

PLACENTIA LIBRARY DISTRICT



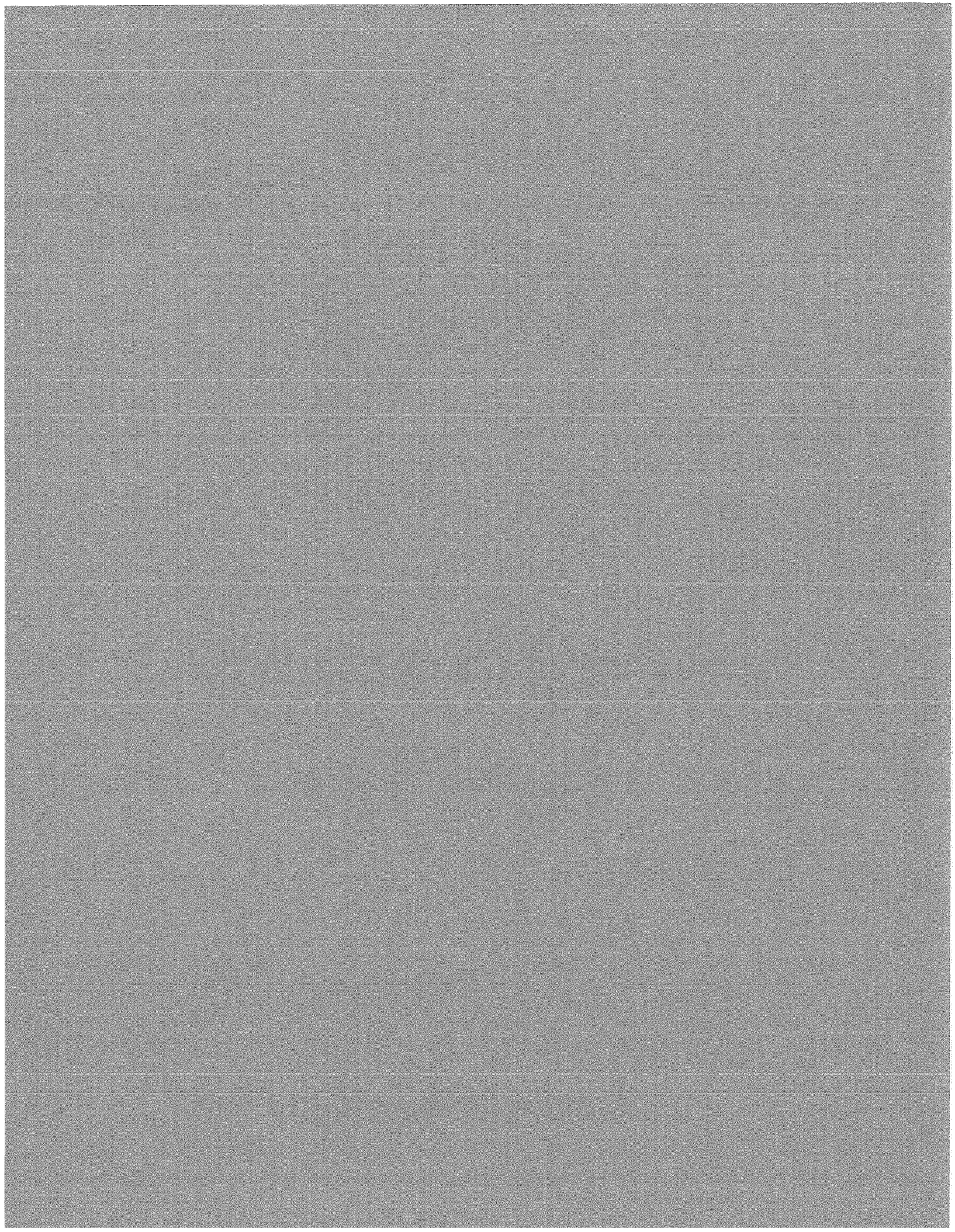
Board of Trustees

Meeting Unusual Date

July 26, 2004

Library Conference Room

Administration



AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

UNUSUAL DATE





Monday, July 26, 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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

REPORTS

5. Board President Report

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

6. Trustee Reports

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

7. Placentia Library Foundation Board of Directors Report

CLAIMS (Items 8 – 11)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 11 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4626, 4627, 4628, 4629, 4630, 4631, 46, 46, 46, 46, 46, 46 and 46 forwarded by Library Director for a total of \$.

10. Current Claims and Payroll. (Approve)

Because of the year-end submission requirements to the Orange County Auditor’s Office there are no current claims. Payrolls #2 (07/21/04) for \$32,653.50 and #3 (08/04/04) for \$32,653.5 for a total for Payrolls of \$65,307.00.

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

FINANCIAL REPORTS (Items 12 - 16)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 – 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

12. Financial Reports for June 2004 (Receive & File)

13. Office General Ledger & Check Registers for June 2004 (Receive & File)

14. Acquisitions Report for June 2004 (Receive & File)

15. Collection Agency Report for June 2004 (Receive & File)

16. Gifts Report for June 2004 (Receive & File)

GENERAL CONSENT CALENDAR (Items 17 – 28)

Presentation: Library Director
Recommendation: Approve by Motion

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

17. Building Maintenance Report for June 2004. (Receive & File)
18. Personnel Report for June 2004. (Receive, File, and Ratify Appointments)
19. Volunteer Report for June 2004. (Receive & File)
20. Circulation Report for June 2004. (Receive & File)
21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
22. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
23. Status Report on Partnerships with Community Organizations. (Receive & File)
24. Status Report on Active Grant Applications. (Receive & File)
25. Letter of notice from LaSalle Bank/ABN AMRO dated June 16, 2004 stating that the Agreement with La Salle National Leasing Corporation (LNLC) has been "paid in full" and releasing all interest and liens in the energy management system. (Receive & File)
26. 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. (Receive & File and Authorize Signature by the Library Director)
27. Federal Work-Study Program Off Campus Agreement with Cal State Fullerton for Fiscal Year 2004-2005. This is the second year of this contract. (Receive & File and Authorize Signature by the Library Director)
28. 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. (Receive & File)

CONTINUING BUSINESS

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

Presentation: Library Director

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

30. Public Hearing for Fines & Fees Policy

Presentation: Library Director Minter

Recommendation: Conduct the Public Hearing on the Policy as published; and

Finalize Fines and Fees Schedule for 2004-2005; and

Adopt motion to read Resolution 04-06 by title only; and

Motion to adopt Resolution 04-06

31. Public Hearing for Fiscal Year 2004-2005 Budget

Presentation: Library Director Minter

Recommendation: Conduct Public Hearing on the Budget for Fiscal Year 2004-2005 as published; and

Finalize Placentia Library District Budget for all Funds for 2004-2005 Fiscal Year; and

Motion to read Resolution 04-07 by title only; and

Motion to adopt Resolution 04-07; and

Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

32. Policy Handbook Review

Presentation: Library Director

Recommendation: Adopt the Personnel Policies as a First Reading and refer them to the staff for review and suggestions by September 30, 2004; and

Determine a schedule for reviewing the remaining sections of the Policy Handbook.

33. Staff Appreciation Dinner

Presentation: Trustee Wood

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

NEW BUSINESS

34. Grant Writing proposal for Placentia Library Literacy Services. Staff is recommending that the grant writing contract be changed from John Drew & Associates to Machoskie & Associates. The cost of grant writing is to be included in the grant applications whenever possible.

Presentation: Public Services Manager

Recommendation: Approve contract with Machoskie & Associates for \$6,000 for six months of grant preparation services for Placentia Library Literacy Services.

35. Poet Laureate Review. The Board will review the activities during the previous year and determine if they wish to continue this program.

Presentation: Public Services Manager

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

36. Discussion of Placentia Library Foundation

Presentation: Library Board President

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

37. Appoint Santiago Library System (SLS) System Advisory Board (SAB) Representative. Camille Himes, Treasurer, Friends of Placentia Library, has been the District's SLS SAB Representative since 2002.

Presentation: Library Director Minter

Recommendation: Appoint Camille Himes as SLS SAB Representative for a term expiring June 30, 2006.

38. 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

39. Travel Authorizations for the Orange County Council of Governments General Assembly and the California Special Districts Association Annual Conference.

Presentation: Library Director Minter

Recommendation: Select a delegate to the OCCOG General Assembly on August 26, 2004; and Determine if any Trustees or Staff will attend the CSDA Conference and/or Seminar, September 27-30, 2004 in Indian Wells and authorize the registration and travel expenses.

STAFF REPORTS (Items 40 – 47)

Items 40 – 47 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

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

CLOSED SESSION

48. 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

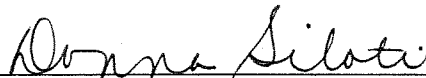
49. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.
50. Review of Action Items.

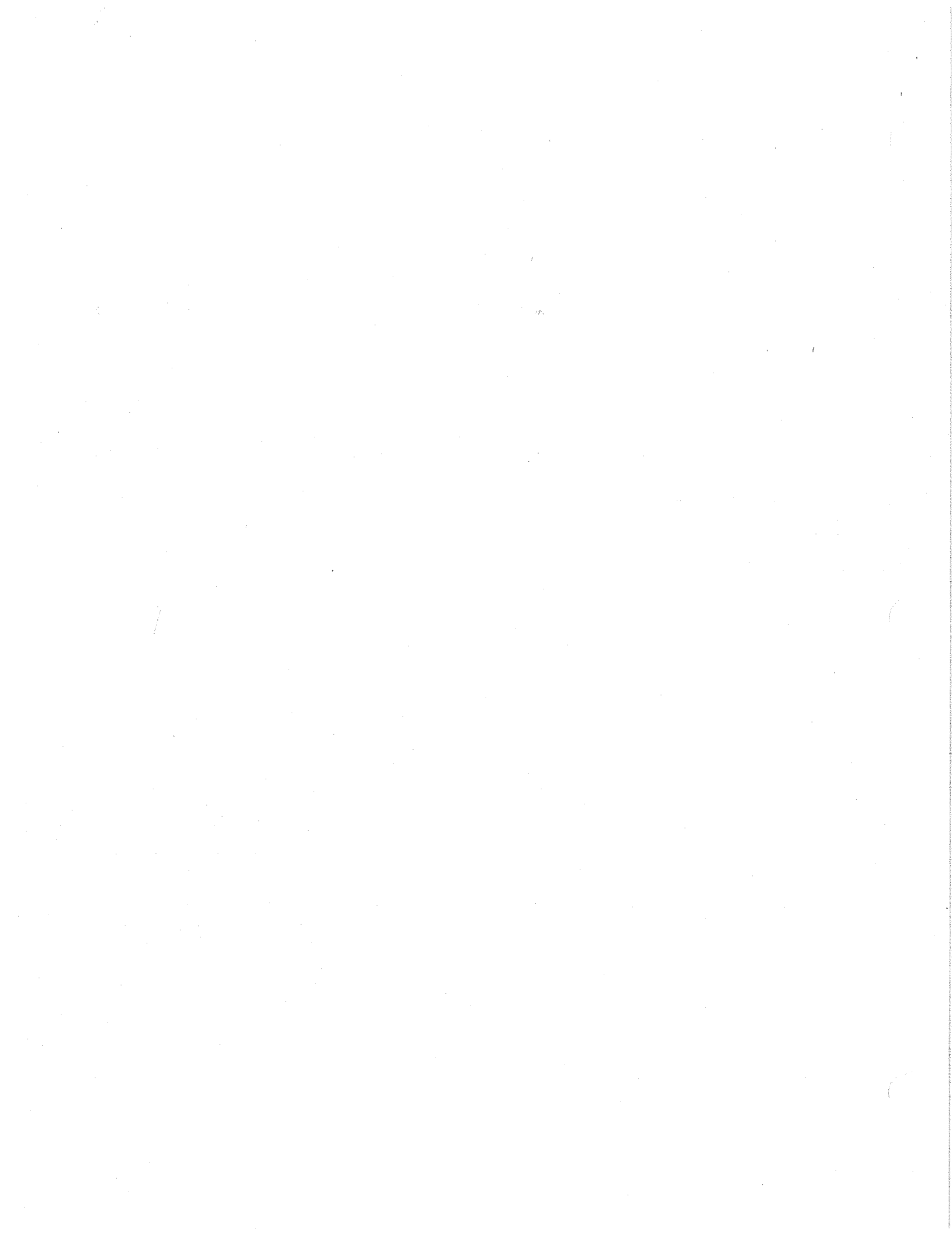
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

51. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the July 26, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 22, 2004.





PLACENTIA LIBRARY BOARD CALENDAR

July 2004 - June 2005

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- 4 Library Closed for Independence Day
- 12 First day for candidates to file for Trustee Election with Orange County Election Office
- 15 7:00 PM Foundation Board Meeting
- 19 6:30 PM Library Board Meeting
- 21 5:30 PM Placentia Chamber of Commerce Mixer, American 1st Credit Union at El Torito Restaurant
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District
7:15 AM Placentia Chamber of Commerce Breakfast

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 Vista
- 23 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District

September

- 5 Library Closed for Monday Holiday
- 6 Library Closed for Labor Day
- 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

PLACENTIA LIBRARY BOARD CALENDAR

July 2004 - June 2005

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October

- 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

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

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

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PLACENTIA LIBRARY BOARD CALENDAR

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

Jan 2005

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Jun 2005

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AGENDA

REGULAR MEETING

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

UNUSUAL DATE

Monday, July 26, 2004

6:30 P.M.

Library Conference Room

Call to Order: 6:35

1. Roll Call Administrative Assistant *All*

2. Adoption of Agenda
Δ Items 9, 10
Presentation: Library Director *M: W*
Recommendation: Adopt by Motion *S: E All*

3. Minutes of the June 30, 2004 Regular Meeting. *E suggested Δ re: holiday schedule*
Presentation: Library Director *M:*
Recommendation: Approve by Motion *S: Bring back in Aug.*

4. Oral Communications

REPORTS

5. Board President Report — *none*

6. Trustee Reports —

W - none

E - none

D - Foundation May = Asunto \$122K. Big fundraising drive. mail by end of next week to print donors (approx 3,000 households)

A - none



7. Placentia Library Foundation Board of Directors Report

CLAIMS (Items 8 – 11)

Presentation: Library Director
Recommendation: Approve by Motion

M: D
S: W All

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

No Nonstandard Claims were processed during this report period.

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

Claims 4626, 4627, 4628, 4629, 4630, 4631, 46, 46, 46, 46, 46, 46 and 46 forwarded by Library Director for a total of \$.

10. Current Claims and Payroll. (Approve)

Because of the year-end submission requirements to the Orange County Auditor's Office there are no current claims. Payrolls #2 (07/21/04) for \$32,653.50 and #3 (08/04/04) for \$32,653.5 for a total for Payrolls of \$65,307.00.

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

FINANCIAL REPORTS (Items 12 - 16)

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M: W
S: D All

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15. Collection Agency Report for June 2004 (Receive & File)

16. Gifts Report for June 2004 (Receive & File)



GENERAL CONSENT CALENDAR (Items 17 – 28)

Presentation: Library Director
Recommendation: Approve by Motion

M: E
S: D All

17. → Building Maintenance Report for June 2004. (Receive & File)
18. Personnel Report for June 2004. (Receive, File, and Ratify Appointments)
De-Humple
19. Volunteer Report for June 2004. (Receive & File)
20. Circulation Report for June 2004. (Receive & File)
21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
22. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
23. Status Report on Partnerships with Community Organizations. (Receive & File)
24. Status Report on Active Grant Applications. (Receive & File)
25. Letter of notice from LaSalle Bank/ABN AMRO dated June 16, 2004 stating that the Agreement with La Salle National Leasing Corporation (LNLC) has been "paid in full" and releasing all interest and liens in the energy management system. (Receive & File)
26. 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. (Receive & File and Authorize Signature by the Library Director)
27. Federal Work-Study Program Off Campus Agreement with Cal State Fullerton for Fiscal Year 2004-2005. This is the second year of this contract. (Receive & File and Authorize Signature by the Library Director)
28. 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. (Receive & File)



CONTINUING BUSINESS

29. Legislative Issues and a Review of the Status of the State Budget and State Library Budget. *Gave out budget update.*

Presentation: Library Director *S - Weekly = my pass on wed.*
Recommendation: Action to be determined by the Library Board of Trustees *M - Legun of cities 8/12 Program. main lobbyist discuss budget.*
New State Librarian - Susan Hildreth

30. Public Hearing for Fines & Fees Policy

Presentation: Library Director Minter
Recommendation: Conduct the Public Hearing on the Policy as published; and

*S - open public hearing.
No comment from public*

Finalize Fines and Fees Schedule for 2004-2005; and

Adopt motion to read Resolution 04-06 by title only; and

*M: W
S: De All*

Motion to adopt Resolution 04-06

*M: De All
S: D*

31. Public Hearing for Fiscal Year 2004-2005 Budget

Presentation: Library Director Minter
Recommendation: Conduct Public Hearing on the Budget for Fiscal Year 2004-2005 as published; and

*S - open public hearing
no comment from public*

Finalize Placentia Library District Budget for all Funds for 2004-2005 Fiscal Year; and

Motion to read Resolution 04-07 by title only; and

*M: W
S: E All*

Motion to adopt Resolution 04-07; and

*M: E
S: W All*

Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

*M: W
S: De All*

*1) Δ's = personnel Δ's added.
2) add \$25K Revenue in proposal → book budget.*

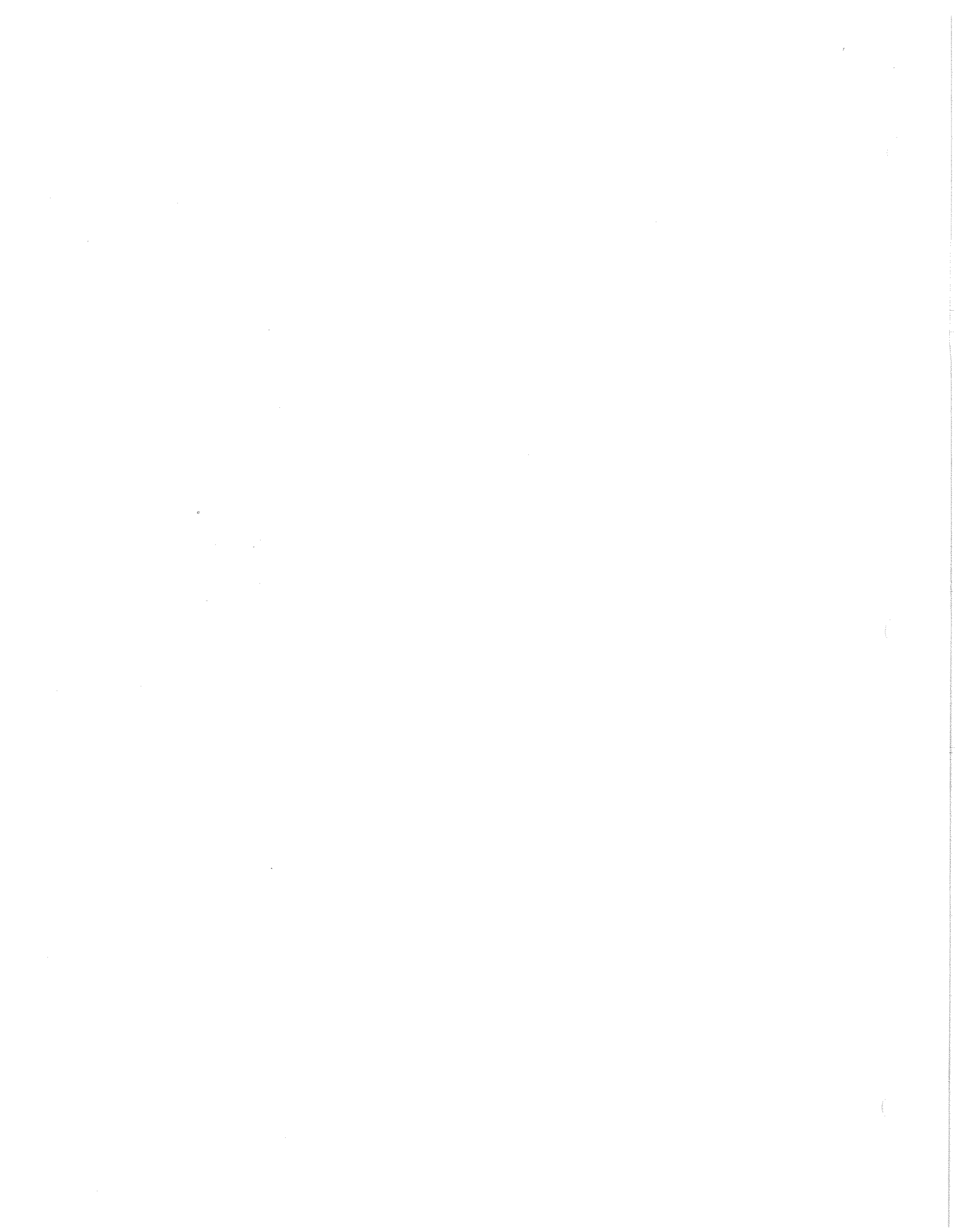
4350K put away for 29. con

5% inc in prop. tax actually 8.4%.

E - Placentia Finance Admin

32. Policy Handbook Review

Presentation: Library Director



Recommendation: Adopt the Personnel Policies as a First Reading and refer them to the staff for review and suggestions by September 30, 2004; and

M: De
S: W All

Determine a schedule for reviewing the remaining sections of the Policy Handbook.

8/3 1:00
Final / opera

33. Staff Appreciation Dinner

Friends - donate up to \$400

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

For
M: E - Table 10 S, E, W
S: W

NEW BUSINESS

Sept 9 Visited several restaurants.

*~\$1000
Table 10, Edwin Cafe,
Spaghetti Factory
\$618
~\$950 Boston-De, R*

34. Grant Writing proposal for Placentia Library Literacy Services. Staff is recommending that the grant writing contract be changed from John Drew & Associates to Machoskie & Associates. The cost of grant writing is to be included in the grant applications whenever possible.

Private motor grants.

Presentation: Public Services Manager
Recommendation: Approve contract with Machoskie & Associates for \$6,000 for six months of grant preparation services for Placentia Library Literacy Services.

M: D All
S: De

*Unfunded \$99k
Literacy*

35. Poet Laureate Review. The Board will review the activities during the previous year and determine if they wish to continue this program.

Presentation: Public Services Manager
Recommendation: Action to be determined by the Library Board of Trustees.

re-appoint Laska
M: D All
S: E

*Culture Arts Com.
Broadford Square*

36. Discussion of Placentia Library Foundation

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

M: De All
S: E

*Committee enthusiastic, large campaign.
Some public confusion w/ Friends / Foundation.
S. Found are for 10 yrs, haven't reached goal of having enough to
live off of interest.*

37. Appoint Santiago Library System (SLS) System Advisory Board (SAB) Representative. Camille Himes, Treasurer, Friends of Placentia Library, has been the District's SLS SAB Representative since 2002.

*E - recommend annual
review. Feb ~~mtg.~~
mtg. w/ Pres of Foundation
re-accomplish a goal
& provide w/ lib support
of Foundation. done on
annual basis*

M:



Presentation: Library Director Minter
Recommendation: Appoint Camille Himes as SLS SAB Representative for a term expiring June 30, 2006.

M: D All
S: W

- 38. 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

E-mail for Palms Verde Bd member - suggestions.

- 39. Travel Authorizations for the Orange County Council of Governments General Assembly and the California Special Districts Association Annual Conference.

Presentation: Library Director Minter
Recommendation: Select a delegate to the OCCOG General

Dec 15 - CSDA Brown Act (give up to Richard)

Assembly on August 26, 2004; and

Determine if any Trustees or Staff will attend the CSDA Conference and/or Seminar, September 27-30, 2004 in Indian Wells and authorize the registration and travel expenses.

M: } No one going
S: }

Preconference on Bd Governance

STAFF REPORTS (Items 40 - 47)

- 40. Library Director's Report (Minter)

- 41. Program Committee Report for June 2004 (Roberts)

- 42. Children's Services Report for June 2004 (Gurkweitz)

- 43. Placentia Library Literacy Services Report for June 2004 (Roberts)

- 44. Placentia Library Web Site Report for June 2004 (Roberts)

- 45. Technology Report for June 2004 (Shook)

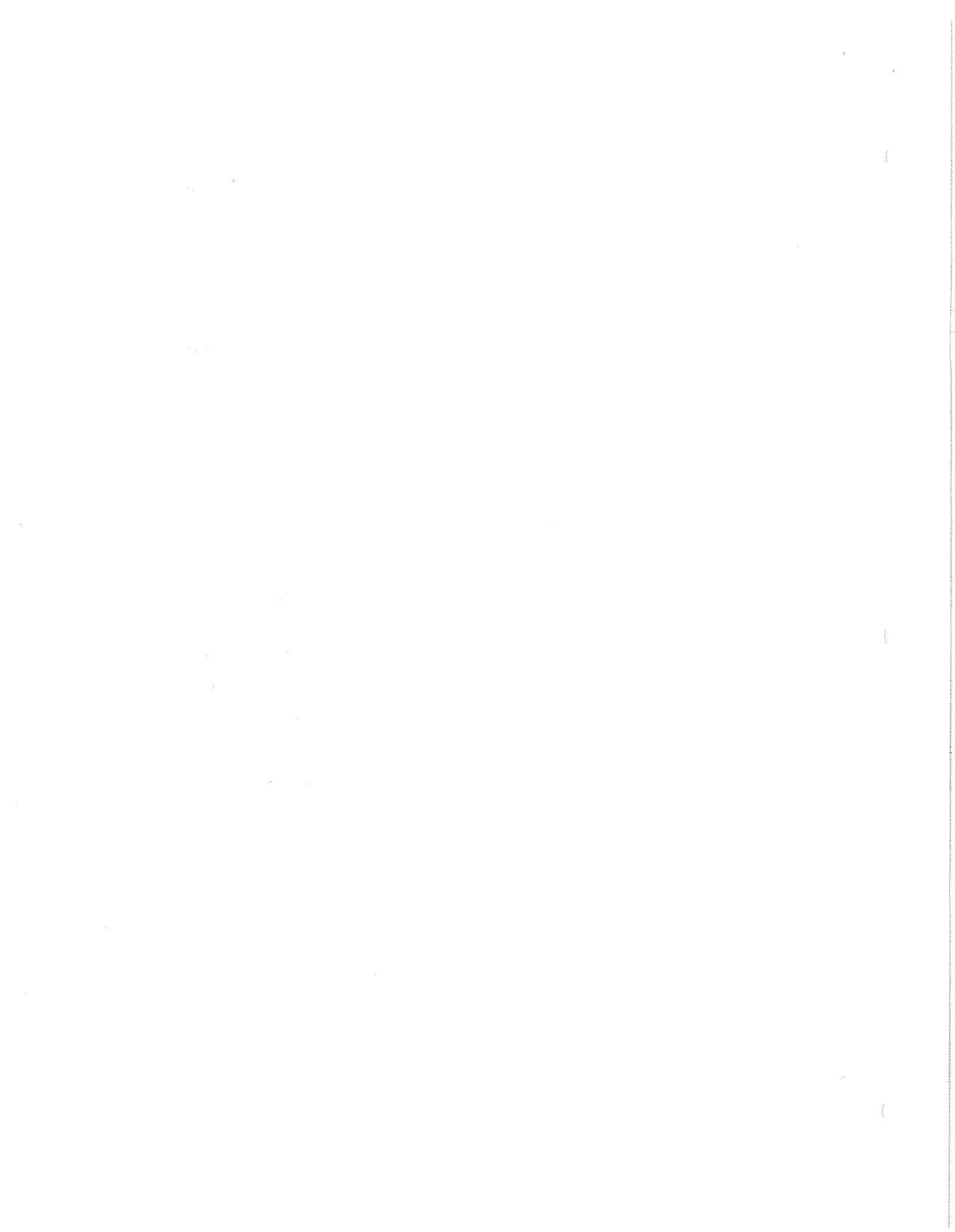
- 46. Publicity Materials Produced in June 2004. (Millonzi)

- 47. Safety Committee Minutes for June 2004 (Matas)

Emergency Drills. Haven't done. have false alarms
End of Regular Meeting: _____

Next course - gun and bers. cards. Book-ordering, available thru website, how for 3 weeks

M: W
S: D All



*Papers due in August.
8:25*

CLOSED SESSION

48. 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

49. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.
50. Review of Action Items.
51. Adjournment: 8:45

*Add to Agenda 1-3 Aug 3 Manual
3:00 Closed Session*

**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, 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, 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. In order to ease staffing difficulties the Library will close 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,

NOES: Wood
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 Directory.

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.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
July 26, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director and Library Trustees
July 26, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	June 30, 2004	4626	3,205.53
	June 30, 2004	4627	120.61
	July 7, 2004	4628	4,795.93
	July 7, 2004	4629	17,712.52
	July 15, 2004	4630	12,819.81
	July 15, 2004	4631	636.90
TOTAL BY LIBRARY DIRECTOR			<u>\$ 39,291.30</u>

Prepared by Donna Siloti

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

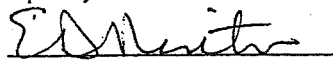
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

7/7/04

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
PLEASE PAY FROM FY 2004-2005								
N01074 The Gas Company PO Box C Monterey Park, CA 91756	05/20/4-06/21/04		2800	00		209.02		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	July 2004		0300	00		197.31		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	64464738		1000	00		1,508.18		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2590156		0700	01		342.69		
	714-223-1698							
	T2594455		0700	08		39.31		
	714-524-8408					382.00		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	244547		1400	00		342.66		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	547978		1800	00		216.12		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	06/21/04		1800	00		350.24		

The claims listed above (totaling \$3,205.53) 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

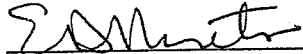
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

7-7-04

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
PLEASE PAY FROM FY 2004-2005								
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N18016		2700	01		75.00		
N29024 Laranne Millonzi c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	5/11/04-6/1/04		2700	01		31.13		
	6/08/04-6/29/04		2700	01		14.48		
						45.61		

The claims listed above (totaling \$120.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	090572		1800	00		29.50		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2608341 335-253-2062		0700	01		268.97		
N03769D County of Orange P.O. Box 567 Santa Ana, CA 92702	219943		1900	00		1,000.00		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A37241		0700	05		215.50		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	July 2004		1900	00		35.00		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062791		1400	00		1,100.00	2	
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320622		1400	00		195.45		
			1900	00		3.50		
			2400	01		1,779.09		
			2700	01		118.92		
			2700	08		25.00		
			2700	09		25.00		
						2,146.96		

The claims listed above (totaling \$4,795.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

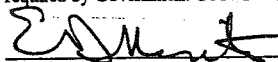
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	8/1/04-8/31/04		0300	00		647.50		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	June, 2004		1900	00		450.00	2	
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	5/27/04-6/17/04		2700	01		36.21		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	8/1/04-9/1/04		0300	00		5,976.90		
N28656 Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	June 2004		1900	00		3,449.95		
N28784 Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	07/05/04		2400	01		107.16		
(need vendor #) Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	July 1, 2004		2200	00		7,044.80		

The claims listed above (totaling \$17,712.52) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

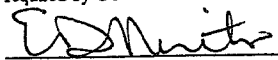
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N00692-A Special District Risk Management 1481 River Park Drive, Suite 110 Sacramento, CA 95815-4501	Liability Insurance FY2004-2005		1100	00		11,126.77		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2639610 714-528-1906		0700	00		136.41		
	T2639625 714-528-8236		0700	01		42.19		
						178.60		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	499927		1800	00		235.29		
N03859D Dynix, Inc. 2914 Collections Center Drive Chicago, IL 60693	M009262		1900	00		646.06		
N06568 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	Annual Dues 9/04-8/05		1600	08		115.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20040701		1900	00		263.05		
N09191A Oxygen Service Company 1011 W. Collins Ave. Orange, CA 92867	182812		1400	00		240.04		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200407-52		1900	00		15.00		

The claims listed above (totaling \$12,819.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

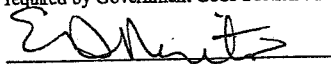
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	142042		1900	00		208.70		
(need vendor #) Treasure Bay Publishers Services 17 Parkgrove Dr. South San Francisco, CA 94080	WBR-655		2400	08		428.20		

The claims listed above (totaling \$636.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

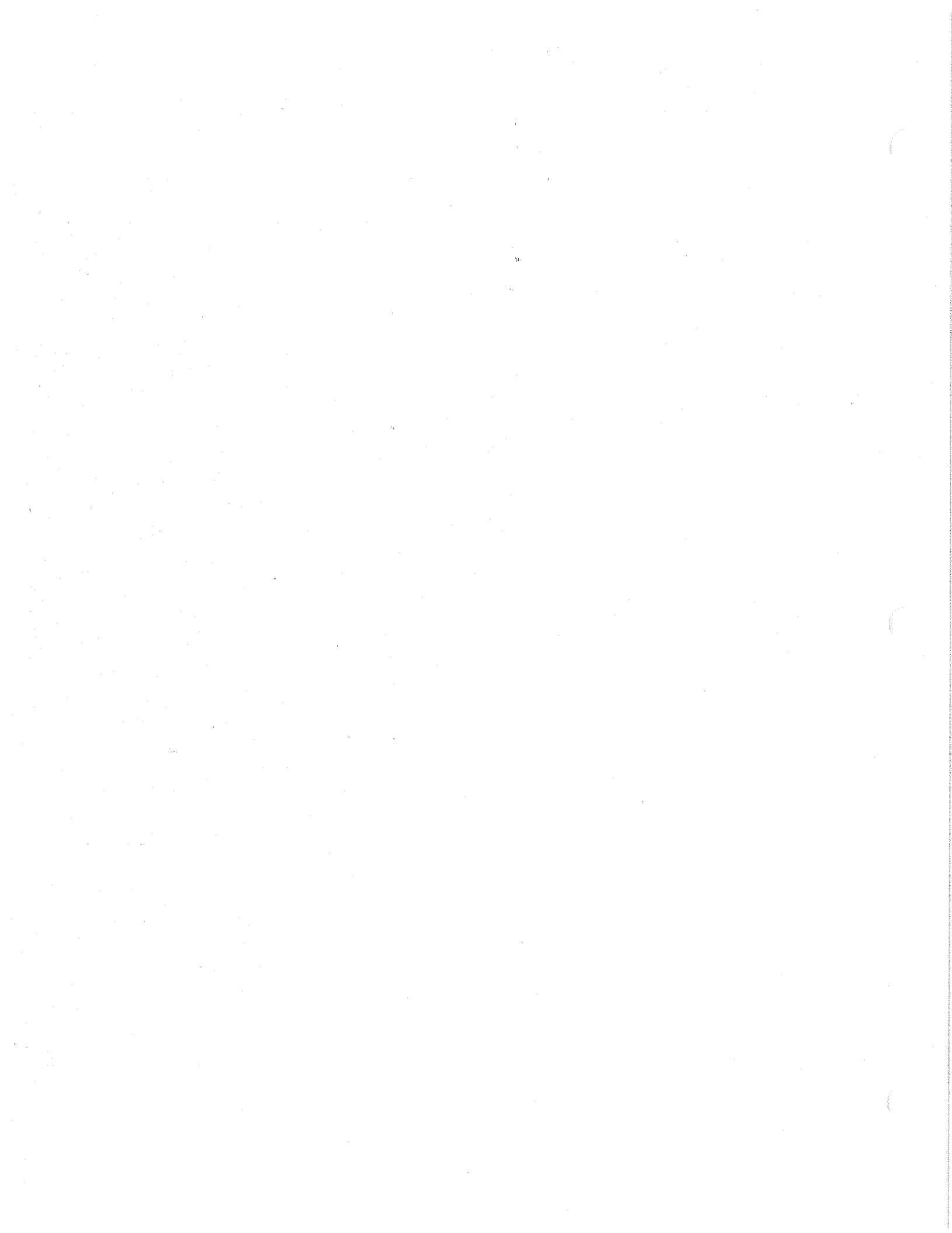

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

636.90



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
July 26, 2004

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4632	2,818.52
	4633	4,017.23
TOTAL CURRENT CLAIMS		<u>\$6,835.75</u>
PAYROLL	08/18/04	31,513.17
	09/01/04	31,513.17
TOTAL PAYROLL		<u>\$63,026.34</u>
	TOTAL	<u><u>\$69,862.09</u></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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03825M Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	07/07/04		1800	00		170.34		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	4796		1900	00		42.00		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	7330591-JY04		2100	00		166.09		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	502507		1800	00		60.57		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA 90060-0062	5/10/04-10/25/04		2400	04		108.00		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	117		1900	00		1,325.12		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	7/26/04		1803	00		550.00		
N27842 Shields Consulting Group Inc. 1536 36th Street Sacramento, CA 95816	0304-1		1900	00		396.40		

