

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Monday, August 23, 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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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



2. Adoption of Agenda

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the June 30, 2004 and July 26, 2004 Regular Meeting and the August 3, 2004, August 9, 2004 and August 17, 2004 Special Meetings.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

REPORTS

5. Board President Report

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

6. Trustee Reports

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



**CLAIMS (Items 7 – 10)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 7 – 10 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.*

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

No Nonstandard Claims were processed during this report period.

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

Claims 4634, 4635, 4636, 4647, 4638 and 4639 forwarded by Library Director for a total of \$40,070.94.

9. Current Claims and Payroll. (Approve)

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 subtotal for Payrolls of \$66,609.30; for a total of Current Claims and Payroll of \$80,788.35.

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

**FINANCIAL REPORTS (Items 11 - 15)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 11 – 15 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.*

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

**GENERAL CONSENT CALENDAR (Items 16 – 31)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 16 – 31 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.*

16. Building Maintenance Report for July 2004. (Receive & File)
17. Personnel Report for July 2004. (Receive, File, and Ratify Appointments)
18. Volunteer Report for July 2004. (Receive & File)
19. Circulation Report for July 2004. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
22. Status Report on Partnerships with Community Organizations. (Receive & File)
23. Status Report on Active Grant Applications. (Receive & File)
24. Letter dated August 2, 2004 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. (Receive & File)
25. Annual Report on the Performance of the District's Money Purchase Pension Plan through June 30, 2004 as prepared by First American Trust. (Receive & File)
26. Final Report for Fiscal Year 2003-2004 for the California Library Literacy Services. (Receive & File)
27. 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. (Receive & File)
28. 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. (Receive & File)
29. 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*. (Receive & File)

30. 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. (Receive & File)
31. 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. (Receive & File)
- 31a. Poet Laureate Report. (Receive & File)
- 31b. 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*. (Receive & File)
- 31c. 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. (Receive & File)
- 31d. 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. (Receive & File)
- 31e. Agenda for the August 26, 2004 Regular Meeting of the Orange County Council of Governments. (Receive & File)

#### CONTINUING BUSINESS

32. 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
33. Report on development of the Association of Independent Special Library Districts  
Presentation: Library Board President  
Recommendation: Action to be determined by the Library Board of Trustees
34. Staff Appreciation Dinner  
Presentation: Trustee Wood  
Recommendation: No action is recommended

**NEW BUSINESS**

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

Presentation: Library Director

Recommendation: Determine who will attend the clioinstitute & CALTAC seminar in Cerritos, September 24-25, 2004 with miscellaneous travel expenses to be paid from the District General Fund; and

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; and

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; and

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

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.

36. Biennial Review of Conflict of Interest Code

Presentation: Library Director

Recommendation:

37. Ribbon Cutting and National Library Card Month

Presentation: Public Services Manager

Recommendation: No action is recommended

38. Heritage Festival Parade Participation

Presentation: Public Services Manager

Recommendation: The Library Board of Trustees will determine who will ride in the parade cars.



**STAFF REPORTS** (Items 39 – 46)

*Items 39 – 46 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.*

39. Library Director's Report (Minter)
40. Program Committee Report for July 2004 (Roberts)
41. Children's Services Report for July 2004 (Gurkweitz)
42. Placentia Library Literacy Services Report for July 2004 (Roberts)
43. Placentia Library Web Site Report for July 2004 (Roberts)
44. Technology Report for July 2004 (Shook)
45. Publicity Materials Produced in July 2004. (Millonzi)
46. Safety Committee Minutes for July 2004 (Matas)

**CLOSED SESSION**

47. Closed Session to Discuss a Personnel Matter

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

**ADJOURNMENT**

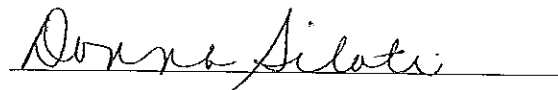
48. Agenda Preparation for the September Regular Meeting, which will be held on Monday, September 20, 2004 at 6:30 P.M.
49. Review of Action Items.

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

50. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 23, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 19, 2004.





# PLACENTIA LIBRARY BOARD CALENDAR

August 2004 - July 2005

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| Sep 2004 |    |    |    |    |    |    |
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## August

- 6 Last day for candidates to file for Trustee Election with the Orange County Elections Office
- 21 9:00 AM Independent Special Library District Coalition, Buena
- 23 6:30 PM Library Board Meeting

## 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
- 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 1:02 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
- 11 Library Closed for Veterans Day
- 12 California Library Association Annual Conference, San Jose, through Nov 15
- 19 ALA LAMA National Institute, Palm Springs, through Nov 21
- 22 6:30 PM Library Board Meeting
- 25 Library Closed for Thanksgiving

| Feb 2005 |    |    |    |    |    |    |
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| May 2005 |    |    |    |    |    |    |
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# PLACENTIA LIBRARY BOARD CALENDAR

August 2004 - July 2005

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| Sep 2004 |    |    |    |    |    |    |
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| Nov 2004 |    |    |    |    |    |    |
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| Dec 2004 |    |    |    |    |    |    |
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| Jan 2005 |    |    |    |    |    |    |
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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 1:03 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

| Feb 2005 |    |    |    |    |    |    |
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| Mar 2005 |    |    |    |    |    |    |
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# PLACENTIA LIBRARY BOARD CALENDAR

August 2004 - July 2005

| Aug 2004 |    |    |    |    |    |    |
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| Sep 2004 |    |    |    |    |    |    |
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| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| Oct 2004 |    |    |    |    |    |    |
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| Nov 2004 |    |    |    |    |    |    |
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| Dec 2004 |    |    |    |    |    |    |
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| Jan 2005 |    |    |    |    |    |    |
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| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
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| 30       | 31 |    |    |    |    |    |

## 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

| Feb 2005 |    |    |    |    |    |    |
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| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 |    |    |    |    |

| Mar 2005 |    |    |    |    |    |    |
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| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| Apr 2005 |    |    |    |    |    |    |
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| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| May 2005 |    |    |    |    |    |    |
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| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
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| Jun 2005 |    |    |    |    |    |    |
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| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| Jul 2005 |    |    |    |    |    |    |
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| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |





AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, August 23, 2004  
6:30 P.M.  
Library Conference Room

Call to Order: 6:35

1. Roll Call Administrative Assistant

All, Jeni, EDH, Donna  
Candidates: Jerry Tolleson  
Bob Gorman

2. Adoption of Agenda

Presentation: Library Director  
Recommendation: Adopt by Motion

M: W All  
S: E

3. Minutes of the June 30, 2004 and July 26, 2004 Regular Meeting and the August 3, 2004, August 9, 2004 and August 17, 2004 Special Meetings.

Presentation: Library Director  
Recommendation: Approve by Motion

M: D All  
S: D

4. Oral Communications

Jerry + wife runs used bookstore, ~~and~~ CPA, retired, seminar business.  
Bob - customer service night. Health & safety. Traffic Safety

REPORTS

5. Board President Report

ED make attend League of City meetings week ago Thurs. + report from their political consultancy. Set at Bob Deming's new City Mgr.

② #33 Assoc of Indys Special Library Districts - 11 of these. Sat. - 4 or 5 representatives. They will meet a couple of times/yr. Name - Council of Indys Special Lib Districts.

6. Trustee Reports

D - none  
E - pleased to see book mark w/ new hours  
De - From late - Investment Committee. Read one of 2 cash acct. assets ~ \$100K. conservative invested.

LO - Chair: Louise Majerov - B.P. Lib. Director  
Bill Lana - Palos Verde, Justice  
1 vote per library. Letterhead  
Pursue Lib. seat on CSDS Board  
Next mtg 11/12 or 11/13 @ all Libs  
Conf in San Jose. (many small districts in N. CA)  
6:50 Gae Lewis bill

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**CLAIMS (Items 7 – 10)**

Presentation: Library Director  
Recommendation: Approve by Motion

M: D  
S: E  
AU

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

No Nonstandard Claims were processed during this report period.

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

Claims 4634, 4635, 4636, 4647, 4638 and 4639 forwarded by Library Director for a total of \$40,070.94.

- 9. Current Claims and Payroll. (Approve)

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 subtotal for Payrolls of \$66,609.30; for a total of Current Claims and Payroll of \$80,788.35.

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

**FINANCIAL REPORTS (Items 11 - 15)**

Presentation: Library Director  
Recommendation: Approve by Motion

M: D  
S: E  
AU

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

**GENERAL CONSENT CALENDAR (Items 16 – 31)**

Presentation: Library Director  
Recommendation: Approve by Motion

not 17, 31d  
M: DE  
S: E  
AU

- 16. Building Maintenance Report for July 2004. (Receive & File)
- 17. Personnel Report for July 2004. (Receive, File, and Ratify Appointments)
- 18. Volunteer Report for July 2004. (Receive & File)
- 19. Circulation Report for July 2004. (Receive & File)

- Effect w/ adoption of Budget. .75 will 0 to 1.0 in August.

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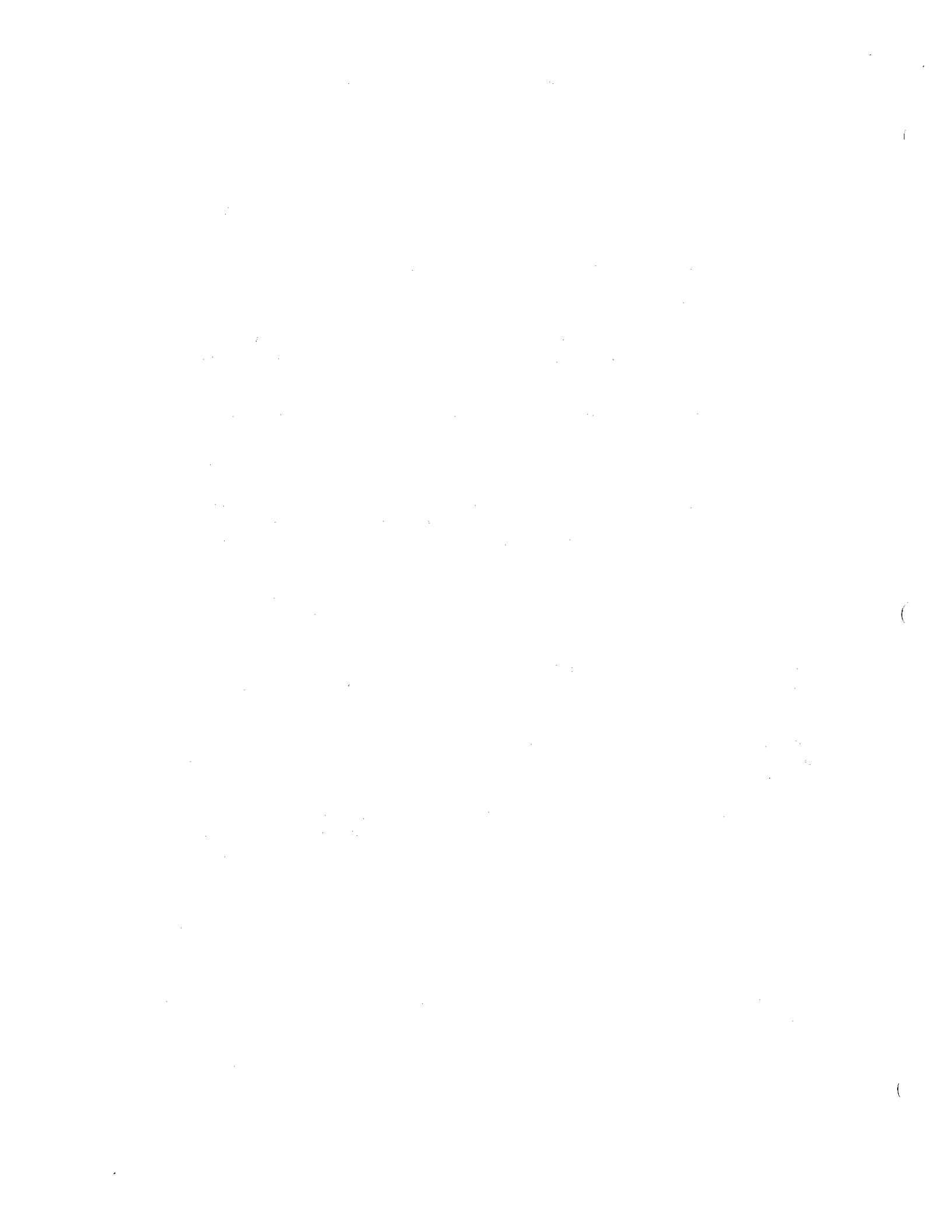
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20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
22. Status Report on Partnerships with Community Organizations. (Receive & File)
23. Status Report on Active Grant Applications. (Receive & File)
24. Letter dated August 2, 2004 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. (Receive & File)
25. Annual Report on the Performance of the District's Money Purchase Pension Plan through June 30, 2004 as prepared by First American Trust. (Receive & File)
26. Final Report for Fiscal Year 2003-2004 for the California Library Literacy Services. (Receive & File)
27. 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. (Receive & File)
28. 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. (Receive & File)
29. 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*. (Receive & File)
30. 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. (Receive & File)
31. 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. (Receive & File)
- 31a. Poet Laureate Report. (Receive & File)
- 31b. 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*. (Receive & File)
- 31c. 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. (Receive & File)



31d. 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. (Receive & File)

31e. Agenda for the August 26, 2004 Regular Meeting of the Orange County Council of Governments. (Receive & File)

Atty fee included in umbrella limit. We have mid range umbrella coverage.  
#1, M: E All  
31d S: De

CONTINUING BUSINESS

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

Presentation: Library Director CSL est. \$1.1K Public Library Fund

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

No access to Internet since Sat.  
\$30K - Lit Grant (last year \$64K total) end of Sept know full amount. S/B stable. \$126400 if fully funded.

33. Report on development of the Association of Independent Special Library Districts

Presentation: Library Board President

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

Const. Amend #11A.  
pass resolution in support of IA & publicize in community. Cost prot from add. Prop up shift Detect Prop #15. IA better, ERAE etc. growth in. Cannot promote w/in Lib. Can put on bookmark or poster. Can set up table outside - Committee at talk to City Council. Network BOD in 1

34. Staff Appreciation Dinner

Menu selection - tell Laranne.

Presentation: Trustee Wood - A1

Recommendation: No action is recommended

Door Prize? - funded by Trustees, Design \$10 ea. Betty - paid Al - paid Richer - paid

NEW BUSINESS

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

Presentation: Library Director Camille invites

Recommendation: Determine who will attend the clioinstitute & CALTAC seminar in Cerritos, September 24-25, 2004 with miscellaneous travel expenses to be paid from the District General Fund; and

subject to cont. of Trustees

M: D All  
S: E

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; and

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; and

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; and

1) Ribbon cutting 9/7 9:00 AM. Trustees meet @ 9:30 special Mtg - pass IA. committee meet after.

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Betty } tentative  
AI

go - Richard, new Admin Asst, EDM  
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.

M:  
S:

36. Biennial Review of Conflict of Interest Code - NO changes  
Presentation: Library Director  
Recommendation:  
M: De Auth Director to file.  
S: E AW

37. Ribbon Cutting and National Library Card Month  
9/17 9AM Ribbon Cutting  
Presentation: Public Services Manager  
Recommendation: No action is recommended  
Ch of Commerce. Sept - Nat'l Library Card sign up month. Every child <12 gets free book. Refreshments in meeting room lobby.

38. Heritage Festival Parade Participation  
2nd sat 10/9 - Trustees ride in car. Line up 8:30. End @ Tri City Park  
Presentation: Public Services Manager  
Recommendation: The Library Board of Trustees will determine who will ride in the parade cars.

Going: Betty, Richard, Peggy, AI, Gae. High school students dress up and carry banner.  
STAFF REPORTS (Items 39 - 46)  
M: E  
S: D All Poem V

- 39. Library Director's Report (Minter)
- 40. Program Committee Report for July 2004 (Roberts)
- 41. Children's Services Report for July 2004 (Gurkweitz)
- 42. Placentia Library Literacy Services Report for July 2004 (Roberts)
- 43. Placentia Library Web Site Report for July 2004 (Roberts)
- 44. Technology Report for July 2004 (Shook)
- 45. Publicity Materials Produced in July 2004. (Millonzi)
- 46. Safety Committee Minutes for July 2004 (Matas)

CLOSED SESSION 7:35

47. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT 8:05

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48. Agenda Preparation for the September Regular Meeting, which will be held on Monday, September 20, 2004 at 6:30 P.M.

Closed Session

49. Review of Action Items.

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

50. Adjournment: 8:05



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 30, 2004**

**CALL TO ORDER**                      President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 30, 2004 at 5:05 P.M.

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

**Members Absent:** Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

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

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

**MINUTES**                                It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the May 24, 2004 Regular Meeting.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve the Minutes of the June 17, 2004 Special Meeting.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Minutes of the June 8, 2004 Work Session.

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

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

**PRESIDENT'S  
REPORT**

President Shkoler did not address the Board.

**TRUSTEE REPORTS**

Secretary Escobosa reported that she attended the Chamber Installation Breakfast. On behalf of the Library, she presented a book to the outgoing president. She also reported that she visited the Childrens Library during Storytime and she extended her congratulations to the staff on doing an excellent job.

Trustee Wood reported that she attended the Friends Board Meeting and they voted to fill the Library staff's Wish List in its entirety.

Trustee DeVecchio did not address the Board.

**FRIENDS OF  
PLACENTIA  
LIBRARY REPORT**

No members from the Friends of Placentia Library addressed the Board.

**CLAIMS**

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

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

Claims 4613, 4614, 4615, 4616, 4617, 4618, 4619, 4620, 4621, 4622, 4623, 4624 and 4625 forwarded by Library Director for a total of \$62,121.89.

Payrolls #2 (07/21/04) for \$32,653.50 and #3 (08/04/04) for \$32,653.50 for a total for Payroll of \$65,307.00.

FY2003-2004 Cash Flow Analysis through June 30, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

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

Financial Reports for May 2004

Office General Ledger & Check Registers for May 2004

Acquisitions Report for May 2004

Collection Agency Report for May 2004

Gifts Report for May 2004

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

Trustee Peggy Dinsmore arrived at 6:13 P.M.

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 17 through 24, Items 26 through 29, and Item 31 through 35.

Building Maintenance Report for May 2004.

Personnel Report for May 2004

Volunteer Report for May 2004

Circulation Report for May 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.

Agenda for the May 27, 2004 Regular Meeting of the Orange County Council of Governments and the Minutes of the April 22, 2004 Regular Meeting

Agenda for the June 24, 2004 Regular Meeting of the Orange County Council of Governments and the Minutes of the May 27, 2004 Regular Meeting

Application to the State Library of California for the Fiscal Year 2004-2005 funding for the California Library Literacy Services (CLLS) Grant

Application for the Disneyland Resort Community Service Awards submitted on behalf of the English Language Literacy Intensive (ELLI) and Families for Literacy (FFL) programs

Notification of change in monthly rates for dental insurance coverage from Fortis Benefits Insurance Company effective July 1, 2004

Redevelopment Plan for Amendment No.2 to the Redevelopment Plan for the Placentia Redevelopment Project Area Dated May

19, 2004 as received from the City of Placentia

Letter of Transmittal from the City Clerk, City of Anaheim, for a copy of the document recorded by the City Clerk of the City of Anaheim entitled: "Description of Land and Statement that Redevelopment Merger Proceedings Have Been Completed; and the attached meets and bounds legal descriptions; a copy of Ordinance Nos.5913,5914,5915,5916,5917 and 5918 of the City of Anaheim adopting the Amendments; and a map showing the boundary of the Merged Project Area

Letter of Intent for the Governor's Office of Emergency Services Hazard Mitigation Section stating the Placentia Library District does not at this time intend to develop a Local Hazard Mitigation Plan

Information Return for Tax Exempt Governmental Obligations, IRS Form 8038-G, as prepared by the Municipal Finance Authority on Behalf of Placentia Library District Lease Option refinance for the HVAC and lighting system

|          |   |
|----------|---|
| AYES:    | Shkoler, Escobosa, DeVecchio, Dinsmore,<br>Wood |
| NOES:    | None  |
| ABSTAIN: | None  |
| ABSENT:  | None  |

Secretary Escobosa commented that she appreciated what Meredith Laskow has done as Poet Laureate and she would like to keep her as Poet Laureate for another year. Action will be taken at the regular July meeting.

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 25.

#### Poet Laureate Report

|          |   |
|----------|---|
| AYES:    | Shkoler, Escobosa, DeVecchio, Dinsmore,<br>Wood |
| NOES:    | None  |
| ABSTAIN: | None  |
| ABSENT:  | None  |

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 30.

Application to the Mighty Ducks Care Foundation submitted on behalf of the English Language Literacy Intensive (ELLI) and Families for Literacy (FFL) programs.



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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that President Shkoler and Secretary Escobosa attended the Joint Worksession on Legislative Issues of the Independent Special Library Districts at the Buena Park Library on June 5. At the meeting it was suggested that a group be formed to address legislative issues. President Shkoler is on the steering committee. The group issued a joint letter to our state legislators. The next meeting will be on August 21 from 9:00 A.M. to 11:00 A.M. President Shkoler, Trustee Wood, and Library Director Minter indicated that they would attend.

**COST OF LIVING  
ADJUSTMENT**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to authorize a cost of living adjustment of 2% for all employees except Pages to take effect on July 1, 2004.

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

President Shkoler called for a break at 5:50 P.M. The regular meeting resumed at 6:03 P.M.

**JULY BOARD  
MEETING**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to reschedule the July Regular Board Meeting to Monday, July 26, 2004.

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

**OPERATING  
BUDGET FOR  
FY 2004-2005**

After a discussion, the Operating budget was amended to reflect \$10,000 additional funds in account 1900-00 Specialized Services for Board consultation costs and a 2% cost of living adjustment to wages. The budget includes the cost of expanding the Library's public service hours by 17 hours per week: 8 hours on Saturday and 3 hours each on Monday, Tuesday, and Wednesday. The expanded hours are scheduled to begin in September 2004.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Operating Budget for Fiscal Year 2004-2005 as amended.

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

ABSENT: None

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to authorize the publication of the Notice of Public Hearing for the July 26, 2004 Library Board Meeting at 6:30 P.M.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

**FINES AND FEES  
SCHEDULE FOR  
FY 2004-2005**

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to adopt the Fines and Fees Schedule for Fiscal Year 2004-2005.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the July 26, 2004 Library Board Meeting at 6:30 P.M.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

**HOLIDAY AND  
PUBLIC SERVICE  
SCHEDULE FOR  
2004 AND 2005**

After a discussion, the Holiday and Library Public Service Schedules for Calendar 2004 and 2005 were accepted as presented by Library Director Minter. Staff had recommended that the Library be closed from Sunday, December 26, 2004 through Sunday, January 2, 2005 to ease staffing difficulties. The Board rejected the recommendation, preferring not to limit the public's access to the Library during the holidays. They did decide to close the Library at 5:00 P.M. from December 27, 2004 through December 30, 2004.

It was moved by Trustee Dinsmore and seconded by Trustee Wood to read Resolution 04-04 by Title only: Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2004 and 2005.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to approve Resolution 04-04 by roll call vote.

