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AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Monday, September 20, 2004
6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant

P S
S E
T Dev
T Division
T Wood

M1 - ESCOBOSA

- 2. Adoption of Agenda M2 - Wood

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 August 23, 2004 Regular Meeting and the September 7, 2004 Special Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

M1 - ESCOBOSA
M2 - Pins

Aug 23rd page 7 no change
sep 7th change Wood to Hayes.

- 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).

Jean Turner addressed the board about her interest in serving the board

REPORTS

- 5. Board President Report

personal report } Functioning
Prop 1A } Sep 30, 2004 @ 6pm

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

Escobosa - ribbon cutting
Mixer

Wood thanked the board/staff for her recovery flowers

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

memo - Lynn & Amber (SAT), she did not mention A but talked about
DeVell - Chamber meeting

SDM reported that Camille Flines cannot attend due to my friends. Berner will attend

La Enrich - CSDA Board of Dir - ISDOO Quarters mra Sep 30
Carmen Smith OC Board of Super. } Dinner will be

Skoler thanked Wood for great coordination of staff appreciative

CLAIMS (Items 8 – 11)

M1 - Dismore
M2 - Wood

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 11 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.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4643, 4644, 4645, 4646, 4648 and 4699 forwarded by Library Director for a total of \$34,791.42.

10. Current Claims and Payroll. (Approve)

Current Claims 4650 and 4651 for a subtotal for Current Claims of \$7,829.62; Payrolls #8 (10/13/04) for \$31,513.17 and #9 (10/27/04) for \$31,513.17 for a subtotal for Payrolls of \$63,026.34; for a total of Current Claims and Payroll of \$70,855.96.

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

FINANCIAL REPORTS (Items 12 - 16)

M1 - Dismore
M2 - Wood

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 – 16 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.

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

GENERAL CONSENT CALENDAR (Items 17 - 28)

17-28
M1 - Devedio
M2 - Es who

Presentation: Library Director
Recommendation: Approve by Motion

Items 17 - 28 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 17. Building Maintenance Report for August 2004. (Receive & File)
- 18. Personnel Report for August 2004. (Receive, File, and Ratify Appointments)
- 19. Volunteer Report for August 2004. (Receive & File)
- 20. Circulation Report for August 2004. (Receive & File)
- 21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 22. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
- 23. Status Report on Partnerships with Community Organizations. (Receive & File)
- 24. Status Report on Active Grant Applications. (Receive & File)
- 25. Poet Laureate Report. (Receive & File)
- 26. Annual Public Library Statistics Report to the State Library of California. (Receive & File)
- 27. Final Report on the Staff Appreciation Dinner held on September 9, 2004 at Table Ten Restaurant, Fullerton. (Receive & File)
- 28. Report on arrangements for Library Board participation in the Heritage Festival Parade on October 9, 2004. (Receive & File)

M1 - Dinner
M2 - Devedio
Dev

[

did not Kumar to be arranged

CONTINUING BUSINESS

- 29. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

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

←
Dinner
Fined
win
will

- IA - Resolution on display
w/v - analysis - display
Nothing else to report at this time.

Team Junner informed
Smartvoter.org

- 30. Policy Manual. The Board will receive the staff comments on the proposed personnel policies; amend Policy 1010, Adoption/Amendments/Review of Policies; amend Policy 2000, Executive Officer; amend Policy 2060, Jury Duty; amend Policy 3085, Disposal of Surplus Property or Equipment; review the Introduction and Acknowledgment for the Personnel Manual; and adopt the Placentia Library District Policy Manual as amended September 20, 2004.

Presentation: Library Director

Recommendation: Amend Policy 1010, Adoption/Amendments/Review of Policies; and

*m1-Dev
m2-wood* } *biannual review - event # years by JAN 2006*
 Amend Policy 2000, Executive Officer; and
m1 Devecchio m2 Escobosa

*m1
m2*
 Amend Policy 2060, Jury Duty; and
m1 Devecchio m2 Wood

Amend Policy 3085, Disposal of Surplus Property or Equipment; and

m1 - Escobosa m2 - wood

Receive & File the Introduction and Acknowledgement Form for the Personnel Manual; and

m1 - Wood m2 - Devecchio

Adopt the Placentia Library District Policy Manual as amended September 20, 2004.

*m1 - Wood
m2 - Dinsmore*

NEW BUSINESS

- 31. Travel Authorization

Presentation: Library Director

Recommendation: Approve travel for Technical Services Manager Julie Shook to the Internet Librarian 2004 Preconferences and Conference, November 13-17, 2004 in Monterey, CA at a cost not to exceed \$2,397.95 with up to \$1,140.50 to be charged to the Santiago Library System Staff Development Account and up to \$1,257.45 to be paid by the District.

*m1 - Devecchio
m2 - Escobosa*

- 31a. Authorization to request bids for a telephone system replacement

Presentation: Library Director

Recommendation: Authorize the Library Director to request bids for the replacement of the District's telephone and voice mail system.

*m1 - Wood
m2 - Escobosa*
NTE 8k

STAFF REPORTS (Items 32 - 39)

*m1 - Escobosa
m2 - Wood*

Jim commented on programs

Items 32 - 39 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

- 32. Library Director's Report (Minter)
- 33. Program Committee Report for August 2004 (Roberts)
- 34. Children's Services Report for August 2004 (Gurkweitz)

- 35. Placentia Library Literacy Services Report for August 2004 (Roberts)
- 36. Placentia Library Web Site Report for August 2004 (Roberts)
- 37. Technology Report for August 2004 (Shook)
- 38. Publicity Materials Produced in August 2004. (Millonzi)
- 39. Safety Committee Minutes for August 2004 (Matas)

*Salomon
minutes*

CLOSED SESSION

- 40. Closed Session to Discuss a Personnel Matter

7:30 PM

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

ADJOURNMENT

- 41. Agenda Preparation for the October Regular Meeting, which will be held on Monday, October 25, 2004 at 6:30 P.M.
- 42. Review of Action Items.

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

- 43. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the September 20, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 16, 2004.

W Goodson

PLACENTIA LIBRARY BOARD CALENDAR

September 2004 - August 2005

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September

- 5 Library Closed for Monday Holiday
- 6 Library Closed for Labor Day
- 7 9:00 AM Ribbon Cutting for new Library hours
- 13 6:30 PM Friends Board Meeting, Dinsmore
- 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
- 24 6:00 PM State Library Trustee Workshop, Cerritos, through Sep 25
- 25 Banned Books Week, through October 2
- 28 CSDA Annual Conference, Indian Wells (Palm Springs), through Sep 30
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

October

- 4 6:30 PM Friends Board Meeting, Shkoler
- 7 1:00 PM Foundation Board Meeting
- 9 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 17 Teen Read Week, through October 23
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

November

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

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December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 6 6:30 PM Friends Board Meeting, DeVecchio
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

January

- 3 6:30 PM Friends Board Meeting, Wood
- 13 1:00 PM Foundation Board Meeting -- Annual Meeting
- 14 ALA Midwinter Meeting, Boston through Jan 19
- 24 6:30 PM Library Board Meeting

February

- 7 6:30 PM Friends Board Meeting, Dinsmore
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina
- 7 6:30 PM Friends Board Meeting, Shkoler
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

April

- 4 6:30 PM Friends Board Meeting, Escobosa
- 10 National Library Week, through April 16
- 18 6:30 PM Library Board Meeting
- 27 Easter

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April

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

May

- 2 6:30 PM Friends Board Meeting, DeVecchio
- 23 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 Library Closed for Monday Holiday
- 30 Library Closed for Memorial Day

June

- 6 6:30 PM Friends Board Meeting, Wood
- 20 6:30 PM Library Board Meeting
- 23 ALA Annual Conference, Chicago, through June 29
- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 22 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District

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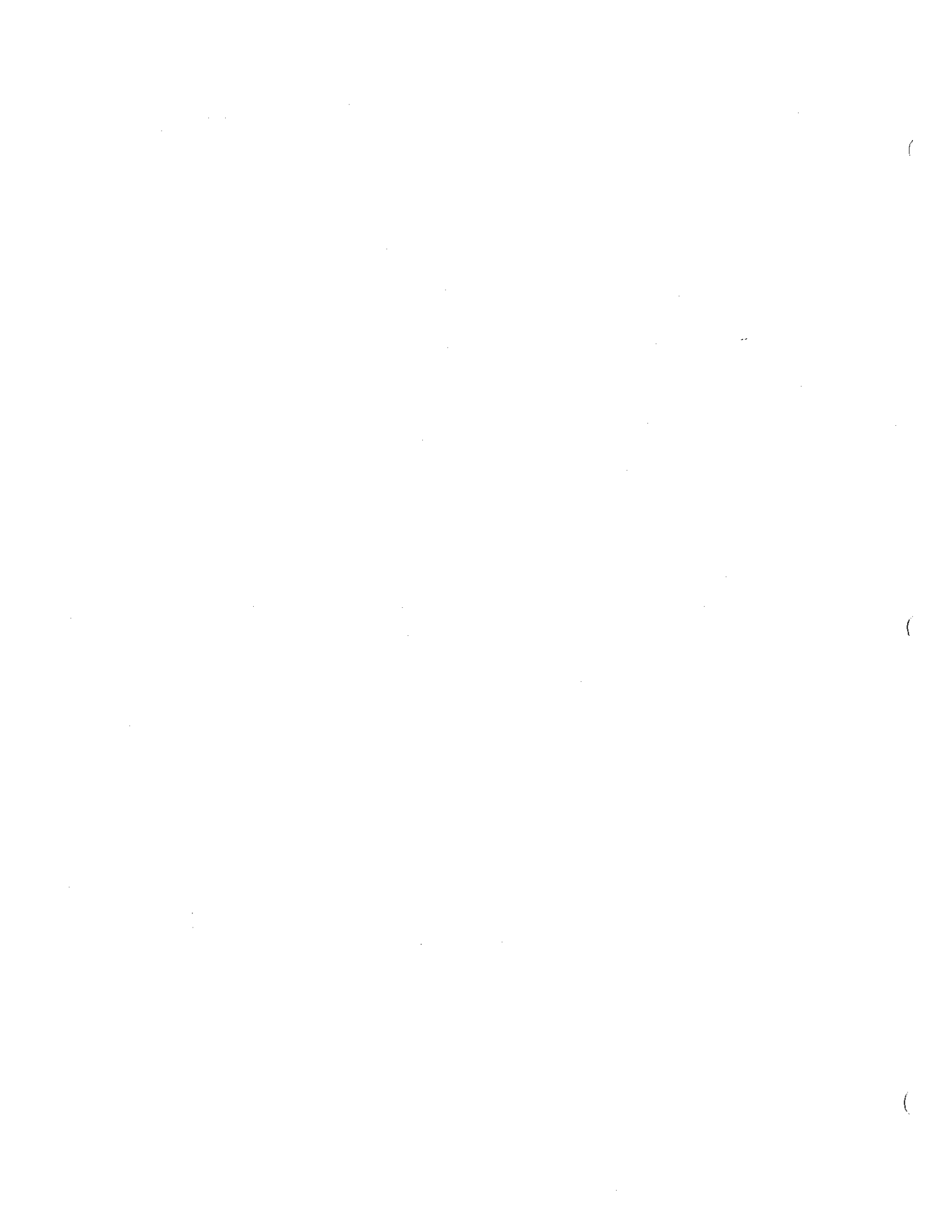
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 23, 2004**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 23, 2004 at 6:35 P.M.

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Assistant Donna Siloti, and Trustee Candidates Jerry Tollefson and Bob Gorman.

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

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore, Wood

NOES: None

ABSTAIN: None

ABSENT: None

MINUTES Secretary Escobosa requested that the Minutes for the June 30, 2004 Regular Meeting (page 5 under "Operating Budget") be changed to read "18 hours."

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to approve the Minutes of the June 30, 2004 Regular Meeting as amended, and the Minutes of the July 26, 2004 Regular Meeting and the August 3, 2004, August 9, 2004, and August 17, 2004 Special Meetings as printed.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore, Wood

NOES: None

ABSTAIN: None

ABSENT: None

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

PRESIDENT'S REPORT President Shkoler reported that he and Library Director Minter attended the League of California Cities meeting on August 19th. The speaker was the League's political consultant and they sat with the new Placentia City Manager Bob Dominguez.

President Shkoler also reported that he met with several other representatives of special district libraries on August 21st at Buena Park Library. There are eleven independent special district libraries in the state. It was decided at the meeting that the group's name will be the Council of Independent Special Library Districts. It will meet a couple of times a year. The Co-Chairs are Louise Mazerov, Buena Park Library Director, and Bill Lama, Palos Verdes Trustee. Each library will get one vote. Letterhead will be prepared. They will pursue getting a Library seat on the Board of California Special Districts Association (CSDA). Their next meeting will be on November 12th or 13th at the California Library Conference in San Jose.

Trustee Wood was ill and left at 6:50 P.M.

TRUSTEE REPORTS

Secretary Escobosa remarked that she was pleased with the bookmarks that are being given out that show the Library's new hours.

Trustee DeVecchio reported that he attended a Foundation Investment Committee Meeting. He reported that the Foundation has approximately \$100,000 in assets that are conservatively invested. The committee decided to close one of their two cash accounts.

Trustee Dinsmore did not address the Board.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to approve Agenda Items 7 through 10.

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

Claims 4634, 4635, 4636, 4637, 4638 and 4639 forwarded by Library Director for a total of \$40,070.94.

Current Claims 4640, 4641 and 4642 for a subtotal for Current Claims of \$14,179.05; Payrolls #6 (09/15/04) for \$34,309.78 and #7 (09/29/04) for \$32,299.52 for a total for Payroll of \$66,609.30; for a total of Current Claims and Payroll of \$80,788.35.

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

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

FINANCIAL REPORTS

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to receive and file Agenda Items 11 through 15.

Financial Reports for July 2004

Office General Ledger & Check Registers for July 2004

Acquisitions Report for July 2004

Collection Agency Report for July 2004

Gifts Report for July 2004

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore

NOES: None

ABSTAIN: None

ABSENT: Wood

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 16, 18 through 31c, and 31d.

Building Maintenance Report for July 2004.

Volunteer Report for July 2004

Circulation Report for July 2004

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

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

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Letter dated August 2, 1004 from North County Cemetery District, Escondido, requesting the Board's support of Dennis Shepard for the current vacancy on the California Special Districts Association (CSDA) Board of Directors.

Annual Report on the Performance of the District's Money Purchase Pension Plan through June 30, 2004 as prepared by First American Trust.

Final Report for Fiscal Year 2003-2004 for the California Library Literacy Services.

Letter of award from the State Library of California dated August 6, 2004 for \$30,000 for the Adult Literacy Service, Families for Literacy and English Language Literacy Intensive Programs for Fiscal Year 2004-2005. The matching funds and per capita funds will be reported and awarded at a later time. The Claim for the for \$30,000 was mailed to the State Library on August 10, 2004.

Placentia Library District Property Tax Revenues and District Valuation Analysis for Fiscal Years 1990-1992 through 2004-2005 as prepared by the Library Director based on information provided by the Orange County Auditor.

Proof of Publication of the Notice of Public Hearing for the Placentia Library District Fines and Fees Schedule and the Proposed Budget for Fiscal Year 2004-2005 on July 15, 2004 in the *Placentia News-Times*.

Cumulative Claims Detail and Cumulative Fee Detail for Shields Consulting Group dated July 16, 2004 for the state mandated cost claims filed with the State Controller's Office on behalf of Placentia Library District.

Final Report for the English Language and Literacy Intensive (ELLI) Program to the State Library of California for Fiscal Year 2003-2004. Despite the State Library's reported goal of reducing paperwork and reporting, this report was required in addition to the report in Agenda Item 26.

Poet Laureate Report.

Letter from the California Council for the Humanities dated August 15, 2004, reporting that Placentia Library District has received a \$1,000 library reading and discussion grant entitled *California Stories Uncovered*.

Claim to State Library for \$8,250 for the final payment for the Fiscal Year 2000 ELLI funds. This Claim Form was received from the State Library on August 17, 2004

Agenda for the August 26, 2004 Regular Meeting of the Orange County Council of Governments.

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

Library Director Minter explained that the .75 FTE Librarian position listed on the Personnel Report was approved to be a 1.00 FTE position in August.

Library Director Minter clarified that the risk management coverage has been changed so that attorneys' fees are included in the umbrella coverage. She reported that the Library has mid-range umbrella coverage.

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 17 and 31d.

Personnel Report for July 2004.

Report on the Special District Risk Management Authority (SDRMA) Board of Directors by Sandra Stark, Placentia Library District's representative to the District's seat on the Board of Directors.

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that she did not have any email updates on the State Budget issued by California Special District Association (CSDA) and California Library Association (CLA) because the Library has not had internet access since Saturday.

Library Director Minter reported that the California State Library notified the District that the estimated Public Library Fund payment will be \$21,000. It would be \$126,400 if fully funded.

Library Director Minter reported that a claim form has been submitted to the State Library for \$30,000 of the Literacy Grant. Last year the total grant was \$54,000. We should know by the end of September what the full amount of the grant will be, but Library Director Minter anticipates that it will be stable.

Constitutional Amendment 1A, that provides constitutional protection from additional property tax shifts, will be on the ballot in November. CSDA is asking all special district boards to pass a resolution in support of the amendment and to publicize their support in their communities. Library Director Minter will have the Resolution available at the next Board meeting. She reminded the Board that they cannot promote their position inside the Library but can set up a table outside the Library. A committee will be formed to discuss their plans. President Shkoler said he would talk to the City Council about what they plan to do. Jim Roberts said that flyers could be handed out at the Placentia Community Network booth during Heritage Day. Following the September 7th Ribbon Cutting Ceremony at 9:00 A.M. at the Library, the Trustees will conduct a Special Meeting to pass a Resolution in support of Constitutional Amendment 1A. The committee will meet after the meeting.

**STAFF
APPRECIATION
DINNER**

Library Director Minter announced that menu choices should be reported to Development Director Millonzi. It was decided that a door prize funded by the trustees would be given away.

**TRAVEL
AUTHORIZATION**

Library Director Minter encouraged all trustees to attend the clioInstitute and CALTAC seminar in Cerritos, September 24-25. Camille Himes, Santiago Library System (SLS) System Advisory Board (SAB) representative, will also be invited. Trustee Dinsmore indicated she would like to attend and President Shkoler tentatively plans to attend.

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to approve the following four travel requests subject to confirmation by the trustees.

Authorize Librarian Toby Silberfarb to attend the California Literacy Conference in San Francisco, October 14-16, 2004 at a cost not to exceed \$796.00 from the District General Fund Literacy Grant, of which approximately \$661.00 is expected to be reimbursed.

Authorize Public Services Manager Jim Roberts and Librarian Toby Silberfarb to attend the California Library Literacy Services Annual Meeting and Banquet in San Jose, November 11-13, 2004 at a cost not to exceed \$571.20 from the District General Fund Literacy Grant, of which approximately \$351.20 is expected to be reimbursed.