The claims listed above (totaling \$2,818.52) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N28413A	9015		1300	00		65.00		
Copy America	9016		1300	00		15.00		
3564 E. Enterprise Dr.	9017		1300	00		15.00		
Anaheim, CA 92807	9018		1300	00		15.00		
						110.00		
(new address) Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	90941398A		2400	03		3,765.00		
(new address) OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	A36246		1800	00		142.23		

The claims listed above (totaling \$4,017.23) 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

4,017.23



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 31,513.17 on 08 | 18 | 04

Send To: Bank Name: Wells Fargo Bank
ABA #: 121000248
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #4

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

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

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



County of Orange

ELECTRONIC FUNDS TRANSFER A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 31,513.17 on 09 | 01 | 04

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #5

Description: Payroll

Department / Agency

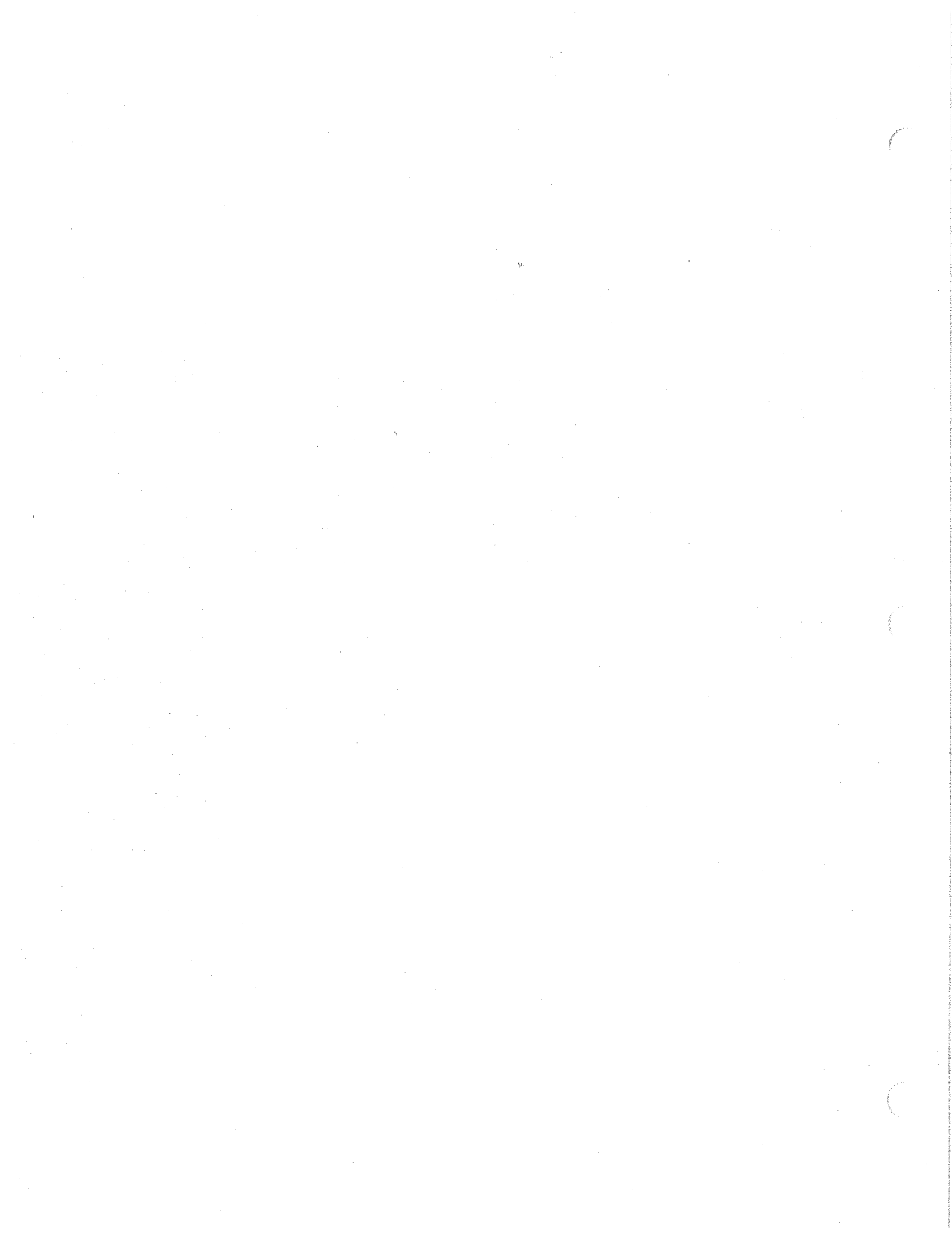
Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: July 26, 2004

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2003-2004 is Attachment A.

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

The Property Tax Apportionment Schedule for Fiscal Year 2003-2004 is Attachment C.

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through July 26, 2004 and the Cash Flow Analysis for Fiscal Year 2004-2005 through July 26, 2004.

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			518,205.57
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	488,440.15
06/19/03	4464	General		910.99	487,529.16
06/30/03	4466	General		11,784.44	475,744.72
06/30/03	4467	General		10,235.12	465,509.60
06/30/03	4468	Payroll to wire Jul 24, 2003		30,603.80	434,905.80
06/30/03	4469	Payroll to wire Aug 7, 2003		30,603.80	404,302.00
07/03/03	4470	General by Library Director		2,350.74	401,951.26
07/03/03	4471	General by Library Director		2,594.89	399,356.37
07/03/03	4472	General by Library Director		3,139.44	396,216.93
07/10/03	4473	General by Library Director		973.96	395,242.97
07/17/03		Secured 2002-2003 #9	16,611.57	41.53	411,813.01
07/17/03		Supplemental 1985+ #1	4,111.95		415,924.96
07/17/03		Delinquent Supplemental	1,567.37		417,492.33
07/17/03		Supplemental 1984	1.73		417,494.06
07/21/03		Teeter Plan Delinquent Secured	14,296.23		431,790.29
07/21/03	4474	General		1,997.58	429,792.71
07/21/03	4475	General		2,706.79	427,085.92
07/21/03	4476	General		5,989.29	421,096.63
07/21/03	4477	Payroll to wire Aug 21, 2003		30,603.80	390,492.83
07/21/03	4478	Payroll to wire Sep 4, 2003		30,603.80	359,889.03
07/24/03	4479	General by Library Director		15,136.23	344,752.80
07/30/03		Library Passport Revenue, Jul	13,829.94		358,582.74
07/30/03		Library Revenue, Jul	1,495.70		360,078.44
07/30/03		Interest	4.48		360,082.92
07/31/03	4480	General by Library Director		3,859.76	356,223.16
07/31/03	4481	General by Library Director		1,229.51	354,993.65
08/07/03	4482	General by Library Director		2,600.86	352,392.79
08/13/03		Supplemental 1985+ #1	6,370.64		358,763.43
08/14/03	4483	General by Library Director		1,041.56	357,721.87
08/14/03	4484	General by Library Director		3,590.30	354,131.57
08/25/03	4485	General		17,771.94	336,359.63
08/25/03	4486	General		2,124.88	334,234.75
08/25/03	4487	General		37,278.11	296,956.64
08/25/03	4488	Payroll to wire Sep 18, 2003		30,603.80	266,352.84
08/25/03	4489	Payroll to wire Oct 2, 2003		30,603.80	235,749.04
08/27/03		Library passport Revenue, Aug	11,900.81		247,649.85
08/27/03		Library revenue, Aug	1,595.67		249,245.52
08/27/03		Non-Govt Grant	1,000.00		250,245.52
08/27/03		Interest	3.90		250,249.42
08/28/03		Interest, Jun accrual	(87.83)		250,161.59
08/28/03	4490	General by Library Director		1,646.04	248,515.55
08/28/03	4491	General by Library Director		5,223.77	243,291.78
08/28/03	4492	General by Library Director		180.00	243,111.78
08/29/03		Interest, Jul	563.41	54.08	243,621.11
09/03/03	4493	General by Library Director		3,155.44	240,465.67
09/03/03	4494	General by Library Director		375.84	240,089.83
09/04/03		State Timber Yield	0.57		240,090.40
09/10/03	4495	General by Library Director		3,564.46	236,525.94

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/10/03	4496	General by Library Director		1,923.32	234,602.62
09/17/03		Library passport Revenue, Sep	6,361.54		240,964.16
09/17/03		State Library ILL Reimbursement	4,161.78		245,125.94
09/17/03		Library revenue, Sep	1,211.75		246,337.69
09/17/03		Interest	3.37		246,341.06
09/18/03		Unsecured 1st	52,712.49	131.78	298,921.77
09/18/03		Supplemental 1985+ #2	1,377.41		300,299.18
09/22/03	4497	General		12,557.47	287,741.71
09/22/03	4498	General		8,512.25	279,229.46
09/22/03	4499	Payroll to wire Oct 16, 2003		30,603.80	248,625.66
09/22/03	4500	Payroll to wire Oct 30, 2003		30,603.80	218,021.86
09/24/03		Literacy Grants through Foundation (2)	7,000.00		225,021.86
09/24/03		Library passport Revenue, Sep	5,085.30		230,107.16
09/24/03		State Library ILL Reimbursement	2,498.12		232,605.28
09/24/03		Library revenue, Sep	518.79		233,124.07
09/25/03	4501	General by Library Director		2,709.95	230,414.12
09/25/03	4502	General by Library Director		10,082.91	220,331.21
09/30/03		Interest, Aug	410.18	44.58	220,696.81
10/01/03	4503	General by Library Director		2,127.02	218,569.79
10/01/03	4504	General by Library Director		46.50	218,523.29
10/09/03	4505	General by Library Director		5,402.39	213,120.90
10/09/03	4506	General by Library Director		10,814.24	202,306.66
10/15/03		Supplemental # 3	6,669.98		208,976.64
10/20/03	4507	General		6,799.75	202,176.89
10/20/03	4508	General		13,343.69	188,833.20
10/20/03	4509	Payroll to wire Nov 13, 2003		30,603.80	158,229.40
10/20/03	4510	Payroll to wire Nov 26, 2003		30,603.80	127,625.60
10/20/03	4511	Payroll to wire Dec 11, 2003		30,603.80	97,021.80
10/23/03		Library passport Revenue, Oct	11,757.36		108,779.16
10/23/03		Library revenue, Oct	2,145.48		110,924.64
10/23/03		Interest, Bank of the West	4.01		110,928.65
10/23/03	4512	General by Library Director		10,016.04	100,912.61
10/23/03	4513	General by Library Director		546.09	100,366.52
10/28/03		Interest, Sep	373.65	37.43	100,702.74
10/30/03	4514	General by Library Director		8,643.14	92,059.60
10/30/03	4515	General by Library Director		6,063.01	85,996.59
11/03/03	4516	General by Library Director		18,196.22	67,800.37
11/05/03	4517	General by Library Director		1,193.18	66,607.19
11/13/03	4518	General by Library Director		10,320.04	56,287.15
11/13/03	4519	General by Library Director		1,840.56	54,446.59
11/17/03		Library passport Revenue, Oct/Nov	8,282.41		62,729.00
11/17/03		Library revenue, Oct/Nov	1,621.84		64,350.84
11/17/03		Raytheon for Literacy	1,003.25		65,354.09
11/17/03		Interest, Bank of the West	3.86		65,357.95
11/20/03		Supplemental #4	3,187.20		68,545.15
11/24/03	4520	General		2,222.45	66,322.70
11/24/03	4521	General		8,296.79	58,025.91
11/24/03	4522	General		8,739.20	49,286.71
11/24/03	4523	General		1,913.95	47,372.76

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/24/03	4524	Payroll to wire Dec 23, 2003		30,603.80	16,768.96
11/24/03	4525	Payroll to wire Jan 8, 2004		30,603.80	-13,834.84
11/25/03		Secured # 1	128,455.44	321.14	114,299.46
11/25/03	4526	General by Library Director		4,006.46	110,293.00
11/25/03	4527	General by Library Director		7,614.01	102,678.99
11/26/03		Interest, Oct.	272.08	29.62	102,921.45
12/04/03		Library passport Revenue, Nov	5,165.65		108,087.10
12/04/03		State Library ILL	4,006.56		112,093.66
12/04/03		Library revenue, Nov	1,078.61		113,172.27
12/04/03	4528	General by Library Director		918.81	112,253.46
12/04/03	4529	General by Library Director		3,717.32	108,536.14
12/10/03		Secured #2	251,220.69	628.05	359,128.78
12/10/03		Homeowner's Subvention	1,044.47		360,173.25
12/11/03	4530	General by Library Director		4,944.40	355,228.85
12/11/03	4531	General by Library Director		713.23	354,515.62
12/13/03		Library revenue, Nov/Dec	(81.80)		354,433.82
12/16/03		Interest, Oct.	272.08		354,705.90
12/18/03		Secured #3	244,599.03	611.50	598,693.43
12/18/03		Supplemental #5	4,326.82		603,020.25
12/18/03		Timber Yield Tax	0.11		603,020.36
12/22/03	4532	General		18,484.23	584,536.13
12/22/03	4533	General		1,523.89	583,012.24
12/22/03	4534	General		33,177.85	549,834.39
12/22/03	4535	General		4,416.57	545,417.82
12/22/03	4536	General		12,781.08	532,636.74
12/22/03	4537	Payroll to wire Jan 22, 2004		30,603.80	502,032.94
12/22/03	4538	Payroll to wire Feb 5, 2004		30,603.80	471,429.14
12/23/03		Interest, Nov	187.75	20.71	471,596.18
12/23/03	4539	General by Library Director		4,615.38	466,980.80
12/23/03	4540	General by Library Director		19,653.93	447,326.87
12/30/03	4541	General by Library Director		2,391.28	444,935.59
12/31/03		State Library Literacy Grant	51,194.00		496,129.59
12/31/03		Library passport Revenue, Dec	6,898.35		503,027.94
12/31/03		Library revenue, Dec	1,468.38		504,496.32
12/31/03		Interest, Bank of the West	3.44		504,499.76
01/06/04	4542	General by Library Director		3,011.46	501,488.30
01/07/04	4543	General by Library Director		2,955.50	498,532.80
01/08/04		Homeowner's Subvention	7,659.48		506,192.28
01/12/04	4544	General by Library Director		3,190.00	503,002.28
01/15/04		Library Revenue, Mighty Ducks Grant	10,000.00		513,002.28
01/15/04		Library passport Revenue, Dec/Jan	4,917.65		517,919.93
01/15/04		Library revenue, Dec/Jan	777.40		518,697.33
01/15/04		Interest, Bank of the West	3.77		518,701.10
01/19/04	4545	General		38,237.61	480,463.49
01/19/04	4546	General		11,983.35	468,480.14
01/19/04	4547	General		1,252.19	467,227.95
01/19/04	4548	General		1,884.29	465,343.66
01/19/04	4549	General		3,562.76	461,780.90
01/19/04	4550	Payroll to wire Feb 19, 2004		10,000.00	451,780.90

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/19/04	4551	Payroll to wire Mar 4, 2004		30,603.80	421,177.10
01/20/04		Secured #4	36,635.51	91.59	457,721.02
01/20/04		Supplemental #6	7,492.52		465,213.54
01/20/04		Unsecured 2nd	3,808.59	9.52	469,012.61
01/22/04	4552	General by Library Director		1,907.83	467,104.78
01/22/04	4553	General by Library Director		7,552.12	459,552.66
01/23/04		Coding correction/Interest	(272.08)		459,280.58
01/28/04		Interest Dec	574.44		459,855.02
01/29/04		Canceled check	9.94	56.73	459,808.23
01/29/04	4554	General by Library Director		3,016.02	456,792.21
01/29/04	4555	General by Library Director		1,271.00	455,521.21
02/04/04		Library Passport Revenue, Jan	10,550.92		466,072.13
02/04/04		Library Revenue, Jan	2,085.57		468,157.70
02/04/04		State Library OCLC Grant	69.00		468,226.70
02/04/04	4556	General by Library Director		1,804.38	466,422.32
02/04/04	4557	General by Library Director		2,212.43	464,209.89
02/05/04		Public Utility #1	11,786.34	29.47	464,180.42
02/12/04	4558	General by Library Director		3,513.62	460,666.80
02/12/04	4559	General by Library Director		7,067.53	453,599.27
02/19/04		Special District Augmentation Fund # 1	4,060.00		457,659.27
02/19/04		Supplemental #7	870.52		458,529.79
02/23/04	4560	General		6,381.75	452,148.04
02/23/04	4561	General		3,784.84	448,363.20
02/23/04	4562	General		1,205.49	447,157.71
02/23/04	4563	General		9,509.84	437,647.87
02/23/04	4564	General		4,855.19	432,792.68
02/23/04	4565	Payroll to wire Mar 18, 2004		30,603.80	402,188.88
02/23/04	4566	Payroll to wire Apr 1, 2004		30,603.80	371,585.08
02/24/04		Interest Jan	722.12	66.71	371,518.37
02/25/04		Library Passport Revenue, Feb	12,326.62		383,844.99
02/25/04		Library Revenue, Feb	1,636.52		385,481.51
02/25/04		Interest, Bank of the West	7.68		385,489.19
02/25/04	4567	General by Library Director		1,446.99	384,042.20
02/25/04	4568	General by Library Director		814.67	383,227.53
02/25/04	4569	General by Library Trustees		35,900.00	347,327.53
03/03/04	4570	General by Library Director		2,160.44	345,167.09
03/03/04	4571	General by Library Director		4,240.45	340,926.64
03/09/04		State Library - Foundation Funds	23,537.00		364,463.64
03/09/04		Library Passport Revenue, Feb	6,703.65		371,167.29
03/09/04		Library Revenue, Feb	762.48		371,929.77
03/10/04	4572	General by Library Director		4,304.65	367,625.12
03/10/04	4573	General by Library Director		43.69	367,581.43
03/16/04		Library Passport Revenue, Mar	8,457.48		376,038.91
03/16/04		State Library - Interlibrary Loan	3,393.79		379,432.70
03/16/04		Library Revenue, Grant - Mervyn's Literacy	1,000.00		380,432.70
03/16/04		Library Revenue, Mar	997.14		381,429.84
03/16/04		Interest - Bank of the West	3.92		381,433.76
03/18/04		Secured #5	73,062.61		454,496.37
03/18/04		Supplemental #8	2,771.27	182.66	457,084.98

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/19/04		Interest - Feb	552.80	54.34	457,583.44
03/22/04	4574	General		8,540.29	449,043.15
03/22/04	4575	General		4,216.79	444,826.36
03/22/04	4576	General		1,196.62	443,629.74
03/22/04	4577	General		3,149.02	440,480.72
03/22/04	4578	General		1,672.02	438,808.70
03/22/04	4579	General		2,161.43	436,647.27
03/22/04	4580	Payroll to wire Apr 15, 2004		30,603.80	406,043.47
03/22/04	4581	Payroll to wire Apr 29, 2004		30,603.80	375,439.67
03/25/04	4582	General by Library Director		12,896.66	362,543.01
03/25/04	4583	General by Library Director		205.01	362,338.00
03/31/04	4584	General by Library Director		3,455.44	358,882.56
03/31/04	4585	General by Library Director		162.22	358,720.34
04/02/04		Library Passport Revenue, Mar	11,283.30		370,003.64
04/02/04		Local Revenue, Mar	1,201.41		371,205.05
04/07/04	4586	General by Library Director		2,980.82	368,224.23
04/07/04	4587	General by Library Director		7,026.54	361,197.69
04/08/04		Unsecured 3rd	2,492.63	6.23	363,684.09
04/14/04		Supplemental #9	10,900.17		374,584.26
04/14/04	4588	General by Library Director		2,655.58	371,928.68
04/16/04		Library Passport Revenue, Apr	12,114.06		384,042.74
04/16/04		Local Revenue, Apr	1,575.45		385,618.19
04/19/04		Secured #6	334,397.29	11,485.10	708,530.38
04/26/04	4589	General		11,686.91	696,843.47
04/26/04	4590	General		3,801.65	693,041.82
04/26/04	4591	General		1,646.54	691,395.28
04/26/04	4592	General		1,546.30	689,848.98
04/26/04	4593	General		1,250.36	688,598.62
04/26/04	4594	General		1,342.07	687,256.55
04/26/04	4596	Payroll to wire May 27, 2004		30,603.80	656,652.75
04/26/04	4597	Payroll to wire Jun 10, 2004		30,603.80	626,048.95
04/26/04	4695	Payroll to wire May 13, 2004		30,603.80	595,445.15
04/28/04		Library Passport Revenue, Apr	8,880.65		604,325.80
04/28/04		Local Revenue, Apr	765.76		605,091.56
04/28/04		Interest - Mar	562.01	56.26	605,597.31
04/29/04	4598	General by Library Director		6,643.56	598,953.75
04/29/04	4599	General by Library Director		1,979.73	596,974.02
05/05/04	4600	General by Library Director		2,433.77	594,540.25
05/05/04	4601	General by Library Director		8,304.71	586,235.54
05/10/04		State Homeowners	6,092.77		592,328.31
05/13/04	4602	General by Library Director		1,613.07	590,715.24
05/13/04	4603	General by Library Director		7,457.92	583,257.32
05/14/04		Library Passport Revenue, May	13,831.31		597,088.63
05/14/04		Local Revenue, May	1,615.42		598,704.05
05/20/04		Secured #7	95,016.45	237.54	693,482.96
05/20/04		Supplemental	3,710.93		697,193.89
05/24/04	4604	General		8,314.03	688,879.86
05/24/04	4605	General		4,070.04	684,809.82
05/24/04	4606	General		1,355.98	683,453.84

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
05/24/04	4607	General		4,856.27	678,597.57
05/24/04	4608	General		1,700.43	676,897.14
05/24/04	4609	General		2,149.64	674,747.50
05/24/04	4610	General		63.50	674,684.00
05/24/04	4611	Payroll to wire Jun 24, 2004		21,604.00	653,080.00
05/24/04	4612	Payroll to pay from FY 2005 funds		0.00	653,080.00
05/25/04		Interest - Apr	586.34	61.69	653,604.65
05/26/04		Public Utility #2	10,811.55	27.03	664,389.17
05/26/04	4613	General by Library Director		1,688.38	662,700.79
05/26/04	4614	General by Library Director		1,042.74	661,658.05
05/27/04		Library Passport Revenue, May	8,589.30		670,247.35
05/27/04		Local Revenue, May	864.62		671,111.97
05/27/04		Interest - Bank of the West	4.32		671,116.29
05/27/04		Interest Administration Fee Rebate 01/02	0.94	(23.82)	671,141.05
05/28/04		Interest Administration Fee Rebate 02/03	0.93	(58.73)	671,200.71
06/03/04	4615	General by Library Director		1,929.95	669,270.76
06/03/04	4616	General by Library Director		2,130.31	667,140.45
06/10/04		Local Revenue, Passport - May/Jun	8,670.60		675,811.05
06/10/04		SDAF #2	4,060.00		679,871.05
06/10/04		State Library - Interlibrary Loan	3,517.52		683,388.57
06/10/04		Homeowner's Subvention	2,611.20		685,999.77
06/10/04		Local Revenue, May/Jun	822.08		686,821.85
06/10/04		Local Revenue - Non Govt. Grant/Gift	255.00		687,076.85
06/10/04	4617	General by Library Director		3,472.41	683,604.44
06/10/04	4618	General by Library Director		8,330.14	675,274.30
06/15/04		Interest - May	840.73	83.12	676,031.91
06/16/04		Supplemental #1	2,920.06		678,951.97
06/16/04		Unsecured Previous Year	719.23	1.80	679,669.40
06/16/04	4619	General by Library Director		3,174.56	676,494.84
06/16/04	4620	General by Library Director		18,669.52	657,825.32
06/16/04	4621	General by Library Director		2,850.86	654,974.46
06/16/04	4622	General by Library Director		352.94	654,621.52
06/16/04	4623	General by Library Director from FY 2005 funds		0.00	654,621.52
06/18/04		Unsecured #4	1,769.60	4.42	656,386.70
06/22/04	4624	General by Library Director		11,549.97	644,836.73
06/23/04		Local Revenue, Passport - Jun	11,300.95		656,137.68
06/23/04		Local Revenue, Jun	1,153.99		657,291.67
06/23/04		Interest - Bank of the West	3.95		657,295.62
06/24/04	4625	General by Library Director		4,638.11	652,657.51
06/28/04		Local Revenue Adjustment	(23.00)		652,634.51
06/28/04		Local Revenue, Passport - Adjustment	(82.00)		652,552.51
06/29/04		Interest on Unapportioned Taxes	1,489.85	95.07	653,947.29
TOTAL			1,672,806.96	1,502,472.16	

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
07/15/04	4630	General by Library Director		12,819.81	570,438.27
07/15/04	4631	General by Library Director		636.90	569,801.37
07/26/04	4632	General		2,818.52	566,982.85
07/26/04	4633	General		4,017.23	562,965.62
07/26/04		Payroll to wire 08/18/05		31,513.17	531,452.45
07/26/04		Payroll to wire 09/01/05		31,513.17	499,939.28
					499,939.28
					499,939.28

Placentia Library District
Property Tax Apportionments
Fiscal Year 2003-2004

Date	Category	Amount
08/14/03	Prior Year Secured Taxes & Penalties #1 Jul	
08/14/03	Supplemental #1 Jul	
09/11/03	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/03	Supplemental #2 Aug	
09/19/03	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/03	Prior Year Secured Taxes & Penalties #3 Sep	
10/16/03	Supplemental #3 Sep	
11/13/03	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/03	Supplemental #4 Oct	
11/26/03	Current secured #1	7% - 10%
12/11/03	Current secured #2	20% - 25%
12/11/03	Homeowners Property Tax Relief	15%
12/11/03	Prior Year Secured Taxes & Penalties #5 Nov	
12/19/03	Current secured #3	10% - 15%
12/19/03	Supplemental #5 Nov	
01/09/04	Homeowners Property Tax Relief	35%
01/15/04	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/04	Supplemental #6 Dec	
01/21/04	Unsecured collections at 12/31/03, #2	5% - 10%
02/06/04	State-Assessed Public Utility, #1	49% - 50%
02/10/04	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/04	Current secured #4	4% - 7%
02/20/04	Supplemental #7 Jan	
03/11/04	Prior Year Secured Taxes & Penalties #8 Feb	
03/19/04	Current secured #5	5% - 7%
03/19/04	Supplemental #8 Feb	
04/09/04	Unsecured collections at 03/31/04, #3	1% - 3%
04/15/04	Prior Year Secured Taxes & Penalties #9 Mar	
04/15/04	Supplemental #9 Mar	
04/20/04	Current secured #6	15% - 20%
05/11/04	Homeowners Property Tax Relief	35%
05/13/04	Prior Year Secured Taxes & Penalties #10 Apr	
05/21/04	Current secured #7	15% - 20%
05/21/04	Supplemental #10 Apr	
05/27/04	State-Assessed Public Utility, #2	49% - 50%
06/11/04	Homeowners Property Tax Relief	15%
06/17/04	Prior Year Secured Taxes & Penalties #11 May	
06/17/04	Prior Year Unsecured	
06/17/04	Supplemental #11 May	
06/17/04	Unsecured collections at 05/31/04, Final	3% - 6%
07/16/04	Current secured final for FY04	1% - 3%
07/16/04	Delinquent Supplemental, FY04	
07/16/04	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/16/04	Supplemental, FY04 #12 Jun	
07/20/04	Secured Teeter Actual Final Delinquencies, FY03	2% - 4%

Placentia Library District
 Property Tax Apportionments
 Fiscal Year 2004-2005

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 July 26, 2004

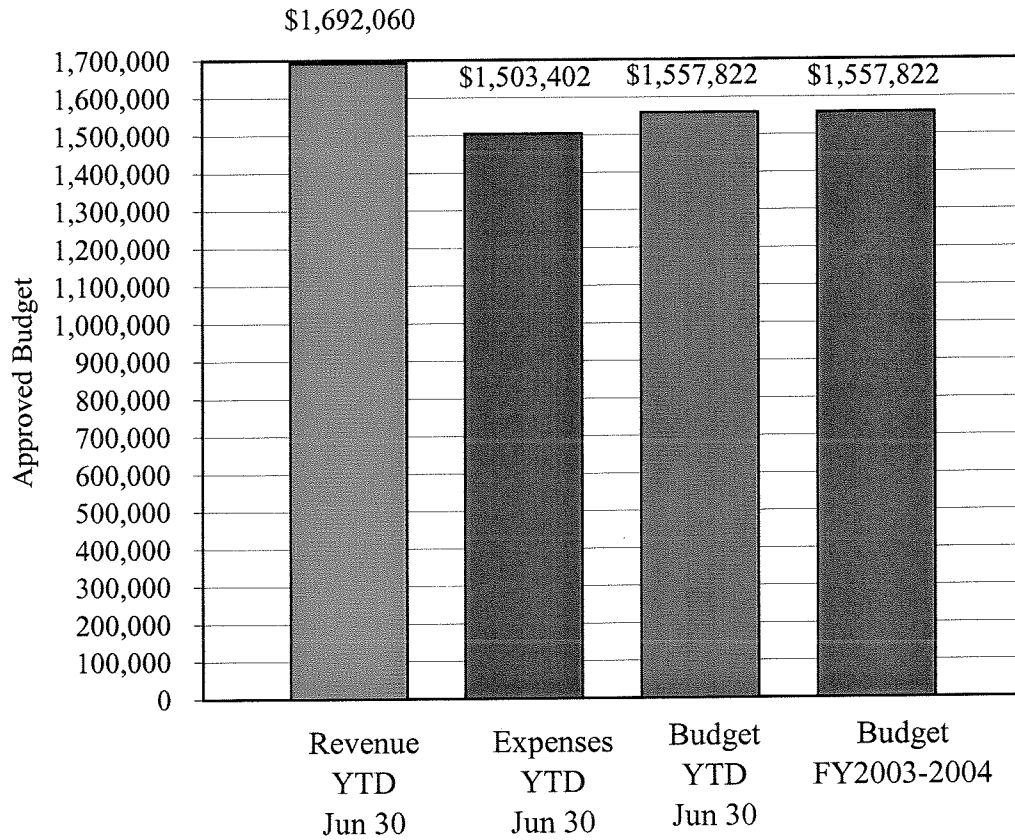
	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,222.64	1,009,666.64	301,793.97
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

	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82
28-Feb-03	118,273.90	10,004.57	109,870.14	466,653.34	9,762.30	714,564.25	247,910.91
31-Mar-03	118,435.92	10,018.28	110,020.65	477,099.56	9,775.67	725,350.08	248,250.52
30-Apr-03	118,579.99	10,030.47	110,154.49	550,760.45	9,787.56	799,312.96	248,552.51
31-May-03	118,720.13	10,042.33	160,284.68	629,234.54	9,799.12	928,080.80	298,846.26
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
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 2003 - 2004

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
July 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUN 2004	FY2002-2003 JUN 2003	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	1,163,387.02	1,072,450.01	0.00	0.00	101.38%
6210-01	Public Utility	22,500	22,597.89	22,885.87	0.00	0.00	100.44%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	1,185,984.91	1,095,274.95	0.00	0.00	101.36%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	60,783.31	58,449.86	1,769.60	2,296.13	105.71%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	719.23	785.35	719.23	785.35	95.90%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	8,120.00	8,224.40	4,060.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	50,597.52	48,663.27	2,920.06	4,889.63	126.49%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	40,000	54,711.20	48,663.27	2,920.06	4,889.63	136.78%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	0.00	0.00	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	1,342,793.82	1,241,752.60	9,468.89	7,971.11	102.89%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
July 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUN 2004	FY2002-2003 JUN 2003	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	5,602.48	6,889.64	844.68	773.77	65.91%
6610-01/02	Interest - old bond fund	0	1,493.62	1,780.46	1,489.85	1,780.46	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	7,096.10	8,670.10	2,334.53	2,554.23	83.48%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	17,407.92	16,338.54	2,611.20	2,450.78	107.13%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	17,577.77	16,431.76	3,517.52	4,555.78	175.78%
6970-01	State - CA Foundation Funds	0	23,537.00	46,377.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	22,000	51,194.00	24,725.00	0.00	0.00	232.70%
6970-03	State - Family Literacy	10,000	0.00	12,060.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	130,680.00	0.00	0.00	
6970-05	State - Project Grants	0	69.00	11,745.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.68	0.41	0.00	0.29	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	92,378.45	242,019.17	3,517.52	4,556.07	177.65%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	25,289.26	28,231.81	1,953.07	1,835.04	84.30%
7670-01	Local Revenue -- Passport	146,000	186,825.85	143,238.06	19,889.55	24,103.52	127.96%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	20,258.25	13,000.00	255.00	0.00	
	TOTAL LOCAL REVENUE	176,000	232,373.36	184,469.87	22,097.62	25,938.56	132.03%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	9.94	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	1,692,059.59	1,693,250.28	40,029.76	43,470.75	108.62%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 July 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUN 2004	FY2002-2003 JUN 2003	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	680,869.68	688,819.20	43,960.35	53,224.60	98.04%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	84,611.60	94,049.05	3,607.82	4,071.68	86.22%
	Health & Life Insurance/Blue Shield CA	51,886.00	48,149.92	46,765.06	5,320.00	3,285.04	92.80%
	Long Term Disability/Hartford	3,300.00	3,422.14	3,148.09	550.50	270.52	103.70%
	Life Insurance/Fortis & Protective Life	1,405.00	2,127.15	1,239.00	218.40	122.50	151.40%
	Vision Service Plan/VSP	2,682.00	2,290.65	2,275.44	197.31	208.32	85.41%
	Dental/Ameritas	7,597.00	8,319.00	6,326.40	647.50	600.50	109.50%
0300	Total Employee Insurance	66,870.00	64,308.86	59,753.99	6,933.71	4,486.88	96.17%
0310	Unemployment Insurance	0.00	140.00	394.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	9,683.00	4,335.00	0.00	0.00	96.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	839,613.14	847,351.24	54,501.88	61,783.16	96.56%
0700-00	Communications - Telephone	1,750.00	1,484.37	1,456.41	292.47	93.18	84.82%
0700-01	Communications - Modem/Fax	7,600.00	8,833.14	7,550.07	683.35	464.38	116.23%
0700-02	Communications - Internet/Database	800.00	0.00	694.77	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	2,586.00	2,370.50	431.00	215.50	95.78%
0700-07	Communications - ELLI Grant	0.00	0.00	250.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	1,105.68	1,295.10	42.81	63.14	73.71%
	Total Communications	14,350.00	14,009.19	13,616.85	1,449.63	836.20	97.63%
0900-00	Food - General Fund	350.00	488.10	313.91	119.81	(215.23)	
0900-07	Food - ELLI Grant	0.00	0.00	56.98	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	297.16	155.08	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	403.57	161.70	0.00	0.00	
	Total Food	500.00	1,188.83	687.67	119.81	(215.23)	237.77%
1000-00	Household Expense	4,250.00	2,599.73	3,851.97	5.50	0.00	61.17%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	0.00	0.00	101.09%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071

