library Closed for Thanksgiving/Staff Holiday

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

Dec 2005						
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Mar 2006						
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Sep 2006						
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May 2006						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 28, 2005**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 18, 2005, at 6:30 P.M.

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, Administrative Assistant Wendy Goodson and Friends Board Member Eleanore Rankin.

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

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

MINUTES It was moved by Trustee Escobosa and seconded by Secretary Wood to approve the Minutes of the October 17, 2005 Regular Meeting and October 17, 2005 Work Session as printed.

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

TRUSTEE REPORTS President Shkoler reported that he attended the Municipal Service Review (MSR) for the Placentia Library on November 9, 2005 with Library Director Minter.

Trustee Escobosa made the observation that the last Foundation newsletter did not have the Library Board of Trustees listed.

FRIENDS Friends' President Eleanore Rankin reminded the Board of the upcoming Donor Reception on December 2, 2005 and the next book sale the second Sunday of the month.

FOUNDATION Trustee DeVecchio reported that the Foundation Board of Directors are looking for more Directors and any interested persons to come forward.

CLAIMS

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

Claims 4805, 4806, 4807, 4808, 4809, 4810, 4811, and 4812 for a total of \$51,126.14.

Current Claims 4813, 4814, 4815 and 4816 for a total of Current Claims for the Fiscal Year 2005-2006 of \$72,022.95 and Payroll #12 (12/7/05) for \$38,789.65 and #13 (12/21/05) for \$38,789.65 for a total of \$149,602.25.

FY2005-2006 Cash Flow Analysis through November 28, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee DeVecchio, and seconded by Trustee Escobosa to receive and file Agenda Items 13 through 18.

Financial Reports for October 2005

Office General Ledger & Check Registers for October 2005

Acquisitions Report for October 2005

Entrepreneurial Report for October 2005

Collection Agency Report for October 2005

Gifts Report for October 2005

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

**CPS HUMAN
RESOURCE
SERVICES
RECLASSIFICATION
PRESENTATION**

Marcel Turner from CPS Human Resource Services reviewed the Placentia Library District Wage and Classification Study for Exempt Employees. Mr. Turner discussed the analysis and recommendations. The Board of Trustees will conduct a work session on December 7, 2005 at 10:00 A.M. to further discuss the analysis and recommendations.

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Wood to receive and file Agenda Items 19-33.

Building Maintenance Report for October 2005

Personnel Report for October 2005

Volunteer Report for October 2005

Circulation Report for October 2005

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

Legislative Alerts from the California Special Districts Association (none were received from the California Library Association)

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Agenda for the Orange County Council of Governments Regular Meeting of the Board of Directors for October 27, 2005 and the Minutes of the September 22, and October 4, 2005 meeting.

Memo from Steve Shields, Shields Consulting Group, Sacramento, reporting the current status on the claims fees for the State of California mandated cost reimbursement program that Shields manages for Placentia Library District. From the initiation of the contract with Shields in October 2002 through January 2005 Shields processed \$45,358 in claims on behalf of the District with \$8,000 being paid by the State to the District in the current fiscal year and a balance of \$37,358 remaining. The fees charged by Shields were \$4,535.80 (10%) of which \$1,636.10 have been paid and \$1,031.80 is currently payable. The balance to Shields will be due when the remaining funds are received by the District from the State.

Status Report on the Audit Process with Moreland & Associates and a copy of the Annual Special District Financial Report to the State Auditor as completed and filed by Moreland & Associates. (Receive & File)

Proposal to the California State Library for a Library Services and Technology Act (LSTA) grant for Fiscal Year 2006-07 to fund a project entitled "Topaz/Tuffree Homework Club". (Receive & File and Approve Grant Proposal)

Submission of the Annual Certification to Receive Funds from the Public Library Fund for Fiscal Year 2005-06. (Receive & File)

Letter from the Orange County Emergency Management Organization announcing training and information programs for elected officials. (Receive & File)

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio receive and file Agenda Item 34.

Orange County Local Area Formation Commission (LAFCO) Municipal Service Review documents for Buena Park Library District and Placentia Library District presented at the LAFCO Meeting on November 9, 2005. Placentia Library District's Municipal Service Review and Sphere of Influence were both adopted by LAFCO.

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio receive and file Agenda Item 34a.

Status report on the development of the new web site for Placentia Library District. This project is being funded by the Friends of Placentia Library .

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

**LEGISLATIVE
ISSUES**

Nothing to report at this time.

STAFF REPORTS

It was moved by Secretary Wood and seconded by Trustee Escobosa to approve agenda items 39-48:

Library Director's Report for October 2005

Program Committee Report for October 2005.

Children's Services Report for October 2005.

Placentia Library Literacy Services Report for October 2005.

Reference and Adult Services Report for October 2005.

History Room Report for October 2005.

Placentia Library Web Site Report for October 2005.

Technology Report for October 2005.

Publicity Materials produced for October 2005.

Safety Committee Minutes for October 2005.

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

PREPARATION

Agenda Preparation for the November Regular Meeting will be held on Monday, November 28, 2005 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 28, 2005 adjourned at 7:55 P.M.

**DECEMBER
MEETING**

The December Regular Library Board Meeting will be held on Monday, Dec 19, 2005 at 6:30 P.M. in the Library History Room.

Gaeten Wood
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION
December 7, 2005**

ROLL CALL

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

**ADOPTION OF
AGENDA**

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

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

DISCUSSION

It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt as a first reading the revised job description statement for the Manager of Technical Services as printed:

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

It was moved by Secretary Wood and seconded by Trustee Turner to adopt as a first reading the revised job description statement for the Manager of Public Services as printed:

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

As requested by the Board of Trustees, the Library Director will revise title of the Office/Business Manager position to Manager of Administrative Services and change the Human Resources terminology used in the position descriptions to reflect general public terminology.

**AGENDA
PREPARATION**

Agenda Preparation for the December Board of Trustees Meeting will be held on Monday, December 19, 2005 at 6:30 P.M.

ADJOURNMENT

The Work Session for the Placentia Library District for November 28, 2005 adjourned at 6:10 P.M.

**DECEMBER
MEETING**

The December Regular Library Board Meeting will be held on Monday, Dec 19, 2005 at 6:30 P.M. in the Library History Room.

Gaeten Wood
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees





FRIENDS OF PLACENTIA LIBRARY
Board of Directors Meeting
December 5, 2005

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present- Eleanor Rankin, Barbara Hemmerling Ted Farkas, Pat Irot, Margo Thum, Nadine Blansett, Lynda Baker and Carol Fizzard. Ginny Sanatar and Brenda Benner were absent. Elizabeth Minter represented the staff.

Secretary: Barbara Hemmerling read the minutes of the November 7, 2005 meeting. They were approved as corrected. President Rankin reported for **Financial Secretary**, Ginny Sanatar: receipts of \$1520.80 for October and \$1627.05 for November. The November total included \$30.40 from a special children's booksale. **Treasurer:** Camille Himes reported a balance of \$12,625.30. Pat Irot made a motion we ratify expenses to OmniGraphics for our membership mailings, a total of \$1117.37. Barbara Hemmerling seconded this motion. It was approved. Pat Irot made a motion we ratify the second and final payment of \$450 for the Polar Express bus trip. Lynda Baker seconded this. The motion passed. Pat Irot made a motion we approve the sum of \$174.56 to Cookieleicious for refreshments on the Polar Express bus trip. Margo Thum seconded this. The motion was approved.

President's Report 1) Eleanor Rankin attended the November Trustees meeting. She reported on our activities. Carol Fizzard will attend the December meeting Monday December 19 at 6:30. 2) The Foundation Donor reception was a fine event. Eight of our Friends board attended. 3) Virginia Walker's health is improving. She will attend our January meeting. 4) Author's Brunch: The committee, Ginny Sanatar, Nadine Blansett, Barbara Hemmerling, met with the banquet manager at Alta Vista. The room arrangement and menu were decided. There is to be a mystery theme. It was suggested that Ben Bowman and his grandson be invited to provide music. Lee Castner will be asked to be our soundman. We will plan toward lunch being served at 11:15 with the speaker at 12:30. 5) The Annual Meeting will be Monday April 3. Pat Blake, a local author, will be the speaker.

Committee Reports: Bookstore/Publicity -Pat Irot. We have so many books and our storage is limited. However, this keeps our bookstore and bookshelves full. Pat continues to place appropriate news items in our local media. Membership: Ted Farkas provided the directors with information showing the Comparison of Community Library Friends Organizations. This comparison detailed fee structures as well as categories. The membership committee, Ted Farkas, Pat Irot, Eleanor Rankin, Laranne Remling and Carol Fizzard will meet in January to consider changes in our fees and categories. The membership renewal envelopes should be arriving in the mail this week. Silent Auction: Nadine Blansett reported \$57 earned in November.

Sunday Book Sale: A sign up sheet for January, February, March was circulated. ~~December~~ workers are Barbara Hemmerling, Nadine Blansett, and Carol Spence.

Elizabeth Minter: 1) The North Pole Express trip will be a fine community event. They hope to sell more tickets at the City Christmas Tree Lighting. 2) Vernon is directing the development of our Web site. The Friends will be asked for input in their area. 3) Elizabeth asked for approval of the Lettered Sign for the Book Store. Carol Fizzard made a motion we allot \$348.00 for a Book Store sign to be placed over the bookshelves on the east wall. Camille Himes seconded this. The motion carried. 4) Jim Roberts and Toby Silverfarb are working on the purchase and distribution of the Books 2005.

Next meeting will be Monday January 9, 2006 at 7 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 19, 2005

TYPE	REPORT NUMBER	AMOUNT
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None

TOTAL

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director & Trustees
 December 19, 2005

	DATE	CLAIM NUMBER	AMOUNT	SIGNATURE/S
LIBRARY DIRECTOR	December 1, 2005	4817	2,869.04	Director/Turner
	December 1, 2005	4818	2,356.75	Director/Turner
	December 6, 2005	4819	5,483.17	Director/Escobosa
	December 6, 2005	4820	2,122.35	Director/Wood

TOTAL BY LIBRARY DIRECTOR \$ 12,831.31

TOTAL \$ 12,831.31

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

Paid 12/07/05

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
	N01074 The Gas Company PO Box C Monterey Park, CA 91756	11-21-05/0539118009		2800 00			1,243.04		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Dec 05/120996030001		0300 00			240.60			
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	11-25-05/6938		1900 00			45.00			
N03659F (note name change) Golden State Water Company 500 Cameron St Placentia, CA 92870	11-22-05/312083-9		2800 00			331.54			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	11-18-0/634897		1800 00			71.36			
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	11-17-05/X8994		1800 00			29.00			
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	11-23-05/99976		1800 00			197.76			
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 689020 Des Moines, IA 50368-9020	11-21-05/X6509		1800 00			60.39			
N09141 Dick's Lock & Safe 3486 E Orangethorpe Ave Anaheim CA 92806	11-23-05/92727		1800 00			430.01			
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb Sep-Nov 05		2700 01			97.49			
N20042 (note name change) Assurant Employee Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	Dec 05/4027912-1		0300 00			122.85			

The claims listed above (totaling \$2,869.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

[Signature]
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/01/05
REPORT NO 4818

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

PAID 12/07/05

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Music Time & Story Time Nov 05		1900	00		585.00	"2"	
	Story Time II Oct 05		1900	00		-135.00	"2"	
						720.00		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	11-9-05/25378		1000	00		50.61		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	11-1-05/14310284		2400	01		28.40		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107 - PMB 108 Yorba Linda, CA 92886	11-6-05/1173		1300	01		540.00		
N30664 CPS Human Resources Services 241 Lathrop Way Sacramento CA 95815	11-11-05/INV302149		1900	00		1,017.74		

The claims listed above (totaling \$2,356.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

[Signature]
COUNTERSIGNED BY


ATTESTED AND/OR COUNTERSIGNED BY

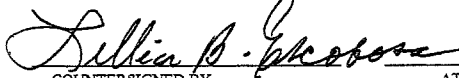
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	Doc Number	SC	
			Rev/ BS Acct	Objt/ Rev	Cat				
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	Dec 05-110976		1800	00		32.00			
N03738C Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6460	11-25-05/X8869		1803	00		77.06			
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11-4-05/T4397156		0700	08		49.72			
	714-524-8408								
	11-2-05/T4392578		0700	01		342.40			
	714-223-1698					392.12			
N03912 California Special Districts Association 1112 I Street Suite 200 Sacramento, CA 95814	2006 Dues		1600	00		1,663.00			
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	12-1-05/Dec EAP		1900	00		35.00			
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	11-30-05/00297		1900	00		92.50			
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	11-25-05/315639012		1800	00		25.74			
	11-25-05/315639017		1800	00		64.63			
	11-25-05/315581084		1800	00		64.63			
						155.00			
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	12-6-05/331709		1400	00		1,450.00			
N06819C American Library Association Membership/Customer Service 50 E. Huron St. Chicago, IL 60611	Membership Silberfarb		1600	08		150.00			
N14805 Foto-Hall 601 North Placentia Ave Fullerton CA 92831	12-5-05/213177		1800	00		301.59			
N15205 JanWay 11 Academy Road Cogan Station PA 17728-9300	11-30-05/233578		1800	00		1,134.90			

The claims listed above (totaling \$5,483.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

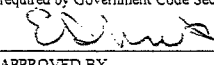
ATTESTED AND/OR COUNTERSIGNED BY

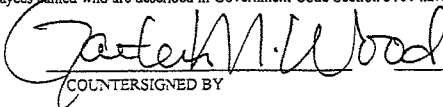
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

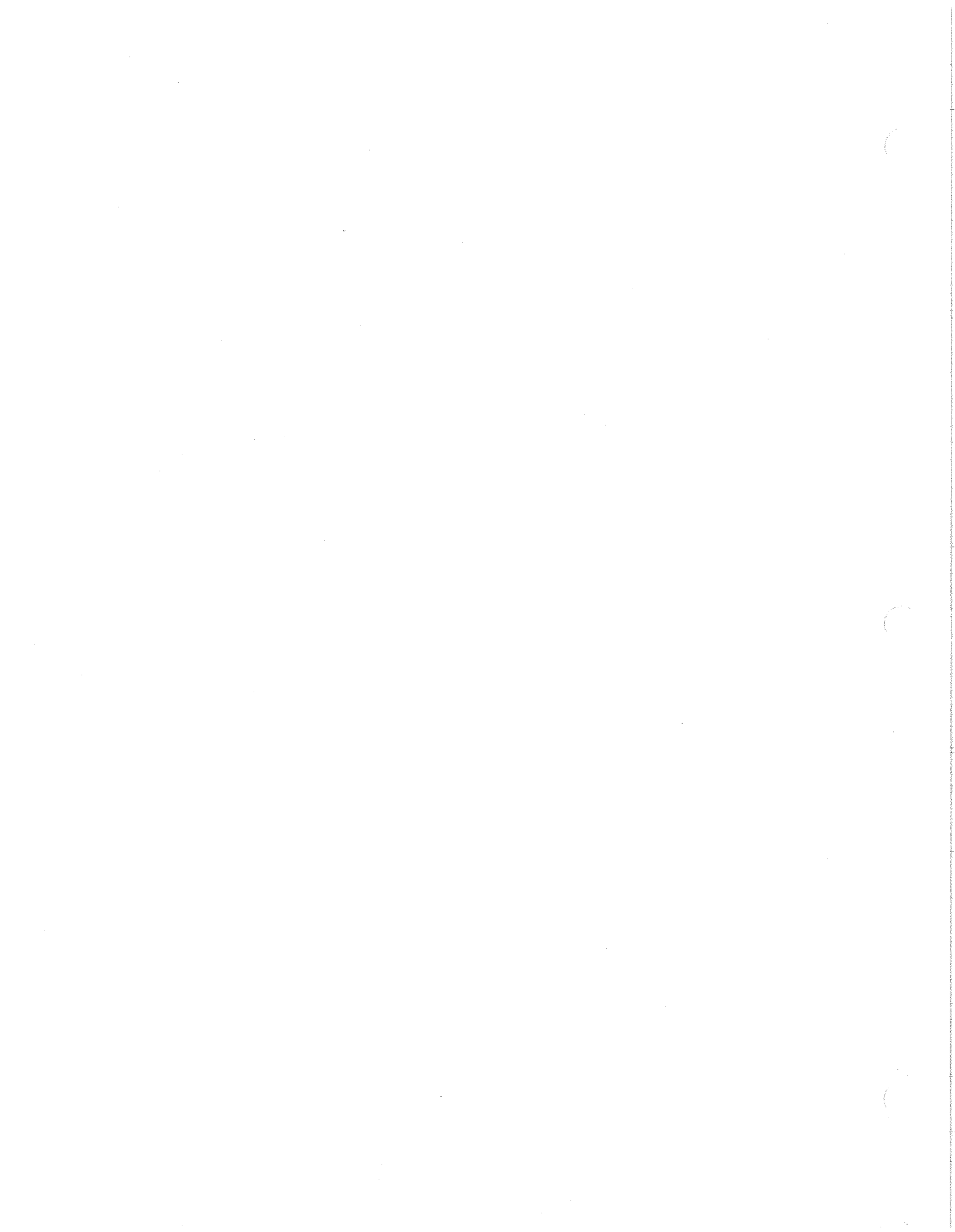
Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	Doc Number	SC	
			Rev/ BS Acct	Objt/ Rev					
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	11-22-05/X9240		1800	00		549.39			
			1900	00		6.95			
			2400	04		108.20			
			2700	00		435.00			
			2700	01		738.50			
			4000	00		268.30			
									2,106.34
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb 11-19-05to12-3-05		2700	01		16.01			

The claims listed above (totaling \$2,122.35) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY


ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
December 19, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular	4821	11,550.15
	4822	5,637.20
	4823	1,586.11
	4824	13,255.97
Subtotal for Regular		32,029.43
	1/4/2006	66,838.45 *
	1/18/2006	38,789.65
Subtotal for Payroll		105,628.10
*Includes regular payroll of \$38,789.65 and FWS YTD reimbursement of \$28,048.80		
TOTAL CURRENT CLAIMS & PAYROLL		137,657.53

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	12-12-05/57167		0700	01		7.20			
			1400	00		1,549.67			
			2800	00		2,597.26			
						4,154.13			
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	11-18-05/2667392		2400	05		361.18			
	11-30-05/2699739		2400	05		7.49			
						368.67			
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Checks		1800	00		686.89			
	Reimbursement		1800	08		101.01			
			1803	00		9.80			
			2700	01		56.47			
			4000	00		313.49			
						1,167.66			
N03828F Baker & Taylor Books 1205 Paysphere Circle Chicago, IL 60674	12-2-05/4005151649		2400	01		17.96			
	12-2-05/4005151650		2400	01		22.70			
	12-2-05/4005151651		2400	01		58.04			
	12-2-05/4005151652		2400	01		218.65			
	12-2-05/4005157068		2400	01		31.16			
	12-2-05/4005157069		2400	01		146.84			
	12-2-05/4005157070		2400	01		43.57			
	12-3-05/4005140875		2400	01		939.11			
	12-3-05/4005152430		2400	01		19.18			
	12-3-05/4005152431		2400	01		1,744.80			
	12-3-05/4005167920		2400	01		18.56			
	12-3-05/4005167921		2400	01		83.13			
	12-3-05/4005167922		2400	01		49.15			
	12-3-05/4005167923		2400	01		116.20			
	12-3-05/4005167924		2400	01		183.63			
	12-7-05/4005206441		2400	01		78.03			
	12-7-05/4005206440		2400	01		61.62			
	12-7-05/4005206439		2400	01		144.98			
	12-7-05/4005206438		2400	01		18.59			
	12-7-05/4005206437		2400	01		18.56			
	12-7-05/4005196974		2400	01		135.31			
	12-7-05/4005196973		2400	01		18.20			
	12-7-05/4005196972		2400	01		118.40			
	12-7-05/4005196971		2400	01		41.55			
	12-7-05/4005196970		2400	01		88.58			
	12-7-05/4005189957		2400	01		87.86			
	12-7-05/4005189956		2400	01		178.62			
	12-7-05/4005189955		2400	01		50.51			
	12-7-05/4005189954		2400	01		308.29			
	12-7-05/4005189953		2400	01		75.92			
	12-7-05/4005189952		2400	01		63.14			
	12-7-05/4005189951		2400	01		63.02			
12-7-05/4005189950		2400	01		83.72				
12-7-05/4005189949		2400	01		20.12				
12-7-05/4005185480		2400	01		13.25				
12-7-05/4005185479		2400	01		268.24				
12-4-05/4005185478		2400	01		30.58				
12-7-05/4005185477		2400	01		141.22				
12-7-05/4005185476		2400	01		18.56				
12-7-05/4005185475		2400	01		40.14				
					5,859.69				

The claims listed above (totaling \$11,550.15) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
	N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	11-29-05/98032514 11-29-05/98032513 11-29-05/98032512 12-1-05/98082384 12-1-05/98082383 12-1-05/98082382 12-6-05/98227273 12-5-05/98155500 12-4-05/98135578 12-2-05/98121279 11-21-05/97833583 11-21-05/97833585 11-22-05/97854084 11-22-05/97854083 11-22-05/97854082		2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400	01 01 01 01 01 01 01 01 01 01 01 01 01 01 01		21.40 30.26 22.07 12.09 19.13 18.51 6.71 440.74 91.07 9.59 35.86 37.07 16.95 59.75 17.29		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11-7-05/T4411347 335-253-2062		0700	01		277.36			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	11-23-05/A38290		0700	05		215.50			
N03912 California Special Districts Association 1112 I Street Suite 200 Sacramento, CA 95814	12-9-05/0014503-IN		1600	00		2,607.00			
N06886I Office Depot PO Box 70025 Los Angeles CA 90074-0025	12-2-05/315991287		1800	00		161.42			
N06788A PRO 911 Systems PO Box 4282 Laguna Beach, CA 92652	12-1-05/06PLC24		1400	00		240.00			
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	11-23-05/32021628		1803	00		400.00			
N06819B American Library Association P.O. Box 932501 Atlanta, GA 31193-2501	11-29-05/08885069		2400	01		72.00			
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	11-15-05/4321167		2400	08		825.43			
						838.49			

The claims listed above (totaling \$5,637.20) 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

5,637.20

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/05
REPORT NO 4823

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	Doc Number	SC	
			Rev/ BS Acct	Objt/ Rev					
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	12-1-05/20051201		1900	00		107.81			
N09111B EBSCO Publishing P.O. Box 562 Ipswich, MA 01938	11-9-05/0274373		2400	04		44.85			
N15072 Estella Wnek c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb Sep 05-Nov 05		2700	01		5.92			
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	12-7-05/200512-34		1900	00		15.00			
N16557 Sprint PO Box 4181 Carol Stream IL 60197-4181	12-6-05/594682625-017		0700	00		64.23			
			0700	08		64.23			
						128.46			
N16779 LiteracyPro Systems, Inc. 1881 Ninth Street Suite 201 Boulder CO 80302	12-2-05/KP022806		1900	08		431.92			
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	12-1-05/151332		1900	00		89.50			
N22268 Midwest Tape PO Box 820 Holland OH 43528	12-6-05/1160399		2400	02		59.99			
	11-15-05/1150770		2400	02		27.99			
	11-15-05/1150771		2400	02		22.99			
	11-22-05/1154876		2400	02		16.99			
	11-22-05/1154877		2400	02		24.99			
						152.95			
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	11-18-05/Spanish Lit		1900	01		143.36	"2"		
	12-2-05/Spanish Lit		1900	01		215.04	"2"		
						358.40			
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	11-18-05/Spanish Lit		1900	01		100.52	"2"		
	12-2-05/Spanish Lit		1900	01		150.78	"2"		
						251.30			

The claims listed above (totaling \$1,586.11) 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

Page Total

1,586.11

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
	N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	11-30-05/2300607 11-30-05/2300606 12-01-05/2306064 11-14-05/2281978 11-14-05/2281979 11-14-05/2281977 11-18-05/2286084 11-18-05/2286085 11-21-05/2295959 11-21-05/2295958 11-21-05/2295960		2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400	01 01 01 01 01 01 01 01 01 01 01			-54.28 77.79 69.14 45.65 24.48 104.86 23.85 59.42 154.00 10.31 24.28 648.06	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb 9-13-05 to 12-7-05		2700	01		118.83			
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	11-18-05/221941		2400	05		41.92			
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Travel Reimb 11-10-05 to 11-30-05		2700	01		35.68			
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	Jan 06		0300	00		10,972.90			
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	12-2-05/14364642		2400	01		56.80			
N29842 Toby Silberfarb c/o Placentia Library 411 E. Chapman Avenue Placentia CA 92870	Travel Reimb 12-5-05 to 12-8-05		2700	01		71.78			
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	12-7-05/11923		4000	00		220.00			
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	12-5-05/1080798098 12-2-05/1080791323 11-16-05/1080714054 11-23-05/1080744421 12-2-05/1080768224		2400 2400 2400 2400 2400	05 05 05 05 05		140.80 74.00 52.40 78.80 74.00 420.00			
N30465 SDR Consulting PO Box 580 Placentia CA 92871 22-3863301	12-9-05/Lib Brochure		1900	00		400.00			
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	12-6-05/1455		1900	00		270.00			

The claims listed above (totaling \$13,255.97) 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 _____



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 \$ 66,838.45 on 1 | 4 | 06

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

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C 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						62,151.09	
707	707			200	00						4,687.36	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	66,838.45
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: Claims & Disbursing: Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3) Claims & Disbursing Manager: _____ Check Writing: _____ General Ledger Approvals: Cash & Expense Budget: _____ Date _____ wrec	Transaction Reference Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____ Treasurer-Tax Collector Information Released By / Ref # _____



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

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

Please Pay \$ 38,789.65 on 1 | 18 | 06

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

Description:

Department / Agency

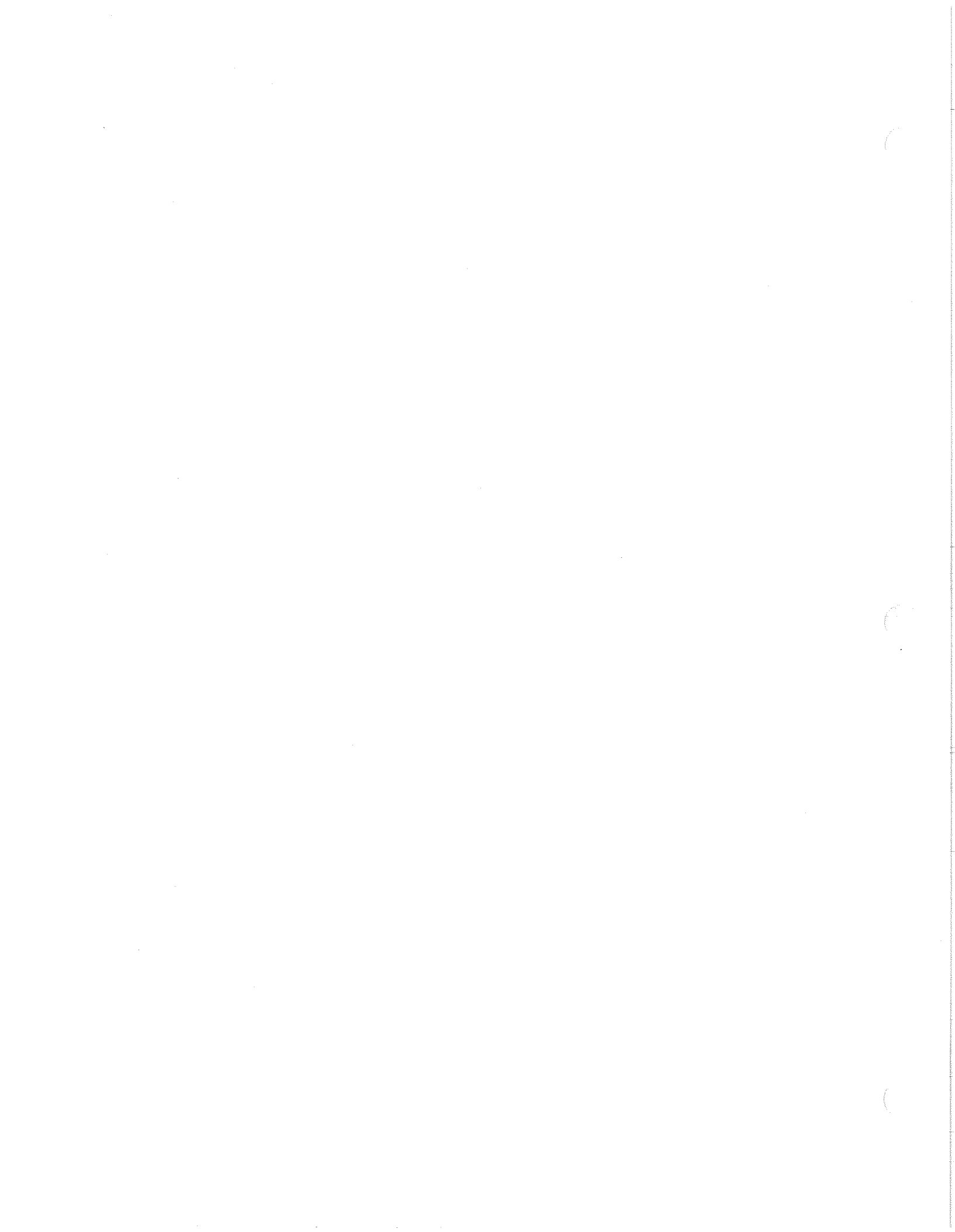
Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						36,036.69	
707	707			0200	00						2,752.96	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	38,789.65
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p>Auditor-Controller Approvals:</p> <p>Claims & Disbursing:</p> <p>Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3)</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>



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Cash Flow Analysis
DATE: December 19, 2005

BACKGROUND:

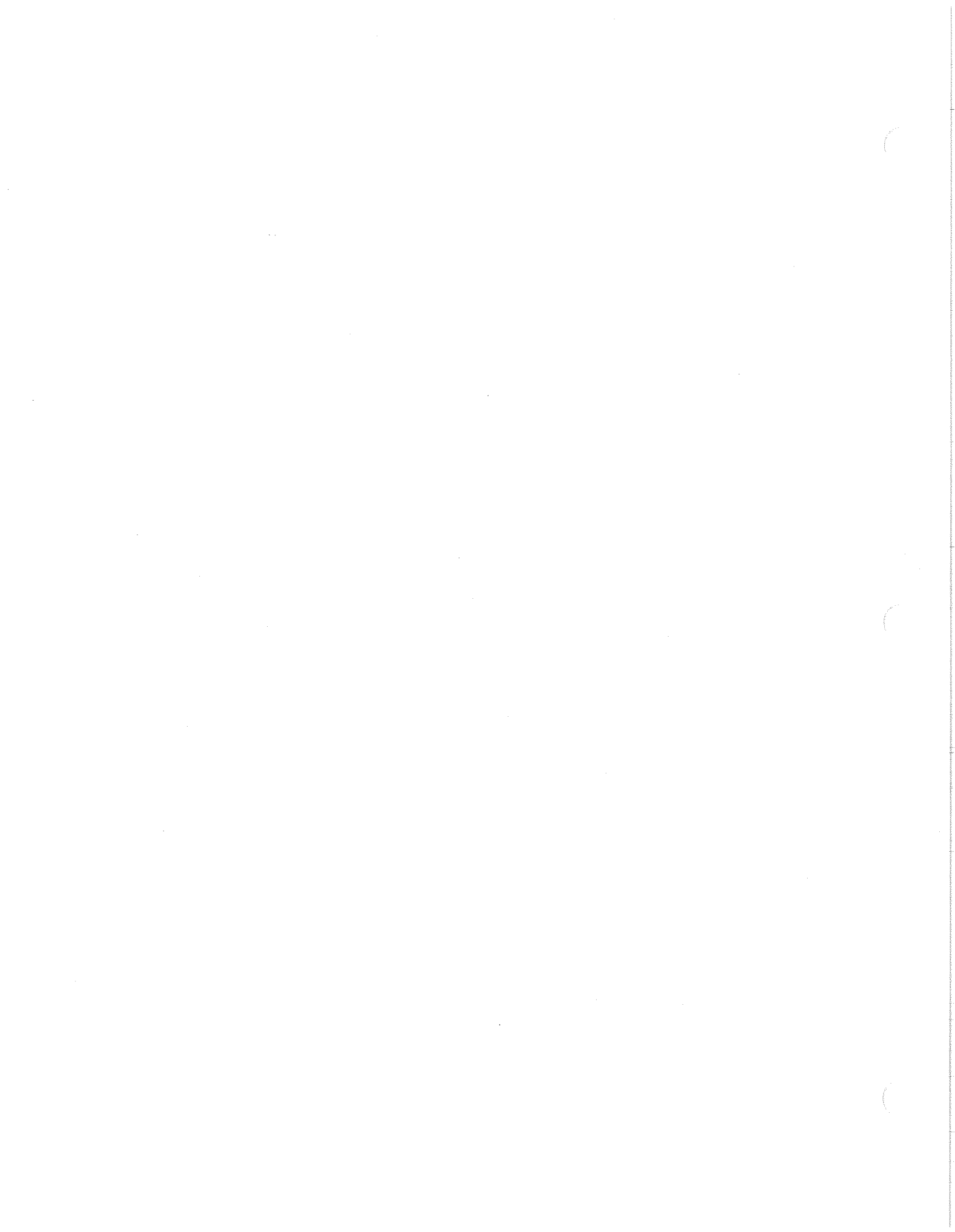
The Cash Flow Analysis for the General Fund for Fiscal Year 2005-2006 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2005-2006 is Attachment B.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2005-2006 through December 19, 2005.



Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/05		Beginning Balance			837,101.17
06/15/05		Payroll #1 to wire Jul 6, 2005		38,789.65	798,311.52
06/15/05		Payroll #2 to wire Jul 20, 2005		38,789.65	759,521.87
06/23/05	4763	General by Library Director		17,273.63	742,248.24
06/23/05	4764	General by Library Director		14,800.99	727,447.25
07/02/05	4765	General by Library Director		2,664.61	724,782.64
07/09/05	4766	General by Library Director		3,332.72	721,449.92
07/09/05	4767	General by Library Director		908.95	720,540.97
07/11/05		Adjustment for FY2004-05, Claim 4749		16,745.00	703,795.97
07/14/05	4768	General by Library Director		19,790.44	684,005.53
07/14/05		6230-01: Prior Secured #8	16,231.99	40.58	700,196.94
07/14/05		6280-01: Supplemental paid 1984	1.66		700,198.60
07/14/05		6280-01: Supplemental paid 1985+	15,666.44		715,865.04
07/14/05		6300: Delinquent supplemental	1,417.30		717,282.34
07/14/05		6300: Delinquent supplemental penalties	327.44		717,609.78
07/18/05	4769	General by 3 Trustee signatures		6,791.36	710,818.42
07/18/05	4770	General by 3 Trustee signatures		4,356.11	706,462.31
07/18/05	4771	General by 3 Trustee signatures		3,370.23	703,092.08
07/18/05	4772	General by 3 Trustee signatures		4,371.76	698,720.32
07/18/05		Payroll #3 to wire Aug 3, 2005		38,789.65	659,930.67
08/16/03	4783	General by 3 Trustee signatures		1,027.90	658,902.77
07/18/05		Payroll #4 to wire Aug 17, 2005		38,789.65	620,113.12
07/18/05		Payroll #5 to wire Aug 31, 2005		38,789.65	581,323.47
07/18/05		6230-04: Teeter apportionment	15,295.19		596,618.66
07/20/05		6610: OC Interest Administrative Fee, June		90.01	596,528.65
07/21/05		6610-00: Interest Bank of the West	9.52		596,538.17
07/21/05		7670-00: Library Fines & Fees	5,529.17		602,067.34
07/21/05		7670:01: Library Passport Revenue	16,317.06		618,384.40
07/21/05		6610: OC Interest Administrative Fee, June		(90.01)	618,474.41
07/21/05	4773	General by Library Director (single signature)		1,307.01	617,167.40
07/21/05	4774	General by Library Director (single signature)		1,961.07	615,206.33
07/28/05	4775	General by Wood (single signature)		2,139.11	613,067.22
07/28/05	4776	General by Wood (single signature)		4,915.50	608,151.72
08/04/05		OCA refused to correct adjustment for FY2004-05, Claim 4729	16,745.00		624,896.72
08/04/05	4777	General by DeVecchio (single signature)		1,603.59	623,293.13
08/04/05	4778	General by Library Director & DeVecchio		5,276.46	618,016.67
08/04/05	4779	General by DeVecchio (single signature)		4,643.87	613,372.80
08/10/05		6300: Supplemental #1	2,397.64		615,770.44
08/15/05	4780	General by 3 Trustee signatures		18,667.81	597,102.63
08/15/05	4781	General by 3 Trustee signatures		4,763.48	592,339.15
08/15/05	4782	General by 3 Trustee signatures		1,869.28	590,469.87
08/15/05		Payroll #6 to wire Sep 14, 2005		38,789.65	551,680.22
08/15/05		Payroll #7 to wire Sep 28, 2006		38,789.65	512,890.57
08/16/05		6610: Orange County Investment Pool interest, Jul	2,221.76	78.45	515,033.88
08/18/05	4784	General by Library Director & DeVecchio		1,529.34	513,504.54
08/18/05	4785	General by Library Director & DeVecchio		2,039.04	511,465.50
08/18/05		6610-00: Bank of the West interest	9.09		511,474.59

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
08/18/05		7670-00: Library Revenue, Aug	3,265.41		514,740.00
08/18/05		7670-01: Library Passport Revenue, Aug	7,868.97		522,608.97
08/25/05	4786	General by Library Director & DeVecchio		2,435.55	520,173.42
08/25/05	4787	General by Library Director & DeVecchio		6,226.56	513,946.86
09/01/05	4788	General by Library Director & Escobosa		2,256.88	511,689.98
09/01/05	4789	General by Library Director & Escobosa		9,929.71	501,760.27
09/08/05	4790	General by Library Director & Shkoler		3,896.71	497,863.56
09/08/05	4791	General by Library Director & Shkoler		15,614.74	482,248.82
09/19/05	4792	General by 3 Trustee signatures		19,718.54	462,530.28
09/19/05	4793	General by 3 Trustee signatures		2,754.55	459,775.73
09/19/05	4794	General by 3 Trustee signatures		4,141.45	455,634.28
09/19/05	4795	General by 3 Trustee signatures		1,613.71	454,020.57
09/19/05	4796	General by 3 Trustee signatures		1,506.17	452,514.40
09/19/05		Payroll #8 to wire Oct.12, 2006		38,789.65	413,724.75
09/19/05		Payroll #9 to wire Oct 26, 2006		38,789.65	374,935.10
09/22/05	4797	General by Library Director & Turner		1,870.00	373,065.10
09/22/05		6220: Unsecured	54,632.83	136.58	427,561.35
09/22/05		6280: Supplemental #2	9,954.14		437,515.49
09/26/05		6610-00: Bank of the West interest	8.36		437,523.85
09/26/05		7670-00: Library Revenue, Sep	4,339.26		441,863.11
09/26/05		7670-01: Library Passport Revenue, Sep	7,441.65		449,304.76
09/26/05		6970-00: State Library Interlibrary Loan	5,729.17		455,033.93
09/26/05		6970-02: State Library CA Literacy Campaign	30,000.00		485,033.93
09/26/05		6970-05: State Library Project Grants, Staff Education	21,885.00		506,918.93
09/27/05		6610: Orange County Investment Pool interest, Aug	1,987.40	67.92	508,838.41
10/06/05	4798	General by Library Director & Escobosa		6,407.63	502,430.78
10/06/05	4799	General by Library Director & Escobosa & Shkoler		5,574.99	496,855.79
10/06/05	4800	General by Library Director & Shkoler		11,293.81	485,561.98
10/12/05		6280: Supplemental #3	4,050.18		489,612.16
10/17/05	4801	General by 3 Trustee signatures		18,361.32	471,250.84
10/17/05	4802	General by 3 Trustee signatures		3,073.23	468,177.61
10/17/05	4803	General by 3 Trustee signatures		17,178.84	450,998.77
10/17/05	4804	General by 3 Trustee signatures		2,802.50	448,196.27
10/17/05		Payroll #10 to wire Nov 9, 2006		38,789.65	409,406.62
10/17/05		Payroll #11 to wire Oct 26, 2006		38,789.65	370,616.97
10/19/05		6610: Orange County Investment Pool interest, Sep	1,684.33	55.79	372,245.51
10/24/05	4805	General by Library Director & DeVecchio		8,120.33	364,125.18
10/24/05	4806	General by Library Director & DeVecchio		5,113.15	359,012.03
10/24/05		6610-00: Bank of the West interest	27.67		359,039.70
10/24/05		6970-03: State Library Family Literacy	8,514.00		367,553.70
10/24/05		6970-06: State Mandated Claims Reimbursement	8,000.00		375,553.70
10/24/05		7670-00: Library Revenue, Oct	14,859.91		390,413.61
10/24/05		7670-01: Library Passport Revenue, Oct	16,631.59		407,045.20
11/01/05	4807	General by 3 Trustee signatures		2,911.63	404,133.57
11/01/05	4808	General by Library Director & Turner		1,646.79	402,486.78
11/10/05	4809	General by Library Director & Escobosa		8,312.11	394,174.67
11/10/05	4810	General by Library Director & Escobosa		6,654.80	387,519.87