Authorize Library Director Elizabeth Minter to attend the California Library Literacy Services 20th Anniversary Banquet in San Jose, November 12, 2004 at a cost not to exceed \$372.00 and traveling by automobile.

Determine who will attend the California Special Districts Association Workshop, Staying in Compliance in San Diego, December 15, 2004 and authorize the payment of \$170 per person plus actual mileage, parking and meal expenses. Payment to be made from the Trustee and Staff out-of-town travel accounts in the District General Fund. It was determined that Trustee DeVecchio, Library Director Minter, and the new Administrative Assistant will attend. President Shkoler and Secretary Escobosa tentatively plan to attend.

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

**BIENNIAL REVIEW
OF CONFLICT OF
INTEREST CODE**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file the Declaration of Chief Executive Officer Biennial Review and to authorize the Library Director to file the Response.

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

**RIBBON CUTTING &
NAT'L LIBRARY
CARD MONTH**

Public Services Manager Roberts reported that a ribbon cutting ceremony celebrating the Library's new hours and co-sponsored by the Chamber of Commerce, will be held on September 7 at 9:00 A.M. September is National Library Card Sign-up Month and it will be celebrated immediately following the ribbon cutting. Every child under 12 years of

age will receive a free book. Refreshments will be available in the Lobby.

**HERITAGE
FESTIVAL PARADE**

Public Services Manager Roberts reported that the Heritage Festival Parade will be held on October 9th. Trustees are invited to ride in the parade and will be accompanied by high school students dressed in costumes. All five trustees said they would participate and Secretary Escobosa will be accompanied by her granddaughter.

STAFF REPORTS

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

Library Director's Report

Program Committee Report for July 2004.

Children's Services Report for July 2004.

Placentia Library Literacy Services Report for July 2004.

Placentia Library Web Site Report for July 2004.

Technology Report for July 2004.

Publicity Materials produced for July 2004.

Safety Committee Minutes for July 2004.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore

NOES: None

ABSTAIN: None

ABSENT: Wood

The Regular Library Board Meeting was suspended at 7:35 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:45 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 8:05 P.M. No Action was taken.

**AGENDA
PREPARATION**

Agenda Preparation for the September Regular Meeting will be held on Monday, September 20, 2004 at 6:30 P.M. President Shkoler requested that a Closed Session be included on the Agenda.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for August 23, 2004 adjourned at 8:05 P.M.

**SEPTEMBER
MEETING**

The September Regular Library Board Meeting will be held on Monday, September 20, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
Sep 7, 2004**

CALL TO ORDER President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on September 7, 2004 at 9:30 A.M.

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

Members Absent: Trustee Wood

Others Present: Jerry Tollefson and Administrative Assistant Wendy Goodson.

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

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

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

ADOPTION OF RESOLUTION 1A – SUPPORT OF THE PASSAGE OF PROP 1A IN THE NOV 4TH, 2004 GENERAL ELECTION Library Director Minter reported to the Board that the passage of Proposition 1A would prevent the state legislature from taking and using local tax dollars that local governments use to provide essential services like libraries, fire and paramedic response, and law enforcement. Proposition 1A would prohibit the State Legislature’s ability to lower the existing city, county and special districts existing share of sales taxes, property taxes and vehicle license fee revenues.

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to Read Resolution 04-08 by Title only:

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

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to adopt Resolution 04-08:

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

ADJOURNMENT The Special Meeting of the Board of Trustees of the Placentia Library

District for September 7, 2004 adjourned at 10:10 A.M.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



FRIENDS OF PLACENTIA LIBRARY
Board of Directors Meeting
September 13, 2004

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Camille Himes, Ted Farkas, Nadine Blansett, Brenda Benner, and Barbara Hemmerling. Ginny Sanatar, Virginia Walker, Frances Stoller and Renee Scott were excused. Peggy Dinsmore represented the Trustees. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff.

The **Secretary**, Barbara Hemmerling, read the minutes of the June 7, 2004 board meeting. They were approved as read. **Treasurer**, Camille Himes reported a balance of \$10,305.93. In Ginny Sanatar's absence Camille Himes gave the following **Financial Secretary's report**: June \$2,105.45, July \$1,633.35, August \$1,890.32.

Bills: 1) Camille presented a bill for \$115 to purchase tapes and videos. These items are copies of ones used by the story time leader, Lyn Basler. If purchased by the Friends, they would be sold in our bookstore with the profit for the Friends. There was a great deal of discussion. Camille Himes moved that we disapprove the bill. Nadine Blansett seconded the motion. The motion carried. 2) Camille presented a bill for \$19.40. This is the cost of 200 flyers and will reimburse. Eleanor Rankin. Barbara Hemmerling moved that we pay this bill. Brenda Benner seconded it. The motion carried.

President's Report: 1) Staff Appreciation Event at Table 10 on September 9 was well received. The Chairman, Trustee Wood was not present due to her health. 2) There was a Ribbon Cutting and Reception on Tuesday September 7 to celebrate the new library hours. Trustees, Friends, City officials and patrons attended. 3) Dinsmore Retirement Dinner will be November 4 at Alta Vista Country Club. \$50 per person. Chairman: Gae Wood with Eleanor Rankin, Pat Irot, Laranne Millonzi, and Elizabeth Minter committee members. 4) The results of the Foundation's donation drive have been very successful. Monies are still being received. 5) Donor Reception will be December 4 at Emerald Isle. Committee Chairman: Eleanor Rankin with Nancy Lone-Tollefson and library staff, Elizabeth Minter and Laranne Millonzi. Bernardo Oliveras is the contact person at Emerald Isle. 6) Annual Meeting-Denise Hamilton has agreed to be our speaker pending the Board's approval. There was a unanimous agreement to officially invite her and to give her a \$100 honorarium. 7) Author's Lunch, March 5, 2005. Stephanie Baldwin has agreed to be the Maitre 'd. 8) Citizen of the Year Candidate—Camille Himes was selected by a unanimous decision

Chair Reports: 1) Membership- Ted Farkas reported that The Friends have new letterhead paper featuring the color blue. The mailings will go out the second week of November. 2) Publicity-Pat Irot is continuing to submit appropriate copy to the local news media. 3) Silent

Auction is doing well under the chairmanship of Nancy Lone-Tollefson. 4) September Second Sunday Sale made \$350. The big sign on the outside wall is good advertising. Thanks for all of your help, Jim Roberts. 5) Volunteers/Bookstore-A luncheon party was given on August 24 by Nancy Lone-Tollefson to thank the volunteers. There is a need for more bookstore volunteers due to the new library hours. The order for the new magazine rack was canceled because of shipping charges. Elizabeth will check recent catalogs to see what is available that would meet the need to display and store our magazines.

Library Reports: 1) Elizabeth Minter told us of the new staff members. They are: Wendy Goodson, Shawn Robinson, Jesus Diaz and Alex Hernandez. 2) The new library hours have been implemented smoothly, except for the telephone system. The problem is being researched. 3) A staff person will be assigned to the History Room 10 hours a week. The room will be open from 1-3 PM Monday, Tuesday and Wednesday. This will allow classroom visitations. 4) The lavalier has arrived and the \$5000 allotted for tapes has been received and orders being placed. The Web Site is moving along. Julie Shook will be attending a conference November 13-14 in Monterrey. She will bring back all the latest information on Web Sites to enable the staff to plan what is best for our library's needs. 5) Patrons will soon be able to check out books on E-Bay. They will be shown for three weeks and then automatically erased. There will be a good selection of popular books from which to choose. 6) Jim Roberts reported that a \$2000 grant had been received from Target for use in the literacy program. Jim also told of a meeting with representatives from WTLC (Women's Transitional Living Center) of Fullerton. This will be Tuesday October 5 at 11:00 AM. The purpose is to develop a literacy program to service this facility.

Next Meeting Monday October 4, 2004 7 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
September 20, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director and Library Trustees
September 20, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	August 26, 2004	4643	10,975.77
	August 26, 2004	4644	8,897.41
	September 2, 2004	4645	2,186.07
	September 2, 2004	4646	161.35
	September 9, 2004	4648	4,211.13
	September 9, 2004	4649	8,359.69
TOTAL BY LIBRARY DIRECTOR		TOTAL	<u>\$ 34,791.42</u>

Prepared by Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/26/04
REPORT NO 4643

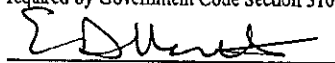
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

8-31-04

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc	SC
			BS Acct	Rev			Number	
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	56308		0700	00		7.29		
			2800	00		5,332.93		
			1400	00		2,175.61		
						7,515.83		
	56309		1800	00		570.75		
		1800	08		1,712.25			
					2,283.00			
					9,798.83			
N01074 The Gas Company PO Box C Monterey Park, CA 91756	7/20/04-8/19/04		2800	00		58.49		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	4937		1900	00		42.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	7/20/04-8/18/04		2800	00		411.40		
N04780D Orange County Register P.O. Box 30217 Los Angeles, CA 90030-0217	8/16/04		2400	04		415.74		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	245294		1400	00		120.00		
N26682 Al Shkoler 1120 Cypress Point Dr. Placentia, CA 92870	8/10/04 5/12/04		2700	03		31.31		
			2700	02		98.00		
						129.31		

The claims listed above (totaling \$10,975.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/26/04
REPORT NO 4644

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


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

PAID 8-31-04

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	9/1/04-10/1/04		0300	00		282.88		
N28413A Copy America 3564 E. Enterprise Dr. Anahelm, CA 92807	9290 9311 9323		1800 1800 1300	00 00 00		50.02 139.30 110.68		
(need vendor #) N29569 Stanley Steemer 20412 Barents Sea Circle Lake Forest, CA 92630	288658		1400	00		300.00 2,200.00		
(need vendor #) N29568 Ventura Business Systems, Inc. 2582 Fig Street Simi Valley, CA 93063	12549		1800	00		6,114.53		

The claims listed above (totaling \$8,897.41) 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

8,897.41

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/02/04
REPORT NO 4645

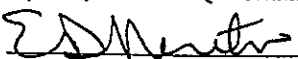
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03646 Vision Service Plan - CA PO Box 45210 San Francisco CA 94145-5210	8/20/04 Sep 2004	0300	00			208.00		
N03653 Bear State Air Conditioning Svcs 3548 Enterprise Dr Anaheim, CA 92807	8/24/04 04-8-1161	1400	00			201.00		
N03738J Pitney Bowes PO Box 856390 Louisville KY 40285-6390	9/16/04 477842	2100	00			32.33		
N03752P SBC/MCI Dept LA 21461 Pasadena CA 91185-1461	8/27/04 714-223-1698 8/28/04 714-524-8408	0700 0700	01 08			342.41 56.16		
						398.57		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley, CA 92708	9/1/04 Sep 2004	1900	00			35.00		
N06598B Demco PO Box 8048 Madison WI 53708	8/19/04 1743639	1800	00			115.18		
N06686G Office Depot Credit Plan Dept 56-6183976509 PO Box 9020 Des Moines CA 50368-9020	8/20/04	1800	00			875.92		
N06965 Paychex 200 E Sandpointe Suite 100 PO Box 25159 Santa Ana CA 92799-5159	8/26/04 20040826	1900	00			320.07		

The claims listed above (totaling \$2,186.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,186.07

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/02/04
REPORT NO 4646

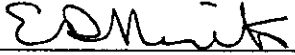
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N09284 Jeffco, Inc 1671 S Research Loop Tucson, AZ 85710-6795	8/24/04 397691	1800	00			47.95		
N20042 Fortis Benefits PO Box 806644-1 Kansas City MO 64180-6644	9/1/04 Sep 2004	0300	00			113.40		

The claims listed above (totaling \$161.35) 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
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03648A Special T Water Systems 11934 Washington Blvd Whittier CA 90606	9-1-04 088191	1800	00			29.50		
N03752P SBC/MCI Dept LA 21461 Pasadena CA 91185-1461	8-7-04 335-253-2062	0700	01			273.03		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd PO Box 66012 Anaheim CA 92816	8-31-04 00297	1900	00			499.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano Placentia CA 92670	9-8-04 062793	1400	00			1,300.00		
N13034A OmniGrafix Printing 1667 N O'Donnell Way Orange CA 92867	9-8-04 A36318	1800	00			94.60		
N19647A Unique Management Services 119 East Maple Street Jeffersonville IN 47130	9-1-04 142999	1900	00			37.00		
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	9-1-04 010-19000-05435	0300	00			647.50		
N01856 Munson, Cronick & Associates 2501 E Chapman Ave Ste 220 Fullerton CA 92831	8/31/04 24519	1900	00			1,330.00		

The claims listed above (totaling \$4,211.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/09/04
REPORT NO 4649

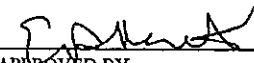
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N21533A Kelly Paper 288 Brea Canyon Road City of Industry CA 91789	9-8-04 146917	1800	00			11.63		
N23434 Nextel PO Box 54977 Los Angeles CA 90054-0977	8-3-04 to 9-2-04 594682625	0700 0700	00 08			66.53 66.53		
N26874 Moyle Design Group PO Box 65 Placentia CA 92871	9-9-04 0447	1900	00			475.00		
N27044 Mary Strazdas Placentia Library 411 E Chapman Ave Placentia CA 92870	7-16-04 to 08-26-04	2700	01			20.25		
N27562 RMC Facilities Services PO Box 2134 Yorba Linda CA 92885-1335	8-19-04 24885	1000	00			287.00		
(need vendor #) Machoskie & Associates 29 Crooked Stick Drive Newport Beach CA 92660	9-1-04 88-2004	1900	00			1,000.00		
N28150 Blue Cross of California PO Box 54630 Los Angeles CA 90054-0630	9/4/04 323019	0300	00			6,432.75		

The claims listed above (totaling \$8,359.69) 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
September 20, 2004

TYPE	CLAIM NUMBER	AMOUNT
CURRENT CLAIMS	4650	2,728.08
	4651	5,101.54
TOTAL CURRENT CLAIMS		<u>\$7,829.62</u>
PAYROLL	10/13/04	31,513.17
	10/27/04	31,513.17
TOTAL PAYROLL		<u>\$63,026.34</u>
	TOTAL	<u><u>\$70,855.96</u></u>

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/20/04
REPORT NO 4650

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	9/10/04 932-0265-3		310	00		358.00		
N03660 Elizabeth D Minter (Petty Cash) Placentia Library District 411 E Chapman Ave Placentia CA 92870	Petty Cash Chkg		0900	00		70.22		
			0900	08		6.44		
			1600	00		40.00		
			1800	00		333.22		
			2700	00		75.20		
			2700	01		70.00		
			2700	08		373.40		
						968.48		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2841192 714-528-1906		0700	00		142.84		
	T2841207 714-582-8236		0700	01		40.75		
	T2790230 714-223-1698		0700	01		342.41		
						526.00		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	8/26/04 A37402		0700	05		215.50		
N06779J 3M RSP4754 File #53056 Los Angeles, CA 90074-3056	9/4/04 XB06542		1300	00		470.00		
N06819B American Library Association P.O. Box 932501 Atlanta, GA 31193-2501	9/3/04 06887676		1800	00		190.10		

The claims listed above (totaling \$2,728.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/20/04
REPORT NO 4651

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	9/13/04 A36324		1800	00		259.67		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019200059240		1000	00		51.66		
			1400	00		78.20		
			1800	00		550.60		
			1800	08		145.44		
			1900	00		2,145.69		
			2400	00		1,010.45		
			2700	01		400.00		
						4,382.04		
N20858 Wendy Goodson c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	8/26/04-9/13/4		2700	01		27.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	August 2004		1900	00		360.00	2	
N29024 Laranne Millonzi c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	8/11/04-8/16/04		2700	01		29.33		
(need vendor #) Shawn Robison c/o Placentia Library District 411 E Chapman Placentia CA 92870	9/1/04		2700	01		43.50		

The claims listed above (totaling \$5,101.54) 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

5,101.54



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

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

Please Pay \$ 31,513.17 on 10 | 13 | 04

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #8

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A/C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B.S ACCT	AMOUNT	SP CD
707	707			0100	00						29,273.73	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	31,513.17
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
Auditor-Controller Approvals: 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: _____ W/Rec: _____	Transaction Reference Automated Clearing House (CH): _____ Wire Transfer (WT): _____ Automated Clearing House (IC): _____ MW Transaction #: _____ Treasurer-Tax Collector Information: Released By / Ref #: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Cash Flow Analysis
DATE: September 20, 2004

BACKGROUND:

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2004-2005 through September 20, 2004.