(Prepared from the Orange County Auditor's Report)
July 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUN 2004	FY2002-2003 JUN 2003	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	2,267.29	3,493.93	110.00	743.88	75.58%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	46,030.00	24,351.62	(500.00)	5,000.00	230.15%
1300-07	Maintenance of Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	586.78	234.63	586.78	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	23,500.00	48,884.07	28,080.18	196.78	5,743.88	208.02%
	HVAC	7,500.00	3,532.94	7,135.10	846.00	0.00	47.11%
	Carpet Cleaning	2,750.00	522.72	2,654.73	0.00	144.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	26,025.03	25,692.93	3,890.80	1,908.84	94.64%
	Plumbing	3,000.00	3,185.22	3,089.72	0.00	1,950.00	106.17%
	Electrical	1,500.00	5,607.69	1,442.49	467.18	0.00	373.85%
	Cleaning Service	13,700.00	13,200.00	13,200.00	1,100.00	1,100.00	96.35%
	Locksmith	1,000.00	507.00	1,307.54	86.90	0.00	50.70%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	12,943.65	5,785.90	3,311.77	462.83	215.73%
1400-00	Total Maintenance of Building & Grounds	62,950.00	65,524.25	60,308.41	9,702.65	5,565.67	104.09%
1600-00	Memberships - General Fund	2,200.00	3,742.00	1,933.00	75.00	30.00	170.09%
1600-07	Memberships - ELLI Grant	0.00	0.00	225.00	0.00	100.00	
1600-08	Memberships - Adult Literacy	550.00	200.00	515.00	0.00	35.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	3,942.00	2,673.00	75.00	165.00	143.35%
1700-00	Miscellaneous Expense - General Fund	0.00	4,991.58	3,545.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	4,991.58	3,545.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUN 2004	FY2002-2003 JUN 2003	FY2003-2004 % EXP BUD
	Library Supplies	12,000.00	13,062.55	14,418.58	2,400.50	1,311.87	108.85%
	Printing	11,500.00	12,070.88	11,534.75	1,899.77	0.00	104.96%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	588.82	1,056.55	125.00	0.00	53.53%
	Paper	700.00	388.53	677.75	0.00	0.00	55.50%
	Drinking Water Service	350.00	340.00	330.00	29.50	27.50	97.14%
	Other Office Supplies	10,000.00	13,954.65	10,210.07	673.24	1,244.79	139.55%
1800-00	Total Office Supply Expense - General Fund	35,650.00	40,405.43	38,227.70	5,128.01	2,584.16	113.34%
1800-07	ELLI Grant Supply Expense	0.00	255.71	2,060.79	0.00	632.82	
	Printing	1,500.00	2,283.00	0.00	570.75	0.00	
	Publications	2,500.00	2,345.59	5,525.90	705.96	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	598.19	0.00	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	4,628.59	6,124.09	1,276.71	0.00	84.16%
1800-09	Supply Expense Families for Literacy	2,500.00	1,576.84	1,592.38	0.00	316.78	
	Total Office Expense	43,650.00	46,866.57	48,004.96	6,404.72	3,533.76	107.37%
1803-00	Postage Expense - General Fund	4,500.00	4,283.69	4,710.55	828.10	716.30	95.19%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100.00	37.00	124.00	0.00	0.00	37.00%
1803-09	Postage Expense - Families for Literacy	150.00	42.50	272.00	0.00	111.00	
	Total Postage Expense	4,750.00	4,363.19	5,106.55	828.10	827.30	91.86%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUN 2004	FY2002-2003 JUN 2003	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	385.00	420.00	35.00	35.00	91.67%
	Pension Contribution & Operating Expenses	7,000.00	6,672.46	6,271.22	0.00	0.00	95.32%
	Anaheim Consortium Automated Library System	34,000.00	32,222.53	30,169.74	0.00	0.00	94.77%
	Library Board Consultants & Legal	0.00	23,014.35	0.00	3,000.00	0.00	
	Clipping Service	504.00	556.00	499.71	84.00	42.00	110.32%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	7,722.32	7,653.79	178.19	172.74	90.85%
	Advertising (Including WEB Site)	4,000.00	1,980.00	3,812.52	15.00	595.00	49.50%
	Medical Exams	1,200.00	826.50	1,069.50	55.50	0.00	68.88%
	Collection Services - Accounts Receivable	2,250.00	2,457.24	1,861.79	327.41	113.15	109.21%
	Audit & Accounting Services	5,250.00	5,691.00	4,885.00	271.00	0.00	108.40%
	Payroll Preparation	3,600.00	3,563.72	3,894.51	304.96	637.55	98.99%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500.00	0.00	3,500.00	0.00	0.00	
	Other (Includes Contract Storyteller)	14,000.00	13,533.95	14,255.31	979.43	595.94	96.67%
1900-00	Total Specialized Services - General Fund	84,224.00	98,625.07	78,293.09	5,250.49	2,191.38	117.10%
1900-01	Specialized Services - Spanish Literacy	0.00	3,206.04	0.00	589.70	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	5,216.70	0.00	350.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	4,425.00	8,230.13	0.00	0.00	88.50%
1900-09	Specialized Services - Families for Literacy	500.00	1,150.00	639.83	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	13,767.83	12,074.21	6.22	7.70	110.14%
	Total Specialized Services	102,224.00	121,173.94	104,453.96	5,846.41	2,549.08	118.54%
2000-00	Legal Notices - General Fund	650.00	192.24	175.14	0.00	37.44	29.58%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	650.00	192.24	175.14	0.00	37.44	29.58%
2100-00	Rents/Leases-Equipment	400.00	703.14	621.76	0.00	154.09	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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July 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JUN 2004	FY2002-2003 JUN 2003	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	101,660.26	103,679.94	174.80	0.00	96.82%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	67,404.33	71,421.66	8,500.21	12,283.80	51.13%
2400-02	Special Department Expense - Video	0.00	4,598.23	337.98	717.89	0.00	
2400-03	Special Department Expense - Electronic	0.00	47,244.69	57,995.29	16,561.00	17,185.00	
2400-04	Special Department Expense - Periodicals	0.00	8,196.79	8,058.05	0.00	45.12	
2400-05	Special Department Expense - Audio	0.00	12,282.49	13,451.50	2,005.03	2,509.97	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	5,204.48	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000.00	2,531.14	4,979.93	719.18	0.00	126.56%
2400-09	Special Department Expense - Families for Literacy	0.00	2,940.65	1,758.87	0.00	0.00	
	Total Special Department Expense	133,840.00	146,014.05	163,207.76	28,503.31	32,023.89	109.10%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500.00	4,287.37	2,367.80	858.00	0.00	171.49%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	3,872.73	3,873.44	1,323.80	31.50	86.06%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	269.20	1,357.49	40.00	0.00	17.95%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	1,747.00	611.00	365.00	20.00	232.93%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	951.16	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	35.00	1,025.35	35.00	0.00	3.50%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	57.56	258.54	5.00	39.24	
	Total Transportation/Travel - Meetings	10,250.00	10,291.18	10,444.78	2,626.80	90.74	100.40%

PLACENTIA LIBRARY DISTRICT
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2800-00	Electricity	60,000.00	44,153.70	54,097.32	6,650.93	39,596.65	73.59%
	Gas	3,500.00	3,638.19	3,118.91	157.87	468.03	103.95%
	Water	3,750.00	3,706.12	3,132.29	740.89	259.22	98.83%
	Total Utilities	67,250.00	51,498.01	60,348.52	7,549.69	40,323.90	76.58%
	TOTAL SUPPLIES & SERVICES	587,314.00	635,022.35	616,420.85	63,483.20	91,635.72	108.12%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	5,725.84	5,383.80	0.00	0.00	143.15%
4000-00	Equipment - General Fund	20,000.00	23,040.76	28,212.80	0.00	918.25	115.20%
4000-07	Equipment - ELLI Grant	0.00	0.00	1,501.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	0.00	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	23,040.76	32,439.81	0.00	918.25	115.20%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	23,040.76	32,902.06	0.00	918.25	115.20%
5200	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,557,822.00	1,503,402.09	1,502,057.95	117,985.08	154,337.13	96.51%
	ELLI Grant Summary Object Code 07	0	1,094	15,466	0	1,083	2.87
	CLC Summary Object Code 08	16,300	13,846	25,409	2,660	98	
	FFL Grant Summary Object Code 09	3,150	6,171	4,683	5	467	
	TOTAL LITERACY (Excluding Personnel)	19,450	21,111	45,559	2,665	1,648	

07/14/04

Placentia Library District
Balance Sheet
 As of June 30, 2004

	<u>Jun 30, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,642.59
County Exempt - Savings	6,697.41
General Fund - Checking	14,981.93
General Fund - Savings	8,433.71
Literacy Fund - Savings	8,459.33
Payroll Checking - Wells Fargo	15,700.15
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>99,576.46</u>
Total Current Assets	<u>99,576.46</u>
TOTAL ASSETS	<u><u>99,576.46</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	-5,821.28
Total Equity	<u>99,576.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>99,576.46</u></u>

**Placentia Library District
Profit & Loss by Class
June 2004**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	1.60	0.00	0.00	0.00	1.60
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	475.00	0.00	0.00	0.00	475.00
COE Passport Chk Reimbursement	5,291.20	0.00	0.00	0.00	5,291.20
COE Test Proctoring Income	60.00	0.00	0.00	0.00	60.00
GF Bankcard Deposit	0.00	7,290.24	0.00	0.00	7,290.24
GF Cash Register - Copy/Debit	0.00	260.20	0.00	0.00	260.20
GF Cash Register - Fines	0.00	1,624.27	0.00	0.00	1,624.27
GF Cash Register - Lost Items	0.00	132.09	0.00	0.00	132.09
GF Cash Register - Misc.	0.00	12.00	0.00	0.00	12.00
GF Cash Register - Reserves	0.00	122.00	0.00	0.00	122.00
GF County Reimbursements	0.00	1,987.80	0.00	0.00	1,987.80
GF Fed Work Study Reimbursement	0.00	5,236.25	0.00	0.00	5,236.25
GF Interest	0.00	4.45	0.00	0.00	4.45
GF Miscellaneous Income	0.00	318.32	0.00	0.00	318.32
GF Office Expense Reimbursement	0.00	20.00	0.00	0.00	20.00
GF Passport Revenue	0.00	21,580.10	0.00	0.00	21,580.10
LIT Book Sales	0.00	0.00	465.48	0.00	465.48
LIT Interest Inc - Savings	0.00	0.00	1.99	0.00	1.99
PA Wire Transfer from County	0.00	0.00	0.00	52,207.60	52,207.60
Total Income	5,867.68	38,587.72	467.47	52,207.60	97,130.47
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Childn's Summer Rding Prgrm	475.00	0.00	0.00	0.00	475.00
COE Friend's Director's Fund	96.47	0.00	0.00	0.00	96.47
COE Life Insurance payment	-19.94	0.00	0.00	0.00	-19.94
COE Meeting Room Maintenance	383.04	0.00	0.00	0.00	383.04
COE Passport Expenses	4,802.85	0.00	0.00	0.00	4,802.85
COE Trustee Expense	35.50	0.00	0.00	0.00	35.50
GF Advertising Expense	0.00	280.15	0.00	0.00	280.15
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	273.54	0.00	0.00	273.54
GF Food	0.00	130.81	0.00	0.00	130.81
GF Memberships	0.00	-145.00	0.00	0.00	-145.00
GF Office Expense	0.00	-16.07	0.00	0.00	-16.07
GF Transfer to COE	0.00	4,175.25	0.00	0.00	4,175.25
GF Transfer to GF Savings	0.00	4,311.90	0.00	0.00	4,311.90
GF Transfers to County	0.00	30,613.52	0.00	0.00	30,613.52
GF Travel Literacy	0.00	25.00	0.00	0.00	25.00
GF Travel Staff	0.00	110.00	0.00	0.00	110.00
GF Travel Trustees	0.00	50.00	0.00	0.00	50.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	5,417.28	5,417.28
PA Employee 125 Co-Pay	0.00	0.00	0.00	656.90	656.90
PA Employee Life Insurance	0.00	0.00	0.00	59.82	59.82

**Placentia Library District
Profit & Loss by Class
June 2004**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	23,090.57	23,090.57
PA Salaries	0.00	0.00	0.00	56,998.22	56,998.22
Total Expense	5,783.92	39,813.10	0.00	86,222.79	131,819.81
Net Income	83.76	-1,225.38	467.47	-34,015.19	-34,689.34

Placentia Library District
 Profit & Loss by Class
 July 2003 through June 2004

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends - Summer Reading	4,000.00	0.00	0.00	0.00	4,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	14.15	0.00	0.00	0.00	14.15
COE Life Insur Suplmt(EDM)	518.44	0.00	0.00	0.00	518.44
COE Meeting Room Income	5,750.00	0.00	0.00	0.00	5,750.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	47,862.85	0.00	0.00	0.00	47,862.85
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	570.00	0.00	0.00	0.00	570.00
GF Bankcard Deposit	0.00	61,724.51	0.00	0.00	61,724.51
GF Cash Register - Childrens	0.00	374.00	0.00	0.00	374.00
GF Cash Register - Copy/Debit	0.00	3,319.95	0.00	0.00	3,319.95
GF Cash Register - Fines	0.00	19,065.42	0.00	0.00	19,065.42
GF Cash Register - Lost Items	0.00	1,483.60	0.00	0.00	1,483.60
GF Cash Register - Misc.	0.00	167.23	0.00	0.00	167.23
GF Cash Register - Reserves	0.00	1,181.35	0.00	0.00	1,181.35
GF County Reimbursements	0.00	5,682.02	0.00	0.00	5,682.02
GF Fed Work Study Reimbursement	0.00	29,247.41	0.00	0.00	29,247.41
GF Interest	0.00	53.57	0.00	0.00	53.57
GF Miscellaneous Income	0.00	1,499.84	0.00	0.00	1,499.84
GF Non Government Grant	0.00	20,003.25	0.00	0.00	20,003.25
GF Office Expense Reimbursement	0.00	51.10	0.00	0.00	51.10
GF Passport Revenue	0.00	189,450.10	0.00	0.00	189,450.10
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Special Grants	0.00	1,500.00	0.00	0.00	1,500.00
GF State Library Grants	0.00	51,263.00	0.00	0.00	51,263.00
GF State Library Reimbursements	0.00	17,577.77	0.00	0.00	17,577.77
GF State of CA Foundation Funds	0.00	23,537.00	0.00	0.00	23,537.00
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	4,691.25	0.00	0.00	4,691.25
GF Typewriter Income	0.00	9.15	0.00	0.00	9.15
LIT Book Sales	0.00	0.00	2,418.01	0.00	2,418.01
LIT Donations	0.00	0.00	140.00	0.00	140.00
LIT Interest Inc - Savings	0.00	0.00	20.78	0.00	20.78
PA Interest Inc - CD's	0.00	0.00	0.00	855.96	855.96
PA Wire Transfer from County	0.00	0.00	0.00	765,256.62	765,256.62
PA Wire Transfer from Paychex	0.00	0.00	0.00	87.33	87.33
Total Income	61,469.29	432,816.23	2,578.79	766,199.91	1,263,064.22

Placentia Library District
Profit & Loss by Class
 July 2003 through June 2004

07/14/04

Expense	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Bank fees	127.00	0.00	0.00	0.00	127.00
COE Childn's Summer Rdnng Prgrm	2,157.19	0.00	0.00	0.00	2,157.19
COE Children's Camp Library	462.10	0.00	0.00	0.00	462.10
COE Friend's Director's Fund	1,129.72	0.00	0.00	0.00	1,129.72
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Life Insurance payment	632.01	0.00	0.00	0.00	632.01
COE Meeting Room Maintenance	2,093.76	0.00	0.00	0.00	2,093.76
COE Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
COE Office Expense	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	50,543.45	0.00	0.00	0.00	50,543.45
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
COE Trustee Expense	35.50	0.00	0.00	0.00	35.50
GF Advertising Expense	0.00	440.15	0.00	0.00	440.15
GF Bank Return Check Item/Fees	0.00	32.00	0.00	0.00	32.00
GF Bankcard Service Charge	0.00	2,123.20	0.00	0.00	2,123.20
GF Food	0.00	1,006.13	0.00	0.00	1,006.13
GF Household Expenses	0.00	5.50	0.00	0.00	5.50
GF Insurance	0.00	-31.10	0.00	0.00	-31.10
GF Library Materials (books)	0.00	150.00	0.00	0.00	150.00
GF Literacy	0.00	2,655.64	0.00	0.00	2,655.64
GF Memberships	0.00	120.00	0.00	0.00	120.00
GF Miscellaneous	0.00	135.82	0.00	0.00	135.82
GF Office Expense	0.00	1,101.57	0.00	0.00	1,101.57
GF Postage	0.00	132.76	0.00	0.00	132.76
GF Prof & Spec Services	0.00	753.90	0.00	0.00	753.90
GF Transfer to COE	0.00	27,895.99	0.00	0.00	27,895.99
GF Transfer to Foundation	0.00	50.00	0.00	0.00	50.00
GF Transfer to GF Savings	0.00	26,027.30	0.00	0.00	26,027.30
GF Transfer to Literacy Savings	0.00	103.44	0.00	0.00	103.44
GF Transfers to County	0.00	358,950.35	0.00	0.00	358,950.35
GF Travel Literacy	0.00	45.00	0.00	0.00	45.00
GF Travel Staff	0.00	-162.76	0.00	0.00	-162.76
GF Travel Trustees	0.00	947.00	0.00	0.00	947.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00
PA Bank fees	0.00	0.00	0.00	70.00	70.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	40,766.46	40,766.46
PA Employee 125 Co-Pay	0.00	0.00	0.00	7,303.83	7,303.83
PA Employee Life Insurance	0.00	0.00	0.00	538.38	538.38
PA Payroll Taxes	0.00	0.00	0.00	207,237.28	207,237.28
PA Salaries	0.00	0.00	0.00	530,351.33	530,351.33
Total Expense	57,981.33	422,481.89	2,155.00	786,267.28	1,268,885.50
Net Income	3,487.96	10,334.34	423.79	-20,067.37	-5,821.28

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 06/30/2004**

Agenda Item 13
County Exempt Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,083.86
Cleared Transactions						
Checks and Payments - 52 items						
Check	5/25/2004	5068	Passport Services	X	-190.00	-190.00
Check	5/25/2004	5066	Passport Services	X	-55.00	-245.00
Check	5/25/2004	5067	Passport Services	X	-100.00	-345.00
Check	5/26/2004	5069	Passport Services	X	-55.00	-400.00
Check	5/26/2004	5070	Passport Services	X	-55.00	-455.00
Check	5/27/2004	5072	Passport Services	X	-100.00	-555.00
Check	5/27/2004	5074	Passport Services	X	-190.00	-745.00
Check	5/27/2004	5071	Passport Services	X	-115.00	-860.00
Check	5/27/2004	5073	Passport Services	X	-126.65	-986.65
Check	5/29/2004	5075	Passport Services	X	-100.00	-1,086.65
Check	6/1/2004	5076	Passport Services	X	-115.00	-1,201.65
Check	6/2/2004	5077	Passport Services	X	-230.00	-1,431.65
Check	6/2/2004	5078	Passport Services	X	-300.00	-1,731.65
Check	6/3/2004	5084	Passport Services	X	-55.00	-1,786.65
Check	6/3/2004	5082	Passport Services	X	-55.00	-1,841.65
Check	6/3/2004	5081	Passport Services	X	-55.00	-1,896.65
Check	6/3/2004	5080	Passport Services	X	-115.00	-2,011.65
Check	6/3/2004	5079	Passport Services	X	-55.00	-2,066.65
Check	6/3/2004	5083	Passport Services	X	-115.00	-2,181.65
Check	6/5/2004	5085	Passport Services	X	-55.00	-2,236.65
Check	6/7/2004	5089	Passport Services	X	-370.95	-2,607.60
Check	6/7/2004	5087	Passport Services	X	-55.00	-2,662.60
Check	6/7/2004	5086	Passport Services	X	-115.00	-2,777.60
Check	6/7/2004	5088	Passport Services	X	-55.00	-2,832.60
Check	6/8/2004	5090	Passport Services	X	-128.65	-2,961.25
Check	6/8/2004	5091	Passport Services	X	-115.00	-3,076.25
Check	6/9/2004	5093	Passport Services	X	-242.30	-3,318.55
Check	6/9/2004	5092	Passport Services	X	-55.00	-3,373.55
Check	6/10/2004	5096	Joel Frost	X	-115.00	-3,488.55
Check	6/10/2004	5099	Passport Services	X	-55.00	-3,543.55
Check	6/10/2004	5098	Passport Services	X	-55.00	-3,598.55
Check	6/10/2004	5097	Yesenia Gomez	X	-53.36	-3,651.91
Check	6/12/2004	5100	Passport Services	X	-110.00	-3,761.91
Check	6/12/2004	5101	Passport Services	X	-40.00	-3,801.91
Check	6/14/2004	5103	Passport Services	X	-55.00	-3,856.91
Check	6/14/2004	5102	Passport Services	X	-115.00	-3,971.91
Check	6/15/2004	5104	Passport Services	X	-115.00	-4,086.91
Check	6/15/2004	5106	Passport Services	X	-115.00	-4,201.91
Check	6/15/2004	5105	Passport Services	X	-115.00	-4,316.91
Check	6/19/2004	5108	Passport Services	X	-190.00	-4,506.91
Check	6/19/2004	5107	Passport Services	X	-55.00	-4,561.91
Check	6/21/2004	5111	Passport Services	X	-150.00	-4,711.91
Check	6/21/2004	5109	Dreamshapers	X	-225.00	-4,936.91
Check	6/21/2004	5110	Passport Services	X	-40.00	-4,976.91
Check	6/22/2004	5112	Passport Services	X	-55.00	-5,031.91
Check	6/22/2004	5113	Passport Services	X	-128.65	-5,160.56
Check	6/23/2004	5114	Borders	X	-35.50	-5,196.06
Check	6/24/2004	5115	Passport Services	X	-115.00	-5,311.06
Check	6/26/2004	5118	Passport Services	X	-115.00	-5,426.06
Check	6/28/2004	5119	Trader Joe's	X	-10.97	-5,437.03
Check	6/28/2004	5120	Tall Mouse Arts & C...	X	-32.14	-5,469.17
Check	6/30/2004			X	-11.00	-5,480.17
Total Checks and Payments					-5,480.17	-5,480.17

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 06/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 17 Items						
Deposit	6/1/2004			X	13.65	13.65
Deposit	6/1/2004			X	100.00	113.65
Deposit	6/3/2004			X	55.00	168.65
Deposit	6/7/2004			X	230.00	398.65
Deposit	6/8/2004			X	128.65	527.30
Deposit	6/9/2004			X	1,952.00	2,479.30
Deposit	6/9/2004			X	115.00	2,594.30
Check	6/10/2004	5094	Stater Bros.	X	0.00	2,594.30
Deposit	6/10/2004			X	55.00	2,649.30
Deposit	6/14/2004			X	55.00	2,704.30
Deposit	6/14/2004			X	40.00	2,744.30
Deposit	6/15/2004			X	115.00	2,859.30
Deposit	6/21/2004			X	55.00	2,914.30
Deposit	6/21/2004			X	2,153.25	5,067.55
Deposit	6/22/2004			X	128.65	5,196.20
Deposit	6/28/2004			X	40.00	5,236.20
Deposit	6/28/2004			X	55.00	5,291.20
Total Deposits and Credits					5,291.20	5,291.20
Total Cleared Transactions					-188.97	-188.97
Cleared Balance					-188.97	2,894.89
Uncleared Transactions						
Checks and Payments - 10 items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	6/26/2004	5116	Passport Services		-55.00	-165.00
Check	6/26/2004	5117	Passport Services		-55.00	-220.00
Check	6/28/2004	5121	Passport Services		-40.00	-260.00
Check	6/28/2004	5122	Passport Services		-128.65	-388.65
Check	6/29/2004	5124	Passport Services		-113.65	-502.30
Check	6/29/2004	5123	Passport Services		-330.00	-832.30
Check	6/30/2004	5127	Passport Services		-115.00	-947.30
Check	6/30/2004	5125	Janece Flint		-250.00	-1,197.30
Check	6/30/2004	5126	Passport Services		-55.00	-1,252.30
Total Checks and Payments					-1,252.30	-1,252.30
Total Uncleared Transactions					-1,252.30	-1,252.30
Register Balance as of 06/30/2004					-1,441.27	1,642.59
New Transactions						
Checks and Payments - 18 items						
Check	7/1/2004	5134	Passport Services		-95.00	-95.00
Check	7/1/2004	5133	Passport Services		-115.00	-210.00
Check	7/1/2004	5128	Passport Services		-55.00	-265.00
Check	7/1/2004	5129	Passport Services		-40.00	-305.00
Check	7/1/2004	5135	Passport Services		-13.65	-318.65
Check	7/1/2004	5132	Passport Services		-115.00	-433.65
Check	7/1/2004	5131	Passport Services		-40.00	-473.65
Check	7/1/2004	5130	Passport Services		-55.00	-528.65
Check	7/3/2004	5136	Passport Services		-40.00	-568.65
Check	7/3/2004	5138	Passport Services		-55.00	-623.65
Check	7/3/2004	5137	Passport Services		-115.00	-738.65
Check	7/7/2004	5140	Rudy Gonzales		-35.00	-773.65
Check	7/7/2004	5141	Passport Services		-55.00	-828.65
Check	7/7/2004	5139	Rudy Gonzales		-250.00	-1,078.65
Check	7/8/2004	5144	Passport Services		-115.00	-1,193.65
Check	7/8/2004	5143	Passport Services		-100.00	-1,293.65
Check	7/8/2004	5142	Passport Services		-115.00	-1,408.65
Check	7/11/2004	5145	Passport Services		-115.00	-1,523.65
Total Checks and Payments					-1,523.65	-1,523.65

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Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 06/30/2004

Agenda Item 13
County Exempt Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 7 Items						
Deposit	7/1/2004				210.00	210.00
Deposit	7/6/2004				108.65	318.65
Deposit	7/6/2004				1,000.00	1,318.65
Deposit	7/6/2004				55.00	1,373.65
Deposit	7/8/2004				115.00	1,488.65
Deposit	7/12/2004				115.00	1,603.65
Deposit	7/12/2004				40.00	1,643.65
Total Deposits and Credits					1,643.65	1,643.65
Total New Transactions					120.00	120.00
Ending Balance					-1,321.27	1,762.59

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7/12/04*

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 06/30/2004**

Agenda Item 13
County Exempt Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,369.03
Cleared Transactions						
Checks and Payments - 1 item						
Check	6/1/2004	1522	Greg's Carpet & Up...	X	-227.52	-227.52
Total Checks and Payments					-227.52	-227.52
Deposits and Credits - 15 items						
Deposit	6/3/2004			X	30.00	30.00
Deposit	6/3/2004			X	19.94	49.94
Deposit	6/7/2004			X	115.00	164.94
Deposit	6/8/2004			X	30.00	194.94
Deposit	6/8/2004			X	70.00	264.94
Deposit	6/9/2004			X	65.00	329.94
Deposit	6/10/2004			X	30.00	359.94
Deposit	6/14/2004			X	45.00	404.94
Deposit	6/16/2004			X	19.94	424.88
Deposit	6/17/2004			X	30.00	454.88
Deposit	6/24/2004			X	30.00	484.88
Deposit	6/29/2004			X	170.00	654.88
Deposit	6/29/2004			X	35.00	689.88
Deposit	6/30/2004			X	1.60	691.48
Deposit	6/30/2004			X	19.94	711.42
Total Deposits and Credits					711.42	711.42
Total Cleared Transactions					483.90	483.90
Cleared Balance					483.90	6,852.93
Uncleared Transactions						
Checks and Payments - 1 item						
Check	6/28/2004	1523	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 06/30/2004					328.38	6,697.41
New Transactions						
Checks and Payments - 1 item						
Check	7/12/2004	1524	Placentia Library Di...		-115.00	-115.00
Total Checks and Payments					-115.00	-115.00
Deposits and Credits - 4 items						
Deposit	7/1/2004				65.00	65.00
Deposit	7/1/2004				35.00	100.00
Deposit	7/7/2004				30.00	130.00
Deposit	7/8/2004				35.00	165.00
Total Deposits and Credits					165.00	165.00
Total New Transactions					50.00	50.00
Ending Balance					378.38	6,747.41

*2004
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**Placentia Library District
Reconciliation Detail**
General Fund - Checking, Period Ending 06/30/2004

Agenda Item 13
General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,282.47
Cleared Transactions						
Checks and Payments - 21 items						
Check	3/30/2004	4835	ISDOC	X	-12.00	-12.00
Check	5/26/2004	4875	Eric Sechrist	X	-20.00	-32.00
Check	6/1/2004		Bank of the West	X	-259.84	-291.84
Check	6/1/2004	4876	CJ Traffic Signs	X	-280.15	-571.99
Check	6/2/2004		Bank of the West	X	-9.20	-581.19
Check	6/2/2004	4878	Jim Roberts	X	-10.00	-591.19
Check	6/3/2004	4879	Sam's Club	X	-69.81	-661.00
Check	6/7/2004	4882	Placentia Library G...	X	-4,311.90	-4,972.90
Check	6/7/2004	4880	Placentia Library Di...	X	-70.00	-5,042.90
Check	6/7/2004	4881	Placentia Library Di...	X	-1,952.00	-6,994.90
Check	6/9/2004	4883	Rembrandt's Beauti...	X	-20.00	-7,014.90
Check	6/10/2004	4884	Joel Frost	X	-32.00	-7,046.90
Check	6/16/2004	4888	David T. Mann	X	-23.00	-7,069.90
Check	6/16/2004	4886	Placentia Chamber ...	X	-35.00	-7,104.90
Check	6/16/2004	4887	Placentia Library Di...	X	-2,153.25	-9,258.15
Check	6/16/2004	4885	Rembrandt's Beauti...	X	-20.00	-9,278.15
Check	6/22/2004	4891	Hannah Browning	X	-30.00	-9,308.15
Check	6/22/2004	4890	Minuteman Press	X	-37.71	-9,345.86
Check	6/22/2004		Bank of the West	X	-4.50	-9,350.36
Check	6/23/2004	4892	Rembrandt's Beauti...	X	-20.00	-9,370.36
Check	6/24/2004	4893	Placentia Chamber ...	X	-50.00	-9,420.36
Total Checks and Payments					-9,420.36	-9,420.36
Deposits and Credits - 40 items						
Deposit	6/1/2004			X	29.14	29.14
Deposit	6/1/2004			X	30.00	59.14
Deposit	6/1/2004			X	332.25	391.39
Deposit	6/1/2004			X	90.00	481.39
Deposit	6/2/2004			X	895.20	1,376.59
Deposit	6/3/2004			X	90.00	1,466.59
Deposit	6/4/2004			X	216.30	1,682.89
Deposit	6/7/2004			X	30.00	1,712.89
Deposit	6/7/2004			X	84.52	1,797.41
Deposit	6/7/2004			X	147.00	1,944.41
Deposit	6/7/2004			X	30.00	1,974.41
Deposit	6/8/2004			X	1,987.80	3,962.21
Deposit	6/8/2004			X	724.25	4,686.46
Deposit	6/9/2004			X	60.00	4,746.46
Deposit	6/9/2004			X	367.30	5,113.76
Deposit	6/10/2004			X	29.14	5,142.90
Deposit	6/10/2004			X	30.00	5,172.90
Deposit	6/11/2004			X	140.00	5,312.90
Deposit	6/14/2004			X	66.85	5,379.75
Deposit	6/14/2004			X	84.52	5,464.27
Deposit	6/14/2004			X	352.00	5,816.27
Deposit	6/15/2004			X	381.00	6,197.27
Deposit	6/16/2004			X	240.00	6,437.27
Deposit	6/16/2004			X	29.14	6,466.41
Deposit	6/17/2004			X	30.00	6,496.41
Deposit	6/17/2004			X	29.14	6,525.55
Deposit	6/17/2004			X	35.10	6,560.65
Deposit	6/18/2004			X	142.81	6,703.46
Deposit	6/21/2004			X	58.29	6,761.75
Deposit	6/21/2004			X	374.00	7,135.75
Deposit	6/21/2004			X	342.00	7,477.75
Deposit	6/22/2004			X	240.00	7,717.75
Deposit	6/23/2004			X	147.00	7,864.75
Deposit	6/25/2004			X	9.60	7,874.35
Deposit	6/25/2004			X	152.60	8,026.95
Deposit	6/28/2004			X	60.00	8,086.95
Deposit	6/28/2004			X	264.00	8,350.95
Deposit	6/29/2004			X	747.95	9,098.90

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 06/30/2004**

Agenda Item 13
General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Deposit	6/30/2004			X	29.14	9,128.04
Deposit	6/30/2004			X	150.00	9,278.04
Total Deposits and Credits					9,278.04	9,278.04
Total Cleared Transactions					-142.32	-142.32
Cleared Balance					-142.32	15,140.15
Uncleared Transactions						
Checks and Payments - 5 items						
Check	6/2/2004	4877	Toby Silberfarb		-10.00	-10.00
Check	6/22/2004	4889	Donna Siloti		-36.22	-46.22
Check	6/28/2004	4894	Lisa M. Wang		-31.00	-77.22
Check	6/30/2004	4895	Rembrandt's Beauti...		-20.00	-97.22
Check	6/30/2004	4896	Quizno's		-61.00	-158.22
Total Checks and Payments					-158.22	-158.22
Total Uncleared Transactions					-158.22	-158.22
Register Balance as of 06/30/2004					-300.54	14,981.93
New Transactions						
Checks and Payments - 2 items						
Check	7/7/2004	4897	Rembrandt's Beauti...		-20.00	-20.00
Check	7/12/2004	4898	City Bagelry		-17.21	-37.21
Total Checks and Payments					-37.21	-37.21
Deposits and Credits - 2 items						
Deposit	7/7/2004				1,031.89	1,031.89
Check	7/12/2004	4899	Sam's Club			1,031.89
Total Deposits and Credits					1,031.89	1,031.89
Total New Transactions					994.68	994.68
Ending Balance					694.14	15,976.61