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/10/05	4811	General by Library Director & Escobosa		15,588.81	371,931.06
11/16/05		6280: Supplemental #4	2,320.19		374,251.25
11/17/05	4812	General by Library Director & pending		2,778.52	371,472.73
11/21/05		6610: Orange County Investment Pool interest, Oct	1,826.50	58.16	373,241.07
11/22/05		6210: Secured #1	147,213.34	368.03	520,086.38
11/28/05	4813	General by 3 Trustee signatures		9,459.00	510,627.38
11/28/05	4814	General by 3 Trustee signatures		44,633.44	465,993.94
11/28/05	4815	General by 3 Trustee signatures		15,138.70	450,855.24
11/28/05	4816	General by 3 Trustee signatures		2,791.81	448,063.43
11/28/05		Payroll #12 to wire Dec 7, 2006		38,789.65	409,273.78
11/28/05		Payroll #13 to wire Dec 21, 2006		38,789.65	370,484.13
12/01/05	4817	General by Library Director & Turner		2,869.04	367,615.09
12/01/05	4818	General by Library Director & Turner		2,356.75	365,258.34
12/06/05	4819	General by Library Director & Escobosa		5,483.17	359,775.17
12/06/05	4820	General by Library Director & Wood		2,122.35	357,652.82
12/19/05	4821	General by 3 Trustee signatures		11,550.15	346,102.67
12/19/05	4822	General by 3 Trustee signatures		5,637.20	340,465.47
12/19/05	4823	General by 3 Trustee signatures		1,586.11	338,879.36
12/19/05	4824	General by 3 Trustee signatures		13,255.97	325,623.39
12/19/05		Payroll #14 to wire Jan 4, 2006		66,838.45	258,784.94
12/19/05		Payroll #15 to wire Jan 18, 2006		38,789.65	219,995.29
					219,995.29

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

**Property Tax Apportionments
Fiscal Year 2005-2006**

APPORTIONMENT	APPORNT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
Pr Yr Sec & Penalties Non Teeter 1	8/10/2005	8/11/2005	July	
Supplemental 1	8/10/2005	8/11/2005	Collections for July	
Pr Yr Sec & Penalties Non Teeter 2	9/14/2005	9/15/2005	August	
Unsecured 1	9/22/2005	9/23/2005	Collections at 08-31-2005	80% - 85%
Supplemental 2	9/22/2005	9/23/2005	Collections for August	
Pr Yr Sec & Penalties Non Teeter 3	10/12/2005	10/13/2005	September	
Supplemental 3	10/12/2005	10/13/2005	Collections for September	
Pr Yr Sec & Penalties Non Teeter 4	11/16/2005	11/17/2005	October	
Supplemental 4	11/16/2005	11/17/2005	Collections for October	
Secured # 1	11/22/2005	11/23/2005	Collections at 11-10-2005	7% - 10%
H/O Propert Tax Relief 1	12/8/2005	12/9/2005		15%
Secured # 2	12/8/2005	12/9/2005	Collections at 12-02-2005	14% - 20%
Pr Yr Sec & Penalties Non Teeter 5	12/14/2005	12/15/2005	November	
Secured # 3	12/20/2005	12/21/2005	Collections at 12-09-2005	20% - 25%
Supplemental 5	12/20/2005	12/21/2005	Collections for November	
ERAF 1 - Non-Schools	1/3/2006	1/4/2006	For Non-schools	\$182 million + growth
Sales & Use Tax Compensation 1	1/5/2006	1/6/2006	Cities and County only	50%
Sales Tax In-Lieu of VLF/VLF Swap 1	1/5/2006	1/6/2006	Cities and County only	50%
H/O Property Tax Relief 2	1/10/2006	1/11/2006		35%
Pr Yr Sec & Penalties Non Teeter 6	1/11/2006	1/12/2006	December	
Secured # 4	1/19/2006	1/20/2006	Collections at 01-13-2006	3% - 7%
Unsecured 2	1/19/2006	1/20/2006	Collections at 12-31-2005	5% -8%
Supplemental 6	1/19/2006	1/20/2006	Collections for December	
State-Assessed Public Utility 1	1/26/2006	1/27/2006	1 st Installment Collections	49% - 50%
Pr Yr Sec & Penalties Non Teeter 7	2/15/2006	2/16/2006	January	
Supplemental 7	2/15/2006	2/16/2006	Collections for January	
Pr Yr Sec & Penalties Non Teeter 8	3/15/2006	3/16/2006	February	
Secured # 5	3/20/2006	3/21/2006	Collections at 03-10-	5% - 7%

			2006	
Supplemental 8	3/20/2006	3/21/2006	Collections for February	
Pr Yr Sec & Penalties Non Teeter 9	4/12/2006	4/13/2006	March	
Secured # 6	4/20/2006	4/21/2006	Collections at 04-7-2006	15% - 20%
Supplemental 9	4/20/2006	4/21/2006	Collections for March	
ERAF 2- Schools	4/25/2006	4/26/2006	For Schools	\$102 million + growth
ERAF 3- Non-Schools	5/1/2006	5/2/2006	For Non-schools	\$182 million + growth
Sales & Use Tax Compensation 2	5/4/2006	5/5/2006	Cities and County only	50%
Sales Tax In-Lieu of VLF/VLF Swap 2	5/4/2006	5/5/2006	Cities and County only	50%
Pr Yr Sec & Penalties Non Teeter 10	5/10/2006	5/11/2006	April	
H/O Property Tax Relief 3	5/10/2006	5/11/2006		35%
Secured # 7	5/18/2006	5/19/2006	Collections at 05-12-2006	10% - 15%
Supplemental 10	5/18/2006	5/19/2006	Collections for April	
State-Assessed Public Utility 2	5/25/2006	5/26/2006	2 nd Installment Collections	49% - 50%
ERAF 4 - Schools	5/25/2006	5/26/2006	For Schools	RDA tax shift, \$21.6 million
H/O Property Tax Relief 4	6/8/2006	6/9/2006		15%
ERAF 5 - Schools	6/8/2006	6/9/2006	For Schools	\$52 million + growth
Pr Yr Sec & Penalties Non Teeter 11	6/14/2006	6/15/2006	May	
Unsecured Final	6/20/2006	6/21/2006	Collections at 05-31-2006	2%- 5%
Supplemental 11	6/20/2006	6/21/2006	Collections for May	
Delq. PY Unsecured	6/20/2006	6/21/2006	06-01-05 through 05-31-06 Collections	
ERAF 6 - Schools	6/29/2006	6/30/2006	For Schools	Balance in Fund
Secured - Final	7/13/2006	7/14/2006	Final Collections at Year-end	1% - 2%
Pr Yr Sec & Penalties Non Teeter 12	7/13/2006	7/14/2006	June	
Supplemental 12	7/13/2006	7/14/2006	Collections for June	
Delq. PY Suppl. Taxes & Penalties:	7/13/2006	7/14/2006	07-01-05 through 06-30-06 Collections	
Teeter Plan	7/18/2006	7/19/2006	Actual Final Delinquencies	1% - 3%

[Apportionment Schedule Letter]

b

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
November 28, 2005

	Fiscal Year 2005-2006						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87	
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06	
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30	
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47	
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67	
12/31/05						0.00	0.00	
01/31/06						0.00	0.00	
02/28/06						0.00	0.00	
03/31/06						0.00	0.00	
04/30/06						0.00	0.00	
05/31/06						0.00	0.00	
06/30/06						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	

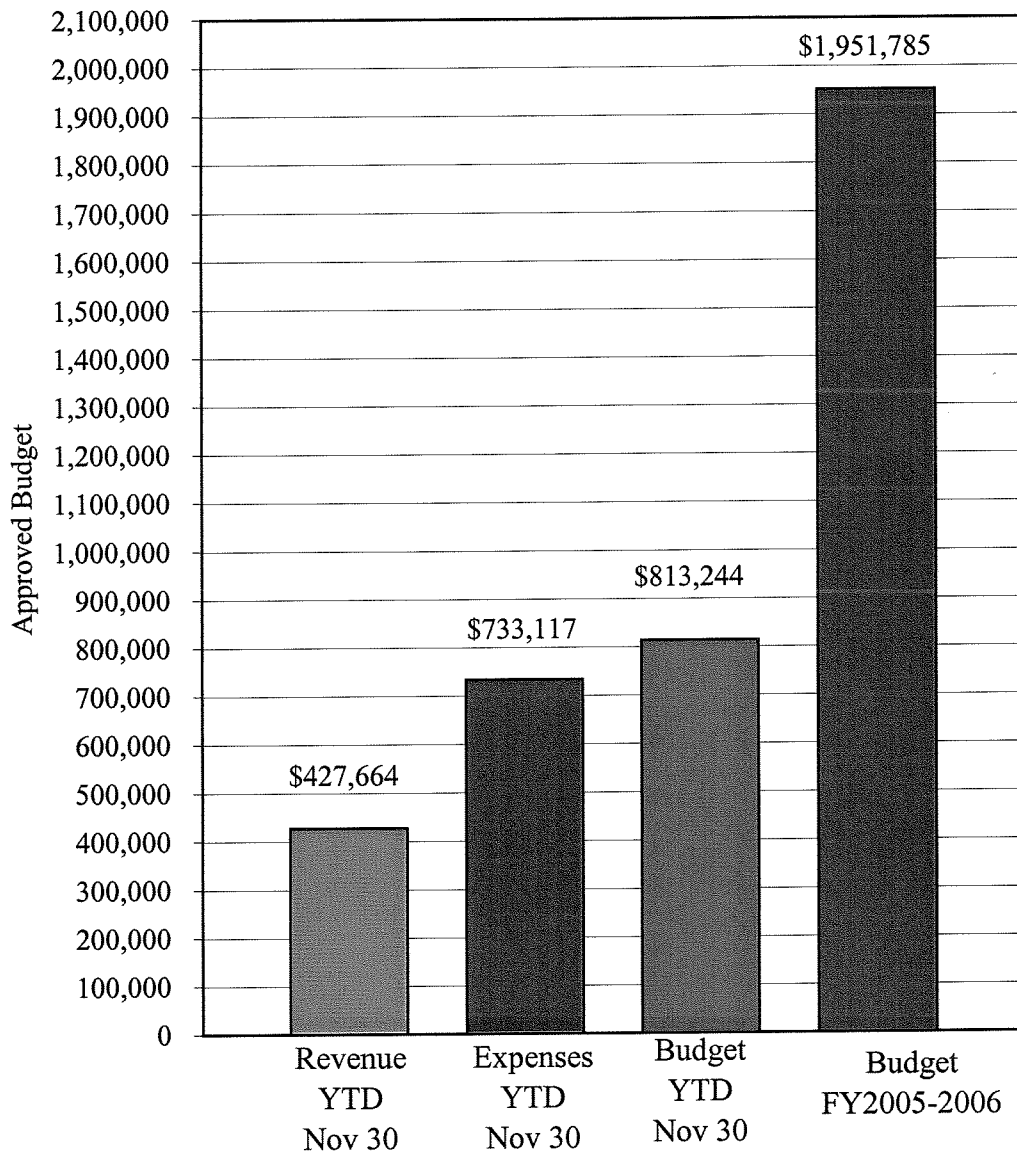
	Fiscal Year 2004-2005						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
06/30/04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97	
07/31/04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91	
08/31/04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74	
09/30/04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19	
10/31/04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56	
11/30/04	120,883.45	10,225.33	163,085.79	474,439.99	9,977.69	778,612.25	304,172.26	
12/31/04	121,058.44	10,240.13	163,321.88	760,018.61	9,992.13	1,064,631.19	304,612.58	
01/31/05	121,244.85	10,255.90	163,573.36	741,355.45	10,007.52	1,046,437.08	305,081.63	
02/28/05	121,456.53	10,273.81	163,858.93	700,519.23	10,024.99	1,006,133.49	305,614.26	
03/31/05	121,679.20	10,292.64	164,159.33	664,264.14	10,043.37	970,438.68	306,174.54	
04/30/05	121,930.13	10,313.85	164,159.33	907,923.87	10,064.08	1,214,391.26	306,467.39	
05/31/05	122,177.95	10,334.81	164,832.20	1,011,076.12	10,084.54	1,318,505.62	307,429.50	
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
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	

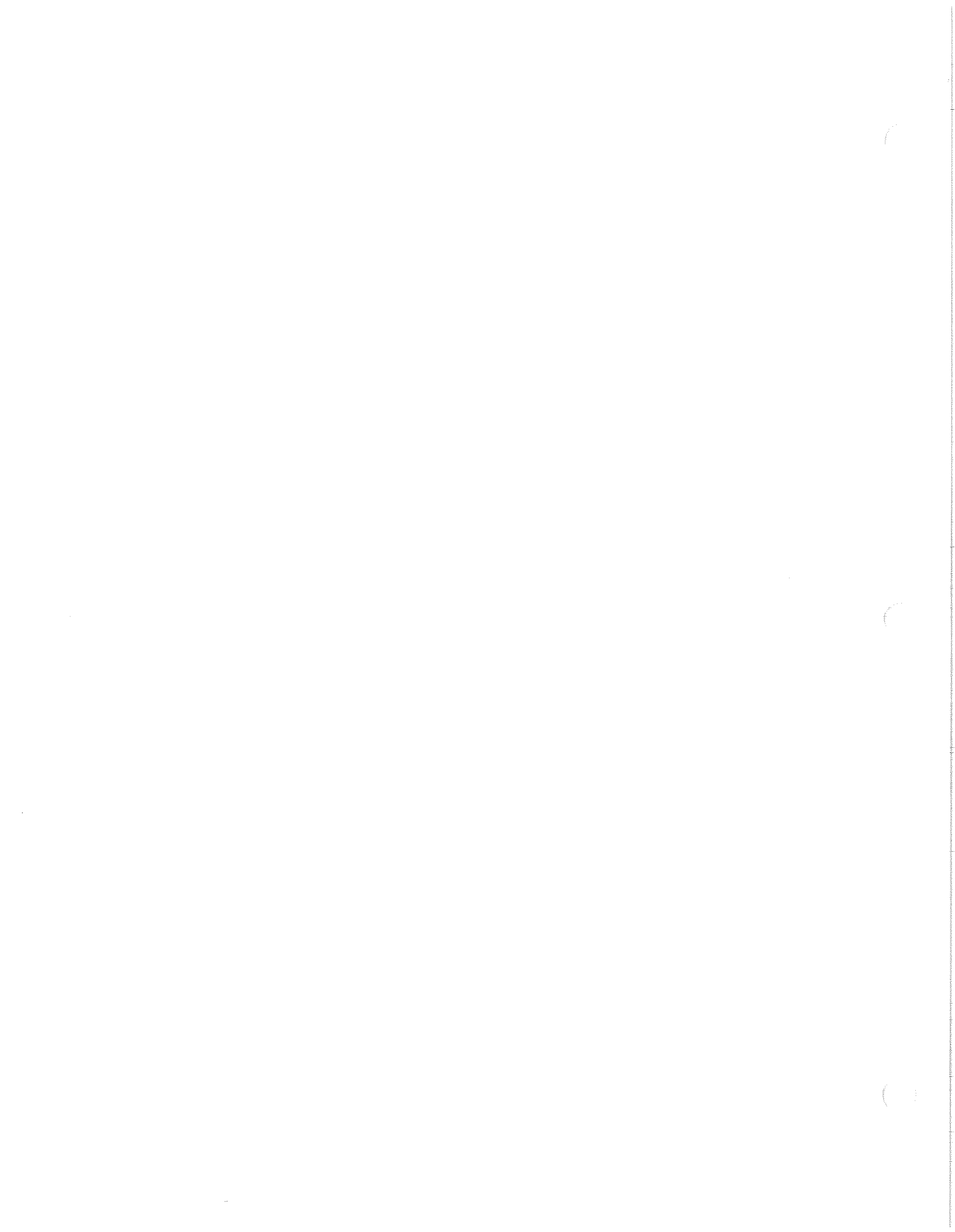


PLACENTIA LIBRARY DISTRICT

Fiscal Year 2005 - 2006

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 2005	FY2004-2005 NOV 2004	FY2005-2006 % EXP BUD
6210-00	Prop. Taxes - current secured	1,333,163.00	147,213.34	149,143.22	147,213.34	135,653.23	11.04%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	12,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,368,163.00	147,213.34	149,143.22	147,213.34	135,653.23	10.76%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	54,632.83	53,829.90	0.00	0.00	89.56%
6230-00	Prop. Taxes - Prior Secured	13,000.00	16,231.99	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	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	15,295.19	12,766.29	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	31,527.18	12,766.29	0.00	0.00	242.52%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	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	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	58,000.00	34,390.25	21,743.57	2,320.19	2,779.54	59.29%
6280-01	Final supplemental for prior years	0.00	0.00	3,269.35	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	58,000.00	34,390.25	25,012.92	2,320.19	2,779.54	59.29%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	1,744.74	2,035.01	0.00	0.00	124.62%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,506,313.00	269,508.34	242,787.34	149,533.53	138,432.77	17.89%

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

December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 2005	FY2004-2005 NOV 2004	FY2005-2006 % EXP BUD
6610-00	Interest	10,000.00	7,774.63	3,154.98	1,826.50	756.03	77.75%
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	0.00	
	TOTAL INTEREST	10,000.00	7,774.63	3,154.98	1,826.50	756.03	77.75%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	11,258.34	5,214.15	0.00	0.00	80.42%
6970-01	State - CA Foundation Funds	21,402.00	16,317.06	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	58,000.00	30,000.00	30,000.00	0.00	0.00	51.72%
6970-03	State - Family Literacy	0.00	8,514.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	70,000.00	21,885.00	8,520.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	8,000.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	163,472.00	95,974.40	43,734.15	0.00	0.00	58.71%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000.00	22,464.58	9,609.36	0.00	0.00	74.88%
7670-01	Local Revenue -- Passport	210,000.00	31,942.21	51,315.42	0.00	0.00	15.21%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	15,000.00	0.00	2,000.00	0.00	0.00	
	TOTAL LOCAL REVENUE	255,000.00	54,406.79	62,924.78	0.00	0.00	21.34%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,951,785.00	427,664.16	352,601.25	151,360.03	139,188.80	21.91%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 05	FY2004-2005 NOV 04	FY2005-2006 % EXP BUD
0100	Salaries & Wages	927,954	392,508.25	315,572.21	72,073.38	58,547.46	42.30%
0200	Retirement (Social Security & Pension Contribution)	126,197	30,282.56	25,025.00	5,505.92	4,478.88	24.00%
	Health & Life Insurance/Blue Shield CA	111,128	43,961.42	21,680.00	9,351.24	(480.00)	39.56%
	Long Term Disability/Hartford	4,780	1,753.39	1,129.94	590.62	303.19	36.68%
	Life Insurance/Fortis & Protective Life/Assurant	2,721	636.84	226.80	122.85	0.00	23.40%
	Vision Service Plan/VSP	2,501	1,202.12	1,237.31	240.60	416.00	48.07%
	Dental/Ameritas	8,006	5,035.80	2,590.00	1,775.30	0.00	62.90%
0300	Total Employee Insurance	129,136	52,589.57	26,864.05	12,080.61	239.19	40.72%
0310	Unemployment Insurance	-	409.00	3,772.00	192.00	3,414.00	
0350	Workers Compensation - General	11,000	2,690.00	5,461.00	0.00	3,142.00	24.45%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,194,287	478,479.38	376,694.26	89,851.91	69,821.53	40.06%
0700-00	Communications - Telephone	3,000	1,173.00	1,070.57	650.83	14.45	39.10%
0700-01	Communications - Modem/Fax	8,400	2,952.69	2,974.33	448.40	342.53	35.15%
0700-02	Communications - Internet/Database	-	0.00	0.00	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,293.00	1,077.50	215.50	431.00	47.89%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	534.52	480.32	113.62	45.79	38.18%
	Total Communications	15,500	5,953.21	5,602.72	1,428.35	833.77	38.41%
0900-00	Food - General Fund	600	97.63	415.04	0.00	152.80	16.27%
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	500	13.04	30.17	0.00	0.00	2.61%
0090-09	Food - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Food	1,100	110.67	445.21	0.00	152.80	10.06%
1000-00	Household Expense	5,000	7,063.32	2,373.01	467.44	141.50	141.27%
1100-00	Insurance - Liability	12,000	12,281.93	11,001.77	0.00	0.00	102.35%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 05	FY2004-2005 NOV 04	FY2005-2006 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	1,299.00	1,358.00	315.50	0.00	25.98%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	12,000.00	6,500.00	6,000.00	0.00	48.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	0.00%
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Equipment	30,500	13,299.00	7,858.00	6,315.50	0.00	43.60%
	HVAC	7,500	3,569.01	1,597.05	1,427.91	353.91	47.59%
	Carpet Cleaning	2,750	0.00	2,200.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	27,500	8,726.52	8,168.43	1,613.00	2,045.00	31.73%
	Plumbing	3,000	1,804.87	988.59	0.00	195.00	60.16%
	Electrical	4,000	0.00	1,004.73	0.00	0.00	0.00%
	Cleaning Service	16,000	6,500.00	4,800.00	1,300.00	0.00	40.63%
	Locksmith	1,000	76.50	60.89	0.00	0.00	7.65%
	Other (Includes Fire Alarm & Extinguishers)	5,000	1,026.14	1,416.35	0.00	0.00	20.52%
1400-00	Total Maintenance of Building & Grounds	66,750	21,703.04	20,236.04	4,340.91	2,593.91	32.51%
	Memberships - General Fund	3,750	235.00	700.00	0.00	660.00	6.27%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	0.00%
1600-08	Memberships - Adult Literacy	1,000	0.00	550.00	0.00	435.00	0.00%
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	0.00%
	Total Memberships	4,750	235.00	1,250.00	0.00	1,095.00	4.95%
	Miscellaneous Expense - General Fund	7,740	0.00	0.00	0.00	0.00	0.00%
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	0.00%
1700-08	Miscellaneous Expense - Adult Literacy	22,953	0.00	0.00	0.00	0.00	0.00%
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	0.00%
	Total Miscellaneous Expense	30,693	0.00	0.00	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 05	FY2004-2005 NOV 04	FY2005-2006 % EXP BUD
1800-00	Library Supplies	15,000	12,332.92	9,803.01	638.87	0.00	82.22%
	Printing	13,000	5,453.32	5,168.42	1,819.78	1,397.49	41.95%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	680.27	82.79	301.27	0.00	61.84%
	Paper	700	423.55	278.85	68.03	0.00	60.51%
	Drinking Water Service	350	122.00	147.50	30.50	29.50	34.86%
	Other Office Supplies	15,000	13,890.55	6,469.79	3,085.64	187.10	92.60%
	Total Office Supply Expense - General Fund	45,150	32,902.61	21,950.36	5,944.09	1,614.09	72.87%
1800-07	ELLI Grant Supply Expense	-	0.00	0.00	0.00	0.00	
1800-08	Printing	2,000	2,138.49	1,712.25	1,804.92	0.00	106.92%
	Publications	2,500	0.00	0.00	0.00	0.00	0.00%
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	1,708.22	824.17	0.00	662.98	170.82%
	Total Adult Literacy Office Supply Expense	5,500	3,846.71	2,536.42	1,804.92	662.98	69.94%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	52,650	36,749.32	24,486.78	7,749.01	2,277.07	69.80%
1803-00	Postage Expense - General Fund	6,000	2,817.79	2,044.30	1,015.98	494.30	46.96%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	9.30	0.00	9.30	0.00%
1803-09	Postage Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,100	2,817.79	2,053.60	1,015.98	503.60	46.19%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 05	FY2004-2005 NOV 04	FY2005-2006 % EXP BUD
	Care Resources (Employee Assistance)	420	175.00	175.00	35.00	35.00	41.67%
	Pension Contribution & Operating Expenses	7,000	4,303.55	4,303.55	0.00	1,303.43	67.07%
	Anaheim Consortium Automated Library System	35,000	645.96	646.06	0.00	0.00	1.85%
	Library Board Consultants & Legal	5,000	6,824.80	3,449.95	2,024.80	0.00	136.50%
	Clipping Service	600	180.00	168.00	45.00	42.00	30.00%
	Interest Allocation & Tax Collection Charges by Orange County	9,800	1,000.00	1,033.72	0.00	0.00	10.20%
	Advertising (Including WEB Site)	2,500	1,540.00	959.70	365.00	0.00	61.60%
	Medical Exams	1,500	1,288.00	973.50	92.50	85.50	85.87%
	Collection Services - Accounts Receivable	2,800	528.05	766.54	277.45	0.00	18.86%
	Audit & Accounting Services	10,000	2,671.00	5,026.00	1,671.00	0.00	26.71%
	Payroll Preparation	4,000	2,175.01	1,139.69	560.62	0.00	54.38%
	Election Expenses	-	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller)	14,500	24,230.92	9,106.69	1,159.83	0.00	167.11%
1900-00	Total Specialized Services - General Fund	96,620	45,953.79	27,748.40	6,231.20	1,465.93	47.56%
1900-01	Specialized Services - Spanish Literacy	3,000	0.00	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	9,000	6,003.58	1,041.48	2,853.58	0.00	66.71%
1900-09	Specialized Services - Families for Literacy	-	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	504.61	473.70	368.03	339.13	3.36%
1912-00	Total Specialized Services	123,620	52,461.98	29,263.58	9,452.81	1,805.06	42.44%
	Investment Administrative fees for Orange County	700	300.90	246.28	58.16	51.77	42.99%
2000-00	Legal Notices - General Fund	1,000	0.00	200.25	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	0.00	200.25	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 05	FY2004-2005 NOV 04	FY2005-2006 % EXP BUD
2100-00	Rents/Leases-Equipment	700	331.10	364.39	165.01	165.97	47.30%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	14,089.60	29,454.37	0.00	0.00	13.42%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	26.47	1,010.45	0.00	0.00	
2400-01	Special Department Expense- Books	184,435	29,451.41	22,131.58	0.00	16,223.70	
2400-02	Special Department Expense - Video		1,123.31	4,115.36	0.00	1,243.04	
2400-03	Special Department Expense - Electronic		(15,169.16)	10,069.61	1,190.84	4,188.36	
2400-04	Special Department Expense - Periodicals		1,987.60	523.74	56.58	0.00	
2400-05	Special Department Expense - Audio		8,321.54	2,309.97	0.00	2,309.97	
2400-07	Special Department Expense - ELLI Grant		0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	5,138.31	1,752.38	0.00	1,324.18	256.92%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	186,435	30,879.48	41,913.09	1,247.42	25,289.25	16.56%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500	910.11	75.20	910.11	0.00	12.13%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	6,631.09	1,444.80	737.53	344.93	147.36%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	165.00	0.00	67.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750	712.00	31.31	0.00	0.00	94.93%
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	0.00	0.00	0.00	0.00%
2700-08	Transportation/Travel - Meetings - Adult Literacy	-	364.93	473.40	0.00	55.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	0.00	25.00	0.00	0.00	
	Total Transportation/Travel - Meetings	15,250	8,618.13	2,214.71	1,647.64	466.93	56.51%
	Electricity	60,000	25,026.73	20,399.90	3,277.59	5,155.44	41.71%
	Gas	8,500	1,870.48	760.34	629.45	335.91	22.01%
	Water	4,250	2,322.24	1,725.31	336.62	377.58	54.64%
2800-00	Total Utilities	72,750	29,219.45	22,885.55	4,243.66	5,868.93	40.16%
	TOTAL SUPPLIES & SERVICES	730,498	236,113.92	201,849.35	38,131.89	41,245.56	32.32%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 19, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 NOV 05	FY2004-2005 NOV 04	FY2005-2006 % EXP BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	7,000	3,829.12	2,916.22	0.00	0.00	54.70%
4000-00	Equipment - General Fund	20,000	10,146.62	5,426.30	0.00	0.00	50.73%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	4,547.76	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	14,694.38	5,426.30	0.00	0.00	73.47%
4200-00	Structures/Improvements	-	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000	14,694.38	5,426.30	0.00	0.00	73.47%
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	1,951,785	733,116.80	586,886.13	127,983.80	111,067.09	37.56%
	Spanish Literacy Summary Object Code line 117 01	3,000	0	0	0	0	0.00%
	ELLI Grant Summary Object Code 07	1,000	0	0	0	0	0.00%
	CLC Summary Object Code 08	42,953	20,449	6,873	4,772	2,532	47.61%
	FFL Grant Summary Object Code 09	2,000	0	25	0	0	0.00%
	TOTAL LITERACY (Excluding Personnel)	46,953	20,448.85	6,898	4,772	2,532	43.55%

Placentia Library District
Balance Sheet
As of November 30, 2005

	<u>Nov 30, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	4,108.12
County Exempt - Savings	9,716.74
General Fund - Checking	7,767.76
General Fund - Savings	3,407.19
Literacy Fund - Savings	11,073.39
Payroll Checking - Wells Fargo	18,712.84
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>98,447.38</u>
Total Current Assets	<u>98,447.38</u>
TOTAL ASSETS	<u><u>98,447.38</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	41,406.99
Total Capital	68,808.81
Net Income	-11,768.42
Total Equity	<u>98,447.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>98,447.38</u></u>

**Placentia Library District
Profit & Loss by Class
July through November 2005**

10:25 AM
12/14/05
Accrual Basis

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	18.95	0.00	0.00	0.00	18.95
COE Life Insur Suplmt(EDM)	199.40	0.00	0.00	0.00	199.40
COE Meeting Room Income	2,800.00	0.00	0.00	0.00	2,800.00
COE Passport Chck Reimbursement	24,140.39	0.00	0.00	0.00	24,140.39
COE Staff Appreciation Reimb	500.00	0.00	0.00	0.00	500.00
COE Storytime (Friends)	50.00	0.00	0.00	0.00	50.00
COE Test Proctoring Income	515.00	0.00	0.00	0.00	515.00
GF Bankcard Deposit	0.00	44,156.25	0.00	0.00	44,156.25
GF Cash Register - Audio Visual	0.00	6.00	0.00	0.00	6.00
GF Cash Register - Childrens	0.00	425.60	0.00	0.00	425.60
GF Cash Register - Copy/Debit	0.00	2,100.52	0.00	0.00	2,100.52
GF Cash Register - Fines	0.00	6,691.74	0.00	0.00	6,691.74
GF Cash Register - Lost Items	0.00	1,175.22	0.00	0.00	1,175.22
GF Cash Register - Misc.	0.00	150.95	0.00	0.00	150.95
GF cash register - Passport Pho	0.00	6,043.00	0.00	0.00	6,043.00
GF Cash Register - Reserves	0.00	719.18	0.00	0.00	719.18
GF County Reimbursements	0.00	5,481.92	0.00	0.00	5,481.92
GF Deposit Correction Income	0.00	10.00	0.00	0.00	10.00
GF Fed Work Study Reimbursement	0.00	14,104.71	0.00	0.00	14,104.71
GF Interest	0.00	73.60	0.00	0.00	73.60
GF Miscellaneous Income	0.00	12,260.96	0.00	0.00	12,260.96
GF Notary	0.00	270.00	0.00	0.00	270.00
GF Passport Revenue	0.00	42,803.59	0.00	0.00	42,803.59
GF Special Grants	0.00	10,000.00	0.00	0.00	10,000.00
GF State Library Grants	0.00	60,399.00	0.00	0.00	60,399.00
GF State Library Reimbursements	0.00	5,729.17	0.00	0.00	5,729.17
LIT Interest Inc - Savings	0.00	0.00	27.81	0.00	27.81
PA Wire Transfer from County	0.00	0.00	0.00	426,686.15	426,686.15
PA Wire Transfer from Paychex	0.00	0.00	0.00	600.00	600.00
Total Income	29,223.74	212,601.41	27.81	427,286.15	669,139.11
Expense					
COE Bank fees	42.00	0.00	0.00	0.00	42.00
COE Childn's Summer Rndng Prgrm	1,835.37	0.00	0.00	0.00	1,835.37
COE Friend's Director's Fund	85.51	0.00	0.00	0.00	85.51
COE Meeting Room Maintenance	777.60	0.00	0.00	0.00	777.60
COE Miscellaneous Expense	125.00	0.00	0.00	0.00	125.00
COE Passport Expenses	20,662.00	0.00	0.00	0.00	20,662.00
COE Staff Appreciation	880.00	0.00	0.00	0.00	880.00
COE Transfer to COE Checking	0.00	2,102.90	0.00	0.00	2,102.90
GF Bank Return Check Item/Fees	0.00	84.00	0.00	0.00	84.00
GF Bankcard Service Charge	0.00	1,240.26	0.00	0.00	1,240.26
GF Food	0.00	391.00	0.00	0.00	391.00
GF Household Expenses	0.00	40.02	0.00	0.00	40.02
GF Library Materials (books)	0.00	6.00	0.00	0.00	6.00
GF Literacy	0.00	2,078.21	0.00	0.00	2,078.21
GF Miscellaneous	0.00	7.05	0.00	0.00	7.05
GF Office Expense	0.00	6,096.43	0.00	0.00	6,096.43
GF Postage	0.00	11.95	0.00	0.00	11.95
GF Prof & Spec Services	0.00	332.68	0.00	0.00	332.68
GF Registration/trans/travel	0.00	92.00	0.00	0.00	92.00
GF Transfer to COE	0.00	14,391.94	0.00	0.00	14,391.94
GF Transfer to GF Savings	0.00	11,334.80	0.00	0.00	11,334.80
GF Transfers to County	0.00	192,818.88	0.00	0.00	192,818.88
GF Travel Literacy	0.00	203.66	0.00	0.00	203.66
GF Travel Staff	0.00	1,391.04	0.00	0.00	1,391.04
GF Travel Trustees	0.00	65.00	0.00	0.00	65.00
PA Empi 457 Plan Contribution	0.00	0.00	0.00	20,505.85	20,505.85
PA Employee 125 Co-Pay	0.00	0.00	0.00	3,608.78	3,608.78
PA Employee Life Insurance	0.00	0.00	0.00	219.34	219.34
PA Payroll Taxes	0.00	0.00	0.00	101,676.51	101,676.51
PA Salaries	0.00	0.00	0.00	297,801.75	297,801.75
Total Expense	24,407.48	232,687.82	0.00	423,812.23	680,907.53
Net Income	4,816.26	-20,086.41	27.81	3,473.92	-11,768.42

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 11/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,621.80
Cleared Transactions						
Checks and Payments - 49 items						
Check	10/15/2005	5939	Passport Services	X	-134.00	-134.00
Check	10/15/2005	5940	Passport Services	X	-67.00	-201.00
Check	10/17/2005	5941	Passport Services	X	-134.00	-335.00
Check	10/18/2005	5942	Passport Services	X	-67.00	-402.00
Check	10/19/2005	5943	Passport Services	X	-223.00	-625.00
Check	10/19/2005	5946	Passport Services	X	-67.00	-692.00
Check	10/19/2005	5944	Passport Services	X	-171.00	-863.00
Check	10/19/2005	5945	Passport Services	X	-67.00	-930.00
Check	10/20/2005	5949	Passport Services	X	-67.00	-997.00
Check	10/22/2005	5951	Passport Services	X	-67.00	-1,064.00
Check	10/24/2005	5952	Passport Services	X	-10.00	-1,074.00
Check	10/25/2005	5955	Passport Services	X	-67.00	-1,141.00
Check	10/25/2005	5954	Passport Services	X	-186.00	-1,327.00
Check	10/27/2005	5956	Passport Services	X	-67.00	-1,394.00
Check	10/31/2005	5958	Passport Services	X	-104.00	-1,498.00
Check	10/31/2005	5959	Passport Services	X	-67.00	-1,565.00
Check	10/31/2005	5957	Passport Services	X	-67.00	-1,632.00
Check	11/1/2005	5960	Passport Services	X	-104.00	-1,736.00
Check	11/1/2005	5961	Passport Services	X	-67.00	-1,803.00
Check	11/2/2005	5962	Passport Services	X	-127.00	-1,930.00
Check	11/2/2005	5964	Passport Services	X	-67.00	-1,997.00
Check	11/2/2005	5965	Passport Services	X	-52.00	-2,049.00
Check	11/2/2005	5963	Passport Services	X	-336.00	-2,385.00
Check	11/3/2005	5967	Passport Services	X	-67.00	-2,452.00
Check	11/3/2005	5968	Passport Services	X	-251.30	-2,703.30
Check	11/3/2005	5969	Passport Services	X	-140.65	-2,843.95
Check	11/3/2005	5966	Passport Services	X	-119.00	-2,962.95
Check	11/5/2005	5973	Passport Services	X	-127.00	-3,089.95
Check	11/5/2005	5972	Passport Services	X	-125.65	-3,215.60
Check	11/5/2005	5970	Passport Services	X	-119.00	-3,334.60
Check	11/5/2005	5971	Passport Services	X	-67.00	-3,401.60
Check	11/7/2005	5975	Passport Services	X	-52.00	-3,453.60
Check	11/7/2005	5976	Passport Services	X	-67.00	-3,520.60
Check	11/7/2005	5974	Passport Services	X	-67.00	-3,587.60
Check	11/7/2005		Bank of the West	X	-20.00	-3,607.60
Check	11/8/2005	5978	Passport Services	X	-127.00	-3,734.60
Check	11/8/2005	5980	Passport Services	X	-67.00	-3,801.60
Check	11/14/2005	5983	Wendy G. Goodson	X	-43.63	-3,845.23
Check	11/14/2005	5984	Passport Services	X	-67.00	-3,912.23
Check	11/14/2005	5985	Passport Services	X	-67.00	-3,979.23
Check	11/14/2005	5986	Passport Services	X	-112.00	-4,091.23
Check	11/14/2005	5988	Passport Services	X	-125.65	-4,216.88
Check	11/14/2005	5987	Passport Services	X	-127.00	-4,343.88
Check	11/16/2005	5992	Passport Services	X	-67.00	-4,410.88
Check	11/16/2005	5991	Passport Services	X	-224.00	-4,634.88
Check	11/19/2005	5993	Passport Services	X	-52.00	-4,686.88
Check	11/22/2005	5994	Passport Services	X	-127.00	-4,813.88
Check	11/22/2005	5996	Passport Services	X	-127.00	-4,940.88
Check	11/23/2005	5998	Passport Services	X	-127.00	-5,067.88
Total Checks and Payments					-5,067.88	-5,067.88

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 11/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 21 items						
Check	8/29/2005	5878	Passport Services	X	0.00	0.00
Deposit	10/29/2005			X	77.00	77.00
Deposit	10/31/2005			X	119.00	196.00
Deposit	11/1/2005			X	171.00	367.00
Deposit	11/2/2005			X	127.00	494.00
Deposit	11/5/2005			X	67.00	561.00
Deposit	11/7/2005			X	246.00	807.00
Deposit	11/7/2005			X	52.00	859.00
Deposit	11/9/2005			X	503.00	1,362.00
Deposit	11/15/2005			X	125.65	1,487.65
Deposit	11/16/2005			X	67.00	1,554.65
Deposit	11/17/2005			X	400.00	1,954.65
Deposit	11/21/2005			X	52.00	2,006.65
Deposit	11/23/2005			X	127.00	2,133.65
Check	11/23/2005	5997	Passport Services	X	0.00	2,133.65
Deposit	11/28/2005			X	2,102.90	4,236.55
Deposit	11/29/2005			X	68.00	4,304.55
Deposit	11/29/2005			X	290.00	4,594.55
Check	12/1/2005	6018	La Vie En Rose	X	0.00	4,594.55
Check	12/1/2005	6015	La Vie En Rose	X	0.00	4,594.55
Check	12/7/2005	6033	Passport Services	X	0.00	4,594.55
Total Deposits and Credits					4,594.55	4,594.55
Total Cleared Transactions					-473.33	-473.33
Cleared Balance					-473.33	6,148.47
Uncleared Transactions						
Checks and Payments - 20 items						
Check	12/30/2004	5396	Frederick Henry Bur...		-13.35	-13.35
Check	11/12/2005	5981	Passport Services		-186.00	-199.35
Check	11/15/2005	5990	Passport Services		-67.00	-266.35
Check	11/15/2005	5989	Passport Services		-127.00	-393.35
Check	11/22/2005	5995	Passport Services		-67.00	-460.35
Check	11/26/2005	5999	Passport Services		-127.00	-587.35
Check	11/26/2005	6001	Passport Services		-67.00	-654.35
Check	11/27/2005	6005	Passport Services		-52.00	-706.35
Check	11/27/2005	6004	Passport Services		-67.00	-773.35
Check	11/27/2005	6002	Passport Services		-156.00	-929.35
Check	11/27/2005	6003	Passport Services		-223.00	-1,152.35
Check	11/27/2005	6001	Passport Services		-67.00	-1,219.35
Check	11/28/2005	6006	Passport Services		-67.00	-1,286.35
Check	11/28/2005	6009	Passport Services		-254.00	-1,540.35
Check	11/28/2005	6008	Passport Services		-127.00	-1,667.35
Check	11/28/2005	6007	Passport Services		-127.00	-1,794.35
Check	11/29/2005	6011	Passport Services		-127.00	-1,921.35
Check	11/29/2005	6012	Passport Services		-52.00	-1,973.35
Check	11/29/2005	6010	Passport Services		-127.00	-2,100.35
Check	11/30/2005	6013	Passport Services		-119.00	-2,219.35
Total Checks and Payments					-2,219.35	-2,219.35
Deposits and Credits - 1 item						
Deposit	11/30/2005				179.00	179.00
Total Deposits and Credits					179.00	179.00
Total Uncleared Transactions					-2,040.35	-2,040.35
Register Balance as of 11/30/2005					-2,513.68	4,108.12

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Placentia Library District Reconciliation Detail