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

**PERSONNEL  
ALLOCATION  
SCHEDULE AND  
ORGANIZATION  
CHART FOR FY 2004-  
2005**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2004-2005, effective July 1, 2004.

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

**SALARY  
SCHEDULES FOR  
FY 2004-2005**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to read Resolution 04-05 by Title only: Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2004-2005.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve Resolution 04-05 by roll call vote.

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

**STAFF  
APPRECIATION  
DINNER**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to have the Staff Appreciation Dinner on Thursday, September 9 at 6:30 P.M.

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

**STAFF REPORTS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 43-50.

Library Director's Report

Program Committee Report for May 2004.  
Children's Services Report for May 2004.

Placentia Library Literacy Services Report for May 2004.

Placentia Library Web Site Report for May 2004.

Technology Report for May 2004.

Publicity Materials produced for May 2004.

Safety Committee Minutes for May 2004.

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

The Regular Library Board Meeting was suspended at 6:38 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:50 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 7:25 P.M. No Action was taken.

**AGENDA  
PREPARATION**

Agenda Preparation for the June Regular Meeting will be held on Monday, June 21, 2004 at 6:30 P.M. President Shkoler requested that a discussion of the Placentia Library Foundation and fundraising be included on the Agenda.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for June 30, 2004 adjourned at 7:25 PM.

**JULY  
MEETING**

The July Regular Library Board Meeting will be held on Monday, July 26, 2004 at 6:30 P.M. in the Library Conference Room.

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Betty Escobosa  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



**FRIENDS OF  
PLACENTIA  
LIBRARY REPORT**

No members from the Friends of Placentia Library addressed the Board.

**CLAIMS**

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

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

Claims 4626, 4627, 4628, 4629, 4630 and 4631 forwarded by Library Director for a total of \$39,291.30.

Current Claims 4632 and 4633 for a subtotal for Current Claims of \$6,835.75; Payrolls #4 (08/18/04) for \$31,513.17 and #5 (09/01/04) for \$31,513.17 for a total for Payroll of \$69,862.09.

FY2004-2005 Cash Flow Analysis through July 26, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

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

Financial Reports for June 2004

Office General Ledger & Check Registers for June 2004

Acquisitions Report for June 2004

Collection Agency Report for June 2004

Gifts Report for June 2004

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

**GENERAL CONSENT  
CALENDAR**

Trustee DeVecchio asked about the appointment of Phyllis Humple as part time Reference Librarian. Library Director Minter explained that she had worked as a substitute for the Library and was on the hiring list for part time librarians.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to receive and file Agenda Items 17 through 28.

Building Maintenance Report for June 2004.

Personnel Report for June 2004

Volunteer Report for June 2004

Circulation Report for June 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 of notice from LaSalle Bank/ABN AMRO dated June 16, 2004 stating that the Agreement with La Salle National Leasing Corporation (LNLN) has been "paid in full" and releasing all interest and liens in the energy management system.

Letter from Munson, Cronick & Associates, Certified Public Accountants dated June 23, 2004, outlining the scope and responsibilities of the audit for fiscal year 2004-2005 and estimating a cost of \$8,600. This is the first year that the District's audit will have to comply with the Government Auditing Standards Board No. 34.

Federal Work-Study Program Off Campus Agreement with Cal State Fullerton for Fiscal Year 2004-2005. This is the second year of this contract.

Local Area Formation Commission of Orange County Meeting Agenda for July 14, 2004 and copy of the 2004 LAFCO Strategic Plan – 6 Month Work Plan Update. Since none of the projects directly involve Placentia Library District a copy of the Plan Update will be available for public and Board review at the Library Reference Desk through August 31, 2004.

|          |   |
|----------|---|
| AYES:    | Shkoler, Escobosa, DeVecchio, Dinsmore,<br>Wood |
| NOES:    | None  |
| ABSTAIN: | None  |
| ABSENT:  | None  |

**LEGISLATIVE  
ISSUES**

Library Director Minter distributed email updates on the State Budget issued by California Special District Association (CSDA) and California Library Association (CLA). President Shkoler reported that State Controller Steve Westly had said that the budget may pass on Wednesday, July 28.

Library Director Minter reported that the League of California Cities is holding their General Meeting on August 12, 2004. Their lobbyist, David Jones is speaking about the state budget and local funding.

Library Director Minter reported that the new State Librarian is Susan Hildreth, former head librarian for San Francisco's Public Libraries.

**PUBLIC HEARING  
FOR FINES & FEES  
POLICY**

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to read Resolution 04-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2004-2005 of Placentia Library District of Orange County .

|          |   |
|----------|---|
| AYES:    | Shkoler, Escobosa, DeVecchio, Dinsmore,<br>Wood |
| NOES:    | None  |
| ABSTAIN: | None  |
| ABSENT:  | None  |

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to adopt Resolution 04-06 by roll call vote.

|          |   |
|----------|---|
| AYES:    | Shkoler, Escobosa, DeVecchio, Dinsmore,<br>Wood |
| NOES:    | None  |
| ABSTAIN: | None  |
| ABSENT:  | None  |

**PUBLIC HEARING  
FOR FISCAL YEAR  
2004-2005 BUDGET**

Library Director Minter explained that the budget adjustments approved by the Board at the June meeting had been incorporated into the budget as well as the addition of \$25,000 in estimated Passport Revenue and Book Budget Expenditure. Trustee Dinsmore asked how much had been put aside in the past to cover the Two Percent Assessment Appeals Case and Library Director Minter reported that it was approximately \$350,000. She also explained that property tax revenues are budgeted to increase by approximately 5%.

President Shkoler opened the public hearing for the Budget. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Wood and seconded by Secretary Escobosa to



read Resolution 04-07 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2004-2005 Budgets for the Placentia Library District of Orange County .

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt Resolution 04-07 by roll call vote.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to authorize the President and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

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

Secretary Escobosa expressed concern that an article that appeared in the Placentia News Times announcing the Library's new extended hours was written prior to Board Approval. Library Director Minter reported that the article stated that the extended hours were contingent on Board approval.

**POLICY HANDBOOK  
REVIEW**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt the Personnel Policies as a First Reading and refer them to the staff for review and suggestions by September 30, 2004.

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

It was determined that the Board would meet on Tuesday, August 3, 2004 at 1:00pm to review the Financial and Library Operations portions of the Policy Handbook.

**STAFF  
APPRECIATION  
DINNER**

Trustee Wood presented her report on possible locations for the Staff Appreciation Dinner. She presented three options and their approximate cost: Spaghetti Factory (\$618), Lakeview Café (\$950), Table 10 (\$1,000).

It was moved by Secretary Escobosa and seconded by Trustee Wood to hold the Staff Appreciation Dinner on September 9 at Table 10 in Fullerton.

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

**GRANT WRITING  
PROPOSAL**

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to approve the contract with Machoskie & Associates for \$6,000 for six months of grant preparation services for Placentia Library Literacy Services.

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

**POET LAUREATE**

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to reappoint Meredith Laskow as Poet Laureate for the Placentia Library District for a one-year term expiring June 30, 2005.

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

**PLACENTIA  
LIBRARY  
FOUNDATION**

Trustee DeVecchio reported that the current Foundation Board is an enthusiastic group that is currently conducting a major fundraising campaign. He feels that there is some confusion in the community about the difference between the roles of the Friends of Placentia Library and the Foundation. President Shkoler is concerned that the Foundation has not met its fundraising goals and uses a significant amount of Library resources.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to conduct an annual review of the Foundation at the February Board Meeting. The president of the Foundation will be invited to discuss the Foundation's accomplishments and goals and the Library Director will provide information regarding Library support of Foundation activities.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore, Wood

NOES: None  
ABSTAIN: None  
ABSENT: None

**SANTIAGO LIBRARY  
SYSTEM ADVISORY  
BOARD  
REPRESENTATIVE**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to appoint Camille Himes as Santiago Library System (SLS) System Advisory Board (SAB) representative for a term expiring June 30, 2006.

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

**ASSOCIATION OF  
INDEPENDENT  
SPECIAL LIBRARY  
DISTRICTS**

President Shkoler reported that he is on a committee to establish an association of the independent special district libraries. He asked the board members to forward their suggestions to him and he would convey them to the committee at their next meeting.

**TRAVEL  
AUTHORIZATIONS**

President Shkoler was selected as the Library's delegate to the Orange County Council of Governments General Assembly that will be held on August 26, 2004.

It was determined that none of the trustees will be attending the CSDA Conference and/or Seminar in Indian Wells on September 27-30, 2004.

**STAFF REPORTS**

Library Director Minter explained that she and Public Services Manager Jim Roberts will be providing management coverage in the evenings. Library staff will be able to contact them by cell phone. She distributed new business cards for herself and Jim that include the cell phone numbers.

Library Director Minter reported that the Library has ordered e-books that patrons will be able to check out for three weeks. They will be available on the Library website.

President Shkoler asked if any emergency drills had been conducted at the Library. Library Director Minter reported that drills have not been conducted because false alarms have provided the staff with practice in evacuating the building.

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve Agenda Items 40-47.

Library Director's Report

Program Committee Report for June 2004.

Children's Services Report for June 2004.

Placentia Library Literacy Services Report for June 2004.

Placentia Library Web Site Report for June 2004.

Technology Report for June 2004.

Publicity Materials produced for June 2004.

Safety Committee Minutes for June 2004.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

The Regular Library Board Meeting was suspended at 8:25 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:30 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 8:45 P.M. No Action was taken.

**AGENDA  
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 26, 2004 adjourned at 8:45 P.M.

**AUGUST  
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.

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Betty Escobosa  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF TRUSTEES**  
**August 3, 2004**

**CALL TO ORDER** Secretary Escobosa called the Special Meeting of the Placentia Library District Board of Trustees to order on August 3, 2004 at 1:11 P.M.

**ROLL CALL** **Members Present:** Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** President Al Shkoler, Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

President Al Shkoler arrived at 1:12 P.M.

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

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

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

Trustee Peggy Dinsmore arrived at 1:20 P.M.

**LIBRARY HOURS OF PUBLIC SERVICE** Trustee DeVecchio asked why the Library was able to expand its public service hours. Library Director Minter answered that it was due to increases in property tax revenue, the stabilization of revenue from passports and careful budgeting.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt new hours of public service:

|                  |                       |
|------------------|-----------------------|
| Sunday           | 1:00 P.M. – 5:00 P.M. |
| Monday-Wednesday | 9:00 A.M. – 9:00 P.M. |
| Thursday         | 9:00 A.M. – 6:00 P.M. |
| Friday           | Closed                |
| Saturday         | 9:00 A.M. – 5:00 P.M. |

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

**REVIEW OF POLICY  
HANDBOOK**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #3010 Illness and Injury Prevention Program as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #3020 Budget Preparation as amended.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt as first reading Policy #3030 Fixed Asset Accounting Control as printed.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #3035 Investment of District Funds as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to adopt as first reading Policy #3037 Customer Payment Arrangements as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3040 Expense Authorization & Petty

Cash as printed.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #3042 Employment of Outside Contractors & Consultants as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3045 Travel Reimbursement as amended.

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

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to adopt as first reading Policy #3080 Purchasing as printed.

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

Library Director Minter will amend Policy #3085 Surplus Property to include #3085.3 Disposition of Electronic Equipment and bring it back to the Board for approval.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3090 Records Retention as amended

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt as first reading Policy #6010 Materials Selection Policy as

amended.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #6020 Internet Access Policy as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #6025 Public Internet Use Policy as printed.

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

Library Director Minter will add the Privacy Policy to the Manual.

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #6030 Circulation Policy as printed.

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

Policy #6035 Fines & Fees Schedule was previously adopted by the Board.

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #6037 Debit Card Policy as printed.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore



to adopt as first reading Policy #6040 Beverage & Food Policy as amended.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt as first reading Policy #6050 Meeting Room Policy as amended.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt as first reading Policy #6060 Patron Behavior & Latchkey Children as printed.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt as first reading Policy #6065 Public Behavior Policy as amended.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #6070 Art Displays & Exhibits as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #6080 Use of Facilities & Services by the City of Placentia as printed.

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

The Regular Library Board Meeting was suspended at 2:56 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 3:05 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 4:10 P.M. No Action was taken.

**AGENDA  
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

**ADJOURNMENT**

The Special Meeting of the Board of Trustees of the Placentia Library District for August 3, 2004 adjourned at 4:10 P.M.

**AUGUST  
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.

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Betty Escobosa  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
August 9, 2004**

**CALL TO ORDER**

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on August 9, 2004 at 10:35 P.M.

**ROLL CALL**

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

**Members Absent:** Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

**ADOPTION OF  
AGENDA**

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

AYES: Shkoler, Escobosa, DeVecchio, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

Trustee Peggy Dinsmore arrived at 10:40 P.M.

**REVISE PERSONNEL  
ALLOCATION FOR  
FY 2004-2005 AND  
JOB DESCRIPTION  
FOR LIBRARIAN I**

Library Director Minter explained that the person she would like to hire for the new Librarian position is a library assistant with over twenty years of reference desk experience. To do this, she would like to revise the qualifications for Librarian I described in the job description to include people with reference desk experience of at least ten hours per week for at least seven years. She explained that the person interviewed last year for a part time librarian position, was put on a hiring list, and is now working as a substitute librarian. She would also like to make it a full time position.

Trustees DeVecchio and Wood expressed concern that the hiring list that is being used was for a part time position and now the Director is hiring for a full time position.

Trustee DeVecchio felt that using a hiring list that is a year old may exclude qualified candidates that have since moved into the area. He felt that ninety days may be more appropriate.

President Shkoler requested that Library Director Minter call other libraries in the area to find out what their qualifications are for Librarian I positions. Library Director Minter will report her findings at a Special Meeting of the Board of Trustees on Monday, August 16, 2004 at 10:00 A.M.

Secretary Escobosa expressed concern that the Library be careful not to appear to endorse particular candidates for office. Supervisor Norby and the Mayor of Placentia have been invited to participate in a promotion for National Library Card Week. Library Director Minter reported that all the City Council members will be invited.

**AGENDA  
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

**ADJOURNMENT**

The Special Meeting of the Board of Trustees of the Placentia Library District for August 9, 2004 adjourned at 11:17 A.M.

**AUGUST MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 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**  
**August 17, 2004**

**CALL TO ORDER** President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on August 17, 2004 at 10:07 P.M.

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

**Members Absent:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

**ADOPTION OF AGENDA** No action was taken on this item.

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

**REVISE PERSONNEL ALLOCATION FOR FY 2004-2005 AND JOB DESCRIPTION FOR LIBRARIAN I** Library Director Minter reported that she had surveyed the advertising and personnel appointment practices of area public libraries. She said that the larger cities require their Librarians have an MLIS degree or equivalent work experience. Equivalent work experience is not defined. Anaheim, Fullerton, and Buena Park hire substitute Librarians without them having to go through the testing procedure.

Library Director Minter recommended that the Librarian I job description be revised to include the following qualifications: "...or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years."

She also recommended that the new Librarian I position be changed to full time, and that the person that is on the hiring list for Librarians be offered the new position.

Secretary Escobosa, Trustee DeVecchio and Trustee Wood expressed concern that the hiring list was for a part time position and may exclude those interested in a full time position.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Librarian I Job Description as revised, with the addition of the phrase "or equivalent."

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

ABSTAIN: None  
ABSENT: None

It was moved by Trustee DeVecchio and seconded by Trustee Wood to advertise for the new Librarian I position.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt the Personnel Allocation for Fiscal Year 2004-2005 as revised August 9, 2004.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

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

**AGENDA  
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

**ADJOURNMENT**

The Special Meeting of the Board of Trustees of the Placentia Library District for August 17, 2004 adjourned at 10:34 A.M.

**AUGUST MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.

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Betty Escobosa  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees





PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
August 23, 2004

| TYPE | REPORT<br>NUMBER | AMOUNT |
|------|------------------|--------|
|      | TOTAL            | 0.00   |

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director and Library Trustees  
August 23, 2004

|                           | DATE            | CLAIM<br>NUMBER | AMOUNT              |
|---------------------------|-----------------|-----------------|---------------------|
| LIBRARY DIRECTOR          | July 28, 2004   | 4634            | 2,579.79            |
|                           | July 27, 2004   | 4635            | 446.40              |
|                           | August 4, 2004  | 4636            | 8,170.40            |
|                           | August 4, 2004  | 4647            | 8,759.92            |
|                           | August 12, 2004 | 4638            | 3,656.02            |
|                           | August 11, 2004 | 4639            | 16,458.41           |
| TOTAL BY LIBRARY DIRECTOR |                 |                 | <u>\$ 40,070.94</u> |

Prepared by Donna Siloti

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

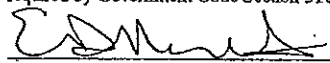
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

8-5-04

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------|------|---------------|---------------------|-------------|----------|----------------|----|
|   |                   |      | BS Acct       | Rev                 |             |          | Doc<br>Number  | SC |
| N01074<br>The Gas Company<br>PO Box C<br>Monterey Park, CA 91756                                      | 06/21/04-07/20/04 |      | 2800          | 00                  |             | 69.96    |                |    |
| N03646<br>Vision Service Plan - (CA)<br>PO Box 45210<br>San Francisco, CA 94145-5210                  | August 2004       |      | 0300          | 00                  |             | 208.00   |                |    |
| N03653<br>Bear State Air Conditioning<br>3548 Enterprise Dr.<br>Anaheim, CA 92807-1640                | 04-7-934          |      | 1400          | 00                  |             | 370.38   |                |    |
| N03659F<br>Southern California Water<br>500 Cameron St<br>Placentia, CA 92670                         | 6/16/04-7/20/04   |      | 2800          | 00                  |             | 492.73   |                |    |
| N20042<br>Fortis Benefits<br>P.O. Box 806644-1<br>Kansas City, MO 64180-6644                          | 08/01/04-09/01/04 |      | 0300          | 00                  |             | 113.40   |                |    |
| N21533A<br>Kelly Paper Company<br>288 Brea Canyon Road<br>City of Industry, CA 91789                  | 2853              |      | 1800          | 00                  |             | 40.08    |                |    |
| N27368A<br>The Hartford<br>Group Benefits<br>75 Remittance Drive, Ste. 1641<br>Chicago, IL 60675-1641 | 08/01/04-09/01/04 |      | 0300          | 00                  |             | 280.51   |                |    |
| N27626<br>Zimmer Electric, Inc.<br>P.O. Box 526<br>11581 Range View Rd.<br>Mira Loma, CA 91752-0526   | 495               |      | 1400          | 00                  |             | 1,004.73 |                |    |

The claims listed above (totaling \$2,579.79) 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

8-5-04

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice#              | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT                        | A C's Use Only |    |
|---|--------------------------------|------|--------------------------|---------------------|-------------|-------------------------------|----------------|----|
|   |                                |      |                          |                     |             |                               | Doc<br>Number  | SC |
| N28784<br>Caroline Gurkweitz<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198                         | 7/14/04-7/23/04<br><br>7/20/04 |      | 1800<br>1800             | 00<br>00            |             | 109.46<br><br>47.30<br>156.76 |                |    |
| (need vendor #)<br>Elizabeth Toller<br>dba Creative Images by Aunt Betsy<br>1533 East Ismail Place<br>Placentia, CA 92870<br>SSN: 557-65-8452 | 1041                           |      | 1900                     | 00                  |             | 100.00                        | 2              |    |
| (need vendor #)<br>Honeywell<br>Security Monitoring<br>P.O. Box 5114<br>Carol Stream, IL 60197-5114   | 2933585<br>2933586             |      | 1400<br>1400             | 00<br>00            |             | 1.00<br>188.64<br>189.64      |                |    |

The claims listed above (totaling \$446.40) 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.

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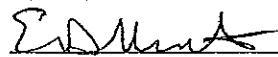
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
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APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#  | Orgn | Objt/<br>Rev/ | Sub          | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|--|--|------|---------------|--------------|-------------|----------|----------------|----|
|  |  |      | BS Acct       | Objt/<br>Rev |             |          | Doc<br>Number  | SC |
| N01035<br>City of Placentia<br>401 East Chapman Ave.<br>Placentia, CA 92870                              | 56255  |      | 0700          | 00           |             | 7.27     |                |    |
|  |  |      | 2800          | 00           |             | 4,661.33 |                |    |
|  |  |      | 1400          | 00           |             | 2,117.82 |                |    |
|  |  |      |               |              |             | 6,786.42 |                |    |
| N03648B<br>Special T. Water Systems, Inc.<br>11934 Washington Blvd.<br>Whittier, CA 90606                | 087012   |      | 1800          | 00           |             | 29.50    |                |    |
| N03752P<br>SBC/MCI<br>Dept. LA 21461<br>Pasadena, CA 91185-1461  | T2689653<br>714-223-1698<br>T2693998<br>714-524-8408<br>T2707960 |      | 0700          | 01           |             | 342.54   |                |    |
|  |  |      | 0700          | 08           |             | 39.76    |                |    |
|  |  |      | 0700          | 01           |             | 282.44   |                |    |
|  |  |      |               |              |             | 664.74   |                |    |
| N03997H<br>Home Depot Credit Services<br>Dept 32-2503078994<br>P.O. Box 6031<br>The Lakes, NV 88901-6031 | 8051173  |      | 1800          | 00           |             | 66.91    |                |    |
| N04780D<br>Orange County Register<br>File 56017<br>Los Angeles, CA 90074-6017                            | 07/15/04<br>Legal Notice   |      | 2000          | 00           |             | 200.25   |                |    |
| N05445B<br>Consolidated Reprographics<br>345 Clinton Street<br>Costa Mesa, CA 92626                      | 573901<br>581222   |      | 1800          | 00           |             | 201.55   |                |    |
|  |  |      | 1800          | 00           |             | 186.03   |                |    |
|  |  |      |               |              |             | 387.58   |                |    |
| N06557<br>Care Resources, Inc.<br>9550 Warner Ave., Ste. 228<br>Fountain Valley, CA 92708                | August 2004  |      | 1900          | 00           |             | 35.00    |                |    |

The claims listed above (totaling \$8,170.40) 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<br>Social Security/Tax ID   | Date/<br>Invoice# | Orgn | Objt/<br>Rev/        | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT                                | A C's Use Only |    |
|--|-------------------|------|----------------------|---------------------|-------------|---------------------------------------|----------------|----|
|  |                   |      | BS Acct              |                     |             |                                       | Doc<br>Number  | SC |
| N06686G<br>Office Depot Credit Plan<br>Dept. 56 - 6183976509<br>P.O. Box 9020<br>Des Moines, IA 50368-9020 | 07/22/04          |      | 1800                 | 00                  |             | 532.94                                |                |    |
| N06965<br>Paychex<br>200 E. Sandpointe, Ste. 100<br>P.O. Box 25159<br>Santa Ana, CA 92799                  | 20040729          |      | 1900<br>1900         | 00<br>08            |             | 248.47<br>41.48<br>289.95             |                |    |
| N18816<br>I.M.P.A.C. Government Services<br>P.O. Box 6350<br>Fargo, ND 58125-6350                          | 4055019202320722  |      | 1800<br>1900<br>2400 | 00<br>00<br>01      |             | 1,299.78<br>6.95<br>76.01<br>1,382.74 |                |    |
| N23030<br>Linda Baesler<br>150 Anned Dr.<br>Placentia, CA 92870<br>502-50-4248                             | June 2004         |      | 1900                 | 00                  |             | 540.00                                | 2              |    |
| N26013<br>Paper & Ribbon Supply Co.<br>P.O. Box 3601<br>Cherry Hill, NJ 08034-0550                         | 158678            |      | 1800                 | 00                  |             | 37.39                                 |                |    |
| N28150<br>Blue Cross of California<br>File 54630<br>Los Angeles, CA 90054-0630                             | 09/01/04-10/01/04 |      | 0300                 | 00                  |             | 5,976.90                              |                |    |

The claims listed above (totaling \$8,759.92) 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.