Placentia Library District
FY2004-2005 General Fund Cash Flow

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

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/20/04		General		2,728.08	412,438.62
09/20/04		General		5,101.54	407,337.08
09/20/04		Payroll to wire 10/13/05		31,513.17	375,823.91
09/20/04		Payroll to wire 10/27/05		31,513.17	344,310.74
					344,310.74

Placentia Library District
Property Tax Apportionments
Fiscal Year 2004-2005

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



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 September 20, 2004

Fiscal Year 2004-2005

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

Fiscal Year 2003-2004

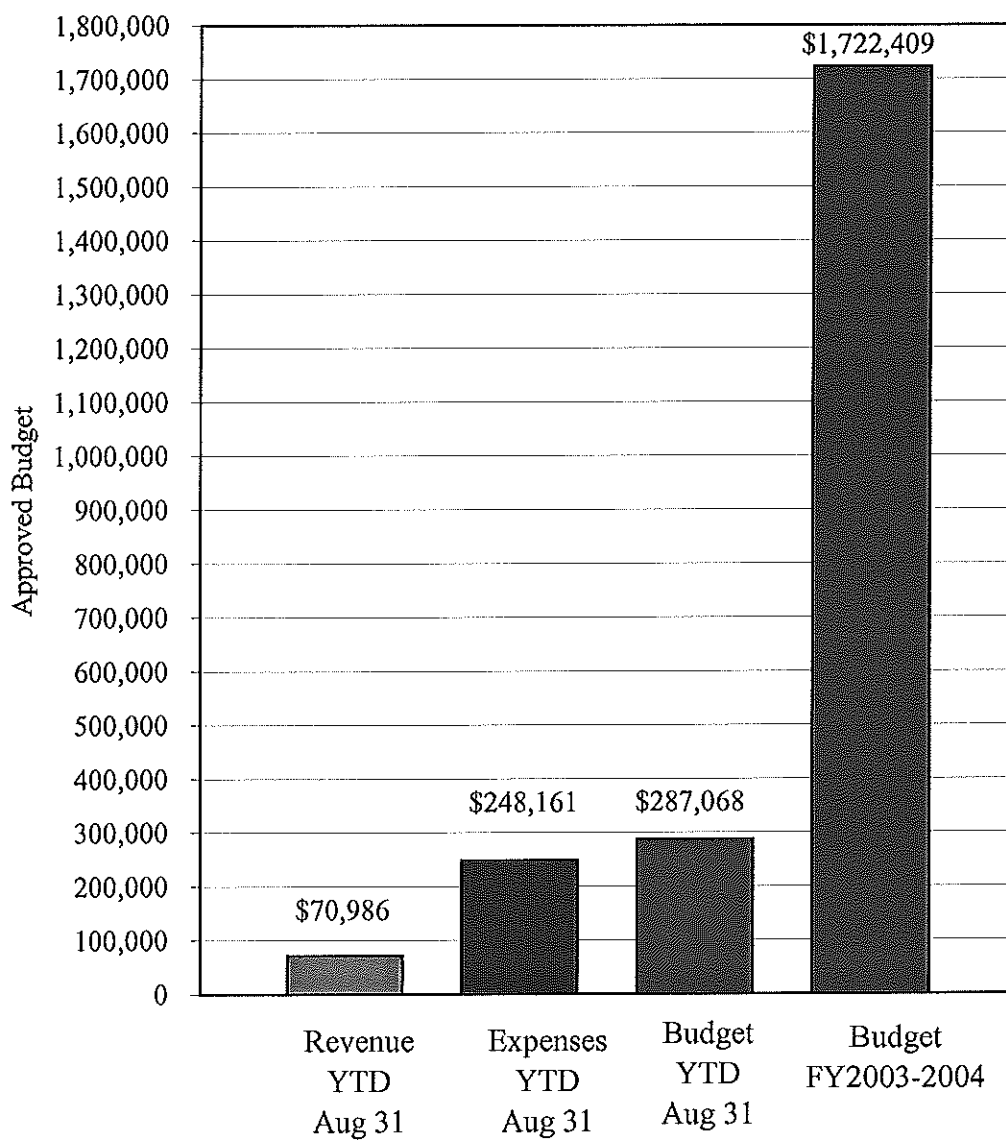
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



PLACENTIA LIBRARY DISTRICT

Fiscal Year 2004 - 2005

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG 2004	FY2003-2004 AUG 2003	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	13,489.99	0.00	0.00	0.00	1.09%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	13,489.99	0.00	0.00	0.00	1.06%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	0.00	0.00	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	16,611.57	0.00	16,611.57	
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	12,766.29	14,296.23	0.00	14,296.23	
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	12,766.29	30,907.80	0.00	30,907.80	98.20%
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	48,000.00	7,372.76	0.00	7,372.76	6,370.64	15.36%
6280-01	Final supplemental for prior years	0.00	3,269.35	4,113.68	0.00	4,113.68	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	48,000.00	10,642.11	4,113.68	7,372.76	10,484.32	22.17%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	2,055.01	1,567.37	0.00	1,567.37	145.36%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,400,145.00	38,933.40	36,588.85	7,372.76	42,959.49	2.78%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG 2004	FY2003-2004 AUG 2003	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	843.04	4.48	838.59	483.96	21.08%
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	4,000.00	843.04	4.48	838.59	483.96	21.08%
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	0.00	0.00	0.00	0.00	0.00%
6970-01	State - CA Foundation Funds	18,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	51,194.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	0.00%
6970-05	State - Project Grants	6,000.00	0.00	0.00	0.00	0.00	0.00%
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	0.00	0.00	0.00	0.00	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	3,816.89	1,495.70	1,542.32	3,091.37	17.35%
7670-01	Local Revenue -- Passport	175,000.00	27,392.57	13,829.94	8,623.22	25,730.75	15.65%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	0.00	0.00	0.00	1,000.00	
	TOTAL LOCAL REVENUE	212,000.00	31,209.46	15,325.64	10,165.54	29,822.12	14.72%
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	1,722,409.00	70,985.90	51,918.97	18,376.89	73,265.57	4.12%

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

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG	FY2003-2004 AUG	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	118,024.62	112,334.97	59,606.75	56,255.81	15.51%
0200	Retirement (Social Security & Pension Contribution)	58,225	8,947.40	8,639.70	4,559.92	4,349.64	15.37%
	Health & Life Insurance/Blue Shield CA	83,667	10,671.80	5,936.26	5,496.90	3,114.14	12.76%
	Long Term Disability/Hartford	4,186	563.39	510.85	563.39	0.00	13.46%
	Life Insurance/Fortis & Protective Life	1,814	113.40	323.20	113.40	78.20	6.25%
	Vision Service Plan/VSP	2,870	405.31	394.62	208.00	186.30	14.12%
	Dental/Americas	8,938	1,295.00	1,301.40	647.50	0.00	14.49%
0300	Total Employee Insurance	101,475	13,048.90	8,466.33	7,029.19	3,378.64	12.86%
0310	Unemployment Insurance	-	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	13,000	2,319.00	2,182.00	0.00	0.00	17.84%
	TOTAL SALARIES & EMPLOYEE BENEFITS	933,818	142,339.92	131,623.00	71,195.86	63,984.09	15.24%
0700-00	Communications - Telephone	2,000	479.76	85.91	343.35	0.00	23.99%
0700-01	Communications - Modem/Fax	7,800	1,318.14	1,297.47	624.98	851.50	16.90%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	431.00	215.50	215.50	0.00	15.96%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	200.24	591.30	200.24	122.01	13.35%
	Total Communications	14,800	2,429.14	2,190.18	1,384.07	973.51	16.41%
0900-00	Food - General Fund	350	192.02	0.00	192.02	0.00	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	23.73	0.00	23.73	0.00	
0090-09	Food - Families for Literacy	500	0.00	0.00	0.00	0.00	
	Total Food	1,100	215.75	0.00	215.75	0.00	19.61%
1000-00	Household Expense	4,250	1,508.18	0.00	0.00	0.00	35.49%
1100-00	Insurance - Liability	12,000	11,126.77	9,985.98	0.00	0.00	92.72%

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

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG	FY2003-2004 AUG	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	110.00	100.01	110.00	100.01	3.67%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	6,500.00	12,500.00	6,500.00	0.00	26.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	6,610.00	12,600.01	6,610.00	100.01	23.19%
	HVAC	7,500	370.38	372.50	370.38	0.00	4.94%
	Carpet Cleaning	2,750	2,200.00	522.72	2,200.00	0.00	80.00%
	Groundskeeping, City of Placentia	27,500	4,293.43	0.00	4,293.43	0.00	15.61%
	Plumbing	3,000	462.66	7.08	120.00	0.00	15.42%
	Electrical	4,000	1,004.73	253.58	1,004.73	0.00	25.12%
	Cleaning Service	16,000	2,200.00	2,200.00	1,100.00	1,100.00	13.75%
	Locksmith	1,000	60.89	0.00	60.89	0.00	6.09%
	Other (Includes Fire Alarm & Extinguishers)	6,500	1,080.06	0.00	644.57	0.00	16.62%
1400-00	Total Maintenance of Building & Grounds	68,250	11,672.15	3,355.88	9,794.00	1,100.00	17.10%
1600-00	Memberships - General Fund	3,100	0.00	115.00	0.00	0.00	0.00%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	115.00	0.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	115.00	115.00	0.00	0.00	3.15%
1700-00	Miscellaneous Expense - General Fund	-	0.00	2,580.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	0.00	2,580.00	0.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG	FY2003-2004 AUG	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	8,740.69	602.96	8,505.40	95.92	72.84%
	Printing	11,500	1,912.53	2,827.70	1,696.41	2,686.49	16.63%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	37.79	120.00	37.79	0.00	3.44%
	Paper	700	87.17	41.01	87.17	41.01	12.45%
	Drinking Water Service	350	59.00	55.00	29.50	27.50	16.86%
	Other Office Supplies	10,000	3,291.64	1,259.81	2,941.40	568.28	32.92%
	Total Office Supply Expense - General Fund	35,650	14,128.82	4,906.48	13,297.67	3,419.20	39.63%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	0.00	
1800-08	Printing	2,000	1,712.25	570.75	1,712.25	570.75	
	Publications	2,500	0.00	0.00	0.00	0.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	15.75	0.00	15.75	0.00	
	Total Adult Literacy Office Supply Expense	5,500	1,728.00	570.75	1,728.00	570.75	31.42%
1800-09	Supply Expense Families for Literacy	2,000	0.00	779.10	0.00	779.10	
	Total Office Expense	43,650	15,856.82	6,512.04	15,025.67	4,769.05	36.33%
1803-00	Postage Expense - General Fund	4,500	1,000.00	(10.36)	1,000.00	(10.36)	22.22%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,750	1,000.00	(10.36)	1,000.00	(10.36)	21.05%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG	FY2003-2004 AUG	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	70.00	70.00	35.00	35.00	16.67%
	Pension Contribution & Operating Expenses	7,000	3,000.12	1,207.48	3,000.12	0.00	42.86%
	Anaheim Consortium Automated Library System	35,000	646.06	646.50	0.00	0.00	1.85%
	Library Board Consultants & Legal	10,000	3,449.95	0.00	0.00	0.00	
	Clipping Service	504	84.00	84.00	84.00	42.00	16.67%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	1,107.77	1,095.61	74.05	54.08	11.66%
	Advertising (Including WEB Site)	2,000	454.70	30.00	439.70	15.00	22.74%
	Medical Exams	1,200	0.00	110.50	0.00	0.00	0.00%
	Collection Services - Accounts Receivable	2,800	568.44	552.48	359.74	174.92	20.30%
	Audit & Accounting Services	8,600	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	3,600	511.52	385.15	248.47	0.00	14.21%
	Election Expenses	15,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	5,009.05	1,551.40	4,555.55	531.95	33.39%
1900-00	Total Specialized Services - General Fund	114,124	14,901.61	5,733.12	8,796.63	852.95	13.06%
1900-01	Specialized Services - Spanish Literacy	3,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	41.48	500.00	41.48	0.00	0.83%
1900-09	Specialized Services - Families for Literacy	500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	0.00	0.00	0.00	0.00	0.00%
	Total Specialized Services	137,624	14,943.09	6,233.12	8,838.11	852.95	10.86%
2000-00	Legal Notices - General Fund	650	200.25	0.00	200.25	0.00	30.81%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	200.25	0.00	200.25	0.00	30.81%
2100-00	Rents/Leases-Equipment	700	166.09	0.00	166.09	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG	FY2003-2004 AUG	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	7,044.80	7,471.65	0.00	0.00	6.71%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	175,000	5,907.88	2,343.12	4,021.63	0.00	3.38%
2400-02	Special Department Expense - Video		2,872.32	0.00	2,872.32	0.00	
2400-03	Special Department Expense - Electronic		5,881.25	2,467.55	5,881.25	0.00	
2400-04	Special Department Expense - Periodicals		523.74	105.60	523.74	0.00	
2400-05	Special Department Expense - Audio		0.00	453.42	0.00	0.00	
2400-07	Special Department Expense - ELLI Grant		0.00	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	428.20	0.00	0.00	0.00	21.41%
2400-09	Special Department Expense - Families for Literacy		0.00	230.59	0.00	230.59	
	Total Special Department Expense	177,000	15,613.39	6,416.01	13,298.94	230.59	8.82%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	0.00	0.00	0.00	0.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	458.19	21.56	357.45	0.00	10.18%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	98.00	0.00	98.00	0.00	6.53%
2700-03	Transportation/Travel - Meetings, Board Local	750	31.31	0.00	31.31	0.00	4.17%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	0.00	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	45.00	0.00	20.00	0.00	4.50%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	34.56	0.00	34.56	
	Total Transportation/Travel - Meetings	11,250	657.50	78.44	506.76	34.56	5.84%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 AUG	FY2003-2004 AUG	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	9,994.26	0.00	9,994.26	0.00	13.88%
	Gas	4,200	337.47	331.43	128.45	110.61	8.04%
	Water	4,250	904.13	628.12	904.13	349.99	21.27%
	Total Utilities	80,450	11,235.86	959.55	11,026.84	460.60	13.97%
	TOTAL SUPPLIES & SERVICES	693,624	100,394.79	58,487.50	68,066.48	8,510.91	14.47%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	5,426.30	1,385.30	5,426.30	0.00	27.13%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	5,426.30	1,385.30	5,426.30	0.00	27.13%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	5,426.30	1,385.30	5,426.30	0.00	13.45%
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,673,794	248,161.01	191,495.80	144,688.64	72,495.00	14.83%
	ELLI Grant Summary Object Code 07	1,500	0	1,094	0	0	0.50
	CLC Summary Object Code 08	3,150	2,582	1,662	2,013	693	
	FFL Grant Summary Object Code 09	3,000	25	1,044	0	1,044	
	TOTAL LITERACY (Excluding Personnel)	21,050	2,607	3,800	2,013	1,737	

9:39 AM
09/14/04
Accrual Basis

Placentia Library District
Balance Sheet
As of August 31, 2004

	<u>Aug 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	568.20
County Exempt - Savings	7,825.40
General Fund - Checking	12,737.02
General Fund - Savings	16,348.36
Literacy Fund - Savings	8,552.43
Payroll Checking - Wells Fargo	21,163.73
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>110,856.48</u>
Total Current Assets	<u>110,856.48</u>
TOTAL ASSETS	<u><u>110,856.48</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	11,279.93
Total Equity	<u>110,856.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>110,856.48</u></u>

Placentia Library District
 Profit & Loss by Class
 July through August 2004

9:52 AM
 09/14/04
 Accrual Basis

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,030.00	0.00	0.00	0.00	1,030.00
COE Interest	3.75	0.00	0.00	0.00	3.75
COE Life Insur Suplmt(EDM)	79.76	0.00	0.00	0.00	79.76
COE Meeting Room Income	1,135.00	0.00	0.00	0.00	1,135.00
COE Passport Chck Reimbursement	7,035.90	0.00	0.00	0.00	7,035.90
COE Staff Appreciation Reimb	60.00	0.00	0.00	0.00	60.00
COE Test Proctoring Income	180.00	0.00	0.00	0.00	180.00
GF Bankcard Deposit	0.00	9,553.91	0.00	0.00	9,553.91
GF Cash Register - Copy/Debit	0.00	501.25	0.00	0.00	501.25
GF Cash Register - Fines	0.00	3,080.38	0.00	0.00	3,080.38
GF Cash Register - Lost Items	0.00	222.79	0.00	0.00	222.79
GF Cash Register - Misc.	0.00	31.00	0.00	0.00	31.00
GF Cash Register - Reserves	0.00	330.90	0.00	0.00	330.90
GF Fed Work Study Reimbursement	0.00	3,990.31	0.00	0.00	3,990.31
GF Interest	0.00	9.93	0.00	0.00	9.93
GF Miscellaneous Income	0.00	47.00	0.00	0.00	47.00
GF Passport Revenue	0.00	28,232.67	0.00	0.00	28,232.67
GF State Library Reimbursements	0.00	3,717.85	0.00	0.00	3,717.85
GF Transfers from County	0.00	1,031.89	0.00	0.00	1,031.89
LIT Book Sales	0.00	0.00	38.79	0.00	38.79
LIT Donations	0.00	0.00	50.00	0.00	50.00
LIT Interest Inc - Savings	0.00	0.00	4.31	0.00	4.31
PA Wire Transfer from County	0.00	0.00	0.00	127,974.17	127,974.17
Total Income	9,524.41	50,749.88	93.10	127,974.17	188,341.56
Expense					
COE Bank fees	22.00	0.00	0.00	0.00	22.00
COE Childn's Summer Rding Prgm	1,510.00	0.00	0.00	0.00	1,510.00
COE Friend's Director's Fund	52.74	0.00	0.00	0.00	52.74
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Passport Expenses	7,730.55	0.00	0.00	0.00	7,730.55
GF Advertising Expense	0.00	389.70	0.00	0.00	389.70
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	405.46	0.00	0.00	405.46
GF Food	0.00	144.09	0.00	0.00	144.09
GF Household Expenses	0.00	450.00	0.00	0.00	450.00
GF Office Expense	0.00	175.80	0.00	0.00	175.80
GF Printing	0.00	762.60	0.00	0.00	762.60
GF Transfer to COE	0.00	4,073.60	0.00	0.00	4,073.60
GF Transfer to GF Savings	0.00	6,018.26	0.00	0.00	6,018.26
GF Transfers to County	0.00	32,425.43	0.00	0.00	32,425.43
GF Travel Literacy	0.00	70.00	0.00	0.00	70.00
GF Travel Staff	0.00	37.20	0.00	0.00	37.20
GF Travel Trustees	0.00	124.00	0.00	0.00	124.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	7,223.04	7,223.04
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,282.00	1,282.00
PA Employee Life Insurance	0.00	0.00	0.00	79.76	79.76
PA Payroll Taxes	0.00	0.00	0.00	32,061.88	32,061.88
PA Salaries	0.00	0.00	0.00	81,864.00	81,864.00
Total Expense	9,470.81	45,080.14	0.00	122,510.68	177,061.63
Net In	53.60	5,669.74	93.10	5,463.49	279.93

10:39 AM
 09/12/04

**Placentia Library District
 Reconciliation Detail
 County Exempt - Checking, Period Ending 08/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,332.89
Cleared Transactions						
Checks and Payments - 42 Items						
Check	7/27/2004	5181	Passport Services	X	-110.00	-110.00
Check	7/27/2004	5180	Passport Services	X	-115.00	-225.00
Check	7/28/2004	5182	Passport Services	X	-55.00	-280.00
Check	7/28/2004	5184	Passport Services	X	-55.00	-335.00
Check	7/28/2004	5183	Passport Services	X	-110.00	-445.00
Check	7/29/2004	5185	Passport Services	X	-95.00	-540.00
Check	7/31/2004	5186	Passport Services	X	-115.00	-655.00
Check	7/31/2004	5188	Passport Services	X	-113.65	-768.65
Check	7/31/2004	5187	Passport Services	X	-100.00	-868.65
Check	8/2/2004	5191	Passport Services	X	-55.00	-923.65
Check	8/2/2004	5190	Passport Services	X	-55.00	-978.65
Check	8/2/2004	5192	Passport Services	X	-115.00	-1,093.65
Check	8/2/2004	5189	Passport Services	X	-110.00	-1,203.65
Check	8/3/2004	5193	Passport Services	X	-55.00	-1,258.65
Check	8/4/2004	5195	Passport Services	X	-40.00	-1,298.65
Check	8/4/2004	5194	Passport Services	X	-110.00	-1,408.65
Check	8/5/2004	5196	Passport Services	X	-55.00	-1,463.65
Check	8/7/2004	5204	Passport Services	X	-55.00	-1,518.65
Check	8/7/2004	5197	Passport Services	X	-55.00	-1,573.65
Check	8/7/2004	5198	Passport Services	X	-55.00	-1,628.65
Check	8/7/2004	5203	Passport Services	X	-100.00	-1,728.65
Check	8/7/2004	5199	Passport Services	X	-55.00	-1,783.65
Check	8/9/2004	5201	Passport Services	X	-100.00	-1,883.65
Check	8/9/2004	5202	Passport Services	X	-128.65	-2,012.30
Check	8/9/2004	5205	Passport Services	X	-55.00	-2,067.30
Check	8/11/2004	5207	Passport Services	X	-55.00	-2,122.30
Check	8/11/2004	5206	Passport Services	X	-55.00	-2,177.30
Check	8/11/2004	5208	Passport Services	X	-55.00	-2,232.30
Check	8/12/2004	5209	Passport Services	X	-80.00	-2,312.30
Check	8/12/2004	5210	Passport Services	X	-80.00	-2,392.30
Check	8/16/2004	5211	Passport Services	X	-55.00	-2,447.30
Check	8/16/2004	5213	Passport Services	X	-165.00	-2,612.30
Check	8/16/2004	5212	Passport Services	X	-55.00	-2,667.30
Check	8/17/2004	5215	Passport Services	X	-113.65	-2,780.95
Check	8/17/2004	5214	Passport Services	X	-115.00	-2,895.95
Check	8/18/2004	5216	John Emerich	X	-200.00	-3,095.95
Check	8/19/2004	5217	Passport Services	X	-115.00	-3,210.95
Check	8/21/2004	5218	Passport Services	X	-55.00	-3,265.95
Check	8/21/2004	5219	Passport Services	X	-40.00	-3,305.95
Check	8/23/2004	5220	Passport Services	X	-110.00	-3,415.95
Check	8/24/2004	5221	Passport Services	X	-257.30	-3,673.25
Check	8/31/2004			X	-11.00	-3,684.25
Total Checks and Payments					-3,684.25	-3,684.25
Deposits and Credits - 18 Items						
Deposit	8/2/2004			X	100.00	100.00
Deposit	8/2/2004			X	95.00	195.00
Deposit	8/2/2004			X	110.00	305.00
Deposit	8/3/2004			X	55.00	360.00
Deposit	8/5/2004			X	613.65	973.65
Deposit	8/5/2004			X	40.00	1,013.65
Deposit	8/9/2004			X	155.00	1,168.65
Deposit	8/9/2004			X	55.00	1,223.65
Deposit	8/9/2004			X	55.00	1,278.65
Deposit	8/10/2004			X	100.00	1,378.65
Deposit	8/12/2004			X	55.00	1,433.65
Deposit	8/16/2004			X	55.00	1,488.65
Deposit	8/16/2004			X	80.00	1,568.65
Deposit	8/17/2004			X	20.00	1,588.65
Deposit	8/18/2004			X	113.65	1,702.30
Deposit	8/23/2004			X	95.00	1,797.30