Agenda item 14

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County Exempt - Checking, Period Ending 11/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 20 items						
Check	12/1/2005	6017	Passport Services		-127.00	-127.00
Check	12/1/2005	6019	La Vie En Rose		-75.00	-202.00
Check	12/1/2005	6014	Gretchen Callahan		-125.00	-327.00
Check	12/1/2005	6021	Kendal Flowers		-103.47	-430.47
Check	12/2/2005	6022	Floral Supply Syndi...		-29.74	-460.21
Check	12/3/2005	6023	Passport Services		-125.65	-585.86
Check	12/3/2005	6026	Passport Services		-127.00	-712.86
Check	12/3/2005	6025	Passport Services		-127.00	-839.86
Check	12/5/2005	6027	Passport Services		-52.00	-891.86
Check	12/6/2005	6028	Passport Services		-67.00	-958.86
Check	12/6/2005	6029	Passport Services		-127.00	-1,085.86
Check	12/6/2005	6034	Passport Services		-127.00	-1,212.86
Check	12/7/2005	6032	Caroline Gurkweitz		-723.01	-1,935.87
Check	12/7/2005	6031	Monnig Interior Desi...		-353.87	-2,289.74
Check	12/7/2005	6030	Placentia Library G...		-56.71	-2,346.45
Check	12/8/2005	6036	Passport Services		-134.00	-2,480.45
Check	12/8/2005	6035	Passport Services		-336.00	-2,816.45
Check	12/8/2005	6037	Passport Services		-125.65	-2,942.10
Check	12/12/2005	6039	Passport Services		-67.00	-3,009.10
Check	12/12/2005	6038	Passport Services		-67.00	-3,076.10
Total Checks and Payments					-3,076.10	-3,076.10
Deposits and Credits - 6 items						
Check	12/2/2005	6020	Stats			0.00
Deposit	12/4/2005				127.00	127.00
Deposit	12/7/2005				1,317.00	1,444.00
Deposit	12/10/2005				125.65	1,569.65
Deposit	12/12/2005				500.00	2,069.65
Deposit	12/13/2005				104.00	2,173.65
Total Deposits and Credits					2,173.65	2,173.65
Total New Transactions					-902.45	-902.45
Ending Balance					-3,416.13	3,205.67

*asmw/k
12/13/2005*

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 11/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,763.53
Cleared Transactions						
Checks and Payments - 1 item						
Check	11/1/2005	1545	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 15 items						
Deposit	10/29/2005			X	625.00	625.00
Deposit	10/31/2005			X	19.94	644.94
Deposit	11/1/2005			X	170.00	814.94
Deposit	11/5/2005			X	70.00	884.94
Deposit	11/7/2005			X	30.00	914.94
Deposit	11/9/2005			X	30.00	944.94
Deposit	11/9/2005			X	30.00	974.94
Deposit	11/10/2005			X	35.00	1,009.94
Deposit	11/16/2005			X	30.00	1,039.94
Deposit	11/16/2005			X	19.94	1,059.88
Deposit	11/17/2005			X	35.00	1,094.88
Deposit	11/23/2005			X	95.00	1,189.88
Deposit	11/23/2005			X	40.00	1,229.88
Deposit	11/27/2005			X	30.00	1,259.88
Deposit	11/30/2005			X	4.37	1,264.25
Total Deposits and Credits					1,264.25	1,264.25
Total Cleared Transactions					1,108.73	1,108.73
Cleared Balance					1,108.73	9,872.26
Uncleared Transactions						
Checks and Payments - 1 item						
Check	11/28/2005	1546	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 11/30/2005					953.21	9,716.74
New Transactions						
Deposits and Credits - 7 items						
Deposit	12/1/2005				159.94	159.94
Deposit	12/1/2005				35.00	194.94
Deposit	12/6/2005				35.00	229.94
Deposit	12/7/2005				30.00	259.94
Deposit	12/8/2005				35.00	294.94
Deposit	12/11/2005				35.00	329.94
Deposit	12/12/2005				19.94	349.88
Total Deposits and Credits					349.88	349.88
Total New Transactions					349.88	349.88
Ending Balance					<u>1,303.09</u>	<u>10,066.62</u>

*Ed M...
12/13/2005*

**Placentia Library District
Reconciliation Detail**
General Fund - Checking, Period Ending 11/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,195.70
Cleared Transactions						
Checks and Payments - 21 items						
Check	10/26/2005	5202	Pat Irot	X	-40.41	-40.41
Check	10/26/2005	5199	Westin Pasadena	X	-156.66	-197.07
Check	11/1/2005		Bank of the West	X	-161.26	-358.33
Check	11/1/2005	5207	Placentia Chamber ...	X	-36.00	-394.33
Check	11/1/2005	5208	Gary Bell	X	-24.15	-418.48
Check	11/1/2005	5205	Jesus Diaz	X	-52.00	-470.48
Check	11/1/2005	5204	Jim Roberts	X	-132.73	-603.21
Check	11/1/2005	5203	Wendy G. Goodson	X	-76.49	-679.70
Check	11/2/2005		Bank of the West	X	-29.74	-709.44
Check	11/6/2005	5209	Fry's Electronics	X	-328.57	-1,038.01
Check	11/6/2005	5210	Placentia Library G...	X	-3,428.16	-4,466.17
Check	11/7/2005	5212	Placentia Library Di...	X	-30.00	-4,496.17
Check	11/7/2005	5211	Placentia Library Di...	X	-503.00	-4,999.17
Check	11/9/2005	5214	Rembrandt's Beauti...	X	-20.00	-5,019.17
Check	11/14/2005	5216	Sam's Club	X	-189.82	-5,208.99
Check	11/15/2005	5215	Fry's Electronics	X	-847.85	-6,056.84
Check	11/17/2005	5217	Sam's Club	X	-10.66	-6,067.50
Check	11/22/2005		Bank of the West	X	-4.50	-6,072.00
Check	11/23/2005	5218	Rembrandt's Beauti...	X	-10.00	-6,082.00
Check	11/28/2005	5219	Yesenia Gomez	X	-19.36	-6,101.36
Check	11/28/2005	5220	Placentia Library Di...	X	-2,102.90	-8,204.26
Total Checks and Payments					-8,204.26	-8,204.26
Deposits and Credits - 39 items						
Deposit	10/11/2005			X	0.00	0.00
Deposit	11/1/2005			X	109.99	109.99
Deposit	11/2/2005			X	477.60	587.59
Deposit	11/2/2005			X	38.86	626.45
Deposit	11/3/2005			X	730.15	1,356.60
Deposit	11/3/2005			X	99.00	1,455.60
Deposit	11/4/2005			X	204.30	1,659.90
Deposit	11/7/2005			X	29.14	1,689.04
Deposit	11/7/2005			X	579.29	2,268.33
Deposit	11/8/2005			X	70.00	2,338.33
Deposit	11/8/2005			X	209.00	2,547.33
Deposit	11/9/2005			X	322.95	2,870.28
Deposit	11/10/2005			X	210.00	3,080.28
Deposit	11/14/2005			X	119.20	3,199.48
Deposit	11/14/2005			X	38.86	3,238.34
Deposit	11/14/2005			X	38.86	3,277.20
Deposit	11/14/2005			X	105.89	3,383.09
Deposit	11/14/2005			X	374.00	3,757.09
Deposit	11/14/2005			X	408.20	4,165.29
Deposit	11/15/2005			X	33.60	4,198.89
Deposit	11/16/2005			X	386.66	4,585.55
Deposit	11/16/2005			X	530.00	5,115.55
Deposit	11/17/2005			X	118.20	5,233.75
Deposit	11/21/2005			X	68.00	5,301.75
Deposit	11/21/2005			X	174.20	5,475.95
Deposit	11/21/2005			X	280.00	5,755.95
Deposit	11/21/2005			X	155.44	5,911.39
Deposit	11/22/2005			X	70.95	5,982.34
Deposit	11/22/2005			X	29.00	6,011.34
Deposit	11/23/2005			X	126.29	6,137.63
Deposit	11/23/2005			X	162.55	6,300.18
Deposit	11/25/2005			X	418.50	6,718.68
Deposit	11/25/2005			X	130.00	6,848.68
Deposit	11/28/2005			X	3.20	6,851.88
Deposit	11/28/2005			X	471.00	7,322.88
Deposit	11/28/2005			X	273.00	7,595.88
Deposit	11/28/2005			X	170.00	7,765.88

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 11/30/2005**

Type	Date	Num	Name	Cir	Amount	Balance
Deposit	11/29/2005			X	815.00	8,580.88
Deposit	11/30/2005			X	257.24	8,838.12
Total Deposits and Credits					8,838.12	8,838.12
Total Cleared Transactions					633.86	633.86
Cleared Balance					633.86	7,829.56
Uncleared Transactions						
Checks and Payments - 3 items						
Check	9/28/2005	5179	Placentia Chamber ...		-12.00	-12.00
Check	11/4/2005	5206	Califa/PLS		-40.00	-52.00
Check	11/30/2005	5221	U.S. Postmaster, Pl...		-9.80	-61.80
Total Checks and Payments					-61.80	-61.80
Total Uncleared Transactions					-61.80	-61.80
Register Balance as of 11/30/2005					572.06	7,767.76
New Transactions						
Checks and Payments - 8 items						
Check	12/1/2005	5223	Alexander Hernandez		-46.47	-46.47
Check	12/1/2005	5222	Sam's Club		-101.01	-147.48
Check	12/7/2005	5228	Caroline Gurkweitz		-122.51	-269.99
Check	12/7/2005	5227	Placentia Library G...		-4,312.53	-4,582.52
Check	12/7/2005	5225	Placentia Library Di...		-30.00	-4,612.52
Check	12/7/2005	5226	Placentia Library Di...		-1,317.00	-5,929.52
Check	12/12/2005	5229	Placentia Library Di...		-500.00	-6,429.52
Check	12/13/2005	5230	Friends of Placentia...		-805.00	-7,234.52
Total Checks and Payments					-7,234.52	-7,234.52
Deposits and Credits - 2 items						
Check	12/6/2005	5224	Gem Meats			0.00
Deposit	12/11/2005				5,792.62	5,792.62
Total Deposits and Credits					5,792.62	5,792.62
Total New Transactions					-1,441.90	-1,441.90
Ending Balance					-869.84	6,325.86

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12/13/2005*

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 11/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,444.38
Cleared Transactions						
Checks and Payments - 3 items						
Check	11/9/2005	1258	Anaheim Public Libr...	X	-62.95	-62.95
Check	11/21/2005		Bank of the West	X	-80.00	-142.95
Check	11/21/2005		Bank of the West	X	-4.00	-146.95
Total Checks and Payments					-146.95	-146.95
Deposits and Credits - 32 items						
Deposit	10/29/2005			X	234.20	234.20
Deposit	10/31/2005			X	689.60	923.80
Deposit	10/31/2005			X	538.65	1,462.45
Deposit	11/1/2005			X	418.89	1,881.34
Deposit	11/2/2005			X	196.55	2,077.89
Deposit	11/5/2005			X	509.10	2,586.99
Deposit	11/5/2005			X	435.15	3,022.14
Deposit	11/7/2005			X	574.55	3,596.69
Deposit	11/7/2005			X	951.35	4,548.04
Deposit	11/9/2005			X	379.61	4,927.65
Deposit	11/9/2005			X	730.00	5,657.65
Deposit	11/9/2005			X	3,428.16	9,085.81
Deposit	11/10/2005			X	367.18	9,452.99
Deposit	11/10/2005			X	545.45	9,998.44
Deposit	11/12/2005			X	262.05	10,260.49
Deposit	11/14/2005			X	314.35	10,574.84
Deposit	11/15/2005			X	619.69	11,194.53
Deposit	11/15/2005			X	755.15	11,949.68
Deposit	11/16/2005			X	545.47	12,495.15
Deposit	11/17/2005			X	318.00	12,813.15
Deposit	11/19/2005			X	402.14	13,215.29
Deposit	11/20/2005			X	14,104.71	27,320.00
Deposit	11/21/2005			X	649.20	27,969.20
Deposit	11/21/2005			X	260.90	28,230.10
Deposit	11/23/2005			X	1,000.00	29,230.10
Deposit	11/23/2005			X	503.28	29,733.38
Deposit	11/23/2005			X	522.15	30,255.53
Deposit	11/26/2005			X	279.73	30,535.26
Deposit	11/27/2005			X	235.12	30,770.38
Deposit	11/29/2005			X	226.80	30,997.18
Deposit	11/29/2005			X	344.30	31,341.48
Deposit	11/30/2005			X	11.55	31,353.03
Total Deposits and Credits					31,353.03	31,353.03
Total Cleared Transactions					31,206.08	31,206.08
Cleared Balance					31,206.08	39,650.46
Uncleared Transactions						
Checks and Payments - 1 item						
Check	11/28/2005	1259	Orange County Aud...		-36,651.81	-36,651.81
Total Checks and Payments					-36,651.81	-36,651.81
Deposits and Credits - 1 item						
Deposit	11/30/2005				408.54	408.54
Total Deposits and Credits					408.54	408.54
Total Uncleared Transactions					-36,243.27	-36,243.27
Register Balance as of 11/30/2005					-5,037.19	3,407.19

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 11/30/2005**

Agenda item 14
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Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 1 item						
Check	12/7/2005	1260	Orange County Aud...		-6,782.35	-6,782.35
Total Checks and Payments					-6,782.35	-6,782.35
Deposits and Credits - 15 items						
Deposit	12/1/2005				160.60	160.60
Deposit	12/3/2005				270.10	430.70
Deposit	12/4/2005				4,064.47	4,495.17
Deposit	12/4/2005				606.80	5,101.97
Deposit	12/5/2005				419.44	5,521.41
Deposit	12/6/2005				365.30	5,886.71
Deposit	12/7/2005				419.75	6,306.46
Deposit	12/7/2005				61.91	6,368.37
Deposit	12/8/2005				273.05	6,641.42
Deposit	12/8/2005				4,312.53	10,953.95
Deposit	12/10/2005				406.35	11,360.30
Deposit	12/11/2005				683.90	12,044.20
Deposit	12/12/2005				255.50	12,299.70
Deposit	12/12/2005				4.42	12,304.12
Deposit	12/13/2005				479.20	12,783.32
Total Deposits and Credits					12,783.32	12,783.32
Total New Transactions					6,000.97	6,000.97
Ending Balance					963.78	9,408.16

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**Placentia Library District
Reconciliation Detail**
Literacy Fund - Savings, Period Ending 11/30/2005

Agenda item 14
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,067.93
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2005			X	5.46	5.46
Total Deposits and Credits					5.46	5.46
Total Cleared Transactions					5.46	5.46
Cleared Balance					5.46	11,073.39
Register Balance as of 11/30/2005					5.46	11,073.39
Ending Balance					5.46	11,073.39

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12/13/2005

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 11/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						67,847.46
Cleared Transactions						
Checks and Payments - 72 items						
Check	9/21/2005	5579	Abraham Fazil	X	-130.90	-130.90
Check	9/21/2005	5612	Christina Perez	X	-91.86	-222.76
Check	10/5/2005	5662	Christina Perez	X	-127.01	-349.77
Check	10/19/2005	5712	Arianna Hernandez	X	-143.49	-493.26
Check	10/19/2005	5673	Mary Buchner	X	-121.23	-614.49
Check	10/19/2005	5718	Evelyn Soqui	X	-52.50	-666.99
Check	10/19/2005	5716	Christina Perez	X	-91.86	-758.85
Check	10/19/2005	5714	Angie-An Mai	X	-488.26	-1,247.11
Check	11/2/2005	5745	Noreth Men	X	-144.76	-1,391.87
Check	11/2/2005	5740	Alexander Hernandez	X	-670.38	-2,062.25
Check	11/2/2005	5739	Esther P. Guzman	X	-232.72	-2,294.97
Check	11/2/2005	5737	Wendy G. Goodson	X	-1,707.83	-4,002.80
Check	11/2/2005	5733	Gail Erwin	X	-290.60	-4,293.40
Check	11/2/2005	5729	Mary Buchner	X	-104.70	-4,398.10
Check	11/2/2005	5728	Gary Bell	X	-1,464.69	-5,862.79
Check	11/2/2005	5727	Lynn Baden	X	-133.41	-5,996.20
Check	11/2/2005		Paychex	X	-10,192.30	-16,188.50
Check	11/2/2005		Paychex	X	-20,793.59	-36,982.09
Check	11/2/2005	5775	Din Thong	X	-196.84	-37,178.93
Check	11/2/2005	5776	Sothavy Ton	X	-279.95	-37,458.88
Check	11/2/2005	5777	Orange County Aud...	X	-381.83	-37,840.71
Check	11/2/2005	5778	Placentia Library Di...	X	-19.94	-37,860.65
Check	11/2/2005	5779	Nationwide Retirem...	X	-723.07	-38,583.72
Check	11/2/2005	5780	Tax Deferred Servic...	X	-795.00	-39,378.72
Check	11/2/2005	5730	Dorothy J. Cummings	X	-45.63	-39,424.35
Check	11/2/2005	5756	Allan Schlichter	X	-192.40	-39,616.75
Check	11/2/2005	5763	Angelica Alatorre	X	-236.21	-39,852.96
Check	11/2/2005	5764	Kamala Connors	X	-82.01	-39,934.97
Check	11/2/2005	5765	Marlon Daito	X	-249.90	-40,184.87
Check	11/2/2005	5766	Shannon Ford	X	-413.95	-40,598.82
Check	11/2/2005	5767	cynthia Gutierrez	X	-244.17	-40,842.99
Check	11/2/2005	5768	Arianna Hernandez	X	-143.49	-40,986.48
Check	11/2/2005	5770	Angie-An Mai	X	-406.35	-41,392.83
Check	11/2/2005	5771	Melissa Manzanarez	X	-333.64	-41,726.47
Check	11/2/2005	5772	Christina Perez	X	-115.45	-41,841.92
Check	11/2/2005	5773	Hilda Rivera	X	-516.99	-42,358.91
Check	11/2/2005	5774	Mano Takegami	X	-279.95	-42,638.86
Check	11/16/2005	5834	Tax Deferred Servic...	X	-795.00	-43,433.86
Check	11/16/2005	5833	Nationwide Retirem...	X	-915.23	-44,349.09
Check	11/16/2005	5831	Orange County Aud...	X	-381.83	-44,730.92
Check	11/16/2005	5830	Sothavy Ton	X	-227.28	-44,958.20
Check	11/16/2005	5829	Din Thong	X	-196.84	-45,155.04
Check	11/16/2005	5828	Mano Takegami	X	-279.95	-45,434.99
Check	11/16/2005	5827	Hilda Rivera	X	-478.72	-45,913.71
Check	11/16/2005	5826	Christina Perez	X	-115.45	-46,029.16
Check	11/16/2005	5825	Michaela Murphy	X	-68.73	-46,097.89
Check	11/16/2005	5824	Melissa Manzanarez	X	-283.08	-46,380.97
Check	11/16/2005	5823	Angie-An Mai	X	-456.07	-46,837.04
Check	11/16/2005	5835	Shannon Ford	X	-413.95	-47,250.99
Check	11/16/2005	5821	Arianna Hernandez	X	-143.49	-47,394.48
Check	11/16/2005	5820	cynthia Gutierrez	X	-233.03	-47,627.51
Check	11/16/2005	5819	Marlon Daito	X	-120.83	-47,748.34
Check	11/16/2005	5818	Kamala Connors	X	-430.00	-48,178.34
Check	11/16/2005	5817	Angelica Alatorre	X	-248.18	-48,426.52
Check	11/16/2005	5836	Tax Deferred Servic...	X	-200.00	-48,626.52
Check	11/16/2005	5809	Allan Schlichter	X	-222.59	-48,849.11
Check	11/16/2005	5804	Beatrice V. Quintanar	X	-272.36	-49,121.47
Check	11/16/2005	5798	Noreth Men	X	-135.98	-49,257.45
Check	11/16/2005	5792	Alexander Hernandez	X	-490.45	-49,747.90
Check	11/16/2005	5791	Esther P. Guzman	X	-232.77	-49,980.67
Check	11/16/2005	5789	Wendy G. Goodson	X	-1,707.83	-51,688.50
Check	11/16/2005	5787	Gail Erwin	X	-290.60	-51,979.10
Check	11/16/2005	5784	Dorothy J. Cummings	X	-225.78	-52,204.88
Check	11/16/2005	5783	Mary Buchner	X	-115.74	-52,320.62
Check	11/16/2005	5782	Gary Bell	X	-1,464.69	-53,785.31

**Placentia Library District
Reconciliation Detail**

Payroll Checking - Wells Fargo, Period Ending 11/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/16/2005	5781	Lynn Baden	X	-73.73	-53,859.04
Check	11/16/2005	2062	Beatrice V. Quintanar	X	-600.00	-54,459.04
Check	11/16/2005		Paychex	X	-129.10	-54,588.14
Check	11/16/2005		Paychex	X	-9,768.39	-64,356.53
Check	11/16/2005		Paychex	X	-19,610.49	-83,967.02
Check	11/16/2005	5832	Placentia Library Di...	X	-19.94	-83,986.96
Check	11/30/2005		Paychex	X	-19,997.35	-103,984.31
Total Checks and Payments					-103,984.31	-103,984.31
Deposits and Credits - 4 items						
Check	8/1/2005		Bank of the West	X	0.00	0.00
Deposit	11/9/2005			X	38,789.65	38,789.65
Deposit	11/18/2005			X	600.00	39,389.65
Deposit	11/23/2005			X	38,789.65	78,179.30
Total Deposits and Credits					78,179.30	78,179.30
Total Cleared Transactions					-25,805.01	-25,805.01
Cleared Balance					-25,805.01	42,042.45
Uncleared Transactions						
Checks and Payments - 35 items						
Check	11/2/2005	5761	Bright Yuan		-806.70	-806.70
Check	11/2/2005	5769	Maria Nayel Madero		-65.60	-872.30
Check	11/16/2005	5822	Maria Nayel Madero		-87.47	-959.77
Check	11/16/2005	5815	Bright Yuan		-600.42	-1,560.19
Check	11/30/2005	5843	Gail Erwin		-276.65	-1,836.84
Check	11/30/2005	5846	Wendy G. Goodson		-1,728.99	-3,565.83
Check	11/30/2005	5848	Esther P. Guzman		-256.93	-3,822.76
Check	11/30/2005	5849	Alexander Hernandez		-464.34	-4,287.10
Check	11/30/2005	5855	Noreth Men		-140.38	-4,427.48
Check	11/30/2005	5862	Beatrice V. Quintanar		-965.22	-5,392.70
Check	11/30/2005	5863	Kelleny Rivera		-63.90	-5,456.60
Check	11/30/2005	5867	Allan Schlichter		-90.54	-5,547.14
Check	11/30/2005	5873	Bright Yuan		-765.45	-6,312.59
Check	11/30/2005	5875	Angelica Alatorre		-248.18	-6,560.77
Check	11/30/2005	5876	Kamala Connors		-219.48	-6,780.25
Check	11/30/2005	5877	Marlon Daito		-149.94	-6,930.19
Check	11/30/2005	5878	Shannon Ford		-376.47	-7,306.66
Check	11/30/2005	5879	Arianna Hernandez		-143.49	-7,450.15
Check	11/30/2005	5880	Maria Nayel Madero		-43.73	-7,493.88
Check	11/30/2005	5881	Angie-An Mai		-505.71	-7,999.59
Check	11/30/2005	5882	Melissa Manzanarez		-311.85	-8,311.44
Check	11/30/2005	5883	Michaela Murphy		-234.19	-8,545.63
Check	11/30/2005	5884	Christina Perez		-103.80	-8,649.43
Check	11/30/2005	5885	Hilda Rivera		-421.28	-9,070.71
Check	11/30/2005	5886	Evelyn Soqui		-219.48	-9,290.19
Check	11/30/2005	5887	Mano Takegami		-183.73	-9,473.92
Check	11/30/2005	5888	Din Thong		-238.99	-9,712.91
Check	11/30/2005	5889	Sothavy Ton		-250.69	-9,963.60
Check	11/30/2005	5890	Placentia Library Di...		-19.94	-9,983.54
Check	11/30/2005	5892	Tax Deferred Servic...		-795.00	-10,778.54
Check	11/30/2005	5840	Dorothy J. Cummings		-198.98	-10,977.52
Check	11/30/2005	5838	Gary Bell		-1,464.69	-12,442.21
Check	11/30/2005	5837	Lynn Baden		-73.73	-12,515.94
Check	11/30/2005		Paychex		-9,898.44	-22,414.38
Check	11/30/2005	5891	Nationwide Retirem...		-915.23	-23,329.61
Total Checks and Payments					-23,329.61	-23,329.61
Total Uncleared Transactions					-23,329.61	-23,329.61
Register Balance as of 11/30/2005					-49,134.62	18,712.84

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 11/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 32 items						
Check	12/14/2005		Paychex		-20,316.02	-20,316.02
Check	12/14/2005		Paychex		-9,883.10	-30,199.12
Check	12/14/2005	5893	Gary Bell		-1,464.69	-31,663.81
Check	12/14/2005	5895	Dorothy J. Cummings		-185.60	-31,849.41
Check	12/14/2005	5898	Gail Erwin		-402.35	-32,251.76
Check	12/14/2005	5901	Wendy G. Goodson		-1,707.83	-33,959.59
Check	12/14/2005	5903	Esther P. Guzman		-354.75	-34,314.34
Check	12/14/2005	5904	Alexander Hernandez		-650.07	-34,964.41
Check	12/14/2005	5909	Noreth Men		-70.19	-35,034.60
Check	12/14/2005	5916	Beatrice V. Quintanar		-758.52	-35,793.12
Check	12/14/2005	5917	Kelleny Rivera		-122.61	-35,915.73
Check	12/14/2005	5926	Bright Yuan		-594.53	-36,510.26
Check	12/14/2005	5928	Angelica Alatorre		-248.18	-36,758.44
Check	12/14/2005	5929	Kamala Connors		-408.59	-37,167.03
Check	12/14/2005	5930	Marlon Daito		-99.96	-37,266.99
Check	12/14/2005	5932	cynthia Gutierrez		-465.29	-37,732.28
Check	12/14/2005	5933	Arianna Hernandez		-143.49	-37,875.77
Check	12/14/2005	5934	Maria Nayel Madero		-118.71	-37,994.48
Check	12/14/2005	5935	Angie-An Mai		-459.00	-38,453.48
Check	12/14/2005	5936	Melissa Manzanarez		-328.28	-38,781.76
Check	12/14/2005	5937	Michaela Murphy		-432.78	-39,214.54
Check	12/14/2005	5938	Christina Perez		-207.93	-39,422.47
Check	12/14/2005	5939	Hilda Rivera		-459.58	-39,882.05
Check	12/14/2005	5940	Evelyn Soqui		-155.91	-40,037.96
Check	12/14/2005	5941	Mano Takegami		-221.43	-40,259.39
Check	12/14/2005	5942	Din Thong		-315.04	-40,574.43
Check	12/14/2005	5943	Sothavy Ton		-203.41	-40,777.84
Check	12/14/2005	5944	Orange County Aud...		-381.83	-41,159.67
Check	12/14/2005	5945	Placentia Library Di...		-19.94	-41,179.61
Check	12/14/2005	5946	Nationwide Retirem...		-623.07	-41,802.68
Check	12/14/2005	5947	Tax Deferred Servic...		-1,195.00	-42,997.68
Check	12/14/2005	5931	Shannon Ford		-376.47	-43,374.15
Total Checks and Payments					-43,374.15	-43,374.15
Deposits and Credits - 1 item						
Deposit	12/8/2005				38,789.65	38,789.65
Total Deposits and Credits					38,789.65	38,789.65
Total New Transactions					-4,584.50	-4,584.50
Ending Balance					-53,719.12	14,128.34

*ED Mendez
12/13/2005*

ACQUISITIONS REPORT FOR FISCAL YEAR 2005-2006 THROUGH THE MONTH OF NOVEMBER 2005

Prepared by Vernon Napier, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	\$5,991	305	245	\$0	0	0	\$5,991	305	245	\$980	43	43	\$6,971	348	288
Adult Circulating Non-Fiction	\$11,789	493	483	\$61	3	3	\$11,849	496	486	\$366	17	17	\$12,215	513	503
Adult Reference	\$3,821	19	10	\$0	0	0	\$3,821	19	10	\$0	0	0	\$3,821	19	10
Adult Print Continuations	\$12,713	2	138	\$0	0	0	\$12,713	2	138	\$0	0	0	\$12,713	2	138
Adult Electronic Continuations	\$9,792	2	4	\$0	0	0	\$9,792	2	4	\$0	0	0	\$9,792	2	4
Total Adult Non-Fiction	\$38,114	516	635	\$61	3	3	\$38,175	519	638	\$366	17	17	\$38,541	536	655
TOTAL ADULT PRINT MATERIALS	\$44,105	821	880	\$61	3	3	\$44,166	824	883	\$1,346	60	60	\$45,512	884	943
Adult Audio/Music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$5,572	81	81	\$0	0	0	\$5,572	81	81	\$220	4	4	\$5,792	85	85
Total Adult Audio	\$5,572	81	81	\$0	0	0	\$5,572	81	81	\$220	4	4	\$5,792	85	85
Adult Video Educational	\$331	16	16	\$0	0	0	\$331	16	16	\$0	0	0	\$331	16	16
Adult Video Entertainment	\$1,088	56	47	\$0	0	0	\$1,088	56	47	\$135	8	14	\$1,223	64	61
Total Adult Video	\$1,419	72	63	\$0	0	0	\$1,419	72	63	\$135	8	14	\$1,554	80	77
TOTAL ADULT NON-PRINT MATERIALS	\$6,992	153	144	\$0	0	0	\$6,992	153	144	\$355	12	18	\$7,347	165	162
TOTAL ADULT MATERIALS	\$51,097	974	1,024	\$61	3	3	\$51,157	977	1,027	\$1,701	72	78	\$52,858	1,049	1,105
Juvenile Fiction	\$1,212	54	26	\$0	0	0	\$1,212	54	26	\$582	57	57	\$1,794	111	83
Juvenile Circulating Non-Fiction	\$4,117	184	170	\$8	1	1	\$4,125	185	171	\$1,458	68	68	\$5,583	253	239
Juvenile Reference	\$770	4	5	\$0	0	0	\$770	4	5	\$0	0	0	\$770	4	5
Juvenile Print Continuations	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Electronic Continuations	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Audio	\$4,888	188	175	\$8	1	1	\$4,896	189	176	\$1,458	68	68	\$6,354	257	244
TOTAL JUVENILE PRINT MATERIALS	\$6,100	242	201	\$8	1	1	\$6,108	243	202	\$2,039	125	125	\$8,147	368	327
Juvenile Audio/Music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$129	2	1	\$0	0	0	\$129	2	1	\$0	0	0	\$129	2	1
Total Juvenile Audio	\$129	2	1	\$0	0	0	\$129	2	1	\$0	0	0	\$129	2	1
Juvenile Video Educational	\$90	10	10	\$0	0	0	\$90	10	10	\$0	0	0	\$90	10	10
Juvenile Video Entertainment	\$468	39	39	\$0	0	0	\$468	39	39	\$0	0	0	\$468	39	39
Total Juvenile Video	\$558	49	49	\$0	0	0	\$558	49	49	\$0	0	0	\$558	49	49
TOTAL JUVENILE NON-PRINT MATERIALS	\$687	51	50	\$0	0	0	\$687	51	50	\$0	0	0	\$687	51	50
TOTAL JUVENILE MATERIALS	\$6,786	293	251	\$8	1	1	\$6,795	294	252	\$2,039	125	125	\$8,834	419	377
Total Fiction	\$7,203	359	271	\$0	0	0	\$7,203	359	271	\$1,562	100	100	\$8,765	459	371
Total Non-Fiction	\$43,002	704	810	\$69	4	4	\$43,071	708	814	\$1,823	85	85	\$44,894	793	899
Total Audio	\$5,701	83	82	\$0	0	0	\$5,701	83	82	\$220	4	4	\$5,921	87	86
Total Video	\$1,977	121	112	\$0	0	0	\$1,977	121	112	\$135	8	14	\$2,112	129	126
TOTAL MATERIALS	\$57,883	1,267	1,275	\$69	4	4	\$57,952	1,271	1,279	\$3,740	197	203	\$61,692	1,468	1,482

Outstanding Orders as of November 2005

TOTAL \$19,323

Adopt-a-book \$255

General Fund \$19,070



Entrepenurial Activities Report
 Net Revenue Summary
 November-05

	Nov-05	Nov-04	YTD 2005-06	YTD 2004-05
Passport	10,158.60	9,306.89	53,523.20	55,825.61
Passport Photos	1,120.00	0.00	4,860.00	0.00
Notary Public	30.00	0.00	100.00	0.00
Total	11,308.60	9,306.89	58,483.20	55,825.61

Prepared by: Wendy Goodson



Summary of Current Status Of Unique Management Accounts
December 19, 2005

Agenda Item 17

FY 05-06	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	771	3	579.74	0
August	9	781	5	864.12	0
September	13	817	1	1,662.46	0
October	17	823	3	728.54	0
November	11	834	3	537.12	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	0
TOTAL YTD	66	4026	15	4371.98	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 12/01/2005 2:50 PM MK

SUMMARY STATUS REPORT

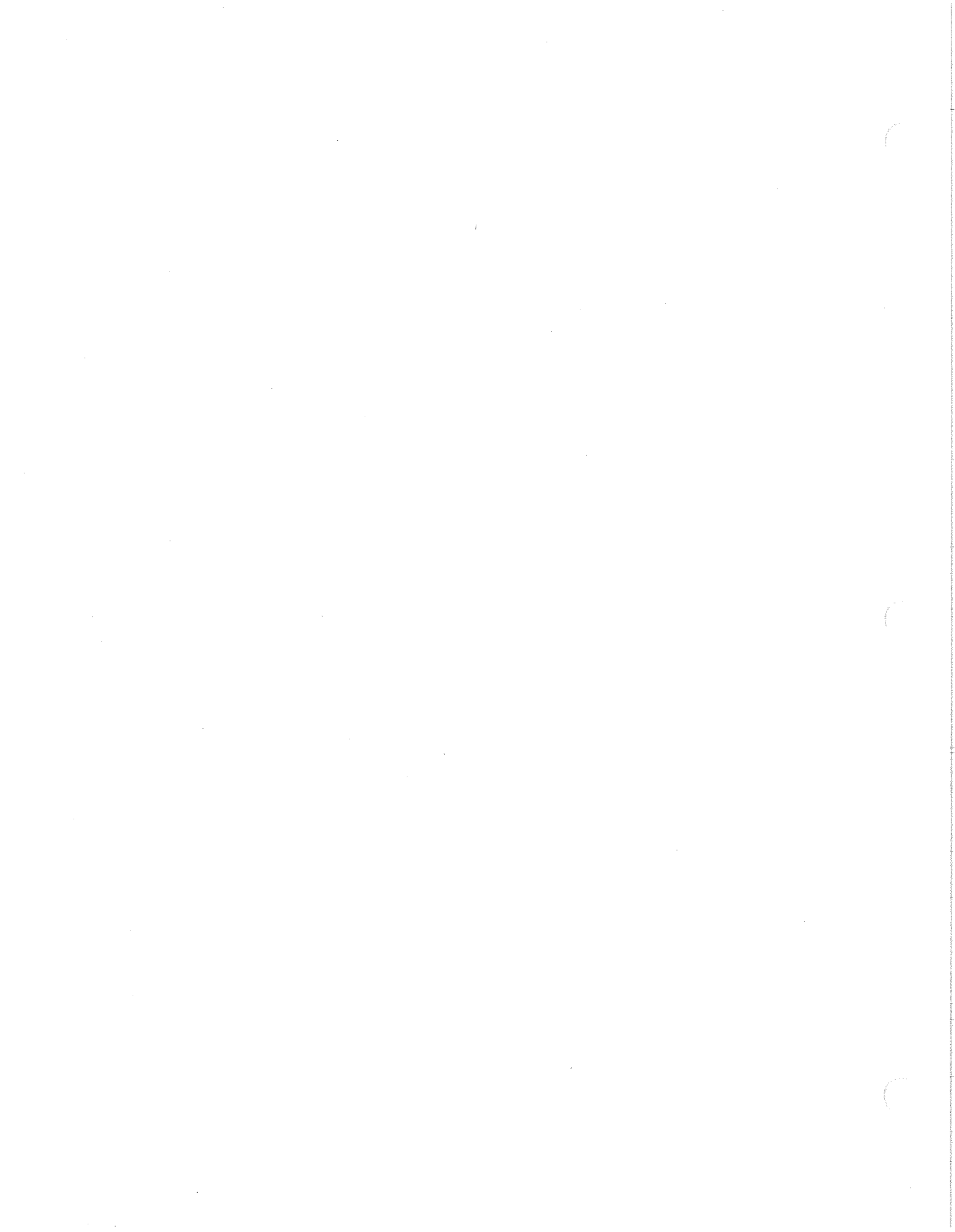
PAGE: 130

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 11/30/2005

Accounts Submitted	: 1,237	Dollars Submitted	: 115,172.30	Dollars Received	: 46,092.24
Bankruptcies	: 13	Dollars in Bankruptcy	: 1,079.61	Material Returned	: 11,030.23
Incorrect Addresses	: 165	Dollars in Skips	: 10,138.65	Dollars Waived	: 2,514.88
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 79,151.86
Accounts in Process	: 1,058	Dollars in Process	: 99,823.69	% of Dollars Activated	: 79.29%
# of Accounts Activated	: 834				
% of Accounts Activated	: 78.83%				



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: December 19, 2005
SUBJECT: GIFT REPORT

The following gifts were received from Nov 1, 2005 through Nov 30, 2005.

GENERAL FUND DONATIONS

Judith Bagdasarian-Dee

K.L. & C.W. Goode

TOTAL GF \$400.00

TOTAL ALL DONATIONS **\$400.00**

Prepared By: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EdM*
SUBJECT: **Building Maintenance Report for November 2005**
DATE: December 19, 2005

HVAC: 11-1-05 - Replaced filters.
11-2-05 - Repaired condenser fan motor.
11-7-05 - Reset thermostat. Replaced blown control fuses.

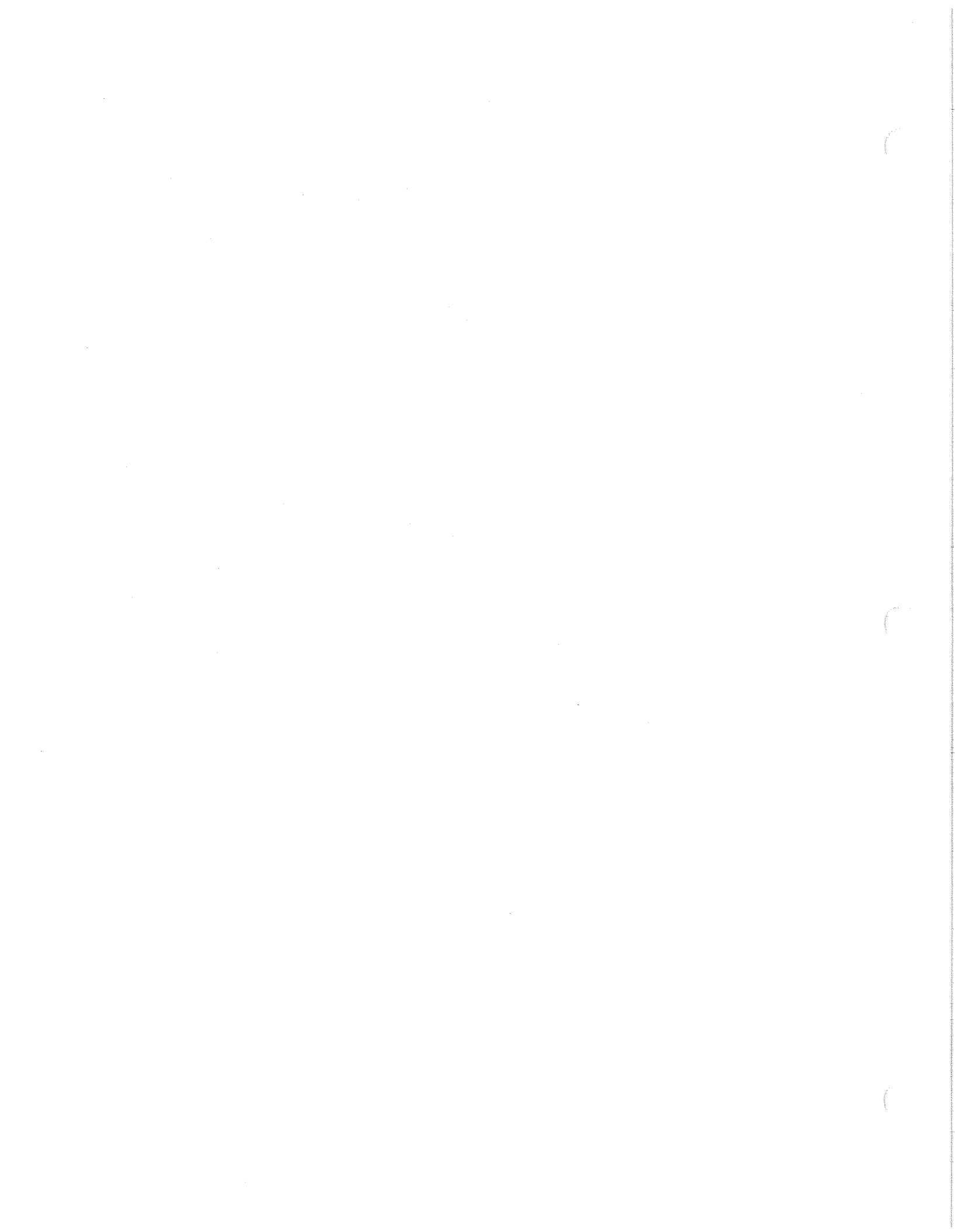
Plumbing: 12-13-05 - Installed regulator to reduce water pressure.