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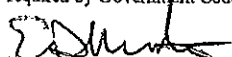
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
|   |                   |      |                          |                     |             |          | Doc<br>Number  | SC |
| N03833<br>Brodart Co.<br>P.O. Box 3488<br>Williamsport, PA 17705  | 509706            |      | 1800                     | 00                  |             | 255.52   |                |    |
| N03833B<br>Brodart Automation<br>A Division of Brodart Co.<br>P.O. Box 3488<br>Williamsport, PA 17705     | A37329            |      | 0700                     | 05                  |             | 215.50   |                |    |
| N03940<br>Gayford Bros., Inc.<br>P. O. Box 4901<br>Syracuse, NY 13221-4901                                | 628562            |      | 1800                     | 00                  |             | 884.63   |                |    |
| N06569B<br>Demco<br>P.O. Box 8048<br>Madison, WI 53708-8048   | 1723586           |      | 1800                     | 00                  |             | 348.30   |                |    |
| N06785<br>Hector Vargas Cleaning Service<br>318 Capistrano St.<br>Placentia, CA 92870<br>SSN: 546-64-3104 | 062792            |      | 1400                     | 00                  |             | 1,100.00 | 2              |    |
| N13034A<br>OmniGrafix Printing<br>1667 N. O'Donnell Way<br>Orange, CA 92867                               | A36272            |      | 1800                     | 00                  |             | 64.65    |                |    |
|   | A36274            |      | 1800                     | 00                  |             | 412.68   |                |    |
|   |                   |      |                          |                     |             | 477.33   |                |    |
| N15508<br>Cosmoslink Internet Services<br>3030 Saturn St., Ste. 200<br>Brea, CA 92821                     | 200408-46         |      | 1900                     | 00                  |             | 15.00    |                |    |
| N19647A<br>Unique Management Services<br>119 E. Maple St.<br>Jeffersonville, IN 47130                     | 142522            |      | 1900                     | 00                  |             | 359.74   |                |    |

The claims listed above (totaling \$3,656.02) 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.

  
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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<br>Social Security/Tax ID   | Date/<br>Invoice# | Orgn | Objt/           | Sub          | Rept<br>Cat | AMOUNT    | A C's Use Only |    |
|--|-------------------|------|-----------------|--------------|-------------|-----------|----------------|----|
|  |                   |      | Rev/<br>BS Acct | Objt/<br>Rev |             |           | Doc<br>Number  | SC |
| N19932<br>Ameritas Life Insurance Corp.<br>P.O. Box 81889<br>Lincoln, NE 68501-1889  | 9/1/04-9/30/04    |      | 0300            | 00           |             | 647.50    |                |    |
| N22072A<br>Performance Technology Group<br>P.O. Box 26001<br>Santa Ana, CA 92799-6001                                      | 04-07100          |      | 4000            | 00           |             | 5,426.30  |                |    |
|  | 04-7101           |      | 1300            | 01           |             | 6,500.00  |                |    |
|  |                   |      |                 |              |             | 11,926.30 |                |    |
| N29024<br>Laranne Millonzi<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198        | 7/8/04-7/22/04    |      | 2700            | 01           |             | 21.11     |                |    |
|  | 7/27/04-8/3/04    |      | 2700            | 01           |             | 13.69     |                |    |
|  | 8/2/04-8/4/04     |      | 2700            | 01           |             | 4.80      |                |    |
|  | 8/5/04-8/9/04     |      | 2700            | 01           |             | 11.85     |                |    |
|  |                   |      |                 |              |             | 51.45     |                |    |
| (need vendor #)<br>The Bank of New York<br>Financial Control Billing Department<br>P.O. Box 19445<br>Newark, NJ 07195-0445 | 53754-577063      |      | 1900            | 00           |             | 2,512.20  |                |    |
| (need vendor #)<br>Machoskie & Associates<br>29 Crooked Stick Drive<br>Newport Beach, CA 92660                             | 87-2004           |      | 1900            | 00           |             | 1,000.00  |                |    |
| (need vendor #)<br>Nextel Communications<br>P.O. Box 54977<br>Los Angeles, CA 90054-0977                                   | 07/07/04-08/02/04 |      | 0700            | 00           |             | 160.48    |                |    |
|  |                   |      | 0700            | 08           |             | 160.48    |                |    |
|  |                   |      |                 |              |             | 320.96    |                |    |

The claims listed above (totaling \$16,458.41) 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



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
August 23, 2004

| TYPE                 | REPORT<br>NUMBER | AMOUNT                           |
|----------------------|------------------|----------------------------------|
| CURRENT CLAIMS       | 4640             | 3,844.89                         |
|                      | 4641             | 3,653.10                         |
|                      | 4642             | 6,681.06                         |
| TOTAL CURRENT CLAIMS |                  | <u>\$14,179.05</u>               |
| PAYROLL              | 09/15/04         | 34,309.78                        |
|                      | 09/29/04         | 32,299.52                        |
| TOTAL PAYROLL        |                  | <u>\$66,609.30</u>               |
|                      | <b>TOTAL</b>     | <b><u><u>\$80,788.35</u></u></b> |

Prepared by: Donna Siloti

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<br>Social Security/Tax ID  | Date/<br>Invoice#                   | Orgn | Objt/<br>Rev/ | Sub<br>Objt/ | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------------------------|------|---------------|--------------|-------------|----------|----------------|----|
|   |                                     |      | BS Acct       | Rev          |             |          | Doc<br>Number  | SC |
| N03654<br>The Library Store<br>P.O. Box 964<br>Tremont, IL 61568  | 496506                              |      | 1800          | 00           |             | 88.75    |                |    |
| N03657D<br>Standard & Poor's<br>2542 Collection Center Drive<br>Chicago, IL 60693   | 30081513                            |      | 2400          | 01           |             | 1,248.27 |                |    |
| N03660<br>Elizabeth D. Minter (Petty Cash)<br>Placentia Library District<br>Petty Cash Reimbursement<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | Office Petty Cash<br>7/1/04-8/23/04 |      | 1400          | 00           |             | 4.93     |                |    |
|   |                                     |      | 1800          | 08           |             | 15.75    |                |    |
|   |                                     |      | 2700          | 01           |             | 30.00    |                |    |
|   |                                     |      | 2700          | 08           |             | 10.00    |                |    |
|   |                                     |      |               |              |             | 60.68    |                |    |
| N03660<br>Elizabeth D. Minter (Petty Cash)<br>Placentia Library District<br>Petty Cash Reimbursement<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | Petty Cash Chking                   |      | 0900          | 00           |             | 192.02   |                |    |
|   |                                     |      | 0900          | 08           |             | 23.73    |                |    |
|   |                                     |      | 1400          | 00           |             | 450.00   |                |    |
|   |                                     |      | 1800          | 00           |             | 560.09   |                |    |
|   |                                     |      | 1900          | 00           |             | 424.70   |                |    |
|   |                                     |      | 2700          | 01           |             | 152.00   |                |    |
|   |                                     |      | 2700          | 03           |             | 124.00   |                |    |
|   |                                     |      | 2700          | 08           |             | 10.00    |                |    |
|   |                                     |      | 7670          | 00           |             | 31.00    |                |    |
|   |                                     |      |               |              |             | 1,967.54 |                |    |
| N03752P<br>SBC/MCI<br>Dept. LA 21461<br>Pasadena, CA 91185-1461   | T2739534<br>714-528-1906            |      | 0700          | 00           |             | 130.65   |                |    |
|   | T2739549<br>714-528-8236            |      | 0700          | 01           |             | 37.66    |                |    |
|   |                                     |      |               |              |             | 168.31   |                |    |
| N03825M<br>Dept. 31 - 0000073264<br>Staples Credit Plan<br>P.O. Box 9020<br>Des Moines, IA 50368-9020   | 08/05/04                            |      | 1800          | 00           |             | 311.34   |                |    |

The claims listed above (totaling \$3,844.89) 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.

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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<br>Social Security/Tax ID   | Date/<br>Invoice# | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|--|-------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
|  |                   |      |                          |                     |             |          | Doc<br>Number  | SC |
| N03833<br>Brodart Co.<br>P.O. Box 3488<br>Willamsport, PA 17705  | 511543            |      | 1800                     | 00                  |             | 159.55   |                |    |
| N04692C<br>LexisNexis Bus. & Academic Pub.<br>P.O. Box 7247-0340<br>Philadelphia, PA 19170-0340                  | 388398            |      | 2400                     | 01                  |             | 1,842.85 |                |    |
| N06569B<br>Demco<br>P.O. Box 8048<br>Madison, WI 53708-8048  | 1733975           |      | 1800                     | 00                  |             | 136.79   |                |    |
| N06808I<br>Postage by Phone<br>(Pitney Bowes)<br>Reserve Account<br>P.O. Box 856056<br>Louisville, KY 40285-6056 | 08/23/04          |      | 1803                     | 00                  |             | 450.00   |                |    |
| N09111A<br>EBSCO Subscription Services<br>PO Box 92901<br>Los Angeles, CA 90009-2901                             | 0256917           |      | 2400                     | 03                  |             | 500.00   |                |    |
| N09141<br>Dick's Lock & Safe<br>111 W. Chapman Ave.<br>Placentia, CA 92870                                       | 90053             |      | 1400                     | 00                  |             | 60.89    |                |    |
| N13034A<br>OmniGrafix Printing<br>1667 N. O'Donnell Way<br>Orange, CA 92867                                      | A36285            |      | 1800                     | 00                  |             | 118.52   |                |    |
| N21086B<br>Grey House Publishing<br>PO Box 860<br>185 Millerton Rd<br>Millerton, NY 12546                        | 451653            |      | 2400                     | 01                  |             | 384.50   |                |    |

The claims listed above (totaling \$3,653.10) 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

3,653.10

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<br>Social Security/Tax ID  | Date/<br>Invoice#        | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT                  | A C's Use Only |    |
|---|--------------------------|------|--------------------------|---------------------|-------------|-------------------------|----------------|----|
|   |                          |      |                          |                     |             |                         | Doc<br>Number  | SC |
| N21533A<br>Kelly Paper Company<br>288 Brea Canyon Road<br>City of Industry, CA 91789                                      | 381890                   |      | 1800                     | 00                  |             | 9.70                    |                |    |
| N25872<br>Alldata<br>9412 Big Horn Blvd.<br>Elk Grove, CA 95758-1101  | 14860368                 |      | 2400                     | 03                  |             | 1,616.25                |                |    |
| N26230<br>National Retirement Services, Inc.<br>File 56732<br>Los Angeles, CA 90074-6732                                  | 92735                    |      | 1900                     | 00                  |             | 1,675.00                |                |    |
| (need vendor #)<br>African American Publications<br>1224 General Mercer Road<br>Washington Crossing, PA 18977             | 63613                    |      | 2400                     | 01                  |             | 470.00                  |                |    |
| (need vendor #)<br>Lexicon Marketing Corp.<br>Attn: Accounts Receivable<br>640 South San Vicente<br>Los Angeles, Ca 90048 | 766635                   |      | 2400                     | 02                  |             | 2,872.32                |                |    |
| (need vendor #)<br>Pacific Bell Directory<br>File Number 31767<br>P.O. Box 60,000<br>San Francisco, CA 94160-1767         | 0134081550<br>0134337240 |      | 1800                     | 00                  |             | 15.54<br>22.25<br>37.79 |                |    |

The claims listed above (totaling \$6,681.06) 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

6,681.06



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 \$ 34,309.78 on 09 | 15 | 04

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #6

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 | F S ACCT | AMOUNT        | SP CD     |
| 707  | 707  |                   |      | 0100                                    | 00      |     |         |   |           |          | 31,724.70     |           |
| 707  | 707  |                   |      | 0200                                    | 00      |     |         |   |           |          | 2,585.08      |           |
| ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO                 |      |                   |      |   |         |     |         |   |           |          | TOTAL PAYMENT | 34,309.78 |
| 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  |  |
|--|--|
| <b>Auditor-Controller Approvals:</b><br><b>Claims &amp; Disbursing:</b><br>Over Limit: \$100,000 (1) \$500,000 (2) \$1,000,000 (3)<br>Claims & Disbursing Manager: _____<br>Check Writing: _____<br><b>General Ledger Approvals:</b><br>Cash & Expense Budget: _____ Date: _____ Wrec: _____ | <b>Transaction Reference</b><br>Automated Clearing House (CH): _____ Wire Transfer (WT): _____<br>Automated Clearing House (IC): _____<br>MW Transaction #: _____<br><b>Treasurer-Tax Collector Information:</b><br>Released By / Ref #: _____ |



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 \$ 32,299.52 on 09 | 29 | 04

Send To: Bank Name: Wells Fargo Bank  
ABA #: 121000248  
Account Name: Placentia Library District  
Account #: 2011939659  
Reference: Payroll #7

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      |     |         |   |           |          | 30,004.20     |           |
| 707  | 707  |                   |      | 0200                                    | 00      |     |         |   |           |          | 2,295.32      |           |
| ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO                 |      |                   |      |   |         |     |         |   |           |          | TOTAL PAYMENT | 32,299.52 |
| 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 |   |  |  |
|---|---|--|--|
| <b>Auditor-Controller Approvals:</b>                        |   | <b>Transaction Reference</b>                                 |  |
| <b>Claims &amp; Disbursing:</b>                             |   | Automated Clearing House (CH) _____ Wire Transfer (WT) _____ |  |
| Over Limit  | \$100,000 (1)    \$500,000 (2)    \$1,000,000 (3) | Automated Clearing House (IC) _____                          |  |
| Claims & Disbursing Manager _____                           |   | MW Transaction # _____                                       |  |
| Check Writing _____   |   | <b>Treasurer-Tax Collector Information</b>                   |  |
| <b>General Ledger Approvals:</b>                            |   | Released By / Ref # _____                                    |  |
| Cash & Expense Budget                                       | Date  | WREQ   |  |



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** August 23, 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 2003-2004 is Attachment B.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through August 23, 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 |         | Tecter 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 | 4637    | General by Library Director       |           | 8,759.92  | 532,558.06 |
| 08/11/04 | 4639    | General by Library Director       |           | 16,458.41 | 516,099.65 |
| 08/12/04 | 4638    | General by Library Director       |           | 3,656.02  | 512,443.63 |
| 08/23/04 | 4640    | General                           |           | 3,844.89  | 508,598.74 |
| 08/23/04 | 4641    | General                           |           | 3,653.10  | 504,945.64 |
| 08/23/04 | 4642    | General                           |           | 6,681.06  | 498,264.58 |
| 08/23/04 |         | Payroll to wire 09/15/05          |           | 34,309.78 | 463,954.80 |
| 08/23/04 |         | Payroll to wire 09/29/05          |           | 32,299.52 | 431,655.28 |
|          |         |                                   |           |           | 431,655.28 |
|          |         |                                   |           |           | 431,655.28 |

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 | <b>Prior Year Secured Taxes &amp; Penalties #2 Aug</b> |                  |
| 09/18/04 | <b>Supplemental #2 Aug</b>                             |                  |
| 09/18/04 | <b>Unsecured collections at 8/31/04, #1</b>            | <b>80% - 85%</b> |
| 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)**  
 August 23, 2004

|                  | Fiscal Year 2004-2005       |                         |                          |                          |                            |              | TOTAL         | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|--------------|---------------|-------|
|                  | Fund 702<br>Maj Equip/Struc | Fund 703<br>Auto Replac | Fund 706<br>Bond Redempt | Fund 707<br>General Fund | Fund 708<br>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        | 0.00                        | 0.00                    | 0.00                     | 0.00                     | 0.00                       | 0.00         | 0.00          |       |
| 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          |       |

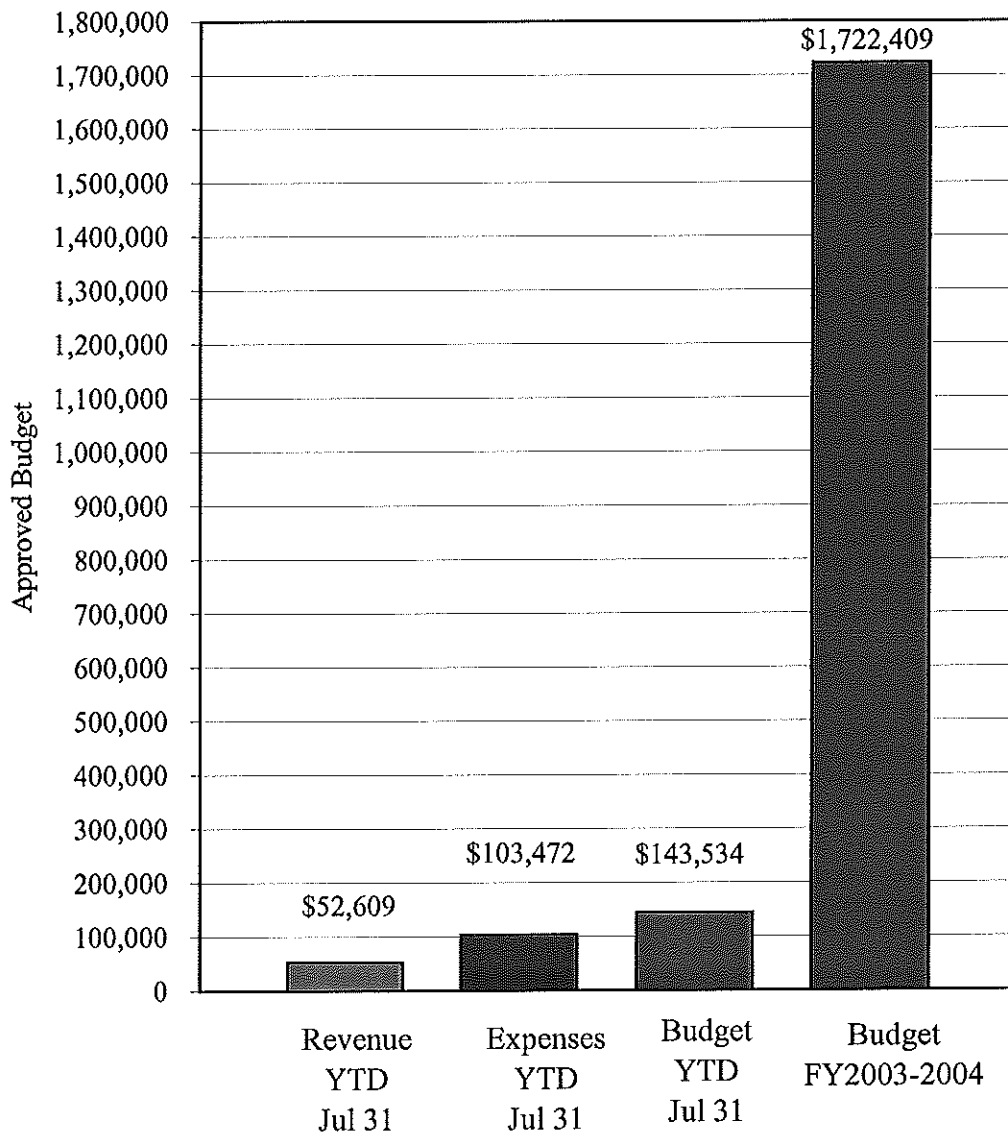
|                  | Fiscal Year 2003-2004       |                         |                          |                          |                            |              | TOTAL         | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|--------------|---------------|-------|
|                  | Fund 702<br>Maj Equip/Struc | Fund 703<br>Auto Replac | Fund 706<br>Bond Redempt | Fund 707<br>General Fund | Fund 708<br>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)  
August 23, 2004

| OBJECT CODE | DESCRIPTION                              | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL 2004 | FY2003-2004 JUL 2003 | FY2004-2005 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 6210-00     | Prop. Taxes - current secured            | 1,234,995.00         | 13,489.99       | 0.00            | 13,489.99            | 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            | 13,489.99            | 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       | 12,766.29            | 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       | 12,766.29            | 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            | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6280-01     | Final supplemental for prior years       | 0.00                 | 3,269.35        | 4,113.68        | 3,269.35             | 4,113.68             |                       |
|             | TOTAL PROP. TAXES SUPPLEMENTAL - CURREN  | 48,000.00            | 3,269.35        | 4,113.68        | 3,269.35             | 4,113.68             | 6.81%                 |
| 6300        | PROP. TAXES SUPPLEMENTAL - PRIOR         | 1,400.00             | 2,035.01        | 1,567.37        | 2,035.01             | 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         | 31,560.64       | 36,588.85       | 31,560.64            | 36,588.85            | 2.25%                 |