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**Placentia Library District
 Reconciliation Detail
 County Exempt - Checking, Period Ending 08/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	8/23/2004			X	20.00	1,817.30
Deposit	8/24/2004			X	50.00	1,867.30
Total Deposits and Credits					1,867.30	1,867.30
Total Cleared Transactions					-1,816.95	-1,816.95
Cleared Balance					-1,816.95	1,515.94
Uncleared Transactions						
Checks and Payments - 9 Items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	8/9/2004	5200	Jim Gilbert		-300.00	-410.00
Check	8/25/2004	5222	Christopher's Flowers		-52.74	-462.74
Check	8/26/2004	5225	Passport Services		-55.00	-517.74
Check	8/26/2004	5223	Passport Services		-115.00	-632.74
Check	8/26/2004	5224	Passport Services		-55.00	-687.74
Check	8/28/2004	5227	Passport Services		-55.00	-742.74
Check	8/28/2004	5226	Passport Services		-55.00	-797.74
Check	8/29/2004	5228	Passport Services		-150.00	-947.74
Total Checks and Payments					-947.74	-947.74
Total Uncleared Transactions					-947.74	-947.74
Register Balance as of 08/31/2004					-2,764.69	568.20
New Transactions						
Checks and Payments - 15 Items						
Check	9/2/2004	5229	Passport Services		-100.00	-100.00
Check	9/2/2004	5230	Passport Services		-128.65	-228.65
Check	9/2/2004	5233	Passport Services		-55.00	-283.65
Check	9/4/2004	5234	Passport Services		-128.65	-412.30
Check	9/4/2004	5236	Passport Services		-55.00	-467.30
Check	9/4/2004	5235	Passport Services		-40.00	-507.30
Check	9/7/2004	5239	Passport Services		-128.65	-635.95
Check	9/8/2004	5240	Passport Services		-55.00	-690.95
Check	9/9/2004	5246	Passport Services		-128.65	-819.60
Check	9/9/2004	5245	Passport Services		-115.00	-934.60
Check	9/9/2004	5243	Table 10 Restaurant		-980.00	-1,914.60
Check	9/9/2004	5242	Placentia Chamber ...		-50.00	-1,964.60
Check	9/9/2004	5244	Passport Services		-128.65	-2,093.25
Check	9/11/2004	5247	Passport Services		-95.00	-2,188.25
Check	9/11/2004	5248	Passport Services		-40.00	-2,228.25
Total Checks and Payments					-2,228.25	-2,228.25
Deposits and Credits - 7 Items						
Deposit	9/1/2004				20.00	20.00
Deposit	9/7/2004				55.00	75.00
Deposit	9/7/2004				55.00	130.00
Deposit	9/8/2004				55.00	185.00
Deposit	9/9/2004				1,915.95	2,100.95
Deposit	9/9/2004				20.00	2,120.95
Deposit	9/11/2004				128.65	2,249.60
Total Deposits and Credits					2,249.60	2,249.60
Total New Transactions					21.35	21.35
Ending Balance					-2,743.34	589.55

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**Placentia Library District
 Reconciliation Detail
 County Exempt - Savings, Period Ending 08/31/2004**

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						7,684.08
Cleared Transactions						
Checks and Payments - 1 Item						
Check	8/2/2004	1525	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 10 Items						
Deposit	8/2/2004			X	30.00	30.00
Deposit	8/5/2004			X	65.00	95.00
Deposit	8/5/2004			X	35.00	130.00
Deposit	8/11/2004			X	19.94	149.94
Deposit	8/12/2004			X	35.00	184.94
Deposit	8/19/2004			X	30.00	214.94
Deposit	8/25/2004			X	30.00	244.94
Deposit	8/25/2004			X	19.94	264.88
Deposit	8/26/2004			X	30.00	294.88
Deposit	8/31/2004			X	1.96	296.84
Total Deposits and Credits					296.84	296.84
Total Cleared Transactions					141.32	141.32
Cleared Balance					141.32	7,825.40
Register Balance as of 08/31/2004					141.32	7,825.40
New Transactions						
Checks and Payments - 1 Item						
Check	9/9/2004	1526	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 4 Items						
Deposit	9/1/2004				35.00	35.00
Deposit	9/2/2004				35.00	70.00
Deposit	9/8/2004				19.94	89.94
Deposit	9/11/2004				35.00	124.94
Total Deposits and Credits					124.94	124.94
Total New Transactions					-30.58	-30.58
Ending Balance					<u>110.74</u>	<u>7,794.82</u>

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**Placentia Library District
 Reconciliation Detail
 General Fund - Checking, Period Ending 08/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,436.89
Cleared Transactions						
Checks and Payments - 17 Items						
Check	8/1/2004	4907	Sam's Club	X	-17.55	-17.55
Check	8/2/2004		Bank of the West	X	-172.43	-189.98
Check	8/3/2004	4910	Placentia Library Di...	X	-35.00	-224.98
Check	8/3/2004	4911	Placentia Library G...	X	-2,484.66	-2,709.64
Check	8/3/2004	4909	Placentia Library Di...	X	-613.65	-3,323.29
Check	8/3/2004	4908	Munson, Cronick & ...	X	-35.00	-3,358.29
Check	8/5/2004	4912	Smart & Final	X	-73.66	-3,431.95
Check	8/12/2004	4915	Orange County Cou...	X	-50.00	-3,481.95
Check	8/12/2004	4914	League of California...	X	-76.00	-3,557.95
Check	8/12/2004	4913	Sign-a-Rama	X	-389.70	-3,947.65
Check	8/12/2004	4916	Minuteman Press	X	-482.99	-4,430.64
Check	8/15/2004	4917	Sam's Club	X	-11.56	-4,442.20
Check	8/16/2004	4918	CM School Supply	X	-35.00	-4,477.28
Check	8/18/2004	4920	Rembrandt's Beauti...	X	-20.00	-4,497.28
Check	8/18/2004	4919	Sign-a-Rama	X	-32.06	-4,529.34
Check	8/19/2004	4921	Minuteman Press	X	-279.81	-4,808.95
Check	8/25/2004	4922	Rembrandt's Beauti...	X	-20.00	-4,828.95
Total Checks and Payments					-4,828.95	-4,828.95
Deposits and Credits - 31 Items						
Deposit	8/2/2004			X	207.00	207.00
Deposit	8/3/2004			X	35.00	242.00
Deposit	8/3/2004			X	151.66	393.66
Deposit	8/3/2004			X	60.00	453.66
Deposit	8/4/2004			X	1.60	455.26
Deposit	8/5/2004			X	171.96	627.22
Deposit	8/5/2004			X	262.00	889.22
Deposit	8/6/2004			X	167.10	1,056.32
Deposit	8/9/2004			X	130.65	1,186.97
Deposit	8/9/2004			X	261.00	1,447.97
Deposit	8/9/2004			X	6.79	1,454.76
Deposit	8/10/2004			X	12.60	1,467.36
Deposit	8/12/2004			X	235.10	1,702.46
Deposit	8/16/2004			X	30.00	1,732.46
Deposit	8/16/2004			X	137.95	1,870.41
Deposit	8/17/2004			X	494.00	2,364.41
Deposit	8/18/2004			X	103.60	2,468.01
Deposit	8/19/2004			X	40.00	2,508.01
Deposit	8/23/2004			X	202.00	2,710.01
Deposit	8/23/2004			X	147.00	2,857.01
Deposit	8/23/2004			X	138.31	2,995.32
Deposit	8/23/2004			X	2.00	2,997.32
Deposit	8/23/2004			X	1.19	2,998.51
Deposit	8/24/2004			X	339.30	3,337.81
Deposit	8/25/2004			X	146.40	3,484.21
Deposit	8/26/2004			X	102.00	3,586.21
Deposit	8/27/2004			X	147.00	3,733.21
Deposit	8/30/2004			X	204.00	3,937.21
Deposit	8/30/2004			X	87.00	4,024.21
Deposit	8/30/2004			X	90.00	4,114.21
Deposit	8/31/2004			X	161.05	4,275.26
Total Deposits and Credits					4,275.26	4,275.26
Total Cleared Transactions					-553.69	-553.69
Cleared Balance					-553.69	12,883.20

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**Placentia Library District
 Reconciliation Detail
 General Fund - Checking, Period Ending 08/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 4 Items						
Check	8/24/2004	4923	Friends of National ...		-50.00	-50.00
Check	8/28/2004	4924	American Red Cross		-75.20	-125.20
Check	8/29/2004	4925	Gem Meats		-15.30	-140.50
Check	8/30/2004	4926	Sam's Club		-5.68	-146.18
Total Checks and Payments					-146.18	-146.18
Total Uncleared Transactions					-146.18	-146.18
Register Balance as of 08/31/2004					-699.87	12,737.02
New Transactions						
Checks and Payments - 6 Items						
Check	9/6/2004	4927	Sam's Club		-42.11	-42.11
Check	9/8/2004	4928	Rembrandt's Beauti...		-30.00	-72.11
Check	9/9/2004	4929	Travel In Style		-313.40	-385.51
Check	9/11/2004	4930	Placentia Library Di...		-1,915.95	-2,301.46
Check	9/11/2004	4931	Placentia Library G...		-2,081.54	-4,383.00
Check	9/13/2004	4932	Kinko's		-21.55	-4,404.55
Total Checks and Payments					-4,404.55	-4,404.55
Deposits and Credits - 1 Item						
Deposit	9/7/2004				1,967.54	1,967.54
Total Deposits and Credits					1,967.54	1,967.54
Total New Transactions					-2,437.01	-2,437.01
Ending Balance					-3,136.88	10,300.01

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**Placentia Library District
 Reconciliation Detail
 General Fund - Savings, Period Ending 08/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,856.04
Cleared Transactions						
Checks and Payments - 1 Item						
Check	8/16/2004	1240	Orange County Aud...	X	-10,199.91	-10,199.91
Total Checks and Payments					-10,199.91	-10,199.91
Deposits and Credits - 32 Items						
Deposit	8/2/2004			X	602.00	602.00
Deposit	8/2/2004			X	404.40	1,006.40
Deposit	8/2/2004			X	517.65	1,524.05
Deposit	8/3/2004			X	266.61	1,790.66
Deposit	8/5/2004			X	2,484.66	4,275.32
Deposit	8/5/2004			X	482.40	4,757.72
Deposit	8/5/2004			X	441.74	5,199.46
Deposit	8/9/2004			X	814.00	6,013.46
Deposit	8/9/2004			X	304.70	6,318.16
Deposit	8/9/2004			X	413.80	6,731.96
Deposit	8/10/2004			X	472.50	7,204.46
Deposit	8/11/2004			X	418.40	7,622.86
Deposit	8/12/2004			X	343.85	7,966.71
Deposit	8/12/2004			X	27.00	7,993.71
Deposit	8/16/2004			X	186.55	8,180.26
Deposit	8/16/2004			X	303.61	8,483.87
Deposit	8/16/2004			X	360.00	8,843.87
Deposit	8/17/2004			X	534.65	9,378.52
Deposit	8/18/2004			X	443.65	9,822.17
Deposit	8/19/2004			X	475.45	10,297.62
Deposit	8/23/2004			X	471.70	10,769.32
Deposit	8/23/2004			X	590.60	11,359.92
Deposit	8/23/2004			X	602.00	11,961.92
Deposit	8/24/2004			X	27.00	11,988.92
Deposit	8/24/2004			X	475.03	12,463.95
Deposit	8/25/2004			X	189.80	12,653.75
Deposit	8/26/2004			X	7,302.83	19,956.58
Deposit	8/26/2004			X	328.45	20,285.03
Deposit	8/30/2004			X	335.18	20,620.21
Deposit	8/30/2004			X	953.96	21,574.17
Deposit	8/30/2004			X	600.00	22,174.17
Deposit	8/31/2004			X	3.28	22,177.45
Total Deposits and Credits					22,177.45	22,177.45
Total Cleared Transactions					11,977.54	11,977.54
Cleared Balance					11,977.54	15,833.58
Uncleared Transactions						
Deposits and Credits - 2 Items						
Deposit	8/31/2004				511.50	511.50
Deposit	8/31/2004				3.28	514.78
Total Deposits and Credits					514.78	514.78
Total Uncleared Transactions					514.78	514.78
Register Balance as of 08/31/2004					12,492.32	16,348.36
New Transactions						
Checks and Payments - 1 Item						
Check	9/9/2004	1241	Orange County Aud...		-16,252.84	-16,252.84
Total Checks and Payments					-16,252.84	-16,252.84

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Placentia Library District
Reconciliation Detail
 General Fund - Savings, Period Ending 08/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 8 Items						
Deposit	9/1/2004				510.35	510.35
Deposit	9/2/2004				418.32	928.67
Deposit	9/7/2004				495.65	1,424.32
Deposit	9/7/2004				175.50	1,599.82
Deposit	9/8/2004				399.80	1,999.62
Deposit	9/9/2004				408.14	2,407.76
Deposit	9/11/2004				342.75	2,750.51
Deposit	9/12/2004				2,081.54	4,832.05
Total Deposits and Credits					4,832.05	4,832.05
Total New Transactions					-11,420.79	-11,420.79
Ending Balance					1,071.53	4,927.57

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 08/31/2004

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						8,500.27
Cleared Transactions						
Deposits and Credits - 2 Items						
Deposit	8/26/2004			X	50.00	50.00
Deposit	8/31/2004			X	2.16	52.16
Total Deposits and Credits					52.16	52.16
Total Cleared Transactions					52.16	52.16
Cleared Balance					52.16	8,552.43
Register Balance as of 08/31/2004					52.16	8,552.43
Ending Balance					52.16	8,552.43

E. Smith
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**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 08/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,139.87
Cleared Transactions						
Checks and Payments - 41 Items						
Check	6/30/2004	4229	Joy Di Loreto	X	-568.77	-568.77
Check	7/28/2004	4314	Melissa Porter	X	-246.00	-814.77
Check	7/28/2004	4313	Melissa Manzanarez	X	-61.59	-876.36
Check	7/28/2004	4302	Pamela Radeka	X	-40.04	-916.40
Check	7/28/2004	4301	Beatrice V. Quintanar	X	-186.57	-1,102.97
Check	7/28/2004	4300	Kristen Proffitt	X	-59.99	-1,162.96
Check	7/28/2004	4293	Alexander Hernandez	X	-143.37	-1,306.33
Check	7/28/2004	4292	Joyce G. Hampton	X	-337.36	-1,643.69
Check	7/28/2004	4291	Esther P. Guzman	X	-278.42	-1,922.11
Check	7/28/2004	4288	Dorothy J. Cummings	X	-523.17	-2,445.28
Check	7/28/2004	4287	Gary Bell	X	-172.61	-2,617.89
Check	7/28/2004	4319	Nationwide Retirem...	X	-1,805.76	-4,423.65
Check	7/28/2004	4315	Hilda Rivera	X	-355.28	-4,778.93
Check	7/28/2004	4316	Sothavy Ton	X	-153.99	-4,932.92
Check	7/28/2004	4318	Placentia Library Dl...	X	-19.94	-4,952.86
Check	7/29/2004	2032	Shawn Robison	X	-40.56	-4,993.42
Check	8/10/2004		Paychex	X	-148.26	-5,141.68
Check	8/10/2004		Paychex	X	-17,102.31	-22,243.99
Check	8/11/2004	4350	Sothavy Ton	X	-123.20	-22,367.19
Check	8/11/2004	4349	Din Thong	X	-375.60	-22,742.79
Check	8/11/2004	4348	Hilda Rivera	X	-249.95	-22,992.74
Check	8/11/2004	4347	Melissa Porter	X	-246.00	-23,238.74
Check	8/11/2004	4351	Orange County Aud...	X	-240.00	-23,478.74
Check	8/11/2004	4352	Placentia Library Dl...	X	-19.94	-23,498.68
Check	8/11/2004	4334	Beatrice V. Quintanar	X	-328.80	-23,827.48
Check	8/11/2004	4327	Alexander Hernandez	X	-124.67	-23,952.15
Check	8/11/2004	4326	Joyce G. Hampton	X	-337.36	-24,289.51
Check	8/11/2004	4325	Esther P. Guzman	X	-262.07	-24,551.58
Check	8/11/2004	4322	Trang Goebel	X	-99.29	-24,650.87
Check	8/11/2004	4321	Dorothy J. Cummings	X	-307.76	-24,958.63
Check	8/11/2004		Paychex	X	-25.05	-24,983.68
Check	8/11/2004		Paychex	X	-8,019.43	-33,003.11
Check	8/11/2004	4353	Nationwide Retirem...	X	-1,805.76	-34,808.87
Check	8/11/2004	4344	Shannon Ford	X	-171.45	-34,980.32
Check	8/24/2004		Paychex	X	-17,661.88	-52,642.20
Check	8/25/2004	4386	Placentia Library Dl...	X	-19.94	-52,662.14
Check	8/25/2004	4385	Orange County Aud...	X	-240.00	-52,902.14
Check	8/25/2004	4360	Esther P. Guzman	X	-278.42	-53,180.56
Check	8/25/2004	4362	Alexander Hernandez	X	-296.70	-53,477.26
Check	8/25/2004		Paychex	X	-8,105.85	-61,583.11
Check	8/25/2004	4387	Nationwide Retirem...	X	-1,805.76	-63,388.87
Total Checks and Payments					-63,388.87	-63,388.87
Deposits and Credits - 2 Items						
Deposit	8/5/2004			X	32,653.50	32,653.50
Deposit	8/18/2004			X	31,513.17	64,166.67
Total Deposits and Credits					64,166.67	64,166.67
Total Cleared Transactions					777.80	777.80
Cleared Balance					777.80	25,917.67