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 06/30/2004**

Agenda Item 13
General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,390.55
Cleared Transactions						
Checks and Payments - 4 items						
Check	6/7/2004	1236	Orange County Aud...	X	-15,879.25	-15,879.25
Check	6/21/2004	1237	Orange County Aud...	X	-14,734.27	-30,613.52
Check	6/28/2004		Bank of the West	X	-30.00	-30,643.52
Check	6/28/2004		Bank of the West	X	-4.00	-30,647.52
Total Checks and Payments					-30,647.52	-30,647.52
Deposits and Credits - 43 items						
Deposit	6/1/2004			X	694.20	694.20
Deposit	6/1/2004			X	145.00	839.20
Deposit	6/1/2004			X	480.00	1,319.20
Deposit	6/1/2004			X	602.00	1,921.20
Deposit	6/3/2004			X	2,369.05	4,290.25
Deposit	6/3/2004			X	604.95	4,895.20
Deposit	6/3/2004			X	730.95	5,626.15
Deposit	6/3/2004			X	594.69	6,220.84
Deposit	6/7/2004			X	540.00	6,760.84
Deposit	6/7/2004			X	684.55	7,445.39
Deposit	6/7/2004			X	270.00	7,715.39
Deposit	6/7/2004			X	673.65	8,389.04
Deposit	6/7/2004			X	258.61	8,647.65
Deposit	6/7/2004			X	345.00	8,992.65
Deposit	6/8/2004			X	903.10	9,895.75
Deposit	6/8/2004			X	120.00	10,015.75
Deposit	6/9/2004			X	349.01	10,364.76
Deposit	6/9/2004			X	4,311.90	14,676.66
Deposit	6/10/2004			X	547.25	15,223.91
Deposit	6/14/2004			X	491.20	15,715.11
Deposit	6/14/2004			X	422.00	16,137.11
Deposit	6/14/2004			X	798.00	16,935.11
Deposit	6/15/2004			X	210.00	17,145.11
Deposit	6/15/2004			X	620.55	17,765.66
Deposit	6/15/2004			X	56.32	17,821.98
Deposit	6/16/2004			X	753.96	18,575.94
Deposit	6/17/2004			X	885.70	19,461.64
Deposit	6/21/2004			X	782.00	20,243.64
Deposit	6/21/2004			X	425.95	20,669.59
Deposit	6/21/2004			X	2,275.38	22,944.97
Deposit	6/21/2004			X	778.00	23,722.97
Deposit	6/22/2004			X	900.40	24,623.37
Deposit	6/23/2004			X	240.00	24,863.37
Deposit	6/23/2004			X	651.69	25,515.06
Deposit	6/23/2004			X	22.00	25,537.06
Deposit	6/24/2004			X	756.69	26,293.75
Deposit	6/28/2004			X	399.60	26,693.35
Deposit	6/28/2004			X	842.00	27,535.35
Deposit	6/28/2004			X	399.75	27,935.10
Deposit	6/29/2004			X	596.82	28,531.92
Deposit	6/29/2004			X	458.76	28,990.68
Deposit	6/30/2004			X	695.55	29,686.23
Deposit	6/30/2004			X	4.45	29,690.68
Total Deposits and Credits					29,690.68	29,690.68
Total Cleared Transactions					-956.84	-956.84
Cleared Balance					-956.84	8,433.71
Register Balance as of 06/30/2004					-956.84	8,433.71

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Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 06/30/2004

Agenda Item 13
General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 2 items						
Check	7/2/2004		Bank of the West		-60.00	-60.00
Check	7/2/2004		Bank of the West		-4.00	-64.00
Total Checks and Payments					-64.00	-64.00
Deposits and Credits - 12 items						
Deposit	7/1/2004				918.49	918.49
Deposit	7/6/2004				337.04	1,255.53
Deposit	7/6/2004				675.65	1,931.18
Deposit	7/6/2004				180.00	2,111.18
Deposit	7/7/2004				823.65	2,934.83
Deposit	7/7/2004				153.00	3,087.83
Deposit	7/8/2004				804.35	3,892.18
Deposit	7/8/2004				270.00	4,162.18
Deposit	7/12/2004				360.00	4,522.18
Deposit	7/12/2004				434.50	4,956.68
Deposit	7/12/2004				865.80	5,822.48
Deposit	7/12/2004				210.00	6,032.48
Total Deposits and Credits					6,032.48	6,032.48
Total New Transactions					5,968.48	5,968.48
Ending Balance					5,011.64	14,402.19

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**Placentia Library District
Reconciliation Detail**
Literacy Fund - Savings, Period Ending 06/30/2004

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Literacy Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,991.86
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	6/24/2004			X	465.48	465.48
Deposit	6/30/2004			X	1.99	467.47
Total Deposits and Credits					<u>467.47</u>	<u>467.47</u>
Total Cleared Transactions					<u>467.47</u>	<u>467.47</u>
Cleared Balance					<u>467.47</u>	<u>8,459.33</u>
Register Balance as of 06/30/2004					<u>467.47</u>	<u>8,459.33</u>
Ending Balance					<u><u>467.47</u></u>	<u><u>8,459.33</u></u>

*Edward
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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 06/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						20,013.65
Cleared Transactions						
Checks and Payments - 32 items						
Check	5/19/2004	4163	Shantay losia	X	-327.84	-327.84
Check	5/19/2004	4141	Esther P. Guzman	X	-256.81	-584.65
Check	5/19/2004	4161	Hubert Chim	X	-317.46	-902.11
Check	6/1/2004		Paychex	X	-16,580.30	-17,482.41
Check	6/2/2004	4184	Pamela Radeka	X	-78.58	-17,560.99
Check	6/2/2004	4193	Jazmin Zuniga	X	-112.21	-17,673.20
Check	6/2/2004	4194	Melissa Porter	X	-483.77	-18,156.97
Check	6/2/2004	4195	Hilda Rivera	X	-179.25	-18,336.22
Check	6/2/2004	4196	Orange County Aud...	X	-327.57	-18,663.79
Check	6/2/2004	4197	Placentia Library Di...	X	-19.94	-18,683.73
Check	6/2/2004	4198	Nationwide Retirem...	X	-1,805.76	-20,489.49
Check	6/2/2004	4183	Beatrice V. Quintanar	X	-312.82	-20,802.31
Check	6/2/2004		Paychex	X	-7,627.35	-28,429.66
Check	6/2/2004	4169	Gary Bell	X	-58.81	-28,488.47
Check	6/2/2004	4170	Dorothy J. Cummings	X	-131.61	-28,620.08
Check	6/2/2004	4171	Trang Goebel	X	-61.76	-28,681.84
Check	6/2/2004	4175	Joyce G. Hampton	X	-331.10	-29,012.94
Check	6/2/2004	4176	Alexander Hernandez	X	-130.90	-29,143.84
Check	6/15/2004		Paychex	X	-16,646.63	-45,790.47
Check	6/16/2004	4226	Placentia Library Di...	X	-19.94	-45,810.41
Check	6/16/2004	4224	Hilda Rivera	X	-360.87	-46,171.28
Check	6/16/2004	4223	Melissa Porter	X	-177.77	-46,349.05
Check	6/16/2004	4222	Jazmin Zuniga	X	-93.50	-46,442.55
Check	6/16/2004	4213	Pamela Radeka	X	-117.87	-46,560.42
Check	6/16/2004	4212	Beatrice V. Quintanar	X	-312.82	-46,873.24
Check	6/16/2004	4204	Alexander Hernandez	X	-81.04	-46,954.28
Check	6/16/2004	4203	Joyce G. Hampton	X	-331.10	-47,285.38
Check	6/16/2004	4227	Nationwide Retirem...	X	-1,805.76	-49,091.14
Check	6/16/2004	4199	Dorothy J. Cummings	X	-345.33	-49,436.47
Check	6/16/2004		Paychex	X	-7,611.55	-57,048.02
Check	6/16/2004	4225	Orange County Aud...	X	-329.33	-57,377.35
Check	6/17/2004	2031	Barbara Phillips	X	-173.10	-57,550.45
Total Checks and Payments					-57,550.45	-57,550.45
Deposits and Credits - 3 items						
Deposit	5/27/2004			X	30,603.80	30,603.80
Deposit	6/11/2004			X	30,603.80	61,207.60
Deposit	6/24/2004			X	21,603.80	82,811.40
Total Deposits and Credits					82,811.40	82,811.40
Total Cleared Transactions					25,260.95	25,260.95
Cleared Balance					25,260.95	45,274.60
Uncleared Transactions						
Checks and Payments - 15 items						
Check	6/2/2004	4174	Esther P. Guzman		-248.80	-248.80
Check	6/16/2004	4202	Esther P. Guzman		-272.85	-521.65
Check	6/29/2004		Paychex		-16,811.82	-17,333.47
Check	6/30/2004	4232	Esther P. Guzman		-295.32	-17,628.79
Check	6/30/2004	4233	Joyce G. Hampton		-331.10	-17,959.89
Check	6/30/2004	4234	Alexander Hernandez		-154.28	-18,114.17
Check	6/30/2004	4242	Beatrice V. Quintanar		-310.24	-18,424.41
Check	6/30/2004	4243	Pamela Radeka		-365.68	-18,790.09
Check	6/30/2004	4253	Melissa Porter		-292.05	-19,082.14
Check	6/30/2004	4254	Hilda Rivera		-172.66	-19,254.80
Check	6/30/2004	4255	Placentia Library Di...		-19.94	-19,274.74
Check	6/30/2004	4229	Joy Di Loreto		-568.77	-19,843.51
Check	6/30/2004	4228	Gary Bell		-73.51	-19,917.02

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 06/30/2004

Agenda Item 13
Payroll Fund Checking-WF
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Type	Date	Num	Name	Clr	Amount	Balance
Check	6/30/2004		Paychex		-7,851.67	-27,768.69
Check	6/30/2004	4256	Nationwide Retirem...		-1,805.76	-29,574.45
Total Checks and Payments					-29,574.45	-29,574.45
Total Uncleared Transactions					-29,574.45	-29,574.45
Register Balance as of 06/30/2004					-4,313.50	15,700.15
New Transactions						
Checks and Payments - 14 items						
Check	7/13/2004		Paychex		-17,422.48	-17,422.48
Check	7/14/2004	4257	Gary Bell		-175.70	-17,598.18
Check	7/14/2004	4258	Dorothy J. Cummings		-246.16	-17,844.34
Check	7/14/2004	4261	Esther P. Guzman		-267.80	-18,112.14
Check	7/14/2004	4262	Joyce G. Hampton		-335.00	-18,447.14
Check	7/14/2004	4271	Beatrice V. Quintanar		-254.24	-18,701.38
Check	7/14/2004	4281	Angie-An Mai		-197.12	-18,898.50
Check	7/14/2004	4282	Melissa Porter		-282.60	-19,181.10
Check	7/14/2004	4283	Hilda Rivera		-173.68	-19,354.78
Check	7/14/2004	4284	Orange County Aud...		-401.00	-19,755.78
Check	7/14/2004	4285	Placentia Library Di...		-19.94	-19,775.72
Check	7/14/2004	4286	Nationwide Retirem...		-1,805.76	-21,581.48
Check	7/14/2004		Paychex		-7,880.24	-29,461.72
Check	7/14/2004	4263	Alexander Hernandez		-124.67	-29,586.39
Total Checks and Payments					-29,586.39	-29,586.39
Deposits and Credits - 1 item						
Deposit	7/9/2004				31,154.00	31,154.00
Total Deposits and Credits					31,154.00	31,154.00
Total New Transactions					1,567.61	1,567.61
Ending Balance					-2,745.89	17,267.76

Edmunds
7/12/04

ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF JUNE 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	11,026.36	805	626	6,837.45	446	407	17,863.81	1,251	1,033	2,288.58	114	113	20,152.39	1,365	1,146
Adult Circulating Non-Fiction	17,069.73	817	794	8,386.34	392	376	25,456.07	1,209	1,170	7,221.53	306	297	32,677.60	1,515	1,467
Adult Reference	17,566.83	120	70	3,112.13	48	44	20,678.96	168	114	1,980.88	48	44	22,659.84	216	158
Adult Print Continuations	586.67	11	11	0.00	0	0	586.67	11	11	0.00	0	0	586.67	11	11
Adult Electronic Continuations	46,845.69	21	21	0.00	0	0	46,845.69	21	21	0.00	0	0	46,845.69	21	21
Total Adult Non-Fiction	82,068.92	969	896	11,498.47	440	420	93,567.39	1,409	1,316	9,202.41	354	341	102,769.80	1,763	1,657
TOTAL ADULT PRINT MATERIALS	93,095.28	1774	1774	18,335.92	886	827	#####	2,660	2,349	11,490.99	468	454	122,922.19	3,128	2,803
Adult Audio/Music	866.85	76	17	0.00	0	0	866.85	76	17	2,815.00	184	174	3,681.85	260	191
Adult Audio Books	8,770.01	156	152	3,245.39	63	50	12,015.40	219	202	736.00	23	23	12,751.40	242	225
Total Adult Audio	9,636.86	232	169	3,245.39	63	50	12,882.25	295	219	3,551.00	207	197	16,433.25	502	416
Adult Video Educational	4,143.75	162	114	1,834.67	123	70	5,978.42	285	184	255.00	16	15	6,233.42	301	199
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	934.00	49	49	1,487.90	88	72
Total Adult Video	4,143.75	162	114	2,388.57	162	93	6,532.32	324	207	1,189.00	65	64	7,721.32	389	271
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	13,780.61	394	283	5,633.96	225	143	19,414.57	619	426	4,740.00	272	261	24,154.57	891	687
TOTAL ADULT MATERIALS	106,875.89	2,168	2,057	23,969.88	1,111	970	130,845.77	3,279	2,775	16,230.99	740	715	147,076.76	4,019	3,490
Juvenile Fiction	3,696.14	415	389	677.56	78	60	4,373.70	493	449	940.85	93	91	5,314.55	586	540
Juvenile Circulating Non-Fiction	16,362.31	757	752	452.75	31	31	16,815.06	788	783	817.47	67	60	17,632.53	855	843
Juvenile Reference	1,264.29	33	12	239.16	4	4	1,503.45	37	16	0.00	0	0	1,503.45	37	16
Juvenile Print Continuations	908.54	7	6	432.48	3	3	1,341.02	10	9	0.00	0	0	1,341.02	10	9
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	18,934.14	798	771	1,124.39	38	38	20,058.53	836	809	817.47	67	60	20,876.00	903	869
TOTAL JUVENILE PRINT MATERIALS	22,630.28	1,213	1,160	1,801.95	116	98	24,432.23	1,329	1,258	1,758.32	160	151	26,190.55	1,489	1,409
Juvenile Audio/Music	273.89	20	19	15.00	1	1	288.89	21	20	0.00	0	0	288.89	21	20
Juvenile Audio Books	2,791.65	75	75	1,417.57	36	33	4,209.22	111	108	0.00	0	0	4,209.22	111	108
Total Juvenile Audio	3,065.54	95	94	1,432.57	37	34	4,498.11	132	128	0.00	0	0	4,498.11	132	128
Juvenile Video Educational	80.88	6	6	0.00	0	0	80.88	6	6	602.90	44	43	683.78	42	41
Juvenile Video Entertainment	0.00	0	0	39.33	1	1	39.33	1	1	802.00	59	58	841.33	55	54
Total Juvenile Video	80.88	6	6	39.33	1	1	120.21	7	7	1,404.90	103	101	1,525.11	97	95
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	3,146.42	101	100	1,471.90	38	35	4,618.32	139	135	1,404.90	103	101	6,023.22	229	223
TOTAL JUVENILE MATERIALS	25,776.70	1314	1260	3,273.85	154	133	29,050.55	1468	1393	3,163.22	263	252	32,213.77	1718	1632
Total Fiction	14,722.50	1,220	1,015	7,515.01	524	467	22,237.51	1,744	1,482	3,229.43	207	204	25,466.94	1,951	1,686
Total Non-Fiction	101,003.06	1,767	1,667	12,622.86	478	458	113,625.92	2,245	2,125	10,019.88	421	401	123,645.80	2,666	2,526
Total Audio	12,702.40	327	263	4,677.96	100	84	17,380.36	427	347	3,551.00	207	197	20,931.36	634	544
Total Video	4,224.63	168	120	2,427.90	163	94	6,652.53	331	214	2,593.90	168	165	9,246.43	486	366
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	132,652.59	3,482	3,065	27,243.73	1,265	1,103	159,896.32	4,747	4,168	19,394.21	1,003	967	179,290.53	5,737	5,122

ACQUISITIONS REPORT FOR THE MONTH OF JUNE 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	1,671.75	104	1,671.75	104	501.50	26	2,173.25	130
Adult Circulating Non-Fiction	0.00	0	1,283.45	66	1,283.45	66	772.59	36	2,056.04	102
Adult Reference	0.00	0	845.08	15	845.08	15	0.00	0	845.08	15
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	16,561.00	4	0.00	0	16,561.00	4	0.00	0	16,561.00	4
Total Adult Non-Fiction	16,561.00	4	2,128.53	81	18,689.53	85	772.59	36	19,462.12	121
TOTAL ADULT PRINT MATERIALS	16,561.00	4	3,800.28	185	20,361.28	189	1,274.09	62	21,635.37	251
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	511.67	14	511.67	14	0.00	0	511.67	14
Total Adult Audio	0.00	0	511.67	14	511.67	14	0.00	0	511.67	14
Adult Video Educational	0.00	0	142.51	5	142.51	5	10.00	1	152.51	6
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	110.00	5	110.00	5
Total Adult Video	0.00	0	142.51	5	142.51	5	120.00	6	262.51	11
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	654.18	19	654.18	19	120.00	6	774.18	25
TOTAL ADULT MATERIALS	16,561.00	4	4,454.46	204	21,015.46	208	1,394.09	68	22,409.55	276
Juvenile Fiction	1,337.54	230	378.19	60	1,715.73	290	129.67	13	1,845.40	303
Juvenile Circulating Non-Fiction	1,060.72	115	114.32	11	1,175.04	126	130.76	16	1,305.80	142
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	1,060.72	115	260.93	12	1,321.65	127	0.00	0	1,452.41	143
TOTAL JUVENILE PRINT MATERIALS	2,398.26	345	639.12	72	3,037.38	417	129.67	13	3,297.81	446
Juvenile Audio/Music	273.89	20	0.00	0	273.89	20	0.00	0	273.89	20
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	273.89	20	0.00	0	273.89	20	0.00	0	273.89	20
Juvenile Video Educational	80.88	6	0.00	0	80.88	6	25.90	2	106.78	8
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	90.00	5	90.00	5
Total Juvenile Video	80.88	6	0.00	0	80.88	6	115.90	7	196.78	13
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	354.77	26	0.00	0	354.77	26	115.90	7	470.67	33
TOTAL JUVENILE MATERIALS	2,753.03	371	639.12	72	3,392.15	443	245.57	20	3,768.48	466
Total Fiction	1,337.54	230	2,049.94	164	3,387.48	394	631.17	39	4,018.65	433
Total Non-Fiction	17,621.72	119	2,389.46	93	20,011.18	212	772.59	36	20,914.53	264
Total Audio	273.89	20	511.67	14	785.56	34	0.00	0	785.56	34
Total Video	80.88	6	142.51	5	223.39	11	235.90	13	459.29	11
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	19,314.03	375	5,093.58	276	24,407.61	651	1,639.66	88	26,178.03	742

OUTSTANDING ORDERS AS OF JUNE 30, 2004

General Fund Amount	\$8,304.99	TOTAL Amount	\$16,963.44
Adopt-A-Book Amount	\$8,658.45		

Summary of Current Status of Unique Management Accounts
July 26, 2004

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	10	531	4	585.44	0
September	10	535	3	815.23	0
October	18	548	6	952.92	0
November	15	554	3	475.41	0
December	21	568	3	1004.41	0
January	12	582	7	973.55	0
February	22	595	9	806.35	0
March	12	609	6	936.35	0
April	15	622	12	1191.7	0
May	16	630	3	652.62	0
June	12	645	6	1,046.17	0
TOTAL YTD	179	0	68	10343.52	0

UNIQUE MANAGEMENT SERVICES, INC.
SUMMARY STATUS REPORT

CREATED: 07/01/2004 12:03 AM TC

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 06/30/2004

Accounts Submitted	: 997	Dollars Submitted	: 91,738.79	Dollars Received	: 33,006.33
Bankruptcies	: 5	Dollars in Bankruptcy	: 457.35	Material Returned	: 12,944.30
Incorrect Addresses	: 120	Dollars in Skips	: 7,356.57	Dollars Waived	: 2,514.88
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 62,190.50
Accounts in Process	: 871	Dollars in Process	: 81,336.57	% of Dollars Activated	: 76.46%
Accounts Activated	: 645				
% of Accounts Activated	: 74.05%				

TO: Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: July 26, 2004
SUBJECT: **GIFT REPORT**

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

ADOPT A BOOK DONATIONS

Placentia Round Table	Richard & Jacquelyn O'Neil
Oregon Mutual Insurance Co.	Doris Stearns
Elizabeth & Fred Minter	Brenda Benner
Leslie Dove	

TOTAL ADOPT A BOOK DONATIONS: \$340.62

BOOK ENDOWMENT FUND

Friends of Placentia Library

TOTAL BOOK ENDOWMENT FUND \$241.33

GENERAL FUND DONATIONS


Citizens to Re-Elect C. Lowe	Tesoro Publishing
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TOTAL GENERAL FUND DONATIONS: \$503.00

TOTAL ALL DONATIONS \$1,084.95

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Building Maintenance Report for June 2004
DATE: July 26, 2004

HVAC: 06/08/04 -- Reset west chiller
Plumbing: 06/24/04 -- Repair urinal and toilet in men's public restroom.
Electrical: No service calls in June
Exterminator: No service calls in June
General Contractor: No service calls in June
Carpet Cleaners: 06/25/04 -- Clean Meeting Room carpet
Locksmith: 06/03/04 -- Re-key lock's in Conference Room and Electrical Room
Fire Extinguisher: 06/29/04 -- Small fire in trash can outside front door put out with fire extinguisher. Recharge fire extinguisher used and inspect others.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *E.D.M.*
SUBJECT: Personnel Report for June 2004
DATE: July 26, 2004

RESIGNATIONS:

Barbara Phillips – Part time Reference – effective 6/17/04

APPOINTMENTS:

Phyllis Humple – Part time Reference – effective 6/21/04

OPEN POSITIONS:

None

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 June 2004

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)				
REGULAR	FY03/04	FY03/04	Starting	Cumulative
	June	YTD		
Andrade, Linda	11.00	79.50	Sep-95	837.00
Backes, Theresa	5.00	76.00	Jun-98	412.75
Bart, Lillian	6.00	125.00	May-01	393.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	17.50	196.00	Mar-03	217.50
Boelman, Marge	2.00	30.25	Apr-01	176.00
Botha, Jill	0.00	20.00	Nov-01	64.00
Byrne, Joyce	0.00	5.00	Apr-04	5.00
Cassidy, Deane	0.00	2.00	May-04	2.00
Clugston, Patricia	13.00	86.75	Jun-98	519.50
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	10.00	101.00	Jul-03	101.00
Dell, Lyla	24.00	309.25	Aug-98	239.50
Doezie, Debra	0.00	39.00	Jan-04	39.00
Farkas, Theodore	0.00	50.00	?	50.00
Fioroni, Pete	0.00	48.00	Mar-97	318.25
Fisher, Jack	0.00	5.50	Apr-04	5.50
Fitzgerald, Joan	0.00	73.75	Oct-93	2,189.75
Frazee, Kathy	0.00	2.00	Jul-02	7.00
Godwin, Nita	10.00	89.25	Feb-96	384.25
Haagen, John	0.00	36.25	Jan-00	103.25
Hathaway, Eugenia	4.00	28.00	Nov-03	28.00
Hemmerling, Barbara	16.75	127.00	Sep-95	733.00
Henderson, Jan	0.00	9.00	Oct-03	9.00
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	0.00	26.00	Oct-95	292.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	18.50	453.80	Feb-96	3,597.00
Jertberg, Pat	15.00	164.50	Apr-98	1,070.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lee, Wilma	0.25	7.00	Feb-04	7.00
Loewer, Terrie	7.50	7.50	Jun-04	7.50
Lone-Tollefson, Nancy	28.25	233.75	Jan. 03	304.75
Lord, Audrey	3.00	5.00	Jul-00	390.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	7.50	110.25	Oct-95	1,324.50
Olson, Bob	4.00	32.00	Sep-95	498.00
Pence, Carol	0.00	3.00	Mar-04	3.00
Pence, Thomas	0.00	28.50	Jan-99	301.50
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	17.00	285.00	May-02	588.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	10.00	85.50	Feb-00	283.50
Salem, Rose	4.00	74.00	Oct-00	301.75
Sanatar, Ginny	0.00	103.50	Mar-02	117.50
Sandoval, Gerry	8.00	92.00	Aug-02	172.00
Schafer, Ruth	8.00	8.00	Jun-04	8.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	22.00	210.50	Apr-98	663.75
Scott, Linda	0.00	18.50	Jul-03	18.50
Segovia, Inez	8.00	121.50	Jun-03	121.50
Shaw, Dixie	0.00	6.00	May-94	218.50
Silverman, Pat	10.00	102.00	Jul-03	102.00
Stoller, Frances	0.00	10.00	May-96	148.00
Thum, Margo	12.00	62.00	Nov-03	62.00
Tollefson, Jerry	5.00	30.50	Jul-03	30.50
Walker, Jim	0.00	1.50	Nov-03	1.50
Walcek, John	0.00	6.00	Dec-04	6.00
Walker, Virginia	0.00	12.50	Mar-99	145.25
Wymer, Betty	12.25	124.25	Jan-96	1,038.00
Zamora, Mary	0.00	8.50	Jan-04	8.50

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04			FY03/04	
	June	YTD		June	YTD
Anumudu, Kim	4.00	16.00	Liu, Denise	0.00	38.50
Arzu, Robert	0.00	47.50	Lopez, Edgar	0.00	47.00
Becker, Alyssa	1.25	1.25	Martinez, Chris	13.75	13.75
Benites, Brenda	0.00	40.00	Maru, Vik	0.00	14.00
Bermudez, Fabian	0.00	17.00	Matahashi, Kiyo	0.00	34.50
Bermudez, Jessica	0.00	37.00	Miladi, Omid	0.00	20.00
Bhattacharya, Ankur	23.50	23.50	Miranda, Aurora	0.00	5.50
Bianco, Justin	32.50	32.50	Nath, Sara	17.00	17.00
Bishtawi, Stephen	0.00	12.00	Negrète, Adriana	0.00	10.50
Blaine, Ami	1.00	10.00	Nekoranec, Rachel	0.00	9.00
Boden, Emily	4.00	4.00	Ortiz, William	1.50	19.50
Boris, Tara	0.00	12.25	Park, Jung	0.00	68.50
Born, Ashley	4.00	14.00	Perez, Maria	0.00	30.00
Britton, JoAnn	0.50	0.50	Pestoor, Jaclyn	8.00	8.00
Cabanas, Ivan	9.25	40.00	Peters, Lezi	9.50	9.50
Cervantes, Anna	0.00	40.00	Peters, Tim	9.50	9.50
Cervantes, Jakeline	0.00	40.00	Pond, Cassie	0.00	19.50
Cha, Helen	0.00	9.50	Rivera, Ruben	5.00	5.00
Chau, David	0.00	24.25	Roan, Lizeth	0.00	10.00
Chao, Rebecca	11.00	11.00	Robbins, Hugh	0.00	32.00
Chun, Andrea	5.25	57.00	Rodriguez, Daniel	0.00	26.50
Chun, Sophia	0.00	13.75	Rodriguez, Rene	0.00	13.00
Cobos, Patrick	6.50	6.50	Rodriguez, Yvonne	0.00	7.00
Cordero, Isaac	0.00	15.00	Ryang, Michelle	6.00	17.25
Coy, Joey	0.00	28.25	Rosete, Jeremy	0.00	13.00
Doezie, Ryan	0.00	39.00	Shah, Soham	0.00	22.75
Eng, Jonathan	0.00	22.00	Sharp, Kristina	12.00	12.00
Eng, Lawrence	0.00	41.25	Soto, Enrique	0.00	1.00
Esquivel, Gilberto	4.00	13.00	Speer, Sheryl	0.00	20.00
Flores, Melvin	0.00	7.00	Suh, Stacy	8.75	32.75
Florez, Stephanie	3.00	3.00	Syed, Kiren	26.50	26.50
Ford, Chris	0.00	32.25	Tan, Hannah	1.00	28.00
Francis, John	0.00	6.00	Tasnim, Sara	6.25	6.25
Fukunaga, Alysa	0.00	12.50	Tat, Trung	34.75	73.25
Guerra, Philip	0.00	28.75	Thibault, Peter	2.00	2.00
Hariri, Nick	1.00	1.00	Thibault, Timothy	4.00	4.00
Hasan, Heba	6.00	6.00	Thomas, Tiffany	0.00	17.00
Hasan, Mahin	6.00	6.00	Tjoarman, Arlene	0.00	25.50
Ibarra, Estefania	15.00	15.00	Tran, Michael	0.00	110.50
Israel, Emily	3.00	3.00	Valencia, Adrianna	0.00	10.50
Jaini, Durga	0.00	5.25	Valerio, Ricardo	24.00	30.00
Jani, Eddie	22.00	22.00	Vargas, Diego	0.00	32.75
Javier, Vonn	0.00	6.25	Vo, Jadeson	8.75	8.75
Jiye, Angela	0.00	10.50	Vo, Jasmine	9.75	9.75
Khan, Marina	0.00	4.00	Wang, Melody	5.00	5.00
Khattar, Saijal	14.00	14.00	Wardlaw, Sarah	0.00	13.00
Kou, Albert	0.00	9.25	Waterson, Elizabeth	0.00	11.50
Lamberson, Annie	0.00	14.25	White, Chris	1.00	1.00
Le, Vi-Khanh	0.00	22.00	Wu, Jaime	5.50	5.50
Lee, Edward	0.00	20.00	Yeh, Bryce	19.25	19.25
Lee, Jessica	5.00	5.00	Young, Monty	0.00	2.00
Lee, Kenneth	9.25	9.25	Yousof, Roman	2.00	2.00
Lemos, Vanessa	0.00	40.00	Zuniga, Jazmin	4.00	28.00

TOTAL 191.00 970.25

TOTAL 244.75 1058.50

TOTAL Library Volunteer Hours 755.25
 TOTAL Literacy Volunteer Hours 521.50

TOTAL VOLUNTEERS HOURS 1276.75

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.

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 June	FY03/04 YTD	Cumulative		FY03/04 June	FY03/04 YTD	Cumulative
Ablier, Victoria	-	30.00	39.00	Glines, Ellen	-	24.00	36.00
Acevedo, Marta	12.00	150.00	186.00	Gomez, Juanita	-	66.00	66.00
Acherman, Saul	-	84.00	84.00	Gonzalez, Rosemarie	-	178.00	178.00
Aguirre, Alyssa	6.00	40.00	40.00	Gonzalez, Emmanuel	-	24.00	48.00
Azizan, Sarah	6.00	40.00	40.00	Gonzalez, Luis	-	24.00	36.00
Barnet, Dominique	-	96.00	96.00	Gonzalez, Natasha	-	18.00	81.00
Bayne, Linda	-	30.00	160.00	Goodman, Dale	-	36.00	3,441.00
Bazell, Laura	-	30.00	90.00	Guerrero, Christine	6.00	66.00	78.00
Becerril, Esther	-	24.00	42.00	Guerrero, Lavone	6.00	66.00	84.00
Becil, Emily	-	18.00	72.00	Gunderson, Lorraine	-	144.00	144.00
Belekjian, Maria	6.00	90.00	108.00	Hamacher, Holly	6.00	66.00	78.00
Bello, Dominic	-	66.00	66.00	Hatch, Bill	6.00	66.00	135.00
Bernardino, Maria	6.00	72.00	96.00	Hatch, Katie	6.00	43.00	43.00
Bhatt, Kunj	-	28.00	28.00	Hawkins, Christina	6.00	66.00	74.00
Bonasuro, Amber	-	30.00	96.00	Healey, Kathleen	6.00	66.00	276.00
Bowen, Laura	-	24.00	30.00	Heer, Kim	6.00	66.00	293.00
Brackett, Jim	6.00	72.00	153.00	Henao, Stephanie	6.00	52.00	52.00
Broderick, Shannon	-	56.00	56.00	Hernandes, Melissa	6.00	50.00	50.00
Brzovic, Kathy	6.00	72.00	90.00	Hernandez, Maria	12.00	144.00	144.00
Bui, Tiffany	-	18.00	36.00	Hilleweart, Heather	6.00	66.00	78.00
Bull, Sophie	-	18.00	96.00	Hopkins, Amanda	-	128.00	128.00
Busam, Mary	-	30.00	63.00	Hou, Xlao-Fei	-	30.00	30.00
Cadambi, Aruna	-	31.00	44.00	Howell, Anne	6.00	66.00	84.00
Callaway, Sean	6.00	42.00	42.00	Hu, Lisa	-	24.00	82.00
Casdorff, Tracy	-	24.00	36.00	Humple, Phyllis	4.00	44.00	174.00
Castillo, Alicia	6.00	40.00	40.00	Hugar, Jessica	-	30.00	87.00
Cha, Sally	6.00	72.00	90.00	Hutain, Jenny	6.00	37.00	37.00
Chandrasekaram, Vinolie	-	36.00	64.00	Hutton, Katherine (Kate)	6.00	66.00	294.00
Chen, April	6.00	72.00	177.00	Imbler, Wolf	-	24.00	42.00
Chen, Eisen	-	80.00	80.00	Inta, Lisa	-	54.00	60.00
Chen, Wen	6.00	62.00	84.00	Iosia, Shantay	-	116.00	116.00
Chim, Hubert	-	110.00	212.00	Jenkins, Adam	-	29.00	29.00
Choi, Eugene	6.00	42.00	42.00	Jeon, Ashley	6.00	41.00	41.00
Choi, Jason	-	24.00	78.00	Jara, Sandra	-	144.00	144.00
Chopna, Reema	-	24.00	42.00	Jung, Daniel	-	66.00	66.00
Coffee, Nancy	-	60.00	397.00	Kamat, Rujvi	6.00	36.00	36.00
Coffer, Capri	-	42.00	42.00	Kao, Elaine	6.00	36.00	36.00
Covey, Debra	-	18.00	66.00	Kelly, Jerry	-	24.00	105.00
Cuceloglu, Haken	-	18.00	36.00	Khamphanh, Molly	6.00	66.00	84.00
Curtis, Daniel	-	24.00	192.00	Kilpatrick, Amy	-	24.00	39.00
DeFrias, Genie	-	170.00	170.00	Kishida, Rita	-	18.00	72.00
de LaTorre, Angelica	-	154.00	154.00	Komreich, Seth	6.00	32.00	32.00
Dhupan, Ankush	-	18.00	48.00	Kraus, Jennifer	-	18.00	60.00
Diaz, Cynthia	-	24.00	52.00	Krisinger, Elizabeth	-	24.00	78.00
Diaz, Monica	-	24.00	70.00	Lasker, Marilyn	-	-	217.00
Donofrio, Susan	6.00	66.00	135.00	Le, Daniel	-	24.00	30.00
Dorris, Rosita	-	18.00	36.00	Lee, Wilma	-	18.00	72.00
Draper, Krispa	6.00	72.00	150.00	Leslie, Sandra	6.00	66.00	296.00
Dudrey, Kristin	6.00	54.00	54.00	Licano, Katie	-	18.00	66.00
Dudka, Julia	-	23.00	23.00	Livezey, June	-	66.00	212.00
Duffy, William	-	112.00	112.00	Loon, Chris	-	24.00	30.00
Duran, Paul	-	258.00	258.00	Lopez, Maria	-	30.00	84.00
Eckels, Krys	6.00	72.00	90.00	Luckett, Emily	-	24.00	36.00
Economou, Christina	6.00	72.00	84.00	Maguire, Joanne	-	-	54.00
Elmore, Sylvia	-	30.00	84.00	Malkowicz, Edward	12.00	132.00	304.00
Espinosa, Jaclyn	-	18.00	30.00	Marquez, Jeff	6.00	43.00	43.00
Farno, Fariba	-	30.00	102.00	Margarit, Georgiana	-	-	18.00
Finley, Virginia	6.00	60.00	92.00	Martiaro, Diane	-	102.00	564.00
Fitsimons-Diaz, Chelsea	6.00	72.00	117.00	Massaro, Lauren	6.00	66.00	84.00
Franco, Hilda	-	150.00	204.00	McBain, Frances	6.00	66.00	78.00
Fuentes, Carlos	-	66.00	72.00	McBentez, Kathy	6.00	66.00	164.00
Gallagher, Kenni	-	18.00	30.00	McGrath, Patricia	6.00	66.00	78.00
Gardner, Jeanette	-	87.00	87.00	McLeod, Shiron	-	36.00	42.00
Gast, Polly	-	99.00	99.00	Medland, Karen	-	-	146.00
Gillespie, Justin	-	24.00	36.00	Mehta, Ami	6.00	36.00	36.00
Gimby, Walter	-	40.00	46.00	Miller, Michelle	6.00	45.00	45.00
Glines, Alexi	-	24.00	36.00				