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
August 23, 2004

| OBJECT CODE  | DESCRIPTION                                     | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL 2004 | FY2003-2004 JUL 2003 | FY2004-2005 % EXP BUD |
|--------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 6610-00      | Interest  | 4,000.00             | 4.45            | 4.48            | 4.45                 | 4.48                 | 0.11%                 |
| 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             | 4.45            | 4.48            | 4.45                 | 4.48                 | 0.11%                 |
| 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            | 2,274.57        | 1,495.70        | 2,274.57             | 1,495.70             | 10.34%                |
| 7670-01      | Local Revenue -- Passport                       | 175,000.00           | 18,769.35       | 13,829.94       | 18,769.35            | 13,829.94            | 10.73%                |
| 7670-02 & 56 | Local Revenue -- Non-Gov't. Grants & Gifts      | 15,000.00            | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|              | TOTAL LOCAL REVENUE                             | 212,000.00           | 21,043.92       | 15,325.64       | 21,043.92            | 15,325.64            | 9.93%                 |
| 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         | 52,609.01       | 51,918.97       | 52,609.01            | 51,918.97            | 3.05%                 |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 23, 2004

| OBJECT CODE | DESCRIPTION   | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL | FY2003-2004 JUL | FY2004-2005 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
| 0100        | Salaries & Wages                                    | 761,117              | 58,417.87       | 56,079.16       | 58,417.87       | 56,079.16       | 7.68%                 |
| 0200        | Retirement (Social Security & Pension Contribution) | 58,225               | 4,387.48        | 4,290.06        | 4,387.48        | 4,290.06        | 7.54%                 |
|             | Health & Life Insurance/Blue Shield CA              | 83,667               | 5,174.90        | 2,822.12        | 5,174.90        | 2,822.12        | 6.19%                 |
|             | Long Term Disability/Hartford                       | 4,186                | 0.00            | 510.85          | 0.00            | 510.85          | 0.00%                 |
|             | Life Insurance/Foris & Protective Life              | 1,814                | 0.00            | 245.00          | 0.00            | 245.00          | 0.00%                 |
|             | Vision Service Plan/VSP                             | 2,870                | 197.31          | 208.32          | 197.31          | 208.32          | 6.87%                 |
|             | Dental/Ameritas                                     | 8,938                | 647.50          | 1,301.40        | 647.50          | 1,301.40        | 7.24%                 |
| 0300        | Total Employee Insurance                            | 101,475              | 6,019.71        | 5,087.69        | 6,019.71        | 5,087.69        | 5.93%                 |
| 0310        | Unemployment Insurance                              | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 0350        | Workers Compensation - General                      | 13,000               | 2,319.00        | 2,182.00        | 2,319.00        | 2,182.00        | 17.84%                |
|             | TOTAL SALARIES & EMPLOYEE BENEFITS                  | 933,818              | 71,144.06       | 67,638.91       | 71,144.06       | 67,638.91       | 7.62%                 |
| 0700-00     | Communications - Telephone                          | 2,000                | 136.41          | 85.91           | 136.41          | 85.91           | 6.82%                 |
| 0700-01     | Communications - Modem/Fax                          | 7,800                | 693.16          | 445.97          | 693.16          | 445.97          | 8.89%                 |
| 0700-02     | Communications - Internet/Database                  | 800                  | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 0700-05     | Communications - Cataloging & Acquisitions Vendor   | 2,700                | 215.50          | 215.50          | 215.50          | 215.50          | 7.98%                 |
| 0700-07     | Communications - ELLI Grant                         | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 0700-08     | Communications - Adult Literacy                     | 1,500                | 0.00            | 469.29          | 0.00            | 469.29          | 0.00%                 |
|             | Total Communications                                | 14,800               | 1,045.07        | 1,216.67        | 1,045.07        | 1,216.67        | 7.06%                 |
| 0900-00     | Food - General Fund                                 | 350                  | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 0900-07     | Food - ELLI Grant                                   | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 0900-08     | Food - Adult Literacy                               | 250                  | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 0090-09     | Food - Families for Literacy                        | 500                  | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | Total Food  | 1,100                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 1000-00     | Household Expense                                   | 4,250                | 1,508.18        | 0.00            | 1,508.18        | 0.00            | 35.49%                |
| 1100-00     | Insurance - Liability                               | 12,000               | 11,126.77       | 9,985.98        | 11,126.77       | 9,985.98        | 92.72%                |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 23, 2004

| OBJECT CODE | DESCRIPTION   | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL | FY2003-2004 JUL | FY2004-2005 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
| 1300-00     | Maintenance of Equipment - General Fund (Other than Computer) | 3,000                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 1300-01     | Maintenance of Equipment - General Fund (Computer)            | 25,000               | 0.00            | 12,500.00       | 0.00            | 12,500.00       | 0.00%                 |
| 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               | 0.00            | 12,500.00       | 0.00            | 12,500.00       | 0.00%                 |
|             | HVAC  | 7,500                | 0.00            | 372.50          | 0.00            | 372.50          | 0.00%                 |
|             | Carpet Cleaning   | 2,750                | 0.00            | 522.72          | 0.00            | 522.72          | 0.00%                 |
|             | Groundskeeping, City of Placentia                             | 27,500               | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
|             | Plumbing  | 3,000                | 342.66          | 7.08            | 342.66          | 7.08            | 11.42%                |
|             | Electrical  | 4,000                | 0.00            | 253.58          | 0.00            | 253.58          | 0.00%                 |
|             | Cleaning Service  | 16,000               | 1,100.00        | 1,100.00        | 1,100.00        | 1,100.00        | 6.88%                 |
|             | Locksmith   | 1,000                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
|             | Other (Includes Fire Alarm & Extinguishers)                   | 6,500                | 435.49          | 0.00            | 435.49          | 0.00            | 6.70%                 |
| 1400-00     | Total Maintenance of Building & Grounds                       | 68,250               | 1,878.15        | 2,255.88        | 1,878.15        | 2,255.88        | 2.75%                 |
| 1600-00     | Memberships - General Fund                                    | 3,100                | 0.00            | 115.00          | 0.00            | 115.00          | 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            | 115.00          | 0.00            |                       |
| 1600-09     | Memberships - Families for Literacy                           | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | Total Memberships   | 3,650                | 115.00          | 115.00          | 115.00          | 115.00          | 3.15%                 |
| 1700-00     | Miscellaneous Expense - General Fund                          | -                    | 0.00            | 2,580.00        | 0.00            | 2,580.00        |                       |
| 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            | 2,580.00        |                       |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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August 23, 2004

| OBJECT CODE | DESCRIPTION                                | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL | FY2003-2004 JUL | FY2004-2005 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
|             | Library Supplies                           | 12,000               | 235.29          | 507.04          | 235.29          | 507.04          | 1.96%                 |
|             | Printing                                   | 11,500               | 216.12          | 141.21          | 216.12          | 141.21          | 1.88%                 |
|             | EZ Copy - copy cards for sale to patrons   | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | Publications                               | 1,100                | 0.00            | 120.00          | 0.00            | 120.00          | 0.00%                 |
|             | Paper                                      | 700                  | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
|             | Drinking Water Service                     | 350                  | 29.50           | 27.50           | 29.50           | 27.50           | 8.43%                 |
|             | Other Office Supplies                      | 10,000               | 350.24          | 691.53          | 350.24          | 691.53          | 3.50%                 |
| 1800-00     | Total Office Supply Expense - General Fund | 35,650               | 831.15          | 1,487.28        | 831.15          | 1,487.28        | 2.33%                 |
| 1800-07     | ELLI Grant Supply Expense                  | 500                  | 0.00            | 255.71          | 0.00            | 255.71          |                       |
|             | Printing                                   | 2,000                | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | 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                | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 1800-08     | Total Adult Literacy Office Supply Expense | 5,500                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 1800-09     | Supply Expense Families for Literacy       | 2,000                | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | Total Office Expense                       | 43,650               | 831.15          | 1,742.99        | 831.15          | 1,742.99        | 1.90%                 |
| 1803-00     | Postage Expense - General Fund             | 4,500                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 1803-01     | Postage Expense - LSCA II Grant            | -                    | 0.00            | 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            | 0.00%                 |
|             | Total Postage Expense                      | 4,750                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 23, 2004

| OBJECT CODE | DESCRIPTION   | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL | FY2003-2004 JUL | FY2004-2005 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
|             | Care Resources (Employee Assistance)                          | 420                  | 35.00           | 35.00           | 35.00           | 35.00           | 8.33%                 |
|             | Pension Contribution & Operating Expenses                     | 7,000                | 0.00            | 1,207.48        | 0.00            | 1,207.48        | 0.00%                 |
|             | Anaheim Consortium Automated Library System                   | 35,000               | 646.06          | 646.50          | 646.06          | 646.50          | 1.85%                 |
|             | Library Board Consultants & Legal                             | 10,000               | 3,449.95        | 0.00            | 3,449.95        | 0.00            |                       |
|             | Clipping Service  | 504                  | 0.00            | 42.00           | 0.00            | 42.00           | 0.00%                 |
|             | Interest Allocation & Tax Collection Charges by Orange County | 9,500                | 1,033.72        | 1,041.53        | 1,033.72        | 1,041.53        | 10.88%                |
|             | Advertising (Including WEB Site)                              | 2,000                | 15.00           | 15.00           | 15.00           | 15.00           | 0.75%                 |
|             | Medical Exams   | 1,200                | 0.00            | 110.50          | 0.00            | 110.50          | 0.00%                 |
|             | Collection Services - Accounts Receivable                     | 2,800                | 208.70          | 377.56          | 208.70          | 377.56          | 7.45%                 |
|             | Audit & Accounting Services                                   | 8,600                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
|             | Payroll Preparation   | 3,600                | 263.05          | 385.15          | 263.05          | 385.15          | 7.31%                 |
|             | 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               | 453.50          | 1,019.45        | 453.50          | 1,019.45        | 3.02%                 |
| 1900-00     | Total Specialized Services - General Fund                     | 114,124              | 6,104.98        | 4,880.17        | 6,104.98        | 4,880.17        | 5.35%                 |
| 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                | 0.00            | 500.00          | 0.00            | 500.00          | 0.00%                 |
| 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              | 6,104.98        | 5,380.17        | 6,104.98        | 5,380.17        | 4.44%                 |
| 2000-00     | Legal Notices - General Fund                                  | 650                  | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 2000-01     | Legal Notices - LSCA II Grant                                 | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | Total Legal Notices   | 650                  | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 2100-00     | Rents/Leases-Equipment  | 700                  | 0.00            | 0.00            | 0.00            | 0.00            |                       |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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| OBJECT CODE | DESCRIPTION  | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL | FY2003-2004 JUL | FY2004-2005 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
| 2200-00     | Semi-Annual Bond Payment & Quarterly Energy Loan Payment | 105,000              | 7,044.80        | 7,471.65        | 7,044.80        | 7,471.65        | 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              | 1,886.25        | 2,343.12        | 1,886.25        | 2,343.12        | 1.08%                 |
| 2400-02     | Special Department Expense - Video                       |                      | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 2400-03     | Special Department Expense - Electronic                  |                      | 0.00            | 2,467.55        | 0.00            | 2,467.55        |                       |
| 2400-04     | Special Department Expense - Periodicals                 |                      | 0.00            | 105.60          | 0.00            | 105.60          |                       |
| 2400-05     | Special Department Expense - Audio                       |                      | 0.00            | 453.42          | 0.00            | 453.42          |                       |
| 2400-07     | Special Department Expense - ELLI Grant                  |                      | 0.00            | 815.73          | 0.00            | 815.73          |                       |
| 2400-08     | Special Department Expense - Adult Literacy              | 2,000                | 428.20          | 0.00            | 428.20          | 0.00            | 21.41%                |
| 2400-09     | Special Department Expense - Families for Literacy       |                      | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | Total Special Department Expense                         | 177,000              | 2,314.45        | 6,185.42        | 2,314.45        | 6,185.42        | 1.31%                 |
| 2600-00     | Transportation/Travel - General                          | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 2700-00     | Transportation/Travel - Meetings, Staff Out of Town      |                      | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 2700-01     | Transportation/Travel - Meetings, Staff Local            | 2,500                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 2700-02     | Transportation/Travel - Meetings, Board Out of Town      | 4,500                | 100.74          | 21.56           | 100.74          | 21.56           | 2.24%                 |
| 2700-03     | Transportation/Travel - Meetings, Board Local            | 1,500                | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 2700-04     | Transportation/Travel - Meetings, LSCA II Grant          | 750                  | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
| 2700-07     | Transportation/Travel - Meetings, ELLI Grant             | -                    | 0.00            | 0.00            | 0.00            | 0.00            |                       |
| 2700-08     | Transportation/Travel - Meetings - Adult Literacy        | 1,000                | 0.00            | 22.32           | 0.00            | 22.32           |                       |
| 2700-09     | Transportation/Travel - Meetings - Families for Literacy | 1,000                | 25.00           | 0.00            | 25.00           | 0.00            | 2.50%                 |
|             | Total Transportation/Travel - Meetings                   | 11,250               | 150.74          | 43.88           | 150.74          | 43.88           | 1.34%                 |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 23, 2004

| OBJECT CODE | DESCRIPTION                                       | FY2004-2005 BUDGETED | FY2004-2005 YTD | FY2003-2004 YTD | FY2004-2005 JUL | FY2003-2004 JUL | FY2004-2005 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
| 2800-00     | Electricity                                       | 72,000               | 0.00            | 0.00            | 0.00            | 0.00            | 0.00%                 |
|             | Gas   | 4,200                | 209.02          | 220.82          | 209.02          | 220.82          | 4.98%                 |
|             | Water   | 4,250                | 0.00            | 278.13          | 0.00            | 278.13          | 0.00%                 |
|             | Total Utilities                                   | 80,450               | 209.02          | 498.95          | 209.02          | 498.95          | 0.26%                 |
|             | TOTAL SUPPLIES & SERVICES                         | 693,624              | 32,328.31       | 49,976.59       | 32,328.31       | 49,976.59       | 4.66%                 |
| 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               | 0.00            | 1,385.30        | 0.00            | 1,385.30        | 0.00%                 |
| 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               | 0.00            | 1,385.30        | 0.00            | 1,385.30        | 0.00%                 |
| 4200-00     | Structures/Improvements                           | 20,352               | 0.00            | 0.00            | 0.00            | 0.00            |                       |
|             | TOTAL EQUIPMENT EXPENSE                           | 40,352               | 0.00            | 1,385.30        | 0.00            | 1,385.30        | 0.00%                 |
| 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            | 103,472.37      | 119,000.80      | 103,472.37      | 119,000.80      | 6.18%                 |
|             | ELLI Grant Summary Object Code 07                 | 1,500                | 0               | 1,094           | 0               | 1,094           | 0.03                  |
|             | CLC Summary Object Code 08                        | 16,400               | 568             | 969             | 568             | 969             |                       |
|             | FFL Grant Summary Object Code 09                  | 3,150                | 25              | 0               | 25              | 0               |                       |
|             | TOTAL LITERACY (Excluding Personnel)              | 21,050               | 593             | 2,063           | 593             | 2,063           |                       |



08/17/04

**Placentia Library District**  
**Balance Sheet**  
As of July 31, 2004

|                                       | <u>Jul 31, 04</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| County Exempt - Checking              | 2,354.24                |
| County Exempt - Savings               | 7,684.08                |
| General Fund - Checking               | 13,436.89               |
| General Fund - Savings                | 3,856.04                |
| Literacy Fund - Savings               | 8,500.27                |
| Payroll Checking - Wells Fargo        | 19,624.18               |
| Payroll Checking (CDs)                |                         |
| 0028205565                            | 21,830.67               |
| 0028205573                            | 21,830.67               |
| <b>Total Payroll Checking (CDs)</b>   | <u>43,661.34</u>        |
| <b>Total Checking/Savings</b>         | <u>99,117.04</u>        |
| <b>Total Current Assets</b>           | <u>99,117.04</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>99,117.04</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Equity</b>                         |                         |
| Retained Earnings                     | 30,767.34               |
| Total Capital                         | 68,809.21               |
| Net Income                            | -459.51                 |
| <b>Total Equity</b>                   | <u>99,117.04</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>99,117.04</u></u> |

Placentia Library District  
 Profit & Loss by Class  
 July 2004

08/17/04

|                                  | County Exempt Fund | General Fund     | Literacy Fund | Payroll Fund     | TOTAL            |
|----------------------------------|--------------------|------------------|---------------|------------------|------------------|
| <b>Income</b>                    |                    |                  |               |                  |                  |
| COE Directors Fund (Friends)     | 1,000.00           | 0.00             | 0.00          | 0.00             | 1,000.00         |
| COE Interest                     | 1.79               | 0.00             | 0.00          | 0.00             | 1.79             |
| COE Life Insur Suplmt(EDM)       | 39.88              | 0.00             | 0.00          | 0.00             | 39.88            |
| COE Meeting Room Income          | 940.00             | 0.00             | 0.00          | 0.00             | 940.00           |
| COE Passport Chk Reimbursement   | 5,258.60           | 0.00             | 0.00          | 0.00             | 5,258.60         |
| COE Test Proctoring Income       | 120.00             | 0.00             | 0.00          | 0.00             | 120.00           |
| GF Bankcard Deposit              | 0.00               | 5,278.65         | 0.00          | 0.00             | 5,278.65         |
| GF Cash Register - Copy/Debit    | 0.00               | 230.35           | 0.00          | 0.00             | 230.35           |
| GF Cash Register - Fines         | 0.00               | 1,329.49         | 0.00          | 0.00             | 1,329.49         |
| GF Cash Register - Lost Items    | 0.00               | 120.16           | 0.00          | 0.00             | 120.16           |
| GF Cash Register - Misc.         | 0.00               | 24.00            | 0.00          | 0.00             | 24.00            |
| GF Cash Register - Reserves      | 0.00               | 163.70           | 0.00          | 0.00             | 163.70           |
| GF Fed Work Study Reimbursement  | 0.00               | 405.33           | 0.00          | 0.00             | 405.33           |
| GF Interest                      | 0.00               | 3.37             | 0.00          | 0.00             | 3.37             |
| GF Miscellaneous Income          | 0.00               | 20.00            | 0.00          | 0.00             | 20.00            |
| GF Passport Revenue              | 0.00               | 15,202.45        | 0.00          | 0.00             | 15,202.45        |
| 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 Interest Inc - Savings       | 0.00               | 0.00             | 2.15          | 0.00             | 2.15             |
| PA Wire Transfer from County     | 0.00               | 0.00             | 0.00          | 63,807.50        | 63,807.50        |
| <b>Total Income</b>              | <b>7,360.27</b>    | <b>23,809.39</b> | <b>40.94</b>  | <b>63,807.50</b> | <b>95,018.10</b> |
| <b>Expense</b>                   |                    |                  |               |                  |                  |
| COE Bank fees                    | 11.00              | 0.00             | 0.00          | 0.00             | 11.00            |
| COE Childrn's Summer Rdnng Prgrm | 1,010.00           | 0.00             | 0.00          | 0.00             | 1,010.00         |
| COE Passport Expenses            | 4,640.95           | 0.00             | 0.00          | 0.00             | 4,640.95         |
| GF Bank Return Check Item/Fees   | 0.00               | 4.00             | 0.00          | 0.00             | 4.00             |
| GF Bankcard Service Charge       | 0.00               | 233.03           | 0.00          | 0.00             | 233.03           |
| GF Food                          | 0.00               | 94.00            | 0.00          | 0.00             | 94.00            |
| GF Household Expenses            | 0.00               | 450.00           | 0.00          | 0.00             | 450.00           |
| GF Transfer to COE               | 0.00               | 3,424.95         | 0.00          | 0.00             | 3,424.95         |
| GF Transfer to GF Savings        | 0.00               | 3,533.60         | 0.00          | 0.00             | 3,533.60         |
| GF Transfers to County           | 0.00               | 22,225.52        | 0.00          | 0.00             | 22,225.52        |
| GF Travel Literacy               | 0.00               | 10.00            | 0.00          | 0.00             | 10.00            |
| GF Travel Staff                  | 0.00               | -79.00           | 0.00          | 0.00             | -79.00           |
| GF Travel Trustees               | 0.00               | 36.00            | 0.00          | 0.00             | 36.00            |
| PA Empl 457 Plan Contribution    | 0.00               | 0.00             | 0.00          | 3,611.52         | 3,611.52         |
| PA Employee 125 Co-Pay           | 0.00               | 0.00             | 0.00          | 802.00           | 802.00           |
| PA Employee Life Insurance       | 0.00               | 0.00             | 0.00          | 39.88            | 39.88            |
| PA Payroll Taxes                 | 0.00               | 0.00             | 0.00          | 15,911.55        | 15,911.55        |
| PA Salaries                      | 0.00               | 0.00             | 0.00          | 39,518.61        | 39,518.61        |
| <b>Total Expense</b>             | <b>5,661.95</b>    | <b>29,932.10</b> | <b>0.00</b>   | <b>59,883.56</b> | <b>95,477.61</b> |
| <b>Net Income</b>                | <b>1,698.32</b>    | <b>-6,122.71</b> | <b>40.94</b>  | <b>3,923.94</b>  | <b>-459.51</b>   |

## Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 07/31/2004

| Type                                  | Date      | Num      | Name              | Clr | Amount    | Balance   |
|---------------------------------------|-----------|----------|-------------------|-----|-----------|-----------|
| <b>Beginning Balance</b>              |           |          |                   |     |           | 2,939.89  |
| <b>Cleared Transactions</b>           |           |          |                   |     |           |           |
| <b>Checks and Payments - 63 items</b> |           |          |                   |     |           |           |
| Check                                 | 6/26/2004 | 5117     | Passport Services | X   | -55.00    | -55.00    |
| Check                                 | 6/26/2004 | 5116     | Passport Services | X   | -55.00    | -110.00   |
| Check                                 | 6/28/2004 | 5122     | Passport Services | X   | -128.65   | -238.65   |
| Check                                 | 6/28/2004 | 5121     | Passport Services | X   | -40.00    | -278.65   |
| Check                                 | 6/29/2004 | 5124     | Passport Services | X   | -113.65   | -392.30   |
| Check                                 | 6/29/2004 | 5123     | Passport Services | X   | -330.00   | -722.30   |
| Check                                 | 6/30/2004 | 5127     | Passport Services | X   | -115.00   | -837.30   |
| Check                                 | 6/30/2004 | 5126     | Passport Services | X   | -55.00    | -892.30   |
| Check                                 | 6/30/2004 | 5125     | Janeec Flint      | X   | -250.00   | -1,142.30 |
| Check                                 | 7/1/2004  | 5128     | Passport Services | X   | -55.00    | -1,197.30 |
| Check                                 | 7/1/2004  | 5135     | Passport Services | X   | -13.65    | -1,210.95 |
| Check                                 | 7/1/2004  | 5134     | Passport Services | X   | -95.00    | -1,305.95 |
| Check                                 | 7/1/2004  | 5133     | Passport Services | X   | -115.00   | -1,420.95 |
| Check                                 | 7/1/2004  | 5132     | Passport Services | X   | -115.00   | -1,535.95 |
| Check                                 | 7/1/2004  | 5131     | Passport Services | X   | -40.00    | -1,575.95 |
| Check                                 | 7/1/2004  | 5130     | Passport Services | X   | -55.00    | -1,630.95 |
| Check                                 | 7/1/2004  | 5129     | Passport Services | X   | -40.00    | -1,670.95 |
| Check                                 | 7/3/2004  | 5138     | Passport Services | X   | -55.00    | -1,725.95 |
| Check                                 | 7/3/2004  | 5137     | Passport Services | X   | -115.00   | -1,840.95 |
| Check                                 | 7/3/2004  | 5136     | Passport Services | X   | -40.00    | -1,880.95 |
| Check                                 | 7/7/2004  | 5139     | Rudy Gonzales     | X   | -250.00   | -2,130.95 |
| Check                                 | 7/7/2004  | 5140     | Rudy Gonzales     | X   | -35.00    | -2,165.95 |
| Check                                 | 7/7/2004  | 5141     | Passport Services | X   | -55.00    | -2,220.95 |
| Check                                 | 7/8/2004  | 5143     | Passport Services | X   | -100.00   | -2,320.95 |
| Check                                 | 7/8/2004  | 5144     | Passport Services | X   | -115.00   | -2,435.95 |
| Check                                 | 7/8/2004  | 5142     | Passport Services | X   | -115.00   | -2,550.95 |
| Check                                 | 7/11/2004 | 5145     | Passport Services | X   | -115.00   | -2,665.95 |
| Check                                 | 7/12/2004 | 5147     | Passport Services | X   | -40.00    | -2,705.95 |
| Check                                 | 7/12/2004 | 5146     | Passport Services | X   | -115.00   | -2,820.95 |
| Check                                 | 7/13/2004 | 5148     | Passport Services | X   | -100.00   | -2,920.95 |
| Check                                 | 7/13/2004 | 5149     | Passport Services | X   | -100.00   | -3,020.95 |
| Check                                 | 7/14/2004 | 5151     | Passport Services | X   | -115.00   | -3,135.95 |
| Check                                 | 7/14/2004 | 5153     | Passport Services | X   | -115.00   | -3,250.95 |
| Check                                 | 7/14/2004 | 5150     | R&R Divers Inc.   | X   | -250.00   | -3,500.95 |
| Check                                 | 7/14/2004 | 5152     | Passport Services | X   | -40.00    | -3,540.95 |
| Check                                 | 7/15/2004 | 5154     | Passport Services | X   | -115.00   | -3,655.95 |
| Check                                 | 7/15/2004 | 5155     | Passport Services | X   | -55.00    | -3,710.95 |
| Check                                 | 7/15/2004 | 5156     | Passport Services | X   | -55.00    | -3,765.95 |
| Check                                 | 7/19/2004 | 5160     | Passport Services | X   | -55.00    | -3,820.95 |
| Check                                 | 7/19/2004 | 5158     | Passport Services | X   | -40.00    | -3,860.95 |
| Check                                 | 7/19/2004 | 5159     | David Cousin      | X   | -275.00   | -4,135.95 |
| Check                                 | 7/19/2004 | 5157     | Passport Services | X   | -150.00   | -4,285.95 |
| Check                                 | 7/20/2004 | 5161     | Passport Services | X   | -115.00   | -4,400.95 |
| Check                                 | 7/20/2004 | 5163     | Passport Services | X   | -115.00   | -4,515.95 |
| Check                                 | 7/20/2004 | 5162     | Passport Services | X   | -128.65   | -4,644.60 |
| Check                                 | 7/21/2004 | 5164     | Passport Services | X   | -55.00    | -4,699.60 |
| Check                                 | 7/21/2004 | 5165     | Passport Services | X   | -40.00    | -4,739.60 |
| Check                                 | 7/21/2004 | 5166     | Passport Services | X   | -55.00    | -4,794.60 |
| Check                                 | 7/22/2004 | 5174     | Passport Services | X   | -55.00    | -4,849.60 |
| Check                                 | 7/22/2004 | 5173     | Passport Services | X   | -115.00   | -4,964.60 |
| Check                                 | 7/22/2004 | 5172     | Passport Services | X   | -55.00    | -5,019.60 |
| Check                                 | 7/22/2004 | 5171     | Passport Services | X   | -55.00    | -5,074.60 |
| Check                                 | 7/22/2004 | 5170     | Passport Services | X   | -55.00    | -5,129.60 |
| Check                                 | 7/22/2004 | 5168     | Passport Services | X   | -115.00   | -5,244.60 |
| Check                                 | 7/22/2004 | 5167     | Passport Services | X   | -115.00   | -5,359.60 |
| Check                                 | 7/22/2004 | 5169     | Passport Services | X   | -100.00   | -5,459.60 |
| Check                                 | 7/24/2004 | 5175     | Passport Services | X   | -100.00   | -5,559.60 |
| Check                                 | 7/26/2004 | 5177     | Passport Services | X   | -55.00    | -5,614.60 |
| Check                                 | 7/26/2004 | 5178     | Passport Services | X   | -55.00    | -5,669.60 |
| Check                                 | 7/26/2004 | 5179     | Passport Services | X   | -55.00    | -5,724.60 |
| Check                                 | 7/26/2004 | 5176     | Gary Francisco    | X   | -200.00   | -5,924.60 |
| General Journal                       | 7/31/2004 | CD In... |                   | X   | -45.00    | -5,969.60 |
| Check                                 | 7/31/2004 |          |                   | X   | -11.00    | -5,980.60 |
| <b>Total Checks and Payments</b>      |           |          |                   |     | -5,980.60 | -5,980.60 |