10:30 AM
09/12/04

**Placentia Library District
Reconciliation Detail**
Payroll Checking - Wells Fargo, Period Ending 08/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 16 Items						
Check	7/14/2004	4281	Angle-An Mai		-197.12	-197.12
Check	7/28/2004	4312	Angle-An Mai		-325.15	-522.27
Check	8/11/2004	4346	Melissa Manzanarez		-24.64	-546.91
Check	8/11/2004	4345	Angle-An Mai		-277.19	-824.10
Check	8/25/2004	4384	Sothavy Ton		-64.68	-888.78
Check	8/25/2004	4383	Din Thong		-266.55	-1,155.33
Check	8/25/2004	4382	Hilda Rivera		-149.09	-1,304.42
Check	8/25/2004	4381	Melissa Manzanarez		-61.59	-1,366.01
Check	8/25/2004	4380	Angle-An Mai		-30.80	-1,396.81
Check	8/25/2004	4379	Shannon Ford		-141.60	-1,538.41
Check	8/25/2004	4361	Joyce G. Hampton		-337.36	-1,875.77
Check	8/25/2004	4356	Dorothy J. Cummings		-243.46	-2,119.23
Check	8/25/2004	4355	Gary Bell		-70.89	-2,190.12
Check	8/25/2004	4369	Beatrice V. Quintanar		-328.80	-2,518.92
Check	8/26/2004	2033	Donna Siloti		-695.94	-3,214.86
Check	8/26/2004	2034	Donna Siloti		-1,539.08	-4,753.94
Total Checks and Payments					-4,753.94	-4,753.94
Total Uncleared Transactions					-4,753.94	-4,753.94
Register Balance as of 08/31/2004					-3,976.14	21,163.73
Ending Balance					-3,976.14	21,163.73

Summit
9/12/04

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	1,193.48	75	68	1,193.48	75	68	131.80	6	6	1,325.28	81	74
Adult Circulating Non-Fiction	0.00	0	0	598.64	38	34	598.64	38	34	310.85	11	11	909.49	49	45
Adult Reference	3,945.62	17	0	438.44	4	4	4,384.06	21	4	371.00	4	3	4,755.06	25	7
Adult Print Continuations	3,710.50	154	0	0.00	0	0	3,710.50	154	0	0.00	0	0	3,710.50	154	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	7,656.12	171	154	1,037.08	42	38	8,693.20	215	192	681.85	15	14	9,375.05	228	206
TOTAL ADULT PRINT MATERIALS	7,656.12	171	154	2,230.56	117	106	9,886.68	288	260	813.65	21	20	10,700.33	288	280
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	1,084.38	19	19	1,084.38	19	19	1,084.38	0	0	1,084.38	19	19
Total Adult Audio	0.00	0	0	1,084.38	19	19	1,084.38	19	19	0.00	0	0	1,084.38	19	19
Adult Video Educational	0.00	0	0	516.69	27	18	516.69	27	18	20.00	1	1	536.69	28	19
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	135.00	8	8	135.00	8	8
Total Adult Video	0.00	0	0	516.69	27	18	516.69	27	18	155.00	9	9	671.69	36	27
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	1,601.07	46	37	1,601.07	46	37	155.00	9	9	1,756.07	55	46
TOTAL ADULT MATERIALS	7,656.12	171	154	3,831.63	163	143	11,487.75	334	297	968.65	30	29	12,456.40	343	326
Juvenile Fiction	32.90	2	2	635.04	33	33	667.94	35	35	150.33	36	36	818.27	71	71
Juvenile Circulating Non-Fiction	0.00	0	0	110.97	6	6	110.97	6	6	0.00	0	0	110.97	6	6
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	146.61	1	1	0.00	0	0	146.61	1	1	0.00	0	0	146.61	1	1
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	146.61	1	1	110.97	6	6	257.58	7	7	0.00	0	0	257.58	7	7
TOTAL JUVENILE PRINT MATERIALS	179.51	3	3	746.01	39	39	925.52	42	42	150.33	36	36	1,075.85	78	78
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,872.32	48	4	0.00	0	0	2,872.32	48	4	0.00	0	0	2,872.32	48	4
Total Juvenile Audio	2,872.32	48	4	0.00	0	0	2,872.32	48	4	0.00	0	0	2,872.32	48	4
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	253.85	16	16	253.85	16	16
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	580.00	28	27	580.00	28	27
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	833.85	44	43	833.85	44	43
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,872.32	48	4	0.00	0	0	2,872.32	48	4	833.85	44	43	3,706.17	92	47
TOTAL JUVENILE MATERIALS	3,051.83	51	7	746.01	39	39	3,297.84	90	46	984.18	80	79	4,782.02	170	125
Total Fiction	32.90	2	2	1,828.52	108	101	1,861.42	110	103	282.15	42	42	2,143.55	152	145
Total Non-Fiction	7,802.73	172	155	1,148.05	48	44	8,950.78	220	199	681.85	15	14	9,632.63	235	213
Total Audio	2,872.32	48	4	1,084.38	19	19	3,956.70	67	23	0.00	0	0	3,956.70	67	23
Total Video	0.00	0	0	516.69	27	18	516.69	27	18	988.85	53	52	1,505.54	80	70
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	10,707.95	222	161	4,577.64	202	182	15,285.59	424	343	1,952.83	110	108	17,238.42	534	451

OUTSTANDING ORDERS AS OF AUGUST 31, 2004

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$7,222.85	\$2,809.82	\$10,032.67

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	2,667.25	227	2,667.25	227	674.55	30	3,341.80	257
Adult Circulating Non-Fiction	0.00	0	1,175.49	76	1,175.49	76	859.05	29	2,034.54	105
Adult Reference	3,945.62	17	676.79	9	4,622.41	26	410.95	5	5,033.36	31
Adult Print Continuations	3,710.50	154	0.00	0	3,710.50	154	0.00	0	3,710.50	154
Adult Electronic Continuations	3,765.00	3	0.00	0	3,765.00	3	0.00	0	3,765.00	3
Total Adult Non-Fiction	11,421.12	174	1,852.28	85	13,273.40	259	1,270.00	34	14,543.40	293
TOTAL ADULT PRINT MATERIALS	11,421.12	174	4,519.53	312	15,940.65	486	1,944.55	64	17,885.20	550
Adult Audio/Music	0.00	0	0.00	0	0.00	0	55.00	3	55.00	3
Adult Audio Books	0.00	0	2,043.81	33	2,043.81	33	0.00	0	2,043.81	33
Total Adult Audio	0.00	0	2,043.81	33	2,043.81	33	55.00	3	2,098.81	36
Adult Video Educational	0.00	0	4,988.49	216	4,988.49	216	39.95	2	5,028.44	218
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	196.99	11	196.99	11
Total Adult Video	0.00	0	4,988.49	216	4,988.49	216	236.94	13	5,225.43	229
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	7,032.30	249	7,032.30	249	291.94	16	7,324.24	265
TOTAL ADULT MATERIALS	11,421.12	174	11,551.83	561	22,972.95	735	2,236.49	80	25,209.44	815
Juvenile Fiction	32.90	2	1,932.23	161	1,965.13	163	150.33	36	2,115.46	199
Juvenile Circulating Non-Fiction	0.00	0	235.26	14	235.26	14	0.00	0	235.26	14
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	146.61	1	146.61	1	293.22	2	0.00	0	293.22	2
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	146.61	1	381.87	15	528.48	16	0.00	0	528.48	16
TOTAL JUVENILE PRINT MATERIALS	179.51	3	2,314.10	176	2,493.61	179	150.33	36	2,643.94	215
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	2,872.32	48	0.00	0	2,872.32	48	96.00	2	2,968.32	50
Total Juvenile Audio	2,872.32	48	0.00	0	2,872.32	48	96.00	2	2,968.32	50
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	608.85	35	608.85	35
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	615.00	30	615.00	30
Total Juvenile Video	0.00	0	0.00	0	0.00	0	1,223.85	65	1,223.85	65
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,872.32	48	0.00	0	2,872.32	48	1,319.85	67	4,192.17	115
TOTAL JUVENILE MATERIALS	3,051.83	51	2,314.10	176	5,365.93	227	1,470.18	103	6,836.11	330
Total Fiction	32.90	2	4,596.48	388	4,632.38	390	824.88	66	5,457.26	456
Total Non-Fiction	11,567.73	175	2,234.15	100	13,801.88	275	1,270.00	34	15,071.88	309
Total Audio	2,872.32	48	2,043.81	33	4,916.13	81	151.00	5	5,067.13	86
Total Video	0.00	0	4,988.49	216	4,988.49	216	1,460.79	78	6,449.28	294
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	14,472.95	225	13,865.93	737	28,338.88	962	3,706.67	183	32,045.55	1,145

Summary of Current Status of Unique Management Accounts
September 20, 2004

Agenda Item 15

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	4	667	6	718.98	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	20	1322	10	1462.97	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 09/01/2004 12:37 AM TC

SUMMARY STATUS REPORT

PAGE: 129

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

CREDITOR: 286 --- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 08/31/2004

Accounts Submitted	: 1,023	Dollars Submitted	: 94,117.98	Dollars Received	: 34,469.30
Bankruptcies	: 5	Dollars in Bankruptcy	: 457.35	Material Returned	: 12,944.30
Incorrect Addresses	: 123	Dollars in Skips	: 7,492.52	Dollars Waived	: 2,514.88
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 64,149.83
Accounts in Process	: 894	Dollars in Process	: 83,518.81	% of Dollars Activated	: 76.81%
# Accounts Activated	: 667				
% of Accounts Activated	: 74.61%				



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EMM*
DATE: September 20, 2004
SUBJECT: **GIFT REPORT**

The following gifts were received from August 1, 2004 through August 31, 2004.

ADOPT A BOOK DONATIONS

TOTAL ADOPT A BOOK DONATIONS: \$1,064.65

BOOK ENDOWMENT FUND

TOTAL BOOK ENDOWMENT FUND \$200.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$2,710.00

TOTAL ALL DONATIONS \$3,974.65

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 August 2004
DATE: September 20, 2004

HVAC: 8/16/04 – Reset chillers due to power surge
Plumbing: 8/11/04 – Fix backflow in men’s restroom
Electrical: 8/13/04 – Light bulb replacement
Exterminator: No service calls in August.
Carpet Cleaners: 08/13/04 – Clean Meeting Room carpet
Locksmith: 8/11/04 – Re-key lock in Literacy

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EW*
SUBJECT: Personnel Report for August 2004
DATE: September 20, 2004

RESIGNATIONS:

Donna Siloti, Administrative Assistant

APPOINTMENTS:

None

OPEN POSITIONS:

1 FTE Administrative Assistant (advertised)
1 FTE Librarian I/Library Assistant (advertised)

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

SUBJECT: Volunteer Report for Month of August 2004

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY04/05 August	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	8.00	14.00	Sep-95	851.00
Backes, Theresa	7.00	16.00	Jun-98	428.75
Bart, Lillian	8.00	12.00	May-01	405.75
Benner, Barbara	0.00	3.50	Jul-04	3.50
Blansett, Nadine	26.75	50.00	Mar-03	290.75
Boelman, Marge	0.00	0.00	Apr-01	176.00
Botha, Jill	0.00	0.00	Nov-01	64.00
Britton, JoAnn	5.50	17.00	Jul-04	17.00
Byrne, Joyce	0.00	0.00	Apr-04	5.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	9.75	22.50	Jun-98	554.75
Davis, Sandy	10.00	20.00	Jul-03	121.00
Dell, Lyla	23.75	23.75	Aug-98	263.25
Doezie, Debra	0.00	0.00	Jan-04	39.00
Farkas, Theodore	0.00	0.00	?	50.00
Fioroni, Pete	5.00	10.00	Mar-97	328.25
Fisher, Jack	1.25	3.25	Apr-04	8.75
Fisher, Lora	1.25	1.25	Aug-04	1.25
Fitzgerald, Joan	9.00	9.00	Oct-93	2,188.75
Frazee, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	10.00	14.00	Feb-96	398.25
Haagen, John	0.00	0.00	Jan-00	103.25
Hathaway, Eugenia	6.00	8.00	Nov-03	36.00
Hemmerling, Barbara	13.75	26.25	Sep-95	759.25
Henderson, Jan	0.00	0.00	Oct-03	9.00
Himes, Camille	0.00	0.00	Jul-03	5.00
Horrocks, Marjorie	2.00	6.00	Oct-95	298.00
Irot, Pat	31.00	68.00	Feb-96	3,665.00
Jertberg, Pat	0.00	6.00	Apr-98	1,076.25
Lee, Wilma	2.50	5.00	Feb-04	12.00
Loewer, Terrie	18.50	33.25	Jun-04	40.75
Lone-Tollefson, Nancy	33.00	65.00	Jan. 03	369.75
Lord, Audrey	0.00	0.00	Jul-00	390.75
Myers, Claire	10.00	22.50	Oct-95	1,347.00
Olson, Bob	6.00	8.00	Sep-95	506.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Rankin, Eleanore	18.00	32.00	May-02	620.50
Rodriguez, Carmen	6.00	14.00	Feb-00	297.50
Salem, Rose	8.00	16.00	Oct-00	317.75
Sanatar, Ginny	0.00	0.00	Mar-02	117.50
Sandoval, Gerry	2.00	10.00	Aug-02	182.00
Schafer, Ruth	10.00	20.00	Jun-04	28.00
Schmidt, Marie	6.00	18.00	Apr-98	681.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Segovia, Inez	8.00	18.00	Jun-03	139.50
Shaw, Dixie	1.00	2.00	May-94	220.50
Silverman, Pat	6.00	14.00	Jul-03	116.00
Thum, Margo	8.00	14.00	Nov-03	76.00
Tollefson, Jerry	0.00	0.00	Jul-03	30.50
Tramison, Betty	1.00	1.00	Aug-04	1.00
Walker, Jim	0.00	0.00	Nov-03	1.50
Walcek, John	0.00	0.00	Dec-04	6.00
Walker, Virginia	0.00	0.00	Mar-99	145.25
Wymer, Betty	13.25	16.00	Jan-96	1,054.00
Zamora, Mary	0.00	0.00	Jan-04	8.50
TOTAL	335.25	639.25		19,188.75

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	August	YTD			August	YTD	
Alvarado, Catalina	0.00	3.25	3.25	Ngo, Kathy	6.00	15.00	15.00
Arzu, Robert	0.00	0.00	49.00	Nguyen, Kevin	2.25	18.25	18.25
Becker, Alyssa	4.25	8.25	9.25	Ning Zing, Dan	0.00	9.00	9.00
Bhattacharya, Ankur	7.00	23.00	46.50	Ong, Cindy	3.00	9.00	9.00
Bianco, Justin	0.00	4.00	36.50	Ortiz, William	0.00	0.00	19.50
Blaine, Ami	0.00	2.00	12.00	Pestoor, Jaclyn	0.00	8.50	16.50
Blehm, Nathan	0.00	10.50	10.50	Peters, Lezi	10.00	20.75	30.25
Boden, Emily	2.00	24.25	28.25	Peters, Tim	10.00	18.25	27.75
Born, Ashley	2.25	6.25	24.25	Piol, Nick	2.00	8.00	48.00
Cha, Sally	10.00	22.00	22.00	Rivera, Ruben	10.00	28.00	33.00
Chao, Rebecca	18.00	44.50	55.50	Runyan, Nicole	0.00	7.00	7.00
Chen, Shaw-Ming	11.50	11.50	11.50	Ryang, Michelle	4.25	8.25	25.50
Chun, Andrea	6.50	10.00	78.75	Sharp, Kristina	0.00	16.25	28.25
Cobos, Patrick	0.00	0.00	6.50	Shaw, Vishwa	4.50	4.50	4.50
Doezie, Ryan	0.00	0.00	39.00	Suh, Stacy	11.25	11.25	41.75
Erbacher, Matt	1.00	5.00	5.00	Syed, Kiren	6.50	20.75	46.25
Esquivel, Gilberto	10.00	16.00	29.00	Tan, Hannah	0.00	1.00	44.00
Florez, Stephanie	2.75	2.75	5.75	Tasnim, Sara	7.00	14.00	20.25
Francis, Lucy	4.00	9.00	9.00	Tat, Trung	0.00	24.50	97.75
Hadi, Maria	4.00	10.00	10.00	Thibault, Peter	2.75	8.50	10.50
Hariri, Nick	4.00	29.00	30.00	Thibault, Timothy	2.75	10.50	14.50
Hasan, Heba	0.00	0.00	6.00	Thornley, Mikayla	0.00	2.00	2.00
Hasan, Mahin	0.00	0.00	6.00	Titus, Tanya	4.00	4.00	4.00
Hernandez, Brenda	8.00	8.00	8.00	Tjoarman, Arlene	37.50	85.25	110.75
Ibarra, Estefania	17.00	39.00	54.00	Valerio, Ricardo	0.00	0.00	30.00
Israel, Emily	4.25	19.25	22.25	Vasquez, Michelle	0.00	3.25	3.25
Jani, Eddie	10.50	37.25	59.25	Vo, Jadeson	3.00	11.50	20.25
Khattar, Saijal	7.00	43.50	57.50	Vo, Jasmine	3.00	11.50	21.25
Lee, Jessica	20.00	41.00	46.00	Wang, Melody	8.00	13.50	18.50
Lee, Kenneth	18.00	48.00	57.25	White, Chris	0.00	19.25	20.25
Lopez, Edgar	0.00	0.00	47.00	Wu, Jaime	2.00	9.25	14.75
Martinez, Chris	11.25	26.25	40.00	Yeh, Bryce	0.00	6.00	25.25
Misty, Aakash	8.50	15.50	15.50	Yen, Tiffany	23.50	43.75	43.75
Nath, Sara	0.00	0.00	17.00	Yousof, Roman	0.00	0.00	2.00
Negrete, Adriana	0.00	0.00	10.50	Zuniga, Jazmin	6.00	10.00	38.00
Nekorane, Rachel	0.00	0.00	9.00				

TOTAL 191.75 519.00 976.75 TOTAL 169.25 480.50 920.50

TOTAL Library Volunteer Hours 696.25
TOTAL Literacy Volunteer Hours 684.00

TOTAL VOLUNTEERS HOURS 1380.25

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

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

	FY04/05				FY04/05			
July	948.25				1,008.00			
August	696.25				684.00			
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
	<u>1644.50</u>				<u>1,692.00</u>			