Literacy Hours continued

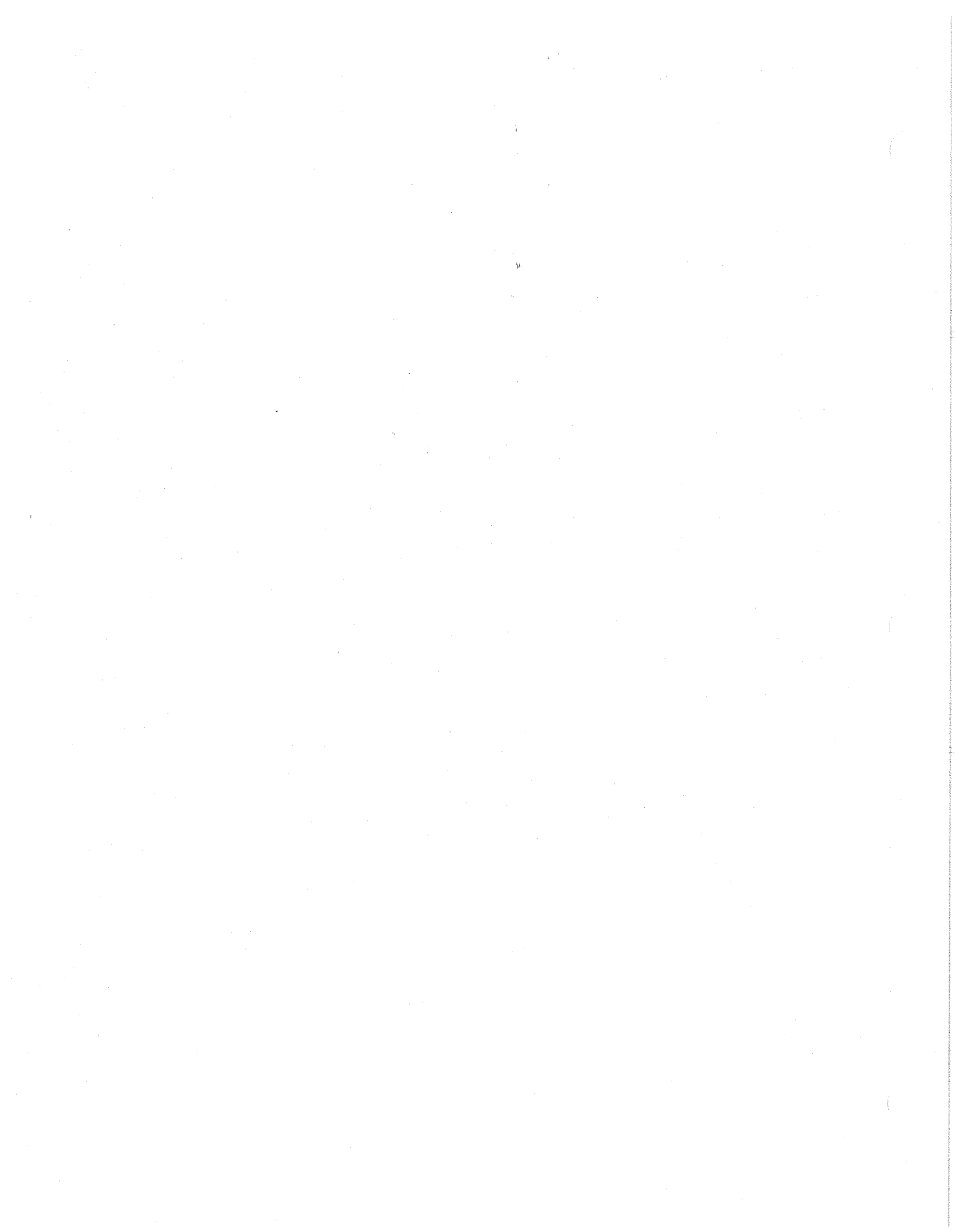
REGULAR	FY03/04 June	FY03/04 YTD	Cumulative	REGULAR	FY03/04 June	FY03/04 YTD	Cumulative
Min, Nara	6.00	34.00	34.00	Trotter, Cynthia	6.00	72.00	147.00
Meza, Jack	-	-	116.00	Truong, Christine	-	54.00	123.00
Mohr, Kelsey	-	24.00	99.00	Truong, Will	-	18.00	81.00
Monreal, Greg	-	24.00	36.00	Uribe, Yajaira	-	30.00	60.00
Montoya, Tania	6.00	56.00	56.00	Valle, Ana	-	30.00	55.00
Mostatabi, Roxana	-	24.00	42.00	Vasani, Sheena	-	30.00	42.00
Murray, Edward	-	-	230.00	Vasquez, Johanna	-	30.00	57.00
Nava, Marcella	-	68.00	168.00	Veltre, Robin	-	22.00	22.00
Navarro, Nicole	6.00	72.00	90.00	Villegas, Matt	-	28.00	28.00
Negoraneck, Rachel	8.50	29.00	29.00	Vu, Anna	-	33.00	33.00
Negrete, Adriana	6.00	37.00	37.00	Vu, Elizabeth	-	6.00	108.00
Nguyen, Martin	6.00	42.00	42.00	Vukovick, Kathy	6.00	72.00	216.00
Nguyen, Tyler	6.00	56.00	56.00	Weimer, MacKenzie	6.00	43.00	43.00
Okamura, Lynn	-	18.00	75.00	Wright, Sydney	6.00	39.00	39.00
Osoria, Jonathan	6.00	48.00	48.00				
Paez, Vicki	-	60.00	96.00				
Patel, Deepa	-	54.00	220.00				
Patel, Vani	6.00	72.00	90.00	Total	521.50	10,878.00	22,554.00
Patino, Ashley	-	18.00	36.00				
Patino, Nicole	-	18.00	42.00				
Pelto, Ernest	6.00	72.00	203.00				
Peyre, Isa	-	36.00	78.00				
Pineda, Guadalupe	-	18.00	66.00				
Porter, Melissa	-	108.00	108.00				
Precht, Jeanette	6.00	72.00	163.00				
Rangel, Jacky	6.00	66.00	66.00				
Renno, Carolyn	6.00	45.00	45.00				
Ring, Diane	-	28.00	88.00				
Rivera, Felleny	6.00	52.00	52.00				
Rivera, Hilda	12.00	144.00	144.00				
Robbins, Hugh	-	38.00	38.00				
Rodriguez, Claudia	-	30.00	42.00				
Rodriguez, David	-	24.00	72.00				
Rodriguez, Kenia	-	70.00	120.00				
Rodriguez, Maria	-	30.00	42.00				
Sabo, Melissa	6.00	42.00	42.00				
Sanders, Asia	-	62.00	62.00				
Sanders, Paget	-	96.00	96.00				
Sandoval, Lizbeth	-	92.00	103.00				
Saulfifer, Gregory	-	126.00	126.00				
Schaal, Linda	6.00	72.00	213.00				
Series, Tammi	-	30.00	30.00				
Sgobba, Jackie	12.00	132.00	162.00				
Shah, Jay	-	24.00	72.00				
Shah, Soham	-	57.00	63.00				
Shah, Sweny	-	42.00	132.00				
Shan, Kheyati	6.00	55.00	55.00				
Skimizu, Ken	12.00	148.00	445.00				
Sosa, Mathew	-	18.00	38.00				
Speakman, Sarah	-	44.00	86.00				
Studer, Michelle	-	24.00	24.00				
Stutts, Lisa	6.00	49.00	49.00				
Stutzman, Mark	6.00	66.00	74.00				
Tarrios, Jennifer	-	-	24.00				
Tat, Trung	11.00	11.00	11.00				
Teeter, Robert	-	18.00	78.00				
Thatcher, Kaitlyn	-	-	26.00				
Thieu, Dominique	-	12.00	12.00				
Thomas, Peggy	6.00	72.00	119.00				
Tiemey, Ryan	-	120.00	120.00				
Todker, Reka	6.00	12.00	12.00				
Todker, Vanita	6.00	40.00	40.00				
Tomlin, Jennifer	-	36.00	61.00				
Tran, Victor	-	24.00	36.00				
Tranquill, Jill	-	30.00	48.00				

	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>755.25</u>	<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	<u>521.50</u>
	4905.00	7191.10	5256.75	5924.75	8,712.00	7777.50	9380.00	10942.75



Placentia Library District
Circulation Report
July 26, 2004

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 June	FY02-03 June
1st Time Checkouts	146,036	147,785	-1.18%	14,467	14,324
Phone Renewals	23,084	17,602	31.14%	1,927	805
In-Building Renewals	4,641	4,695	-1.15%	296	385
TOTAL RENEWALS	27,725	22,297	24.34%	2,223	1,190
TOTAL CHECKOUTS	173,761	170,082	2.16%	16,690	15,514
On-Time Checkins	151,467	154,521	-1.98%	14,661	13,096
Late Checkins	12,441	14,811	-16.00%	1,042	1,171
TOTAL CHECKINS	163,908	169,332	-3.20%	15,703	14,267
Holds Placed	3,671	3,964	-7.39%	456	158
Holds Cancelled	96	856	-88.79%	9	15
Holds Filled	4,115	3,736	10.14%	379	335
Patrons Registered	4,271	5,446	-21.58%	387	329
Titles Added	5,015	8,316	-39.69%	357	48
Volumes Added	5,375	9,575	-43.86%	390	54
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	73,727	74,443	-0.96%	7,151	5,905
Juvenile Print	79,534	84,695	-6.09%	7,454	7,726
Total Print	153,261	159,138	-3.69%	14,605	13,631
Audio	9,751	8,293	17.58%	1,142	776
Visual	14,553	13,382	8.75%	1,489	1,109
Total Audio Visual	24,304	21,675	12.13%	2,631	1,885
TOTAL CIRCULATION	177,565	180,813	-1.80%	17,236	15,516
Placentia Circulation	108,986	98,706	10.41%	10,651	9,844
%Placentia Circulation	61.38%	54.59%		61.80%	63.44%
Anaheim/Yorba Linda Circulation	30,716	26,402	16.34%	2,721	2,443
%Anaheim/Yorba Linda Circulation	17%	14.60%		16%	16%
TYPES OF ACTIVE BORROWERS					
Adult	124,454	111,284	11.83%	12,166	10,074
Young Adult	3,030	4,092	-25.95%	279	324
Juvenile	34,633	38,801	-10.74%	3,172	3,643
New Borrower	13,657	12,343	10.65%	1,438	1,257
Non Resident	0	1,231	N/A	0	0
Other (staff)	2,599	2,769	-6.14%	175	222
TOTAL ACTIVE BORROWERS	178,373	170,520	4.61%	17,230	15,520
TOTAL REGISTERED BORROWERS	218,004	200,565	8.69%	18,098	17,656
ATTENDANCE	408,195	442,026	-7.65%	36,982	33,619
Adult Reference-In Building	11,726	11,576	1.30%	1,170	1,056
Adult Reference-Telephone	1,789	1,780	0.51%	160	147
Children's Reference-In Building	8,498	9,170	-7.33%	1,084	481
Children's Reference-Telephone	221	2,441	-90.95%	7	38
Total Adult Reference	13,515	13,356	1.19%	1,330	1,203
Total Children's Reference	8,719	11,611	-24.91%	1,091	519
Total in Building Reference	20,224	20,746	-2.52%	2,254	1,537
Total Telephone Reference	2,010	4,221	-52.38%	167	185
TOTAL REFERENCE	22,234	24,967	-10.95%	2,421	1,722



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director ^{EDM}

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

DATE: July 26, 2004

The City's invoice was not received in time for inclusion with the July Board report.

This report will be included in the August Board Book.

In

Subject: Revised - Governor Schwarzenegger wants districts' help in Ontario (and Stockton)!
From: "Geoffrey Neill" <gneill@csgda.net>
To: "Geoffrey Neill" <gneill@csgda.net>

To Southern California Special District Officials:

We've just received word that the Governor is scheduling a press conference in Ontario on Saturday (as well as one in Stockton on Sunday). The Governor's office is asking our help in getting a group of local officials at the event in support of the Local Government Budget Agreement. It is important for the LOCAL Coalition to have representation from all of our coalition partners: cities, counties and special districts.

The event is specifically designed to call citizen attention to the urgency for the legislature to come to terms and act on the Local Government Budget Agreement.

The Governor has asked for our help in building a crowd and making sure as many local governments as possible are represented. We were also specifically asked to help get public safety officers in attendance, if at all possible. Please help me reach out to those officials in your area and get them to this event.

Here are the details so far:

Saturday, July 17, 2004
12 p.m.
Ontario Mills Mall
Food Court
One Mills Circle
Ontario, California

Please forward this email quickly and widely to whomever you think might be interested.

Thanks for your help.

Geoffrey Neill
877/924-CSDA
CSDA - Serving Special Districts

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Legislative Update - July 16, 2004

CSDA Legislative Information

BUDGET DAY 16 – THINGS TURN UGLY

After a week of hints that the budget impasse was close to resolution, the Governor, speaking at a hastily called press conference late Thursday afternoon, jumped all over the Democrats and said that he is “a warrior for the people of California” and is prepared to stay and fight for his budget and local government plan “until 2006.” Democrats were quick to fire back, accusing the Governor of agreeing to Republican demands that two totally unrelated budget issues be included in the final budget agreement. The two issues are bills that were signed by Governor Davis last year, SB 796, the so-called “sue your boss” law, and a law relating to schools contracting-out of bus drivers. Assembly Republican Leader Kevin McCarthy (R – Bakersfield) denied the Democrats’ charge and stated that the two laws “have been part of the budget discussion all along and belonged there.”

Prior to the Governor’s press conference, Senate President John Burton (D – San Francisco) announced that the Budget Conference Committee would meet today, the first such meeting in weeks, and finalize a “spending plan favored by Democrats” and scheduled a floor vote for early next week. Senate Republican Leader Dick Ackerman (R – Irvine) responded that “there would be no Republican votes for the Democrats’ budget.” Appearing combative, the Governor said that he had been elected to “clean up the mess in Sacramento,” and “there is no one who can stop me.” He went on to say: “Anyone who pushes me around, I will push back.” After the press conference, the Governor’s chief spokesman suggested the Governor was seriously contemplating asking voters to enact a part-time legislature or alter heavily partisan legislative districts.

Finally, Fresno Mayor Alan Autry, one of the lead negotiators for the League of California Cities, indicated that cities and counties might soon decide not to try to cut a deal with the Legislature and instead campaign for Proposition 65 on the November ballot. “It’s high noon,” Autry declared, “I believe we’re days—not weeks—away from deciding whether to drop this (negotiations) and put our efforts into Proposition 65.”

So much for getting along...

SENATE CONSTITUTIONAL AMENDMENT #9 (SCA 9) PASSES COMMITTEE

On Wednesday, the Senate Constitutional Amendments Committee passed SCA 9 by Senator Torlakson (D – Antioch). The measure was amended that morning to include the Democrats’ alternative to the agreement worked out between local governments and the Governor. You can find a side-by-side comparison of the local governments’ proposals and SCA 9 by visiting <http://members.csda.net/pages/en/members/legislation2/3%20deal%20comparison.pdf>. While SCA 9 does contain some “similar” provisions to those sought by local governments, there are stark differences.

First, SCA 9 does not contain a “cap” on the amount of property tax revenues the state could “borrow” during the suspension period, an issue the Democrats agree needs to be included in their proposal. Second, SCA 9 would allow the “suspension” with a 2/3 vote of the Legislature, after the Governor declares an economic emergency, while the local government proposal contains a 4/5 or 3/4 vote

requirement. The Governor, in the spirit of compromise, offered a 70% vote requirement to the Democrat leaders – who continue to push for the 2/3 threshold. Finally, SCA 9 would protect local revenues in the “aggregate,” thereby protecting the total local revenues within each county, and prohibit the state from future ERAF shift or any other shift of local revenues for “state purposes.” SCA 9 would, however, permit the Legislature to enact future legislation reallocating revenues among local jurisdictions within each county. The package the Governor and local governments are proposing would protect local revenues on a “jurisdictional” basis, locking in the existing property tax formula constitutionally. The Senate Appropriations Committee may hear SCA 9 on Monday, and it will no doubt be coupled with the Democrats’ proposed budget taken up next week. Needless to say, all of this will remain fluid, but as of this writing a budget showdown between the Governor and Democrats could well take place early next week. Stay tuned...

UPDATES BY EMAIL AVAILABLE TO ALL CSDA MEMBERS

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

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

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

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: LOCAL Budget Update and Talking Points
Date: Thu, 15 Jul 2004 12:21:52 -0700
X-OriginalArrivalTime: 15 Jul 2004 19:21:52.0343 (UTC) FILETIME=[FBB45E70:01C46AA0]

Budget Update

Senate Committee Passes SCA 9

Legislature Needs to Keep Working

Current Measure Falls Short of LOCAL Framework

Continue Calls to Legislators, With Emphasis on State Senators.

UPDATE: Wednesday afternoon, the Senate Constitutional Amendments Committee took up and passed Senate Constitutional Amendment 9 (Torlakson). SCA 9 is a new measure that is similar to ACA 9 introduced in the Assembly several weeks ago. **SCA 9 will move to the Appropriations committee and then could be heard on the Senate floor.** As currently drafted SCA 9 falls well short of the July 9 compromise agreement that the LOCAL coalition is supporting. Below is a side-by-side comparison of SCA 9 and the July 9 framework. Among key problems with SCA 9:

- **State Legislature can reallocate all of a local government's property tax and sales tax.** SCA 9 only protects the "aggregate" revenue within each county, but allows reallocation of property tax among local jurisdictions within each county. This fails to provide the predictability and stability we seek.
- **Requires only 2/3 vote of the Legislature** to borrow local government funds. Although SCA 9 has added a number of our requested conditions before the state can suspend protections of local revenues, it currently allows suspension with a 2/3 vote where the LOCAL July 9 compromise framework would require a super-majority vote (3/4 or 4/5).
- **SCA 9 does not contain a cap on local funds that can be borrowed.** Senator Burton indicated at Wednesday's hearing that the Senate would support a cap on the amount borrowed, but SCA 9 does not contain that cap. LOCAL's July 9 compromise framework limits the amount the State could borrow to \$1 billion at a time and no more than two loans could occur during any ten-year period.
- **SCA 9 does not contain a guaranteed repayment of the VLF gap loan (\$1.3 billion),** unlike the LOCAL July 9 compromise framework.
- **SCA 9 Contains NO protection of redevelopment agency revenues.**

WHAT YOU CAN DO:

Please continue to call your legislators, with emphasis on State Senators. You can find phone and fax numbers for your State Senators on the LOCAL website at <http://www.calocal.com/images/LegislatureSpreadsheet04.xls>.

Please make these calls right away. Sample talking points and a fact sheet on LOCAL's July 9 Compromise framework are also below to assist you with calls and letters.

- Explain that you support LOCAL's July 9 compromise agreement, and that SCA 9 does not provide adequate protection of local revenues.
- Tell them you appreciate the effort that has gone into this issue so far and urge them to stay at the table until a full agreement can be reached. Provide them with the side by side so that they understand the differences. If the side by side did not come through correctly, you can request it by emailing gneill@cda.net.

THANK YOU FOR YOUR CONTINUED SUPPORT!

July 12, 2004 Suggested LOCAL Talking Points

The Time to Act is NOW. Support the Local Government Compromise Budget Package.

- On July 9, local leaders and the Administration stepped up and provided significant revisions to the constitutional protection measure to respond to stated concerns by the legislature. The revised framework provides continued strong protections of local revenues in the future, while also providing the State with flexibility in the event of a fiscal emergency (see page 2).
- **This revised compromise package is good for the state, good for local government and good for all Californians.**
- This package is needed to protect the vital local services that each and every resident relies upon like police and fire, emergency medical, health care, water delivery, parks, roads and libraries.
- **We need state legislators to support the local government budget agreement this week.**

Local Government has stepped up to the plate. Now it's the Legislature's turn to hit a home run - by balancing the budget and protecting California's essential local services.

- Local Government has agreed to do its part to help the state out of its budget crisis. Cities, counties, special districts and redevelopment agencies have agreed to two years worth of painful reductions totaling \$1.3 billion each year.
- The revised framework addresses many concerns brought forth by legislators.
- After countless hours of debate, analysis and revisions, it is now time to support the revised July 9 framework right away.

Voters Support Protection of Revenues for Local Services from State Raids.

- Strong majorities of voters (70%) say they support the concept of preventing the state from being able to reduce local government funding.
- Time is running out to place an alternative measure on this November's ballot.

**It's time to protect local services.
Support the Revised Local Government Budget Package.**

July 9 Revised Framework for Local Government Budget Package

On July 9, the Administration and local government leaders proposed a revised, compromise framework for the Local Government Budget Package that addresses many of the concerns raised by legislators. This revised framework includes:

- **Two years worth of property tax revenue reductions from cities, counties, special districts and redevelopment agencies** (totaling \$2.6 billion) to help the state out of its budget crisis.

Constitutional protections of local funding, including:

Property, Sales Tax and VLF Backfill Protections.

- **Protect each city, county, special district and redevelopment agency's individual property tax** (including growth). Legislature may increase a local governments' share of property tax.
- **Protect each city's and county's existing Bradley-Burns 1% sales tax rate** and method of distribution (including growth), plus local sales tax add-ons (e.g., transportation, library, local option general, etc.). Guarantee return of ¼ cent sales tax to cities and counties when Prop 57 bonds retired.
- **Protect city and county VLF revenue** derived from the remaining (0.65%) VLF. Rate may be lowered if property tax provided in exchange. Require repayment in 2006-07 of 2003-04 VLF Backfill Gap Loan (\$1.23 billion).

Automatic Suspension of Unfunded Mandates.

Require annual reimbursement of local governments for state mandated programs or the mandate is suspended, except for specified employee rights and benefits.

Flexibility for State in Times of Fiscal Emergency.

Beginning in 2008-09, after issuance of a proclamation of fiscal emergency by the governor and approval by the legislature of a separate urgency bill by a super-majority vote (e.g., 4/5 or ¾ vote), the state may **borrow** local property taxes under following conditions:

- VLF Gap loan has been repaid, and payments on deferred mandates are on schedule.
- Sums must be repaid with interest within three years.
- No more than a total of \$1 billion (or an equivalent % of the total property tax) may be borrowed at any time.
- No more than two loans may occur during any ten-year period, and new loans are prohibited until earlier loans have been repaid.
- Repayment is constitutionally guaranteed.

Voluntary Revenue Exchanges.

Specifically retain authority for the legislature to approve the exchange of local sales tax for an equal amount of property tax on a purely voluntary or local-option basis. Any type of voluntary revenue exchange agreement must be revenue-neutral.

LOCAL GOVERNMENT REVENUE PROTECTION OPTIONS

	Original Agreement	LOCAL July 9 Compromise	SCA 9 (July 14) Democrat Proposal
VLF Protection			
VLF Rate	Protects VLF rate up to 0.65%. Sets the maximum VLF rate at 0.65%.	Protects VLF rate up to 0.65%.	Protects VLF rate up to 0.65%.
Backfill	Current VLF backfill swapped for property tax revenues. VLF backfill to resume if VLF rate is reduced below 0.65%	Current VLF backfill swapped for property tax revenues. VLF backfill to resume if VLF rate is reduced below 0.65%	Assumes current VLF backfill swapped for property tax revenues. VLF backfill to resume if VLF rate is reduced below 0.65%
Increases in VLF	Would require a vote of the people.	Can be done legislatively. Silent on whether can be a state revenue.	Can be done legislatively. May be a state revenue.
VLF Gap Loan Repayment	Constitutionally required in 2006-07. Explicit authorization to borrow against constitutional pledge.	Constitutionally required in 2006-07. Explicit authorization to borrow against constitutional pledge.	Retains statutory repayment plan. No Constitutional authorization to borrow against repayment commitment
Property Tax Revenues			
Agencies Protected	City, county, special district and redevelopment agency. Individual agency share protected (includes growth).	City, county, special district and redevelopment agency. Individual agency share protected (includes growth).	Total city, county and special district property tax within each county explicitly protected in aggregate. No protection for individual agency shares. Redevelopment agencies not explicitly protected.
Borrowing Trigger	Borrowing not allowed.	Governor proclaims "fiscal emergency."	Governor proclamation "severe state financial hardship."
Borrowing Vote needed	N/A	Supermajority vote (e.g. 3/4 or 4/5ths).	2/3rds vote – urgency measure.
Borrowing Limits	N/A	No more than 2 times in 10 years. No loan if outstanding loan. Cap of \$1 billion at a time.	No more than 2 times in 10 years. No loan if loan outstanding.

Borrowing terms		The Legislature must pass a statute to fully repay loan with interest at a specified rate within three fiscal years.	The Legislature must pass a statute to fully repay loan with interest within three fiscal years. Does not set interest rate.
Sales Tax Revenues			
Protection	Protects locally-imposed sales tax revenues and local Bradley-Burns sales tax revenues for local purposes. Bradley-Burns rate of 1.0% explicitly protected.	Protects locally-imposed sales tax revenues and local Bradley-Burns sales tax revenues for local purposes. Bradley-Burns rate of 1.0% explicitly protected.	Protects locally-imposed sales tax revenues and local Bradley-Burns sales tax revenues for local purposes. Bradley-Burns rate not protected.
Among local agencies	Each agency's funds protected.	Each agency's funds protected.	The total amount of funds statewide protected. Legislature can alter allocation among local agencies.
Mandates	Unfunded mandates sunset automatically, except employee rights or benefits. Applies only to city, county, special district mandates. Mandates cannot be suspended in the budget.	Statute is suspended if no state funding except for specified employee rights and benefits. Applies only to city, county, special district mandates.	Statute is suspended if no state funding except for specified employee rights and benefits. Applies only to city, county, special district mandates.
	Clarifies mandate definition to include cost shifts from the state to locals.	Clarifies mandate definition to include cost shifts from the state to locals.	Clarifies mandate definition to include cost shifts from the state to locals.
Revenue Swaps	No ability to swap local revenues.	Legislature may approve a statutory framework for voluntary exchange of local sales tax and property tax which must be on a revenue neutral basis.	Legislature may approve a statutory framework for local revenue swaps without Local agency consent. All local revenues (base and growth revenues) can be reallocated.

To: eminter@placentia.library.org
From: gneill@cnda.net
Subject: Call to Action from Governor Schwarzenegger

Attached (or posted on our website later today), please find an important Call-to-Action and letter from Governor Arnold Schwarzenegger urging local government advocates to take action to support the revised local government budget agreement, with compromises intended to address concerns of the Legislature.

- Please call members of the Legislature right away and respectfully ask that they pass the revised local government budget agreement this week. We have attached (and pasted below) suggested talking points and background information about this revised package to assist you with your calls and letters. To obtain Sacramento phone and fax numbers for your State Legislator, please visit <http://www.calocal.com/images/LegislatureSpreadsheet04.xls>

News Conferences Alert – Tomorrow (Wednesday, July 14)

Governor Schwarzenegger is also calling on LOCAL officials to hold news conferences on Wednesday, July 14 to inform the public about the need for immediate action to support this compromise Local Government budget agreement. LOCAL is coordinating press events in four media markets on Wednesday. Below is information. Please RSVP to mmeisel@bickerassociates.com if you plan on attending.

Los Angeles News Conference

Location: Los Angeles Police Headquarters
Parker Center, 50 N. Los Angeles Street in downtown LA.
Time: 10:00 a.m.

San Diego News Conference

Location: County Administration Center
1600 Pacific Highway (West Side of Building)
Time: 12:30 pm

San Jose News Conference

Location: Fire Station #1
225 North Market Street (Market and St. John Streets)
Time: 10:30 a.m.

Sacramento News Conference

Location: Sacramento Police and Fire Headquarters (Hall of Honor),
5770 Freeport BLVD
Time: 12:00 p.m.

Thank you for your continued support. Please visit www.calocal.org for more information or call 916-443-0872.

July 12, 2004 Suggested LOCAL Talking Points

The Time to Act is NOW. Support the Local Government Compromise Budget Package.

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[7-12 time is now tps.doc](#)



[LOCAL letter.pdf](#)

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: Critical Legislative Update - July 2, 2004

CSDA Legislative Information

BUDGET UPDATE

It now appears that the local government package is the last major issue remaining to be resolved before the Governor and Legislature reach final agreement on the state budget. Late yesterday afternoon, CSAC, the League of California Cities and CSDA's Catherine Smith attending a briefing in the Governor's office to hear the details of the "alternative" constitutional amendment. By all accounts, it was a disappointing meeting. Unlike the constitutional amendments that the League, CSAC and CSDA negotiated with the Governor, this alternative proposal does not protect each local governmental agency's share of property taxes, but employs an "aggregate" approach, wherein the total of local revenues allocated to a county would be protected from future ERAF shifts. In other words, if the total revenues currently allocated to a given county and the cities and special districts therein equaled \$100, the \$100 would be constitutionally protected from future ERAF shifts, but the constitutional protection would not be afforded to each specific local agencies revenues, leaving the door open for the Legislature in future years to reallocate property taxes among local jurisdictions. The provisions of this alternative are to be added to Assembly Constitutional Amendment # 9.

Additionally, the special district formula, also negotiated with the Governor, is proposed to be modified. The negotiated formula would have shifted 40% (\$225 million) from enterprise special districts; 25% (\$125 million) from nonenterprise and 3% from transit districts. The new proposed formula would remove the specific dollar amounts and continue to require a shift of \$350 million for 2-years as follows: 40% from enterprise special districts with a cap at 10% of total revenues; 10% from nonenterprise special districts; 3% from transit districts; and veteran memorial districts would be exempted. The League, CSAC and CSDA will be meeting with the Governor's representatives this morning and, as of this writing, it remains unclear if modification of the alternative constitutional amendment will be accepted. As we learn more during the day, we will provide an update on new developments.

LEGISLATIVE UPDATES AVAILABLE BY E-MAIL AND ONLINE

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

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

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

In

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: CSDA Budget Update, Part 2 - July 2, 2004



**Legislators Leave Sacramento For Weekend;
Local Government Deal Left Undone**

After a whirlwind day that saw rumors fly and action stop, members of the Senate and Assembly recessed for the Independence Day weekend without resolving local government budget issues, including both the \$1.3 billion funding shift and constitutional protections for local government.

In the morning, the Senate took up its routine calendar of bills while waiting for the results of two days of negotiations between leadership and the governor. Two different constitutional amendments are being considered, one representing the original plan from the Governor's Office (SCA 2) and another from the Democratic legislative leaders (ACA 9) that is opposed by special districts, cities, redevelopment agencies and counties.

After a day of negotiations, legislators and the governor were unable to bridge their differences, and at 3pm the Assembly recessed for the weekend, with the Senate following at 4:30.

Talks between the governor and the legislative leadership are expected to continue over the weekend, and while both houses may reconvene as early as Monday afternoon, legislators are not expected to meet again before Tuesday.

The bottom line—nothing has happened. Both proposals are still on the table. As soon as we receive any indications of where the Governor's local government proposal is going, we will let you know. CSDA will continue to play a role as the voice of special districts in these negotiations.

And, by the way, thanks a million to all of you who made calls, wrote emails and sent faxes. The Capitol was absolutely flooded today with responses from local officials urging legislators to reject the ACA 9 proposal, and it made a huge difference in the momentum of the day's events.

THANK YOU FOR THE SPEEDY AND EFFECTIVE RESPONSE!

To: eminter@placentiallibrary.org

From: gneill@csgda.net

Subject: LOCAL Action Alert - Calls Needed TODAY

Date: Fri, 02 Jul 2004 10:53:51 -0700

X-OriginalArrivalTime: 02 Jul 2004 17:53:50.0718 (UTC) FILETIME=[883D99E0:01C4605D]

We apologize to those of you who receive this from more than one source, but we wanted to ensure the fastest, widest distribution possible.

LOCAL ACTION ALERT

Local Government Budget Agreement at Stake

Calls Needed TODAY!

UPDATE: Late yesterday LOCAL coalition partners were presented with proposed revisions to the Local Government Budget Agreement (ACA 9). If enacted, ACA 9 would provide little constitutional protection of local government revenues and fall far short of the agreement negotiated with the Governor in May. The modified proposal is scheduled to be taken up by both houses of the legislature today, Friday, July 2. **IT IS IMPORTANT THAT ALL LOCALS CALL THE GOVERNOR, THEIR LEGISLATORS, AND LEGISLATIVE LEADERSHIP TODAY TO OPPOSE THE PROPOSED AMENDMENTS TO ACA 9!!**

TAKE ACTION TODAY:

1. Please take the time today to call Governor Schwarzenegger, your legislators, and legislative leadership TODAY and tell them that you oppose the proposed amendments to ACA 9 that will be considered in the Senate and Assembly today that would seriously compromise the Local Government Budget Agreement and Constitutional Amendment.

Talking Points:

- The proposed amendments in ACA 9 fail to provide constitutional protections that local governments and local services need. It keeps state in charge of local government revenues.
- ACA 9 is doesn't even come close to the agreement that local governments made with the Governor in May. It breaks faith with local governments that were prepared to shoulder two years of additional funding cuts to help the state.
- ACA 9 continues the state raids on local funds - and deprives local governments of the stability and predictability they need to address local police and fire protection, after school programs, parks, recreation and other local needs.
- **Urge Legislators and the Governor to reject existing proposal and provide real protection in the form of the original agreement with Governor!!!**

Contact information:

Governor's Capitol Office: 916-445-2841

Assembly Speaker Fabian Nunez: 916-319-2046

Assembly Republican Leader Kevin McCarthy: 916-319-2032

Senate Pro Tem John Burton: 916-445-1412

Senate Republican Leader Dick Ackerman: 916-445-4264

To find your State Senator and Assembly member by typing in your address, please visit <http://congress.org/congressorg/officials/state/?lvl=C&state=ca>

2. Please send an e-mail to mmeisel@bickerassociates.com to let us know that you placed calls and what response you received.

THANK YOU FOR YOUR CONTINUED SUPPORT!