Telephone: 11-2-05 - Added 1 phone line to system.

Contractor: 11-30-05 - Repaired loose paper dispenser in men's staff restroom.

Carpet Cleaners: 11-25-05 - Cleaned Meeting Room carpet.

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for November 2005
DATE: December 19, 2005

RESIGNATIONS:

None

APPOINTMENTS:

None

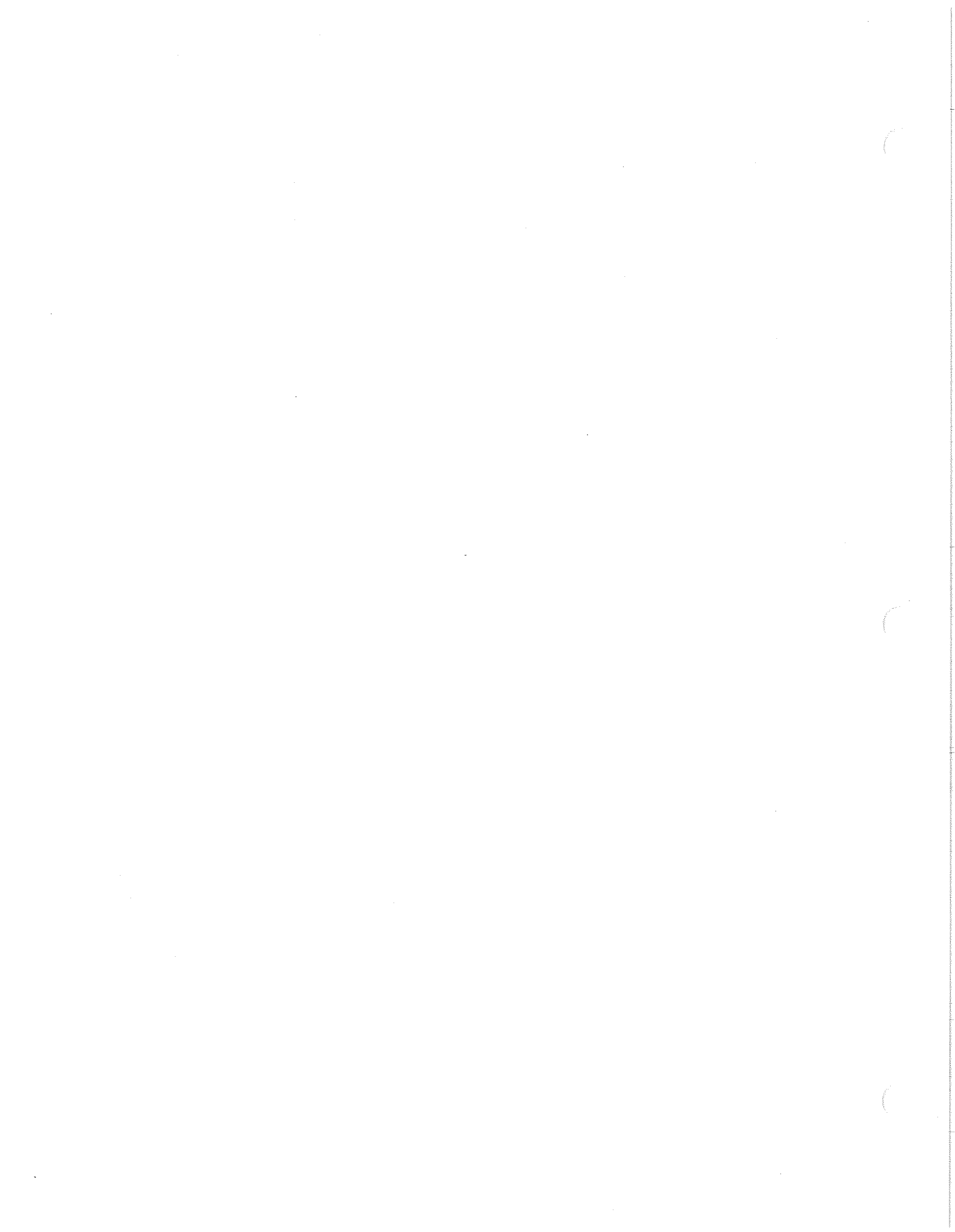
OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson



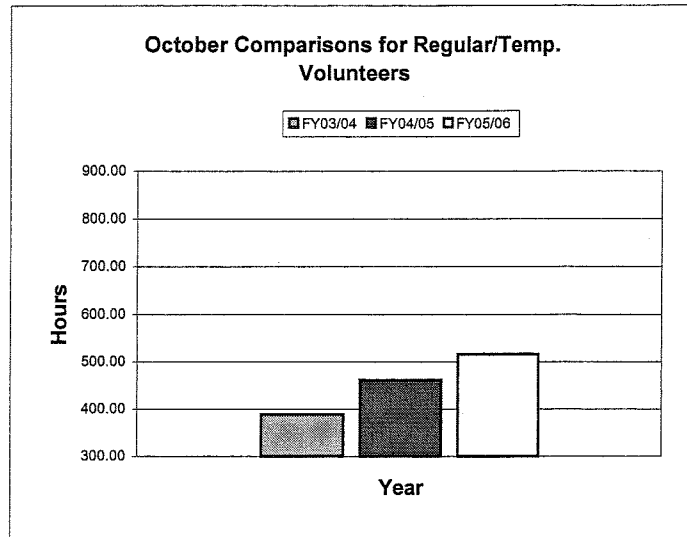
TO: Elizabeth D. Minter, Library Director

FROM: Laranne Remling, Development Director and Volunteer Coordinator *LR*

SUBJECT: Volunteer Report for Month of November 2005

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.

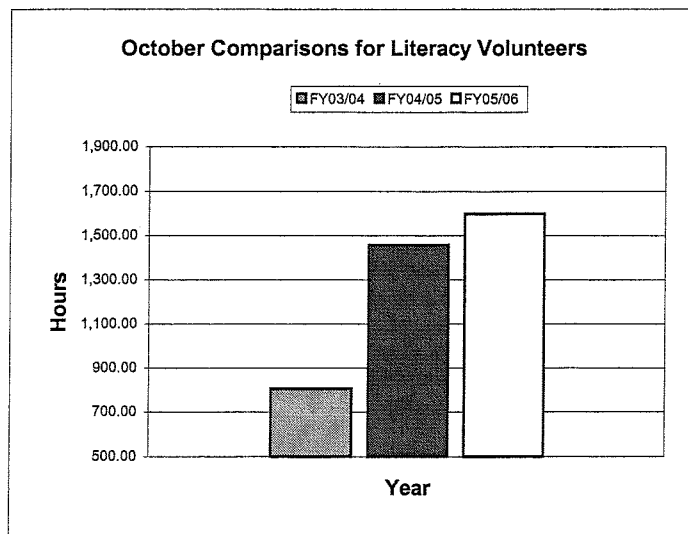
Regular/Temp. Volunteers Hours			
	FY03/04	FY04/05	FY05/06
July	735.25	948.25	1,027.50
August	551.50	696.25	784.50
September	385.00	482.00	470.75
October	388.75	487.75	458.25
November	388.25	461.00	516.00
December	359.50	400.75	
January	439.00	*	
February	496.25	959.75	
March	489.25	846.50	
April	476.50	698.00	
May	460.25	559.75	
June	<u>456.00</u>	<u>780.00</u>	
	5,625.50	7,320.00	3,257.00



OF ACTIVE VOLUNTEERS FOR SEPTEMBER

Bookstore:	38
Regular:	9
Temporary:	9
Literacy:	132

Literacy Volunteers Hours			
	FY03/04	FY04/05	FY05/06
July	865.00	1,008.00	622.00
August	829.00	684.00	609.00
September	808.00	704.00	894.00
October	820.00	684.00	1,750.00
November	805.00	1,458.00	1,599.00
December	853.00	1,075.00	
January	979.00	*	
February	1,472.00	2,084.00	
March	1,275.75	978.00	
April	1,152.00	976.00	
May	562.50	814.00	
June	<u>526.50</u>	<u>1,041.00</u>	
	10,947.75	11,506.00	5,474.00



* January hours are reported with February's hours.



Placentia Library District
Circulation Report – November 2005

	Nov 2005	Nov 2004	Y-T-D 2005	Y-T-D 2004	Y-T-D % change
1st Time Checkouts	16,062	13,593	81,394	66,725	22%
Phone Renewals	1,063	915	4,793	7,272	-34%
In-Building Renewals	511	442	2,496	1,646	52%
TOTAL CHECKOUTS	17,636	14,950	88,683	75,643	17%
On-Time Checkins	17,248	14,972	89,868	72,353	24%
Late Checkins	1,194	1,297	5,399	4,700	15%
TOTAL CHECKINS	18,442	16,269	95,267	77,053	24%
Holdings Placed	472	493	2,687	2,845	-6%
Holdings Cancelled	12	53	106	183	-42%
Holdings Filled	406	399	2,155	2,189	-2%
NEW PATRON REGISTRATIONS	501	353	3,255	1,729	88%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,114	5,930	31,390	31,909	-2%
Juvenile Print	7,888	7,052	37,813	34,275	10%
Audio	1,118	1,041	5,457	4,973	10%
Visual	3,645	1,841	19,461	8,714	123%
TOTAL CIRCULATION	18,765	15,864	94,121	79,871	18%
CIRCULATION BY PLACE OF RESIDENCE					
To Placentia residents	11,140	9,456	56,727	48,375	17%
To Anaheim/Yorba Linda residents	3,154	2,830	16,222	13,167	23%
To residents outside Tri-City	4,471	3,578	21,172	18,329	16%
TYPES OF ACTIVE BORROWERS					
Adult	13,502	11,147			
Young Adult	303	190			
Juvenile	3,355	3,202			
New Borrower	1,187	1,133			
Other (staff)	385	203			
TOTAL ACTIVE BORROWERS *	18,732	15,875			
TOTAL REGISTERED BORROWERS **	23,540	19,822			
ATTENDANCE ***	32,746	39,576	157,253	169,377	-7%

* Active borrowers have used the Library this month

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

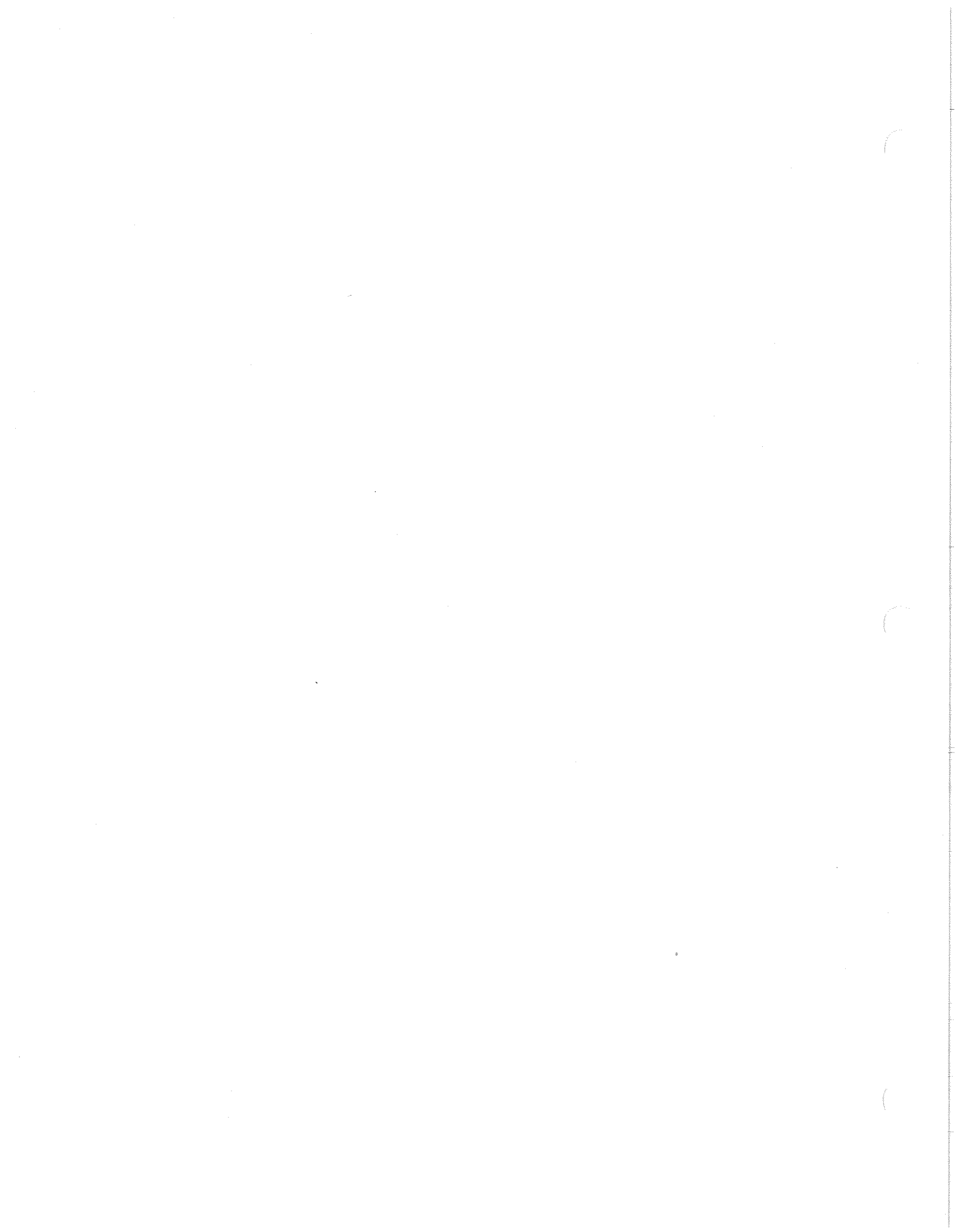
*** Attendance figure is not an accurate count.

PLACENTIA INVOICES

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
Aug-03	08/07/03	5,933.96	1,566.39	604.52	0.00	0.00	7.20	8,112.07
Sep-03	09/08/03	5,103.96	1,370.47	604.52	215.00	0.00	7.19	7,301.14
Oct-03	10/13/03	2,650.78	1,150.57	604.52	107.50	0.00	7.19	4,520.56
Nov-03	11/10/03	4,002.21	1,150.57	604.52	107.50	0.00	7.24	5,872.04
Dec-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17	0.00	7.23	7,472.74
Jan-04	01/13/04	2,950.98	1,407.66	705.74	155.00	0.00	7.24	5,226.62
Feb-04	02/10/04	2,987.54	1,150.57	568.93	107.50	0.00	7.23	4,821.77
Mar-04	03/08/04	3,020.00	1,150.57	619.54	107.50	0.00	7.20	4,904.81
Apr-04	04/08/04	3,046.38	1,150.57	619.54	107.50	0.00	7.45	4,931.44
May-04	05/12/04	3,106.89	1,150.57	619.54	107.50	0.00	0.00	4,984.50
Jun-04	06/15/04	3,544.04	1,150.57	647.62	215.00	0.00	7.28	5,564.51
TOTAL		39,623.56	14,462.51	6,803.51	2,750.17	0.00	72.45	63,712.20
AVG		3,301.96	1,205.21	566.96	229.18	0.00	6.04	5,309.35

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

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05	08/08/05	5,806.71	1,150.57	649.79	107.50	0.00	7.42	7,721.99
Sep-05	09/12/05	5,666.05	1,150.57	243.44	460.73	0.00	7.20	7,527.99
Oct-05	10/05/02	5,323.86	1,150.57	184.99	215.00	0.00	0.00	6,874.42
Nov-05	11/03/05	3,277.59	1,150.57	354.93	107.50	0.00	14.37	4,904.96
Dec-05	12/12/05	2,597.26	1,150.57	291.60	107.50	0.00	7.20	4,154.13
Jan-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		26,977.49	6,903.42	2,374.54	998.23	0.00	50.87	37,304.55
AVG		4,496.25	1,150.57	395.76	166.37	0.00	8.48	6,217.43



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

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	1,125.58	174.00	0.00	1,299.58	649.79
Sep-05	372.88	114.00	0.00	486.88	243.44
Oct-05	339.98	30.00	0.00	369.98	184.99
Nov-05	610.86	99.00	0.00	709.86	354.93
Dec-05	484.20	99.00	0.00	583.20	291.60
Jan-06	0.00	0.00	0.00	0.00	0.00
Feb-06	0.00	0.00	0.00	0.00	0.00
Mar-06	0.00	0.00	0.00	0.00	0.00
Apr-06	0.00	0.00	0.00	0.00	0.00
May-06	0.00	0.00	0.00	0.00	0.00
Jun-06	0.00	0.00	0.00	0.00	0.00
TOTAL	4,059.08	690.00	0.00	4,749.08	2,374.54
AVG	676.51	115.00	0.00	791.51	395.76

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

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	337.76	207.30	65.80	0.00	0.00	610.86
Dec-05	211.10	207.30	65.80	0.00	0.00	484.20
Jan-06	0.00	0.00	0.00	0.00	0.00	0.00
Feb-06	0.00	0.00	0.00	0.00	0.00	0.00
Mar-06	0.00	0.00	0.00	0.00	0.00	0.00
Apr-06	0.00	0.00	0.00	0.00	0.00	0.00
May-06	0.00	0.00	0.00	0.00	0.00	0.00
Jun-06	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,477.70	1,243.80	361.90	0.00	975.68	4,059.08
AVG	246.28	207.30	60.32	0.00	162.61	676.51

TIME BY TYPE OF WORKER

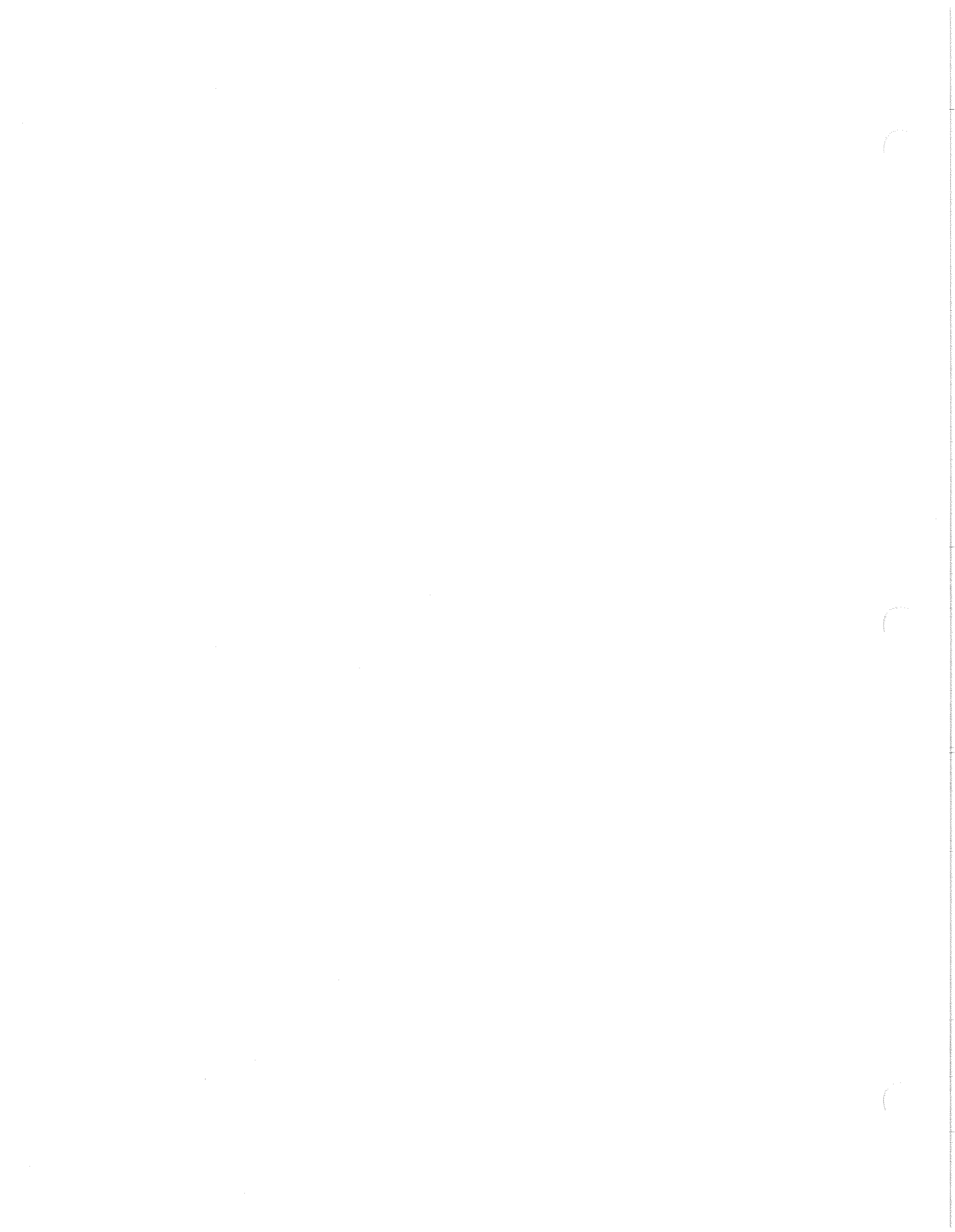
FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04	6.00	8.00	2.00	0.00	16.00	32.00
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	18.00	35.00
May-04	6.00	9.00	2.00	0.00	20.00	37.00
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		TOTAL
				TRIMMER	MAINT WORK	
Jul-04	8.00	9.00	2.00	0.00	20.00	39.00
Aug-04	8.00	9.00	2.00	0.00	22.00	41.00
Sep-04	8.00	8.00	2.00	0.00	20.00	38.00
Oct-04	8.00	8.00	2.00	0.00	20.00	38.00
Nov-04	8.00	9.00	2.00	0.00	20.00	39.00
Dec-04	10.00	11.00	2.00	0.00	22.00	45.00
Jan-05	8.00	9.00	2.00	0.00	18.00	37.00
Feb-05	9.00	10.00	2.00	0.00	20.00	41.00
Mar-05	8.00	9.00	2.00	0.00	18.00	37.00
Apr-05	8.00	9.00	2.00	0.00	18.00	37.00
May-05	6.00	7.00	2.00	0.00	14.00	29.00
Jun-05	6.00	7.00	2.00	0.00	14.00	29.00
TOTAL	95.00	105.00	24.00	0.00	226.00	450.00
AVG	7.92	8.75	2.00	0.00	18.83	37.50

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-05	7.00	8.00	2.00	0.00	16.00	33.00
Aug-05	7.00	8.00	2.00	0.00	16.00	33.00
Sep-05	4.00	4.00	2.00	0.00	0.00	10.00
Oct-05	0.00	0.00	0.00	0.00	0.00	0.00
Nov-05	4.00	6.00	2.00	0.00	0.00	12.00
Dec-05	5.00	6.00	2.00	0.00	0.00	13.00
Jan-06	0.00	0.00	0.00	0.00	0.00	0.00
Feb-06	0.00	0.00	0.00	0.00	0.00	0.00
Mar-06	0.00	0.00	0.00	0.00	0.00	0.00
Apr-06	0.00	0.00	0.00	0.00	0.00	0.00
May-06	0.00	0.00	0.00	0.00	0.00	0.00
Jun-06	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	27.00	32.00	10.00	0.00	32.00	101.00
AVG	4.50	5.33	1.67	0.00	5.33	16.83



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Legislative Alerts
DATE: December 19, 2005

No Legislative information has been received from the California Special Districts Association (CSDA) nor the California Library Association since the last Library Board Meeting.



Agenda Item 25

TO: Elizabeth Minter, Library Director

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

DATE: December 19, 2005

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) meetings began in October at El Dorado and Valencia High Schools. Thus far, we had over 150 high school volunteers sign-up for PRREP and attend PRREP meetings.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ 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 2004-05 and has continued this FY.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We have three IB interns so far this school year.
- ◆ In June, the California State Library awarded the PLLS an LSTA Grant to partner with H.I.S. House to start an after school homework program for children there. That project began on Tuesday, September 20, and we now tutor eight to twelve students Monday, Tuesday, and Thursday from 6:30-8:00 PM.
- ◆ On Monday, September 19, PLLS began a homework club at Topaz Elementary School for 7th grade students who attend Tuffree Middle School and are graduates of Topaz. Held Mon-Wed from 4-6 PM, we are averaging 18 students each day.

Please note Attachment.

TO: Elizabeth D. Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*


DATE: December 19, 2005

SUBJECT: Grant Status

Source	Submitted	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's Room	History Room	Other
Grants Pending											
*Estimated											
Machoskie & Ass.**					\$10,000	\$10,000	\$37,236				
TOTAL PENDING											
Source	Amount	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's Room	History Room	Other
Grants Received											
Wells Fargo	\$1,000		06/05/05 PLLS					X			
PacificCareFoundation	\$10,000		06/05/05 M & A Ass.**		X						
LSTA 6-0M	\$48,634		03/25/05 PLLS								X
CLLS	\$30,000		6/26/2005 PLLS		X		X	X			
CLLS Matching	\$21,732		6/26/2005 PLLS					X			
TOTAL	\$101,366										
Source	Amount	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's Room	History Room	Other
Grants Denied/Withdrawn											

Agenda Item
27

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : December 19, 2005

SUBJECT: Poet Laureate.

Meredith Laskow, Poet Laureate of the Placentia Library District, met once with the Program Committee since the last Library Board Meeting.

We plan to sponsor poetry workshops again this spring.





orange county council of governments

Special Meeting of the **BOARD OF DIRECTORS**

PLEASE NOTE: MEETING START TIME IS 9:00 A.M.

- 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

Meeting Date / Location

**Tuesday, December 6, 2005
 9:00 a.m. – 11:00 a.m.
 Orange County Sanitation District
 10844 Ellis Avenue
 Fountain Valley, California**

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 Richard Dixon)

County of Orange

- Richard Dixon, Chair, District 13
- Art Brown, Vice-Chair, District 21
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- Cheryl Brothers, District 15
- Vacant, District 16
- Lou Bone, District 17
- Christine Barnes, District 18
- Robert Hernandez, District 19
- Marilyn Poe, District 20
- John Beauman, District 22
- Debbie Cook, District 64

- Bob Ring, Cities At-Large
- Bill Campbell, County At-Large
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Jim Ferryman, OCSD
- Cathy Green, OCTA
- Chris Norby, SCAG-County Rep.
- Miguel Pulido, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Kristine Thalman, Private Sector

- agencies**
- Costa Mesa Sanitary District
 - East Orange Water District
 - El Toro Water District
 - Emerald Bay Service District
 - Irvine Ranch Water District
 - Los Aliso 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. OATH OF OFFICE

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

600 West Santa Ana Boulevard, Suite 214, Santa Ana, California 92701 714/972-0077 714/972-1816 fax

occog@occities.org www.occities.org/occog

III. 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.

IV. CLOSED SESSION

**Closed Session, pursuant to Government Code Section 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

V. ADJOURNMENT

Next Meeting: Thursday, January 26, 2006

**LSTA Quarterly Narrative Report Form
OUTCOMES MEASUREMENT PROJECTS – 2005/06**

Is State Library Assistance needed? Yes No If yes, give details under question #8.

Instructions: By the deadline dates shown below:

Step 1: Complete LSTA Outcomes Project Design and Report Form (Parts 1 & 2) for the quarter and e-mail it to lsta@library.ca.gov.

Step 2: Complete this Narrative Form and e-mail it to lsta@library.ca.gov.

Step 3: Complete Quarterly Fiscal Report Form (LSTA 8) and mail to the address given below:

Step 4: Mail three (3) print copies of each form named in Steps 1 to 3 above. One of each of these print copies must have an original signature (preferably in blue ink). Mail completed forms to:

California State Library
Budget Office -- LSTA
PO Box 942837
Sacramento, CA 94237-0001

This report covers: (please check one)

July 1, 2005 - September 30, 2005 (Due October 31, 2005)

October 1, 2005 - December 31, 2005 (Due January 31, 2006)

January 1, 2006 – March 31, 2006 (Due April 30, 2006)

NOTE: April 1, 2006 – June 30, 2006 (Due July 31, 2006) report will be a different narrative form.

Grantee: Placentia Library District **Grant Award #:** 40-6426

1. Grantee: Placentia Library District

2. Project: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)

Grantee: Placentia Library District Grant Award #: 40-6426

3. Insert the timeline from your application here. Is the project on schedule? If not, please explain in the appropriate space below and describe what corrective actions are being taken.

1st report:

The project is on schedule except for the satellite reference center. The satellite reference center will be ready for use in January 2006. In the meantime, reference materials are being made available to school-age residents during the P.A.S.S. homework sessions.

July Order computers and other equipment
 Recruit librarian
 Write volunteer job descriptions
 Evaluation action plan and timetable completed
 Evaluation instruments (surveys) designed
 Order books and library materials

August Recruit Staff
 Select and train volunteers
 Press release sent to local newspaper
 Flyers posted at the shelter
 Prepare and administer pre-test surveys at the shelter
 Purchase school and printer supplies
 Set- up satellite reference center in the shelter

September Prepare schedule for volunteers and staff
 Open the satellite homework/reference center to residents of the shelter
 Prepare and distribute grade appropriate school supplies
 Start after- school tutoring

October Write and submit first quarterly reports
 Continue all public services
 Administer first interim post survey

November Start to seek funding sources for second year of program
 Give presentations to program partners and other local groups
 Continue all public services

December Obtain RFPs for foundation funding
 Begin writing applications for continuation funding
 Continue all public services

Grantee: Placentia Library District **Grant Award #:** 40-6426

Administer second interim post survey

January

Write and submit second quarterly reports
Submit applications for continuation funding
Continue all public services

February

Give another presentation to program partners and other local groups
Continue to seek funding for a second year of the program
Continue all public services
Administer third interim post survey

March

Continue all public services

April

Write and submit third quarterly reports
Continue all public services

May

Continue all public services
Administer post survey

June

Continue all public services
Write program evaluation
Write and submit final reports to State Library
Meet with program partners to discuss the future of the satellite center

2nd report:

3rd report:

- 4. Is the project within budget as described in the application and award letter? If not, have any budget modifications been made? Please explain.**

1st report:

The project is within budget as described in the application and award letter. No budget modifications have been made.

Grantee: Placentia Library District **Grant Award #:** 40-6426

2^d report:

3^d report:

5. So far, do the outcomes selected for your project still seem appropriate for your users? If not, please explain.

1st report:

The outcomes selected for the P.A.S.S. project still seem appropriate for users.

2nd report:

3rd report:

6. So far, do the outcomes selected for your project still seem achievable by the library? If not, please explain.

1st report:

The outcomes selected for our project still seem achievable by the library.

2nd report:

3rd report:

Grantee: Placentia Library District Grant Award #: 40-6426

7. Note any constraints or foreseeable problems that may affect the success of the project. How can such problems be overcome?

1st report:

The satellite reference center is not ready to be used by residents. This is due to a fire that occurred in August 2005. H.I.S. House is working with their insurance company and contractors to come up with a timeline for clean-up and remodeling of the donated space. The satellite reference center should be ready for use by January 2006. In the meantime, a locked cabinet is being used to store some of the reference materials and computers at H.I.S. House. These items are made available to school-age residents during the P.A.S.S. meetings.

2nd report:

3rd report:

8. What assistance, if any, can the State Library give you at this point?

1st report:

2nd report:

3rd report:

9. Attach any samples of publicity or other materials you want to share.

10. Signature of person completing report: _____

Title: Assistant Literacy Coordinator

Telephone: (714) 524-8408 ext. 213 Email: tsilberfarb@placentialibrary.org

Signature of Library Director: _____

Grantee: Placentia Library District **Grant Award #:** 40-6426

State Library Consultant Action Taken:

1st report:

2nd report:

3rd report:

doc. #818

LSTA Outcomes Project Design and Report (Part 1)

Library/Jurisdiction: Placentia Library District
Project name: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)
Contact name: James A. Roberts, M.Ed. **Phone #:** (714) 524-8408 ext. 215 **E-mail:** jroberts@placentialibrary.org
Users: School-age residents of H.I.S. House who have limited access to the library, reference materials, and homework assistance. **Grant Number:** 40-6426 **Fiscal Year:** 05-06

Design	Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
<p>What will the library provide to the user in order to address the user need and move toward the library goal?</p> <p>A Placentia Library District satellite reference center will be established, in donated space, at the Homeless Intervention Shelter House (H.I.S. House shelter). The satellite center will provide reference books, computers, and homework-help tutors to facilitate homework completion by the school age residents of the shelter.</p>	<p>What resources will the library use to provide the services/ programs?</p> <ul style="list-style-type: none"> *An informal needs assessment based on conversations with and observations by the director of the shelter and the program staff *Donated building space/parking *Basic utilities *Placentia/Yorba Linda Unified School District (PYLUSD) adopted textbooks and a collection of library selected reference books *Reference materials *Computers and software *Bookcases, filing cabinets, and computer furniture *Internet access subscription *Part time (20 hour) project coordinator *Ad hoc technical services *Volunteers/volunteer training *School supplies (notebooks, paper, writing implements, glue, crayons, markers, clip boards, etc. *Printer, paper, ink cartridges 	<p>How many of each service/ program will we provide? How many users will be served?</p> <ul style="list-style-type: none"> * 99 homework help sessions held at H.I.S. House Shelter * 30 children received homework help * 4 press releases distributed * 3 tutor training sessions held * 25 tutors trained * 1485 reference questions answered * Satellite library used frequently 	<p>What is the short-term benefit to the user as a result of the program/ service? What will the user do that is necessary if s/he is to achieve the long -term outcome?</p> <ul style="list-style-type: none"> * Students will feel more comfortable about attending school. * Students will be better equipped to work on and complete homework assignments. * Students will use the satellite library frequently. * Students will feel more confident about their homework. * Students will perform better in school. * The adult residents of the shelter will use the reference materials. 	<p>What does the user say or do that reveals the achievement of the intermediate outcome(s)? What can you measure that indicates the achievement? Include the quantity for the user's actions.</p> <ul style="list-style-type: none"> * 20% of students will have improved school engagement (attendance) during the project year. * 40% of students will have experienced increased motivation to do homework during the project year. * 50% of students will have developed a positive change in attitude towards the library during the project year. * 20% of students will have developed increased fostered by caring ti improved school su the project year. * 50% of the school- of H.I.S. House will obtained and used li least once during th 	

LSTA Outcomes Project Design and Report (Part 1)

Design		Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
Services/ Programs		*White board and markers			* 20% of the adult residents of the shelter will have used reference materials during the project year. * On surveys 30% of school-age residents will report that they have improved academically. * On surveys 30% of the parents of these children will report that the students have had improved attendance and/or academic performance during the project year.
Final: Apr 1 thru Jun 30 (due July 31)	Is project on schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Revised <input type="checkbox"/>
Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)	
Third quarter: Jan 1 thru March 30 (due Apr 30)	Is project on schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Revised <input type="checkbox"/>
Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)	
Second quarter: Oct 1 thru Dec 30 (due Jan 31)	Is project on schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Revised <input type="checkbox"/>
Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)	
First quarter: July 1 thru Sept 30 (due Oct 31)	Is project on schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Outcome	

For Help completing this form click F1 while the cursor is in any field. Also, this form answers application question 15; it must accompany application and r

LSTA Outcomes Project Design and Report (Part 1)

Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)	Revised <input type="checkbox"/>
<p>Homework assistance for school-age residents at H.I.S. House began in September. Federal Work-Study tutors, community volunteers and interns have been working with students on a weekly basis.</p> <p>School-age residents have used internet access to check homework assignments, do research and practice their reading and writing skills.</p> <p>The satellite reference center is not ready for occupancy, therefore no reference materials are provided at this time.</p>	<p>*Part-time library staff (20 hours).</p> <p>*Needs assessment completed through conversations with residents and director of H.I.S. House.</p> <p>*Computers and internet access are available to school-age residents for use during homework club meetings.</p> <p>*School supplies purchased for homework club use.</p> <p>*6 volunteers trained.</p>	<p>* A meeting was held to introduce program to H.I.S. House residents.</p> <p>* 4 homework help sessions held at H.I.S. House shelter.</p> <p>* 10 children received homework help.</p> <p>* 1 tutor training session held.</p> <p>* 6 tutors trained.</p> <p>*52 reference questions answered.</p> <p>*Satellite reference center is not ready for occupancy, therefore it has not been used.</p>	<p>*Students have begun to feel more comfortable about attending school.</p> <p>*Students are better equipped to work on and complete homework assignments.</p> <p>*Students attend the homework sessions on a regular basis.</p> <p>*Students are performing better in school.</p> <p>*Adult residents have not yet used reference materials because the satellite reference center is not ready for use.</p>	<p>* Surveys have been given to each student to assess his/her attitude towards school, homework and enthusiasm for reading.</p> <p>*Reading comprehension tests were administered to all students to assess their reading level.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

LSTA Outcomes Project Design and Report (Part 2)

Design	Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
<p>How will you measure the indicators and how often? * P.A.S.S. Attendance and satellite reference questions will be recorded for every session and tallied monthly. * Attitude surveys will be administered every 2 months or on the eve of "graduation" from the shelter. * Participants and their parents will be interviewed about academic achievement and school attendance every 2 months or on the eve of "graduation" from the shelter.</p>	<p>What is the numerical standard for your program? What percentage of participants must achieve the intermediate outcome(s) and long range outcome(s) for your program to be a success?</p>	<p>What is the long-range benefit to the user as a result of the program/ service? What change in his/her knowledge, skills, attitude, behavior or condition will show the impact of your program? * School-age residents of the shelter will feel more confident and comfortable about doing homework. * School-age residents will feel that the satellite library is an important information resource. * School-age residents will report that the homework tutors helped them to improve their academic performance.</p>	<p>What does the user say or do that reveals the achievement of the long-range outcome(s)? What can you measure that indicates the achievement? Include a quantity for the users actions. * School-age residents of the shelter will attend P.A.S.S. tutoring sessions regularly. * Increasing numbers of school-age shelter residents and their parents will state that the satellite reference/homework center serves as an important resource for their use.</p>	<p>How will you measure the indicators and how often? * Attendance at P.A.S.S. at H.I.S. House will be recorded for each session and tallied monthly. * School-age residents and their parents will respond to bi-monthly surveys about the importance of the satellite reference/homework center. * Parents of school-age participants will report academic improvement based on report card grades and teacher conferences.</p>	
<p>Final: Apr 1 thru Jun 30 (due July 31) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/></p>					
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)	
<p>Third quarter: Jan 1 thru March 30 (due Apr 30) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/></p>					
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)	
<p>Second quarter: Oct 1 thru Dec 30 (due Jan 31) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					

For Help completing this form click F1 while the cursor is in any field. Also, this form answers application question 15; it must accompany application and re Page 4 of 6

LSTA Outcomes Project Design and Report (Part 2)

Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
First quarter: July 1 thru Sept 30 (due Oct 31)				
		Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Revised <input type="checkbox"/>
Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
<p>* 10 school-age residents have attended at least one meeting.</p> <p>* 10 hours of homework help has been given to students by tutors.</p> <p>* 52 reference questions have been answered.</p> <p>* Attitude surveys were administered to all school-age residents.</p> <p>* Participants and their parents have been interviewed about academic achievement and school attendance.</p>		<p>* School-age residents have become acclimated to the P.A.S.S. program.</p> <p>* School-age residents feel more confident and comfortable about doing homework.</p> <p>* School-age residents have reported that the homework tutors have helped them to improve their homework grades.</p>	<p>* School-age residents of the shelter attend P.A.S.S. tutoring sessions regularly.</p> <p>* School-age residents of the shelter have reported that the computer and internet access has served as an important resource for their use.</p>	<p>* School-age residents have attended the P.A.S.S. tutoring sessions at least once, for a total of 27 times.</p> <p>*Tutors have assisted school-age residents for a minimum of 1 1/2 hours per tutor, per week, for a total of 10 1/2 hours.</p> <p>*Parents of school-age participants have met with program coordinator to discuss their child's academic habits and grades.</p>

LSTA Outcomes Project Design and Report

Certification

Grant number: 12-34 Report: _____

Placentia Achieves School Success at Homeless Intervention Shelter (P.A.S.S. at H.I.S.

Project name: House)

Library/Jurisdiction: Placentia Library District

Address: 411 E. Chapman Avenue

City: Placentia, CA Zip code: -928706198

Director name: Elizabeth D. Minter, MLS

Phone number: (714) 528-1925 ext. 203

Fax number: (714) 528-8236 ext.

E-mail: eminter@placentialibrary.org

Authorized signature:  Date: 12/12/05

(Please Sign With Blue Ink)

Send ORIGINAL and three copies to:

California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001



November 15, 2005

Ms. Elizabeth Minter, Library Director
Placentia Library District
539 Gardenia Avenue
Placentia, CA 92870-6198

Dear Ms. Minter:

This year, CSDA continued to build strong relationships and move key decision-makers on all levels to recognize the essential role special districts play in California.

Your support through membership in CSDA has brought your association to a place where ***influence*** and ***recognition*** have become the backbone of what drives the beliefs of CSDA. Through the creation and funding of strong coalitions, like the LOCAL Coalition, and participation on numerous other groups, CSDA is looked to as the organization representing special districts statewide. CSDA was at the table this year when issues like affordable housing, pension reform and California's failing infrastructure were discussed because we know these issues impact our members locally and directly.