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05 August	FY04/05 YTD	Cumulative		FY04/05 August	FY04/05 YTD	Cumulative
Aguirre, Alyssa	6.00	12.00	52.00	Krisinger, Elizabeth	-	-	78.00
Araujo, John	6.00	12.00	12.00	Lee, Joshua	6.00	12.00	12.00
Azadi, Joe	8.00	16.00	16.00	Leslie, Sandra	6.00	12.00	300.00
Azizan, Sarah	-	-	40.00	Lin, Joyce	6.00	12.00	12.00
Bates, Emily	4.00	8.00	8.00	Lukito, Cory	6.00	12.00	12.00
Belekjian, Maria	6.00	12.00	120.00	Lukito, Kevin	6.00	12.00	12.00
Bello, Dominic	6.00	6.00	72.00	Mai, Angie	12.00	36.00	36.00
Bennett, Amanda	4.00	8.00	8.00	Maino, Arielle	6.00	12.00	12.00
Bennett, Kevin	4.00	8.00	8.00	Malkowicz, Edward	6.00	12.00	316.00
Bernardino, Maria	6.00	12.00	108.00	Manzanarez, Melissa	12.00	18.00	18.00
Bowers, Cretia	-	20.00	20.00	Marquez, Jeff	6.00	12.00	54.00
Brackett, Jim	-	6.00	159.00	Martiaro, Diane	-	-	564.00
Broderick, Shannon	-	-	56.00	Massaro, Lauren	6.00	12.00	96.00
Brzovic, Kathy	6.00	12.00	102.00	McBain, Frances	6.00	12.00	90.00
Cadambi, Aruna	-	-	44.00	McBentz, Kathy	6.00	12.00	176.00
Callaway, Sean	6.00	12.00	54.00	McGrath, Patricia	6.00	12.00	90.00
Castillo, Alicia	-	-	40.00	Mehta, Ami	6.00	12.00	48.00
Cha, Sally	6.00	12.00	102.00	Miller, Michelle	6.00	12.00	57.00
Chandrasekaram, Vinolie	-	-	64.00	Min, Nara	6.00	12.00	46.00
Chen, April	-	-	177.00	Montoya, Tania	6.00	12.00	68.00
Chen, Elsen	-	-	80.00	Myers, Emily	-	-	150.00
Chen, Wen	6.00	12.00	96.00	Navarro, Nicole	6.00	12.00	102.00
Choi, Eugene	6.00	12.00	54.00	Negoranek, Rachel	6.00	12.00	41.00
Coffee, Nancy	-	-	397.00	Negrete, Adriana	6.00	12.00	49.00
Corbo, Leonora	6.00	11.00	11.00	Nguyen, Martin	6.00	12.00	54.00
de La Torre, Angelica	-	-	154.00	Nguyen, Minh	6.00	12.00	12.00
Diaz, Cynthia	-	-	52.00	Nguyen, Tyler	6.00	12.00	68.00
Diaz, Monica	-	-	70.00	Osoria, Jonathan	6.00	12.00	60.00
Donofrio, Susan	6.00	12.00	147.00	Patel, Vani	6.00	12.00	102.00
Draper, Krispa	6.00	12.00	162.00	Pello, Ernest	6.00	12.00	295.00
Dudrey, Kristin	6.00	12.00	66.00	Porter, Melissa	12.00	24.00	132.00
Eckels, Krys	6.00	12.00	102.00	Precht, Jeanette	6.00	12.00	175.00
Economou, Christina	6.00	12.00	96.00	Renno, Carolyn	6.00	12.00	57.00
Elmore, Sylvia	4.00	8.00	92.00	Rivera, Felleny	6.00	12.00	64.00
Farilla, Dawn	6.00	13.00	13.00	Rivera, Hilda	12.00	24.00	168.00
Finley, Virginia	6.00	12.00	104.00	Rodriguez, Kenia	-	-	120.00
Fitsimons-Diaz, Chelsea	6.00	12.00	129.00	Ross, Charlotte	7.00	14.00	14.00
Gardner, Jeanette	-	-	87.00	Sabo, Melissa	-	-	42.00
Gimby, Walter	6.00	12.00	58.00	Schaal, Linda	6.00	12.00	225.00
Goodman, Dale	-	-	3,441.00	Schultz, Laurie	6.00	12.00	12.00
Guerrero, Christine	6.00	12.00	90.00	Sgobba, Jackie	6.00	12.00	174.00
Guerrero, Lavone	6.00	12.00	96.00	Shah, Sweny	-	-	132.00
Hamacher, Holly	6.00	12.00	90.00	Shan, Kheyati	6.00	12.00	57.00
Hatch, Bill	6.00	12.00	147.00	Skimizu, Ken	12.00	24.00	469.00
Hatch, Katie	6.00	11.00	55.00	Smith, Allie	6.00	12.00	12.00
Hawkins, Christina	6.00	12.00	86.00	Smith, Annie	6.00	12.00	12.00
Healey, Kathleen	6.00	12.00	288.00	Speakman, Sarah	6.00	9.00	92.00
Heer, Kim	6.00	12.00	305.00	Stutts, Lisa	6.00	12.00	61.00
Henao, Stephanie	6.00	12.00	66.00	Stuvert, Judith	24.00	48.00	48.00
Herrera, Elizabeth	6.00	12.00	12.00	Tan, Hannah	6.00	10.00	10.00
Hernandes, Melissa	-	-	50.00	Tat, Trung	6.00	12.00	23.00
Hernandez, Maria	6.00	18.00	162.00	Thomas, Peggy	6.00	12.00	131.00
Hilleweart, Heather	6.00	12.00	90.00	Thong, Din	10.00	20.00	20.00
Holmes, Nancy	6.00	12.00	12.00	Todker, Reka	6.00	12.00	24.00
Howell, Anne	6.00	12.00	96.00	Todker, Vanita	6.00	12.00	52.00
Hsieh, Lambert	6.00	12.00	12.00	Ton, Sothany	15.00	30.00	30.00
Hsu, Iris	6.00	12.00	12.00	Trotter, Cynthia	6.00	12.00	159.00
Humple, Phyllis	4.00	8.00	182.00	Truong, Christine	-	-	123.00
Hutain, Jenny	6.00	12.00	49.00	Valenzuela, Sarah	6.00	12.00	12.00
Hutton, Katherine (Kate)	6.00	12.00	306.00	Veltre, Robin	6.00	9.00	31.00
Jeon, Ashley	6.00	12.00	53.00	Vukovick, Kathy	6.00	12.00	228.00
Kaiser, Kelly	-	-	150.00	Weimer, MacKenzie	6.00	12.00	55.00
Kamat, Rujvi	6.00	12.00	48.00	Wright, Sydney	6.00	12.00	51.00
Kao, Elaine	-	-	36.00	Yu, Lillian	6.00	12.00	18.00
Khamphanh, Molly	6.00	12.00	96.00				
Kornreich, Seth	-	-	32.00				
Kreger, Kenneth	6.00	12.00	12.00				
				Total	684.00	1,391.00	15,369.00

Placentia Library District
Circulation Report
September 20, 2004

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 August	FY03-04 August
1st Time Checkouts	26,768	26,599	0.64%	12,972	10,705
Phone Renewals	4,648	2,774	67.56%	2,324	1,968
In-Building Renewals	523	967	-45.92%	290	396
TOTAL RENEWALS	5,171	3,741	38.23%	2,614	2,364
TOTAL CHECKOUTS	31,939	30,340	5.27%	15,586	13,069
On-Time Checkins	30,133	29,048	3.74%	15,699	12,861
Late Checkins	1,859	1,803	3.11%	1,013	905
TOTAL CHECKINS	31,992	30,851	3.70%	16,712	13,766
Holdings Placed	1,157	362	219.61%	663	188
Holdings Cancelled	48	15	220.00%	32	12
Holdings Filled	889	775	14.71%	480	376
Patrons Registered	644	452	42.48%	315	96
Titles Added	442	454	-2.64%	159	291
Volumes Added	530	491	7.94%	166	300
CIRCULATION BY TYPE OF MATERIAL		0			
Adult Print	13,837	11,915	16.13%	7,246	5,648
Juvenile Print	14,302	14,411	-0.76%	6,388	5,418
Total Print	28,139	26,326	6.89%	13,634	11,066
Audio	1,991	1,460	36.37%	1,056	701
Visual	3,336	2,107	58.33%	1,712	864
Total Audio Visual	5,327	3,567	49.34%	2,768	1,565
TOTAL CIRCULATION	33,466	29,893	11.95%	16,402	12,631
Placentia Circulation	20,558	19,807	3.79%	9,822	8,205
%Placentia Circulation	61.43%	66.26%		59.88%	64.96%
Anaheim/Yorba Linda Circulation	5,268	3,864	36.34%	2,618	1,714
%Anaheim/Yorba Linda Circulation	16%	12.93%		16%	13.57%
TYPES OF ACTIVE BORROWERS		0			
Adult	23,673	19,702	20.16%	11,850	8,472
Young Adult	580	524	10.69%	300	236
Juvenile	6,374	6,654	-4.21%	2,860	2,774
New Borrower	2,328	2,441	-4.63%	1,097	796
Non Resident	0	0	N/A	0	0
Other (staff)	449	505	-11.09%	225	278
TOTAL ACTIVE BORROWERS	33,404	29,826	12.00%	16,332	12,556
TOTAL REGISTERED BORROWERS	37,292	36,183	3.06%	18,785	18,190
ATTENDANCE	57,940	56,091	3.30%	27,885	25,040
Adult Reference-In Building	2,081	1,374	51.46%	1,011	615
Adult Reference-Telephone	271	264	2.65%	156	129
Children's Reference-In Building	1,647	362	354.97%	851	270
Children's Reference-Telephone	34	16	112.50%	20	11
Total Adult Reference	2,352	1,638	43.59%	1,167	744
Total Children's Reference	1,681	378	344.71%	871	281
Total in Building Reference	3,728	1,736	114.75%	1,862	885
Total Telephone Reference	305	280	8.93%	176	140
TOTAL REFERENCE	4,033	2,016	100.05%	2,038	1,025

PLACENTIA INVOICES

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	07/10/20	5,200.62	1,638.37	650.63	0.00	0.00	8.18	7,497.80
Aug-02	08/16/02	5,961.61	1,178.68	651.87	107.50	0.00	8.20	7,907.86
Sep-02	09/17/02	5,200.62	1,638.37	650.63	0.00	0.00	0.00	7,489.62
Oct-02	10/11/02	0.00	1,195.57	650.63	0.00	0.00	8.17	1,854.37
Nov-02	11/15/02	0.00	1,461.17	650.61	107.50	0.00	16.35	2,235.63
Dec-02	12/13/03	0.00	1,150.57	650.63	537.50	0.00	0.00	2,338.70
Jan-03	01/16/03	0.00	1,632.69	650.63	0.00	0.00	8.15	2,291.47
Feb-03	02/11/03	0.00	1,269.07	762.39	0.00	0.00	0.00	2,031.46
Mar-03	03/17/03	0.00	1,177.30	762.39	107.50	0.00	10.55	2,057.74
Apr-03	04/07/03	35,884.16	1,263.68	762.39	269.45	0.00	7.17	38,186.85
May-03	06/05/03	3,712.49	1,150.57	650.77	107.50	0.00	7.20	5,628.53
Jun-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

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

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	08/23/04	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Aug-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
AVG		5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,233.58	211.50	0.00	1,445.08	722.54
Aug-03	0.00	0.00	0.00	0.00	0.00
Sep-03	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00
TOTAL	1,233.58	211.50	0.00	1,445.08	722.54
AVG	1,233.58	211.50	0.00	1,445.08	722.54

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	270.54	60.56	0.00	617.76	1,233.58
Aug-03	0.00	0.00	0.00	0.00	0.00	0.00
Sep-03	0.00	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	284.72	270.54	60.56	0.00	617.76	1,233.58
AVG	284.72	270.54	60.56	0.00	617.76	1,233.58

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		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-03	8.00	9.00	2.00	0.00	22.00	41.00
Aug-03	0.00	0.00	0.00	0.00	0.00	0.00
Sep-03	0.00	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	8.00	9.00	2.00	0.00	22.00	41.00
AVG	8.00	9.00	2.00	0.00	22.00	41.00

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update - August 20, 2004

CSDA Alliance Legislative Information

PLEASE SEE THE BOTTOM OF THIS MESSAGE FOR A SAMPLE RESOLUTION SUPPORTING PROPOSITION 1A, THE NOVEMBER BALLOT MEASURE THAT WOULD PROTECT LOCAL GOVERNMENT REVENUES.

LEGISLATURE HEADS FOR FINISH LINE

With the August 31st adjournment date rapidly approaching, the Legislature will reconvene Monday for what is expected to be the classic end-of-session madness, with literally hundreds of bills awaiting action in the final week—or so—of the 2003-04 Legislative Session. While August 31st is the required date for Final Recess, some speculation remains that the Legislature, or at least the Senate, may actually recess on Friday, August 27th. The Republican National Convention starts on August 30th in New York City and the Assembly/Senate Republicans would like to attend, completing the Session in advance of August 30th. Since the Legislature's Democrats were unable to attend their national convention this summer due to the State Budget impasse, it may be payback time. Just adds to the end-of-session drama.

Today is the deadline to amend bills in either house and we expect hundreds of bills to be amended prior to today's deadline. Most of the amended bills will not be in-print until Monday or Tuesday, leaving little time to review the amendments prior to the bills being voted upon on the Floors. We also anticipate scores of "gut and amend" bills, bills that have been stripped of their original provisions and completely new subject matter added. The Governor has signaled the Legislature that he will not look favorably on gut and amendments—a threat that will have little impact on those legislators and special interests that intend to do so. Finally, we expect to see the language early next week for the recently enacted local government package that will contain technical clean-up provisions, some of which will be relevant to special districts.

Presented below are bills of interest that were addressed this week.

Senate Bill 18 (Burton)—relating to tribal culture sites. Based upon the final version of the bill, CSDA removed its opposition and supports SB 18, which received concurrence in the Senate on Thursday. The Governor is expected to sign the measure.

Link—SB 18: http://www.leginfo.ca.gov/pub/bill/sen/sb_0001-0050/sb_18_bill_20040819_enrolled.pdf

Assembly Bill 2572 (Kehoe)—relating to water meters. The Senate approved the bill Thursday on a 23-to-11 vote and sent the bill back to the Assembly for concurrence, where it is expect to pass to the Governor.

Link – AB 2572: http://www.leginfo.ca.gov/pub/bill/asm/ab_2551-2600/ab_2572_bill_20040628_amended_sen.pdf

Assembly Bill 2832 (Lieber)—relates to increasing the current minimum wage. Passed the Senate on Thursday on a 22-to-14 vote and was sent back to the Assembly for concurrence. The measure will pass the Assembly on concurrence, but most think the Governor will veto the bill.

Link – AB 2832: http://www.leginfo.ca.gov/pub/bill/asm/ab_2801-2850/ab_2832_bill_20040817_amended_sen.pdf

Assembly Bill 2067 (Harman)—relates to special district consolidations. Passed the Assembly on concurrence last Monday and is headed to the Governor. The vote was 76-to-0 and the Governor is expected to sign the bill.

Link – AB 2067: http://www.leginfo.ca.gov/pub/bill/asm/ab_2051-2100/ab_2067_bill_20040816_enrolled.pdf

Finally, speaking of gut and amend bills—but this is a good one—**Assembly Bill 3036 (Yee)** is about to become the new capital facilities fee legislation. You will recall that the Legislature passed legislation last year that clarifies that local agencies may impose capital facilities fees on educational facilities. The Governor vetoed the bill and AB 3036 will give the new Governor the opportunity to sign this important measure. CSDA supported last year's legislation and will actively support the efforts on AB 3036 during the week ahead.

LEGISLATIVE UPDATES AVAILABLE BY EMAIL FOR ALL AGENCY OFFICIALS AND EMPLOYEES

If you or anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates altogether, let us know by calling toll free 877/924-CSDA or by emailing gneill@csda.net. You can find old Legislative Updates in the 'Members Only' section of www.csda.net. If you don't know your agency's username and password, contact David Fawson at davidf@csda.net or by calling toll free 877/924-CSDA.

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

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

SAMPLE LOCAL GOVERNMENT RESOLUTION

A RESOLUTION SUPPORTING PROPOSITON 1A

WHEREAS, state government annually seizes more than \$5.2 billion in local property tax funds statewide from cities, counties and special districts, costing local governments more than \$40 billion in lost revenues over the past 12 years; and

WHEREAS, these continual shifts and raids by the state of local property tax funds and other funding dedicated to local governments has seriously reduced resources available for local fire and paramedic response, law enforcement, public health and emergency medical care, roads, parks, libraries, transportation and other essential local services; and

WHEREAS, these funding raids also add pressure for local governments to increase fees and taxes to maintain basic local service levels; and

WHEREAS, this drain of local resources has continued even during periods when the state's budget has been overflowing with surpluses; and

WHEREAS, Proposition 1A is a historic measure that will appear on the November 2004 statewide ballot that would limit the State's ability to take and use local government funding; and

WHEREAS, by protecting local government funding, Prop 1A would protect local public safety, healthcare and other essential local services; and

WHEREAS, Prop 1A will not raise taxes and, in fact, will help reduce pressure for local fee and tax increases by limiting state raids of local government funding; and

WHEREAS, Prop 1A does not reduce funding for schools or any other state program or service, and Prop 1A was carefully written to allow flexibility in the event of a state budget emergency; and

WHEREAS, Prop 1A is supported by a bipartisan, diverse coalition including Governor Schwarzenegger, Democrat and Republican leaders, local government officials, public safety representatives, healthcare, business, labor and community leaders;

NOW, THEREFORE, BE IT RESOLVED BY THE _____ of the _____ that we hereby express strong support for Proposition 1A, the statewide ballot initiative that will prevent the state from further taking local government revenues; and

RESOLVED FURTHER, that the (LOCAL GOVERNMENT) officials and staff are authorized to provide impartial informational materials on the initiative as may be lawfully provided by this local government's representatives. No public funds shall be used to campaign for or against the initiative; and

RESOLVED FURTHER, that we will send a copy of this resolution to Yes on 1A - Californians to Protect Local Taxpayers and Public Safety. Fax: 916-442-3510 or 1121 L Street, #803, Sacramento, CA 95814

ADOPTED this _____ day of _____, 200__.

ccorcoran@co.tuolumne.ca.us; kbr@ci.upland.ca.us; Starrett.Kreissman@mail.co.ventura.ca.us;
gorosco@ci.vernon.ca.us; dbarrow@watsonville.lib.ca.us; pmaghsoudi@whittierpl.org;
dhampton@ci.willows.ca.us; Paul.Miller@cityofwoodland.org; mary.stephens@yolocounty.org;
danisk@yipl.lib.ca.us; lmccrory@co.yuba.ca.us

Cc: Nancy Mahr; acamp@sdcoe.k12.ca.us; amgold@saclibrary.org; cdillon@mfdillon.com;
ktdyer@aol.com; mdtodd@lhqsmtp.colapl.org; marks@lssi.com; pmaghsoudi@whittierpl.org;
Starrett.Kreissman@mail.co.ventura.ca.us; sad1324@aol.com; shildreth@library.ca.gov;
ssloan@ci.sunnyvale.ca.us; dmcfadden@swlaw.edu; ttrice@sonoma.lib.ca.us;
crobertson@library.ca.gov; mcginnis@cerritos.edu; Susanst2@earthlink.net; CynthiaP@moval.org;
Susan Negreen; ellie@berkeley.k12.ca.us

Subject: contacts with the Governor

Hi all. The legislative committee met on Friday and we really, really need more help contacting the Governor urging him to sign SB 1161, the new library construction and revenue bond.