To: eminter@placentiallibrary.org
From: gneill@csgda.net
Subject: LOCAL Action Alert - Calls Needed TODAY

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2. Please send an e-mail to mmeisel@bickerassociates.com to let us know that you placed calls and

In

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2672] News from the Capitol

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
>Sent: Friday, July 16, 2004 4:06 PM
>To: CLA Listserve- CALIX
>Subject: [CALIX:2672] News from the Capitol
>
>July 16, 2004
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>I. BUDGET CONFERENCE COMMITTEE FINISHES ITS WORK.BUT LEAVES THINGS
>RATHER UNFINISHED
>
>Shortly before noon today, the Budget Conference Committee convened to
>close
>out and vote on a list of hundreds of "open items" that had been left up
>in
>the air since the Committee last met, more than one month ago. Poking
>fun
>at the lengthy inactivity of the Conference Committee, Conferee Senator
>Ross
>Johnson said, "I feel a little like I'm back at my high school reunion
>because I haven't seen all of you in so long." Then, amidst laughter,
>he
>shifted his comments to a more serious nature, stating, "I understand
>the
>'reunion committee' has planned a little entertainment today, a little
>skit,
>a little political theater - pretending to pass a Budget today."
>Conferee
>Assemblyman Rick Keene added, "With the vast majority of issues still
>outstanding, this seems like a futile exercise. We're assuming a \$1.5
>billion (actually \$1.3 billion) contribution from local government, that
>is
>just vapor right now..we're assuming those things are in the Budget
>right
>now when they are not." Keene added, "We don't have a deal."
>

>In under a half an hour, the Conference Committee ultimately passed the
>Conference Committee Report on a vote of 4 (Democrat members) to 2
>(Republican members) and thus, will begin the process of drafting a
>Budget
>bill to be voted on by each house, possibly next Tuesday. It is
>assumed by
>many that without agreement on the larger outstanding issues pertaining
>to
>the Budget, there will not be sufficient votes to pass the Budget next
>week.

>
>
>The major items still subject to "Big 5" negotiation that are holding up
>final resolution of a Budget are: the local government agreement,
>Republican requests to repeal the so-called "Sue Your Boss" law which
>allows
>employees to sue employers for labor violations, and the repeal of a
>measure
>that currently bans schools from contracting out with private companies
>for
>the provision of services, such as school bus drivers.

>
>II. CONGRATULATIONS TO NEW CALIFORNIA STATE LIBRARIAN - SUSAN HILDRETH

>
>Like many of you, we were delighted to hear the news late yesterday
>afternoon that Governor Schwarzenegger has appointed CLA President,
>Susan
>Hildreth as the State Librarian, replacing Dr. Kevin Starr, who retired
>earlier this year. In the press release issued by the Governor
>yesterday,
>he states, "I am confident that Susan will continue the tradition of
>inspiring, educating, and informing Californians through the tremendous
>resource of our state libraries. She shares my commitment to education
>and
>to preserving our state's rich cultural heritage and I know she will use
>her
>tremendous experience as a librarian to enhance and strengthen
>California's
>public libraries."

>
>Susan had received the ringing endorsement of several esteemed
>politicians
>and public figures. And she was pleasantly surprised to receive a
>personal
>call from First Lady, Maria Shriver last week, who spoke to Susan about
>the
>position. This call was then followed by a personal meeting on Monday
>with
>the Governor himself, and his Chief of Staff. Not too shabby, Susan!
>
>We are pleased that such an engaging and hard working individual, who

In

>has
>given so much time and energy on behalf of the California Library
>Association and the library community in general, is being recognized in
>such a marvelous manner. We look forward to continuing to work with
>Susan
>in her new capacity!

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>

>-----calix-+

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

>

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

>To sign off from the list, send email to listproc@listproc.sjsu.edu with
>the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body
>of the message. Make sure your subject line is blank and nothing other
>than the command is in the body of the message.

>-----calix--

In

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2647] News from the Capitol

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
>Sent: Wednesday, July 14, 2004 11:39 AM
>To: Calix
>Subject: [CALIX:2647] News from the Capitol
>
>July 13, 2004
>
>
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, CLA Lobbyist
> Christina Dillon, CLA Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>
>UPDATE ON LOCAL GOVERNMENT DEAL AND GOVERNOR'S CALL TO ACTION
>
> Yesterday the cities, counties, and special districts were invited to
>meet with Assembly Speaker Nunez during two meetings held, one at 4 p.m.
>and a subsequent meeting again at 7 p.m., to discuss the so-called
>"local government deal." The plan, which was revised on July 9th, by
>city, county, and special district representatives, contains the
>following pieces:
>
>* Constitutional protection for local funding, which includes:
>property tax, sales tax, and VLF backfill protections.
>* Two years worth of property tax reductions from cities,
>counties, special districts, and redevelopment agencies totaling \$2.6
>billion
>* Automatic suspension of unfunded mandates
>* Flexibility for State in times of fiscal emergency
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>Beginning in 2008-09, after issuance of a proclamation of fiscal
>emergency by the Governor and approval by the legislature of a separate
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>on schedule,

In

>

>2) Sums must be repaid with interest within three years

>

>3) No more than a total of \$1 billion (or an equivalent percentage of the total property tax) may be borrowed at any time.

>

>4) No more than two loans may occur during any ten-year period, and new loans are prohibited until earlier loans have been repaid.

>

>5) Repayment is constitutionally guaranteed.

>

>

>

>We were informed earlier today by a representative in yesterday's meetings that the proposed 4/5ths threshold to borrow property taxes from cities, counties, and special districts, and the reallocation of the sales/property tax growth (fiscalization of land use issue), remain the two sticking points.

>

>

>The Budget Conference Committee was scheduled to go in today at 1:30 p.m. to close out remaining issues and possibly pass a Budget out without a local government deal included in the package. However, shortly before noon, we were told that Conference Committee would now meet "on call of the Chair."

>

>

>Today, Governor Schwarzenegger issued the following letter to the local government community. The text, in full, is contained below:

>

>

>July 13, 2004

>

>

>Dear Friend of Local Government,

>

>Protecting local government funding is a top priority of my administration, and my support toward this end has never been stronger.

>

>Several months ago, you came to the table and worked with me to help California through this historic fiscal crisis. And together we agreed to work for a strong constitutional protection for local government funding, so you could keep providing the critical fire protection, police protection, health care and other services that help our citizens stay safe and healthy.

>

>But the Legislature didn't see it our way. They are not satisfied with a deal that will rob them of the power to keep raiding local treasuries.

>

>So on July 9th, you gave a little bit more, and submitted a new plan, a plan that shows that you are committed to seeing California through

In

>these tough times.

>

>As the Legislature reviews this new plan, I am telling you that I need
>your support more than ever. I urge you to call your Senator and
>Assembly member right away and respectfully ask them to support the
>revised local government package this week.

>

>I also call on all local officials to demonstrate their strong support
>of this revised framework by conducting and participating in press
>events in their area over the next 48 hours. Please contact your local
>government association for details on events being planned for
>Wednesday, July 14th.

>

>The time for delay is over. The time to act is now!

>

>I am with you. Together, I know we will achieve the greatest victory
>for California's local governments in decades.

>

>Sincerely,

>

>

>

>ARNOLD SCHWARZENEGGER

>

>

>

>As you can see, while things are clearly heating up in Sacramento, the
>negotiations are in a state of constant flux, with no real end in sight.
>We will continue to update you as developments occur.

In

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS Directors'" <mclsdirectors@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2635] News from the Capitol

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

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] **On Behalf Of** Laura Fisher
Sent: Wednesday, July 07, 2004 4:24 PM
To: Calix
Subject: [CALIX:2635] News from the Capitol

July 7, 2004

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

I. LITTLE MOVEMENT ON BUDGET - - COULD BE A WHILE

Yesterday, all was quiet at the Capitol. Today isn't much different as we chatted with one Assembly Member, wearing Bermuda shorts and sandals. While there appears to be little activity in the Assembly, the Senate Republicans and Democrats were at least caucusing, although there was no session scheduled for today. Meanwhile, representatives of cities, counties, and special districts, who met with the Governor and his staff and several legislative leaders yesterday, were meeting again today. There have also been discussions between local government leaders and Assembly Speaker Fabian Nunez.

At this time, there appears to be substantial division, and what happens next is unclear. One key Assembly Republican Leader informed us, earlier today, that he felt his caucus would hold firm on the Governor's original deal, as they shared many of the concerns of the cities they represent, including concerns regarding future raids on their local revenues. Republican legislators are frustrated that they were left out of the earlier discussions between the Governor and Democratic members working on the "compromise deal." At this time, it appears that Senator Burton is willing to let Assembly Speaker Nunez take the lead on working out an agreement on the local government piece of the Budget, as that is where most of the discussions have occurred. If some sort of an agreement is not reached soon, the Governor's patience may run out. If this were to occur and no deal is finalized, the Governor and the Legislature could just take the \$1.3 billion from local government this year and let the chips fall where they may in November. Given the current atmosphere around the Capitol, it is likely that any final action on the Budget would not occur until early next week, perhaps even later.

II. WHERE'S THE HANG UP?

As our readers know, the so-called "LOCAL initiative," sponsored by CSAC, the League of

Cities, and CSDA, is scheduled for the November ballot. In order to help balance the State Budget this year, Governor Schwarzenegger asked local government to be part of the solution by shifting \$1.3 billion of property taxes from cities, counties, and special districts to schools this year, and \$1.3 billion again next year. Realizing that the "LOCAL initiative" is retroactive and would preclude the shift of funds without voter approval, the Governor worked out an agreement with local officials wherein a substitute ballot proposition would be placed on the ballot by the Legislature that would, in effect, override the local government initiative, in exchange for stable local government funding in future years. Without a pledged agreement, the Governor very clearly stated he would publicly oppose the "LOCAL initiative." But under the agreement reached more than a month ago with local officials, Governor Schwarzenegger promised to publicly support the compromise local government "deal."

Unfortunately, full agreement on the Governor's deal was never embraced by the Legislature, particularly the Democratic Leadership. As we mentioned in last Friday's memo, there had been eight days of silence before the cities, counties and special district representatives met with representatives from the Governor's Cabinet and Department of Finance. Due to some miscommunications, some Democrat legislators were led to believe that local government would sign off on a "new deal," that had been quickly developed by representatives of the Department of Finance, Democratic legislative staff, and a number of Democratic lawmakers as an alternative plan.

However, when the details of the substitute proposal leaked last Thursday, city, county and special districts began expressing their strong opposition to their legislators, and by Friday afternoon, there was a standoff between Republicans and Democrats on the local government issue. While most Republicans are willing to go along with the Governor's original deal reached with the cities, counties, and special districts, many Democrats and their leadership will not. The major reason for objecting is that they do not want to completely protect local government funding at the expense of education funding, health and welfare, and other programs vulnerable in future years. This year, for example, the Governor and Legislature are effectively "suspending" Proposition 98, as school funding is being reduced by \$2 billion. Thus, the Democrats want similar flexibility for funding all local governments, which the "LOCAL initiative" and the Governor's "deal" would restrict.

There is also a certain Democratic anger at the Governor for repealing the VLF, thus creating an additional \$4 billion budget problem because of the loss of revenue. Additionally, a number of Democrats and a few Republicans feel that by locking into the Constitution the current funding sources for all local governments, that larger issues, such as the "fiscalization of land use," can never be addressed without first going to the voters. Most troubling are comments we had heard in recent days that the California Teachers Association (CTA) and the Service Employees International Union (SEIU) will launch a major effort to oppose the LOCAL initiative in either form on the November ballot. Senate President pro Tem John Burton was quoted on the radio this morning, stating: "The cities have an initiative on the November ballot, let them take their shot....and I'll be happy to lead the campaign against it." In the end, this may be what occurs.

In

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2629] News from the Capitol

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
>Sent: Friday, July 02, 2004 3:32 PM
>To: 'Calix'
>Subject: [CALIX:2629] News from the Capitol
>
>July 2, 2004
>
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, CLA Lobbyist
> Christina Dillon, CLA Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>
>LOCAL GOVERNMENT "DEAL" IN JEOPARDY:
>ALTERNATE PROPOSAL BY DEMOCRATS OFFERS LITTLE PROTECTION AGAINST
FUTURE
>RAIDS
>
>
>After eight days of silence, local government representatives were
>called to meet with representatives from the Governor's office yesterday
>afternoon. What they heard was not good news. Within the last 24
>hours, an alternative proposal has surfaced, generated mostly by a small
>group of Democrat legislators and staff, which will offer little, to no
>protection for local government. Specifically, constitutional
>protection of local government revenues, as originally envisioned, would
>no longer be provided. Instead, while the total amount of property
>taxes within each county would be protected, the Legislature, at a
>future time, could change the mix in how those property taxes are
>allocated to agencies within the county. Furthermore, it would allow
>the Legislature to pass a bill in each House with a two-thirds vote to
>borrow the money, with a so-called "promise" of full repayment in future
>years. The alternate measure, ACA 9, also negatively impacts cities,
>counties, and redevelopment agencies by not protecting them with respect
>to the vehicle license fee and sales tax.
>
>The Senate was prepared to take up ACA 9, as proposed to be amended,
>before noon today, until Senator Brulte, the former Republican Minority

>Leader rose to inquire when the body "might have the chance to vote on
>the Governor's original plan. We never had a chance to vote on it. But
>I'm told it's dead. I want to know who killed it?" Senate President
>pro Tem bellowed from the rostrum, "I did!" and promptly called a
>Democratic caucus. Meanwhile, through the lunch hour, several of the
>groups represented in the Governor's deal met to discuss their
>opposition to the new proposal and strategize about how to defeat the
>measure. We have been engaged in the discussions surrounding the
>special district component of the deal. The exemption for independent
>special district libraries and so-called "orphan libraries" remains part
>of the package. It should be noted that the alternative plan would also
>require a 10% property tax contribution from dependent special
>districts, so the protection we put in place exempting libraries becomes
>even more valuable in retrospect.

>
>High level discussions will likely continue throughout the day as the
>local government piece is all that remains in order for the Budget deal
>to be resolved. In the meantime, legislators are being bombarded with
>calls, faxes, and e-mails from cities, counties, and special districts.
>At 2:30 today Senator Burton announced that the Senate would likely
>adjourn until 4 p.m. on Monday or come back in on Tuesday to deal with
>the Budget bill, depending upon negotiations. He then announced that
>ACA 9 would be heard in the Senate Constitutional Amendments Committee
>today at 3 p.m. We will keep you posted as details develop.

>
>
>-----calix-+

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

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

>-----calix--

In

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2621] News from the Capitol

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
>Sent: Wednesday, June 30, 2004 5:01 PM
>To: Calix
>Subject: [CALIX:2621] News from the Capitol

>
>June 30, 2004

>
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

>
>FROM: Mike Dillon, CLA Lobbyist
> Christina Dillon, CLA Lobbyist

>
>RE: NEWS FROM THE CAPITOL

>
>
>
>I. BUDGET UPDATE - "I KEEP HEARING I SHOULD BE HEARING SOMETHING
>SHORTLY."

>
>Several months ago, Governor Schwarzenegger announced his intent to
>produce an "on time" Budget, meaning that the Budget would be agreed to
>by the legislature, and on his desk, ready to be signed by June 30th
>in order to start the new fiscal year on July 1. Unfortunately, a
>handful of final issues - including a \$2.6 billion deal crafted with the
>cities, counties, and special districts - continue to be problematic for
>legislative leaders and the Governor, and will cause the state to miss
>the Governor's June 30th deadline today. The powerful Budget Conference
>Committee has not met for at least two weeks, and the so-called "Big 5,"
>consisting of the Assembly and Senate leadership and the Governor, has
>met fairly regularly for the last week. It was rumored that the "Big 5"
>may have a handshake agreement on all remaining outstanding issues in
>the Budget by the end of the day today. However, this afternoon we
>believe it will now be tomorrow or Friday before an agreement is
>reached. One of the Budget Conference Committee members indicated that
>the Conference Committee could then convene briefly to tie up loose
>ends, and a Budget could be drafted and sent to the floors of the Senate
>and Assembly for a vote as early as Tuesday or Wednesday of next week.
>However, we are somewhat amazed at the lack of information that various
>top level staff members seem to have regarding the progress of the
>Budget negotiations by the "Big 5." One key fiscal staff member told us,

>tongue in cheek, yesterday, "I keep hearing I should be hearing
>something shortly."

>

>II. DEMOCRAT RESISTANCE TO LOCAL GOVERNMENT DEAL

>

>Several key Democratic lawmakers are still balking at the piece in the
>Governor's "local government deal" that would lock the current sources
>of local government revenues into the Constitution, specifically the
>sales tax and property tax. Lawmakers, like Assemblyman Darrell
>Steinberg of Sacramento, feel that by placing these sources of revenue
>into the Constitution, the State will be precluded from ever addressing
>issues such as "fiscalization of land use" and the need to address
>low-income housing. While there is some resistance to the local
>government ERAF piece that affects the special districts, one
>confidential source informed us late last week that this provision may
>be ultimately agreed to. As of this writing, the exemption that CLA
>secured for the independent special district libraries, and so-called
>"ERAF Orphan" libraries, is holding and we are optimistic it will not be
>undone at this point. Once the final agreement, relative to the local
>government deal is announced, we will alert you. (The language for the
>"deal" will be eventually incorporated into a Budget trailer bill next
>week and assigned a bill number, which will allow you to track its
>progress.)

>

>III. CLA'S LIBRARY BOND BILL HEADS TO ASSEMBLY APPROPRIATIONS - LETTERS >NEEDED

>

>Last week, the Assembly Local Government Committee heard testimony on SB
>1161 by Senator Dede Alpert. The measure is sponsored by CLA and would
>provide \$1 billion in general obligation bonds for library construction
>and renovation on the March 2006 ballot. The committee received the
>bill favorably, passing the measure with 7 "ayes" and zero "no" votes.
>(Committee members voting in support included Assemblymembers Chairman
>Salinas, Vice Chair Lieber, Garcia, Leno, Mullin, Steinberg, and
>Wiggins.) Testifying in support of the bill was Anne Cain, CLA's
>Legislative Chair and Contra Costa County Library Director; Anne Marie
>Gold, Sacramento Public Library Director; and lobbyists for Sacramento
>County, Alameda County, and the city of Los Angeles. At the conclusion
>of the testimony, Assemblyman Mark Leno (D-San Francisco) inquired,
>"Senator Alpert, a question. is \$1 billion enough?" Responded Senator
>Alpert, "Thank you, Mr. Leno. Unfortunately, \$1 billion is never
>enough, but we think it is a good start."

>

>You may recall that when the bill was originally introduced, Senator
>Alpert included a \$2 billion figure in her measure, and realistically
>knew that she would have to negotiate that figure down based on what the
>state could bear in terms of its bonded indebtedness capacity. In an
>attempt to move the bill forward and continue discussions with the
>Governor and the Administration, she stripped all of the funding from
>the measure to advance the bill out of the Senate. Once the bill was in
>the Assembly, the Senator requested that CLA lobbyists join her on June

>16th in a special meeting with the Governor's Chief of Staff and the
>Governor's Secretary for Legislation to discuss the future of the bond
>bill. Originally, the goal was to place a library construction bond on
>the ballot for November 2004. However, after a very informative and
>helpful meeting with the Governor's two representatives, they have
>cautioned the Senator against proceeding with the bond on the November
>2004 ballot. They noted that the November ballot is so "lengthy, that
>you may face voter fatigue. We think the voters may get frustrated with
>all of the items on the ballot." In addition, they noted that the state
>continues to sell \$15 billion worth of "debt repayment bonds" that the
>voters approved in March of 2004, as part of Governor Schwarzenegger's
>Budget recovery plan. Thus, while they did not indicate whether the
>Governor would support or oppose the bill, they suggested that the
>Senator pursue the March 2006 ballot, and a dollar amount of \$1 billion.
>In addition, they have asked CLA and Senator Alpert to meet with the
>Department of Finance to determine what the state might be able to
>afford in terms of general obligation bond debt, and ascertain whether
>or not a schedule could be established to sell the bond in waves, as is
>being done with the debt retirement bond. The Senator promptly amended
>her bill to include the Administration's recommendations, and SB 1161
>was fast-tracked to the Assembly Local Government only several days
>later. Much work still needs to be done between now and August to
>convince the Governor and Department of Finance that a \$1 billion bond
>for library construction and renovation is critical.

>
>The next hurdle for SB 1161 is the Assembly Appropriations Committee,
>who will consider the bill during the first week of August, when the
>legislature returns from its legislative recess. Please take a moment
>today to write each of the members of the Appropriations Committee, and
>urge their strong support of the bill. At the same time, we would
>encourage you to write the Governor, and request his support of the bond
>- in your letters to the Governor, you might mention: 1) the specific
>need in your communities, 2) the tremendous competition due to the lack
>of funds in the current Proposition 14 bond, 3) since the Governor has
>made youth after school programs one of his hallmark issues, you might
>highlight some of the important programs your libraries would provide
>for school age children during the after school hours. Thank you for
>your help!

>
>Members of the Assembly Appropriations Committee

>
>Assemblywoman Judy Chu, Chair

>
>Assemblywoman Sharon Runner, Vice Chair

>
>Assemblywoman Patricia Bates

>
>Assemblywoman Patty Berg

>
>Assemblywoman Ron Calderon

>

In


- >Assemblywoman Ellen Corbett [co-author]
- >
- >Assemblyman Lou Correa
- >
- >Assemblywoman Lynn Daucher
- >
- >Assemblyman Manny Diaz
- >
- >Assemblyman Marco Firebaugh
- >
- >Assemblywoman Jackie Goldberg
- >
- >Assemblyman Ray Haynes
- >
- >Assemblyman Mark Leno [co-author]
- >
- >Assemblyman Abel Maldonado
- >
- >Assemblywoman Gloria Negrete McLeod
- >
- >Assemblyman Joe Nation [co-author]
- >
- >Assemblyman Robert Pacheco
- >
- >Assemblywoman Fran Pavley
- >
- >Assemblyman Mark Ridley-Thomas
- >
- >Assemblyman Steven Samuelian
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- >Assemblyman Joe Simitian
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- >Assemblywoman Patricia Wiggins
- >
- >Assemblyman Leland Yee
- >
- >
- >
- >Sample address:
- >
- >The Honorable Judy Chu
- >
- >Chair, Assembly Appropriations Committee
- >
- >State Capitol
- >
- >Sacramento, CA. 95814
- >
- >
- >
- >and

In

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

Agenda Item 23

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 


DATE: July 26, 2004

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 56 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes At Ruby Drive.
- Federal Work Study (FWS) is a partnership between Western State University College of Law , Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and 2. Service Learning.
- Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04 has begun.
- *Last Year, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. PLLS is now listed as an eligible agency with Troy Tech.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started school year 2002-2003, there won't be any potential interns until school year 2004-05.

TO: Elizabeth D. Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: July 26, 2004

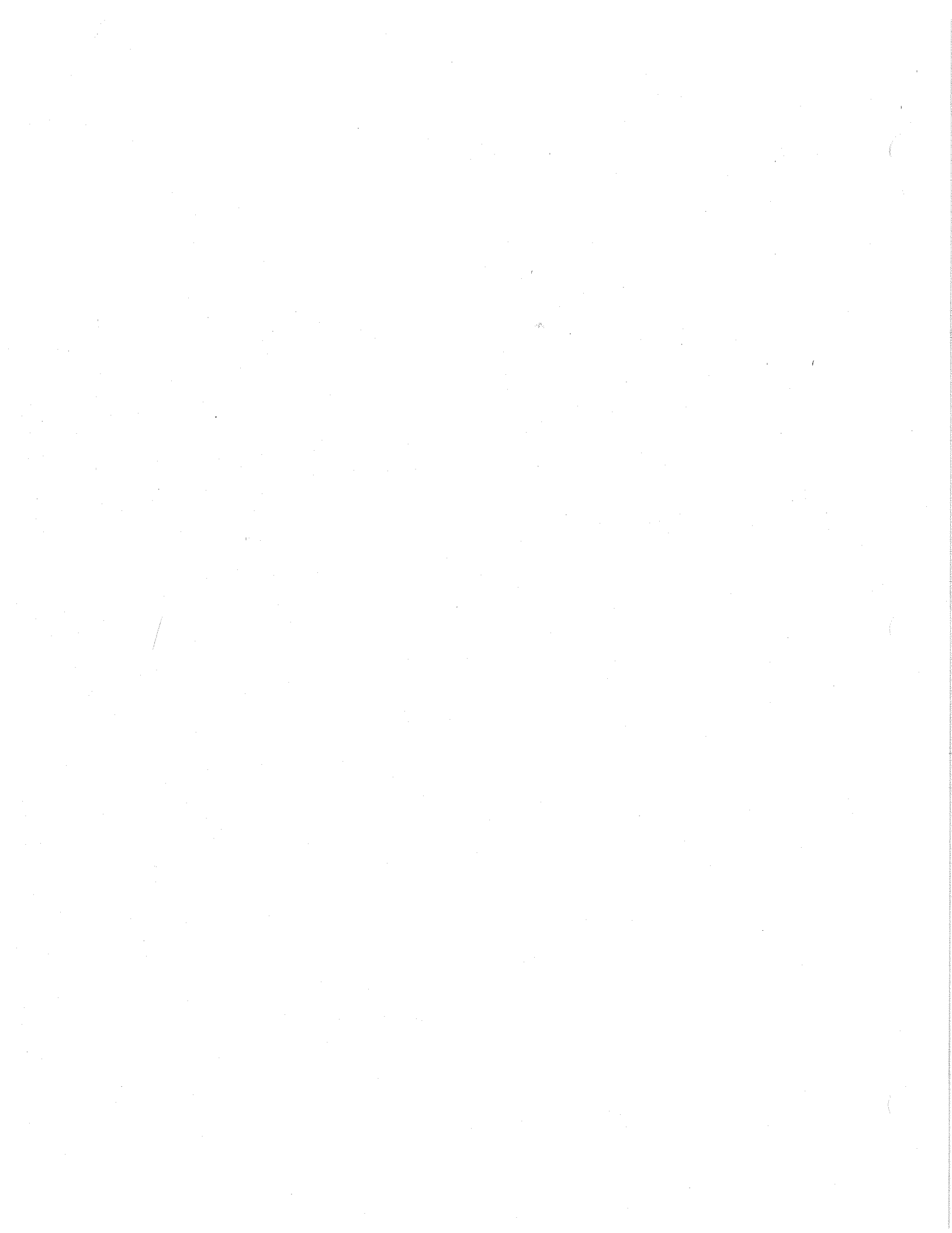
SUBJECT: Grant Status

Source	Amount	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	History Room	Other
Mervyn's	\$5,000	05/06/04	PLLS		5,000					
Target	\$5,000	05/06/04	PLLS		5,000					
VERIZON	\$25,000	05/13/04	PLLS	25,000						
Mighty Ducks Care	\$25,000	05/13/04	PLLS	25,000						
Wells Fargo	\$1,000	05/04/04	PLLS				1,000			
CLLS *	\$51,000	06/08/04	PLLS			51,000				
Disneyland Resort CSA *	\$3,500	06/17/04	PLLS			3,500				

*Estimated

TOTAL PENDING \$115,500

50,000 10,000 54,500 1,000



June 16, 2004

Placentia Library District
Attn: Elizabeth Minter
411 E. Chapman Avenue
Placentia, CA 92870

RE: Equipment Schedule No.1 dated September 15, 1999 to Master Lease Purchase Agreement dated September 15, 1999 (collectively, the "Agreement") by and between ABN AMRO Incorporated ("Lessor") and Placentia Library District ("Lessee"); Lease No. M99283 ("Lease Number"); November 15, 2013 ("Maturity Date"); May 21, 2004 ("Paid Off Date")

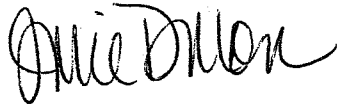
Dear Ms. Minter:

This letter serves as notice that all of the obligations under the above referenced Agreement have been fulfilled and that all amounts due under the above referenced Agreement have been received by LaSalle National Leasing Corporation ("LNLC"), as servicer for Lessor. The Agreement is "paid in full" and LNLC hereby releases all interest and liens in the above referenced Agreement as it relates to the energy management system.

If you have any questions or require anything further, please do not hesitate to contact me at (312) 904-1859.

Sincerely,

LASALLE NATIONAL LEASING CORPORATION



Julie Dillon
Sr. Portfolio Service Specialist



Munson,
Cronick &
Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

June 23, 2004

Board of Trustees
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Attn: Elizabeth Minter
Library Director

Dear Elizabeth:

We are pleased to confirm our understanding of the services we are to provide to Placentia Library District for the year ended June 30, 2004. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units and remaining fund information, which collectively comprise the entity's basic financial statements, of Placentia Library District as of and for the year ended June 30, 2004. Also, the document we submit to you will include the Management Discussion and Analysis and the Budgetary Comparison Schedules that will be subjected to the auditing procedures applied in our audit of the financial statements.

Audit Objective

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Identifying and ensuring that Placentia Library District complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Placentia Library District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Procedures—Internal Control

In planning and performing our audits, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on Placentia Library District's financial statements.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Based on our preliminary estimates, we anticipate a target fee of \$5,000 for the audit, plus an additional \$3,000 related to the additional procedures for implementation of *Government Auditing Standards Board No. 34*, and \$600 for preparation, review and submission of the Annual Report of Financial Transactions of Special Districts. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in

full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Placentia Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Munson, Cronick & Associates, LLP

MUNSON, CRONICK & ASSOCIATES, LLP
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District.

Authorized signature: _____

Title: _____

Date: _____

CLIENT'S COPY



FEDERAL WORK-STUDY PROGRAM OFF-CAMPUS AGREEMENT

THIS AGREEMENT is entered into this 1st day of July, 2004, at Placentia, County of Orange, State of California, by California State University, Fullerton, hereinafter called "Institution" and Placentia Library District, a Library, hereinafter called "Contractor" for the purpose of providing work to students eligible for the Federal Work-Study Program.

Institution has received a grant from the U.S. Secretary of Education pursuant to Title IV, Part C, of the Higher Education Act of 1965, P.L.89-329, as amended (Title 42, United States Code, Sections 2751-2756b), hereinafter called the "Act." The purpose of that grant is to stimulate and promote the part-time employment of students who are in need of earnings from such employment to pursue courses of study at eligible postsecondary institutions and to encourage students receiving federal student financial assistance to participate in community service activities that will benefit the nation and engender in the students a sense of social responsibility and commitment to the community. To the maximum extent practicable, the employment will complement and reinforce the educational program or vocational goals of each student receiving such assistance. Institution and Contractor desire that Institution's eligible students engage in work in the public interest for public agencies and private nonprofit organizations such as Contractor under the Federal Work-Study Program authorized by the Act. Contractor represents that its work is in the public interest since it is work performed for the national or community welfare rather than work performed to benefit a particular interest or group and that it is a reliable agency or organization that has professional direction and staff and is able to utilize the services of such students.

Therefore, Institution and Contractor in consideration of the covenants contained herein agree as follows:

1. Contractor shall utilize the services of students who are referred to Contractor by Institution and who Institution has determined are eligible to participate in the Federal Work-Study Program and who Contractor determines are qualified and acceptable to perform services for Contractor. The services to be performed by the students are summarized in Exhibit "A" attached hereto and by this reference made a part hereof.
2. The work performed by the students shall be in the public interest and shall be consistent with the purposes and requirements of Title IV, Part C, of the Higher Education Act of 1965, as amended, and consistent with the program regulations adopted thereunder (see Title 34, Code of Federal Regulations, Part 675).
3. The work performed by the students shall not:
 - a. Displace employees, impair existing service contracts or replace regular employees who are on strike; or
 - b. Involve any partisan or nonpartisan political activity associated with a faction in an election for public or party office; or
 - c. Benefit primarily members of a limited membership organization such as a credit union, a fraternal or religious order, or a cooperative; or
 - d. Involve work for an elected official as a political aide or work for an elected official who is not responsible for the regular administration of federal, state, or local government;

- e. Involve the construction, operation or maintenance of any part of a facility used or to be used, for sectarian instruction or religious worship; or
 - f. Involve any lobbying on the federal, state, or local level; or
 - g. Include employment for the U.S. Department of Education; or
 - h. Include consideration of the student's political support or party affiliation in the hiring decision.
4. The wage rate to be paid to students participating in the program shall:
- a. Be not less than the current federal minimum wage required under Section 6(a) of the Fair Labor Standards Act of 1938;
 - b. Be computed on an hourly basis for actual time on the job;
 - c. Not include any fringe benefits; and
 - d. Be appropriate and reasonable in terms of the type of work performed, the employee's proficiency, the geographical region, and applicable federal, state, or local law.
5. Contractor agrees that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, color, national origin, sex, physical disability, or age. Contractor further agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4) prohibiting race discrimination, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) prohibiting sex discrimination, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) prohibiting handicap discrimination, the Age Discrimination Act (42 U.S.C. 6101 et seq.) prohibiting age discrimination, and the federal regulations adopted to implement those Acts.
6. Contractor shall:
- a. Not solicit or accept fees, commissions, contributions, or gifts as a condition for Federal Work-Study employment.
 - b. Reasonably supervise the services of students participating in the Federal Work-Study Program and permit occasional inspection and audit by Institution and auditors.
 - c. Not allow any student's earnings to exceed the amount of the student's eligibility as determined by Institution. If Contractor permits a student to earn monies in excess of the amount for which the student is eligible, Contractor shall pay all of the student's earnings in excess of the student's eligibility.
 - d. Submit to Institution, not less often than monthly, the following:
 - (1) Time reports stating the actual hours worked each day by Federal Work-Study students' and containing the supervisor's certification as to the accuracy of the hours reported and of the students' satisfactory performance (34 CFR 675.19(b)(2)(i));
 - (2) A payroll voucher identifying the period of work, the name of each student, the hourly wage rate, the number of hours worked, gross pay, all deductions and net earnings, and, the total federal share applicable to each payroll (34 CFR 675.19(b)(2)(ii)); and
 - (3) Documentary evidence that students received payment for their work, such as signed acknowledgments of receipt or photocopies of canceled checks.

- e. Pay students, not less often than monthly, the wages earned by the students during the pay period. Contractor shall comply with all laws regarding its employees including the payment of F.I.C.A. taxes.
 - f. Pay Institution any agreed-upon reimbursement for costs of administering this Agreement. Such costs shall be identified in Exhibit "A."
 - g. Ensure that students' wages are not garnished except by the Institution to pay costs of attendance that the students owe the Institution.
7. Contractor agrees to return to Institution amounts transmitted by Institution that are not used for the payment of wages of students employed by Contractor.
 8. Contractor shall provide Workers' Compensation insurance at Contractor's own cost and expense for all students employed pursuant to this Agreement.
 9. Institution will be responsible for:
 - a. Determination of students' eligibility to receive assistance under the Federal Work-Study Program;
 - b. Determination of the amount of Federal Work-Study assistance that students are eligible to receive; and
 - c. Effective July 1, 2004 through June 30, 2005, payment to Contractor in arrears of one hundred (100%) percent of total wages which shall be paid by Contractor to the student employees. Institution shall reimburse Contractor one hundred (100%) percent of student earnings approved by Institution based upon the monthly report received by Institution from Contractor pursuant to Paragraph 6-d hereof.
 10. This Agreement shall be subject to the availability of funds to Institution for that portion of the student's compensation paid from Title IV Federal Work-Study funds. It shall also be subject to the provisions of the Higher Education Act of 1965, as amended, and the regulations adopted thereunder, as amended.
 11. The Contractor agrees to indemnify, defend and save harmless the State of California, the Trustees of the California State University, Institution, their officers, agents and employees, from any and all claims and losses accruing or resulting to any and all persons, or public or private entities who may be injured or damaged by the Contractor in the performance of this Agreement.
 12. The Contractor, and any agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California, the Trustees of the California State University, or of Institution. Students furnished employment by Contractor pursuant to this Agreement shall be employees of Contractor and shall not be apprentices, employees, agents, or officers of the State of California, the Trustees of the California State University, or of Institution.
 13. Institution may terminate this Agreement and be relieved of its obligations with regard to Contractor hereunder should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, Institution may proceed to carry out the purpose of this Agreement in any manner deemed proper by Institution. The cost to Institution shall be deducted from any sum due the Contractor under this Agreement, and the balance, if any, shall be paid the Contractor upon written demand.