Additionally, CSDA worked to once again defeat legislation targeted specifically at special districts that would have imposed significant, one-size-fits-all mandates on director benefits, compensation and audits among other items - SB 393 (Ortiz). Instead, we worked on alternative legislation, AB 1234 (Salinas), that addresses many of the concerns raised by legislators, but is less punitive, incorporates all local governments and focuses on good governance practices.

As a CSDA member, your support and participation provides CSDA with the resources to be the spokesperson for special districts with the Administration, the Legislature, the media, and the public. Membership in CSDA also provides your district, staff and board with a wide-variety of benefits and services to assist in your day-to-day operations and ensure that timely information on all issues is delivered to your district.

Enclosed is your 2006 membership dues invoice along with a Major Accomplishments sheet detailing many of the initiatives that CSDA worked on in 2005. A district update sheet is also included for you to make corrections/updates to the contact information we have in our database.

Thank you for allowing CSDA to be your voice in the Capitol. Your continued support through membership is greatly appreciated and essential in keeping special districts moving forward!

Most sincerely,

Catherine Smith
CSDA Executive Director



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2005 Major Accomplishments

**DEFEAT OF SB 393 (ORTIZ) – SPECIAL DISTRICT REFORM LEGISLATION;
PASSAGE OF AB 1234 (SALINAS) – LOCAL GOVERNMENT SUNSHINE BILL**

CSDA was once again able to respond effectively to the special district reform legislation re-introduced by Sen. Deborah Ortiz. Although a well-intended measure for dealing with director benefits and compensation among other items, it would have instead created a series of “one size fits all” mandates and reforms raising the cost and difficulty of compliance.

Assembly Bill 1234, supported by CSDA as an alternative to the Ortiz bill, was signed by Gov. Arnold Schwarzenegger in October. Working with CSDA and other local government associations, Assembly Member Simón Salinas crafted a bill that focuses on good governance practices and is much less punitive in nature than the Ortiz bill. Additionally, AB 1234 covers special districts, cities and counties rather than targeting only special district officials.

PASSAGE OF SB 135 – NEW COMMUNITY SERVICES DISTRICT (CSD) LAW

Working closely with the Senate Local Government Committee, CSDA played a significant role in the rewrite of the CSD law in an effort to streamline and update the code as well as reduce confusion. In fact, the code was shortened from more than 300 code sections to fewer than 100. This new law takes effect Jan. 1, 2006.

DEFEAT OF ACA 1 - PUBLIC PENSION REFORM

CSDA represented special districts at the highest levels of state government during the Public Pension Reform discussions by participating in the Pension Reform Gubernatorial Task Force. Assembly Constitutional Amendment 1, introduced by Assembly Member Keith Richman and supported by Gov. Schwarzenegger, proposed to eliminate defined-benefit pensions (CalPERS-type) for new public employees. Ultimately, this plan was dropped by the governor's administration.

CSDA'S GOVERNMENT AFFAIRS DAY

CSDA's main legislative event, Government Affairs Day, was a huge success with a near-record number of attendees. The voices of special district representatives were clearly heard by legislators and leaders throughout the state.

In addition to coordinated visits with legislators, CSDA was able to secure an extremely strong program for attendees including the following speakers: Pat Dando, Director of Local Government Affairs, Office of the Governor; State Controller Steve Westly; Senate Local Government Committee Chair Christine Kehoe; Assembly Member Keith Richman; Assembly Committee on Local Government Chair Simón Salinas; Daniel Weintraub, *Sacramento Bee*; Marianne O'Malley, Legislative Analyst Office; and CSDA Legislative Advocate Ralph Heim.

INFLUENCE

CSDA participated in a number of coalitions and working groups to ensure special districts have a strong voice in state and local government decision-making. Some included:

- California Infrastructure Coalition
- Leave Our Community Assets Local Coalition (LOCAL)
- Cities, Counties and Schools Partnership
- Working Group on Revising the Community Services District Law
- Governor's Office of Planning & Research: Local Government Group
- Participation on a housing coalition with other local government associations
- Participation on a pension reform working group with other local government associations
- Special District Leadership Foundation

EDUCATION WORKSHOPS

CSDA's education programs provided more than 60 opportunities throughout the state for special district staff and governing officials to stay current on issues and trends that affect them directly. Courses such as General Manager Training, Staying in Compliance, Board Secretary Training, and New Board Member Training among others proved to be extremely well-received. Additionally, in response to member requests and needs, special workshops were developed on state controller reporting and sexual harassment to help districts meet new compliance requirements.

CSDA'S SPECIAL DISTRICT GOVERNANCE ACADEMY

Endorsed by eight special district-related associations, CSDA's Special District Governance Academy continued to gain momentum in becoming the recognized governance training courses for special district directors/trustees. More than 140 people have now gone through all four courses and graduated from the Academy with hundreds more already starting the move toward earning their recognition as an Academy graduate.

CSDA'S ANNUAL CONFERENCE & EXHIBITOR SHOWCASE

Held in Long Beach, this year's Annual Conference & Exhibitor Showcase was one of the best attended in CSDA's history. Hundreds of special districts staff and directors attended the event, which featured cutting-edge educational opportunities at more than 30 individual sessions on a variety of topics, top-notch keynote presentations, and a membership celebration banquet with CSDA's chapters.

CURRENT SPECIAL DISTRICT NEWS – EVERY DAY

CSDA's "members only" website continued to provide members with new tools, information and resources designed to assist both special district staff and governing officials in their outreach and legislative efforts. The sections are updated daily with special district news and information from across the state customized for each member depending on services provided.

CSDA ALLIANCE

CSDA, the Special District Risk Management Authority and the CSDA Finance Corporation continued to work closely together as the CSDA Alliance to be the one-stop resource for members to access a wide variety of services, benefits and resources tailored specifically for special districts.

CSDA membership numbers once again grew significantly, with 110 new members being added in 2005. Additionally, with a strong focus on superior member service as well as providing the best value for each district's investment, CSDA was also able to achieve a 97% retention rate among the existing members.

Special District Risk Management Authority announced that online training courses are now available as a part of its risk management services. Additionally, these courses are also available to all CSDA members. SDRMA is focused on its mission to provide special districts with renewable, efficiently priced, cost-effective coverages and risk management services. Assisting members in preventing losses through safety training is one of the most effective ways of ensuring maximum protection at the lowest possible cost. Information about the programs designed specifically for special districts and introductory online training courses are available on SDRMA's website at www.SDRMA.org or by calling 800.537.7790.

The CSDA Finance Corporation saw a tremendous amount of financing activity in 2005 providing funding to special districts for a wide variety of special projects, purchases and capital improvement efforts. More than \$26 million is expected to be financed for special districts by the end of 2005 through the Certificates of Participation and Lease/Installment Purchase programs.

CSDA is looked to by the governor, Legislature and other key decision-makers as the voice for special districts. The association takes this responsibility very seriously and will continue to work hard to effectively represent and advocate on behalf of all special districts.

www.csdaalliance.com

THANK YOU FOR YOUR CONTINUED SUPPORT!



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

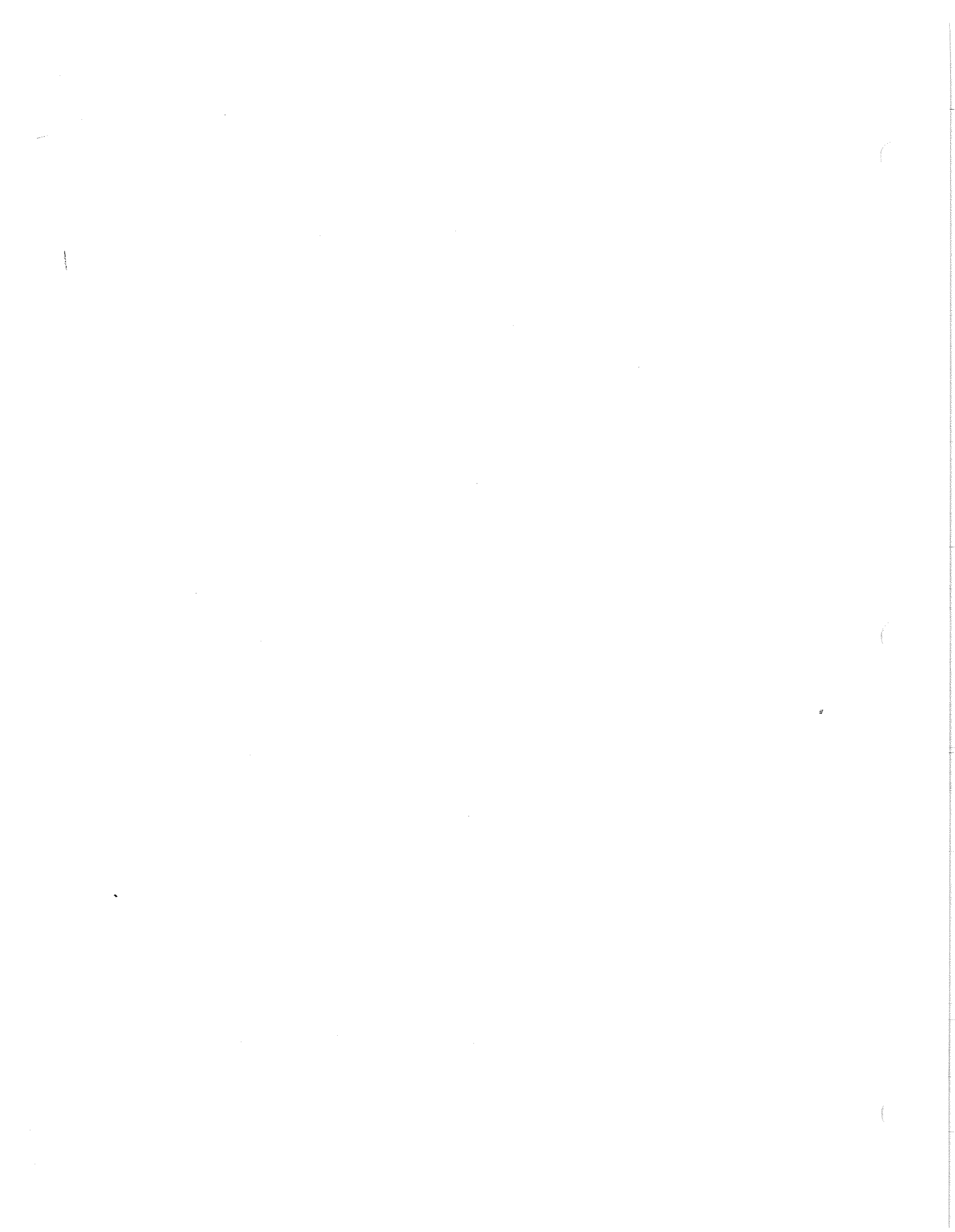
FROM: Wendy Goodson, Administration

SUBJECT: Status of Mandated Cost Claims for FY 04/05

DATE: December 19, 2005

The Placentia Library received a reimbursement for FY 04/05 in the amount of \$8,000.00 as listed on Attachment A.

The final Mandated Cost Claims Report will be available in January 2006.





Application Form

Cash in the amount of \$2,000 and a plaque from Highsmith, Inc.

Nominee: Placentia Library Literacy Services

Contact person: Jim Roberts

Address: 411 E. Chapman Avenue

City: Placentia State: CA Zip: 92870

Phone Number: (714) 524-8408, ext 215

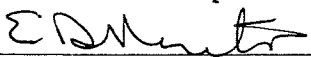
Contact Person: Jim Roberts

Library Name: Placentia Library District

Library Address: 411 E. Chapman Avenue

City: Placentia State: CA Zip: 92870

Phone Number: (714) 524-8408, ext 215 e-mail address: jroberts@placentialibrary.org

Signature:  Date: November 29, 2005

Nominees may be contacted if questions about their applications arise during the 2006 Midwinter Meeting. Please list the phone number where the nominee may be reached during this time.

If phone number is the same one as above, write "same."
Phone: 714 476 6837 (cell)

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



Please address the following in your application. Only documentation and/or letters of support specifically directed toward the criteria of this award may be submitted from other individuals in support of this application.

1. Please provide a one-paragraph summary of the project you are submitting.
2. Describe your library's innovative achievement in planning and implementing a creative community program. Be sure to include: The community involvement, if any, in the planning and in the implementation of the project; what happened in the community as a result of your project (measure of success).
3. Why you think this project is innovative.

Mail nine (9) total copies of your application, including this cover page, by December 1st to:

**Highsmith Award
PLA/ALA
50 East Huron Street
Chicago, IL 60611**



Summary Paragraph:

The Placentia Library Literacy Services (PLLS) was established in 1984 as a charter member of the California Library Literacy Services. PLLS originally provided one-to-one adult tutoring, and has expanded the scope of its services dramatically in the past five and a half years. The summer of 2000 brought the Families for Literacy component and the on-going Federal Work Study partnership with Western State University College of Law. Other services and partnerships soon followed; Cal State Fullerton became a Federal Work Study partner and the English Language and Literacy Intensive (ELLI) program was added. An additional partnership, Placentia Rotary Reading Enrichment (PRREP), was formed with the Placentia Rotary Club and the Placentia-Yorba Linda Unified School District (PYLUSD). PRREP recruits high school students and trains them to serve as literacy tutors. In October 2004 an on-site homework help club was started. Placentia Achieves School Success (PASS) provided homework assistance to over 300 students during the 2004-2005 school year. The Placentia Library Literacy Services added 2 innovative homework assistance components to its services in September 2005. Our discussions with school administrators at Topaz elementary school highlighted the need for a transitional homework club to help recent graduates who are currently in seventh grade at Tuffree Middle school. Students are able to drop in to a familiar setting to receive assistance with their homework. We have averaged 20 students each day. The second is at the Homeless Intervention Shelter House (H.I.S. House). This facility serves homeless families and there are currently 12 school age children in residence. The program provides tutors, computers, and reference materials to help the school age residents successfully complete their homework assignments. PLLS is exceptional in its innovative approach to providing literacy services to at risk students and continues to nurture partnerships that support those efforts.

**PLACENTIA LIBRARY LITERACY SERVICES:
FORMING AND MAINTAINING DIVERSE COMMUNITY PARTNERSHIPS**

The Placentia Library Literacy Services (PLLS) was established in 1984 as a charter member of the California Library Literacy Services. Originally established as a one-to-one adult tutoring program, PLLS has dramatically expanded services over the past five and a half years.

In July 2000, PLLS received a grant from the State Library to establish a Families for Literacy (FFL) Program. To qualify for family services, parents with limited English or reading must have pre-school age children. One of the primary goals of the family's program is for the parent to become the child's first teacher. It is our philosophy to have two tutors for each family, one for the parent and one for the child. In this way a pre-school student is shown the importance of reading at a very formative age. Since its inception, over 100 families have participated in the Family Program.

In August 2000, PLLS formed a partnership with Western State University College of Law to begin a Federal Work Study Program. We subsequently became a Federal Work Study partner with Cal State Fullerton. Federal Work Study is a U.S. Department of Education funded program where qualified college students receive an hourly wage paid by the Federal Government. Fiscal Year 2004-05 was a remarkable Federal Work Study year for PLLS, as a total of thirty-nine students from Western State College of Law and Cal State Fullerton tutored in the Library and off-site in grade school classrooms, thus accounting for more than \$100,000 of in-kind funding from the U.S. Department of Education. FY 2005-06 has also been a good year for our Federal Work Study as we already have thirty-one on board.

In Fiscal Year 2001-02, PLLS initiated the English Language and Literacy Intensive (ELLI) Program, a California State Library grant funded project. The ELLI Program targets Title I schools where most of the student population come from low to moderate socio-economic families. ELLI tutors work under the direction and supervision of teachers to assist students individually or in small groups. They provide extra help in a variety of subjects, and because most are university students, they also serve as role models for children lacking exposure to higher education. Since its inception, ELLI tutors have been active at five local elementary schools, helping more than 800 students.

The Placentia/Yorba Linda Unified School District requires students to perform 40 hours of community service as a graduation requirement. In September 2002, the Placentia Library, the school district, and the Rotary Club of Placentia joined together to begin the Placentia Rotary Reading Enrichment Program (PRREP). With the Library as the lead, PRREP began recruiting local high school students from El Dorado and Valencia High Schools to tutor grade school students. During

the past three school years, over 300 PRREP volunteers have tutored more than 400 grade school students, accounting for over 3,000 hours of community service.

Providing homework help is another outreach that the Placentia Library District began in October 2004. Utilizing high school students, Federal Work Study, and Cal State Fullerton Interns, PLLS began a drop-in, first-come first-served homework club that helped students in grades K-12. Nearly 300 students received homework assistance this past school year, and that number is growing this school year.

As a result of its diverse components, statistics for the Placentia Library Literacy Services in Fiscal Year 2004-05 were impressive: 27 tutor training workshops and 215 new tutors trained; 300 adult and teen tutors accounted for more than 16,000 hours of instruction to more than 800 students; and another nearly 300 students received homework assistance.

Not to rest on its laurels, the Placentia Library Literacy Services has already expanded its services during Fiscal Year 2005-06, as two new homework projects began in September. One is a homework project at Topaz Elementary School. Topaz is located in Fullerton but it is in the Placentia/Yorba Linda School District. Last school year for the first time, because of overcrowded conditions at Kraemer, Topaz graduates began attending seventh grade at Tuffree Middle School, and many of them did not do as well as expected. To facilitate the transition of going from sixth to seventh grade, PLLS and Topaz Elementary began a unique homework club, after school on campus for seventh grade students. As these seventh grade students walk home from Tuffree Middle School, they stop and receive homework help in a familiar setting. The Topaz homework club is held from 4-6 PM Monday, Tuesday, and Wednesday, and since it began, we have averaged 20 students each day.

The other homework project that also started in September is at the Homeless Intervention Shelter, H.I.S. House, a shelter located in Placentia. When homeless clients go to H.I.S. House, they often have children. In that respect, there are presently twelve children there now, ranging in age from five to thirteen. These children are under-served and at-risk, particularly when it comes to homework assistance. The PLLS homework program at H.I.S. House has begun to provide that needed assistance.

The Placentia Library Literacy Services is the only full-service, Library-based literacy program in North Orange County. During Fiscal Year 2004-05, and so far in Fiscal Year 2005-06, PLLS has had students receiving free one-to-one tutoring who came from eleven different cities in Orange County. That's why the Placentia Library Literacy Program is exceptional in its innovative approach in providing literacy services, services that extend significantly farther than the boundary of the Placentia Library District.

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Dennis M. Smith, Ed.D.
Superintendent

Board of Education
Carol Downey
Karin Freeman
Judy Miner
Craig Olson, D.D.S.
Jan Wagner

Placentia-Yorba Linda Unified School District

1301 E. Orangethorpe Avenue, Placentia, California 92870
Telephone (714) 996-2550 Fax (714) 524-3034

November 29, 2005

Public Library Association
Highsmith Library Innovation Award
50 East Hutton Street
Chicago, IL 60611

Dear Selection Committee:

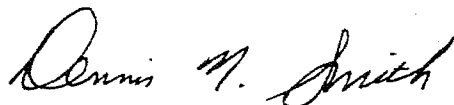
As superintendent of the Placentia-Yorba Linda Unified School District, I am extremely pleased to write this letter of support for the Placentia Library Literacy Services (PLLS) for The Highsmith Library Innovation Award.

I am continually impressed with the collaborative and innovative partnerships that the Placentia Library Literacy Services has brought into our schools, particularly in our neediest areas. Four years ago, they started the English Language and Literacy Intensive (ELLI) which now reaches more than 800 English learner students at seven elementary schools. In 2002, the Library's Literacy Services partnered with Placentia Rotary Club to expand their outreach and founded the Placentia Rotary Reading Enrichment Program (PRREP), a program where high school students earn community service hours by tutoring grade school students. In 2004-05, more than 100 high school students were PRREP tutors, accounting for over 2,000 hours of community service. I firmly believe that the partnerships the Placentia Library Literacy Services has with the school district result in a positive ripple effect in our community because when you're helping hundreds of students you're helping hundreds of families.

I am equally impressed with the homework club at Topaz Elementary for *seventh* grade students. Started this past year, this model program allows Tuffree Middle School students to access homework help at their former elementary school which is in closer proximity to their homes and right in their neighborhood.

The Placentia Library Literacy Services has a proven track record of reaching out and finding innovative programs to reach at-risk segments of our community. We have seen it first hand. At many of our schools, their assistance is the only program of its kind. They would make an ideal candidate for the Highsmith Library Innovation Award.

Respectfully,



Dennis Smith, Ed.D.
Superintendent

Topaz Elementary School

Mrs. Kathy Kreil, Principal

November 30, 2005

The PLA 2005/2006 Awards
The Highsmith Library Innovation Award

Re: Letter of Support, Placentia Library Literacy Services

Dear Selection Committee:

I am the Principal of Topaz Elementary School, and it is my pleasure to write this letter of support for the Placentia Library Literacy Services' Nomination Application for The Highsmith Library Innovation Award.

Topaz Elementary is a Title I school and serves the children of many lower income families. In addition, the majority of the Topaz student population comes from Spanish speaking homes. This past February, the Coordinator of the Placentia Library Literacy Services (PLLS) had a meeting with me, and I told him that last years Topaz graduates were not doing well in seventh grade at Tuffree Middle School. I asked him for advice. He immediately suggested that we start a homework club on campus for Topaz graduates attending Tuffree. Fast forward to this school year. We began the Topaz-Tuffree homework club on September 19, and it has been a tremendous success. The homework club meets every Monday, Tuesday, and Wednesday from 4-6 PM and has been averaging twenty seventh grade students each day. The measurement of success is that the first progress reports for most of these students were above average.

There is no question that the Topaz-Tuffree homework club is a model program that serves an under-served population in our community. I firmly believe that this partnership between Topaz Elementary School and the Placentia Library District Literacy Services is a legacy that will continue in the future. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Nomination Application for the Highsmith Library Innovation Award.

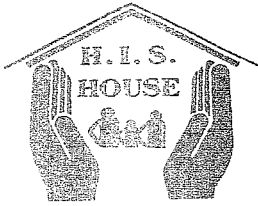
Respectfully,



Kathy Kreil
Principal

Topaz Elementary School





Homeless Intervention and Shelter House
A Transitional Living Center for the Homeless

November 29, 2005

The PLA 2005-2006 Awards
The Highsmith Library Innovation Award

Re: Letter of Support, Placentia Library Literacy Services

Dear Selection Committee:

As the Executive Director of Homeless Intervention Shelter, H.I.S. House, I feel honored and privileged to write this letter of support for the Placentia Library Literacy Services' Nomination Application for the Highsmith Library Innovation Award.

In addition to being homeless, many of the clients in H.I.S. House are single parents. This makes the challenge of helping their children with homework even more difficult. The Placentia Library Literacy Services (PLLS) began a homework club for children at H.I.S. House this past September. The PLLS provides an on-site library at H.I.S. House that encompasses the Placentia/Yorba Linda Unified School District curriculum from grades K-8. The PLLS also provides PLLS staff and volunteers to tutor school-age children on a one-to-one basis at H.I.S. House; something that H.I.S. House doesn't have the funds or staff to do. The homework club at H.I.S. House provides homework assistance each Monday, Tuesday, and Thursday evening to more than twelve grade school and middle school students.

I don't know of any other homeless shelter in Orange County that has a partnership with a local library that provides on-site homework help to school-age children. PLLS and H.I.S. House have a unique partnership that outreaches to an under-served and at-risk segment of our community. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Nomination Application for the Highsmith Library Innovation Award.

Respectfully,

Teri Niebuhr
Executive Director
H.I.S. House

TO: Elizabeth Minter, Library Director

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

DATE: December 19, 2005

SUBJECT: CLLS Matching Grant reduced for FY 2005-06.

BACKGROUND:

The California State Library Literacy consultants used a complicated formula to determine the dollar match for CLLS Libraries. We were told to expect at least a 5 percent cut for FY 2005-06. In a letter dated November 4, 2005, the State Librarian notified the Placentia Library District that the total CLLS grant amount is \$51,732 or about a 15 percent cut from last FY amount of \$59,191. We are actively pursuing grants to make up for the cut.

RECOMMENDATION:

That the Library Board of Trustees receive and file.

Enclosure: Revised Revenue for Fiscal Year 2005-2006.

**California Library Literacy Services
Revised Revenue for Fiscal Year 2005/2006**


List below all private and public funds budgeted for all of your California Library Literacy Services - - Adult Literacy Services, Family Literacy Services, ELLI, MLLS, as well as for any ESL or Other Services you plan to provide during the Fiscal Year.

In order to capture the whole funding picture of your literacy services you must include the funds you use to support your ESL, Reach Out & Read, and other complementary literacy services not funded with State Library funds in the columns provided. Understand that those ESL/Other funds will not be included in the matching formula by the California State Library when calculating an award. Also, any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. In-kind support such as space, utilities, etc., is also not eligible for matching and is not included in the budget, but is reported at the end of the year as In-kind.

Budget for FY 2005/06 by Program & Supporting Functions							Total Revenue	
Library Name: Placentia Library District	Adult Literacy Services	Family Literacy	ELLI	Mobile Library Literacy	ESL	Other	State Revenue	Other Revenue
Projected Revenue								
California Library Literacy Services (California State Library Grant) *	31,732	10,000	10,000				51,732	1,781
Library/Local Jurisdiction Commitment (City, County, District, Library)	178,815							
California Work Opportunity (CalWorks)								
Community Based English Tutoring (CBET)								
Community Development Block Grant (CDBG)								
County Health/Human Services/Alcohol & Drug (Prop 36)								
County Housing Authorities/Departments (CHA)								
County Sheriff's Department/Corrections								
Donations from Individuals (including Bequests)								
Even Start								
First Five/Children & Families Commission (Prop 10)								
Head Start								
Healthy Start								
Library Foundations								
Library Friends Groups								
Local Literacy Councils/Groups								
Private/Corporate Foundations (e.g., Verizon)	2000	5000	1000					8,000
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)	1000							1,000
Service Clubs (e.g., Rotary, Kiwanis)								
Special Events Net (fundraisers)								
United Way								
VIA (Workforce Investment Act) Sec. 225/231								
VIA (Workforce Investment Act) EL CIVICS								
Other (identify)								
Total*	213,547	15,000	11,000	0	0	0	51,732	1,781
Grand Total							239,547	0

* Make sure column totals on Revised Revenue form equal column totals on Budget Detail.

Library Name: Placentia Library District

Signature: 

Budget Detail Fiscal Year 2005-06

Date: 12-13-05

Budget Categories	Projected Expenditures										Funding Source	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total			State Revenue	Local Revenue
	CLLS \$ Portion	Local \$ Portion										
1. Salaries and Benefits	51732	83312					135044	0.00			51732	83312
2. Contract Staff		95503						0.00			95503	0.00
3. Operations								0.00				0.00
4. Library Materials								0.00				0.00
5. Equipment (\$5+)								0.00				0.00
6. Indirect Costs (not to exceed 10%)								0.00			51732	17881500
	51732	17881500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Total:		000230547										
Grand Total:											230547000	

Staff Commitment

Salaries and Benefits - Library Personnel (staff is city, county, or district library employee)

Position/Job Title	ALS FTE	FFL FTE	ELLI FTE	MLLS FTE	ESL FTE	Other Serv. FTE	Total FTE	Salary Total
Literacy Coordinator	1						1	83312
Literacy Assistant		.5	.5				1	51732
Totals	1	.5	.5	0	0	0	2	135044000

Salaries - Contract (staff not city, county, or district library employee)

Position/Job Title	ALS FTE	FFL FTE	ELLI FTE	MLLS FTE	ESL FTE	Other Serv. FTE	Total FTE	Salary Total
Part-time Literacy staff								
Part-time Literacy staff	1.5		1.5				3	95503
Totals	1.50	0	1.50	0	0	0	3	955030000
							Grand Total FTE	5

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: December 19, 2005

BACKGROUND

No Legislative information has been received from the California Special Districts Association (CSDA) nor the California Library Association since the last Library Board Meeting.

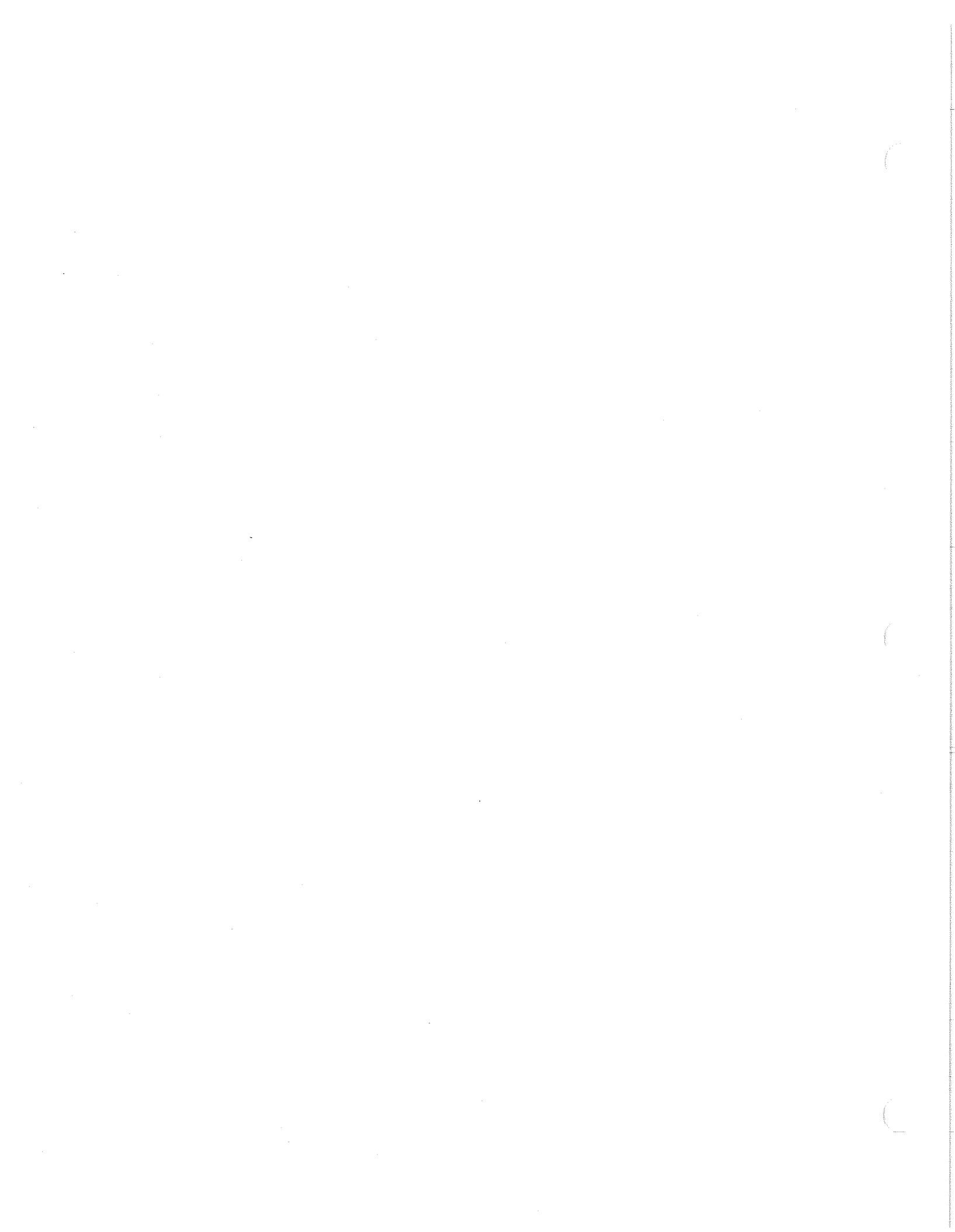
The California Library Association "Day in the District" events are scheduled for Friday, January 27 and Friday, February 3, 2006. They are asking library representative to schedule visits with legislators and local staff members in the local legislative offices. The Board may want to discuss its participation in this project and what messages they would like to share with Assemblywoman Daucher and Senator Margett.

The California Special Districts Association Legislative Affairs Day will be April 18 and the California Library Association Legislative Day will be on April 20, 2006 in Sacramento. The Board may want to have someone participate in one or both of these events.

Any updated information will be presented at the Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Reclassification of the Administrative Assistant position to Administrative Services Manager, revision of the Exempt Employee job descriptions, establishment of a pay scale for the Administrative Services Manager position and elimination of the Administrative Assistant position.**

DATE: December 19, 2005

BACKGROUND:

At its Work Session on December 7, 2005 the Library Board of Trustees adopted as a first reading the revised job description statements for the Manager of Public Services, Attachment A, and the Manager of Technical Services, Attachment B. These documents are ready for final adoption. At this point they will become part of the Placentia Library District Policy Manual as Policy Numbers 2305 and 2307.

At the December 7 Work Session the Board made several recommendations for changes to the proposed job description for Office/Business Manager, including changing the name to Administrative Services Manager. The direction from the Board was that they wanted less "Human Resources" terminology and greater narrative description of the position responsibilities. The proposed amended job description is Attachment C. This document is ready to be revised and/or adopted as a first reading.

At the December 7 Work Session the Board requested that it review the job description proposed by CPS Human Resources for the Library Director after it completed work on the job description for the Administrative Services Manager. The proposed job description for the Library Director is Attachment D. It is ready to be revised and/or adopted as a first reading.

The new position of Administrative Services Manager needs to have a salary range established. The background materials for the salary range discussion are Attachment E and include:

- 📖 The proposed Placentia Library District Exempt Salary Scale. It eliminates the position of Administrative Assistant and creates an Administrative Services Manager with a BA degree position beginning at \$22.29 and an Administrative Services Manager with a Masters degree position beginning at \$26.22.
- 📖 The current Placentia Library District Non-Exempt Salary Scale. This shows that the proposed Administrative Services Manager position is approximately level with the Librarian II position at the BA degree level.
- 📖 Salaries of positions with comparative responsibilities at other independent special districts and the City of Placentia. In other words, comparison to positions for which Placentia Library

District's Administrative Services Manager would be eligible and highly qualified to apply as a candidate.

The Library Board should make a formal motion to eliminate the position of Administrative Assistant. The discussion at the December 7 Work Session was that when and if that position were to be reinstated that it would need a new job description and that we should begin fresh at that time.

The proposed "Personnel Allocation Chart for Fiscal Year 2005-2006" is Attachment F.

The proposed "Organizational Chart for Fiscal Year 2005-2006" is Attachment G.

CPS Human Resources Services provided the District with some information concerning compensation of public sector positions. They suggested that the Board may wish to include a statement about "compensation philosophy" in its Policy Manual. Otherwise the articles may be useful to expand the Board's understanding of public sector compensation practices in general. These articles are Attachment H.

RECOMMENDATION:

1. Final adoption of the revised job description statements for Manager of Public Services and Manager of Technical Services.
2. Adopt as a first reading the job description for Administrative Services Manager as revised December 19, 2005.
3. Adopt as a first reading the revised job description for Library Director as presented in the CPS Report on November 28, 2005.
4. Revise the Placentia Library District Salary Scale for Fiscal Year 2005-2006, Effective July 1, 2005, for Exempt Employees to include a ten step scale beginning at \$22.29 per hour for a new classification of Administrative Services Manager (BA) and add Administrative Manager (MA) to the existing scale for Public Services Manager and Technical Services Manager.
5. Eliminate the position of Administrative Assistant from the Placentia Library District Policy Manual, the Salary Scale for Exempt Employees and the Personnel Allocation Chart effective December 19, 2005.
6. Adopt the revised "Personnel Allocation Chart for Fiscal Year 2005-2006".
7. Adopt the revised "Organizational Chart for Fiscal Year 2005-2006".
8. Determine whether to instruct the Library Director to prepare a "Salary Policy" for the District Policy Manual.
9. Other action to be determined by the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Public Services
POLICY NUMBER: 2305

2305.1 Description: The Public Services Manager, under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

2305.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2 Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

2305.1.4 Oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.5 Coordinates the continuing education and in-service training program for the Public Services staff.

2305.1.6 Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

2305.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

2305.1.8 Prepares monthly and annual reports on the public service activities of the Library.

2305.1.9 Coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks:

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

2305.2.2 Coordinates Library services projects with the City of Placentia and other outside organizations.

2305.2.3 Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

2305.2.4 Manages and coordinates the Public Service Program Information on Library's WEB site.

2305.2.5 Manages the Library's programs for adults and children and schedules and coordinates exhibits.

2305.2.6 Prepares grant applications for Public Service activities.

2305.2.7 Speaks before community groups about books and Library services.

2305.2.8 Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

2305.2.9 Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

2305.2.10 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2305.2.11 Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

2305.2.12 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2305.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2305.2.14 Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2305.4 Skills and Abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2305.4.2 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

2305.4.3 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.4 Knowledge of basic fund accounting and budgeting.

2305.4.5 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.6 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2305.4.7 Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

2305.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2305.4.9 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

2305.4.10 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR)

certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2305.5 Physical Demands:

2305.5.1 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.

2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2305.5.1.2 Must possess mobility to operate a motor vehicle.

2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2305.5.1.4 Must possess ~~vision~~ vision to read printed material and a computer screen.

2305.5.1.5 Must possess stamina to move about the Library.

2305.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2305.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Technical Services
POLICY NUMBER: 2307
REVISED:

2307.1 Description: The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

2307.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

2307.1.4 Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

2307.1.5 Coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

2307.1.8 Prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks:

2307.2.1 Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

2307.2.2 Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

2307.2.3 Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

2307.2.4 Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

2307.2.5 Manages the online catalog for the Library and instructs staff in the use of the online library system.

2307.2.6 Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

2307.2.7 Prepares grant applications for Technical Services activities.

2307.2.8 Negotiates and manages contracts and service agreements with Library vendors.

2307.2.9 Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

2307.2.10 Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

2307.2.11 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2307.2.13 Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

2307.2.14 Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2307.2.15 Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2307.4 Skills and Abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2307.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2307.4.3 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

2307.4.4 Knowledge of literature and standard works in various fields.

2307.4.5 Knowledge of basic fund accounting and budgeting.

2307.4.6 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.7 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2307.4.8 Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

2307.4.9 Ability to analyze difficult problems , recommend solutions and take independent action

2307.4.10 Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

2307.5.11 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

2307.5 Physical Demands:

2307.5.1 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.

2307.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2307.5.1.2 Must possess mobility to operate a motor vehicle.

2307.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2307.5.1.4 Must possess vision to read printed material and a computer screen.

2307.5.1.5 Must possess stamina to move about the Library.

2307.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2307.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2307.7 Fair Labor Standards Act Designation: Exempt – Administrative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Administrative Services

Deleted: Office/Business Manager

POLICY NUMBER: 2303

2303.1 Description: The Manager of Administrative Services, under the general direction of the Library Director, performs a wide variety of complex administrative, personnel, accounting and risk management tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Administrative Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the District during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manager of Administrative Services include the following:

Deleted: 2303.1 Description

Deleted: Office/Business Manager

Deleted: Office/Business Manager

Deleted: Office/Business Manager

2303.1.1 Attends meetings, prepares and certifies agendas, prepares minutes and maintains official records and documents of the District's Board of Trustees and all of its committees and such other meetings as the Library Director assigns.

2303.1.2 Manages the ^{employment} ~~recruitment~~ process and maintains confidential personnel records for all District staff. This includes but is not limited to preparing and placing job opening listings; preparing application forms and incorporating changes required by law or approved by the Library Director; receiving applications and determining who meets the minimum qualifications for the position; coordinating with the Library Director and other Managers the applications of those to be invited for an interview; participating as a panel member in all interviews to monitor the legal and risk management compliance requirements; communicating with candidates about the application and interview process; recruiting panel members for interviews; in consultation with the Library Director and other Managers preparing the question list for each interview; maintaining the application and interview materials in compliance with State and Federal laws; in consultation with the Library Director and other Managers preparing the written offer of employment for each employee; scheduling employment physicals and receiving and filing the results; completing and filing all pre-employment, payroll and insurance paperwork; and issuing keys, risk management information and the Placentia Library District Personnel Manual.

2303.1.3 Prepares performance evaluations and merit pay increase recommendations for all Administrative Services staff for the Library Director's review.

Deleted: Participates in the selection of District staff.

2303.1.4 Maintains schedules for work activities, performance evaluations and merit pay increase recommendations for all Library staff and coordinates same with the Library Director and other Managers.

Deleted: and

Deleted: library management.

2303.1.5 Maintains the District's checkbooks and general ledger; manages accounts payable/receivable; prepares items for payment; and prepares the payroll and tax filings.

Deleted: and

2303.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2303.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for administrative activities; facilitates constructive and harmonious staff relations and communicates Board goals and objectives to the community.

2303.1.8 Prepares monthly and annual reports on administrative and other activities as needed.

2303.2 Typical Tasks:

2303.2.1 Directs, coordinates, and reviews the administrative activities of the District concerning personnel, risk management, accounting, purchasing, building maintenance, meeting room, and equipment.

Deleted: resources,

Deleted: , services and programs

2303.2.2 Manages the passport application agency, coordinates communications with the United States Department of State, serves as a United States Passport Application Acceptance Agent, trains all full time and designated part time staff as Passport Acceptance Agents, trains all Passport Acceptance Agents on changes in processing procedures and Federal requirements, and coordinates supplies and mailing procedures.

2303.2.3 Prepares and submits the District's financial and other reports to the Library Director, the State Library of California and other governmental agencies as required.

2303.2.4 Deposits receipts, maintains checkbooks and processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor and the Orange County Treasurer.

2303.2.5 Maintains the office general ledger for the District and the Placentia Library Foundation. Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.