We are extremely fortunate that the bill got through the legislature this year. In my opinion, this happened because we had such a strong author (Senator DeDe Alpert) and because of the very fine work of our lobbyists, Mike and Christina Dillon. It is my impression that many legislators supported the bill based on their respect and admiration for Senator Alpert who is termed out this year. We are unlikely to be in a position to take advantage of a similar situation in the near future.

Our lobbyists have done all that they can on this bill - it is really up to us at this point. With the continued opposition of the Finance Dept., we need to make a direct appeal to the Governor and, to date, we have not accomplished this. I am sure that you all have written your letters (or e-mailed or made phone calls) but we need to get much broader support for this than just libraries.

We are particularly interested in letters on business letterhead. We have sent info to all of the architecture firms that have worked on Prop. 14 projects in all cycles, but we need support from other types of business. Please use your contacts with Chambers of Commerce, Rotary, and other business and civic organizations to get letters immediately. As you will see in the memo from the Dillons below, please contact law enforcement, education officials and local government officials for letters of support. Contacts from new immigrants, literacy learners, people concerned about after-school programs for kids and teens, and general library users are also important.

Faxed (or mailed) letters are still the preferred method of contact because they have a greater impact, but please also use the e-mail and phone contacts listed below - we need all of these methods to be swamped with contacts on SB 1161. I am hearing from many people about difficulties and long waits to get a fax through (it took me 4 tries) and also on the phone lines (it took me about 6 or 7 minutes), but please encourage people to persevere.

If any of you have any contacts in the entertainment industry or a relationship with the Governor and First Lady or if you have any additional ideas of what we can do, please contact me immediately.

I know that you all have a tremendous amount to do but please make this a priority - we have an incredible opportunity here and it is up to us to make this happen! thanks so much, I really appreciate everyone's help.

If any of you need help with letters or have questions, please let me know. If any of you want to e-mail or fax me copies of letters that have been sent, that would be helpful too so that we can get an idea of the impact that we are having. thanks again

September 14, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

9/15/2004

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

**GOVERNOR'S OFFICE IS TALLYING SUPPORT FOR LIBRARY BOND BILL:
YOUR CALLS, LETTERS, E-MAILS NEEDED NOW!**

Thanks to all of you who have taken the time to call, write, or fax the Governor's Office in recent days, in support of SB 1161 by Senator Alpert – the library construction and renovation bond bill, sponsored by CLA. You may recall that the bill would authorize the issuance of \$600 million in general obligation bonds, if signed by the Governor and approved by the voters on the March 2006 ballot. Late Friday, CLA learned that the Governor's Office still has some concerns about the state taking on any more bonded indebtedness capacity – so we need your help in order to make a compelling case to the Governor to sign SB 1161.

Over the last two weeks, we have been recommending in our "News From the Capitol" reports that you write the Governor or fax your letter to the Governor's Office. We have also learned of some additional options: now you have four possible ways to express your support for SB 1161-Alpert:

OPTION #1 – Mail your letter to the Governor: (still the favorite preferred method)

The Honorable Arnold Schwarzenegger
Governor, State of California
State Capitol
Sacramento, CA. 95814
Attn: Pam Oto, Office of Governor Schwarzenegger

OPTION #2 – Fax your letter to the Governor

Office of Governor Schwarzenegger
Attention: Pam Oto
(916) 445-4633

OPTION #3 – Call the Governor's Office of Constituent Affairs

The Governor's Office of Constituent Affairs will be tallying the support or opposition for various bills awaiting action by the Governor, including SB 1161-Alpert. To call Constituent Affairs, please follow these instructions:

- 1) Call: (916) 445-1456
- 2) Listen to a series of prompts. ONLY choose prompt #7, where you will get to speak to the Governor's representative.
- 3) You will be asked what bill you are supporting, and will be asked to offer a few brief statements as to why.
- 4) To date, most callers have not been asked to give their name, library, company, or geographic location, etc.

5) If you are a business, a representative of local government, etc. we would prefer that you write or fax the Governor instead so your company, group, or title is appropriately noted in the bill file.

OPTION #4 – E-mail the Governor

You may e-mail the Governor at:

- 1) governor@governor.ca.gov or
- 2) www.govmail.ca.gov (see the CLA site – www.cla-net.org, for a link that has been established to connect you to the Governor's website. At "govmail" you may insert a text of up to 6000 characters.)

As we have mentioned in prior "News From the Capitol" alerts, the Governor has until September 30th to sign or veto any measures. Please do not wait to send your letter, make a call, or e-mail the Governor, as he may act on SB 1161-Alpert at any time.

Please don't forget to contact representatives from the local chamber of commerce, entertainment industry, construction firms, architecture firms, mayors and local government officials, education groups, and law enforcement (law enforcement has been very helpful to CLA in supporting past legislation pertaining to after school programs and youth mentoring at the libraries) and ask for their assistance in writing a letter, making a quick call, or sending off an e-mail.

Thank you for your help!

Anne Cain
County Librarian
Contra Costa County Library
(925) 646-6423 phone
(925) 646-6461 fax
acain@ccclib.org

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Tuesday, September 14, 2004 10:24 AM
To: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: smacgregor; bchute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; shaber; 'palger'
Subject: FW: [CALIX:2908] Support Needed for Bond Bill Now

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Tuesday, September 14, 2004 9:57 AM
To: CLA Listserve- CALIX
Subject: [CALIX:2908] Support Needed for Bond Bill Now

September 14, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

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now

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Thank you for your help!

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

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

WARNING: The remainder of this message has not been transferred.
The estimated size of this message is 406 bytes.
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the server.

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Thursday, September 02, 2004 11:10 AM
To: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: smacgregor; bchute; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; mgermroth; mwomack; shaber; 'palger'
Subject: FW: [CALIX:2874] Governor's signature on bond bill in doubt-action needed

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Thursday, September 02, 2004 10:39 AM
To: CLA Listserve- CALIX
Subject: [CALIX:2874] Governor's signature on bond bill in doubt-action needed

September 2, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

GOVERNOR'S SIGNATURE IN DOUBT ON LIBRARY BOND BILL - "FULL COURT PRESS" NEEDED

As you know, SB 1161-Alpert, the \$600 million library bond construction and renovation bond bill, sponsored by CLA, is currently on the Governor's desk, awaiting his signature or veto. Senator Alpert and our office have received word that unless we make a compelling case for the Governor to sign the measure, SB 1161 is more than likely going to be vetoed.

The Department of Finance and at least one member of the Governor's Cabinet continue to be concerned about the state taking on any more bonded indebtedness at this time. CLA will need to demonstrate that the \$600 million is a modest-priced bond and the need for new library construction and renovation is huge. The bottom line is the Governor needs to hear from hundreds of diverse supporters of the bond. The CLA Bond Task Force is currently working to exhaust all resources relative to contacts and connections, in order to elicit support for the bond bill. In particular, CLA would like your assistance in the particular areas listed below - if you have contacts with any individuals within these segments, please contact them TODAY and ask them to write a brief letter (please provide them with assistance if necessary) of support for SB 1161-Alpert and mail it or fax it to the Governor immediately.

- 1) Entertainment industry
- 2) Chambers of Commerce
- 3) Construction firms
- 4) Architecture firms
- 5) Mayors and local government officials
- 6) Education groups

In addition, for any of you who may have listened to Governor Schwarzenegger's speech at the Republican Convention Tuesday night, one of the prevailing themes you may have heard was that of the "possibility and potential for immigrants." If you have strong immigrant literacy programs, or immigrant patrons who have benefited from the programs in your libraries, please ask these patrons to write a letter of support. Lastly, if your library features effective after school programs, the Governor continues to be an avid advocate of after school programs for school-aged youth, so please highlight your successful program in your letter.

Please note: while the Governor has until September 30 to sign or veto the bill, it is

imperative that you get your support letters in to the Governor's office as soon as possible, as he can act on the bill at any time.

To write the Governor:

The Honorable Arnold Schwarzenegger
Governor, State of California
State Capitol
Sacramento, CA. 95814

Attention: Pam Oto, Office of Governor Schwarzenegger

To Fax your letter to the Governor:

Office of Governor Schwarzenegger
Attention: Pam Oto
(916) 445-4633

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

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

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Friday, August 27, 2004 11:01 AM
To: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: smacgregor; bhute; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; mgermroth; mwomack; shaber; 'palger'
Subject: FW: [CALIX:2833] News from the Capitol

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of lfisher@cla-net.org
Sent: Friday, August 27, 2004 10:24 AM
To: calix@listproc.sjsu.edu
Subject: [CALIX:2833] News from the Capitol

August 27, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, CLA Lobbyist
Christina Dillon, CLA Lobbyist
RE: NEWS FROM THE CAPITOL

LIBRARY BOND BILL PASSES SENATE - FOUR KEY REPUBLICANS SAVE THE DAY

Late yesterday afternoon, Senator Alpert brought her SB 1161, the \$600 million library construction and renovation bond, before the Senate Floor for final consideration. Specifically, the Senator needed to have the Senate concur in the amendments taken in the Assembly, in order to send the bill down to the Governor for his consideration. When SB 1161 was first considered on the Senate Floor back in May, we were able to obtain three Republican votes to achieve the necessary two-thirds vote for passage. At that time, the money had been stripped from the bill and contained only intent language to fund a library bond.

Yesterday in the Senate, we knew we needed at least two Republicans votes, and then later learned that a Democrat Senator was absent, which bumped our number to three necessary Republican votes. When the vote was first taken, several Democrat members were missing from the Floor, and the only Republican to vote "aye" was Senator Bruce McPherson, giving us a tally of 22 votes, with 27 needed for passage. For almost 45 minutes, we "worked the call," with assistance from the lobbyist for both Alameda and Ventura County, and sent in a multitude of cards with notes to Senators asking for their support. Meanwhile, Senator Alpert spoke with Republicans and rounded up the missing Senate Democrats.

Finally, when Senator Burton "lifted the call," all Democrats present voted for the bill, and three more Republicans added on in support. When the final vote was announced, the bond had passed on a vote of 28 to 9. Immediately, applause broke out on the Senate Floor - clearly Senator Alpert's colleagues understand how hard the Senator has worked on behalf of the library community and felt fit to recognize her in this manner in the final days of her term. (Senator Alpert is termed out of office this year.) In fact, we believe that Senator Alpert's personal relationships and tremendous respect that her colleagues have for her, helped to gain the necessary votes for passage of the bond bill in the Senate.

We would like to personally thank the four Senate Republicans who "put us over the top" with their votes last night: Senate Republican Leader Dick Ackerman, Senator Jeff Denham, Senator Ross Johnson, and Senator Bruce McPherson. If you are represented by one of these four Senators, we would appreciate it if you would call or write them and express your

thanks.

SB 1161-Alpert will now head to the Governor for his consideration. We are still unsure as to where the Governor will be on this issue.

However,

we do know that his Department of Finance has an "oppose" position on the bill. If you have not yet sent a letter to Governor Schwarzenegger to encourage his support of SB 1161, please take a moment to write him today.

The Governor will need to receive hundreds of letters in support of the bill to have the necessary impact.

-----calix-+

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-----calix--



Agenda Item 23

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 


DATE: September 20, 2004

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes at Ruby Drive.
- Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and
 2. Service Learning.
- Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and will continue this FY.
- In June and July, PLLS had its first two interns from Troy Tech (a specialized program at Troy High School), Kelly Kaiser and Emily Meyers. Both intern completed 150 hours in their internships, and they did a great job. We hope this is the beginning of many interns coming to the Library from Troy High School.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started school year 2002-2003, there won't be any potential interns until this school year, 2004-05.

TO: Elizabeth D. Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: September 20, 2004

SUBJECT: Grant Status

Source	Submitted	Date	Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	History Room	Other
Mervyn's	05/06/04		PLLS			5,000					
Target	05/06/04		PLLS			5,000					
VERIZON	05/13/04		PLLS		25,000						
Mighty Ducks Care	05/13/04		PLLS		25,000						
Wells Fargo	05/04/04		PLLS				21,000				1,000
CLLS *	06/08/04		PLLS				3,500				
Disneyland Resort CSA *	06/17/04		PLLS								
*Estimated											
TOTAL PENDING					50,000	10,000	24,500	1,000	-	-	-

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


Agenda Item 25

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator JM
DATE: September 20, 2004
SUBJECT: **Poet Laureate.**

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: California Library Outlets Survey 2003-2004 for Placentia Library District
as transmitted to the California State Library on August 21, 2003
DATE: September 20, 2004

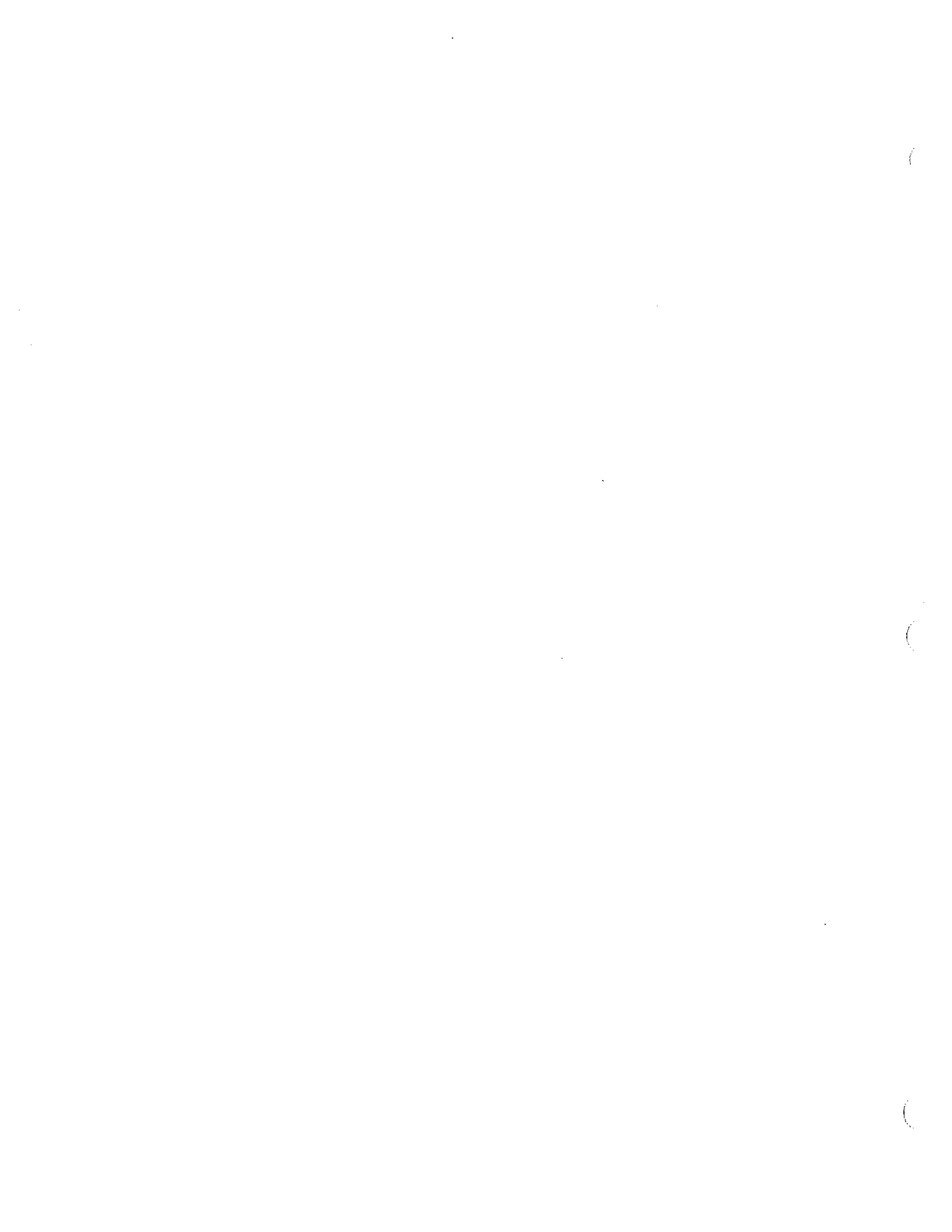
BACKGROUND:

Attachment A is a copy of the Library's annual report to the State Library of California for Fiscal Year 2003-2004.