- 14. The benefits under this Agreement are not assignable by Contractor either in whole or in part nor are the responsibilities delegable by the Contractor either in whole or in part.
- 15. The provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.
- 16. It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.
- 17. This Agreement shall terminate 30 days after either Institution or Contractor has notified the other party in writing of its election to terminate this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate the day and year first above written.

INSTITUTION

California State University, Fullerton

BY _____
Signature

Deborah S. McCracken
Print Name

Director of Financial Aid
Title

Date

BY _____
Signature

Sally Yassine
Contracts and Procurement

Date

CONTRACTOR

Placentia Library District

BY Jim Roberts
Signature

Jim Roberts
Print Name

Public Services Manager
Title

June 29, 2004
Date

CAL STATE FULLERTON

Section III - Job Description(s)

Provide a brief description of each job classification listed in Section II - Cost Estimate.
(Attach a separate sheet if there is insufficient space.)

TITLE: Literacy Program Assistant/Literacy Tutor
Department: Public Services
Reports to: Public Services Manager/Literacy Coordinator

POSITION SUMMARY:

Under the supervision of the Literacy Coordinator and the Assistant Literacy Coordinator/ELLI Coordinator, a literacy program assistant/literacy tutor will assist in matching literacy volunteers with adult and children students, and will be required to tutor children at the Placentia Library and at one and possibly two local elementary schools. A literacy program assistant/literacy tutor is expected to follow library and literacy guidelines as they pertain to Library Literacy Services.

ESSENTIAL FUNCTIONS:

- Tutor children at the Library and other sites.
- Assists the Literacy Department in matching volunteer tutors and students.
- Assists in inputting literacy related information into the literacy data base.
- May assist in staffing the office during peak periods.

Section IV - Work in the Public Interest

Describe the type of work/activities carried out by the Contractor.
(Attach hereto copies of Articles of Incorporation or other official documents authorizing the non-profit, tax exempt status of the Contractor.)

The Placentia Library Literacy Services (PLLS) provides free one-to-one tutoring to adults and children. PLLS provides literacy services to students in Placentia and many adjacent communities. Students have access to a variety of reading and English-related material, and are given free workbooks at grade level. Students can enter the literacy program regardless of socio-economic status.

SECTION III (cont)

Other Requirements:

- Literacy Program Assistant/Literacy Tutor must complete a 3-hour tutor training workshop given by the PLLS.

LOCAL AGENCY FORMATION COMMISSION ORANGE COUNTY

12 Civic Center Plaza, Room 235
Santa Ana, California 92701
(714) 834-2556, FAX (714) 834-2643

REGULAR MEETING AGENDA

Wednesday, July 14, 2004, 9:00 a.m.
Planning Commission Hearing Room, Hall of Administration
10 Civic Center Plaza, Santa Ana

Any member of the public may request to speak on any agenda item at the time that item is being considered by the Commission.

1. **CALL THE MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE – BY COMMISSIONER JAMES SILVA**
3. **ROLL CALL**
4. **OATH OF OFFICE FOR COMMISSIONERS ROBERT BOUER, PATSY MARSHALL, AND ARLENE SCHAFFER**
5. **APPROVAL OF MINUTES:**
 - a.) June 9, 2004 – Regular Commission Meeting
6. **PUBLIC COMMENT**

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.
7. **CONSENT CALENDAR**
 - a.) **Legislative Report**

The Commission will receive a report on legislation of interest to LAFCO.
8. **PUBLIC HEARING**
 - a.) **Planning Area 6 Annexation to the City of Irvine (CA 04-04)**

The Commission will consider the annexation of 1,662 acres of uninhabited, unincorporated County territory located in the City of Irvine's sphere of influence to the City of Irvine, continued from the June 9, 2004 regular Commission meeting.

b.) North Central Islands Annexation to the City of Anaheim (IA 04-08)

The Commission will consider the annexation of approximately 70 acres of unincorporated County territory to the City of Anaheim and concurrent detachment of that territory from the Municipal Water District of Orange County (MWDOC). The territory consists of four small, unincorporated island areas commonly referred to as *North-Central Islands 1, 2, 3, and 5*.

9. COMMISSION DISCUSSION

a.) Contractual Agreement – County Services and Office Leasing

The Commission will consider the approval of an amended OC LAFCO/County of Orange services agreement and office space lease agreement.

b.) Contractual Agreement – Alcock & McFadden, Inc.

The Commission will consider the continuation of a contractual agreement with Alcock & McFadden, Inc. for the provision general human resources services (i.e., recruiting, training, compensation analysis, performance management, general employee relations, etc.) to OC LAFCO.

c.) Mid-Year Strategic Plan Update

The Commission will receive a report on the mid-year status of affairs based on the goals and work plan established during the Commission's Strategic Planning Session in January 2004. This report will include an update on:

- LAFCO's 2004 Work Plan; and
- Municipal Service Review ("MSR") Program

d.) CALAFCO Awards & Executive Board Nominations

The Commission will receive information on the 2004 CALAFCO achievement awards and vacancies on the CALAFCO Executive Board and discuss possible nominations for both.

10. COMMISSIONER COMMENTS

This is an opportunity for commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.

11. INFORMATIONAL ITEMS

None

12. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT
(Section 54957)
Title: Executive Officer

13. ADJOURNMENT

NOTICE: *State law requires that a participant in a LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.*




LAFCO agendas are available on the Internet at <http://orange.lafco.ca.gov/agenda/index.htm>

2004 LAFCO CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27
25	26	27	28	29	30	31	29							28	29	30	31			
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

Boxed dates are regular LAFCO meeting dates

Regular LAFCO meetings are held in the Planning Commission Hearing Room at 10 Civic Center Plaza at 9 a.m.
The September 2004 meeting will be held in the Board Hearing Room at 10 Civic Center Plaza at 9 a.m.

-  2004 Orange County Leadership Symposium is January 9th through January 11th.
-  2004 LAFCO Strategic Planning Session is January 30th at the Laguna Hills Community Center.
-  2004 CALAFCO Conference is September 8th through September 10th at the Disney Grand Californian Hotel.

* Adopted by the Commission on September 10, 2003.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: July 26, 2004

BACKGROUND

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

President Shkoler will report on the work of the committee organizing the independent special library districts. The Districts are scheduled to meet on Saturday, August 21, 2004 to continue developing a joint legislative effort for the independent special library districts.

Governor Schwarzenegger has appointed Susan Hildreth as the State Librarian. A former State Library staff member Susan is currently the director of the San Francisco Public Library. Susan is highly regarded in the public library community although she does not have a strong connection to Southern California.

At the time this memo is being prepared there is still no word on the State Budget.

RECOMMENDATION

There is no recommendation for action at this time.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Public Hearing on the Fines & Fees Schedule for Fiscal Year 2004-2005
DATE: July 26, 2004

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2004-2005 as approved by the Library Board at its Meeting on June 30, 2004 and scheduled for Public Hearing at the Library Board Meeting of July 26, 2004.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2004-2005 for the Placentia Library District was published in the *Placentia News Times* on July 15, 2004 and posted at the Library on July 22, 2004. The Proof of Publication will be included with the General Consent Calendar for the August 23, 2004 Library Board Meeting.

The Public Hearing should be conducted before Board discussion of the item.

Attachment B is Resolution 04-06 adopting the Fines & Fees Schedule for Fiscal Year 2004-2005.

RECOMMENDATIONS:

1. Conduct the Public Hearing on the Policy as published.
2. Finalize Fines & Fees Schedule for Fiscal Year 2004-2005
3. Read Resolution 04-06 by Title only
4. Adopt Resolution 04-06



PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Page 1 of 1

Adopted August 25, 2003

Reviewed June 30, 2004

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20

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

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items	\$ 10.00

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

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Cataloged Adult & Children's Books	Item Cost + \$ 5.00 \$ 20.00
Uncataloged Paperbacks	Item Cost + \$ 5.00 5.00
Magazines/Pamphlets	No Processing Fee 3.00
Cassettes	No Processing Fee 10.00
CD's, CD ROM's & Videos	Item Cost + \$ 5.00 15.00
Audio Books (all formats)	Item Cost + \$ 5.00 50.00

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

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 2.00
Checkout with non-Library identification	1.00
Laminating, per sheet	1.00
Printing, black ink, per page10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page	1.00
Passport check preparation	2.00
Test monitoring, per exam.	30.00

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

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

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use.
Placentia Library District assumes no responsibility for damage to personal property caused by the use of
video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.



RESOLUTION 04-06

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

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

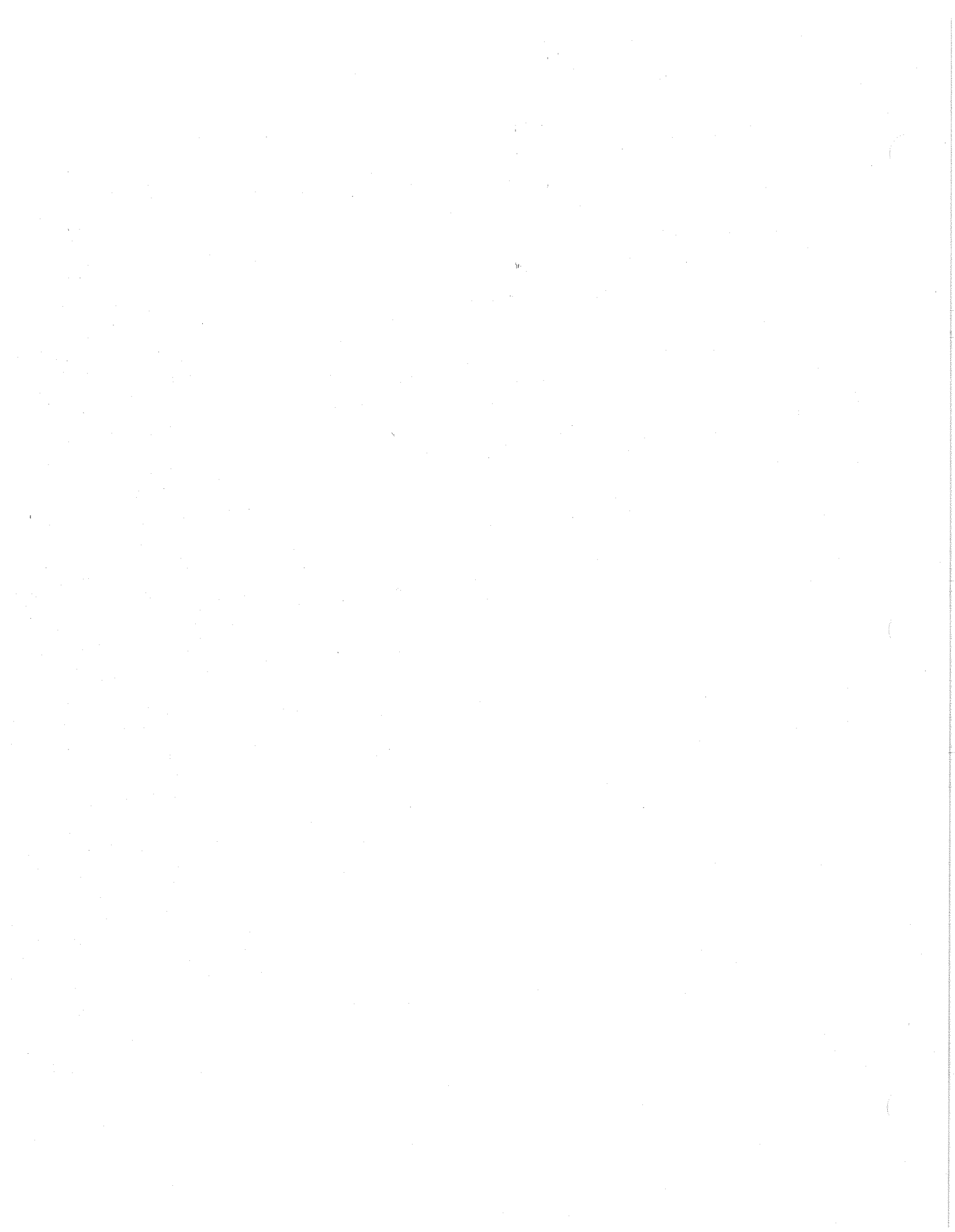
BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2004-2005 dated July 26, 2004, and implements such on July 26, 2004.

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:
State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twenty-sixth day of July, 2004.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of July, 2004.

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *E. D. Minter*
SUBJECT: Fiscal Year 2004-2005 Budget
DATE: July 26, 2004

BACKGROUND:

The Fiscal Year 2004-2005 Budget for Fund 707 (General Fund) was presented to and reviewed by the Library Board at its June 30, 2004 meeting and set for Public Hearing on July 26, 2004.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for 2004-2005 Fiscal Year for the Placentia Library District was published in the *Placentia News Times* on July 15, 2004 and posted at the Library on July 22, 2004. The Proof of Publication will be included with the General Consent Calendar for the August 23, 2004 Library Board Meeting.

Fiscal Year 2004-2005 Budget

The Proposed Fiscal Year 2004-2005 Budget for Placentia Library District was presented to the Library Board at its June 30, 2004 Meeting. The adjustments approved by the Board at the June meeting have been incorporated as well as the addition of \$25,000 in estimated Passport Revenue and Book Budget Expenditure.

The Budget for Fund 707 (General Fund) is Attachment A.

The Orange County Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment B.

A public hearing needs to be conducted for the Proposed Budget for 2004-2005 Fiscal Year for the Placentia Library District.

The Fiscal Year 2004-2005 Budget for all District Funds needs to be adopted by Resolution 03-09. (Attachment C)

RECOMMENDATIONS:

1. Conduct Public Hearing on the Budget for Fiscal Year 2004-2005 as published.
3. Finalize Placentia Library District Budget for all Funds for 2004-2005 Fiscal Year.
4. Motion to read Resolution 04-07 by title only.

5. Motion to adopt Resolution 04-07.
6. Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

Placentia Library District
Revenue Budget for Fund 707 for Fiscal Year 2004-2005
Proposed 6/30/2004

Object Code	Category	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Budgeted	FY2003-04 Actual	FY2004-2005 Proposed
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,072,450	1,147,522	1,163,387	1,234,995
6210-01	Public Utility	24,001	25,854	23,111	25,158	22,886	22,500	22,598	22,500
6210-04	Tester Plan - Current Delinquent	0	0	12,334	13,876	14,764	14,500	14,296	14,500
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,110,100	1,184,522	1,200,281	1,271,995
6230	Prior Secured	19,667	19,936	12,028	12,031	14,166	13,000	16,612	13,000
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,124,266	1,197,522	1,216,893	1,284,995
6220	Current Unsecured	50,053	53,807	55,274	56,067	58,450	57,500	60,783	61,000
6240	Prior Unsecured	1,054	936	962	668	785	750	719	750
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	59,235	58,250	61,503	61,750
6690	HOMEOWNER	15,578	16,224	16,245	16,101	16,339	16,250	17,408	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	874,774	966,278	1,041,721	1,119,118	1,199,840	1,272,022	1,295,803	1,363,745
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,224	8,000	8,120	4,000
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	48,663	40,000	54,711	48,000
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	1,364	1,300	1,567	1,400
6610	INTEREST	12,734	20,286	21,191	11,628	8,670	8,500	7,096	4,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	47,255	64,618	67,648	61,829	66,921	57,800	71,495	57,400
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,266,761	1,329,822	1,367,298	1,421,145
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	242,019	52,000	92,378	89,264
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	184,470	176,000	232,373	212,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	0	10	0
	TOTAL REVENUE	1,042,442	1,319,082	1,359,249	1,420,881	1,693,250	1,557,822	1,692,060	1,722,409

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
0100	Salaries & Wages	494,352	537,311	623,836	645,313	688,819	694,508	680,870	761,117
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	94,049	98,130	84,612	106,841
	Health Insurance/Care America	20,247	28,006	38,227	41,981	46,765	51,886	48,150	83,667
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,148	3,300	3,422	4,186
	Life Insurance/Foris & Protective Life	0	0	2,320	1,862	1,239	1,405	2,127	1,814
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,275	2,682	2,291	2,870
	Dental/Ameritas	5,153	5,737	7,369	6,055	6,326	7,597	8,319	8,938
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	59,754	66,870	64,309	101,475
0310	Unemployment Insurance	0	0	0	0	394	-	140	-
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	4,335	10,000	9,683	13,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	598,463	648,226	767,390	806,397	847,351	869,508	839,613	982,433
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	1,456	1,750	1,484	2,000
0700-01	Communications - Modem/Fax/TV/DSL	1,938	4,432	5,345	6,818	7,550	7,600	8,833	7,800
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	695	800	-	800
0700-05	Communications - Brodat Cataloging Access	5,150	2,649	3,007	2,225	2,371	2,700	2,586	2,700
0700-07	Communications - ELLI Grant	380	0	0	265	250	-	-	-
0700-08	Communications - Adult Literacy	438	412	426	406	1,295	1,500	1,106	1,500
	Total Communications	14,973	16,121	14,119	14,228	13,617	14,350	14,009	14,800
0900-00	Food - General Fund	0	43	162	1,253	314	350	488	350
0900-07	Food - ELLI Grant	0	0	0	30	57	-	-	-
0900-08	Food - Adult Literacy	0	154	281	0	155	150	297	250
0900-009	Food - Family Literacy	0	0	0	0	162	-	404	500
	Total Food	0	197	443	1,283	688	500	1,189	1,100
1000-00	Household Expense	3,468	4,271	2,375	20,637	3,852	4,250	2,600	4,250
1100-00	Insurance	10,124	6,946	5,069	5,280	7,614	11,000	11,120	12,000

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	3,494	3,000	2,267	3,000
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	24,352	20,000	46,030	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)				
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	235	500	587	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0				
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	28,080	23,500	48,884	28,500
	HVAC								
	Carpet Cleaning	2,852	2,105	1,704	2,174	7,135	7,500	3,533	7,500
	Groundskeeping, City of Placentia	0	3,074	0	2,806	2,655	2,750	523	2,750
	Plumbing	28,653	31,862	23,002	14,923	25,693	27,500	26,025	27,500
	Electrical	1,681	1,656	1,799	4,725	3,090	3,000	3,185	3,000
	Cleaning Service	4,212	15,520	1,170	2,151	1,442	1,500	5,608	4,000
	Locksmith	11,400	11,400	11,550	13,050	13,200	13,700	13,200	16,000
	Other (includes fire alarms & seismic retrofit project)	74	2,041	210	287	1,308	1,000	507	1,000
	Total Maintenance of Building & Grounds	1,391	1,331	25,806	4,581	5,786	6,000	12,944	6,500
1400-00		50,263	68,988	65,240	44,698	60,308	62,950	65,524	68,250
1600-00	Memberships - General Fund	2,580	3,356	3,569	2,771	1,933	2,200	3,742	3,100
1600-07	Memberships - ELLI Grant	225	0	0	0	225			
1600-08	Memberships - Adult Literacy	240	150	355	426	515	550	200	550
1600-09	Memberships - Family Literacy	0	0	0	0				
	Total Memberships	3,045	3,506	3,924	3,197	2,673	2,750	3,942	3,650
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	3,545		4,992	
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0				
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0				
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0				
	Total Miscellaneous Expense	0	0	0	0	3,545		4,992	

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
1800-00	Library Supplies	6,818	6,275	8,824	10,755	14,419	12,000	13,063	12,000
	Printing	9,135	8,630	9,262	12,209	11,535	11,500	12,071	11,500
	EZ Copy - copy cards for sale to patrons	0	0	0	0	-	-	-	-
	Publications	730	560	821	3,252	1,057	1,100	589	1,100
	Paper	894	1,664	1,694	1,613	678	700	389	700
	Drinking Water Service	274	275	311	289	330	350	340	350
	Other Office Supplies	4,883	8,408	8,639	13,327	10,210	10,000	13,955	10,000
	Total Office Supply Expense - General Fund	22,734	25,812	29,551	41,444	38,228	35,650	40,405	35,650
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,061	-	256	500
1800-08	Printing	1,680	784	3,304	2,325	-	1,500	2,283	2,000
	Publications	0	874	631	1,730	5,526	2,500	2,346	2,500
	Paper	0	51	0	0	-	-	-	-
	Other Office Supplies	1,034	543	2,148	4,378	598	1,500	-	1,000
	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,433	6,124	5,500	4,629	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	1,592	2,500	1,577	2,000
	Total Office Expense	27,337	28,064	36,147	65,594	48,005	43,650	46,867	43,650
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	4,711	4,500	4,284	4,500
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	-	-	-	-
1803-08	Postage Expense - Adult Literacy	64	9	0	42	124	100	37	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	272	150	43	150
	Total Postage Expense	2,510	4,651	2,687	5,628	5,107	4,750	4,363	4,750

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
	Care Resources (Employee Assistance)	385	420	420	420	420	420	385	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,863	6,665	6,558	3,479	6,271	7,000	6,672	7,000
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	30,170	34,000	32,223	35,000
	Library Board Consultants & Legal		0	0	900			23,014	10,000
	Clipping Service	417	397	453	453	500	504	556	504
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	7,654	8,500	7,722	9,500
	Advertising (including WEB site)	734	1,200	787	2,350	3,813	4,000	1,980	2,000
	Medical Exams	473	368	315	1,183	1,070	1,200	827	1,200
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	1,862	2,250	2,457	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	4,885	5,250	5,691	8,600
	Payroll Preparation	2,349	2,622	2,949	3,069	3,895	3,600	3,564	3,600
	Election Expenses	0	0	0	0				15,000
	Staff Training in Library	0	0	0	0	3,500	3,500		3,500
	Other (Includes contract storyteller)	3,511	18,151	9,329	25,794	14,255	14,000	13,534	15,000
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	78,293	84,224	98,625	114,124
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	0	0	4,240	12,293			3,206	3,000
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	5,217			
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	8,230	5,000	4,425	5,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	640	500	1,150	500
1900-18	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,074	12,500	13,768	15,000
	Total Specialized Services	61,958	86,335	97,240	108,992	104,454	102,224	121,174	137,624
2000-00	Legal Notices - General Fund	0	0	458	0	175	650	192	650
2000-01	Legal Notices - LSCA II Grant	0	0	0	0				
	Total Legal Notices	0	0	458	0	175	650	192	650

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
2100-00	Rents/Leases-Equipment	0	0	0	0	622	400	703	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	103,680	105,000	101,660	105,000
2300-00	Small Tools/Instruments	0	0	0	0	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	-	-	-	-
2400-01	Special Department Expense- Books	82,661	73,446	100,821	82,829	71,422	131,840	67,404	175,000
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	338	-	4,598	-
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	57,995	-	47,245	-
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	8,058	-	8,197	-
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	13,452	-	12,282	-
2400-07	Special Department Expense - ELLI Grant	0	0	0	78	5,204	-	816	-
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	4,980	2,000	2,531	2,000
2400-09	Special Department Expense - Family Literacy	0	0	0	76	1,759	-	2,941	-
	Total Special Department Expense	99,459	128,232	153,595	139,132	163,208	133,840	146,014	177,000
2600-00	Transportation/Travel - General	0	0	0	0	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,368	2,500	4,287	2,500
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,755	5,983	3,873	4,500	3,873	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,357	1,500	269	1,500
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	611	750	1,747	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	951	-	22	1,000
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,025	1,000	35	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	259	-	58	-
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	10,445	10,250	10,291	11,250

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
2800-00	Electricity	40,519	40,615	37,795	58,119	54,097	60,000	44,154	72,000
	Gas	5,852	3,115	5,884	3,002	3,119	3,500	3,638	4,200
	Water	2,266	3,588	3,087	3,681	3,132	3,750	3,706	4,250
	Total Utilities	48,637	47,318	46,766	64,801	60,349	67,250	51,498	80,450
	TOTAL SUPPLIES & SERVICES	409,835	504,316	521,360	594,688	616,421	587,314	635,022	693,624
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	5,384	4,000	5,726	6,000
4000-00	Equipment	16,445	26,993	29,927	18,050	28,213	20,000	23,041	20,000
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,501	-	-	-
4000-08	Equipment - CLC Grant	120	0	558	0	2,726	-	-	-
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	-	-	-	-
4000-11	Equipment	0	0	0	0	-	-	-	-
	Total Equipment	19,365	41,429	30,484	20,848	32,440	20,000	23,041	20,000
4200-00	Structures/Improvements	0	0	0	0	462	-	-	20,352
	TOTAL EQUIPMENT EXPENSE	19,365	41,429	30,484	20,848	32,902	20,000	23,041	40,352
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	-	77,000	-	-
5600	INVESTMENT POOL LOSS	0	0	0	0	-	-	-	-
	TOTAL EXPENSES	1,028,664	1,197,624	1,320,395	1,423,962	1,502,058	1,557,822	1,503,402	1,722,409
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293	-	-	-	1,500
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	15,466	-	1,094	16,400
	PFL Grant Summary Object Code 09	0.00	15,071	513	867	25,409	16,300	13,846	3,150
	Partnerships for Change Grant/Spanish Literacy		4,240	4,240	12,293	4,683	3,150	6,171	3,000
	TOTAL LITERACY (Excluding Personnel)	13,671.91	25,488	22,494	43,462	45,559	19,450	14,940	21,050



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2004-2005 in the amount of \$ 122,214 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided
below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director:
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	119,118
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	1,470
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	(124)
4.	Fund Balance - 06/30/04	120,464
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)	0
6.	General Reserves <u>0</u>	
7.	Other Reserves <u>0</u> Total Reserves (<u>0</u>)	
8.	Subtotal (Lines 4 through 7)	120,464
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	0
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	120,464

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District Phone No. 714-528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED			
Interest & Sinking 702									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE (1)									
Fund Balance Available			Actual 2002-03 (2)	Actual 2003-04 (3)	Recommended 2004-05 (4)	Approved 2004-05 (5)		Fund Identification Other Than District General Fund (6)	
6610 Interest			117,149	119,118	120,464				
7130 Other Governmental Agencies			2,117	1,470	1,750				
TOTAL MEANS OF FINANCING			119,266	120,588	122,214				
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS (7)									
SERVICES AND SUPPLIES			Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)		Fund Identification Other Than District General Fund (12)	
1300 Maintenance - Equipment			0						
1400 Maintenance - Buildings and Improvements			0						
1900 Professional and Specialized Services			148	124	150				
TOTAL SERVICES & SUPPLIES			148	124	150				
5200 Appropriation for Contingencies					122,064				
TOTAL FINANCING REQUIREMENTS			148	124	122,214				
702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND									

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2004-2005 in the amount of \$ 10,340 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space
provided below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200 Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood _____

Richard DeVecchio _____

Secretary: Betty Escobosa Library Director: _____
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	10,076	_____
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	124	_____
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	(10)	_____
4.	Fund Balance - 06/30/04	10,190	_____
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)		_____
6.	General Reserves _____ 0		
7.	Other Reserves _____ 0 Total Reserves (_____ 0)		
8.	Subtotal (Lines 4 through 7)	10,190	_____
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	0	_____
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	10,190	_____

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3)

Prepared by: Elizabeth D. Minter, Library Director
 For the District: Placentia Library District Phone No. 714-528-1925 x203
 For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
703							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
	(1)	(2)	(3)	(4)	(5)	(6)	
Fund Balance Available		9,909	10,076	10,190			
6610 Interest		179	124	150			
7130 Other Governmental Agencies							
7817 Operating Transfer In							
TOTAL MEANS OF FINANCING		10,088	10,200	10,340			
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
	(7)	(8)	(9)	(10)	(11)	(12)	
SERVICES & SUPPLIES							
1800 Office Expense							
1900 Professional and Specialized Services							
1912 Investment Administrative Services		12	10	15			
TOTAL SERVICES & SUPPLIES		12	10	15			
5200 Appropriation for Contingencies				10,325			
TOTAL FINANCING REQUIREMENTS		12	10	10,340			
703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND							

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2004-2005 in the amount of \$ 164,957 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided
below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood _____

Richard DeVecchio _____

Secretary: Betty Escobosa Library Director:
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	<u>160,712</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	<u>1,983</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	<u>(176)</u>
4.	Fund Balance - 06/30/04	<u>162,519</u>
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)	<u></u>
6.	General Reserves <u>0</u>	
7.	Other Reserves <u>0</u> Total Reserves (<u>0</u>)	
8.	Subtotal (Lines 4 through 7)	<u>162,519</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>0</u>
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	<u>162,519</u>

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY										
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				TOTAL	TAX RATE	Fund Identification Other Than District General Fund (6)
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	UNSECURED				
Interest and Sinking 706											
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)											
SUMMARY BY SOURCE											
	(1)	(2)	(3)	(4)	(5)	(6)					
Fund Balance Available		158,568	160,712	162,512							
6610 Interest		2,304	1,983	2,438							
7130 Other Governmental Agencies											
7817 Operating Transfer In											
TOTAL MEANS OF FINANCING		160,872	162,695	164,957							
SUMMARY OF FINANCING REQUIREMENTS											
SUMMARY OF FINANCING REQUIREMENTS											
	(7)	(8)	(9)	(10)	(11)	(12)					
SERVICES AND SUPPLIES											
1900 Professional and Specialized Services											
1912 Investment administrative Fees		159	176	200							
TOTAL SERVICES AND SUPPLIES		159	176	200							
4807 Operating Transfers Out						164,757					
5200 Appropriation for Contingencies											
Provision for Reserves		159	176	164,957							
TOTAL FINANCING REQUIREMENTS											
706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTIO											

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2004-2005 in the amount of \$ 2,431,890 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director: Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter
Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	<u>530,056</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	<u>1,692,907</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	<u>(1,503,482)</u>
4.	Fund Balance - 06/30/04	<u>719,481</u>
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)	<u></u>
6.	General Reserves <u>10,000</u>	
7.	Other Reserves <u>0</u> Total Reserves (<u>10,000</u>)	
8.	Subtotal (Lines 4 through 7)	<u>709,481</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>0</u>
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	<u>709,481</u>

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County

Verified by

COUNTY OF ORANGE
Placentia Library DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)	10,000	0	0	10,000
Other Reserves (Provide Detail):				
TOTAL	10,000	0	0	10,000

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
General							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE (1)							
Fund Balance Available	Actual 2002-03 (2)	Actual 2003-04 (3)	Recommended 2004-05 (4)	Approved 2004-05 (5)			
6210 Property Taxes - Current Secured	327,779	520,056	709,481				
6210 Public Utility Secured Taxes (Sub-revenue 01)	1,072,389	1,163,387	1,249,495				
6220 Property Taxes - Current Unsecured	22,886	22,598	22,500				
6230 Property Taxes - Prior Secured	58,450	60,783	61,000				
6240 Property Taxes - Prior Unsecured	28,991	30,909	13,000				
6250 Property Taxes - Special District Augmentation	785	719	750				
6280 Property Taxes - Current Supplemental	8,224	8,120	4,000				
6300 Property Taxes - Prior Supplemental	48,663	54,711	48,000				
6540 Penalties & Costs on Delinquent Taxes	1,364	1,567	1,400				
6610 Interest	440	0	0				
6690 State - Homeowners' Property Tax Relief	9,378	7,944	4,000				
6970 State - Other	16,339	17,408	17,000				
7130 Other Governmental Agencies	252,019	92,378	89,264				
7670 Miscellaneous Revenue	174,470	232,373	212,000				
7680 Six-Month Expired (Outlawed) Checks		10					
TOTAL MEANS OF FINANCING	2,022,177	2,212,963	2,431,890				
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS (7)							
SALARIES AND EMPLOYEE BENEFITS	Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)		Fund Identification Other Than District General Fund (12)	
0100 Salaries and Wages	688,819	680,869	761,117			707 - PLACENTIA LIBRARY DISTRICT	
0200 Retirement	94,049	84,612	106,841				
0300 Employee Group Insurance	59,754	64,449	101,475				
0350 Workers Compensation	4,729	9,683	13,000				
TOTAL SALARIES AND EMPLOYEE BENEFITS	847,351	839,613	982,433				

(Cont.)

SPECIAL FRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

SUMMARY OF FINANCING REQUIREMENTS

SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES					707 - PLACENTIA LIBRARY DISTRICT
0700 Communications	13,401	14,009	14,800		
0900 Food	688	1,189	1,100		
1000 Household Expense	3,852	2,600	4,250		
1100 Insurance	7,614	11,120	12,000		
1300 Maintenance - Equipment	28,080	48,884	28,500		
1400 Maintenance - Buildings & Improvements	60,524	65,524	68,250		
1600 Memberships	4,023	3,942	3,650		
1700 Miscellaneous Expense	2,195	4,992	0		
1800 Office Expense	48,005	46,867	43,650		
1803 Postage	5,106	4,363	4,750		
1900 Professional and Specialized Services	103,972	120,691	137,624		
1912 Investment Administrative Fees	545	563	0		
2000 Publications and Legal Notices	175	192	650		
2100 Rents and Leases - Equipment	622	703	700		
2200 Rents and Leases - Buildings & Improvements	103,680	101,661	105,000		
2400 Special Departmental Expense	163,208	146,014	177,000		
2700 Transportation and Travel - Meetings/Conferences	10,445	10,291	11,250		
2800 Utilities	60,349	51,498	80,450		
3000 Bad Debts					
TOTAL SERVICES AND SUPPLIES	616,484	635,103	693,624		
OTHER CHARGES					
3700 Taxes and Assessments	5,384	5,726	6,000		
TOTAL OTHER CHARGES	5,384	5,726	6,000		
FIXED ASSETS					
4000 Equipment	32,440	23,040	20,000		
4200 Buildings & Improvements	462	0	20,352		
TOTAL FIXED ASSETS	32,902	23,040	40,352		
4807 Operating Transfer Out					
5200 Provision for Contingencies			709,481		
Provision for Reserves					
TOTAL FINANCING REQUIREMENTS	1,502,121	1,503,482	2,431,890		

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of
Trustess of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2004-2005 in the amount of \$ 10,093 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided
below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director: Mgr/Supt. Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	9,832
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	121
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	(10)
4.	Fund Balance - 06/30/04	9,943
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)	_____
6.	General Reserves _____	0
7.	Other Reserves _____ Total Reserves (_____)	0
8.	Subtotal (Lines 4 through 7)	9,943
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	0
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	9,943

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3)

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
 PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
708 General							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Recommended 2004-05 (4)	Approved 2004-05 (5)			
Fund Balance Available	9,669	9,832	9,943				
6610 Interest	175	121	150				
7130 Other Governmental Agencies							
TOTAL MEANS OF FINANCING	9,844	9,953	10,093				
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
(7)	Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)	Fund Identification Other Than District General Fund (12)		
SERVICES AND SUPPLIES					708 - PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF		
1900 Professional and Specialized Services							
1912 Investment Administrative Fees	12	10	15				
TOTAL SERVICES AND SUPPLIES	12	10	15				
5200 Appropriation for Contingencies			10,078				
TOTAL REQUIREMENTS	12	10	10,093				

RESOLUTION 04-07

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

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2004-2005 were reviewed at the Regular Meeting of the Board of Trustees on July 26, 2004; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2004-2005, and implements such on July 1, 2004 as follows: FUND Budget Unit 702 for \$122,214, FUND Budget Unit 703 for \$10,340, FUND Budget Unit 706 for \$164,957, FUND Budget Unit 707 for \$2,431,890, and FUND Budget Unit 708 for \$10,093.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-sixth of July, 2004.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of July, 2004.