2303.2.6 Prepares and maintains a variety of files records including payroll and personnel records, worker's compensation, risk management, pension fund and 457 plan records.

2303.2.8 Serves as the primary contact for receiving concerns from staff about personnel and facility-related issues and from the public about District services, entrepreneurial activities and facility-related issues; and negotiates and implements resolutions or refers policy-related issues to the Library Director or other Managers.

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2303.2.9 Coordinates repairs, maintenance and safety of the District's physical facility.

2303.2.10 Negotiates and manages contracts and service agreements with District vendors and coordinates bid processes and purchasing as assigned by the Library Director.

2303.2.11 Makes recommendations to the Library Director concerning the promotion and marketing of entrepreneurial activities and District services.

Deleted: 2303.2.11 . Manages the recruitment process for all District positions; participates in interviewing and selecting staff as needed and trains, supervises and evaluates staff as assigned.

2303.2.12 Participates in Library Board and Committee meetings by preparing agendas and/or agenda items assigned by the Library Director, presenting policy matters for Board review and preparing minutes.

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Deleted: minutes preparation

2303.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2303.3 Required Qualifications: Bachelor's Degree in Business, Accounting, Public Administration or a business-related field from an accredited college or university, three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, payroll, word processing, spreadsheet and database, software plus experience with scheduling and demonstrated writing skills. Possession of Master's degree in Public Administration or a business-related field or Library Science is desirable. Possession of a valid California driver's license and status as a United States Citizen is also required.

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2303.4 Skills and Abilities:

2303.4.1 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2303.4.2 Knowledge of basic fund accounting, cost accounting and budgeting.

2303.4.3 Knowledge of personnel and risk management practices.

2303.4.5 Ability to manage work flow in an orderly fashion for self and others while processing multiple simultaneous projects; ability to perform difficult clerical work and make decisions based upon District policies and procedures.



2303.4.6 Ability to supervise and direct staff and implement applicable policies and procedures.

2303.4.7 Ability to analyze difficult problems, recommend solutions and take independent action.

2303.4.8 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management and the Library Board of Trustees.

2303.4.9 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2303.4.10 Ability to operate a personal computer and use applicable software including Word, Excel, Access and QuickBooks.

2303.4.11 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2303.5 Physical Demands:

2303.5.1 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.

2303.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2303.5.1.2 Must possess mobility to operate a motor vehicle.

2303.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.1.4 Must possess vision to read printed materials and a computer screen.

2300.5.1.5 Must possess stamina to move about the Library.

2300.5.1.6 Must have balance, coordination dexterity levels appropriate to the duties to be performed.

2303.6 Working Environment/Conditions:



Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Administrative Services sits, stands, walks, kneels, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and move boxes weighing 30 pounds or less and may push or pull a loaded book cart. Weekend and evening work and attendance at off-hours meetings are required.

Deleted: Business/Office Manager

2303.7 Fair Labor Standards Act Designation: Exempt – Administrative,

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300
REVISED: 11/2005 - CPS

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees, administers the District; has exclusive management and control of the operations, activities and functions of the District, subject to approval by the Board of Trustees; provides day-to-day leadership for the District; provides a motivating work climate for District employees and has general charge, responsibility and control over all property of the District. The responsibilities and essential duties performed on a frequent and recurring basis by the Library Director include the following:

2300.1.1 Attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

2300.1.2 Employs staff and other employees necessary for the proper administration of the District and the proper operation of the work of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees.

2300.1.3 Supervises management and technical staff and through them all library staff.

2300.1.4 Delegates authority as appropriate and has authority over all Library staff including terminating staff for cause or lack of worthwhile work.

2300.1.5 Maintains cordial relations with all persons entitled to the services of the District, attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

2300.1.6 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District; facilitates constructive and harmonious Board relations and communicates Board goals and objectives to the community.

2300.1.7 Prepares and oversees the District budget, conducts studies and makes oral and written presentations.

2300.1.8 Directs and participates in the preparation monthly and annual reports on

library activities.

2300.1.9 Approves the continuing education and in-service training programs of the District.

2300.2 Typical Tasks

2300.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

2300.2.2 Prepares the library budget for Board review; administers adjusted budget.

2300.2.3 Serves as liaison between the Library District/Board, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

2300.2.4 Plans and organizes the development of long-range library building programs, additions to library services and related activities.

2300.2.5 Oversees the recruitment of and selects library personnel; evaluates the performance of library personnel and conducts labor negotiations as needed.

2300.2.6 Directs and coordinates the public relations activities of the library.

2300.2.7 Participates in Library Board meetings, prepares the agenda, presents policy matters for Board review and writes meeting minutes.

2300.2.8 Formulates library personnel policies for Library Board review, plans and organizes training programs, had has responsibility for personnel actions, work assignments and related matters.

2300.2.9 Develops workload indicators to measure progress towards the achievement of goals.

2300.2.10 Develops and evaluates special programs.

2300.2.11 Prepares and submits a variety of activity reports to the Library Board, the State Library of California and to other governmental agencies as required.

2300.2.12 Oversees the acquisition, implementation and usage of data processing systems.

2300.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2300.2.14 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications: Master's Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in a public library management positions, including extensive experience in a supervisory capacity, possession of a valid California driver's license and be a United States citizen. Possession of a Bachelor's or Master's Degree in Public Administration or a related field in addition to the Master's Degree in Library Science, Information Science or a related field is desirable.

2300.4 Skills and Abilities:

2300.4.1 The ability to efficiently prepare annual budgets and long-term revenue/outlay plans.

2300.4.2 The ability to effectively communicate verbally and in writing with the Library Board, staff, constituents and representatives of other agencies.

2300.4.3 The ability to meet and serve the public courteously and efficiently and establish and maintain effective relationships with subordinate staff and community organizations.

2300.4.4 Extensive knowledge of the principles and practices of modern public Librarianship.

2300.4.5 Extensive knowledge of planning, administering and appraising a public library program.

2300.4.6 Ability to supervise and direct staff and implement applicable policies and procedures.

2300.4.7 Knowledge of literature and standard works in various fields.

2300.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2300.4.9 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2300.4.10 Ability to operate a personal computer and use applicable software.

2300.5 Physical Demands:

2303.5.1 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.

2300.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.1.2 Must possess mobility to operate a motor vehicle.

2300.5.1.3 Must possess vision to read printed materials and a computer screen.

2300.5.1.4 Must possess stamina to move about the Library.

2300.5.1.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.1.6 Must have balance, coordination and dexterity levels appropriate to the Duties to be performed.

2300.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Library Director sits, stands, walks, kneels, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR	HR	48.08								
	PP	3,846.40								
	AN	100,006.40								
	MO	8,333.87								
ADMIN SVCS	HR	22.29	22.84	23.42	24.00	24.60	25.22	25.85	26.49	27.15
MANAGER (BA)	PP	1,782.96	1,827.53	1,873.22	1,920.05	1,968.05	2,017.26	2,067.69	2,119.38	2,172.36
	AN	46,356.96	47,515.88	48,703.78	49,921.38	51,169.41	52,448.65	53,759.86	55,103.86	56,481.45
	MO	3,863.08	3,959.66	4,058.65	4,160.11	4,264.12	4,370.72	4,479.99	4,591.99	4,706.79
PUB SVC	HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95
TECH SVC	PP	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72
ADMIN SVCS (MA)	AN	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77
MANAGERS	MO	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40
PAGES	Starting Wage			6 Months	1 Year	18 Months				
		6.75	7.09	7.44	7.81					

Signature _____ : Revised December 19, 2005
Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.58	15.31
	PP	957.60	981.54	1,006.08	1,031.23	1,057.01	1,083.44	1,110.52	1,138.29	1,166.74	1,225.08
	AN	24,897.60	25,520.04	26,158.04	26,811.99	27,482.29	28,169.35	28,873.58	29,595.42	30,335.31	31,852.07
	MO	2,074.80	1,875.47	1,922.27	1,970.80	2,019.33	2,347.45	2,406.13	2,466.29	2,527.94	2,654.34
CLERK II	HR	13.53	13.87	14.21	14.57	14.93	15.31	15.69	16.08	16.48	17.31
	PP	1,082.40	1,109.46	1,137.20	1,165.63	1,194.77	1,224.64	1,255.25	1,286.63	1,318.80	1,384.74
	AN	28,142.40	28,845.96	29,567.11	30,306.29	31,063.94	31,840.54	32,636.56	33,452.47	34,288.78	36,003.22
	MO	2,345.20	2,403.83	2,463.93	2,525.52	2,588.66	2,653.38	2,719.71	2,787.71	2,857.40	3,000.27
LIBR ASST	HR	16.07	16.47	16.88	17.31	17.74	18.18	18.64	19.10	19.58	20.56
	PP	1,285.60	1,317.74	1,350.68	1,384.45	1,419.06	1,454.54	1,490.90	1,528.17	1,566.38	1,644.70
	AN	33,425.60	34,261.24	35,117.77	35,995.72	36,895.61	37,818.00	38,763.45	39,732.53	40,725.85	42,762.14
	MO	2,785.47	2,855.10	2,926.48	2,999.64	3,074.63	3,151.50	3,230.29	3,311.04	3,393.82	3,563.51
LIB I	HR	19.00	19.48	19.96	20.46	20.97	21.50	22.03	22.59	23.15	24.31
	PP	1,520.00	1,558.00	1,596.95	1,636.87	1,677.80	1,719.74	1,762.73	1,806.80	1,851.97	1,944.57
	AN	39,520.00	40,508.00	41,520.70	42,558.72	43,622.69	44,713.25	45,831.08	46,976.86	48,151.28	50,558.85
	MO	3,293.33	3,375.67	3,460.06	3,546.56	3,635.22	3,726.10	3,819.26	3,914.74	4,012.61	4,213.24
LIB II	HR	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98	28.32
	PP	1,771.20	1,815.48	1,860.87	1,907.39	1,955.07	2,003.95	2,054.05	2,105.40	2,158.04	2,265.94
	AN	46,051.20	47,202.48	48,382.54	49,592.11	50,831.91	52,102.71	53,405.27	54,740.41	56,108.92	58,914.36
	MO	3,837.60	3,933.54	4,031.88	4,132.68	4,235.99	4,341.89	4,450.44	4,561.70	4,675.74	4,909.53
LIB AIDE	HR	8.17	8.37	8.58	8.80	9.02	9.24	9.47	9.71	9.95	10.45
	PP	653.60	669.94	686.69	703.86	721.45	739.49	757.98	776.93	796.35	836.17
	AN	16,993.60	17,418.44	17,853.90	18,300.25	18,757.75	19,226.70	19,707.37	20,200.05	20,705.05	21,740.30
	MO	1,416.13	1,451.54	1,487.83	1,525.02	1,563.15	1,602.22	1,642.28	1,683.34	1,725.42	1,811.69

Signature _____ : Date May 23, 2005

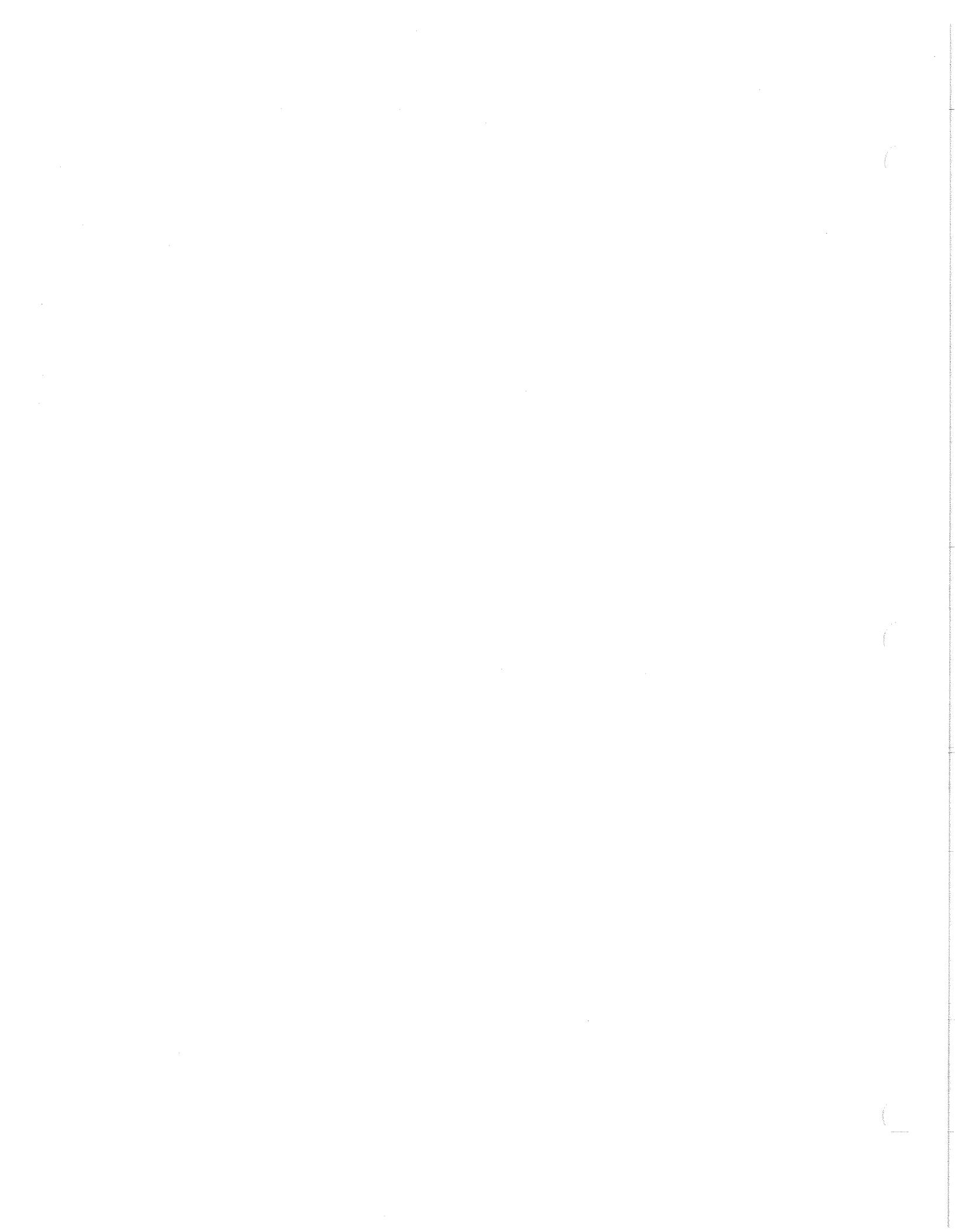


Al Shkoler, President

Placentia Library District
 Reclassification Study
 July 2005
 Updated December 2005

Agency	Position Title	Education	Fiscal Year 2005-2006 Salary Range
Buena Park Library District	Business Officer	Bachelor + 3 years	45,614 - 55,578
Buena Park Library District	Support Services Manager	Masters	58,906 - 71,781
Palos Verdes Library District	Finance Director	Masters	72,000 - 97,982
Alta Dena Library District	Finance & Operations Assistant	High School + 1 year	32,369 - 40,378
Mesa Consolidated Water District	Administrative Services Manager	Bachelor + 8 years	88,776 - 122,376
Yorba Linda Water District	Business Manager	Bachelor + 5 years	88,488 - 107,556
City of Placentia	Director of Administrative Services	Bachelor + 3 years	85,992

No benefit information was collected for this comparison.



Placentia Library District

Proposed Revised Personnel Allocation for Fiscal Year 2005-2006
Presented to the Library Board of Trustees November 28, 2005

Proposed Personnel Allocation for Fiscal Year FY2005-2006

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager	1.00	0.25		0.75			1.00	3.00
Administrative Assistant								0.00
Librarian II			1.00					1.00
Librarian			1.75	1.50	0.50		0.50	4.25
Library Assistant	1.00				1.00	1.00		3.00
Library Clerk II						2.00		2.00
Library Clerk I						1.13	2.05	3.18
Substitute Librarian			0.25		0.25			0.50
Substitute Library Assistant								0.00
Substitute Clerk						0.50	0.10	0.60
Library Aide	0.25					2.13	0.50	2.88
Page						1.50		1.50
TOTAL	3.25	0.25	3.00	2.25	1.75	8.26	4.15	22.91

Placentia Library District

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			2.50	1.00	1.50	1.00	0.25	6.25
Library Assistant	1.00							1.00
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.94	1.75	1.69	6.51	3.05	19.44

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees June 30, 2004

Allocation Adopted by the Library Board of Trustees for FY2004-2005

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			1.75	1.00	1.25	1.00		5.00
Library Assistant	1.00		0.25		0.25		0.25	1.75
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.44	1.75	1.69	6.51	3.05	18.94

Placentia Library District

Allocation Adopted by the Library Board of Trustees for FY2003-2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			1.50	1.00		1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
Library Clerk II						1.00		1.00
Library Clerk I						1.50	1.00	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.66	2.79	1.65	6.38	2.50	19.48

Allocation Adopted by the Library Board of Trustees for FY2002-2003

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			0.50	1.00				1.50
Library Assistant	1.00		1.50	0.50	0.25	1.00	0.25	4.50
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.50	0.50	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.66	2.54	1.65	6.38	2.00	19.48

Placentia Library District

Allocation Adopted by the Library Board of Trustees for FY2001-2002

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.00	0.50	2.00
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.00	1.00	1.25	5.50	2.00	16.00

Allocation Adopted by the Library Board of Trustees for FY2000-2001

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I						1.00		1.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.25	0.50	2.00	1.00	1.25	5.00	1.50	14.50

Allocation Adopted by the Library Board of Trustees for FY1999-2000

	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.25				0.75	2.00
Librarian					1.00			1.00
Library Assistant	0.75			0.50		1.00	0.25	2.50
Library Clerk II								0.00
Library Clerk I						2.00		2.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.00	0.50	1.75	0.50	1.00	5.00	1.50	13.25

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES
 Organization Chart for Fiscal Year 2005-2006
 Presented November 28, 2005

Library Staff
(22.91 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

**Technical Services
(Including Passport Clerks)**
(11.16 FTE)

Technical Services Manager
Napier

Circulation Services
(8.26 FTE)

Library Assistant
Gomez (1.00 FTE)

Library Clerk II
Quintanar (2.00 FTE)
Wnek

Library Clerk I
(1.13 FTE)
Diaz (.63 FTE)
McCartney (.50 FTE)
Library Aide/(Lead Shelver)
(2.13 FTE)
Guzman (.50 FTE)
Peterson (.875 FTE)
Strysik (.25 FTE)
Hernandez (.50 FTE)

Library Student Assistant
(Shelvers)
(1.50 FTE)
Substitute Clerk
(.50 FTE)

**Acquisitions
Passport Clerks**
(1.90 FTE)

Librarian
(.50 FTE)
Matas

Library Clerk
(.80 FTE)
Perez (.50 FTE)
Robison (.30 FTE)

Library Aide
(.50 FTE)
Exyin

Substitute Clerk
(.10 FTE)

Administrative Services
(3.50 FTE)

Administrative Services
Manager
(1.00 FTE)
Goodson

Library Assistant
(Volunteer Coordinator)
(1.00 FTE)
Milonzi

Library Clerk
(1.25 FTE)
Perez (.50 FTE)
Hernandez (.50 FTE)
Robison (.25 FTE)

Library Aide
(.25 FTE)
Strysik

Adult Services
(3.00 FTE)

Librarian II
Strazdas (1.00 FTE)
Librarian
(1.75 FTE)
Bell (.75 FTE)
Matas (.50 FTE)
Yuan (.50 FTE)

Substitute Librarian
(.25 FTE)

Public Services
(7.25 FTE)

Public Services Manager
(.25 FTE)
Roberts

Children's Services
(1.75 FTE)

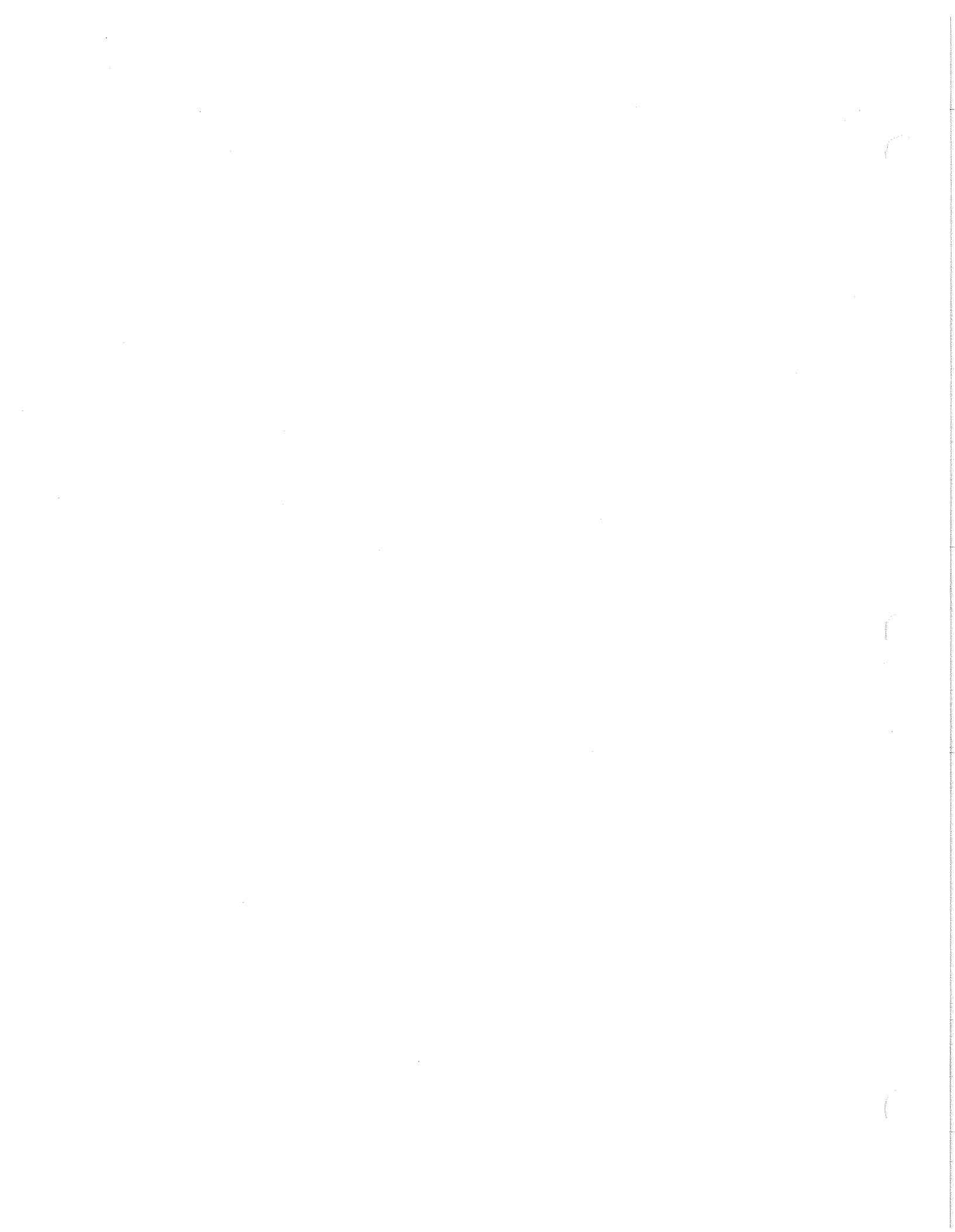
Librarian
Humple (.25 FTE)
Bell (.25 FTE)

Library Assistant
Gurkweitz (1.00 FTE)
Substitute Librarian
(.25 FTE)

Literacy Services
(2.25 FTE)

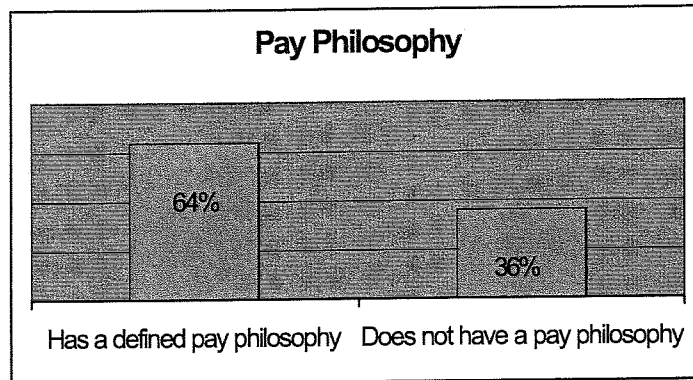
Public Services Manager/
Literacy Coordinator
(.75 FTE)
Roberts

Librarian
Silberfarb (1.00 FTE)
Dallstream (.50 FTE)



Pay philosophy

Consistent with good Compensation practices, the majority of Public Sector organizations have a defined pay philosophy. The following chart demonstrates this:



Note. N=211

Pay Plans

Many publications have suggested that many Public Sector organizations are steadily increasing their usage variable pay plans (e.g., pay for performance, skill-based pay, gainsharing, and competency based pay). The following chart demonstrates that just under half of the 211 jurisdictions indicated they do have a variable pay plan.

Organizations having Variable Pay Plan	Organizations not having Variable Pay Plan
45%	55%

Of organizations using Variable Pay Plans reported using the following type:

Pay-For-Performance	Skilled Based Pay	Competency Based Pay	Gainsharing
80%	27%	20%	9%

Reported Success Rates of Variable Pay Plans concerning performance of employees:

Helped facilitate performance adequately	Helped facilitate performance to a great extent	Did not help performance at all
68%	22%	10%

Note. N=211



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C&C Home	Compensation Philosophy	City Class Specifications	Compensation (Pay) Plans	Job Analysis Questionnaire	FAQS
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Classification and Compensation Division SUMMARY OF CITY OF ALEXANDRIA COMPENSATION PHILOSOPHY

Overview

In May of 1997, the City Council adopted its first-ever Compensation Philosophy statement. The statement is intended to provide a broad framework for the City Council, management, employees and the citizens in order to understand and guide decisions that affect pay. It is designed to reflect the importance public employees play in the delivery of services and programs to the community; that compensation is a clear measure of that importance; and that there is fair and equitable treatment of all employees, regardless of race, gender, or disability, and in accordance with EEO/AA goals. In addition, the statement establishes the commitment and necessity to maintain comparability with jurisdictions who are most likely to affect recruitment and retention of employees.

Competitiveness and Comparability

The intent of the compensation philosophy is to maintain a competitive compensation program in order to attract, retain, and motivate qualified employees. To that end, the following principles govern compensation programs:

- Pay programs are intended to be competitive at a minimum with the average pay of comparator organizations in the primary labor market. The primary labor market is currently defined as the Counties of Arlington, Fairfax, Prince William, Montgomery and Prince George's.
- From time-to-time, the City Manager may recommend that other comparators should be used (e.g., Commonwealth of Virginia, agencies of the Federal government, or private sector employers or industry groups) where information from the primary labor market is considered insufficient to attract and retain specific positions or classes.
- In order to accomplish this objective, the salaries of representative benchmark classes for all occupational groups are compared to the minimum and maximum salaries, with a focus on the mid-point, of the comparator jurisdictions. The benchmark classes were selected primarily from the Local Government Personnel Association (LGPA) Salary Survey document because they represent the common job classifications used by most, if not all, local area jurisdictions, including the comparators. The benchmark matches are also reviewed and validated annually by the participating jurisdictions. More importantly, the benchmarks capture on-going evolutionary changes occurring within these occupations and provide a meaningful basis to make market rate comparisons. The remaining City job classifications that were not selected as a benchmark job, were "linked" to one of the selected benchmark classes. This process allows us to affect both the benchmark class and any classes "linked" to a benchmark class when survey results indicate a pay adjustment is necessary. In determining the appropriate linkages, input was obtained from department and office heads City-wide. The list of benchmark classes and linked classes are reviewed and updated as new classes are established or abolished in order to maintain accurate and timely data.
- In determining Alexandria's market competitiveness, a market ratio was developed. Alexandria's relationship to the market is shown as the market ratio falls below or rises above 100%. Job classes with a market ratio of less than 90% are considered to be below the market. If an adjustment is authorized based upon the survey results, the grade for the benchmark class(es) plus the linked class(es) would be adjusted to minimally place the class(es) within the acceptable threshold (90-110 %).

- In all instances, for benchmark jobs, information for an assessment of pay competitiveness will be ascertained through reliably published compensation survey data.
- Every five years, or more frequently when so determined by the City Manager, the Manager will conduct a market study of benchmark positions to determine the competitive posture of the organization, and propose a plan of action, if needed, to bring any positions or classes into competitive alignment. At any time the City Manager determines that one or more particular classes need to be reviewed more frequently than once every five years, necessary action may be taken to address the market position of such classes.
- Where an average salary for a class(es) falls below or exceeds market averages to the extent that attracting and retaining qualified employees may be jeopardized, the City Manager may take actions necessary to align the class(es) with the competitive market place, for implementation in the next fiscal year, or sooner if financially feasible.

General Salary Adjustments

Annually, the City Manager will recommend a budget for general salary adjustments that is based upon:

- Overall competitive posture of the organization.
- Cost-of-living changes, as determined by the CPI-U-DC (Consumer Price Index-Urban-for the Washington Metropolitan Area, published monthly by the U.S. Department of Labor, Bureau of Labor Statistics).
- Comparator organizations in the primary labor market.
- Financial affordability.

Pay Scales

The City Manager will promulgate pay scales for all employees that will provide information on salary increases within a particular grade that an employee may expect from year-to-year if performing satisfactorily. For public safety classifications, because of the unique nature of a command-based hierarchy with structured ranking of employees and a career expectation upon initial hiring, the Public Safety pay schedule will differ from the General Schedule only in the number of grades necessary to cover the amount of classes that need to be graded.

For all employees, the percentage increases in the salary schedule from year-to-year will not be the same amount every year in a particular grade, but will have some variability to reflect length of service and base salaries. To attract and retain employees in the early years of service, while base salaries are still relatively low, the percentage increase may be higher than for more senior employees, who are performing satisfactorily, and gaining more experience and providing even greater value to the City, but have a higher base salary. However, in all cases, employees will know the number of years necessary to reach maximum pay in a particular grade, performance expectations to advance in-grade, and career development opportunities to advance to another grade.

The specific schedules will be competitive with the averages for the primary labor market, and will be adjusted whenever necessary to maintain market competitiveness.

Salary increases from the pay scale are a function of satisfactory performance — merit. All employees should be made aware that such increases are a recognition of performance that meets and exceeds expectations. Performance standards and supervisory evaluations should stress that merit increases are not automatic.

Career Development Increases

The City Manager will maintain a pay structure to provide career advancement to

recognize the attainment of career levels and developmental milestones that assure that the City's career classes are paid comparably with those in the primary labor market. Such a structure, or "career ladder," enables existing employees in career classes within the City to receive pay increases in addition to merit, and enables the City to target its pay to those employees who grow in skill and capability.

Career ladders have been established in the following class series: Legal Secretary I, II; Code Enforcement Inspector I, II, III; Code Enforcement Engineers I, II, III; Budget/Management Analyst I, II, III; Urban Planner I, II, III; Motor Equipment Operator, Equipment Operator I, II, and Heavy Equipment Operator; TES Inspector I, II; Emergency Rescue Technician I, II; Deputy Fire Marshal I, II, III; Deputy Sheriff I, II, III, IV; Fire Fighter I, II; Police Officer I, II, III, IV; Parking Enforcement Officer I, II, III; Assistant City Attorney I, II, III, IV, V; Assistant Commonwealth Attorney I, II, III, IV, V; and Buyer I, II.

Exceptions

Nothing in this compensation philosophy statement should be construed as a required benefit in the event that the City experiences a decline in revenue or a revenue growth lower than the projected increase in expenses. "Revenue" is currently defined as the two largest components of operating revenue: the real property tax base and the projected total personal property tax base.



To send mail to City Council, other elected city officials and individual City departments, click here.
General City Mail: CityMail@alexandriava.gov
Use the Site Feedback form for technical questions or comments regarding this web site.

you are here: [jocogov](#) > [hr](#) > [performance](#) > compensation philosophy

Compensation Philosophy

Adopted through the FY 2003 Budget Process Please contact Classification and Compensation Services at 715-1400 with questions regarding this information.

Total compensation includes both direct compensation (i.e., wages) and indirect compensation (i.e., benefits). The purpose of having a compensation philosophy is to document an organizational vision with regard to the factors that will be considered in determining how employees will be compensated (i.e., paid). Determining those factors requires consideration of the following questions:

1. What type of applicants are we seeking?
2. What is our retention policy?
3. How much do we want to invest in employees by orienting and training them to succeed in their jobs?
4. What is our market? (Market is defined as the recruitment zone and/or salary comparison areas used to help guide fair, consistent, and specific market-competitive pay decisions.)
5. What resources will we use to assess the market?
6. How often will we assess the market?
7. Do we want to lead, match, or lag the market with regard to pay?
8. What factors will drive pay adjustments, e.g., merit, market, cost of living? (As you know, our current system provides a merit pool to departments/agencies that is used by supervisors to determine pay rate increases based on employee performance.)
9. How are pay and benefits balanced to provide a comprehensive compensation program?

Compensation Philosophy Introduction

Through progressive, creative, and innovative government leadership, Johnson County Government will provide cost-efficient and high quality services to the citizens of Johnson County. The organization seeks to recruit and retain employees with a commitment to public service and a desire to make a difference in the community.

Scope - The total compensation program applies to all employees of Johnson County Government, with the exception of Elected Officials and the Executives reporting directly to the Board of County Commissioners. The compensation program applies to the Sheriff's Office Civil Service System with some structural differences for administration of merit pay.

Objectives - It is through the dedication and commitment of employees that the County fulfills its mission of providing timely and quality services that enhance the lives of Johnson County residents and taxpayers. To recognize and reward employees' contributions, the County will establish a total compensation program that delivers competitive pay and benefits to our employees. To be effective, the compensation program will be:

1. Aligned with our culture and support the achievement of our strategic goals and objectives;
 2. Competitive within comparable labor markets;
 3. Internally equitable;
 4. Recognize and reward individual, department/agency, and organizational performance excellence;
 5. Supportive of our ability to attract and retain qualified and productive employees;
 6. Easily understood and administered;
 7. Compliant with all legal, regulatory, and statutory aspects affecting compensation and benefits;
- and
- o Administered in accordance with our financial resources

- o. Administered in accordance with our financial resources.

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Total Compensation Program Elements

The elements of our total compensation program include:

- ☐ **Job Evaluation** – a system that defines the general scope and complexity of the work required and determines the relative value of positions in an internally equitable fashion.
- ☐ **Base Pay** – annual or hourly pay received for work performed; the rate on which many benefits are calculated (e.g., insurance, retirement, leave payments).
- ☐ **Differential Pay** – compensation, in addition to base pay, for specific business requirements and/or working conditions (e.g., shift work, on-call pay, foreign language skills).
- ☐ **Performance Appraisal** – the process by which performance goals are established, monitored, reviewed and rewarded through base pay increases or non-base pay incentives for individual or collective/team contributions.
- ☐ **Incentive Compensation** – compensation, in addition to base pay, granted for individual, team, department/agency, and/or organizational performance.
- ☐ **Benefits/Perquisites** – organizationally-sponsored and government required health and welfare plans, salary continuation and retirement programs, and development and recognition plans.

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Market Position

The County's compensation philosophy is to be competitive within the relevant comparable labor markets for base salary; recognize outstanding performance and organizational contributions through the use of incentives; establish differential pay practices consistent with the market; and offer benefits that are market competitive.

The following table identifies the comparable labor markets for the County:

Classification/Grade Range	Comparable Geography	Labor Market/Industry
Grades 21 - 28	National	Public Sector
Grades 16 - 20	Midwest Regional	All Industry
Grades 10 - 15	Local	All Industry
Civil Service	Johnson County	Police Departments

Valid and reliable data sources from each of the four comparable labor markets will be used to determine the actual market targets and the County's market competitive position.

Program Administration

- ☐ **Job Evaluation** - All positions are evaluated and assigned to a pay range. New positions are evaluated and assigned a pay range before the position is posted. Significant changes in the responsibilities or accountabilities of a position may require a re-evaluation. All positions are evaluated using the Hay Guide Chart® -Profile Method of Job Evaluation. The County uses policies and procedures to ensure the fair and consistent administration of the job evaluation system.
- ☐ **Base Pay** - The County maintains a pay range base salary structure coordinated with the job evaluation system. The goal of base pay is to provide employees with a market competitive rate, and periodic market adjustments to base pay may be made contingent upon adequate financial resources. The salary structure provides sufficient breadth in each pay range to recruit and retain qualified and productive employees. Pay ranges will be routinely evaluated and updated using external compensation surveys and data. Annually, the County communicates the amount of base

- pay and the assigned pay range to each employee during the performance appraisal process.
- **Differential Pay** - Differential pay practices compensate employees for the inconvenience of working irregular shifts or having limited flexibility during nonscheduled hours to accommodate the organization's business needs; differential pay can also be used to compensate bi-lingual or multi-lingual employees if those skills are required by the job. These rates are reviewed systematically to ensure that they are aligned with the business needs of the County and are market competitive.
 - **Performance Appraisal** - As a part of the annual review process and with new hires, annual performance plans are developed with each employee and his/her supervisor. At the end of the period, actual performance is evaluated against expected performance. Individual base pay may be adjusted according to the level of performance. Civil Service employees in the sheriff's Office receive more than one review each year and the Civil Service Salary Structure includes defined pay steps in which employees receive one step increase annually based upon acceptable performance.
 - **Incentive Compensation** - Incentive pay programs will be developed as part of the system implementation and will be relevant to specific goal attainment, overall excellence, and achievement beyond stated objectives. Individual and team awards will be based upon departmental performance, organizational performance, and available funding.

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Benefits

The County seeks to attract and retain quality employees with its indirect compensation package, recognizing that current and potential employees often consider benefits a primary factor when choosing employment. It is the County's goal to help employees achieve a positive balance between their work and personal lives by providing choices that meet the needs of a diverse workforce and educating employees regarding those choices.

To remain competitive, the County will provide ongoing analysis of the level, nature, and variety of benefits offered to employees, with a long-term focus on monitoring trends, costs, and options. The scope and value of the benefit plans and programs are reviewed regularly. In the future, the County will communicate the value of the benefits to each employee annually.

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Human Resources

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 - Compensation Philosophy
 - Classified Staff Market Re-grade
 - Classified Staff Job Titles with New Grades
 - New Classified Staff Pay Structure
 - Classified Staff Re-grade Project Information Session
 - 2005 Classified Staff and Service Professional Compensation Information Sessions
 - 2005 Salary Increase FAQ
 - 2005 Salary Increase FAQ - Faculty
 - Eligibility Criteria
 - Inside NAU Announcement - June 30, 2005
 - Classified Staff Salary Increase Estimator

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Compensation Philosophy



Classified Staff and Service Professionals
Northern Arizona University

Philosophy

Northern Arizona University recognizes that competitive compensation is the cornerstone for recruiting, retaining, and motivating the type of employees needed to fulfill the University's educational mission. To this end, the University's compensation philosophy is to pay all categories of employees at competitive levels established by the external labor markets, considering both salary and benefits as a total compensation package.

The compensation programs, therefore, must meet the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- Regularly reward employees on the basis of work performance;
- Administer pay equitably and consistently;
- Establish compensation policy that is consistent with the judicious expenditure of funds entrusted by the University;
- Maximize the effectiveness of compensation funding based on recruiting, retention, and employee motivational outcomes;
- Ensure accountability for compliance with the Arizona Board of Regents Rules and Regulations and statutory requirements.

Methodology

External markets define pay levels and may vary according to where, and with whom, the University competes for qualified employees in particular job categories. In some cases the local labor market is considered and for other positions, regional or national markets must be targeted. Regular assessments of these labor market salaries are prepared to measure the University's competitiveness using benchmark job classifications.

Actual salaries may exceed the average of a particular labor market in order to recognize exceptional recruiting and retention needs in areas where the University is or aspires to be a national or international leader.

Internal job value relationships are also factored into the setting of compensation rates. These considerations may include reporting relationships within departments and to other departments having similar jobs. Although basic salary rates or ranges for similar positions are established on a system wide basis, the individual effectiveness of employees will have a direct relationship to their respective rates of pay, including performance, educational achievement and career competencies.

Salary increases are recognized through a variety of mechanisms that offer

maximum opportunity for employees to enhance their total compensation. Within annual budgetary considerations, allocations for salary increases may include any or all of the following: merit increases, market adjustments, general increases, promotions, equity increases, and special recognition payments.

NAU HR
February 2005

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director

FROM: Vernon Napier, Manager of Technical Services *2/2*

SUBJECT: Status report on the Website project with the Friends of Placentia Library

DATE: December 19, 2005

BACKGROUND:

The website project is well underway. We have reached agreement on the overall flavor of the site. "Flavor" covers such things as number of colors, font type and size, the use of headers and footers, terminology, etc. Basically, we are striving for a website that is uncluttered, intuitive, and easy to navigate.

While the skeleton is under construction, members of staff are working on the text that will flesh out the site. Jim Roberts is preparing information about our literacy services. He is also compiling a list of Placentia's civic, educational and community websites to which we will provide links. Wendy is preparing alternatives on how best to promote the Passport and other entrepreneurial services. The Reference staff and Children's Librarian are working on the text for their departments, and we already have in draft form a list of the questions and answers that will go into our FAQ section. Yesenia, Katie and I are working on the circulation, reserves and patron registration portions of the site. The end of this memo contains a list of some of the other public library web sites we have been consulting for development ideas.