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 07/31/2004**

| Type                                   | Date      | Num  | Name              | Clr | Amount   | Balance  |
|--|-----------|------|-------------------|-----|----------|----------|
| <b>Deposits and Credits - 18 items</b> |           |      |                   |     |          |          |
| Deposit                                | 7/1/2004  |      |                   | X   | 210.00   | 210.00   |
| Deposit                                | 7/6/2004  |      |                   | X   | 1,000.00 | 1,210.00 |
| Deposit                                | 7/6/2004  |      |                   | X   | 55.00    | 1,265.00 |
| Deposit                                | 7/6/2004  |      |                   | X   | 108.65   | 1,373.65 |
| Deposit                                | 7/8/2004  |      |                   | X   | 115.00   | 1,488.65 |
| Deposit                                | 7/12/2004 |      |                   | X   | 115.00   | 1,603.65 |
| Deposit                                | 7/12/2004 |      |                   | X   | 40.00    | 1,643.65 |
| Deposit                                | 7/13/2004 |      |                   | X   | 100.00   | 1,743.65 |
| Deposit                                | 7/13/2004 |      |                   | X   | 1,521.30 | 3,264.95 |
| Deposit                                | 7/15/2004 |      |                   | X   | 40.00    | 3,304.95 |
| Deposit                                | 7/19/2004 |      |                   | X   | 190.00   | 3,494.95 |
| Deposit                                | 7/19/2004 |      |                   | X   | 170.00   | 3,664.95 |
| Deposit                                | 7/20/2004 |      |                   | X   | 55.00    | 3,719.95 |
| Deposit                                | 7/22/2004 |      |                   | X   | 250.00   | 3,969.95 |
| Deposit                                | 7/26/2004 |      |                   | X   | 100.00   | 4,069.95 |
| Deposit                                | 7/26/2004 |      |                   | X   | 115.00   | 4,184.95 |
| Deposit                                | 7/27/2004 |      |                   | X   | 2,018.65 | 6,203.60 |
| Deposit                                | 7/28/2004 |      |                   | X   | 170.00   | 6,373.60 |
| Total Deposits and Credits             |           |      |                   |     | 6,373.60 | 6,373.60 |
| Total Cleared Transactions             |           |      |                   |     | 393.00   | 393.00   |
| Cleared Balance                        |           |      |                   |     | 393.00   | 3,332.89 |
| <b>Uncleared Transactions</b>          |           |      |                   |     |          |          |
| <b>Checks and Payments - 10 items</b>  |           |      |                   |     |          |          |
| Check                                  | 11/8/2003 | 4698 | Passport Services |     | -110.00  | -110.00  |
| Check                                  | 7/27/2004 | 5180 | Passport Services |     | -115.00  | -225.00  |
| Check                                  | 7/27/2004 | 5181 | Passport Services |     | -110.00  | -335.00  |
| Check                                  | 7/28/2004 | 5183 | Passport Services |     | -110.00  | -445.00  |
| Check                                  | 7/28/2004 | 5184 | Passport Services |     | -55.00   | -500.00  |
| Check                                  | 7/28/2004 | 5182 | Passport Services |     | -55.00   | -555.00  |
| Check                                  | 7/29/2004 | 5185 | Passport Services |     | -95.00   | -650.00  |
| Check                                  | 7/31/2004 | 5187 | Passport Services |     | -100.00  | -750.00  |
| Check                                  | 7/31/2004 | 5186 | Passport Services |     | -115.00  | -865.00  |
| Check                                  | 7/31/2004 | 5188 | Passport Services |     | -113.65  | -978.65  |
| Total Checks and Payments              |           |      |                   |     | -978.65  | -978.65  |
| Total Uncleared Transactions           |           |      |                   |     | -978.65  | -978.65  |
| Register Balance as of 07/31/2004      |           |      |                   |     | -585.65  | 2,354.24 |
| <b>New Transactions</b>                |           |      |                   |     |          |          |
| <b>Checks and Payments - 7 items</b>   |           |      |                   |     |          |          |
| Check                                  | 8/2/2004  | 5190 | Passport Services |     | -55.00   | -55.00   |
| Check                                  | 8/2/2004  | 5191 | Passport Services |     | -55.00   | -110.00  |
| Check                                  | 8/2/2004  | 5192 | Passport Services |     | -115.00  | -225.00  |
| Check                                  | 8/2/2004  | 5189 | Passport Services |     | -110.00  | -335.00  |
| Check                                  | 8/3/2004  | 5193 | Passport Services |     | -55.00   | -390.00  |
| Check                                  | 8/4/2004  | 5194 | Passport Services |     | -110.00  | -500.00  |
| Check                                  | 8/4/2004  | 5195 | Passport Services |     | -40.00   | -540.00  |
| Total Checks and Payments              |           |      |                   |     | -540.00  | -540.00  |
| <b>Deposits and Credits - 4 items</b>  |           |      |                   |     |          |          |
| Deposit                                | 8/2/2004  |      |                   |     | 110.00   | 110.00   |
| Deposit                                | 8/2/2004  |      |                   |     | 95.00    | 205.00   |
| Deposit                                | 8/2/2004  |      |                   |     | 100.00   | 305.00   |
| Deposit                                | 8/3/2004  |      |                   |     | 55.00    | 360.00   |
| Total Deposits and Credits             |           |      |                   |     | 360.00   | 360.00   |
| Total New Transactions                 |           |      |                   |     | -180.00  | -180.00  |
| Ending Balance                         |           |      |                   |     | -765.65  | 2,174.24 |

*Count*  
8/4/2004  
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**Placentia Library District  
Reconciliation Detail**  
County Exempt - Savings, Period Ending 07/31/2004

| Type                                     | Date      | Num  | Name                    | Cir | Amount   | Balance  |
|--|-----------|------|-------------------------|-----|----------|----------|
| <b>Beginning Balance</b>                 |           |      |                         |     |          | 6,852.93 |
| <b>Cleared Transactions</b>              |           |      |                         |     |          |          |
| <b>Checks and Payments - 2 Items</b>     |           |      |                         |     |          |          |
| Check                                    | 6/28/2004 | 1523 | Greg's Carpet & Up...   | X   | -155.52  | -155.52  |
| Check                                    | 7/12/2004 | 1524 | Placentia Library Di... | X   | -115.00  | -270.52  |
| <b>Total Checks and Payments</b>         |           |      |                         |     | -270.52  | -270.52  |
| <b>Deposits and Credits - 14 Items</b>   |           |      |                         |     |          |          |
| Deposit                                  | 7/1/2004  |      |                         | X   | 35.00    | 35.00    |
| Deposit                                  | 7/1/2004  |      |                         | X   | 65.00    | 100.00   |
| Deposit                                  | 7/7/2004  |      |                         | X   | 30.00    | 130.00   |
| Deposit                                  | 7/8/2004  |      |                         | X   | 35.00    | 165.00   |
| Deposit                                  | 7/14/2004 |      |                         | X   | 269.94   | 434.94   |
| Deposit                                  | 7/15/2004 |      |                         | X   | 35.00    | 469.94   |
| Deposit                                  | 7/20/2004 |      |                         | X   | 65.00    | 534.94   |
| Deposit                                  | 7/21/2004 |      |                         | X   | 65.00    | 599.94   |
| Deposit                                  | 7/22/2004 |      |                         | X   | 65.00    | 664.94   |
| Deposit                                  | 7/26/2004 |      |                         | X   | 30.00    | 694.94   |
| Deposit                                  | 7/27/2004 |      |                         | X   | 325.00   | 1,019.94 |
| Deposit                                  | 7/28/2004 |      |                         | X   | 19.94    | 1,039.88 |
| Deposit                                  | 7/29/2004 |      |                         | X   | 60.00    | 1,099.88 |
| Deposit                                  | 7/31/2004 |      |                         | X   | 1.79     | 1,101.67 |
| <b>Total Deposits and Credits</b>        |           |      |                         |     | 1,101.67 | 1,101.67 |
| <b>Total Cleared Transactions</b>        |           |      |                         |     | 831.15   | 831.15   |
| <b>Cleared Balance</b>                   |           |      |                         |     | 831.15   | 7,684.08 |
| <b>Register Balance as of 07/31/2004</b> |           |      |                         |     | 831.15   | 7,684.08 |
| <b>New Transactions</b>                  |           |      |                         |     |          |          |
| <b>Checks and Payments - 1 item</b>      |           |      |                         |     |          |          |
| Check                                    | 8/2/2004  | 1525 | Greg's Carpet & Up...   |     | -155.52  | -155.52  |
| <b>Total Checks and Payments</b>         |           |      |                         |     | -155.52  | -155.52  |
| <b>Deposits and Credits - 1 Item</b>     |           |      |                         |     |          |          |
| Deposit                                  | 8/2/2004  |      |                         |     | 30.00    | 30.00    |
| <b>Total Deposits and Credits</b>        |           |      |                         |     | 30.00    | 30.00    |
| <b>Total New Transactions</b>            |           |      |                         |     | -125.52  | -125.52  |
| <b>Ending Balance</b>                    |           |      |                         |     | 705.63   | 7,558.56 |

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8/4/04

**Placentia Library District  
Reconciliation Detail**  
General Fund - Checking, Period Ending 07/31/2004

| Type                                     | Date      | Num      | Name                    | Clr | Amount           | Balance          |
|--|-----------|----------|-------------------------|-----|------------------|------------------|
| <b>Beginning Balance</b>                 |           |          |                         |     |                  | 16,027.03        |
| <b>Cleared Transactions</b>              |           |          |                         |     |                  |                  |
| <b>Checks and Payments - 19 items</b>    |           |          |                         |     |                  |                  |
| Check                                    | 6/2/2004  | 4877     | Toby Silberfarb         | X   | -10.00           | -10.00           |
| Check                                    | 6/22/2004 | 4889     | Donna Siloli            | X   | -36.22           | -46.22           |
| Check                                    | 6/28/2004 | 4894     | Lisa M. Wang            | X   | -31.00           | -77.22           |
| Check                                    | 6/30/2004 | 4896     | Quizno's                | X   | -61.00           | -138.22          |
| Check                                    | 6/30/2004 | 4895     | Rembrandt's Beauti...   | X   | -20.00           | -158.22          |
| Check                                    | 7/1/2004  |          | Bank of the West        | X   | -225.50          | -383.72          |
| Check                                    | 7/2/2004  |          | Bank of the West        | X   | -3.03            | -386.75          |
| Check                                    | 7/7/2004  | 4897     | Rembrandt's Beauti...   | X   | -20.00           | -406.75          |
| Check                                    | 7/12/2004 | 4898     | City Bagelry            | X   | -17.21           | -423.96          |
| Check                                    | 7/12/2004 | 4899     | Sam's Club              | X   | -76.79           | -500.75          |
| Check                                    | 7/12/2004 | 4902     | Curt Johnston           | X   | -450.00          | -950.75          |
| Check                                    | 7/12/2004 | 4901     | Placentia Library G...  | X   | -3,533.60        | -4,484.35        |
| Check                                    | 7/12/2004 | 4900     | Placentia Library Di... | X   | -1,406.30        | -5,890.65        |
| Check                                    | 7/14/2004 | 4903     | Rembrandt's Beauti...   | X   | -20.00           | -5,910.65        |
| Check                                    | 7/21/2004 |          | Bank of the West        | X   | -4.50            | -5,915.15        |
| Check                                    | 7/26/2004 | 4904     | Placentia Library Di... | X   | -2,018.65        | -7,933.80        |
| Check                                    | 7/28/2004 | 4906     | Rembrandt's Beauti...   | X   | -20.00           | -7,953.80        |
| Check                                    | 7/28/2004 | 4905     | Placentia Chamber ...   | X   | -60.00           | -8,013.80        |
| General Journal                          | 7/31/2004 | CD In... |                         | X   | -886.88          | -8,900.68        |
| <b>Total Checks and Payments</b>         |           |          |                         |     | <b>-8,900.68</b> | <b>-8,900.68</b> |
| <b>Deposits and Credits - 31 items</b>   |           |          |                         |     |                  |                  |
| Deposit                                  | 7/1/2004  |          |                         | X   | 246.00           | 246.00           |
| Deposit                                  | 7/1/2004  |          |                         | X   | 58.29            | 304.29           |
| Deposit                                  | 7/2/2004  |          |                         | X   | 444.00           | 748.29           |
| Deposit                                  | 7/6/2004  |          |                         | X   | 309.00           | 1,057.29         |
| Deposit                                  | 7/6/2004  |          |                         | X   | 29.14            | 1,086.43         |
| Deposit                                  | 7/7/2004  |          |                         | X   | 5.50             | 1,091.93         |
| Deposit                                  | 7/7/2004  |          |                         | X   | 1,031.89         | 2,123.82         |
| Deposit                                  | 7/7/2004  |          |                         | X   | 112.95           | 2,236.77         |
| Deposit                                  | 7/8/2004  |          |                         | X   | 101.50           | 2,338.27         |
| Deposit                                  | 7/9/2004  |          |                         | X   | 252.00           | 2,590.27         |
| Deposit                                  | 7/12/2004 |          |                         | X   | 187.20           | 2,777.47         |
| Deposit                                  | 7/13/2004 |          |                         | X   | 551.30           | 3,328.77         |
| Deposit                                  | 7/13/2004 |          |                         | X   | 60.00            | 3,388.77         |
| Deposit                                  | 7/14/2004 |          |                         | X   | 58.29            | 3,447.06         |
| Deposit                                  | 7/15/2004 |          |                         | X   | 142.81           | 3,589.87         |
| Deposit                                  | 7/15/2004 |          |                         | X   | 384.00           | 3,973.87         |
| Deposit                                  | 7/19/2004 |          |                         | X   | 87.60            | 4,061.47         |
| Deposit                                  | 7/19/2004 |          |                         | X   | 103.00           | 4,164.47         |
| Deposit                                  | 7/20/2004 |          |                         | X   | 160.65           | 4,325.12         |
| Deposit                                  | 7/21/2004 |          |                         | X   | 262.00           | 4,587.12         |
| Deposit                                  | 7/22/2004 |          |                         | X   | 238.20           | 4,825.32         |
| Deposit                                  | 7/23/2004 |          |                         | X   | 569.99           | 5,395.31         |
| Deposit                                  | 7/26/2004 |          |                         | X   | 60.00            | 5,455.31         |
| Deposit                                  | 7/26/2004 |          |                         | X   | 60.00            | 5,515.31         |
| Deposit                                  | 7/26/2004 |          |                         | X   | 29.14            | 5,544.45         |
| Deposit                                  | 7/26/2004 |          |                         | X   | 58.29            | 5,602.74         |
| Deposit                                  | 7/27/2004 |          |                         | X   | 307.80           | 5,910.54         |
| Deposit                                  | 7/28/2004 |          |                         | X   | 174.00           | 6,084.54         |
| Deposit                                  | 7/28/2004 |          |                         | X   | 87.00            | 6,171.54         |
| Deposit                                  | 7/29/2004 |          |                         | X   | 117.00           | 6,288.54         |
| Deposit                                  | 7/30/2004 |          |                         | X   | 22.00            | 6,310.54         |
| <b>Total Deposits and Credits</b>        |           |          |                         |     | <b>6,310.54</b>  | <b>6,310.54</b>  |
| <b>Total Cleared Transactions</b>        |           |          |                         |     | <b>-2,590.14</b> | <b>-2,590.14</b> |
| <b>Cleared Balance</b>                   |           |          |                         |     | <b>-2,590.14</b> | <b>13,436.89</b> |
| <b>Register Balance as of 07/31/2004</b> |           |          |                         |     | <b>-2,590.14</b> | <b>13,436.89</b> |

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Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 07/31/2004

Agenda Item 12  
General Fund Checking  
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| Type                                 | Date     | Num  | Name                    | Clr | Amount    | Balance   |
|--------------------------------------|----------|------|-------------------------|-----|-----------|-----------|
| <b>New Transactions</b>              |          |      |                         |     |           |           |
| <b>Checks and Payments - 5 Items</b> |          |      |                         |     |           |           |
| Check                                | 8/1/2004 | 4907 | Sam's Club              |     | -17.55    | -17.55    |
| Check                                | 8/3/2004 | 4908 | Munson, Cronick & ...   |     | -35.00    | -52.55    |
| Check                                | 8/3/2004 | 4909 | Placentia Library Di... |     | -613.65   | -666.20   |
| Check                                | 8/3/2004 | 4910 | Placentia Library Di... |     | -35.00    | -701.20   |
| Check                                | 8/3/2004 | 4911 | Placentia Library G...  |     | -2,484.66 | -3,185.86 |
| Total Checks and Payments            |          |      |                         |     | -3,185.86 | -3,185.86 |
| Total New Transactions               |          |      |                         |     | -3,185.86 | -3,185.86 |
| Ending Balance                       |          |      |                         |     | -5,776.00 | 10,251.03 |

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8/4/2004*

**Placentia Library District  
Reconciliation Detail**  
General Fund - Savings, Period Ending 07/31/2004

| Type                                     | Date      | Num  | Name                 | Clr | Amount     | Balance    |
|--|-----------|------|----------------------|-----|------------|------------|
| <b>Beginning Balance</b>                 |           |      |                      |     |            | 8,433.71   |
| <b>Cleared Transactions</b>              |           |      |                      |     |            |            |
| <b>Checks and Payments - 4 Items</b>     |           |      |                      |     |            |            |
| Check                                    | 7/2/2004  |      | Bank of the West     | X   | -4.00      | -4.00      |
| Check                                    | 7/2/2004  |      | Bank of the West     | X   | -60.00     | -64.00     |
| Check                                    | 7/12/2004 | 1238 | Orange County Aud... | X   | -11,902.19 | -11,966.19 |
| Check                                    | 7/26/2004 | 1239 | Orange County Aud... | X   | -10,323.33 | -22,289.52 |
| <b>Total Checks and Payments</b>         |           |      |                      |     | -22,289.52 | -22,289.52 |
| <b>Deposits and Credits - 30 Items</b>   |           |      |                      |     |            |            |
| Deposit                                  | 7/1/2004  |      |                      | X   | 918.49     | 918.49     |
| Deposit                                  | 7/6/2004  |      |                      | X   | 180.00     | 1,098.49   |
| Deposit                                  | 7/6/2004  |      |                      | X   | 675.65     | 1,774.14   |
| Deposit                                  | 7/6/2004  |      |                      | X   | 337.04     | 2,111.18   |
| Deposit                                  | 7/7/2004  |      |                      | X   | 153.00     | 2,264.18   |
| Deposit                                  | 7/7/2004  |      |                      | X   | 823.65     | 3,087.83   |
| Deposit                                  | 7/8/2004  |      |                      | X   | 270.00     | 3,357.83   |
| Deposit                                  | 7/8/2004  |      |                      | X   | 804.35     | 4,162.18   |
| Deposit                                  | 7/12/2004 |      |                      | X   | 360.00     | 4,522.18   |
| Deposit                                  | 7/12/2004 |      |                      | X   | 434.50     | 4,956.68   |
| Deposit                                  | 7/12/2004 |      |                      | X   | 865.80     | 5,822.48   |
| Deposit                                  | 7/12/2004 |      |                      | X   | 210.00     | 6,032.48   |
| Deposit                                  | 7/13/2004 |      |                      | X   | 3,533.60   | 9,566.08   |
| Deposit                                  | 7/13/2004 |      |                      | X   | 696.35     | 10,262.43  |
| Deposit                                  | 7/14/2004 |      |                      | X   | 413.85     | 10,676.28  |
| Deposit                                  | 7/15/2004 |      |                      | X   | 455.10     | 11,131.38  |
| Deposit                                  | 7/19/2004 |      |                      | X   | 210.00     | 11,341.38  |
| Deposit                                  | 7/19/2004 |      |                      | X   | 624.95     | 11,966.33  |
| Deposit                                  | 7/19/2004 |      |                      | X   | 404.30     | 12,370.63  |
| Deposit                                  | 7/20/2004 |      |                      | X   | 511.90     | 12,882.53  |
| Deposit                                  | 7/21/2004 |      |                      | X   | 873.45     | 13,755.98  |
| Deposit                                  | 7/22/2004 |      |                      | X   | 405.33     | 14,161.31  |
| Deposit                                  | 7/22/2004 |      |                      | X   | 590.75     | 14,752.06  |
| Deposit                                  | 7/26/2004 |      |                      | X   | 569.05     | 15,321.11  |
| Deposit                                  | 7/26/2004 |      |                      | X   | 252.70     | 15,573.81  |
| Deposit                                  | 7/26/2004 |      |                      | X   | 782.00     | 16,355.81  |
| Deposit                                  | 7/27/2004 |      |                      | X   | 462.65     | 16,818.46  |
| Deposit                                  | 7/28/2004 |      |                      | X   | 420.65     | 17,239.11  |
| Deposit                                  | 7/29/2004 |      |                      | X   | 469.37     | 17,708.48  |
| Deposit                                  | 7/31/2004 |      |                      | X   | 3.37       | 17,711.85  |
| <b>Total Deposits and Credits</b>        |           |      |                      |     | 17,711.85  | 17,711.85  |
| <b>Total Cleared Transactions</b>        |           |      |                      |     | -4,577.67  | -4,577.67  |
| <b>Cleared Balance</b>                   |           |      |                      |     | -4,577.67  | 3,856.04   |
| <b>Register Balance as of 07/31/2004</b> |           |      |                      |     | -4,577.67  | 3,856.04   |
| <b>New Transactions</b>                  |           |      |                      |     |            |            |
| <b>Deposits and Credits - 4 Items</b>    |           |      |                      |     |            |            |
| Deposit                                  | 8/2/2004  |      |                      |     | 404.40     | 404.40     |
| Deposit                                  | 8/2/2004  |      |                      |     | 517.65     | 922.05     |
| Deposit                                  | 8/2/2004  |      |                      |     | 602.00     | 1,524.05   |
| Deposit                                  | 8/3/2004  |      |                      |     | 266.61     | 1,790.66   |
| <b>Total Deposits and Credits</b>        |           |      |                      |     | 1,790.66   | 1,790.66   |
| <b>Total New Transactions</b>            |           |      |                      |     | 1,790.66   | 1,790.66   |
| <b>Ending Balance</b>                    |           |      |                      |     | -2,787.01  | 5,646.70   |