Completion of this report is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

RECOMMENDATION:

Receive & File



Placentia Dist

2003-04 California Public Library Survey

	CURRENT YEAR	PREVIOUS YEAR
Directory Update #1-51		
THE FIELDS BELOW ARE FOR CSL USE ONLY		
1 LIB_ID	M692	M692
2 FSCS_ID	CA0096	
3 Short_Name	Placentia Dist	<i>Placentia Dist</i>
4 Name	Placentia Library District	<i>Placentia Library District</i>
Director (If position is filled, enter "VACANT" in 6 and leave 7 & 8 blank)		
5 Courtesy Title (Ms., Mr., Dr.)		
6 First Name	Elizabeth	<i>Elizabeth</i>
7 Middle Name or Initial (if used)	D.	<i>D.</i>
8 Last Name	Minter	<i>Minter</i>
9 Title	Director	<i>Director</i>
10 Street Address	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
11 City	Placentia	<i>Placentia</i>
12 ZIP	92870	<i>92870-6198</i>
13 ZIP4	6198	
14 Mailing Address (repeat street address if same)	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
15 Mail City	Placentia	<i>Placentia</i>
16 Mail ZIP	92870	<i>92870-6198</i>
17 Mail ZIP4	6198	
18 Public Phone Number- Administration	(714) 528-1906	<i>(714) 528-1906</i>
19 Reference Phone Number	(714) 528-1906	<i>(714) 528-1906</i>
20 FAX	(714) 528-8236	<i>(714) 528-8236</i>
21 TDD for Deaf.	N/A	<i>N/A</i>
22 Library Director's Email address	eminter@placentialibrary.org	<i>eminter@placentialibrary.org</i>

	CURRENT YEAR	PREVIOUS YEAR
23 Library's Public Email address	administration@placentialibrary.org	reference@placentialibrary.org
24 Library's Web Address	placentialibrary.org	http://placentialibrary.org
25 House District(s)	39	39
26 State Senate District(s)	29	29
27 Assembly District(s)	64	64
28 Affiliations (OCLC, CLC, etc.)	ALA, LVA, CSDA, CLC, ISDOC, OCLN, SCLLN, NSFRE, PGRT, OCCOG	ALA, LVA, CSDA, CLC, ISDOC, OCLN, SCLLN, NSFRE, PGRT, OCCOG
29 ILL Period: # of Weeks	3	3
30 ILL Photocopy free up to 10 pages?	N	N
31 Copy fee. ONLY if answer to #30 is No; otherwise, leave blank.	.15/page.	.15/page.
32 Typical Schedule of Library Service Hours (for branches if no main library)	M-W 9-9; Th 9-6; Sat 9-5; Sun 1-5.	M-W 12-9; Th 10-6; Sun 1-5.
33 Name of person completing this survey.	Wendy Goodson	
34 Email address of person completing this survey.	administration@placentialibrary.org	

THE FIELDS BELOW ARE FOR CSL USE ONLY

35 Size Sq. Miles	7.10	7.10
36 Interlibrary Relationship Code	ME	
37 Legal Basis Code	SD	SD
38 Administrative Structure Code	SO	SO
39 FSCS Public Library Definition	Y	Y
40 Geographic Code	CI2	CI2
41 Legal Service Area Boundary Change	N	
42 LIBR_TYPE	PHDD	PHDD
43 MSA_NAME	LAOR	LAOR
44 COUNTY	Orange	Orange
45 CA_NETWORK	IV	IV
46 CLSASYSTEM	Santiago	Santiago
47 C_LEGBASE	SD	
48 TABLE	5	5

CURRENT YEAR

PREVIOUS YEAR

49 STATE

CA

CA

50 FISCAL_YR

2003-04

2002-03

51 INST_CODE

P

P

Population and Outlets #201-212

	CURRENT YEAR	PREVIOUS YEAR
201 Population of the Legal Service Area	53200	
202 Population Children Age 0-5	3,768	3,460
203 Population Children Age 6-14	6,785	7,072
204 Registered Borrowers as of June 30	18,098	18,212
205 Children Borrowers Age 0-14	3,451	4,238
206 Main Library (Enter 1 if there is a main or central library, leave blank if not)	1	1
207 Hours per week Main Library is open (leave blank if none).	57	39
208 Branches (see instructions)	0	0
209 Stations (Must have staff & separate quarters).	0	0
210 Total Branches + Stations (#208+#209)	0	0
211 Bookmobiles. Vehicle count.	0	0
212 TOT_OUTLET(#206+#208+#209+#211)	1	

Library Staff #251-259

	CURRENT YEAR	PREVIOUS YEAR
251 Total count of persons employed - full and part time.	21	22
252 ALA Librarians (FTE) who have accredited ALA Masters	3.25	3.75
253 FTE Total Librarians (ALA or other)	5.25	7
254 FTE Special Professionals	5	3
255 FTE Lib. Tech. Assistants	0	0
256 FTE Other	9.23	5.5
257 ALL_SUPPRT (#254+#255+#256)	14.23	8.50
258 TOTAL_STAF (#253+#257)	19.48	15.50
259 FTE Volunteers (Average FTE per week - not hours)	.16	8.67

Income - for Operational Expenses #301-314

	CURRENT YEAR	PREVIOUS YEAR
301 Local Government (taxes and allocations - see help)	\$1,367,308	\$1,266,761
302 Contract Payments (from another jurisdiction)	\$0	\$0
303 LOC_INC (#301+#302)	\$1,367,308	
304 State Funds (CLSA, PLF, ELLI, etc.)	\$92,378	\$242,019
305 Federal Funds (LSTA or other)	\$0	\$0
306 Gifts, Fines, Fees (and local fund raising)	\$232,373	
307 Miscellaneous income (see help)	\$10	
308 Other Operating Revenue (#306+#307)	\$232,383	\$231,470
309 Total Operating Revenue (#303+#304+#305+#308)	\$1,692,069	\$1,693,250

THE FIELDS BELOW ARE FOR CSL USE ONLY

310 CLSA_DB

311 CLSA_TBR

312 Literacy

313 CERTIFIED PLF LOCAL REVENUE

314 PLF ALLOCATION

Income - for Capital Outlay #315-319	CURRENT YEAR	PREVIOUS YEAR
315 Local Government (taxes and allocations - see help)	\$0	\$0
316 State Funds (Bond Act, CLSA, PLF)	\$0	\$0
317 Federal Funds (LSTA or other)	\$0	\$0
318 Other Income	\$0	\$0
319 Total Capital Outlay Income CAPOUT_INC (#315+#316+#317+#318)	\$0	\$0

Standard Operating Expenditures #401-418

	CURRENT YEAR	PREVIOUS YEAR
401 Salaries & Wages Expenditures	\$765,481	\$688,819
402 Employee Benefits Expenditures (If paid by Library)	\$74,132	\$158,532
403 Total Staff Expenditures (#401+#402)	\$839,613	\$847,351
404 Print Materials Expenditures (except Serials)	\$100,934	\$83,365
405 Print Serial Subscription Expenditures	\$8,197	\$8,058
406 Total Print Materials Expenditures (#404+#405)	\$109,131	\$91,423
407 Electronic Materials Expenditures	\$47,245	\$57,995
408 Microforms	\$0	\$0
409 Audiovisual materials	\$16,881	\$13,789
410 Other materials	\$0	\$0
411 Total Other Materials (#408+#409+#410)	\$16,881	\$13,789
412 Total Collection Expenditures (#406+#407+#411)	\$173,257	\$163,207
413 All other Operating Expenditures	\$490,532	\$491,499
414 Total Operating Expenditures (#403+#412+#413)	\$1,503,402	\$1,502,057

Capital Expenditures #500

CURRENT YEAR

PREVIOUS YEAR

500 Capital Expenditures

\$0

\$0

Specific Expenditures #501-509

	CURRENT YEAR	PREVIOUS YEAR
501 Postage and Delivery	\$4,363	\$5,106
502 Telecommunications (Telephone and Data)	\$11,423	\$13,617
503 Contracted Computer Services	\$80,839	\$30,170
505 Preservation	\$500	\$1,500
506 Expenditure for Children's Materials	\$29,051	\$40,883
507 Adult Literacy Program	\$72,389	\$170,141
508 Transfer to City/County divisions for services: maintenance, accounting, etc.	\$21,490	\$19,728
509 Payments for Contract Services to another jurisdiction	\$32,223	\$63,863

Collections #601-620	CURRENT YEAR	PREVIOUS YEAR
601 Children's Books Added	1,489	1,928
602 Books Children Held as of June 30	38,537	39,088
603 Books Young Adult Held as of June 30	3,071	
604 Books Volumes Added	5,375	4,182
605 Books Titles Added	5,015	3,835
606 Books Total Held as of June 30	115,705	114,499
607 Government Documents in separate collections	98	158
608 Serial Volumes held as of June 30	518	503
609 Total Print Materials Held (#606+#607+#608)	116,321	115,160
610 Electronic Books	0	0
611 Total Audio Materials	3,750	3,192
612 Total Video Materials	3,805	2,923
613 Databases	12	22
614 Number of Current Print Serial Subscriptions	158	154
615 Current Electronic Serial Subscriptions	0	0
616 Number of records in library catalog as of June 30.	95,920	
617 Microfilm (reels)	922	922
618 Microforms (not microfilm)	0	873
619 Children's Audio Materials held as of June 30	658	612
620 Children's Video Materials held as of June 30	635	437

Non-English Languages #701-762

CURRENT YEAR

PREVIOUS YEAR

Print Materials ADDED as of June 30

701 Armenian	0	0
702 Chinese	0	183
703 French	0	0
704 German	0	0
705 Hmong	0	0
706 Italian	0	0
707 Japanese	0	0
708 Korean	0	4
709 Laotian	0	0
710 Russian	0	0
711 Spanish	112	273
712 Vietnamese	3	0

Print Materials HELD as of June 30

751 Armenian	0	0
752 Chinese	270	275
753 French	0	0
754 German	0	0
755 Hmong	0	0
756 Italian	0	0
757 Japanese	0	0
758 Korean	63	73
759 Laotian	0	0
760 Russian	0	0
761 Spanish	1,511	1,459
762 Vietnamese	154	163

Library Services, Annual #801-821

	CURRENT YEAR	PREVIOUS YEAR
801 Total Public Service Hours	1,956	1,907
802 Attendance in Library	408,195	336,036
803 Reference Questions (omit directional)	22,234	16,696
804 Circulation of Children's Materials	79,534	78,459
805 Circulation Non-English	2,628	4,842
806 Circulation Non-Book	24,304	17,742
807 Total Circulation	177,565	159,339
808 In-Library use of Materials	33,214	37,357
809 ILL loans to others	4,968	5,619
810 ILL loans received	3,197	2,734
811 Pre-School Programs - Number	478	301
812 Pre-School Programs - Attendance	4,133	7,228
813 School Age Programs - Number	53	92
814 School Age Programs - Attendance	2,285	4,540
815 Adult Programs - Number	12	12
816 Adult Programs - Attendance	919	167
817 Total Programs - Number (#811+#813+#815)	543	405
818 Total Programs - Attendance (#812+#814+#816)	7,337	11,935
819 Children's Program Attendance (#812+#814)	6,418	11,768

Salary Survey #901-918

	CURRENT YEAR	PREVIOUS YEAR
901 Director (monthly rate) - Begin	8,171	7,863
902 Director (monthly rate) - Final	8,171	7,863
903 Assistant Dir. - Begin	N/A	N/A
904 Assistant Dir. - Final	N/A	N/A
905 Chief Lib. Div. - Begin	4,286	4,125
906 Chief Lib. Div. - Final	5,483	5,277
907 Branch Libn - Begin	N/A	N/A
908 Branch Libn - Final	N/A	N/A
909 Entry Level Librarian - Begin	3,105	2,988
910 Entry Level Librarian - Final	3,972	3,823
911 Journeyman Librarian - Begin	3,616	3,480
912 Journeyman Librarian - Final	4,626	4,452
913 Lib. Tech. Asst. - Begin	2,626	2,527
914 Lib. Tech. Asst. - Final	3,359	3,232
915 Clerk Non-Pro. (see help) - Begin	1,956	1,882
916 Clerk Non-Pro. (see help) - Final	2,827	2,722
917 Mgr. Of Spec. Servic (non-MLS) - Begin	4,286	4,125
918 Mgr. Of Spec. Servic (non-MLS) - Final	5,483	5,277

Electronic Services #857-865

CURRENT YEAR

PREVIOUS YEAR

Electronic Access for your Library

857 Took advantage of CA Teleconnect subsidies during this report year. Yes *Yes*

858 Took advantage of federal E-RATE subsidies during this report year. No *No*

Electronic Resources Usage

859 Report Annual Number of Users of Electronic Resources 9,924 8,831

860 Does your library have a wireless network? Yes

861 Is it available to the public? Yes

862 Is there a charge to the public for access? No

863 Indicate the standard used (802.11b, 802.11g, WiMAX) 802.11b

864 Does your library use the Radio Frequency Identification (RFID) system for circulation? No

THE FIELDS BELOW ARE FOR CSL USE ONLY

865 GPTERMS (#27+#46) from Bookmobiles and Outlets table respectively 19 14

Mobile Libraries #1-33

CURRENT YEAR

PREVIOUS YEAR

If no mobile libraries then leave blank.

- 1 FSCS_ID
- 2 LIB_ID
- 3 LIB_CODE
- 4 Short_Name
- 5 Bookmobile Name:
- 6 Street:
- 7 City:
- 8 ZIP:
- 9 ZIP4:
- 10 County:
- 11 Phone:
- 12 Type:
- 13 Make:
- 14 Model:
- 15 Year:
- 16 Chassis Manufacturer:
- 17 Length:
- 18 Book Capacity in Volumes:
- 19 Miles traveled/year:
- 20 Number of individual stops:
- 21 Total hours per month in public service
(omit travel time):
- 22 Librarians on vehicle - FTE
- 23 Driver/clerks on vehicle - FTE
- 24 Support Staff off vehicle - FTE
- 25 Total materials circulation per year
- 26 Yearly operating and maintenance cost.
(fuel, maintenance, repair, labor and parts
only)

27 Number of Internet Terminals - General Public **CURRENT YEAR**

PREVIOUS YEAR

28 Has adult or children's programming been conducted from a bookmobile?

29 Cite example

30 GEN_NOTES

31 FISCAL_YR

Library Outlet #1-50

CURRENT YEAR

PREVIOUS YEAR

Library Outlet

1	FSCS_ID	CA0096	
2	LIB_ID	M692	<i>M692</i>
3	LIB_Code	M692.001	<i>M692.001</i>
4	Short_Name	Placentia Dist.	<i>Placentia Dist.</i>
5	Outlet Name:	Placentia Library	<i>Placentia Library</i>
6	Courtesy Title (Ms., Mr., Dr.):		
7	Outlet Manager's: First Name (If position is not filled, enter "VACANT" in 7 and leave 8 & 9 blank)	Elizabeth	<i>Elizabeth</i>
8	Outlet Manager's: Middle Name or Initial, if used:	D.	<i>D.</i>
9	Outlet Manager's: Last Name	Minter	<i>Minter</i>
10	Title:	Library Director	<i>Library Director</i>
11	Street Address:	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
12	City:	Placentia	<i>Placentia</i>
13	ZIP:	92870	<i>92870-6198</i>
14	ZIP+4:	6198	
15	Mail Address (repeat if same as street address):	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
16	Mail City:	Placentia	<i>Placentia</i>
17	Mail ZIP:	92870	<i>92870-6198</i>
18	Mail ZIP+4:	6198	
19	County	Orange County	<i>Orange County</i>
20	FAX:	(714) 528-8236	<i>(714) 528-8236</i>
21	Phone:	(714) 528-1906	<i>(714) 528-1906</i>
22	Type of Outlet:	CE	<i>CE</i>
23	This Facility is Owned by:	SPDT	<i>SPDT</i>
24	This Facility is in need of:	RMDL	<i>RMDL</i>
25	State Senate District(s):	33	<i>33</i>
26	State Assembly District(s):	72	<i>72</i>

27 U.S. House District(s):	CURRENT YEAR	PREVIOUS YEAR
28 Population Served By Outlet.		50,800
29 Total Outlet Staff, in FTE.	19.48	16
30 Hours Open, Weekly.	57	39
31 Hours Open, Annually.	1,192	1,192
32 Total Number of Volumes Held by Outlet.		114,428
33 Total Annual Circulation by Outlet.		156,523
34 Total Outlet Operating Expenditures.		1,502,058
35 Year in which Outlet was Originally Built.	1974	1974
36 Month and Year outlet opened (i.e., 06/2004)		
37 Year in which Outlet was Remodeled.	N/A	N/A
38 Size of Outlet, in sq. ft.	22,800	22,800
39 Number of Reader Seats in Outlet	227	227
40 Days per week outlet is open to the public.	5	5
41 Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes	Yes
42 Housed in separate quarters?	Yes	Yes
43 Established schedule of hours for public service?	Yes	Yes
44 MSA (Metropolitan Statistical Area) Status:	NC	NC
45 Degree of Adequacy of this Facility.	8	8
46 Number of Internet Terminals--General Public.	19	14
47 Internet Connection. What is your library's highest connection speed to the Internet?	Dont know	
48 FISCAL_YR	2003-04	2002-03
49 OUTLET_TYPE_SORT_CODE		
50 L_NUM_BM		

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on Staff Appreciation Dinner
DATE: September 20, 2004

The Staff Appreciation Dinner was held at Table 10 Restaurant in Fullerton on Thursday, September 9, 2004. The meal featured grilled salmon, chicken marsala and pork loin. The following is a summation of the majority of comments from attendees:

1. It was extremely noisy in the room.
2. Service was unsatisfactory.
3. Portions were small in comparison to the price.
4. Many entrees were burnt.
5. The company and conversation was the best part of the evening.

Fifty-one reservations were made and forty-nine individuals attended.

Trustee President Al Shkoler was awarded a ten year pin. Library Clerk Beatrice Quintanar was awarded a five-year pin.

The total cost was \$980.00. There were eight paid guests at \$160.00. The cost to be shared by the Library Board and Friends was \$820.00 or \$410.00 per organization.

Prepared by Laranne Millonzi

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: September 20, 2004

SUBJECT: Heritage Festival Parade Participation.

BACKGROUND:

The Heritage Festival Parade this year will be on Saturday, October 9. Line up for the parade begins at 8:30 AM, location TBA. The line up/assembly area in previous parades has been on Madison, Morse and Kraemer.

We contacted G. R. Hodges from Fairway Ford, and he promised to have two convertibles available for the Library Board of Trustees for the parade.

RECOMMENDATION:

That the Library Board of Trustees riding in the parade be at the line up/assembly area at 8:30 AM, October 9.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: September 30, 2004

BACKGROUND

The recent Legislative Alerts from the California Special Districts Association and the California Library Association are contained in Agenda Item 22.

The Board's Resolution supporting Proposition 1A is on exhibit in the lobby.

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: Policy Manual Review

DATE: September 30, 2004

BACKGROUND

The Library Board of Trustees began working on a total revision of the District's Policy Manual on February 24, 2003. The new Manual is based on the District's existing policies and the policies and format recommended by the California Special Districts Association.

Section 2000, Personnel, was reviewed by the Districts personnel consultant, Gail Koff. After the Board's revisions and adoption as a first reading, Section 2000 was given to the District's staff for review and comments. Other than grammatical recommendations the only request for change was for Policy 2060, Jury Duty.

The following is a summary of the status of items from the Policy Manual:

Section	Board Review	Adopted as 1 st Reading	Referred for Staff Review	Board Review of Staff Comments	Adopted
1000 – General	Mar 2003	Mar 2003			
2000 – Personnel	Jan-Mar 2004	Jul 2004	Jul 2004	Sep 2004	
3000 – Financial	Jul 2004	Jul 2004			
4000 – Board of Trustees	Mar 2003	Mar 2003			
5000 – Board Meetings	Mar 2003	Mar 2003			
6000 – Library Operations	Jul 2004	Jul 2004			

The following changes/additions are recommended prior to adoption as a Final Reading:

Policy 1010, Adoption/Amendment/Review of Policies (Attachment A)

This adds a section with the annual review schedule for each section of the Policy Manual based on other activities that are taking place at that time of year. The months are a recommendation and could be changed.

Policy 2000, Executive Officer (Attachment B)

This contains changes in section 2000.4 that were recommended by one of the staff comments.

Policy 2060, Jury Duty (Attachment C)

This contains language to clarify that if an employee must return to work because he/she was excused early from Jury Duty, that the employee finishes out a workday equal to the number of hours in his/her regular schedule for that day, and is not expected to work additional hours if their regular schedule had been for the evening shift.

This clarification was requested as part of the staff review.

Policy 3085, Disposal of Surplus Property or Equipment (Attachment D)

This contains provisions to separate the sale of items valued over \$250 from items that may be discarded by the Library Director.

These recommendations are based on information provided at the Special District Risk Management Association workshop on August 27, 2004.

Introduction and Acknowledgment Form for the Personnel Manual (Attachment E)

These pages were prepared by the District's Personnel Consultant, Gail Koff.

Placentia Library District Policy Manual (Attachment F)

This is the document as it stood at the first reading. It does not include any of the amendments recommended at this meeting.

RECOMMENDATIONS

1. Amend Policy 1010, Adoption/Amendments/Review of Policies.
2. Amend Policy 2000, Executive Officer.
3. Amend Policy 2060, Jury Duty.
4. Amend Policy 3085, Disposal of Surplus Property or Equipment.
5. Receive & File the Introduction and Acknowledgement Form for the Personnel Manual.
6. Adopt the Placentia Library District Policy Manual as amended September 20, 2004.