The next important step is to receive input from the Library Board of Trustees regarding the "District" section of the site. We need to know what information about themselves they want to be published as part of the website. I would like to show them some sample sites from other public libraries and other independent special districts and to get their suggestions on what would be needed to make our site best serve our community. This session should take 60 to 90 minutes and could be done as a Work Session or incorporated in to the next Library Board meeting.

A week to ten days following that meeting we should be ready to preview the entire site for the Library Board so that we can finalize some of the design concepts and get non-staff feedback on the operation of the "Library" services portion of the site.

We also need to be working with the Placentia Library Foundation and the Friends of Placentia Library at the same time to develop the content of their portions of the site.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

Placentia Library District
RFP Website Development
September 2005

Public Library Websites to be Reviewed

1. Iowa City (IA) Public Library (same size as Placentia)
2. Arlington (VA) Public Library
3. Sewickley (PA) Public Library (smaller than Placentia)
4. Phoenix (AZ) Public Library
5. Los Angeles (CA) Public Library
6. Beverly Hills (CA) Public Library
7. Palos Verdes (CA) Library District (similar to Placentia)
8. Glendora (CA) Public Library (smaller than Placentia)
9. Thousand Oaks (CA) Public Library
10. Fullerton (CA) Public Library (neighboring Library)
11. Daly City (CA) Public Library
12. Santa Clara (CA) City Library
13. Santa Monica (CA) Public Library
14. Mission Viejo (CA) Public Library (same size as Placentia, Orange County)
15. Airdrie (Alberta) Public Library
16. Los Gatos (CA) Public Library
17. Multnomah (OR) Public Library
18. West Bloomfield Township (MI) Public Library
19. Clark County (NV) Public Library
20. Orange County (FL) Library System

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Election of Board Officers
DATE: December 19, 2005

BACKGROUND:

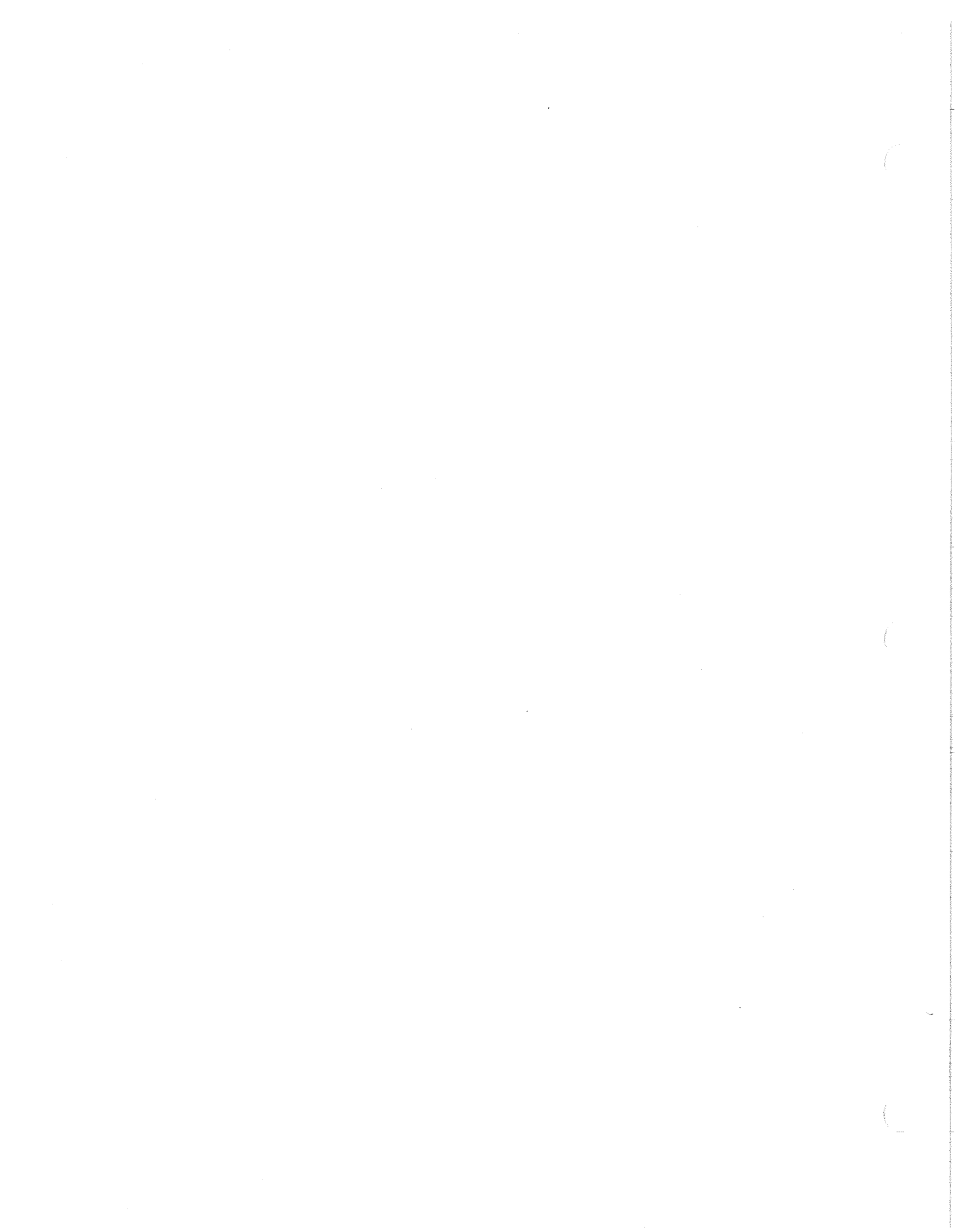
The following positions need to be elected:

President (Incumbent is Shkoler, 7 years)


Secretary (Incumbent is Wood, 1 year)

RECOMMENDATION:

Elect a Library Board President and a Library Board Secretary for 2006.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Appointment of Library Board Representatives for 2006 by the Board President**
DATE: December 19, 2005

BACKGROUND:

The following positions need to be appointed:

Placentia Library Foundation Board of Directors (2 positions – incumbent is DeVecchio and the other position is vacant)

Independent Special Districts of Orange County (Incumbent is Escobosa)

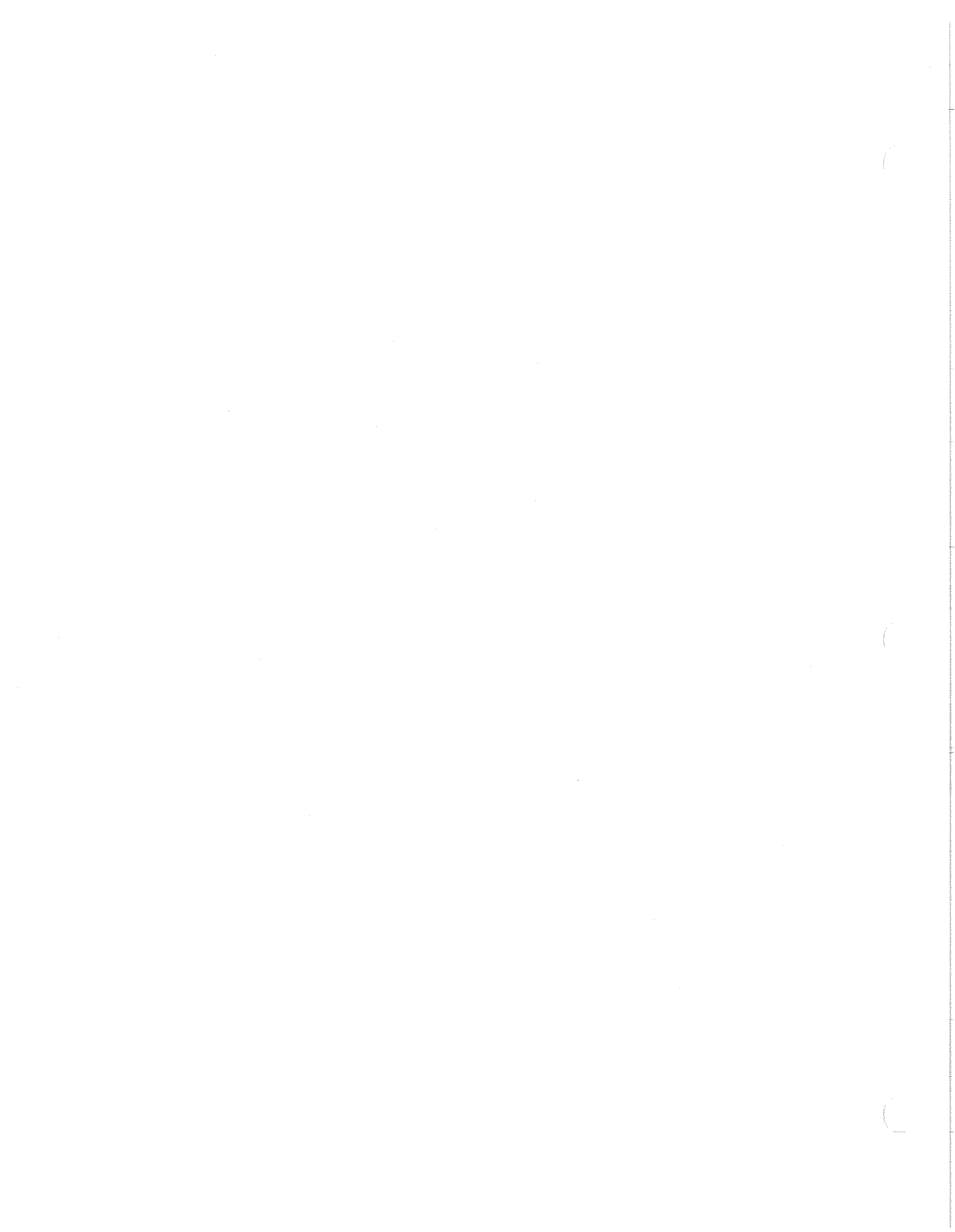
Independent Special District Local Area Formation Commission (LAFCO) Selection Committee (Incumbent is Escobosa)

Placentia Civic Center Authority (2 positions – incumbents are Shkoler and Wood)

Orange County Council of Governments (OCCOG) (Incumbent is Turner)

RECOMMENDATION

Appoint Library Board Representatives.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Selection of Date and Time for Regular Board Meetings for 2005: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2005.**

DATE: December 19, 2005

BACKGROUND:

The current date and time is the third Monday of each month at 6:30 P.M.

Resolution 05-09 is Attachment A: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2006.

RECOMMENDATION:

1. Determine the regular meeting date and time for 2005.
2. Read Resolution 05-09 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2006.
3. Adopt Resolution 05-09.

RESOLUTION 05-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES
FOR CALENDAR YEAR 2006

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M. as the Regular Board Meeting for Calendar Year 2006, dated December 19, 2005.

AYES: Shkoler, Escobosa, DeVecchio, Turner, Wood

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Nineteenth Day of December, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Nineteenth Day of December 2005.

Gaeten Wood, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Date for the March 2006 Regular Board Meeting**
DATE: December 19, 2005

BACKGROUND:

If the schedule adopted in Agenda Item 36 keeps the same Regular Board Meeting date the February 2006 Meeting will be scheduled for March 20, 2006. The Library Director will be attending the Public Library Association Biennial Conference in Boston March 20-25, 2006. The Library Director is scheduled for vacation March 5 through March 19 and will be out of California.


The Library Director recommends that the date be changed to Monday, March 27, 2006 at 6:30 P.M.

RECOMMENDATION:

Set the Regular meeting for the month of March for Monday, March 27, 2006 at 6:30 P.M.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Library Director's Report
DATE: December 19, 2005

Activities Report:

- Nov 29 Met with City Administrator Bob Dominguez to discuss the District/City relationship, the use of City Public Works staff for District maintenance and the status of the Old Town Redevelopment Project.
- Nov 30 Participated in the Foundation Investment Committee annual review of investment allocations and performance.
- Dec 2 Purchased and arranged flowers for the Foundation Donor Reception and attended the event.
- Dec 3 Saturday Manager at the Library.
- Dec 5 Friends Board of Directors Meeting.
- Dec 6 Attended the Association of Fundraising Professionals monthly meeting in Orange County to hear the speaker on generating creative ideas with groups.
- Prepared and set up for Foundation Annual Giving Committee Meeting but the Chair canceled it without notifying me.
- Dec 7 Library Board Work Session on the reorganization recommendation.
- Dec 8 Santiago Library System Council Meeting at the Orange County Library Headquarters. System Administrator Barbara Custen announced her resignation to accept the Library Director position for the City of Riverside.
- Met with Kathleen Costello, Director of the Gianneschi Center for Non-Profit Research, Cal State Fullerton, to discuss possible services in the areas of training, research and marketing for Placentia Library District.
- Attended the Chamber of Commerce Mixer at Atria de Palma.
- Attended the staff holiday dinner.

- Dec 12 Attended an Infopeople workshop on “Intergenerational Issues in the Library Workplace” at the Fullerton Library.
- Dec 13 Notified by Yorba Linda Library Director Danis Kreimeier that they will be withdrawing from the Tri City Library Network. This confirms an earlier discussion that they were considering this move.
- Dec 15 Attended the Chamber of Commerce Citizen of the Year breakfast.

Staff Meetings:

- Dec 7 Jim Roberts led a discussion of the most recent Passport newsletter and a procedures memo on the care of wood furniture and building trim.

Agenda Item 39

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: December 19, 2005
 SUBJECT: Program Committee Report for the month of November.

ADULT SERVICES

	Nov 04-05	Nov 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	1	0	5	5
NUMBER OF ATTENDEES	5	00	53	129

CHILDREN'S SERVICES

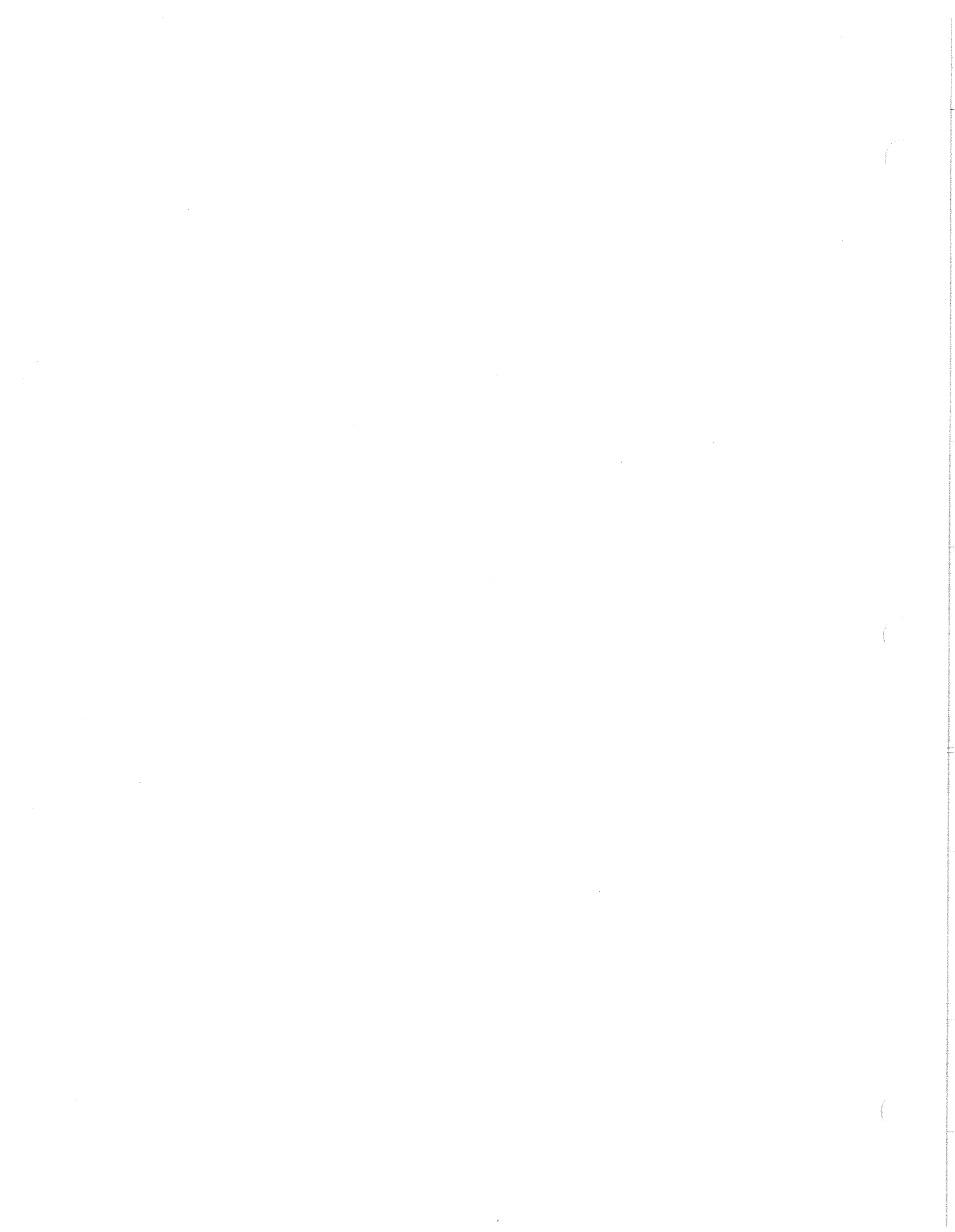
	Nov 04-05	Nov 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	28	27	115	128
NUMBER OF ATTENDEES	888	887	4,672	5,452

PROGRAM COMMITTEE

	Nov 04-05	Nov 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	2	0	3
NUMBER OF ATTENDEES	0	10	0	16
NEWS RELEASES	NA	1	NA	3

<i>LITERACY SERVICES</i>	Nov 04-05	Nov 05-06	YTD 04-05	YTD 05-06
Total Tutors	121	132	224	206
Total Students	202	223	219	276
Total Hours	1,261	1,599	5,386	5,474

For more detailed literacy statistics, see Agenda Item 41, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

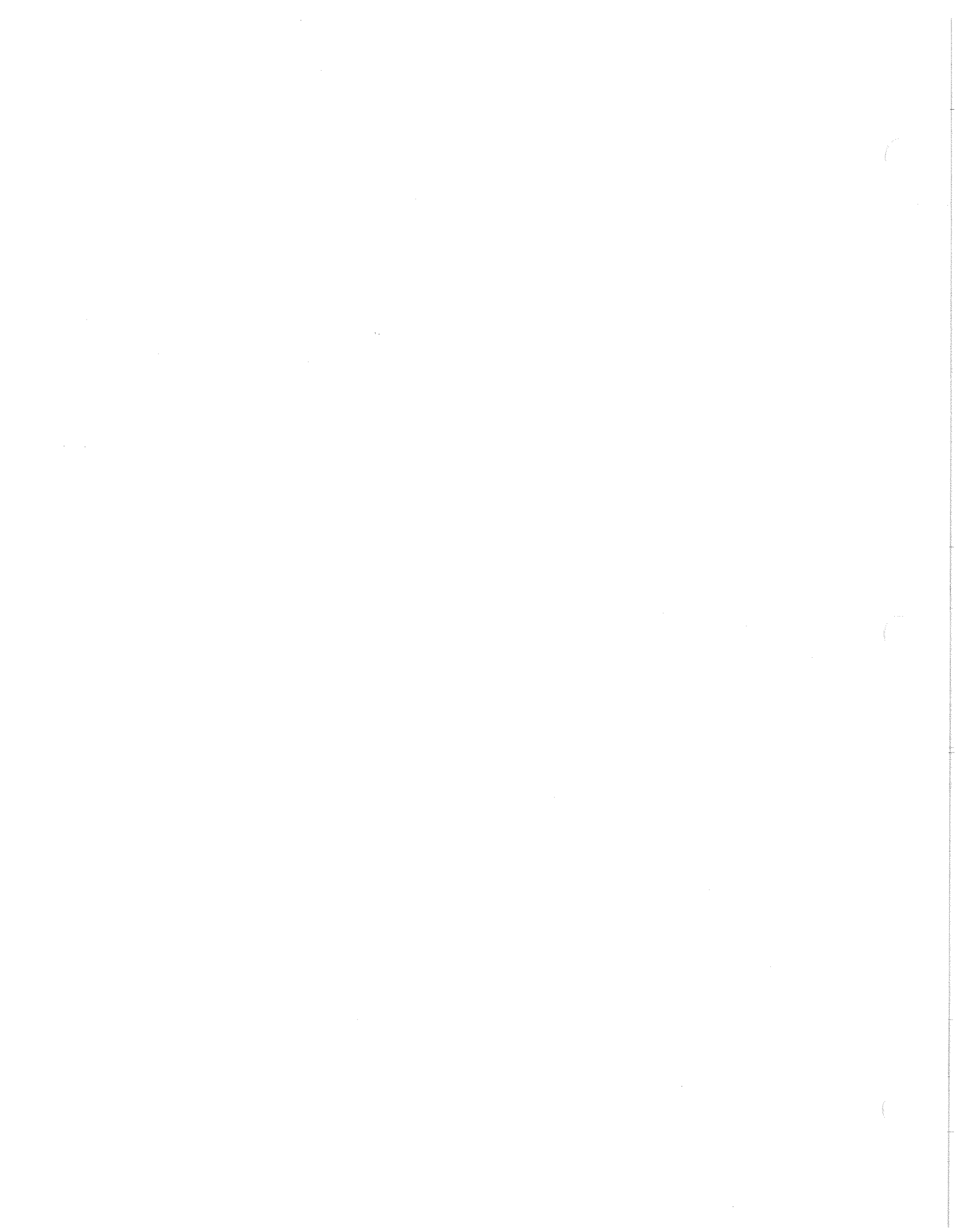
From: Caroline Gurkweitz, Children's Librarian



Date: for Board Meeting, December 19th, 2005

Subject: November 2005 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	3	95
Story Time I : 6 years & under	3	77
Story Time II : 6 years & under	3	131
Music Time: 1 – 3 year olds	5	201
Music Time : 4 – 6 year olds	5	81
Read to the Dogs event	1	28
Class Visits	6	180
Camp Library	1	94
Total November 2005	27	887
November 2004	28	888
Current FY to date	128	5452
Previous FY to date	115	4672



To: Elizabeth Minter, Library Director
From: Caroline Gurkweitz, Children's Librarian *CG*
Date: for Board Meeting, December 19th, 2005
Subject: **Arts Orange County: 2006 Imagination Celebration**

Dixie Shaw is funding an event in Children's Department that will take place during the 2006 Imagination Celebration.

Our purpose:

- to encourage parents to explore creativity and the arts with their children,
- To acquaint families with programs at the library,
- To demonstrate books and resources available at the library having to do with the arts.

The event will be held the evening of Friday, May 5th, 2006 in the library, and will include:

- A discussion of creativity and the young child,
- Performers who will demonstrate story-telling, drawing, music, crafts, etc.
- Information tables about the library, the Imagination Celebration, local Arts groups, etc.

ARTS ORANGE COUNTY PRESENTS
THE 2006 IMAGINATION CELEBRATION

IMAGINATION ON THE MOVE

Background

Arts Orange County (Arts OC) and the Imagination Celebration recently merged under the wing of Arts OC. Although new to Arts OC's management, the Imagination Celebration has developed over the past twenty years into the largest free family arts festival in the United States. It has played a large role to spark imagination and creativity in an entire generation of Orange County children.

In past festivals, accessibility has been important for the Imagination Celebration; 90% of the events are free and the maximum price for any event has been \$8 for adults and \$4 for children. During the 2005 festival, entitled "Imagination Takes Flight," over 35 events took place at cultural venues throughout Orange County including: the Festival of Arts in Laguna, the Santa Ana Zoo, Main Place Mall, Orange County Performing Arts Center, the Irvine Barclay Theatre, Anaheim Ballet, Discovery Science Center, Children's Museum at La Habra, Orange County Museum of Art and many more. In addition, there were individual school-based events and 13 student art exhibitions presented at public locations throughout the county. 100,000 people were reported to have participated in the 2005 festival.

Looking ahead

After the merger of the Imagination Celebration and Arts Orange County, board members of each organization and staff came together to visualize what the festival could become. They realized that it would take time to fully build out the potential of this much loved and consequential program. Building on the festivals' past strengths, Arts OC proposes, over the next three years, to deepen the impact of this youth and family arts festival in multiple ways—artistically and educationally—and to continue relationships with students, educators and parents on a year-round basis.

Shaping the 2006 Imagination Celebration

The 2006 theme, *Imagination on the Move* was selected in August, with an eye to curricular ties to each artistic discipline—as well as its potential application to social studies and science. The shape of the festival program is being developed this fall, in collaboration with cities, libraries, colleges and universities and school districts. Featured artists will be determined and funding and media partner relationships will be solidified. Orange County is increasingly becoming known as a center for innovation—whether it's car design, surf wear or software. We want to look for opportunities during the festival to make a connection between learning creative skills and working in cutting edge industries in our own backyard.

In tandem with program development, Arts OC staff is working with the OC Department of Education's educators to develop a curriculum guide and plan professional development programs and school-related activities. These activities will launch in early 2006 and lead up to the festival.

By early 2006, we plan to have a new website in place designed to provide year-round information on Orange County cultural activities available for families and children. The website will have a function to sign up families to receive a monthly e-gram about these activities. A brightly-colored kiosk will be located at each Imagination Celebration event so families can pick up information on activities for children or sign up to receive them year-round. During the period of the festival, a calendar of events will be downloadable from the website. Brochure distribution and print, radio and television advertising begin in March. All advertising will promote the website to encourage year-round use.

Events will take place at cultural and educational venues throughout the county, punctuated by a number of Arts OC-produced hub events in specific areas of the county. The hub events will have all the elements to engage a multi-generational family; showcasing outstanding student performing and visual arts, performances by professional artists and hands-on/interactive activities to engage children, their parents and grandparents. Reflecting Orange County's current demographics, we will showcase the arts and engage audiences representing many different cultural traditions.

Given that this program has such enormous potential and many components, its growth will be dependent upon the financial and human resources we can develop. We are realistic about the

fact that achieving some of our goals for the festival will need to take place incrementally over the next three years. We are also confident that our solid foundations—the professional background of Arts OC staff, knowledge base of combined Arts OC and ICOC Boards and our successful collaborations with cultural and community partners, will give us the infrastructure necessary to bring this program to its full and deserved potential.

Three year goals for the Imagination Celebration

Arts Orange County recently began the management of the Imagination Celebration. Both staff and the two combined boards are confident that we have the creative capacity and talent to take the festival to a whole new level of development. We envision that it may take three years to fully develop this program and with that in mind, we have set the following goals:

- ❖ Develop 3-4 strong geographically diverse hubs, in addition to countywide activities of participating arts organizations.
- ❖ Utilize a stronger thematic component to strengthen the educational value of the festival and the school year activities leading up to it (for both teachers and students).
- ❖ Enable stronger connections between professional artists and young artists.
- ❖ Celebrate and engage Orange County's diverse cultures.
- ❖ Become a year-round resource for OC parents and families (via website, e-gram and/or printed communication), providing information on community cultural opportunities available to further creative development of children.
- ❖ Develop a literary component.
- ❖ Add exploration of newer media (including digital, audio, film).
- ❖ Engage the county's higher education institutions in an expanded way.
- ❖ Develop an "Imagination @Work" component of the festival that seeks to connect kids with jobs and career paths that require creative skills developed through the arts.
- ❖ Utilize the platform of the Imagination Celebration to strongly advocate for the role of creativity and innovation in our community.
- ❖ Develop tools and methods to measure the impact of the Imagination Celebration among students, teachers, parents, participating artists, arts organizations and other community partners.

As of 12/1/05

List of 2006 Imagination Celebration Sites
 (These event sites are confirmed, but the list of participating organizations is still developing)

- | | |
|--------------------------------------|----------------------------|
| Balboa Performing Art Center | Newport Beach |
| The Barclay Theatre | Irvine |
| Bowers Kidseum | Santa Ana |
| Buena Park Library | Buena Park |
| Ca-Dance | Laguna Beach |
| Chance Theatre | Anaheim Hills |
| Children's Museum at La Habra | La Habra |
| City of Buena Park | Buena Park |
| City of Cypress | Cypress |
| City of Mission Viejo | Mission Viejo |
| City of Newport Beach | Newport Beach |
| Festival of the Arts | Laguna Beach |
| Fullerton Museum Center | Fullerton |
| Gallimaufry Performing Arts | Laguna Beach |
| Grand Central Art Center | Artists Village, Santa Ana |
| Huntington Beach Arts Center | Huntington Beach |
| Irvine Assistance League | Irvine |
| Irvine Fine Arts Center | Irvine |
| Laguna Art Museum | Laguna Beach |
| Laguna Playhouse | Laguna Beach |
| McGaugh Elementary School | Los Alamitos ^ |
| Newport Beach Film Festival | Newport Beach |
| Orange County Museum of Art | Newport Beach |
| Orange County Performing Arts Center | Costa Mesa |
| Orange County Public Libraries | 32 sites county-wide |
| Orange Curtain Theatre | San Juan Capistrano |
| Pacific Symphony | Costa Mesa |
| Shakespeare Orange County | Garden Grove |
| SOKA University | Aliso Viejo |
| South Coast Plaza | Costa Mesa |
| South Coast Repertory | Costa Mesa |
| Stella Dance Company | Costa Mesa |
| VSA (Very Special Arts) | Mainplace Mall, Santa Ana |



Arts Orange County (Arts OC) is celebrating ten years of service as the county's nonprofit umbrella arts council. It is the only OC organization serving artists and arts organizations and is lead by a 30-member Board of Directors and a professional staff of four. Arts OC has been recognized by the California Arts Council as a model agency. In the past almost half of the arts council's budget was provided by government funding; today these sources no longer exist. Arts OC current support is from individuals, businesses and foundations.

Arts OC is dedicated to fostering growth and development of the arts and arts education in Orange County. It accomplishes this mission in the following ways:

- **Training:** Arts OC builds professional skills for people working in the arts through conferences, workshops and one-on-one management assistance. Currently, Arts OC is in the first year of the OC Arts Initiative, a collaborative project with the OC Community Foundation and the James Irvine Foundation. The Arts Initiative is providing substantial investment in capacity-building training and grants for small and mid-sized organizations.
- **Grant Support:** During the past seven years, Arts OC has given over \$600,000 in grants to arts organizations, individual artists and arts education programs. Over \$120,000 will be available to small and mid-sized organizations this year through the OC Arts Initiative along with other generous partners.
- **Public Awareness Initiatives:** Arts OC sponsors a variety of programs to increase greater participation in the arts by Orange County residents and visitors. This include: An agency website, www.artsoc.org, containing OC arts resource directories and artist opportunities. Arts OC offers a monthly arts e-gram and on-line quarterly arts magazine, an on-line artist's registry, as well as cultural maps and listings. A collaborative website: www.ocartsource.org. serves as a portal for 80 arts organizations and provides on-going calendar information on upcoming events.
- **Arts Education Initiatives:** Past projects focused on placing professional artists in schools throughout the county. Through a merger completed in summer 2005, Arts OC has combined creative forces with the Imagination Celebration of Orange County. The month-long children and family arts festival will take place from April 29 to May 21, 2006 and will be expanded to year-round programs for OC teachers, students and parents. Events will take place at cultural and educational venues throughout the county. They will be designed to engage multi-generational families. They will connect professional artists with youth, showcase outstanding students' artwork and performances and offer hands-on/interactive activities to engage children, their parents and grandparents.
- **Advocacy:** Arts OC works with community, business and political leaders to affirm the value of the arts and arts education. Working with the OC Community Foundation, the OC Business Council, CSU Fullerton Center for Nonprofit Management, OC Department of Education and the County of Orange we are developing the first *OC Cultural Indicators Report*—a snapshot of the county's cultural sector. It will be released at the January 23, 2006 "Building A Creative Community" arts conference and provided to community leaders to identify cultural community strengths and issues which need to be addressed collectively in the future.

11/16/05

Arts Orange County 2005-06 Board of Directors

Officers

Mary Lyons <i>President</i>	Civic Leader, <i>Newport Beach</i>
Michael Moad <i>Vice President, Administrative</i>	President, Senegence, <i>Newport Beach</i>
David R. White, II. <i>Vice President, Development</i>	Partner, Haskell & White LLP, <i>Irvine</i>
David Krajanowski <i>Treasurer</i>	Managing Partner, Singer Lewak Greenbaum & Goldstein LLP, <i>Santa Ana</i>
Ellen Marshall <i>Secretary</i>	Partner, Manatt, Phelps & Phillips LLP, <i>Costa Mesa</i>

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Darrel D. Anderson	Civic Leader, <i>Newport Beach</i>
Susan M. Anderson	Independent Curator and Art Historian, <i>Laguna Beach</i>
Phyllis Berenbeim	Consultant, OC Department of Education, <i>Trabuco Canyon</i>
Kimberly Burge	Senior Lecturer, Education, University of California, <i>Irvine</i>
Dean Corey	Executive Director, Philharmonic Society of OC, <i>Irvine</i>
John Forsythe	President, Orange County's Pacific Symphony, <i>Santa Ana</i>
Jon Gothold	Partner, Executive Creative Director, DGWB Advertising & Communications, <i>Santa Ana</i>
Susan Hori	Partner, Manatt, Phelps & Phillips LLP, <i>Costa Mesa</i>
Elliot E. Ichinose	Senior Vice President, Wells Fargo Private Client Services, <i>Newport Beach</i>
Michael Jacobs	Retired Dean of Fine Arts, Solano Community College, <i>Newport Beach</i> (on 1-year leave)
Michael McGee	Director, Main Art Gallery, California State University, <i>Fullerton</i>
Douglas P. McIntyre	Director, Entertainment Development and Production, Disneyland, <i>Anaheim</i>
Kathie Nielsen	K-8 Curriculum Specialist, Tustin Unified School District, <i>Tustin</i>
Carl Neisser	President, The Neisser Company, <i>Newport Beach</i>
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Karen Raab	Director, Chemers Gallery, <i>Tustin</i>
Douglas C. Rankin	President and COO, Irvine Barclay Theatre, <i>Irvine</i>
Mel Rogers	President, KOCE-TV, <i>Huntington Beach</i>
Thomas Rogers	Senior Vice President & Manager, OC Region, City National Bank, <i>Irvine</i>
Richard Schweickert	President, Schweickert & Company, <i>Irvine</i>
Alexander F. Stimpson	Private Wealth Advisor, Merrill Lynch, <i>Newport Beach</i>
Judith Swayne	Retired Executive Director, OC Community Foundation, <i>Laguna Beach</i>
Jim Thomas	Visual and Performing Arts Coordinator, OC Department of Education, <i>Costa Mesa</i>
Catherine Thyen	Civic Leader, <i>Corona del Mar</i>
Sylvia C. Turner	Director, Fine and Performing Arts Division, Santa Ana College, <i>Santa Ana</i> (on leave)

Staff


Bonnie Brittain Hall	Founder and Executive Director
Patricia Wayne	Director of Programs and Education
Consuelo Marshall	Director of Development
Erica Hall	Communications Manager

Emeritus Board

David Emmes	Producing Artistic Director, South Coast Repertory, <i>Costa Mesa</i>
John R. Stahr	Retired Partner, Latham and Watkins, <i>Costa Mesa</i>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: December 19, 2005

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

Tutor Training. There was one tutor training workshop in November, and eleven tutors were trained, seven adults and four teens. All new volunteer tutors are matched or pending match.

Families for Literacy (FFL) Program Status. We had no FFL programming in September.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP started again this school year early October. Thus far, we have recruit more than 60 PRREP tutors from El Dorado High School and Valencia High School to again participate in the program this school year.

Update on the two new PLLS homework clubs. The Topaz-Tuffree Homework Club at Topaz Elementary School is averaging around 20 students every Monday-Wednesday from 4-6 PM. At the Homeless Intervention Shelter (H.I.S. House), we are averaging twelve (12) school-age children Monday, Tuesday, and Thursday from 6:30-8:00 PM.

English Language and Literacy Intensive (ELLI) Program Update. We have already started ELLI again this school year. We have ELLI active at three elementary schools: Ruby Drive, and Topaz, and Tynes, and we are working with more than 200 grade school students.

Grant Update. Our grant writer, Machoskie & Associates, submitted several letters of inquiry to possible grantors in October and November.

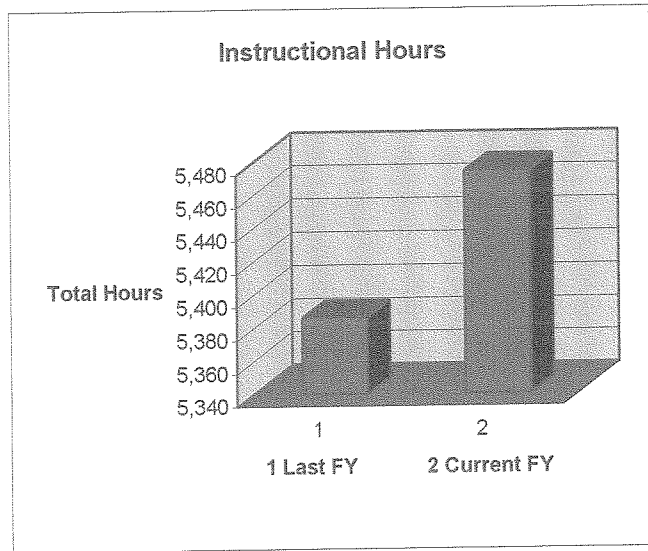
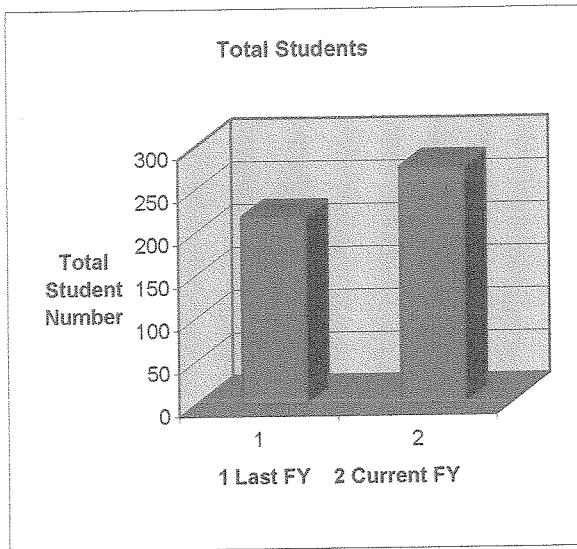
Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2004-05. In that respect, our FWS allocation for FY 2005-06 is now \$90,000, and we already have sixteen (16) students approved for this school year. Our FWS partnership is also very strong with Western State College University of Law as we have thirteen (13) already signed-up.

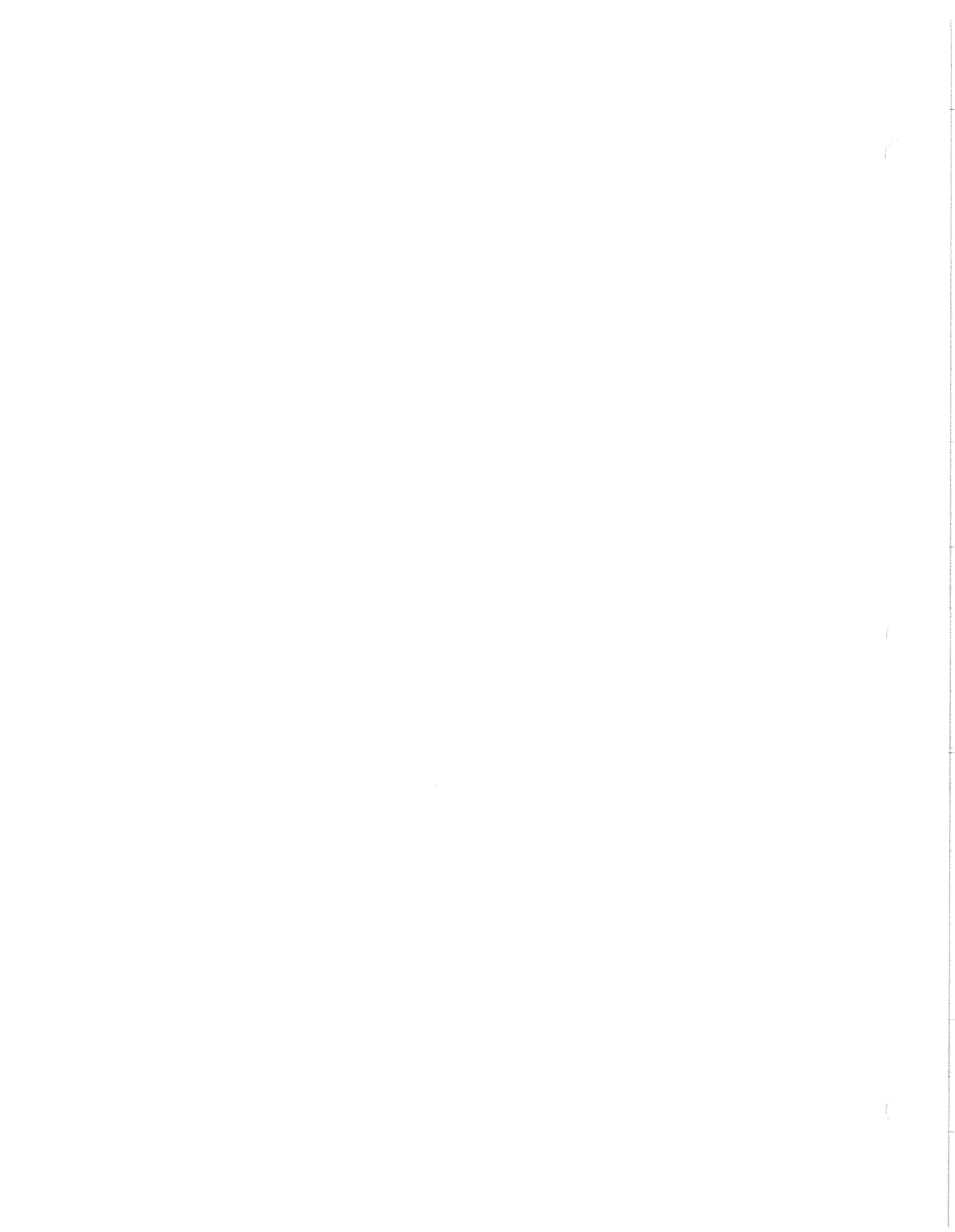
Literacy statistics. See Agenda Item 41, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Nov 04-05	Nov 05-06	YTD 04-05	YTD 05-06
Tutors				
Adult	57	68	127	105
Teen	74	64	97	101
Hours Instruction	1,261	1,599	5,386	5,474
Other Volunteer Hours	40	60	400	540
Total Hours	1,381	1,659	5,866	6,014
Training Workshops				
Workshops Held	1	1	14	16
Tutors Trained	8	11	126	129
Students				
With Adult Tutors	104	160	121	160
With Teen Tutors	98	63	98	116
In Groups	0	0	0	0
Total Active Students	202	223	219	276
Families for Literacy				
Family Students	6	5	6	5
Family Tutors	6	5	6	5
Hours of Instruction	80	60	160	240
ELLI Program				
K-6th Grade Students	45	187	45	197
Tutors for K-6th Grade	15	7	15	10
Hours of Instruction	148	971	1,558	2,529
Total Tutors	121	132	224	206
Total Students	202	223	219	276
Total Instruction Hours	1,261	1,599	5,386	5,474





TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian *MS*

DATE: December 19, 2005

SUBJECT: Reference and Adult Services report for November, 2005

- There were two Program Committee meetings during the month.
- There were no programs held in November.
- In November, the trough featured books by D. P. Lyles, who will speak at the Author's Luncheon in March, as well as forensic titles; a collection of books relating to National Caregivers' Month; and (following Thanksgiving,) one for the holidays.
- Other library displays included one about Israel and another about the Byzantine Empire.