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Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 07/31/2004

Agenda Item 12  
Literacy Fund Savings  
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| Type                              | Date      | Num | Name | Cir | Amount | Balance  |
|-----------------------------------|-----------|-----|------|-----|--------|----------|
| Beginning Balance                 |           |     |      |     |        | 8,459.33 |
| Cleared Transactions              |           |     |      |     |        |          |
| Deposits and Credits - 3 Items    |           |     |      |     |        |          |
| Deposit                           | 7/15/2004 |     |      | X   | 12.93  | 12.93    |
| Deposit                           | 7/26/2004 |     |      | X   | 25.86  | 38.79    |
| Deposit                           | 7/31/2004 |     |      | X   | 2.15   | 40.94    |
| Total Deposits and Credits        |           |     |      |     | 40.94  | 40.94    |
| Total Cleared Transactions        |           |     |      |     | 40.94  | 40.94    |
| Cleared Balance                   |           |     |      |     | 40.94  | 8,500.27 |
| Register Balance as of 07/31/2004 |           |     |      |     | 40.94  | 8,500.27 |
| Ending Balance                    |           |     |      |     | 40.94  | 8,500.27 |

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8/4/05*

**Placentia Library District  
Reconciliation Detail**  
Payroll Checking - Wells Fargo, Period Ending 07/31/2004

| Type                                  | Date      | Num  | Name                    | Clr | Amount            | Balance           |
|---------------------------------------|-----------|------|-------------------------|-----|-------------------|-------------------|
| <b>Beginning Balance</b>              |           |      |                         |     |                   | 45,274.60         |
| <b>Cleared Transactions</b>           |           |      |                         |     |                   |                   |
| <b>Checks and Payments - 30 Items</b> |           |      |                         |     |                   |                   |
| Check                                 | 6/2/2004  | 4174 | Esther P. Guzman        | X   | -248.80           | -248.80           |
| Check                                 | 6/16/2004 | 4202 | Esther P. Guzman        | X   | -272.85           | -521.65           |
| Check                                 | 6/29/2004 |      | Paychex                 | X   | -16,811.82        | -17,333.47        |
| Check                                 | 6/30/2004 | 4232 | Esther P. Guzman        | X   | -295.23           | -17,628.70        |
| Check                                 | 6/30/2004 | 4228 | Gary Bell               | X   | -73.51            | -17,702.21        |
| Check                                 | 6/30/2004 |      | Paychex                 | X   | -7,851.67         | -25,553.88        |
| Check                                 | 6/30/2004 | 4254 | Hilda Rivera            | X   | -172.66           | -25,726.54        |
| Check                                 | 6/30/2004 | 4255 | Placentia Library Di... | X   | -19.94            | -25,746.48        |
| Check                                 | 6/30/2004 | 4256 | Nationwide Retirem...   | X   | -1,805.76         | -27,552.24        |
| Check                                 | 6/30/2004 | 4233 | Joyce G. Hampton        | X   | -331.10           | -27,883.34        |
| Check                                 | 6/30/2004 | 4234 | Alexander Hernandez     | X   | -154.28           | -28,037.62        |
| Check                                 | 6/30/2004 | 4242 | Beatrice V. Quintanar   | X   | -310.24           | -28,347.86        |
| Check                                 | 6/30/2004 | 4243 | Pamela Radeka           | X   | -365.68           | -28,713.54        |
| Check                                 | 6/30/2004 | 4253 | Melissa Porter          | X   | -292.05           | -29,005.59        |
| Check                                 | 7/13/2004 |      | Paychex                 | X   | -17,422.48        | -46,428.07        |
| Check                                 | 7/14/2004 | 4285 | Placentia Library Di... | X   | -19.94            | -46,448.01        |
| Check                                 | 7/14/2004 | 4284 | Orange County Aud...    | X   | -401.00           | -46,849.01        |
| Check                                 | 7/14/2004 | 4283 | Hilda Rivera            | X   | -173.68           | -47,022.69        |
| Check                                 | 7/14/2004 | 4286 | Nationwide Retirem...   | X   | -1,805.76         | -48,828.45        |
| Check                                 | 7/14/2004 | 4271 | Beatrice V. Quintanar   | X   | -254.24           | -49,082.69        |
| Check                                 | 7/14/2004 | 4263 | Alexander Hernandez     | X   | -124.67           | -49,207.36        |
| Check                                 | 7/14/2004 | 4262 | Joyce G. Hampton        | X   | -335.00           | -49,542.36        |
| Check                                 | 7/14/2004 | 4261 | Esther P. Guzman        | X   | -267.80           | -49,810.16        |
| Check                                 | 7/14/2004 | 4258 | Dorothy J. Cummings     | X   | -246.16           | -50,056.32        |
| Check                                 | 7/14/2004 | 4257 | Gary Bell               | X   | -175.70           | -50,232.02        |
| Check                                 | 7/14/2004 |      | Paychex                 | X   | -7,880.24         | -58,112.26        |
| Check                                 | 7/14/2004 | 4282 | Melissa Porter          | X   | -282.60           | -58,394.86        |
| Check                                 | 7/27/2004 |      | Paychex                 | X   | -17,115.06        | -75,509.92        |
| Check                                 | 7/28/2004 |      | Paychex                 | X   | -8,031.31         | -83,541.23        |
| Check                                 | 7/28/2004 | 4317 | Orange County Aud...    | X   | -401.00           | -83,942.23        |
| <b>Total Checks and Payments</b>      |           |      |                         |     | <b>-83,942.23</b> | <b>-83,942.23</b> |
| <b>Deposits and Credits - 2 Items</b> |           |      |                         |     |                   |                   |
| Deposit                               | 7/9/2004  |      |                         | X   | 31,154.00         | 31,154.00         |
| Deposit                               | 7/22/2004 |      |                         | X   | 32,653.50         | 63,807.50         |
| <b>Total Deposits and Credits</b>     |           |      |                         |     | <b>63,807.50</b>  | <b>63,807.50</b>  |
| <b>Total Cleared Transactions</b>     |           |      |                         |     | <b>-20,134.73</b> | <b>-20,134.73</b> |
| <b>Cleared Balance</b>                |           |      |                         |     | <b>-20,134.73</b> | <b>25,139.87</b>  |
| <b>Uncleared Transactions</b>         |           |      |                         |     |                   |                   |
| <b>Checks and Payments - 18 Items</b> |           |      |                         |     |                   |                   |
| Check                                 | 6/30/2004 | 4229 | Joy Di Loreto           |     | -568.77           | -568.77           |
| Check                                 | 7/14/2004 | 4281 | Angie-An Mai            |     | -197.12           | -765.89           |
| Check                                 | 7/28/2004 | 4293 | Alexander Hernandez     |     | -143.37           | -909.26           |
| Check                                 | 7/28/2004 | 4300 | Kristen Proffitt        |     | -59.99            | -969.25           |
| Check                                 | 7/28/2004 | 4302 | Pamela Radeka           |     | -40.04            | -1,009.29         |
| Check                                 | 7/28/2004 | 4312 | Angie-An Mai            |     | -325.15           | -1,334.44         |
| Check                                 | 7/28/2004 | 4313 | Melissa Manzanarez      |     | -61.59            | -1,396.03         |
| Check                                 | 7/28/2004 | 4314 | Melissa Porter          |     | -246.00           | -1,642.03         |
| Check                                 | 7/28/2004 | 4315 | Hilda Rivera            |     | -355.28           | -1,997.31         |
| Check                                 | 7/28/2004 | 4316 | Sothavy Ton             |     | -153.99           | -2,151.30         |
| Check                                 | 7/28/2004 | 4318 | Placentia Library Di... |     | -19.94            | -2,171.24         |
| Check                                 | 7/28/2004 | 4319 | Nationwide Retirem...   |     | -1,805.76         | -3,977.00         |
| Check                                 | 7/28/2004 | 4292 | Joyce G. Hampton        |     | -337.36           | -4,314.36         |
| Check                                 | 7/28/2004 | 4291 | Esther P. Guzman        |     | -278.42           | -4,592.78         |
| Check                                 | 7/28/2004 | 4288 | Dorothy J. Cummings     |     | -523.17           | -5,115.95         |
| Check                                 | 7/28/2004 | 4287 | Gary Bell               |     | -172.61           | -5,288.56         |

4:20 PM  
08/04/04

Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 07/31/2004

Agenda Item 12  
Payroll Fund Checking-WF  
Page 11 of 11

| Type                              | Date      | Num  | Name                  | Clr | Amount     | Balance   |
|-----------------------------------|-----------|------|-----------------------|-----|------------|-----------|
| Check                             | 7/28/2004 | 4301 | Beatrice V. Quintanar |     | -186.57    | -5,475.13 |
| Check                             | 7/29/2004 | 2032 | Shawn Robison         |     | -40.56     | -5,515.69 |
| Total Checks and Payments         |           |      |                       |     | -5,515.69  | -5,515.69 |
| Total Uncleared Transactions      |           |      |                       |     | -5,515.69  | -5,515.69 |
| Register Balance as of 07/31/2004 |           |      |                       |     | -25,650.42 | 19,624.18 |
| Ending Balance                    |           |      |                       |     | -25,650.42 | 19,624.18 |

*EDM*  
*8/11/04*



ACQUISITIONS REPORT FOR THE MONTH OF JULY 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       | 1,473.77     | 152     | 1,473.77        | 152     | 542.75   | 24      | 2,016.52    | 176     |
| Adult Circulating Non-Fiction      | 0.00         | 0       | 576.85       | 38      | 576.85          | 38      | 548.20   | 18      | 1,125.05    | 56      |
| Adult Reference                    | 0.00         | 0       | 238.35       | 5       | 238.35          | 5       | 399.95   | 1       | 278.30      | 6       |
| Adult Print Continuations          | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00     | 0       | 0.00        | 0       |
| 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            | 3,765.00     | 3       | 815.20       | 43      | 4,580.20        | 46      | 588.15   | 19      | 5,168.35    | 65      |
| TOTAL ADULT PRINT MATERIALS        | 3,765.00     | 3       | 2,288.97     | 195     | 6,053.97        | 198     | 1,130.90 | 43      | 7,184.87    | 241     |
| Adult Audio/Music                  | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 55.00    | 3       | 55.00       | 3       |
| Adult Audio Books                  | 0.00         | 0       | 959.43       | 14      | 959.43          | 14      | 0.00     | 0       | 959.43      | 14      |
| Total Adult Audio                  | 0.00         | 0       | 959.43       | 14      | 959.43          | 14      | 55.00    | 3       | 1,014.43    | 17      |
| Adult Video Educational            | 0.00         | 0       | 4,471.80     | 189     | 4,471.80        | 189     | 19.95    | 1       | 4,491.75    | 190     |
| Adult Video Entertainment          | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 61.99    | 3       | 61.99       | 3       |
| Total Adult Video                  | 0.00         | 0       | 4,471.80     | 189     | 4,471.80        | 189     | 81.94    | 4       | 4,553.74    | 193     |
| 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       | 5,431.23     | 203     | 5,431.23        | 203     | 136.94   | 7       | 5,568.17    | 210     |
| TOTAL ADULT MATERIALS              | 3,765.00     | 3       | 7,720.20     | 398     | 11,485.20       | 401     | 1,267.84 | 50      | 12,753.04   | 451     |
| Juvenile Fiction                   | 0.00         | 0       | 1,297.19     | 128     | 1,297.19        | 128     | 0.00     | 0       | 1,297.19    | 128     |
| Juvenile Circulating Non-Fiction   | 0.00         | 0       | 124.29       | 8       | 124.29          | 8       | 0.00     | 0       | 124.29      | 8       |
| Juvenile Reference                 | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00     | 0       | 0.00        | 0       |
| Juvenile Print Continuations       | 0.00         | 0       | 146.61       | 1       | 146.61          | 1       | 0.00     | 0       | 146.61      | 1       |
| Juvenile Electronic Continuations  | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00     | 0       | 0.00        | 0       |
| Total Juvenile Non-Fiction         | 0.00         | 0       | 270.90       | 9       | 270.90          | 9       | 0.00     | 0       | 270.90      | 9       |
| TOTAL JUVENILE PRINT MATERIALS     | 0.00         | 0       | 1,568.09     | 137     | 1,568.09        | 137     | 0.00     | 0       | 1,568.09    | 137     |
| Juvenile Audio/Music               | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00     | 0       | 0.00        | 0       |
| Juvenile Audio Books               | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 96.00    | 2       | 96.00       | 2       |
| Total Juvenile Audio               | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 96.00    | 2       | 96.00       | 2       |
| Juvenile Video Educational         | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 355.00   | 19      | 355.00      | 19      |
| Juvenile Video Entertainment       | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 35.00    | 2       | 35.00       | 2       |
| Total Juvenile Video               | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 390.00   | 21      | 390.00      | 21      |
| Juvenile Computer Software         | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00     | 0       | 0.00        | 0       |
| TOTAL JUVENILE NON-PRINT MATERIALS | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 486.00   | 23      | 486.00      | 23      |
| TOTAL JUVENILE MATERIALS           | 0.00         | 0       | 1,568.09     | 137     | 1,568.09        | 137     | 486.00   | 23      | 2,054.09    | 160     |
| Total Fiction                      | 0.00         | 0       | 2,770.96     | 280     | 2,770.96        | 280     | 542.75   | 24      | 3,313.71    | 304     |
| Total Non-Fiction                  | 3,765.00     | 3       | 1,086.10     | 52      | 4,851.10        | 55      | 588.15   | 19      | 5,439.25    | 74      |
| Total Audio                        | 0.00         | 0       | 959.43       | 14      | 959.43          | 14      | 151.00   | 5       | 1,110.43    | 19      |
| Total Video                        | 0.00         | 0       | 4,471.80     | 189     | 4,471.80        | 189     | 471.94   | 25      | 4,943.74    | 214     |
| Total Computer Software            | 0.00         | 0       | 0.00         | 0       | 0.00            | 0       | 0.00     | 0       | 0.00        | 0       |
| TOTAL MATERIALS                    | 3,765.00     | 3       | 9,288.29     | 535     | 13,053.29       | 538     | 1,753.84 | 73      | 14,807.13   | 611     |

OUTSTANDING ORDERS AS OF JULY 31, 2004

| General Fund | Adopt-A-Book | TOTAL       |
|--------------|--------------|-------------|
| Amount       | Amount       | Amount      |
| \$6,996.68   | \$5,242.98   | \$12,239.66 |

ACQUISITIONS REPORT FOR FISCAL YEAR 2004-2005 THROUGH THE MONTH OF JULY 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      | 1,473.77     | 152     | 71     | 1,473.77        | 152     | 71     | 542.75   | 24      | 24     | 2,016.52    | 176     | 95     |
| Adult Circulating Non-Fiction      | 0.00         | 0       | 0      | 576.85       | 38      | 33     | 576.85          | 38      | 33     | 548.20   | 18      | 18     | 1,125.05    | 56      | 51     |
| Adult Reference                    | 0.00         | 0       | 0      | 238.35       | 5       | 4      | 238.35          | 5       | 4      | 39.95    | 1       | 1      | 278.30      | 6       | 5      |
| Adult Print Continuations          | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Adult Electronic Continuations     | 3,765.00     | 3       | 3      | 0.00         | 0       | 0      | 3,765.00        | 3       | 3      | 0.00     | 0       | 0      | 3,765.00    | 3       | 3      |
| Total Adult Non-Fiction            | 3,765.00     | 3       | 3      | 815.20       | 43      | 37     | 4,580.20        | 46      | 40     | 588.15   | 19      | 19     | 5,168.35    | 65      | 59     |
| TOTAL ADULT PRINT MATERIALS        | 3,765.00     | 3       | 3      | 2,288.97     | 195     | 108    | 6,053.97        | 198     | 111    | 1,130.90 | 43      | 43     | 7,184.87    | 241     | 154    |
| Adult Audio/Music                  | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 55.00    | 3       | 3      | 55.00       | 3       | 3      |
| Adult Audio Books                  | 0.00         | 0       | 0      | 959.43       | 14      | 14     | 959.43          | 14      | 14     | 0.00     | 0       | 0      | 959.43      | 14      | 14     |
| Total Adult Audio                  | 0.00         | 0       | 0      | 959.43       | 14      | 14     | 959.43          | 14      | 14     | 55.00    | 3       | 3      | 1,014.43    | 17      | 17     |
| Adult Video Educational            | 0.00         | 0       | 0      | 4,471.80     | 189     | 152    | 4,471.80        | 189     | 152    | 19.95    | 1       | 1      | 4,491.75    | 190     | 153    |
| Adult Video Entertainment          | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 61.99    | 3       | 3      | 61.99       | 3       | 3      |
| Total Adult Video                  | 0.00         | 0       | 0      | 4,471.80     | 189     | 152    | 4,471.80        | 189     | 152    | 81.94    | 4       | 4      | 4,553.74    | 193     | 156    |
| 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      | 5,431.23     | 203     | 166    | 5,431.23        | 203     | 166    | 136.94   | 7       | 7      | 5,568.17    | 210     | 173    |
| TOTAL ADULT MATERIALS              | 3,765.00     | 3       | 3      | 7,720.20     | 398     | 274    | 11,485.20       | 401     | 277    | 1,267.84 | 50      | 50     | 12,753.04   | 451     | 327    |
| Juvenile Fiction                   | 0.00         | 0       | 0      | 1,297.19     | 128     | 112    | 1,297.19        | 128     | 112    | 0.00     | 0       | 0      | 1,297.19    | 128     | 112    |
| Juvenile Circulating Non-Fiction   | 0.00         | 0       | 0      | 124.29       | 8       | 6      | 124.29          | 8       | 6      | 0.00     | 0       | 0      | 124.29      | 8       | 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       | 0.00         | 0       | 0      | 146.61       | 1       | 1      | 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         | 0.00         | 0       | 0      | 270.90       | 9       | 7      | 270.90          | 9       | 7      | 0.00     | 0       | 0      | 270.90      | 9       | 7      |
| TOTAL JUVENILE PRINT MATERIALS     | 0.00         | 0       | 0      | 1,568.09     | 137     | 119    | 1,568.09        | 137     | 119    | 0.00     | 0       | 0      | 1,568.09    | 137     | 119    |
| 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               | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 96.00    | 2       | 2      | 96.00       | 2       | 2      |
| Total Juvenile Audio               | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 96.00    | 2       | 2      | 96.00       | 2       | 2      |
| Juvenile Video Educational         | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 355.00   | 19      | 19     | 355.00      | 19      | 19     |
| Juvenile Video Entertainment       | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 35.00    | 2       | 2      | 35.00       | 2       | 2      |
| Total Juvenile Video               | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 390.00   | 21      | 21     | 390.00      | 21      | 21     |
| 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 | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 486.00   | 23      | 23     | 486.00      | 23      | 23     |
| TOTAL JUVENILE MATERIALS           | 0.00         | 0       | 0      | 1,568.09     | 137     | 119    | 1,568.09        | 137     | 119    | 486.00   | 23      | 23     | 2,054.09    | 160     | 142    |
| Total Fiction                      | 0.00         | 0       | 0      | 2,770.96     | 280     | 183    | 2,770.96        | 280     | 183    | 542.75   | 24      | 24     | 3,313.71    | 304     | 207    |
| Total Non-Fiction                  | 3,765.00     | 3       | 3      | 1,086.10     | 52      | 44     | 4,851.10        | 55      | 47     | 588.15   | 19      | 19     | 5,439.25    | 74      | 66     |
| Total Audio                        | 0.00         | 0       | 0      | 959.43       | 14      | 14     | 959.43          | 14      | 14     | 151.00   | 5       | 5      | 1,110.43    | 19      | 19     |
| Total Video                        | 0.00         | 0       | 0      | 4,471.80     | 189     | 152    | 4,471.80        | 189     | 152    | 471.94   | 25      | 25     | 4,943.74    | 214     | 177    |
| 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                    | 3,765.00     | 3       | 3      | 9,288.29     | 525     | 393    | 13,053.29       | 538     | 396    | 1,753.84 | 73      | 73     | 14,807.13   | 611     | 469    |

Summary of Current Status of Unique Management Accounts  
August 23, 2004

Agenda Item 14

| 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           | 0            | 0               | 0                          | 0                             | 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                         |
| <b>TOTAL YTD</b> | <b>16</b>    | <b>655</b>      | <b>4</b>                   | <b>743.99</b>                 | <b>0</b>                  |

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 07/31/2004 5:47 PM MK

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 07/31/2004

|                         |          |                       |             |                        |             |
|-------------------------|----------|-----------------------|-------------|------------------------|-------------|
| Accounts Submitted      | : 1,019  | Dollars Submitted     | : 93,822.79 | Dollars Received       | : 33,750.32 |
| Bankruptcies            | : 5      | Dollars in Bankruptcy | : 457.35    | Material Returned      | : 12,944.30 |
| Incorrect Addresses     | : 122    | Dollars in Skips      | : 7,426.57  | Dollars Waived         | : 2,514.88  |
| Disputes/Suspends       | : 1      | Dollars in Dispute    | : 0.00      | Total Activated        | : 63,051.10 |
| Accounts in Process     | : 891    | Dollars in Process    | : 83,292.57 | % of Dollars Activated | : 75.70%    |
| # of Accounts Activated | : 655    |                       |             |                        |             |
| % of Accounts Activated | : 73.51% |                       |             |                        |             |

# UNIQUE Management Services, Inc.

Friday, July 30, 2004

Ms. Elizabeth Minter  
Director  
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92670

Dear Ms. Minter:

This is our periodic Return on Investment letter designed to keep you informed of our results on behalf of the library. This information can always be extrapolated from our monthly reports to the library but I thought you might find it useful to see our results, compared to cost, in a more concise format. Our aim is to keep you fully apprised of the bottom line as it relates to our service without creating additional demands on your time. Providing this information at regular intervals will help you track the library's return on investment.

From November 1998 through June 2004, Unique Management processed 871 Placentia Library District accounts for collection. Of that number, 645 or 74.05% of patrons processed responded by fully or partially settling their accounts.

The financial result for the library has been the recovery of \$12,944.30 in materials, \$33,006.33 in cash and \$2,514.88 in waives for a total value of \$48,465.51. This does not include materials and cash still to be recovered from patrons submitted during that period who will continue to respond.

Our billings for services to the library during the same period total less than the cash recovered and amounts waived, so our service remains budget neutral. When considering the value of our recoveries described above compared to our billings, our service has given the library a return of \$4.33 for each \$1.00 invested. This 4:1 ratio shows a powerful return on the library's investment. Needless to say, we are very pleased to bring these results to your attention.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required.

Please feel free to contact me or any member of the customer service team should you have any questions. Thank you for the opportunity to serve the Placentia Library District and it's patrons.

Sincerely,



Katie Hoard  
Customer Service Specialist

cc: Ms. Yesenia Gomez



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: August 23, 2004  
SUBJECT: GIFT REPORT

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

**ADOPT A BOOK DONATIONS**

Friends of Placentia Library

**TOTAL ADOPT A BOOK DONATIONS:** \$5,000.00

**BOOK ENDOWMENT FUND**

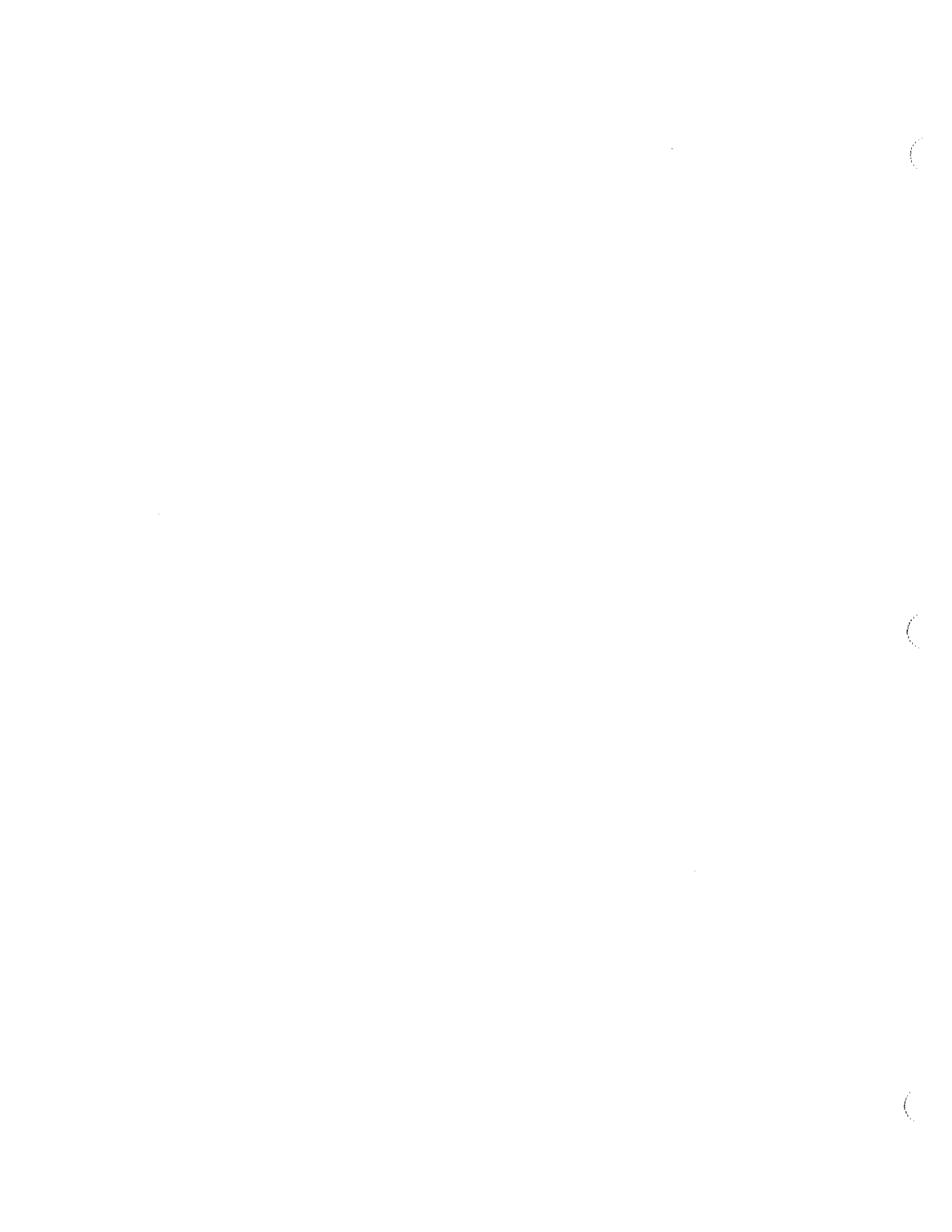
**TOTAL BOOK ENDOWMENT FUND** \$0.00

**GENERAL FUND DONATIONS**

**TOTAL GENERAL FUND DONATIONS:** \$0.00

**TOTAL ALL DONATIONS** \$5,000.00

Prepared By: Donna Siloti



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Building Maintenance Report for July 2004  
**DATE:** August 23, 2004

**HVAC:** 07/11/04 – Recharge West AC Unit  
07/12/04 – Adjust Service Valve

**Plumbing:** No service calls in July.

**Electrical:** No service calls in July

**Exterminator:** No service calls in July

**General Contractor:** 07/20/04 – Install speakers in Meeting Room

**Carpet Cleaners:** 07/30/04 – Clean Meeting Room carpet

Prepared by: Donna Siloti



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Personnel Report for July 2004  
**DATE:** August 23, 2004

**RESIGNATIONS:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

.75 FTE Librarian (position offer from eligibility list)  
.625 FTE Clerk I (advertised)  
.55 FTE Clerk I (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 July 2004

**CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)**

| REGULAR               | FY04/05<br>July | FY04/05<br>YTD | Starting | Cumulative       |
|-----------------------|-----------------|----------------|----------|------------------|
| Andrade, Linda        | 6.00            | 6.00           | Sep-95   | 843.00           |
| Backes, Theresa       | 9.00            | 9.00           | Jun-98   | 421.75           |
| Bart, Lillian         | 4.00            | 4.00           | May-01   | 397.75           |
| Benner, Barbara       | 3.50            | 3.50           | Jul-04   | 3.50             |
| Blansett, Nadine      | 23.25           | 23.25          | Mar-03   | 240.75           |
| Boehman, Marge        | 0.00            | 0.00           | Apr-01   | 176.00           |
| Botha, Jill           | 0.00            | 0.00           | Nov-01   | 64.00            |
| Britton, JoAnn        | 11.50           | 11.50          | Jul-04   | 11.50            |
| Byrne, Joyce          | 0.00            | 0.00           | Apr-04   | 5.00             |
| Cassidy, Deane        | 0.00            | 0.00           | May-04   | 2.00             |
| Clugston, Patricia    | 12.75           | 12.75          | Jun-98   | 532.25           |
| Davis, Sandy          | 10.00           | 10.00          | Jul-03   | 111.00           |
| Dell, Lyla            | 0.00            | 0.00           | Aug-98   | 239.50           |
| Doezie, Debra         | 0.00            | 0.00           | Jan-04   | 39.00            |
| Farkas, Theodore      | 0.00            | 0.00           | ?        | 50.00            |
| Fioroni, Pete         | 0.00            | 0.00           | Mar-97   | 318.25           |
| Fisher, Jack          | 2.00            | 2.00           | Apr-04   | 7.50             |
| Fitzgerald, Joan      | 0.00            | 0.00           | Oct-93   | 2,189.75         |
| Frazee, Kathy         | 0.00            | 0.00           | Jul-02   | 7.00             |
| Godwin, Nita          | 4.00            | 4.00           | Feb-96   | 388.25           |
| Haagen, John          | 0.00            | 0.00           | Jan-00   | 103.25           |
| Hathaway, Eugenia     | 2.00            | 2.00           | Nov-03   | 30.00            |
| Hemmerling, Barbara   | 12.50           | 12.50          | Sep-95   | 745.50           |
| Henderson, Jan        | 0.00            | 0.00           | Oct-03   | 9.00             |
| Himes, Camille        | 0.00            | 0.00           | Jul-03   | 5.00             |
| Horrocks, Marjorie    | 4.00            | 4.00           | Oct-95   | 296.00           |
| Irot, Pat             | 37.00           | 37.00          | Feb-96   | 3,634.00         |
| Jertberg, Pat         | 6.00            | 6.00           | Apr-98   | 1,076.25         |
| Lee, Wilma            | 2.50            | 2.50           | Feb-04   | 9.50             |
| Loewer, Terrie        | 14.75           | 14.75          | Jun-04   | 22.25            |
| Lone-Tollefson, Nancy | 32.00           | 32.00          | Jan. 03  | 336.75           |
| Lord, Audrey          | 0.00            | 0.00           | Jul-00   | 390.75           |
| Myers, Claire         | 12.50           | 12.50          | Oct-95   | 1,337.00         |
| Olson, Bob            | 2.00            | 2.00           | Sep-95   | 500.00           |
| Pence, Carol          | 0.00            | 0.00           | Mar-04   | 3.00             |
| Pence, Thomas         | 0.00            | 0.00           | Jan-99   | 301.50           |
| Rankin, Eleanore      | 14.00           | 14.00          | May-02   | 602.50           |
| Rodriguez, Carmen     | 8.00            | 8.00           | Feb-00   | 291.50           |
| Salem, Rose           | 8.00            | 8.00           | Oct-00   | 309.75           |
| Sanatar, Ginny        | 0.00            | 0.00           | Mar-02   | 117.50           |
| Sandoval, Gerry       | 8.00            | 8.00           | Aug-02   | 180.00           |
| Schafer, Ruth         | 10.00           | 10.00          | Jun-04   | 18.00            |
| Schmidt, Marie        | 12.00           | 12.00          | Apr-98   | 675.75           |
| Scott, Linda          | 0.00            | 0.00           | Jul-03   | 18.50            |
| Segovia, Inez         | 10.00           | 10.00          | Jun-03   | 131.50           |
| Shaw, Dixie           | 0.00            | 0.00           | May-94   | 218.50           |
| Silverman, Pat        | 8.00            | 8.00           | Jul-03   | 110.00           |
| Thum, Margo           | 6.00            | 6.00           | Nov-03   | 68.00            |
| Tollefson, Jerry      | 0.00            | 0.00           | Jul-03   | 30.50            |
| Walker, Jim           | 0.00            | 0.00           | Nov-03   | 1.50             |
| Walcek, John          | 0.00            | 0.00           | Dec-04   | 6.00             |
| Walker, Virginia      | 0.00            | 0.00           | Mar-99   | 145.25           |
| Wymer, Betty          | 2.75            | 2.75           | Jan-96   | 1,040.75         |
| Zamora, Mary          | 0.00            | 0.00           | Jan-04   | 8.50             |
| <b>TOTAL</b>          | <b>298.00</b>   | <b>298.00</b>  |          | <b>18,821.50</b> |

**CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)**

|                     | FY04/05<br>July | FY04/05<br>YTD | Cumulative |                   | FY04/05<br>July | FY04/05<br>YTD | Cumulative |
|---------------------|-----------------|----------------|------------|-------------------|-----------------|----------------|------------|
| Alvarado, Catalina  | 3.25            | 3.25           | 3.25       | Ngo, Kathy        | 9.00            | 9.00           | 9.00       |
| Arzu, Robert        | 0.00            | 0.00           | 49.00      | Nguyen, Kevin     | 16.00           | 16.00          | 16.00      |
| Becker, Alyssa      | 4.00            | 4.00           | 5.25       | Ning Zing, Dan    | 9.00            | 9.00           | 9.00       |
| Bhattacharya, Ankur | 16.00           | 16.00          | 39.50      | Ong, Cindy        | 6.00            | 6.00           | 6.00       |
| Bianco, Justin      | 4.00            | 4.00           | 36.50      | Ortiz, William    | 0.00            | 0.00           | 19.50      |
| Blaine, Ami         | 2.00            | 2.00           | 12.00      | Pestoor, Jaclyn   | 8.50            | 8.50           | 16.50      |
| Blehm, Nathan       | 10.50           | 10.50          | 10.50      | Peters, Lezi      | 10.75           | 10.75          | 20.25      |
| Boden, Emily        | 22.25           | 22.25          | 26.25      | Peters, Tim       | 8.25            | 8.25           | 17.75      |
| Born, Ashley        | 4.00            | 4.00           | 22.00      | Piol, Nick        | 6.00            | 6.00           | 46.00      |
| Britton, JoAnn      | 0.00            | 0.00           | 0.50       | Rivera, Ruben     | 18.00           | 18.00          | 23.00      |
| Cha, Sally          | 12.00           | 12.00          | 12.00      | Runyan, Nicole    | 7.00            | 7.00           | 7.00       |
| Chao, Rebecca       | 26.50           | 26.50          | 37.50      | Ryang, Michelle   | 4.00            | 4.00           | 21.25      |
| Chun, Andrea        | 3.50            | 3.50           | 72.25      | Sharp, Kristina   | 16.25           | 16.25          | 28.25      |
| Cobos, Patrick      | 0.00            | 0.00           | 6.50       | Suh, Stacy        | 11.25           | 11.25          | 41.75      |
| Doezie, Ryan        | 0.00            | 0.00           | 39.00      | Syed, Kiren       | 14.25           | 14.25          | 40.75      |
| Erbacher, Matt      | 4.00            | 4.00           | 4.00       | Tan, Hannah       | 1.00            | 1.00           | 44.00      |
| Esquivel, Gilberto  | 6.00            | 6.00           | 19.00      | Tasnim, Sara      | 7.00            | 7.00           | 13.25      |
| Florez, Stephanie   | 0.00            | 0.00           | 3.00       | Tat, Trung        | 24.50           | 24.50          | 97.75      |
| Francis, Lucy       | 5.00            | 5.00           | 5.00       | Thibault, Peter   | 5.75            | 5.75           | 7.75       |
| Hadi, Maria         | 6.00            | 6.00           | 6.00       | Thibault, Timothy | 7.75            | 7.75           | 11.75      |
| Hariri, Nick        | 25.00           | 25.00          | 26.00      | Thornley, Mikayla | 2.00            | 2.00           | 2.00       |
| Hasan, Heba         | 0.00            | 0.00           | 6.00       | Tjoarman, Arlene  | 47.75           | 47.75          | 73.25      |
| Hasan, Mahin        | 0.00            | 0.00           | 6.00       | Valerio, Ricardo  | 0.00            | 0.00           | 30.00      |
| Ibarra, Estefania   | 22.00           | 22.00          | 37.00      | Vasquez, Michelle | 3.25            | 3.25           | 3.25       |
| Israel, Emily       | 15.00           | 15.00          | 18.00      | Vo, Jadeson       | 8.50            | 8.50           | 17.25      |
| Jani, Eddie         | 26.75           | 26.75          | 48.75      | Vo, Jasmine       | 8.50            | 8.50           | 18.25      |
| Khattar, Saijal     | 36.50           | 36.50          | 50.50      | Wang, Melody      | 5.50            | 5.50           | 10.50      |
| Lee, Jessica        | 21.00           | 21.00          | 26.00      | White, Chris      | 19.25           | 19.25          | 20.25      |
| Lee, Kenneth        | 30.00           | 30.00          | 39.25      | Wu, Jaime         | 7.25            | 7.25           | 12.75      |
| Lopez, Edgar        | 0.00            | 0.00           | 47.00      | Yeh, Bryce        | 6.00            | 6.00           | 25.25      |
| Martinez, Chris     | 15.00           | 15.00          | 28.75      | Yen, Tiffany      | 20.25           | 20.25          | 20.25      |
| Misty, Aakash       | 7.50            | 7.50           | 7.50       | Yousof, Roman     | 0.00            | 0.00           | 2.00       |
| Nath, Sara          | 0.00            | 0.00           | 17.00      | Zuniga, Jazmin    | 4.00            | 4.00           | 32.00      |
| Negrete, Adriana    | 0.00            | 0.00           | 10.50      |                   |                 |                |            |
| Nekoranec, Rachel   | 0.00            | 0.00           | 9.00       |                   |                 |                |            |

|                                       |               |               |                |              |               |               |               |
|---------------------------------------|---------------|---------------|----------------|--------------|---------------|---------------|---------------|
| <b>TOTAL</b>                          | <b>327.75</b> | <b>327.75</b> | <b>786.25</b>  | <b>TOTAL</b> | <b>322.50</b> | <b>322.50</b> | <b>763.50</b> |
| <b>TOTAL Library Volunteer Hours</b>  |               |               | <b>948.25</b>  |              |               |               |               |
| <b>TOTAL Literacy Volunteer Hours</b> |               |               | <b>1008.00</b> |              |               |               |               |
| <b>TOTAL VOLUNTEERS HOURS</b>         |               |               | <b>1956.25</b> |              |               |               |               |

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>   |
|           | <b>4905.00</b>           | <b>7191.10</b> | <b>5256.75</b> | <b>5625.50</b> | <b>8,712.00</b>     | <b>7777.50</b> | <b>9380.00</b> | <b>10947.75</b> |



|           | FY04/05       |                   |                   |                   | FY04/05         |                   |                   |                   |
|-----------|---------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|
| July      | 948.25        |                   |                   |                   | 1,008.00        |                   |                   |                   |
| August    |               |                   |                   |                   |                 |                   |                   |                   |
| September |               |                   |                   |                   |                 |                   |                   |                   |
| October   |               |                   |                   |                   |                 |                   |                   |                   |
| November  |               |                   |                   |                   |                 |                   |                   |                   |
| December  |               |                   |                   |                   |                 |                   |                   |                   |
| January   |               |                   |                   |                   |                 |                   |                   |                   |
| February  |               |                   |                   |                   |                 |                   |                   |                   |
| March     |               |                   |                   |                   |                 |                   |                   |                   |
| April     |               |                   |                   |                   |                 |                   |                   |                   |
| May       |               |                   |                   |                   |                 |                   |                   |                   |
| June      |               |                   |                   |                   |                 |                   |                   |                   |
|           | <u>948.25</u> | <u>          </u> | <u>          </u> | <u>          </u> | <u>1,008.00</u> | <u>          </u> | <u>          </u> | <u>          </u> |