Statistical Comparisons at the Reference Desk
November FY 2005/2006

	2004	2005	YTD 04-05	YTD 05-06
Phone Reference Questions	174	245	904	976
Desk Reference Questions	1593	1777	6632	8163
E-Mail Reference Questions	7	10	30	31
Ready Reference	35	37	218	160
Instruction	90	103	290	377
Computer Use	2275	2617	9737	13,584
Reference Books: In-Library Use	3358	3217	6158	14,898
Patron Database Signups	185	197	1089	1060

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: December 19, 2005
SUBJECT: History Room report for November

History Room visitors in November: fiscal year 2005-2006: 15
History Room visitors in November: fiscal year 2004-2005: 12

Our History Room was once again the host this November for the Heritage Coordinating Council meeting on Nov. 1st.

There was a request regarding the King family of Orange County.

Material was sought concerning Mexican Americans in Placentia.

A query was answered regarding the Bagnell Ranch and the Episcopal Church.

On Nov. 4th I attended a workshop on proposals for preservation and digitization projects at the Doheny Memorial Library at USC.

Several books were purchased and several volumes added to the history collection.



Agenda Item 44

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: December 19, 2005

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

In November, the Placentia Library District had 39,930 “hits,” an average of 1,332 a day. Our year to date statistics are as follows:

Pages Visited	Sep-04/05	Sep-05/06	Oct 04-05	Oct 05-06	Nov 04-05	Nov 05-06
Borrowers	259	259	266	266	212	270
Friends	133	126	91	145	96	161
District	162	286	161	261	127	199
Kids	657	397	319	498	292	486
Foundation	123	116	111	136	95	119
History Room	215	338	202	364	201	487
Literacy/CLC Logo	192	200	139	252	161	189
Passports	559	533	272	680	249	695
Poet Laureate	528	585	626	571	700	474
Total Views Most Hits	2,827	2,840	2,193	3,173	2,113	3,080

Total Most Hits YTD 7,248 8,465 9,441 11,638 11,574 14,718



TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: December 11, 2005

2/2

SUBJECT: Technology Report for November 2005


- Replaced checkout security gates
- Started work on the Library's new website
- Visited Newport Beach Library (again) for demo of audio book service
- Re-located the DVD collection and Large Print books

Projects under consideration

- Approach Friends of Placentia Library for contribution towards setting up of audio book service.
- Offer "virtual" reference service using Instant Messaging software
- Convert newspapers on microfilm to a digital medium



TO: Elizabeth Minter, Library Director

FROM: Laranne Remling, Development Director and Volunteer Coordinator 

DATE: December 19, 2005

SUBJECT: Publicity materials produced for November 2005

Information on the Placentia Library cable channel #24, updated November 2005:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Thanksgiving Closures
6. Library Departments
7. Holiday Photos with Santa & Mrs. Claus
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Amazon.com
12. Library Hours
13. Thanksgiving Closures
14. Shop for the Library
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Create a Legacy
18. Placentia Historical Afghan Sale
19. 19th Annual Camp Library
20. Library Hours
21. Thanksgiving Closures
22. Telephone Renewal Instructions
23. Wi Fi Here Now
24. Adopt-A-Chair
25. Apply for your passport at Placentia Library
26. Passport Hours
27. Now Doing Passport Photos
28. Library Hours
29. Thanksgiving Closures
30. Holiday Photos with Santa & Mrs. Claus
31. Placentia's Newest Local History For Children & Adults
32. Lapsit Storyhours
33. Story Time I
34. Story Time II
35. Music Times, ages 3-4
36. Music Times, ages 5-6
37. Story Time at Home, *Tumblebook Library*
38. Library Hours
39. Thanksgiving Closures
40. www.placentialibrary.org, 24/7 Reference, the Library Catalog
41. www.placentialibrary.org, Online Resources
42. Placentia History Room Hours
43. Placentia History Room Displays
44. Placentia History Room Collections

45. Placentia History Room Archival Resources
46. Create a Legacy
47. Thanksgiving Closures

General Newspaper articles published:

1. Placentia leaders praise Korve
2. City selects restaurateur for service award
3. Valencia school award
4. New board of directors chairman selected
5. Raises in works for city staff
6. Packed full of history
7. Hospice care
8. A new overseer hired for OnTrac


Library Newspaper articles published:

1. Southern California Orchid Species Society
2. Legacy options offered by groups (2)
3. Volunteers needed (2)
4. Library offers help with homework
5. Winter books, meal are on library menu (2)
6. Donors of wooden chairs are needed
7. Camp Library
8. Giving thanks for our many celebrations
9. North Pole Express (RTWC)
10. Story times (2)
11. 'Lapsit' stories (2)
12. Teen tutors

Flyers and Notices:

1. Foundation thank you cards and ID cards are sent out
2. Adopt-a-Chair Campaign postcards
3. Email request forms
4. Friends membership campaign letters
5. Friends membership thank you letters are sent out with membership cards
6. Second Sunday book sale flyers
7. Foundation Bookplates
8. Veterans Day closure flyers
9. Thanksgiving closure flyers
10. *Notations* newsletter
11. Volunteer Applications
12. Santa pictures flyers
13. North Pole Express flyers
14. Christmas in Wales flyers
15. Donor Reception invitations

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198
714-528-1906
www.placentialibrary.org

**Placentia Library
Board of Trustees**

Al Shkoler, President
Betty Escobosa
Richard DeVecchio, Ed.D
Jean Turner
Gaeten Wood

**Placentia Library
Board of Trustees**


Upcoming Meeting Schedule:
Monday, Oct 17 at 6:30 P.M.
Monday, Nov 21 at 6:30 P.M.
Monday, Dec 19 at 6:30 P.M.
Monday, Jan 15 at 6:30 P.M.

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

**Thursday,
November 24th**




for

Thanksgiving

**Placentia Library
528-1906**

Renewals Ext.# 6
Adult Services Ext.# 209
Children Services Ext.# 212
Literacy Ext.# 213
Passport Information Ext.# 265
Volunteer Information Ext. #201
www.placentialibrary.org

Holiday Photos with Santa & Mrs. Claus




\$20.00 per picture
with reservation

\$25.00 per picture
at the door

**Saturday, December 3
1:30 - 3:30 P.M.**


Call 524-8408, x213 for reservations

USED BOOKSTORE



☐ Staffed entirely by Volunteers
☐ Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Always Needed!


Sundays 3:00 - 5:00 P.M.
Mondays 6:00 - 8:00 P.M.
Tuesdays 4:00 - 6:00 P.M.
Saturdays 11:00 A.M. - 1:00 P.M.
Substitutes needed for additional hours

Please call Laranne at 528-1925, Ext. 201 for information

SPECIAL BACKROOM SALE
BARGAINSH BARGAINSH BARGAINSH

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: Nov 13, Dec 11, Jan 8 & Feb 12

Where: BACKROOM where Friends sort and price donations - ENTER through delivery entrance from parking lot

What: **Everything** in stock 

Why: To provide money to support Library needs while providing quality reading materials at low cost

amazon.com


Shop at amazon.com through Placentia Library's website, www.placentialibrary.org, and a percentage of the sale is donated to the Library!

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

**Thursday,
November 24th**

 for


Thanksgiving

Shop for the Library
shopfortheplibrary.net

NEW! Shop for the Library

Now you can shop from more than 700 online merchants and help raise funds for the Placentia Library at the same time.

Whenever you make a purchase through the Shop for the Library website, up to 25% of the sale goes to benefit the Library!

 **Placentia Library Literacy Services**

Call Literacy Coordinators Jim Roberts or Toby Silberfarb if you or someone you know needs help in reading or speaking English.

☎ 524-8408, x215 or x213

Placentia Library Literacy Services


- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
Nov 6th - Dec 4th - Jan 8th - Feb 5th

*Second Sunday of month due to holiday


For more information and to sign up call 524-8408, Ext. 213

Support Placentia

Create A Legacy



Placentia Historical Afghans



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room





**19th Annual
Camp Library**
Friday, Nov 18 - 7:30 p.m.
to
Saturday, Nov 19 - 9:00 a.m.
\$5 \$5
Registration begins Sunday, Oct 16

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED
**Thursday,
November 24th**
for
Thanksgiving

"Please enter your library card number, followed by the # sign"

Renew your books by phone
Using Telecirc

714-765-1775
24 hours a day / 7 days a week

- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines

Will fit Here Now!
Using Your Laptop!

ADOPT-A-CHAIR


Help replace 44 splintering chairs in the Children's Department!



Call 528-1925, x201 for more information





PLACENTIA LIBRARY



Passport Application
Acceptance Agency

Passport Services Available at the Library



Passport hours at the Library are:

Sunday	1:00 - 4:30 P.M.
Monday	9:00 A.M. - 8:30 P.M.
Tuesday	9:00 A.M. - 8:30 P.M.
Wednesday	9:00 A.M. - 8:30 P.M.
Thursday	9:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 4:30 P.M.

Placentia Library is an official U.S. Department of State
Passport Acceptance Agency
For Passport Information:
call 528-1906 Ext. 255 or visit the Library Website www.placentialibrary.org

NOW DOING PASSPORT PHOTOS!


2 PHOTOS FOR \$10

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

**Thursday,
November 24th**



for

Thanksgiving

Holiday Photos with Santa & Mrs. Claus




\$20.00 per picture with reservation

\$25.00 per picture at the door

**Saturday, December 3
1:30 - 3:30 P.M.**

Call 524-8408, x213 for reservations

**Placentia's Newest Local History
For Children & Adults**



Available At The
Library Circulation Desk
\$12.93 (including tax)



*Great Gift Idea
For Young & Old*

Lap-sit Story Times
Presented by Lin Baesler

Ages newborn to 2 years

**Thursday Mornings
9:05 - 9:25 A.M.**


in the
Childrens Area


Sponsored by the
Gordon & Dixie Shaw Endowment

No pre-registration required - no charge

Story Time I
for children
under 6




**Thursday Mornings
9:45 - 10:15 A.M.**




*Presented by Lin Baesler
No pre-registration required - no charge*

Story Time II
for children
under 6




**Thursday Mornings
10:30 - 11:00 A.M.**




*Presented by Lin Baesler
No pre-registration required - no charge*

**Music Times
For Children
Ages 3 - 4**




**Tuesday Evenings
6:00 - 6:30 P.M.**




*Featuring Lin Baesler
No pre-registration required - no charge*

**Music Times
For Children
Ages 5 - 6**



**Tuesday Evenings
6:30 - 7:00 P.M.**



*Featuring Lin Baesler
No pre-registration required - no charge*

Story Time at Home

Use the *Tumblebook Library* at www.placentialibrary.org

Click on: Just for Kids

Click on the Tumblebooks icon


An on-line collection of animated, talking picture books

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

**Thursday,
November 24th**



for

Thanksgiving

www.placentialibrary.org

24/7 Reference

There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

The Library Catalog

You can look up what books are available at the Placentia Library, as well as Yorba Linda Library, and all of the Anaheim Library branches. *(no library card number needed)*


Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

www.placentialibrary.org

Online Resources
(To access, you must have your library card number available)

- LearnATest
- Newspapers
- Facts On File
- NovelList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center

Placentia History Room






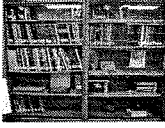
Staffed & Managed by Librarians & Volunteers

Hours
Monday & Tuesday & Wednesday
1:00 - 3:00 P.M.
Other hours by special arrangement

Placentia History Room








Displays currently featuring

-  Local school annuals
-  Traveling historical photographs of local schools
-  Books by local authors












Placentia History Room

Historical Collections Include

-  Bancroft's historical series
-  Local oral histories
-  California historical fiction
-  Complete collection of Women's Round table Scrapbooks
-  Local citrus label collection
-  Spanish made cannonball - possibly from the 1769 Portola Expedition
-  Adobe brick from Ontiveras adobe built in 1832

Placentia History Room

Archival Resources Include

-  West Atwood Yacht Club memorabilia
-  Assorted Samuel/Louis Kraemer maps and papers
-  Articles on international student visit to Placentia, Italy
-  West Placentia Little League
-  International Kiwanis papers and scrapbook (1965-1974)
-  Virginia Carpenter photograph collection
-  Placentia Courier negative collection
-  Historic photograph collection
-  Newspaper clippings, brochures, newsletters, maps of local historic interest

pacific clippings

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The Register
Daily

NOV 03 2005

Agenda Item 46
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Placentia leaders praise Korve

Experienced engineering firm hired to head city's beleaguered rail project.

BY CINDY ARORA
THE ORANGE COUNTY REGISTER

332

PLACENTIA • City leaders on Wednesday said their new rail project manager - Korve Engineering - boasts a track record that will ensure the city's beleaguered rail program gets finished.

Korve, with offices in California and Utah, was hired Tuesday for \$270,000 to replace Chris Becker & Associates.

Since 1999, Korve has helped manage the Alameda Corridor East rail project in the San Gabriel Valley, a \$900 million-plus effort that spans 55 rail and road crossings.

"Their experience is key and their reputation goes hand in hand with that," Councilwoman Connie Underhill said.

Placentia has worked since the late 1990s to eliminate 11 rail crossings over five miles, pushing a plan to sink most of

the line into a trench at a cost of \$543 million.

Becker came under criticism for the rail project's spending in 2003 and under investigation by the Orange County District Attorney's Office for possible conflict of interest in 2004.

Despite early hopes to finish the project by 2005, the



Chris Becker

Korve Engineering

Who: A transit-oriented civil engineering and planning firm founded in 1987

Credits: Did conceptual work in 1997 for the Alameda Corridor East project, a \$900 million-plus effort to improve rail mobility from East Los Angeles to the San Bernardino County line, including improvements at 55 crossings. Partners with Bechtel in managing the project since 1999.

Korve deal: \$270,000 through June 2006

Becker's deal: Becker's firm billed the city for \$1.78 million during his tenure, an average of \$329,000 a year. The firm deferred \$154,000 when city finances grew tight.

Web site: www.korve.com

SEE KORVE • PAGE 6

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

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COMMUNITY HAPPENINGS

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Planning Commission meets at 6:30 p.m. second Tuesday each month in council chambers. Call (714) 993-8124.

TODAY

'Lapsit' stories for ages 2 and younger are read from 15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

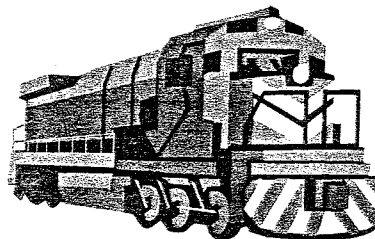
Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Business networking sponsored by the Chamber of Commerce from 11:45 a.m. to 1 p.m. at Rembrandt's Restaurant, 909 E. Yorba Linda Blvd. Call (714) 528-1873.

Community Events

Pat Irot, Community Representative

NORTH POLE EXPRESS - The Placentia Library is sponsoring a special trip by train to see Santa for the young and young-at-heart. The bus will leave the Placentia Library at 3:30 p.m. and travel to Fillmore, CA where participants board a train for a ride to pick up Santa. Everyone then rides back to Fillmore. During the trip Santa's elves will read **THE POLAR EXPRESS** and serve cookies and milk. The event ends about 10:30 p.m. back at the Placentia Library parking lot. Ticket prices are \$45 for adults, \$35



KORVE: Replacing Becker

FROM PAGE 1

city has built only one underpass, and environmental studies have been delayed.

The related "Quiet Zone" project to silence train whistles has fallen two years behind schedule - though the city recently secured the last of the necessary funding.

In 2003, the city was faced with a financial quandary after grant money it was banking on did not materialize.

Cash reserves were drained, and millions of dollars were borrowed to help finance the rail project. Residents questioned how much money Becker's firm and other consultants were making.

Becker did not return calls for comment.

City leaders said Becker should be credited for his successes.

Becker's team helped secure nearly \$84 million in funding for the project, including \$39 million set aside in August by the federal government, city spokesman Matt Reynolds said.

"He put us a good step up and helped us with the Quiet Zone," Mayor Scott Brady said. "But to finish the project we need a group of people that have tremendous experience."

"It was a difficult decision to make, but it was time to move on and get rid of all this ugliness that we had in the past," Councilman Norman Eckenrode said.

"He gave his heart and soul to the city. He's just a good person that got caught in a political crossfire."

Officials had hoped for \$225 million from the federal government. The smaller allocation has prompted them to shift their focus to a \$150 million effort over 15 years to build underpasses/overpasses at four more intersections.

Korve is expected to pursue that project, help expand the OnTrac's board into a regional body, finish the Quiet Zone's two remaining phases and help the city secure a transit center. Korve's contract - which still needs to be signed - is to run through June 2006.

Craig Green of Citizens for a Better Placentia, a community watchdog group that called for Becker's firing, said the city's decision was well made.

Timeline

1998: Placentia studies feasibility of sinking five miles of tracks into a trench. Public Works Director Chris Becker oversees the effort.

1999: City approves trench plan. Becker projects it will take until 2003 to raise \$270 million, with environmental studies to be completed before money is provided. Construction would finish in 2005.

2000: Joint-powers authority OnTrac is formed. Anaheim, Fullerton and Yorba Linda decline to participate. Becker is hired as a consultant to be executive director. He retains his post as public works director until March 2003. During that time, he deducts his city salary from his OnTrac fees.

2001: Placentia announces it will receive \$28 million from the state, bringing total funding to \$32 million. Project cost now estimated at \$400 million. Work would run from 2002 to 2006.

2002: Construction begins on \$16.4 million Melrose Street underpass. Rail project cost grows to \$440 million.

2003: The cash-strapped state freezes the remaining \$11.8 million of its \$28 million pledge. Placentia borrows \$7.7 million.

March 2004: The city requires consultants to defer fees, begins efforts to cap Becker hours and adjust contract terms. Project cost estimate hits \$460 million.

July 2004: District Attorney's Office begins investigating Becker for possible conflict of interest. Becker, while serving as public works director, is alleged to have recommended that the city hire his consultant firm to run OnTrac.

August 2004: Rail project runs out of money. The city has spent \$18 million in grants and more than \$17 million of its own funds on the project since 1997. Consultants agree to defer fees again.

September 2004: The city borrows \$6.9 million to pay Office Depot for property acquired for a stalled Placentia Avenue underpass.

January 2005: Melrose underpass opens at an estimated cost of about \$18 million. Council takes control of OnTrac. Overall project costs now estimated at \$543 million.

March: City strips Chris Becker of OnTrac executive director title and assigns oversight to its public works director. Becker remains as project manager.

July: The environmental impact report is delayed. No completion date is set.

August: President Bush signs a transportation bill providing \$39 million, far less than hoped for. Placentia leaders say they will shift focus to overpasses and underpasses at key intersections - a cost of \$150 million over 15 years. Estimates place cost of overpasses/underpasses at all nine remaining crossings at \$324 million.

September: The state releases \$15.1 million in grants, including the \$11.8 million originally promised in 2001.

November: City hires Korve Engineering for \$270,000 to replace Becker's firm.

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Placentia News
Weekly NOV 17 2005

City selects restaurateur for service award

Placentia resident Louis Laulhere, owner of La Vie en Rose French restaurant in Brea, was recognized at Tuesday's City Council meeting for his community service.

Laulhere has organized fundraisers for the Boys & Girls Clubs of Fullerton and La Habra and the Yorba Linda/Placentia YMCA.

He also makes an excellent lobster bisque, quipped Placentia Mayor Scott Brady.

"If I have kept the door to my restaurant open, it is because of the residents," Laulhere said.

The Southern California Restaurant Writers Association named him the 2005 Restaurateur of the Year.

A Pleasant Place is devoted to coverage of good news. Call 704-3796 or fax ideas to 704-3714.



LOUIS LAULHERE

Giving thanks for our many holiday celebrations

It didn't take much persuasion to get me to tag along with friends last week to the Messiah Lutheran Church, where women of The Living Vine and Mothers Offering Mothers Support, MOMS, Club presented "Thanksgiving: It's a Chick Thing."

It proved to be a thoroughly enjoyable morning. First there was the seasonal music and the production itself to enjoy, and then the marvelous spread of food

prepared by the ladies of the clubs and enhanced by the creative fall decorations.

Susie Snyder was general chairman of the event and extended warm greetings to all who gathered. The production was the creation of Lynda



ELEANORE RANKIN
 NEIGHBORHOOD NEWS

Baker, Harriet Bull and Susan Hassebrock - with all three participating in some way.

Lynda advanced the storyline with her commentary, while Harriet and Susan acted in the production itself. Music was provided by Gene Macaluso at the piano, and Fede Rodriguez rendered a vocal solo and led the audience in singing several traditional and familiar Thanksgiving songs.

Other Placentia ladies at-



COURTESY OF ELEANORE RANKIN
MESSIAH LUTHERAN Church's thanksgiving luncheon and program included Dorothy Pence, from left, Harriet Bull, Ruth Vopalensky, Joanne Vopalensky, Lynda Baker, Nancy Lone-Tollefson and Evelyn Downey - all of Placentia.

tending and caught on camera Evelyn Downey, Dorothy Pence, Nancy Lone-Tollefson and Joanna and Ruth Vopalensky.

With hopes of once again checking out the display assembled by our local Genealogical Society members, I made a special trip to the Placentia Library to view their display in observance of World Family History Month in October.

I was too late. The display had already been removed, but I do want to give thanks to Steve Adamson, who heads up the

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Placentia News
 Weekly NOV 17 2005

332 TODAY
Story Times I and II for ages 5 and younger are presented from 9:45 to 10:15 a.m. and 10:30 to 11 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

FRIDAY

Pat Nixon Republican Women Federated hosts dinner meeting at 6:30 at Alta Vista Country Club, 777 Alta Vista St. Claremont Institute professor Ken Masugi will speak about "Immigration and

Citizenship: The Disturbing Question No One Dares to Ask." Cost is \$20, payable at the door. Call (714) 961-8289.

The 19th annual **Camp Library** for ages 4 to 12, accompanied by an adult, has a few more openings for spending the night among the bookshelves from 7:30 p.m. to 9 a.m. Saturday at the Placentia Library, 411 E. Chapman Ave. \$5 per person. Call (714) 528-1906, Ext. 212.

NEIGHBOR

FROM PAGE 12

society, for tipping me off to it.

Although I failed to cover this story at the time, I feel obligated to support the club's efforts to make our readers aware of the importance of recording their families' histories.

And while you're at it, be sure to preserve those old family photos as well. And make sure you identify those in the pictures.

If you haven't made extra copies of these precious

items, do it now. It costs so little to make duplicates of these sought-after photos. Perhaps you might be inspired to include one or two with your Christmas mailings to family and friends.

The library display that holds front and center now, is provided by the Placentia Wood Carvers Club, California Carvers Guild No. 55.

The display also includes a collection of Santas from around the world, reminding me that Christmas is just around the corner. Each Santa Claus, identified by its country with a small plaque, is approximately 3 inches high.

Given the opportunity to select my favorite Old Saint Nick, I would have to say that I find the robust and jolly U.S. Santa the most appealing of all.

And since the subject has swung merrily to Christmas, let me tell you that Santa Claus will make an appearance at the Placentia Library's North Pole Express excursion at 3:30 p.m. Dec. 17.

Children, and their parents will board a bus at the Civic Center that will take them to Fillmore, in Ventura County, to board the Polar Express train.

Santa will make an appearance at the end of the evening, with treats for all. Along the way, there will be storytelling, and elves will read the popular children's book, "The Polar Express."

Kids and adults are invited to wear pajamas, but to dress warmly! Blankets, pillows, stuffed animals and dolls are welcome!

Cost of the round trip including bus and train fares is \$45 for adults and ages 12 years and older, \$35 for ages 4 to 12, \$25 for infants to 3 who require a reserved seat on the bus, or \$10 for the child who is a "lap sitter."

The train departs Fillmore at 6 p.m. Tickets are on sale at the library and advance reservations are necessary. The event is sponsored by the Friends of Placentia Library.

For more information, call Laranne Millonzi at (714) 528-1906, Ext. 201.

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Placentia News
Weekly
NOV 17 2005

Winter books, meal are on library menu

Hometown Buffet will sponsor the Placentia Library's Holiday Reading Spree, a program that encourages children to read over the winter holidays. Participants can earn a free meal at the restaurant, along with small prizes.

Applications are available at the library, 411 E. Chapmar Ave.

Information: (714) 528-1906, Ext. 212.

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The Register
Daily
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PLACENTIA

³³²
School award: Valencia High School was chosen last week as one of 10 schools in the state selected to receive the 2005 Gold Standard Award presented by the California Business for Education Excellence. CBEE selected the school based on the large number of students who attend college, high academic performance in reading and math, and reductions of achievement gaps across ethnic and income groups.

- Sushma Subramanian
(714) 704-3796
ssubramanian@ocregister.com

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Orange City News
Weekly
NOV 17 2005

COMMUNITY FOUNDATION

New board of directors chairman selected

³³²
Business leader and community philanthropist Roger Hobbs will serve as chairman of the board of directors of the Community Foundation of Orange, according to Susie Cunningham, foundation manager.

The foundation is a local non-profit organization serving the cities of Orange and Villa Park. Other offices filled are Tim Paone, president; Bill Steiner, vice president; Stu Livingstone, secretary; and Phil Bonina, treasurer.

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Placentia News
Weekly
NOV 17 2005

Donors of wooden chairs are needed

³³²
The Placentia Library Foundation Board of Directors is working to replace 44 wood veneer chairs in the Children's Department with solid-wood chairs.

Members are asking people to sponsor a chair for \$200 a piece. Each chair will have an engraved plate listing the donor's name.

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

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Placentia News
Weekly
NOV 17 2005

Library offers help with homework

³³²
Homework help for students is available from 4 to 6 p.m. Mondays and Tuesdays at the Placentia Library, 411 E. Chapman Ave.

The program is available free for students in the first through 12th grades.

Information: Jim Robe or Toby Silberfarb: (714) 524-8408, Ext. 215 or 213

Raises in works for city staff

BY SUSHMA SUBRAMANIAN
 PLACENTIA NEWS-TIMES

City employees are a step closer to their first raises in three years.

The City Council voted 4-0 Tuesday, with Councilwoman Connie Underhill absent, to prepare a three-year contract to increase wages and benefits for city employees who have worked without raises since September 2002.

A final vote on the pact is expected at the Dec. 6 council meeting.

Under the plan, city reserves would be used to cover a total of \$349,647 in added costs this fiscal year for all 83 city employees, excluding sworn police officers.

Their overall compensation

is set to increase by \$596,364 in the 2006-07 fiscal year.

"We're happy the city has actually taken a step forward," said Eddie Delatorre, president of the employee association. "But it still doesn't get us where we need to be."

The increase is based on an agreement between city officials and representatives of the Placentia City Employees' Association, which represents about 40 city employees in mid-management jobs, including secretary positions and maintenance yard workers.

The council decision would extend the pay raise to the remaining administrators and those not represented by the negotiating group.

According to the agreement, the city would also con-

sider a salary adjustment on Jan 1, 2007, based on a study of wages in cities of similar size and revenue.






The employee association began negotiations for a pay increase in 2004.

Raises were on hold because of city budget cuts caused by increasing costs of the OnTrac project and delays in state and federal funding.

The staff received a one-time bonus payment in June totaling \$200,000 to hold them over until a raise was approved.

"I think they've been very loyal folks since they hadn't had a wage increase for a couple years," Councilman Norman Eckenrode said Tuesday afternoon. "I think it's time we do have money for raises."

Rules eased for housing uses

<p>Placentia City Council Nov. 15, 2005 ACTIONS</p> <p>MORE ONLINE</p> <p>www.ocregister.com/placentia</p> <p>HOUSING PERMIT: Allow two-unit condominiums and two-unit townhouses in low-medium density multiple-family districts. Passed 4-0</p>	 Scott Brady Yes	 Norman Eckenrode Yes	 Chris Lowe Yes	 Russell Rice Yes	 Connie Underhill A
	<p>HONORS: Recognized Placentia resident Louis Lauthere for community contributions and graduates of CERT volunteer training. Proclaimed November as National Hospice Month</p>				
	<p>NOTES: Meeting ran from 7:30 to 8:45 p.m. A means absent. Next meeting is at 7:30 p.m. Dec. 6. The council meets in the Council Chambers at City Hall, 401 East Chapman Ave. Agenda information: go to www.placentia.org on Friday before meeting.</p>				

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Placentia News
 Weekly NOV 10 2005

Legacy options offered by groups

Four community organizations - the Boys & Girls Club of Placentia-Yorba Linda, Homeless Intervention Shelter, Placentia Founders Society and Placentia Library Foundation - are informing residents how to donate money to groups in town through estate planning.

Informational fliers are available at City Hall, 401 E. Chapman Ave or at any one of the nonprofit sites.

Information: Boys & Girls Club, (714) 993-9133; Founders Society, (714) 993-2470; HIS House, (714) 993-5774; or Library Foundation, (714) 528-1925, Ext. 203.

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Placentia News
 Weekly NOV 10 2005

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help 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. Information: (714) 528-1925, Ext. 201.

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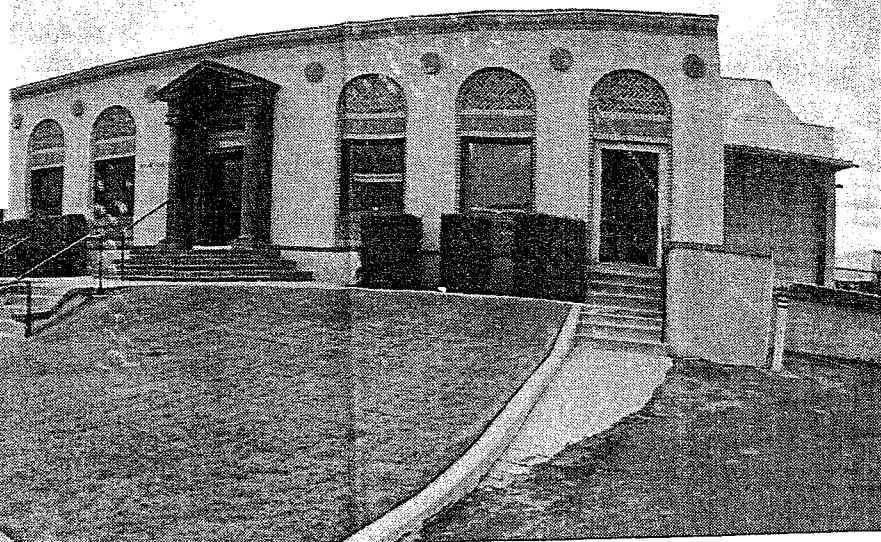
The Register
Daily NOV 13 2005

Agenda Item 46

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PROPOSED:

Placentia merchants would like to see a property on Melrose Street and Crowther Avenue become a movie theater, seafood restaurant or antique mall with a 200-space parking structure.



MICHAEL KITADA, THE REGISTER

Packed full of history

Placentia merchants propose using citrus packinghouse for new purpose.

BY CINDY ARORA
THE ORANGE COUNTY REGISTER

PLACENTIA • When a group of Placentia merchants dreamed up ideas for re-using early century citrus packinghouses, they joined a cluster of neighboring communities where the old warehouse-style buildings have found new vigor.

A restaurant in Old Town Irvine was once a lima bean warehouse.

A cardboard warehouse in Orange is now a dance studio.

And a former citrus building in Yorba Linda is a two-story fitness club.

"Why save an old building?" asked Ken Ryan, Yorba Linda councilman and a principal at design firm ED&W Inc.

"Historic places have more of a connection to the community. It taps into their values. And sometimes those sentiments bring people

back."

Orange County's historic orange crop was once packed up for shipping at some 67 packinghouses across the region.

Villa Park Orchards Packing House is the last one standing that still packs oranges.

The site is owned by Chapman University and will be shut down and readapted to fit the community in the future. Ryan said it may become an art gallery, student union or graduate housing.

Today, a handful of these Orange County relics have found new life. In some cases, the buildings are too decrepit to keep or don't fit new plans for changing communities.

The former Anaconda building in Orange, where wire was made during World War I, was torn down for that reason.

In Placentia, two packinghouses on Crowther Avenue were demolished last year as part of a redevelopment pro-

Preserved packinghouses

Some of the readapted packinghouses left in Orange County

- **Tia Juana's Restaurant:** 14988 Sand Canyon Ave., Irvine. Former Lima Bean warehouse
- **24 hour Fitness:** 18200 Yorba Linda Blvd., Yorba Linda. Former citrus packinghouse.
- **HotMatch Custom Cycles:** 201 W. Truslow Ave., Fullerton. Formerly, the citrus-focused Elephant Packing House

ject.

"They tend to be form follows function. Just large and simple and not terribly dramatic looking," said Ryan. "But there is a form that's unique to them."

It's the uniqueness of the buildings and what they mean to residents that has galvanized the Placita Santa Fe Merchants Association to memorialize the packinghouses.

The merchants would like to see a one-acre property on Melrose Street and Crowther Avenue become a movie theater, seafood restaurant or an-

tique mall that would also include a 200-space parking structure.

"This idea has been developing for years because most of the people that came, their work and life revolved around the packinghouse," said Bill Zavala, a member of the merchants association.

"It's rooted in our history and there has always been an interest to preserve it."

Zavala, along with Craig Green, is presenting the merchant association's idea to city employees, residents and Chamber of Commerce in hopes of garnering support from the community before taking it before the council.

The city will interview two firms that could be hired to create a specific plan for the area south of downtown, where the packinghouse stands.

"There has been talk about office buildings, movie theaters, and we even discussed with Cal State Fullerton on ideas, but nothing has been settled," said Matt Reynolds, spokesman for the city.

"It's very important to maintain the heritage of the area and keep the ambiance of the old town."

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Placentia News
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Hospice Care

Hospice Care of California is seeking volunteers to help with its program serving the terminally ill. Four-week training session are offered at Hos-

pice Care's Placentia office, 377 E. Chapman Ave., Suite 280. Attendance at all meetings is mandatory to be eligible as a volunteer. Information: (714) 577-9656.

VOLUNTEER OPPORTUNITIES

Learning and Achievement Foundation

The Learning and Achievement Foundation is looking for

local families willing to host exchange students from Brazil, China, Taiwan and Vietnam. Students are ages 15 to 18 and English-speakers. Prospective host families may review student applications to select a match. Hosts may claim \$50 per month as a charitable deduction on their tax returns. Based in Rowland Heights, the nonprofit educational foundation aims to provide a culture exchange on an international level. Information: toll-free (877) 964-9588.

The library, 411 E. Chapman Ave., is seeking volunteers to help 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. Information: (714) 528-1925, Ext. 201.

Placentia Senior Center

The Placentia Senior Center, 143 S. Bradford Ave., is seeking volunteers between 9:30 a.m. and noon daily to help hand out food packages and carry boxes for seniors, preferably with a weekly commitment. Spanish speakers are especially needed. Information: (714) 986-2332.

Placentia Founders Society

The Placentia Founders Society needs Bradford House docents to conduct tours of the 1902 Victorian-style home, make presentations at schools and community organizations and help with special events. Training is provided. Leave a message at (714) 993-2470 or call Jackie O'Neil, (714) 528-8737.

Teen Tutors

The Placentia Library, 411 E. Chapman Ave., provides training for volunteer teen tutors, who must be ages 13 or older. Information: (714) 524-8408, Ext. 213.

Placentia Library

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³³¹ TODAY
'Lapsit' stories for ages 2 and younger are presented by Lin Baesler from 9:05 to 9:25 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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The Register
Daily NOV 12 2005

• Southern California Orchid Species Society: 2 p.m. Nov. 13. Placentia Public Library, 411 E. Chapman Ave., Placentia. Open to the public, free. (714) 991-8661.

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Los Angeles Times
OC Edition
Daily NOV - 3 2005

A New Overseer Hired for OnTrac

Engineering company
replaces ex-Placentia
official who was once
paid \$450,000 a year as
rail project's consultant.

By DAN WEIKEL
Times Staff Writer

The director of a Placentia rail corridor project who parlayed his city public works position into a \$450,000-a-year consulting job has been replaced by an engineering company.

The City Council voted 5 to 0 late Tuesday to hire Korve Engineering Inc., a Los Angeles-based firm, to manage OnTrac, a controversial project to rebuild the busy rail line through the city and spark a restoration of the historic Old Town area.

Korve replaces Christopher Becker, who gave up his job as Placentia public works director to work for the city as a private consultant to head OnTrac in 2000. His \$450,000-a-year contract was scaled back significantly amid controversy more than two years ago.

The arrangement prompted City Atty. Tom Nixon to allege that Becker violated state conflict-of-interest laws prohibiting public officials from influencing contracts in which they have a financial interest.

The arrangement, among other things, has been under investigation by the Orange County district attorney's office for almost a year. Becker has denied any impropriety.

"Mr. Becker has been tainted to some degree," Mayor Scott P. Brady said. "There was a bad contract in 2000 that probably should not have been signed, a contract that is still under investigation by the D.A. It's a good time to change ponies."

Becker could not be reached for comment.

For the last two years, the city has struggled to keep OnTrac afloat during a budget crunch that compelled officials to cut public services, lay off staff, sell parkland and borrow tens of millions of dollars. The council also reduced the project's almost total reliance on expensive private consultants.

Korve, whose contract is not to exceed \$189,000 for the first year, will be responsible for overseeing rail corridor improvements, including overpasses and underpasses at major streets, and the city's innovative quiet zone. The project is designed to silence train whistles through town by improving rail crossing safety.

The City Council also extended Korve the option of using Becker for no more than 160 hours of work to acquaint the company with OnTrac.

Brady said he hoped the new management would help get more state and federal funding for OnTrac and encourage neighboring cities to participate in the project.

"This is a phenomenal development for the city," said Craig Green, a civic activist who has questioned OnTrac's expenses. "Now we have a true professional engineering firm running the project."

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Placentia News
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Legacy options offered by groups

Four community organizations - the Boys & Girls Club of Placentia-Yorba Linda, Homeless Intervention Shelter, Placentia Founders Society and Placentia Library Foundation - are informing residents how to donate money to groups in town through estate planning.

Informational fliers are available at City Hall, 401 E. Chapman Ave or at any one of the nonprofit sites.

Information: Boys & Girls Club, (714) 993-9133; Founders Society, (714) 993-2470; HIS House, (714) 993-5774; or Library Foundation, (714) 528-1925, Ext. 203.

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Placentia News
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Reading Spree on library menu

Hometown Buffet will sponsor the Placentia Library's Holiday Reading Spree, a program that encourages children to read over the winter holidays. Participants can earn a free meal at the restaurant, along with small prizes.

Applications are available at the library, 411 E. Chapman Ave.

Information: (714) 528-1906, Ext. 212.

SAFETY COMMITTEE MEETING
NOVEMBER 30, 2005
MINUTES

- I. Call to Order: 2:25 P.M.
- Members Attending: Katie Matas
Caroline Gurkweitz
Esther Guzman
- Members Absent: Wendy Goodson

III. Old Business

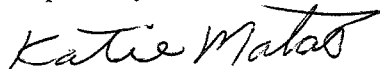
1. The fire extinguishers were checked by Katie Matas on November 30, 2005.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered but has not arrived.
3. Staff has expressed concern about boxes of unsold book sale books being left in the loading dock area for extended periods of time. The Friends will discuss the situation at their next meeting.

IV. New Business

1. None.

The next meeting will be December 14, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