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

| REGULAR                  | FY04/05<br>July | FY04/05<br>YTD | Cumulative |                      | FY04/05<br>July | FY04/05<br>YTD  | Cumulative       |
|--------------------------|-----------------|----------------|------------|----------------------|-----------------|-----------------|------------------|
| Aguirre, Alyssa          | 6.00            | 6.00           | 46.00      | Krisinger, Elizabeth | -               | -               | 78.00            |
| Araujo, John             | 6.00            | 6.00           | 6.00       | Lee, Joshua          | 6.00            | 6.00            | 6.00             |
| Azadi, Joe               | 8.00            | 8.00           | 8.00       | Leslie, Sandra       | 6.00            | 6.00            | 302.00           |
| Azizan, Sarah            | -               | -              | 40.00      | Lin, Joyce           | 6.00            | 6.00            | 6.00             |
| Bates, Emily             | 4.00            | 4.00           | 4.00       | Lukito, Cory         | 6.00            | 6.00            | 6.00             |
| Belekjian, Maria         | 6.00            | 6.00           | 114.00     | Lukito, Kevin        | 6.00            | 6.00            | 6.00             |
| Bello, Dominic           | -               | -              | 66.00      | Mai, Angie           | 24.00           | 24.00           | 24.00            |
| Bennett, Amanda          | 4.00            | 4.00           | 4.00       | Maino, Arielle       | 6.00            | 6.00            | 6.00             |
| Bennett, Kevin           | 4.00            | 4.00           | 4.00       | Malkowicz, Edward    | 6.00            | 6.00            | 310.00           |
| Bernardino, Maria        | 6.00            | 6.00           | 102.00     | Manzanarez, Melissa  | 6.00            | 6.00            | 6.00             |
| Bowers, Cretia           | 20.00           | 20.00          | 20.00      | Marquez, Jeff        | 6.00            | 6.00            | 49.00            |
| Brackett, Jim            | 6.00            | 6.00           | 159.00     | Martlaro, Diane      | -               | -               | 564.00           |
| Broderick, Shannon       | -               | -              | 56.00      | Massaro, Lauren      | 6.00            | 6.00            | 90.00            |
| Brzovic, Kathy           | 6.00            | 6.00           | 96.00      | McBain, Frances      | 6.00            | 6.00            | 84.00            |
| Cadambi, Aruna           | -               | -              | 44.00      | McBentez, Kathy      | 6.00            | 6.00            | 170.00           |
| Callaway, Sean           | 6.00            | 6.00           | 48.00      | McGrath, Patricia    | 6.00            | 6.00            | 84.00            |
| Castillo, Alicia         | -               | -              | 40.00      | Mehta, Ami           | 6.00            | 6.00            | 42.00            |
| Cha, Sally               | 6.00            | 6.00           | 96.00      | Miller, Michelle     | 6.00            | 6.00            | 51.00            |
| Chandrasekaram, Vinolie  | -               | -              | 64.00      | Min, Nara            | 6.00            | 6.00            | 40.00            |
| Chen, April              | -               | -              | 177.00     | Montoya, Tania       | 6.00            | 6.00            | 62.00            |
| Chen, Eisen              | -               | -              | 80.00      | Myers, Emily         | 150.00          | 150.00          | 150.00           |
| Chen, Wen                | 6.00            | 6.00           | 90.00      | Navarro, Nicole      | 6.00            | 6.00            | 96.00            |
| Choi, Eugene             | 6.00            | 6.00           | 48.00      | Negoraneck, Rachel   | 6.00            | 6.00            | 35.00            |
| Coffee, Nancy            | -               | -              | 397.00     | Negrete, Adriana     | 6.00            | 6.00            | 43.00            |
| Corbo, Leonora           | 5.00            | 5.00           | 5.00       | Nguyen, Martin       | 6.00            | 6.00            | 48.00            |
| de LaTorre, Angelica     | -               | -              | 154.00     | Nguyen, Minh         | 6.00            | 6.00            | 6.00             |
| Diaz, Cynthia            | -               | -              | 52.00      | Nguyen, Tyler        | 6.00            | 6.00            | 62.00            |
| Diaz, Monica             | -               | -              | 70.00      | Osoria, Jonathan     | 6.00            | 6.00            | 54.00            |
| Donofrio, Susan          | 6.00            | 6.00           | 141.00     | Patel, Vani          | 6.00            | 6.00            | 96.00            |
| Draper, Krispa           | 6.00            | 6.00           | 156.00     | Pelto, Ernest        | 6.00            | 6.00            | 289.00           |
| Dudrey, Kristin          | 6.00            | 6.00           | 60.00      | Porter, Melissa      | 12.00           | 12.00           | 120.00           |
| Eckels, Krys             | 6.00            | 6.00           | 96.00      | Precht, Jeanette     | 6.00            | 6.00            | 169.00           |
| Economou, Christina      | 6.00            | 6.00           | 90.00      | Renno, Carolyn       | 6.00            | 6.00            | 51.00            |
| Elmore, Sylvia           | 4.00            | 4.00           | 88.00      | Rivera, Felleny      | 6.00            | 6.00            | 58.00            |
| Farilla, Dawn            | 7.00            | 7.00           | 7.00       | Rivera, Hilda        | 12.00           | 12.00           | 156.00           |
| Finley, Virginia         | 6.00            | 6.00           | 98.00      | Rodriguez, Kenia     | -               | -               | 120.00           |
| Fitsimons-Diaz, Chelsea  | 6.00            | 6.00           | 123.00     | Ross, Charlotte      | 7.00            | 7.00            | 7.00             |
| Gardner, Jeanette        | -               | -              | 87.00      | Sabo, Melissa        | -               | -               | 42.00            |
| Gimby, Walter            | 6.00            | 6.00           | 52.00      | Schaaf, Linda        | 6.00            | 6.00            | 219.00           |
| Goodman, Dale            | -               | -              | 3,441.00   | Schultz, Laurie      | 6.00            | 6.00            | 6.00             |
| Guerrero, Christine      | 6.00            | 6.00           | 84.00      | Sgobba, Jackie       | 6.00            | 6.00            | 168.00           |
| Guerrero, Lavone         | 6.00            | 6.00           | 90.00      | Shah, Sweny          | -               | -               | 132.00           |
| Hamacher, Holly          | 6.00            | 6.00           | 84.00      | Shan, Kheyati        | 6.00            | 6.00            | 51.00            |
| Hatch, Bill              | 6.00            | 6.00           | 141.00     | Skimizu, Ken         | 12.00           | 12.00           | 457.00           |
| Hatch, Katie             | 6.00            | 6.00           | 49.00      | Smith, Allie         | 6.00            | 6.00            | 6.00             |
| Hawkins, Christina       | 6.00            | 6.00           | 80.00      | Smith, Annie         | 6.00            | 6.00            | 6.00             |
| Healey, Kathleen         | 6.00            | 6.00           | 282.00     | Speakman, Sarah      | 3.00            | 3.00            | 86.00            |
| Heer, Kim                | 6.00            | 6.00           | 299.00     | Stutts, Lisa         | 6.00            | 6.00            | 55.00            |
| Henao, Stephanie         | 6.00            | 6.00           | 60.00      | Stuvert, Judith      | 24.00           | 24.00           | 24.00            |
| Herrera, Elizabeth       | 6.00            | 6.00           | 6.00       | Tan, Hannah          | 4.00            | 4.00            | 4.00             |
| Hernandes, Melissa       | -               | -              | 50.00      | Tat, Trung           | 6.00            | 6.00            | 17.00            |
| Hernandez, Maria         | 12.00           | 12.00          | 156.00     | Thomas, Peggy        | 6.00            | 6.00            | 125.00           |
| Hilleweart, Heather      | 6.00            | 6.00           | 84.00      | Thong, Din           | 10.00           | 10.00           | 10.00            |
| Holmes, Nancy            | 6.00            | 6.00           | 6.00       | Todker, Reka         | 6.00            | 6.00            | 18.00            |
| Howell, Anne             | 6.00            | 6.00           | 90.00      | Todker, Vanita       | 6.00            | 6.00            | 46.00            |
| Hsieh, Lambert           | 6.00            | 6.00           | 6.00       | Ton, Solthany        | 15.00           | 15.00           | 15.00            |
| Hsu, Iris                | 6.00            | 6.00           | 6.00       | Trotter, Cynthia     | 6.00            | 6.00            | 153.00           |
| Humple, Phyllis          | 4.00            | 4.00           | 178.00     | Truong, Christine    | -               | -               | 123.00           |
| Hutain, Jenny            | 6.00            | 6.00           | 43.00      | Valenzuela, Sarah    | 6.00            | 6.00            | 6.00             |
| Hutton, Katherine (Kate) | 6.00            | 6.00           | 300.00     | Veltre, Robin        | 3.00            | 3.00            | 25.00            |
| Jeon, Ashley             | 6.00            | 6.00           | 47.00      | Vukovick, Kathy      | 6.00            | 6.00            | 222.00           |
| Kaiser, Kelly            | 150.00          | 150.00         | 150.00     | Weimer, MacKenzie    | 6.00            | 6.00            | 49.00            |
| Kamat, Rujvi             | 6.00            | 6.00           | 42.00      | Wright, Sydney       | 6.00            | 6.00            | 45.00            |
| Kao, Elaine              | -               | -              | 36.00      | Yu, Lillian          | 6.00            | 6.00            | 6.00             |
| Khamphanh, Molly         | 6.00            | 6.00           | 90.00      |                      |                 |                 |                  |
| Kornreich, Seth          | -               | -              | 32.00      |                      |                 |                 |                  |
| Kreger, Kenneth          | 6.00            | 6.00           | 6.00       |                      |                 |                 |                  |
|                          |                 |                |            | <b>Total</b>         | <b>1,008.00</b> | <b>1,008.00</b> | <b>14,688.00</b> |

Placentia Library District  
Circulation Report  
August 23, 2004

Agenda Item 19

|                                  | FY04-05 YTD | FY03-04 YTD | % Change<br>FY03 TO FY04 | FY04-05<br>July | FY03-04<br>July |
|----------------------------------|-------------|-------------|--------------------------|-----------------|-----------------|
| 1st Time Checkouts               | 13,796      | 15,894      | -13.20%                  | 13,796          | 15,894          |
| Phone Renewals                   | 2,324       | 806         | 188.34%                  | 2,324           | 806             |
| In-Building Renewals             | 233         | 571         | -59.19%                  | 233             | 571             |
| TOTAL RENEWALS                   | 2,557       | 1,377       | 85.69%                   | 2,557           | 1,377           |
| TOTAL CHECKOUTS                  | 16,353      | 17,271      | -5.32%                   | 16,353          | 17,271          |
| On-Time Checkins                 | 14,434      | 16,187      | -10.83%                  | 14,434          | 16,187          |
| Late Checkins                    | 846         | 898         | -5.79%                   | 846             | 898             |
| TOTAL CHECKINS                   | 15,280      | 17,085      | -10.56%                  | 15,280          | 17,085          |
| Holds Placed                     | 494         | 174         | 183.91%                  | 494             | 174             |
| Holds Cancelled                  | 16          | 3           | 433.33%                  | 16              | 3               |
| Holds Filled                     | 409         | 399         | 2.51%                    | 409             | 399             |
| Patrons Registered               | 18,507      | 356         | 5098.60%                 | 18,507          | 356             |
| Titles Added                     | 283         | 163         | 73.62%                   | 283             | 163             |
| Volumes Added                    | 364         | 191         | 90.58%                   | 364             | 191             |
| CIRCULATION BY TYPE OF MATERIAL  |             |             |                          |                 |                 |
| Adult Print                      | 6,591       | 6,267       | 5.17%                    | 6,591           | 6,267           |
| Juvenile Print                   | 7,914       | 8,993       | -12.00%                  | 7,914           | 8,993           |
| Total Print                      | 14,505      | 15,260      | -4.95%                   | 14,505          | 15,260          |
| Audio                            | 935         | 759         | 23.19%                   | 935             | 759             |
| Visual                           | 1,624       | 1,243       | 30.65%                   | 1,624           | 1,243           |
| Total Audio Visual               | 2,559       | 2,002       | 27.82%                   | 2,559           | 2,002           |
| TOTAL CIRCULATION                | 17,064      | 17,262      | -1.15%                   | 17,064          | 17,262          |
| Placentia Circulation            | 10,736      | 11,602      | -7.46%                   | 10,736          | 11,602          |
| %Placentia Circulation           | 62.92%      | 67.21%      |                          | 62.92%          | 67.21%          |
| Anaheim/Yorba Linda Circulation  | 2,650       | 2,150       | 23.26%                   | 2,650           | 2,150           |
| %Anaheim/Yorba Linda Circulation | 16%         | 12.46%      |                          | 16%             | 12.46%          |
| TYPES OF ACTIVE BORROWERS        |             |             |                          |                 |                 |
| Adult                            | 11,823      | 11,230      | 5.28%                    | 11,823          | 11,230          |
| Young Adult                      | 280         | 288         | -2.78%                   | 280             | 288             |
| Juvenile                         | 3,514       | 3,880       | -9.43%                   | 3,514           | 3,880           |
| New Borrower                     | 1,231       | 1,645       | -25.17%                  | 1,231           | 1,645           |
| Non Resident                     | 0           | 0           | N/A                      | 0               | 0               |
| Other (staff)                    | 224         | 227         | -1.32%                   | 224             | 227             |
| TOTAL ACTIVE BORROWERS           | 17,072      | 17,270      | -1.15%                   | 17,072          | 17,270          |
| TOTAL REGISTERED BORROWERS       | 18,507      | 17,993      | 2.86%                    | 18,507          | 17,993          |
| ATTENDANCE                       | 30,055      | 31,051      | -3.21%                   | 30,055          | 31,051          |
| Adult Reference-In Building      | 1,070       | 759         | 40.97%                   | 1,070           | 759             |
| Adult Reference-Telephone        | 115         | 135         | -14.81%                  | 115             | 135             |
| Children's Reference-In Building | 796         | 92          | 765.22%                  | 796             | 92              |
| Children's Reference-Telephone   | 14          | 5           | 180.00%                  | 14              | 5               |
| Total Adult Reference            | 1,185       | 894         | 32.55%                   | 1,185           | 894             |
| Total Children's Reference       | 810         | 97          | 735.05%                  | 810             | 97              |
| Total In Building Reference      | 1,866       | 851         | 119.27%                  | 1,866           | 851             |
| Total Telephone Reference        | 129         | 140         | -7.86%                   | 129             | 140             |
| TOTAL REFERENCE                  | 1,995       | 991         | 101.31%                  | 1,995           | 991             |



PLACENTIA INVOICES

| PERIOD COVERED<br>FY2001-2002 | DATE<br>INVOICE | S. CA<br>EDISON  | TURF             | GROUNDS         | MAINT/<br>REPAIRS | CIV CTR<br>SEISMIC | IRRIGATION<br>CONTROL | TOTAL            |
|-------------------------------|-----------------|------------------|------------------|-----------------|-------------------|--------------------|-----------------------|------------------|
| Jul-01                        | 09/07/01        | 5,321.46         | 0.00             | 621.76          | 107.50            |                    |                       | 6,050.72         |
| Aug-01                        | 10/08/01        | 5,964.66         | 0.00             | 650.52          | 107.50            |                    |                       | 6,722.68         |
| Sep-01                        | 11/07/01        | 6,525.77         | 2,611.93         | 797.12          | 107.50            |                    |                       | 10,042.32        |
| Oct-01                        | 12/04/01        | 5,550.58         | 1,150.57         | 0.00            | 0.00              |                    |                       | 6,701.15         |
| Nov-01                        |                 | 0.00             | 0.00             | 0.00            | 0.00              |                    |                       | 0.00             |
| Dec-01                        | 02/07/02        | 8,594.24         | 2,698.49         | 0.00            | 107.50            |                    |                       | 0.00             |
| Jan-02                        | 03/07/02        | 4,376.26         | 1,255.57         | 0.00            | 0.00              |                    |                       | 5,631.83         |
| Feb-02                        | 04/05/02        | 2,901.15         | 1,163.56         | 0.00            | 0.00              |                    |                       | 4,064.71         |
| Mar-02                        | 05/14/02        | 3,918.49         | 1,150.57         | 713.31          | 107.50            |                    | 6.49                  | 5,896.36         |
| Apr-02                        | 06/11/02        | 4,891.06         | 1,347.90         | 713.31          | 107.50            |                    | 14.64                 | 7,074.41         |
| May-02                        | 07/12/02        | 3,338.44         | 1,499.16         | 713.31          |                   |                    | 8.14                  | 5,559.05         |
| Jun-02                        | 08/16/02        | 5,961.61         | 1,178.68         | 651.87          | 107.50            |                    | 8.20                  | 7,907.86         |
| <b>TOTAL</b>                  |                 | <b>57,343.72</b> | <b>14,056.43</b> | <b>4,861.20</b> | <b>752.50</b>     | <b>0.00</b>        | <b>37.47</b>          | <b>65,651.09</b> |
| <b>AVG</b>                    |                 | <b>4,778.64</b>  | <b>1,171.37</b>  | <b>405.10</b>   | <b>62.71</b>      |                    |                       | <b>5,470.92</b>  |

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

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

TOTAL DOLLARS SPENT

| FY2001-2002 | LABOR    | EQUIPMENT | MATERIAL | TOTAL    | 50% LIBRARY |
|-------------|----------|-----------|----------|----------|-------------|
| Jul-01      | 1,000.58 | 234.00    | 8.94     | 1,243.52 | 621.76      |
| Aug-01      | 1,000.58 | 294.00    | 6.46     | 1,301.04 | 650.52      |
| Sep-01      | 1,235.76 | 354.00    | 4.47     | 1,594.23 | 797.12      |
| Oct-01      | 0.00     | 0.00      | 0.00     | 0.00     | 0.00        |
| Nov-01      | 0.00     | 0.00      | 0.00     | 0.00     | 0.00        |
| Dec-01      | 0.00     | 0.00      | 0.00     | 0.00     | 0.00        |
| Jan-02      | 0.00     | 0.00      | 0.00     | 0.00     | 0.00        |
| Feb-02      | 0.00     | 0.00      | 0.00     | 0.00     | 0.00        |
| Mar-02      | 1,297.62 | 129.00    | 0.00     | 1,426.62 | 713.31      |
| Apr-02      | 1,297.62 | 129.00    | 0.00     | 1,426.62 | 713.31      |
| May-02      | 1,297.62 | 129.00    | 0.00     | 1,426.62 | 713.31      |
| Jun-02      | 1,127.26 | 174.00    | 2.48     | 1,303.74 | 651.87      |
| TOTAL       | 8,257.04 | 1,443.00  | 22.35    | 9,722.39 | 4,861.20    |
| AVG         | 688.09   | 120.25    | 1.86     | 810.20   | 405.10      |

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      |

DOLLARS BY TYPE OF WORKER

| FY2001-2002 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL    |
|-------------|------------|----------|---------|---------|------------|----------|
| Jul-01      | 282.16     | 226.72   | 59.86   | 0.00    | 431.84     | 1,000.58 |
| Aug-01      | 282.16     | 226.72   | 59.86   | 0.00    | 431.84     | 1,000.58 |
| Sep-01      | 352.70     | 283.40   | 59.86   | 0.00    | 539.80     | 1,235.76 |
| Oct-01      | 0.00       | 0.00     | 0.00    | 0.00    | 0.00       | 0.00     |
| Nov-01      | 0.00       | 0.00     | 0.00    | 0.00    | 0.00       | 0.00     |
| Dec-01      | 0.00       | 0.00     | 0.00    | 0.00    | 0.00       | 0.00     |
| Jan-02      | 0.00       | 0.00     | 0.00    | 0.00    | 0.00       | 0.00     |
| Feb-02      | 0.00       | 0.00     | 0.00    | 0.00    | 0.00       | 0.00     |
| Mar-02      | 382.24     | 293.00   | 63.58   | 0.00    | 558.80     | 1,297.62 |
| Apr-02      | 382.24     | 293.00   | 63.58   | 0.00    | 558.80     | 1,297.62 |
| May-02      | 382.24     | 293.00   | 63.58   | 0.00    | 558.80     | 1,297.62 |
| Jun-02      | 382.24     | 234.40   | 63.58   | 0.00    | 447.04     | 1,127.26 |
| TOTAL       | 2,445.98   | 1,850.24 | 433.90  | 0.00    | 3,526.92   | 8,257.04 |
| AVG         | 203.83     | 154.19   | 36.16   | 0.00    | 293.91     | 688.09   |

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   | 0.00    | 447.04     | 1,127.26  |
| Jun-03      | 382.24     | 234.40   | 63.58   | 0.00    | 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  |

TIME BY TYPE OF WORKER

| FY2001-2002 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT |            | TOTAL  |
|-------------|------------|----------|---------|------------|------------|--------|
|             |            |          |         | TRIMMER    | MAINT WORK |        |
| Jul-01      | 8.00       | 8.00     | 2.00    | 0.00       | 16.00      | 34.00  |
| Aug-01      | 8.00       | 8.00     | 2.00    | 0.00       | 16.00      | 34.00  |
| Sep-01      | 10.00      | 10.00    | 2.00    | 0.00       | 20.00      | 42.00  |
| Oct-01      | 0.00       | 0.00     | 0.00    | 0.00       | 0.00       | 0.00   |
| Nov-01      | 0.00       | 0.00     | 0.00    | 0.00       | 0.00       | 0.00   |
| Dec-01      | 0.00       | 0.00     | 0.00    | 0.00       | 0.00       | 0.00   |
| Jan-02      | 0.00       | 0.00     | 0.00    | 0.00       | 0.00       | 0.00   |
| Feb-02      | 0.00       | 0.00     | 0.00    | 0.00       | 0.00       | 0.00   |
| Mar-02      | 8.00       | 10.00    | 2.00    | 0.00       | 20.00      | 40.00  |
| Apr-02      | 8.00       | 10.00    | 2.00    | 0.00       | 20.00      | 40.00  |
| May-02      | 8.00       | 10.00    | 2.00    | 0.00       | 20.00      | 40.00  |
| Jun-02      | 8.00       | 8.00     | 2.00    | 0.00       | 16.00      | 34.00  |
| TOTAL       | 58.00      | 64.00    | 14.00   | 0.00       | 128.00     | 264.00 |
| AVG         | 4.83       | 5.33     | 1.17    | 0.00       | 10.67      | 22.00  |

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  |



To: [eminter@placentialibrary.org](mailto:eminter@placentialibrary.org)  
From: [gneill@csda.net](mailto:gneill@csda.net)  
Subject: CSDA Legislative Update - August 13, 2004

CSDA Alliance Legislative Information

### STATE AUDIT OF WATER DISTRICT ADMINISTRATIVE COSTS DEFEATED IN COMMITTEE

Assembly Member Rebecca Cohn (D – Saratoga) presented her request for a state audit of the administrative expenses of “independent water districts.” In her presentation, Cohn stated that there is “little oversight” of these districts that are “sitting on over \$9 billion of unallocated reserves.” She also made the outrageous statement that water districts spend 90% of their revenues on administrative expenses. This charge caused Senator Jackie Speier (D – Hillsborough) to ask the State Auditor if that figure is correct, to which the State Auditor responded that she believes they are closer to 10-12%. The State Auditor indicated that the audit would take 2,650 hours and would entail a sample of water districts, looking at administrative costs for the last two (2) fiscal years. The Joint Legislative Audit Committee voted on this request and the others presented during Wednesday’s hearing Thursday morning, at which point the Committee defeated the proposal.

### VOLUNTEER LABOR BILL OKAYED BY ASSEMBLY

AB 2690, carried by Assembly Member Loni Hancock (D – Berkeley) and relating to the use of volunteers on public works projects, passed the Assembly Thursday afternoon on concurrence and is headed to the Governor. The bill contains an urgency clause, which will make the provisions of the bill operative upon the Governor’s signature, which is expected. The bill is intended to address an issue that has garnered significant attention in recent months after an enforcement action taken by the Department of Industrial Relations (DIR) in July 2003 in relation to a stream restoration project in Shasta County. DIR determined that under current law, prevailing wage must be paid to everyone who participated in the project. Since the enforcement action, there has been an outcry that DIR’s interpretation effectively prohibits the mixed use of volunteer and paid labor on public works projects, which can significantly lower the cost of the project.

### DO YOU KNOW OTHERS AT YOUR AGENCY THAT MIGHT WANT TO GET THESE UPDATES TOO?

If 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](mailto:gneill@csda.net). You can find old Legislative Updates in the ‘Members Only’ section of [www.csda.net](http://www.csda.net). If you don’t know your agency’s username and password, contact David Fawson at [davidf@csda.net](mailto: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!

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To: eminter@placentiallibrary.org  
From: gneill@csda.net  
Subject: CSDA Legislative Update - July 30, 2004

 CSDA Legislative Information

## MESSAGE FROM CSDA PRESIDENT BILL MILLER

As most of you are now aware, and for better or for worse, the 2004-2005 State budget is now completed. In addition, the local government compromise, and the resulting Senate Constitutional Amendment (SCA) 4, which provides for future local revenue protections, is also a reality. The details of both of these actions by our Legislature have been transmitted to you previously. If you need additional information, please contact the CSDA office at 877.924.CSDA.

It has been a long and unrelenting process that has brought us all to this historic point. Thanks to the support of Governor Schwarzenegger, and to the continuing success of the city, county and special district LOCAL Coalition, we now have a constitutional amendment approved by the Legislature and supported by the Governor. This compromise provides all local governments significant future protection of local revenues from future raids by the State, and therefore protects the crucial public services our citizens depend upon.

This proposed constitutional amendment, SCA 4, which will be designated Proposition 1A on this November's general election ballot, will in essence take the place of the already-qualified Proposition 65. Many of us worked hard to qualify Proposition 65 for the ballot. As a direct result of this hard work, local governments were able to secure a seat at the budget-negotiating table and successfully reach a deal on the protections contained within Prop. 1A. Politics is a rough and tumble business, and you don't always get everything you want, or everything you expect. In this case, there are many competing interests for the State's limited finance resources. These interests were stacking up against our Proposition 65, causing local government representatives great concern as to the likelihood of the ballot measure passing in November. In the final hours, the Proposition 1A compromise with the Governor and the Legislature was the only way to guarantee our ultimate goal of constitutional protection of our local government funds.

I ask that you remember from where we started on this year's budget journey: \$400 million that was to be taken from special districts, ongoing, year after year, with no constitutional protection of whatever crumbs remained. While the final compromise takes a difficult \$350 million for each of the next two years, it provides us with a light at the end of this fiduciary tunnel: substantial protections for the future.

Nobody in their right mind would appreciate getting fleeced by the state again. It is understandable that local governments resent being further used by the State, even for this finite period of time...but let's keep our eyes on that proverbial light, work on the passage of Proposition 1A, and in two years rejoice in the fact that we will be excused from the annual state "budget dance."

## MEMO TO CALIFORNIA SPECIAL DISTRICTS FROM CSDA EXECUTIVE DIRECTOR CATHERINE SMITH

Late Monday night, Governor Schwarzenegger and the legislative leadership announced a bipartisan agreement that will protect local government funds. The constitutional amendment and budget packages were placed into bill form and passed the Assembly at 9:30pm on Wednesday night, then passed the Senate on Thursday.

The agreement contains protection for all local government from future raids by the State, and is