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Policy Handbook Review

DATE: July 24, 2004

BACKGROUND

At its Work Session on March 29, 2004 the Library Board completed its review of the second draft of the Personnel Policies section of the Policy Handbook as prepared by Personnel Consultant Gail Koff.

At the end of the Work Session the Board asked the Library Director to prepare the policies with the original numbering system from the first draft. This was presented at the Board Meeting on April 26 and reviewed at the Personnel Policy Work session on May 10, 2004.

A copy of the Personnel Handbook with the current revisions is Attachment A.

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

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

RECOMMENDATION

1. Adopt the Personnel Policies as a First Reading and refer them to the staff for review and suggestions by September 30, 2004.
2. Determine a schedule for reviewing the remaining sections of the Policy Handbook.

Placentia Library District

POLICY HANDBOOK

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1020	Conflict of Interest
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2100	Vehicle Cost Reimbursement
2110	Health and Welfare Benefits
2115	Volunteer Workers' Compensation Insurance
2120	Educational Assistance
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POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.1 The Library Director will be the Executive Officer of Placentia Library District.

2000.2 The terms and conditions of the Library Director's employment may be specified in the agreement of employment established between the Library Director and the Board of Trustees. The agreement of employment will be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the Library Director and the Board of Trustees is in conflict with any District policy, said agreement of employment will prevail.

2000.4 The Library Director works at the pleasure of the Board of Trustees and is considered to be an at-will employee. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Library Board. Nothing in this handbook will limit the right to terminate at-will employment. No manager, supervisor, or employee of the Library has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Board of Trustees has the authority to make any such agreement that is binding only if it is in writing.

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy will apply to all non-exempt employees.

2010.2 The regular hours of work each day will be consecutive except for interruptions for meal and break periods.

2010.3 The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 80 hours in a pay period; or

2010.4.2 Time worked on a designated holiday.

POLICY TITLE: Employee Status
POLICY NUMBER: 2015

2015.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

2015.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

2015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy will apply to regular and probationary full-time and part-time employees in all classifications.

2020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first four years of continuous work, eighty (80) hours.
- (b) Five through nine years of service, one hundred twenty (120) hours.
- (c) After nine years of service, one hundred sixty (160) hours.
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status

2020.4 Vacation time is accrued at the second pay period of each month.

2020.5 Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed thirty (30) days (for full time employees 240 hours). The Library Director will require staff members with excessive vacation balances to use them immediately.

2020.6 At termination of employment for any reason, the District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.7 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.8 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

2020.9 Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor and the Library Director.

2020.10 Probationary employees will not accrue vacation time during the probationary period. Once regular status has been granted at the completion of the probationary period, vacation time is calculated from the date of employment. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work will not be permitted.

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

2 Floating Holidays, one accrued in April and one accrued in October on the second pay period of the month.

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.6 Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

2030.7 If any employee works on any of the holidays listed above, excluding floating holidays, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy will apply to probationary and regular employees in all classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and the Library Director.

2040.3 Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave

2040.4 Sick leave is accrued at the second pay period of each month.

2040.6 Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.6.1 The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.7 In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.8 . A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

2040.9 Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

2040.9.1 The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.

2040.9.2 The employee must notify the Library Administrative Office within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.

2040.9.3 The District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

2040.10 The District provides a sick leave payoff plan upon termination, resignation or retirement as follows:

2040.10.1 After ten (10) years of employment, twenty-five (25) percent of accumulated sick leave will be paid at the current salary.

2040.10.2 After fifteen (15) years of employment, thirty-seven and one half (37.5) percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, fifty (50) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is eight hundred (800) hours before calculations.

2040.10.5 Sick leave payoff will be based on the amount of time employed in the District's salaried classifications.

2040.11 The District provides an incentive program for the accumulation of sick leave hours for non-exempt employees.

2040.11.1 For each calendar quarter that a non-exempt employee has used no hours of sick leave he/she will receive four hours of vacation if the individual's vacation balance does not exceed the amount allowable on the date the sick leave incentive is accrued.

2040.11.2 The sick leave incentive program based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the sick leave bonus.

2040.11.3 The sick leave bonus hours will be added to the vacation leave balance at the second pay period following the end of the calendar quarter.

2040.12 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.12.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for

disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.12.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.12.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.12.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.13.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.13.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.13.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2050

2050.1 This policy will apply to probationary and regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Bereavement leave is not charged against either sick leave or vacation time. The Library Director may require certification.

2050.3 Bereavement leave is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

2050.4 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

POLICY TITLE: Jury Duty
POLICY NUMBER: 2060

2060.1 This policy will apply to probationary and regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday assuming that 2+ hours remain in the workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2060.3 Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

POLICY TITLE: Continuity of Service
POLICY NUMBER: 2070

2070.1 For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

2070.2 Continuous service with the District will start with the date of employment and continue until one of the follow occurs:

2070.2.1 An employee is discharged for cause;

2070.2.2 An employee voluntarily terminates his/her employment; or,

2070.2.3 An employee is laid off.

2070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

2070.3.1 Absence by reason of industrial disability;

2070.3.2 Authorized absence without pay for less than 30 days in a calendar year; or,

2070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service and Family Medical Leave.

2070.4 A re-employment list will be maintained by the District. The re-employment list will be used to determine the order in which part-time and temporary employees will be employed when other than regular work is available and additional employees are needed. The list will be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list will be rehired to fill a vacant position within a specific job classification if:

2070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

2070.4.2 He/she has seniority, as defined above.

2070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, will be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2070.6 Regular employees who are laid off will be placed on the re-employment list and will receive seniority based on previously earned length-of-service.

2070.7 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

2070.8 Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

2070.9 Previous temporary employees who are rehired within 18 months of their last date of employment will have their employment service records restored to include previously earned length-of-service.

POLICY TITLE: Vehicle Costs
POLICY NUMBER: 2100

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Proof of adequate insurance covering collision, personal injury, and property damage will be required by the District of any employee using a personal vehicle in the performance of District work.

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The District pays the premium for the employee coverage for full-time employees and a pro-rata payment for regular part-time employees.. Family coverage is available for all policies except disability insurance if the employee pays the additional premium cost. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Retirement Plan. Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

2110.3.1 The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

2110.3.2 Employees are vested in the retirement plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.4 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. \$15,000 of this coverage is provided only if the employee has elected to accept the medical insurance coverage. The carrier reduces the amount of coverage after age sixty-five.

2110.5 Deferred Compensation. Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the employee must process the application.

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance
POLICY NUMBER: 2115

2115.1 Placentia Library District encourages the services and contributions of volunteers as literacy tutors, general library volunteers and Friends of Placentia Library and Placentia Library Foundation Board of Directors members.

2115.2 Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator.

2115.3 District staff and/or the Friends of Placentia Library will conduct appropriate orientation and training of volunteers.

2115.4 Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

2115.5 Persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District or a designated representative of the Board of Directors of the Friends of Placentia Library, to ensure that services are performed in a safe and appropriate manner.

2115.6 The District will ensure that volunteers are, to the extent applicable, provided with workers' compensation coverage.

2115.7 The District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

2120.1 Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

2120.2 The District will reimburse regular employees for approved courses of study by the following criteria:

2120.2.1 The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or higher for the class.

2120.2.2 The District will refund one-half ($\frac{1}{2}$) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

2120.2.3 The District will make no refund to employees who receive a grade below "C" for the class.

2120.2.4 The total amount that the District will reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

2120.2.5 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.6 Class time will not be considered part of the work week.

2120.3 Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half ($\frac{1}{2}$) of the usual reimbursement.

2120.4 Upon completion of the class(es) the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the Library Director.

2120.5 Two types of classes are generally eligible for reimbursement per this policy:

2120.5.1 Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.5.2 Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2120.6 Only campus-based or web-based courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

POLICY TITLE: Pay Periods and Distribution of Pay Checks
POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees will be paid every other Wednesday.

2130.1.1 In the event a payday falls on a day the library is closed, the payday will be the previous work day.

2130.2 All full-time, part-time and temporary employees are encouraged to participate in the direct deposit program.

2130.3 Paychecks are available in the Administrative Assistant's Office from 9:00 A.M. until 4:30 P.M. each payday.

2130.3.1 Paychecks not picked-up in the Administrative Assistant's Office by 4:30 P.M. will be placed in the mail.

2130.4 Paychecks will be issued only to the employee.

2130.4.1 No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

2130.4.2 Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.

POLICY TITLE: Advancement of Wages
POLICY NUMBER: 2140

2140.1 This policy will apply to all regular and probationary full-time and part-time District employees.

2140.2 Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", will submit said request in writing to the Library Director. The request must include a specific reason for the advance.

2140.3 The Library Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

2140.4 Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the Library Director, or in the absence of the Library Director the Library Board President, at his/her discretion only in the case of proven employee necessity and/or personal financial emergency.

2140.5 Frequent requests will be grounds for denial.

POLICY TITLE: Compensation
POLICY NUMBER: 2150

2150.1 This policy will apply to all District employees.

2150.2 Compensation at Hiring.

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

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

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

2150.3 Merit Advancement within Range.

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

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

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

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

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

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

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

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

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

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

2150.5 Bi-Lingual Pay. Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.

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

POLICY TITLE: Guidelines on Accepting and Providing Gifts, Entertainment and Services
POLICY NUMBER: 2155

2155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value (approximately twenty dollars (\$20) or less);

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

2160.1 With the approval of the Library Director, an employee may request a leave of absence without pay for a period of up to ninety (90) days. This leave may not be used in combination with the Family Medical Leave Act.

2160.2 Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation if any is available.

2160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

2160.4 The term of an authorized leave of absence without pay cannot be guaranteed beyond thirty (30) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2165

2165.1 Voluntary absence from work without permission for three consecutive working days will be considered an automatic resignation.

2165.1.1 After two consecutive days of voluntary absence from work without permission, the employee will be notified that the absence will be considered as resignation if it continues consecutively through the third working day. Said notice will provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the Library Director.

2165.1.1.1 Constructive resignation will not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2165.1.1.2 The fact-finding hearing will be held within ten days after the end of the three consecutive days of unauthorized voluntary absence.

2165.2 The Library Director may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for three consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

2165.3 If the Library Director determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

2170.2 The Manager of Public Services or the Manager of Technical Services or his/her designated representative will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

2170.3 Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

2170.4 Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.5 Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

2170.6 The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.7 Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.

POLICY TITLE: Grievance
POLICY NUMBER: 2180

2180.1 This policy will apply to all regular full-time and part-time employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution - Manager Level. Any employee who believes he/she has a grievance will present the evidence thereof orally or in writing to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor will hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II - Library Director. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Library Director within ten working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement will include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

2180.4.2.2 The Library Director will communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Library Director does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the Library Director's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Trustees. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Trustees within five (5) days. The statement will include a copy of the original grievance; a copy of the written decision by the Library Director; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Board of Trustees, or designee, as soon as possible at a regular monthly meeting of the Board, will schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision will be announced in open session immediately after the closed session in which it was made. The Board's decision is the final step in the grievance procedure.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance will be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The Library Director may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Trustees.

2180.5.4 A copy of all formal grievance decisions will be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Placentia Library District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

POLICY TITLE: Grievance
POLICY NUMBER: 2180

2180.1 The Library has established an internal problem-solving process to provide a prompt and fair review of employee work-related issues.

2180.2 Employees will be advised that using this process will not affect their job status, security or relationship. Employees can exercise this problem solving resolution process without retribution.

2180.3 A grievance is a claimed violation, misinterpretation, inequitable application or non-compliance, with provisions of a collective bargaining agreement, or resolutions, rules, regulations or existing practices affecting the status or working conditions of Library employees.

2080.4 A grievance may be filed by an employee on his/her own behalf or jointly by any group of employees, or by an employee organization.

2180.5 Procedure

2080.5.1 The purpose of a grievance procedure is to develop and practice a reasonable and effective means of resolving difficulties that may arise among employees, to reduce potential problems, to establish channels of communication, and to settle differences that arise as close to the point of origin as possible; and to provide a program as fair as possible that will resolve differences promptly and without fear of reprisal.

2080.5.2 Informal Grievance

2080.5.2.1 The grievant will, within five (5) working days of the discovery of an event giving rise to a grievance, informally present and discuss any difference or grievance with his/her most immediate supervisor.

2080.5.2.2 Both will make a *bonafide* effort to amicably settle such differences.

2080.5.2.3 The supervisor will respond within five (5) working days after the final meeting with the grievant.

2080.5.2.4 The informal grievance procedure will be utilized prior to formal grievance procedures.

2080.5.2 Formal Grievance

2080.5.2.1 If the grievant believes the grievance has not been redressed within five (5) working days, he/she may initiate a formal grievance by filing a written grievance with the Library office within twenty (20) working days thereafter. The form should contain the following information:

2080.5.2.1.1 Name(s) of grievant

2080.5.2.1.2 Class Title

2080.5.2.1.3 Department

2080.5.2.1.4 A clear statement of the nature of the grievance, citing the then current language of any ordinance, rule, regulation or other pertinent document involved

2080.5.2.1.5 The date on that the event occurred

2080.5.2.1.6 Proposed solution to the grievance

2080.5.2.1.7 Date grievance form completed

2080.5.2.1.8 Signature of grievant; and

2080.5.2.2 Step 1: Within ten (10) working days after a formal grievance is filed, the Supervisor will investigate the grievance and confer with the grievant in an attempt to resolve the grievance and make a decision in writing. If the Supervisor is the Library Director, the grievant will go to Step Two upon filing the Formal Grievance and omit Step One.

2080.5.2.3 Step 2: If the grievance is not resolved in Step One to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Supervisor's decision, request consideration of the grievance by the Library Director, by so notifying the Library Office in writing.

2080.5.2.3.1 Within ten (10) working days after such notification, the Library Director will investigate the grievance, confer with persons affected and their representatives, and render a decision in writing.

2080.5.2.3.2 If the decision of the Library Director resolves the grievance to the satisfaction of the grievant, it will bind the Library subject to ratification by the Board if the decision requires an unbudgeted expenditure.

2080.5.2.4 Step Three: If the grievance is not resolved in Step Two to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Library Director's decision, request consideration of the grievance by the Board of Directors or designee, by so notifying the Library Office in writing.

2080.5.2.4.1 Within ten (10) working days after such notification, the Board of Directors or designee will investigate the grievance, confer with persons affected and their representatives, and render a decision in writing. The decision of the Board is final.

2080.6 The Library Office will act as a central repository for all grievance records.

2080.7 Any time limit may be extended only by mutual agreement in writing.

2080.8 In certain grievances, the first step may be deleted if the grievance arises out of an action by a Library employee above the level of the grievant's supervisor. However, no grievance will originate higher than Step Two (2).

2080.9 Failure at any step of this procedure to communicate a decision on the grievance within the specified time limits will mean that the grievance is denied at that step and will permit the lodging of an appeal at the next step. Failure to appeal a decision within the specified time limits will be deemed a withdrawal of the grievance.

2080.10 The Decision of the Board of Trustees is final.

POLICY TITLE: Drug and Alcohol Abuse
POLICY NUMBER: 2190

2190.1 It is the desire of the Board of Trustees that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

2190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

2190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the Library Director pending said employee's attempt at rehabilitation. The Library Director has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.3.1.1 Successfully complete an approved rehabilitation program;

2190.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.3.1.3 Be subject to periodic random testing without further reasonable cause.

2190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

2190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.4 To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.5 If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.6 Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the District office which will conform to the general format, as shown on Appendix A.

2190.7 District employees are required to notify the Library Director in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

POLICY TITLE: Tobacco Use and Smoke Free Workplace
POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within Placentia Library.

2195.1.1 The successful implementation of this policy depends upon the - thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.2 All District employees will be responsible for advising members of the public who are observed using tobacco products in the Library building of the District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products.

2195.2.1 Members of the public who refuse to comply with this policy will be directed by the Librarian in Charge to leave the Library building.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

2195.4 Extra care should be taken when working around combustible materials.

2195.4.1 Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

2195.5 Smoking is allowed in non-district vehicles with only one occupant.

POLICY TITLE: Pre-Employment Physical Examinations
POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time, temporary or part-time employment must successfully pass a post-job-offer pre-employment medical examination and controlled substance test by the District's physician at District expense. The District will provide the examining physician a description of the job involved to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than twelve months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing will be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.5 All test results will be kept confidential and maintained at the physician's office. Applicants will be told whether they passed or failed the tests. A copy of the pass/fail report from the physician's office will be included in the individual's personnel file.

2200.6 District employment application forms will contain a notice to applicants as follows:

Placentia Library District has a policy of requiring a physician's physical fitness exam, together with drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances,

or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

POLICY TITLE: Unlawful Harassment
POLICY NUMBER: 2210

2210.1 Placentia Library District is committed to providing a work environment that is free of unlawful harassment.

2210.1.1 The Library's policy prohibits sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

2210.1.2 All such harassment is unlawful. It is intended that any change or modification to existing law will become part of Placentia Library District's policy.

2210.2 In keeping with its anti-harassment principle, Placentia Library District strictly prohibits an employee from engaging in any such harassment, including but not limited to ethnic slurs, racial epithets, derogatory jokes, physical intimidation, threats of violence or bodily harm and sexual harassment.

2210.3 Placentia Library District's anti-harassment policy applies to all persons involved in the operation of Placentia Library District, including Board Members/Alternates and consultants working on Placentia Library District -related projects, and prohibits unlawful harassment by any employee of Placentia Library District, including managers and coworkers.

2210.4 Prohibited unlawful harassment because of sex (sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition), race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis protected by federal, state or local law, ordinance or regulation includes, but is not limited to, the following behavior:

2210.4.1 Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendos; jokes or comments that makes another employee uncomfortable; slurs or unwanted sexual advances, invitations or comments.

- 2210.4.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
 - 2210.4.3** Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis.
 - 2210.4.4** Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
 - 2210.4.5** Retaliation for having reported or threatened to report harassment.
- 2210.5** An employee who believes that they have been unlawfully harassed, will provide a complaint to the employee's own, or any other Library manager or the Library Director, as soon as possible after the incident.
- 2210.5.1** The employee's complaint should include details of the incident or incidents, names of individuals involved and names of any witnesses.
 - 2210.5.2** Managers will refer all harassment complaints to the Library Director.
 - 2210.5.3** The Library Director or designee will immediately undertake an effective, thorough and objective investigation of the harassment allegations including reporting the incident to the Special District Risk Management Authority. Confidentiality will be maintained to the fullest extent possible under the circumstances.
- 2210.6** Effective remedial action will be taken in accordance with the circumstances involved if Placentia Library District determines that unlawful harassment has occurred,
- 2210.6.1** Any employee determined by the Library to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination.
 - 2210.6.2** Whatever action is taken against the harasser will be made known to the employee who filed the complaint.
 - 2210.6.3** The District will take appropriate action to remedy any loss to the employee resulting from harassment.

2210.6.4 The District will not retaliate against the employee for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

2210.6.5 Disciplinary action may also be taken against any supervisor or manager who condones or ignores unlawful harassment or otherwise fails to take appropriate action to enforce this unlawful harassment policy.

2210.7 Placentia Library District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

2210.7.1 The employee should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing may investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he/she has been harassed or retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency.

2210.8 Complaint Procedure

2210.8.1 An employee who believes that they have been unlawfully harassed will report the incident immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

2210.8.1.1 Whenever possible, the employee should confront the harasser and tell the person to stop. If the employee does not feel comfortable doing this, follow step 2 immediately.

2210.8.1.2 The employee should notify their own supervisor, another management person or the Library Director as soon as possible after the incident, giving dates and time of the incident(s). Include details on the incident(s), names of individuals involved and the names of any witnesses.

2210.8.1.3 Supervisors will refer all harassment complaints to the Library Director. The District will immediately

undertake an effective, thorough and objective investigation of the harassment allegations.

- 2210.8.1.4** Employees who have any questions regarding Placentia Library District's policy against unlawful harassment or the procedure for filing complaints, should contact the Library Director.

POLICY TITLE: Equal Employment Opportunity
POLICY NUMBER: 2220

- 2220.1** Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job.
- 2220.1.1** The Library policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics.
 - 2220.1.2** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics.
 - 2220.1.3** All such discrimination is unlawful.
 - 2220.1.4** Placentia Library District considers the attainment of equal employment a major agency objective and is committed to providing equal employment opportunities to all qualified persons.

POLICY TITLE: Americans with Disabilities Act
POLICY NUMBER: 2225

- 2225.1** Placentia Library District's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities.
 - 2225.1.1** The Library is committed to ensuring non-discrimination in all terms, conditions and privileges of employment.
 - 2225.1.2** The Library will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue library hardship would result.
- 2225.2** Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments.
 - 2225.2.1** Employment decisions are based upon the essential responsibilities of the position, in accordance with defined criteria, not the disability of the individual.
- 2225.3** Guidelines
 - 2225.3.1** An applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Library Director and specify what accommodation is needed to perform the job.
 - 2225.3.2** The Library Director or designee will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The Library will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the library will make the accommodation.
 - 2225.3.3** An employee who believes that they have been subject to any form of unlawful discrimination will provide a written complaint to their manager or the Library Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses.
 - 2225.3.4** The Library Director or designee will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

- 2225.3.4.1** If the Library Director or designee determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense.
- 2225.3.4.2** Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to the affected employee and the Library will take appropriate action to remedy any loss to the employee as a result of the discrimination.
- 2225.3.4.3** The Library will not retaliate against the employee for filing a compliant and will not knowingly permit retaliation by management employees or coworkers.
- 2225.3.4.4** During the interview process, managers may inquire generally as to whether a prospective employee can perform the essential functions of a job, with or without accommodation, but cannot inquire as to whether or not an individual has any type of disability.

POLICY TITLE: Nepotism
POLICY NUMBER: 2230

2230.1 Placentia Library District's policy is to seek for its staff the best possible candidates through appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as spouse, parent, sibling, child, stepchild, in-law, aunt, uncle or grandparent, domestic partners and their children.

2230.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required at all appointing levels. The objective of this review will be to assure equity to all members of the department.

Members of the immediate family of elected or appointed Authority board members or alternates will not be appointed to library employment.

Members of the immediate family of regular employees will not be appointed to the same department, nor will they be transferred, promoted or demoted into the same department, nor be placed in such a position as to evaluate a relative or be in the same line of supervision. Each situation will be addressed based on the individual circumstances of that situation.

Members of the immediate family of regular employees will not be hired on a temporary basis.

POLICY TITLE: Outside Employment
POLICY NUMBER: 2240

- 2240.1** California law gives employees protection against discrimination by employers for lawful activities outside of work (including moonlighting)
- 2240.2** While the library does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the library's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the library's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the library's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.
- 2240.3** While employed by the library, employees are expected to devote their energies to their jobs. The following types of employment elsewhere are strictly prohibited:
 - 2240.3.1** Additional employment that conflicts with an employee's work schedule, duties and responsibilities at the library.
 - 2240.3.2** Additional employment that creates a conflict of interest or is incompatible with the employee's position with our library.
 - 2240.3.3** Additional employment that impairs or has a detrimental effect on the employee's work performance with our library.
 - 2240.3.4** Additional employment that requires the employee to conduct work or related activities on the library's property during the employee's working hours or using District facilities and/or equipment.
 - 2240.3.5** Additional employment that directly or indirectly competes with the business or the interests of the library.
- 2240.4** Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Library Director explaining the details of the additional employment.
 - 2240.4.1** If the additional employment is authorized, the Library assumes no responsibility for it.
 - 2240.4.2** The Library will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.

2240.4.3 Authorization to engage in additional employment can be revoked at any time.

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

2250.1 Resignation. To leave Placentia Library District service in good standing, an employee must file a written notice of termination with the Library Director at least two weeks before the effective date. The Library Director may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the Library Director's approval.

2250.2 Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

2250.2.1 Employees to be laid off will be given notice at least 14 calendar days in advance of the layoff date.

2250.2.2 Except as otherwise provided, whenever there is a reduction in the work force, the Library Director will first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

2250.2.3 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.2.4 In order to retreat to a former or lower position, an employee must request displacement action in writing to the Library Director within five working days of receipt of the layoff notice.

2250.2.4.1 Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be above the top of the range of the new position.

2250.2.6 The names of persons laid off or demoted in accordance with this policy will be entered upon a re-employment list. The Library Director will use the re-employment list when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.2.7 Names of persons laid off will be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from

which they were laid off, will upon such appointment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one year. At the discretion of the Library Director, the list may be extended for an additional year.

POLICY TITLE: Confidentiality Regarding Resignations¹
POLICY NUMBER: 2251

2251.1 To the extent permitted by law, District staff and Trustees will keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District must release upon request.

¹ Source: Lozano Smith Smith Woliver & Behrens

POLICY TITLE: Letters of Recommendation²
POLICY NUMBER: 2255

2255.1 The Board of Trustees recognizes that Placentia Library District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law.

2255.1.1 The Library Director or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. The Library Director or his/her designee must approve all letters of recommendation to be issued on behalf of the District for current or former employees.

2255.1.2 At his/her discretion, the Library Director or his/her designee may refuse to give a recommendation. Any recommendation he/she gives will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

² Source: Lozano Smith Smith Woliver & Behrens

POLICY TITLE: Progressive Discipline
POLICY NUMBER: 2260

2260.1 It is essential that employees perform to the best of their ability at all times. It is expected that employees understand and demonstrate certain standards of job performance, interpersonal skills and conduct.

2260.1.1 Progressive discipline includes verbal warnings, written warnings, suspension with or without pay and/or termination.

2260.1.2 Progression from one disciplinary level to another occurs when an employee does not show improvement to a satisfactory level.

2260.1.3 Although one or more actions may be taken in disciplinary matters, the disciplinary action taken does not necessarily have to follow this stated order and will be commensurate with the offense.

2260.2 Grounds for Discipline

2260.2.1 The Library expects efficiency, productivity and cooperation among its staff employees. The following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination. Although it is not possible to provide an exhaustive list of all types of unacceptable conduct, performance, or group interaction, the following are some examples:

2260.2.1.1 Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.

2260.2.1.2 Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs or controlled substances (other than prescription drugs for personal use) while on Library property, while on duty, or while operating a vehicle on Library business.

2260.2.1.3 Theft or unauthorized removal or possession of property from the Library, other employees, or anyone on Library property.

2260.2.1.4 Violation of Library rules, regulations or codes of conduct.

2260.2.1.5 Intentionally falsifying or making a material omission on an employment application, or on other Library records or documents.

2260.2.1.6 Misusing, destroying, or intentionally or negligently damaging property of the Library, another employee or a Library visitor.

2260.2.1.7 Actual or threatened physical violence, threatening, intimidating, coercing any member of the Library community; vulgar or abusive language.

2260.2.1.8 Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on Library property, while on duty, or while operating a vehicle leased or owned by the Library.

2260.2.1.9 Unsatisfactory performance, including poor accuracy, quantity, or quality of work product; lack of cooperation.

2260.2.1.10 Intentional or gross misconduct; gambling on premises.

2260.2.1.11 Unlawful harassment of another person.

2260.2.1.12 Excessive tardiness or absenteeism, including abuse of any of the Library policies or procedures relating to leaves or breaks.

2260.2.1.13 Dishonesty.

2260.2.1.14 Sleeping, or giving the appearance of sleeping, while on duty.

2260.2.1.15 Failure to follow instructions or safety guidelines.

2260.2.1.16 Failure to comply with "confidentiality of library records" requirements of the CA Government Code.

2660.3 Performance Improvement Process

2660.3.1 Verbal Counseling Session

2660.3.1.1 The Supervisor should counsel the employee verbally, specifying the unacceptable behavior and identify what corrective action or behavior is needed to meet a satisfactory level of performance.

2660.3.1.2 The Supervisor will provide an opportunity for the employee to express concerns and mutually agree on a course of action to improve performance, allow for positive two-way communication, and establish a reasonable target date for the follow-up review.

2660.3.1.3 Documentation, if any, will not be retained in the employee's personnel file. Informal documentation will include date and time of incident, date of counseling, responses given by the employee, and planned follow-up review.

2660.3.1.4 A follow-up review date should be scheduled far enough in advance to allow sufficient opportunity and time for the employee's performance to improve. The employee will always be advised that failure to correct the behavior/performance may result in additional disciplinary action, up to and including termination of employment.

2660.3.2 Written Disciplinary Warnings (1st & 2nd)

2260.3.2.1 If the employee does not improve after the verbal counseling session or if there are repeated incidents of the unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is a written warning, then the Supervisor will complete a written reprimand. The reprimand will include:

2260.3.2.1.1 Restating the problem to the employee. Explain clearly and precisely how the supervisor's expectations and standards have not been met. Specify the acceptable level of performance. Reference prior discussions or written warnings with the employee concerning the performance or behavioral problem. Note that signing the reprimand does not indicate agreement with the contents, only receipt and knowledge thereof and that the employee has a right to respond.

2260.3.2.1.2 Allow for two-way communication. Give the employee an opportunity to explain why the behavior has not been corrected.

2260.3.2.1.3 Provide specific examples and ideas for improvement. Clearly outline a corrective action plan to correct the problem.

2260.3.2.1.4 State dates for regular follow-up and set a reasonable date by that the problem must be eliminated or corrected.

2260.3.2.1.5 Indicate verbally and in writing that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

2660.3.2.1.6 Sign and date the reprimand and request the same from the employee. State that signing the reprimand does not indicate agreement with the contents, only receipt and knowledge thereof and provide a copy to the employee. The employee may also sign the reprimand and indicate that he/she does not agree with its contents. If the employee refuses to sign the reprimand, the refusal will be noted by the supervisor who will, sign the warning and provide a copy to the employee.

2660.3.2.1.7 The employee may write comments on the form.

2660.3.2.1.8 Retain a copy of the written reprimand in the employee's personnel file.

2660.3.2.2 If, by the target date agreed upon, the employee is not performing up to the proposed standards, the employee will receive a 2nd written warning utilizing the steps 1-8 above.

2260.3.3 Suspension

2260.3.3.1 In matters regarding suspension, the Supervisor will consult with the Library Director/designee to ensure that all procedures meet legal requirements (Skelly Requirements).

2260.3.3.2 If the suspension is for more than five days, the employee will be noticed of the Library's intent to suspend and will be given the opportunity to meet with the Library Director/designee to discuss the suspension prior to the effective date of the suspension. The notice will:

2260.3.3.2.1 State the intended corrective action, the reason for the corrective action and the effective date of such action.

2260.3.3.2.2 Include a copy of the charges and materials upon that the corrective action is based;

2260.3.3.2.3 State that the employee has the right to respond in writing before the effective date of the action;

2260.3.3.2.4 State the employee's right to file a Grievance regarding the disciplinary action after the action is taken.

2260.3.3.3 The Library Director/designee has the opportunity to uphold the suspension or reduce the disciplinary action, depending upon his/her investigation into the matter. The employee will receive written notification of the decision.

2260.3.4 Termination

2060.3.4.1 If the Supervisor recommends an action of termination, the employee will be notified in writing of the intent to terminate. The Library will follow Skelly requirements. The written notice will:

2060.3.4.1.1 State the intended corrective action, the reason for the corrective action and the effective date of such action;

2060.3.4.1.2 Include a copy of the charges and materials upon that the corrective action is based;

2060.3.4.1.3 State that the employee has the right to request an appeal interview with the Library Director/designee, within five days of receipt of the notice (pre-termination Skelly hearing);

2060.3.4.1.4 State the employee's right to file a grievance regarding the disciplinary action (termination) after the action is taken (post-termination Skelly hearing).

2060.3.4.2 The Library, at its option, may place the employee on a paid administrative leave pending the optional appeal hearing.

2060.3.4.3 When reviewed by the Library Director/designee, the Library Director/designee has the opportunity to uphold the termination or reduce the disciplinary action, depending upon his/her investigation into the matter.

2060.3.4.4 After the appeal process is completed, the Library Director/designee will advise the employee, in writing, of the decision regarding termination. If the recommendation to terminate is upheld; the employee will be advised of his/her final date of employment.

2060.3.4.5 If the decision is not to terminate, the employee will be reinstated.

2060.3.4.6 If terminated, on the last day of employment, the employee will empty any locker; turn in locker keys, other keys, pager, ID, badge and any other items that belong to the Library. These items must be turned in before the employee receives the final paycheck.

2060.3.4.6.1 The employee will receive the final paycheck on the last day of employment, or if requested, it will be sent to the employee by certified mail.

2060.3.4.7 Employees may appeal the termination to the Library Board. The Board's decision will be final.

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security

POLICY NUMBER: 2270

2270.1 Placentia Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District.

2270.3.2 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers

or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2270.3.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.4 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2270.3.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2270.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2270.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2270.3.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2270.3.15 Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

2270.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2270.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2270.3.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.23 Employees will only download information and/or publications for official business purposes.

2270.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

2300.1.5 He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Typical Tasks

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

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

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

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

2300.2.5 Recruits, interviews, selects, and evaluates the performance of library personnel.

2300.2.6 Conducts labor negotiations.

2300.2.7 Directs and coordinates the public relations activities of the library.

2300.2.8 Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

2300.2.9 Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

2300.2.10 Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

2300.2.11 Plans and directs the acquisition, implementation and usage of data processing systems.

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license.

2300.4 Desirable Qualifications:

2300.4.1 Possession of a master's degree in public administration or a related field

2300.4.2 The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

2300.4.3 The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

2300.4.4 The ability to meet and serve the public courteously and efficiently

2300.4.5 Extensive knowledge of the principles and practices of modern public librarianship

2300.4.6 Extensive knowledge of planning, administering and appraising a public library program

2300.5 Other Requirements:

2300.5.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.2 Must possess mobility to operate a motor vehicle.

2300.5.3 Must possess vision to read printed materials and a computer screen.

2300.5.4 Must possess stamina to move about the Library.

2300.5.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.6 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2300.5.7 Attendance at off-hours meetings and occasional travel are required.

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

2305.1 The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

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

2305.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.4 He/she coordinates the continuing education and in-service training program for the Public Services staff

2305.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2305.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2305.1.7 He/she prepares monthly and annual reports on the public service activities of the Library.

2305.1.8 He/she coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks

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

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

- 2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
 - 2305.2.4** Manages and coordinates the Library's WEB site.
 - 2305.2.5** Manages the passport application agency program.
 - 2305.2.6** Manages the Library's programs for adults and children and schedules and coordinates exhibits.
 - 2305.2.7** Prepares grant applications for Public Service activities.
 - 2305.2.8** Establishes and implements work procedures for department staff.
 - 2305.2.9** Negotiates and manages contracts and service agreements with Library vendors.
 - 2305.2.10** Speaks before community groups about books and Library services.
 - 2305.2.11** Participates in recruiting, interviewing, selecting Public Services staff and evaluating the performance of Public Services personnel.
 - 2305.2.12** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.
 - 2305.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.
 - 2305.2.14** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.
 - 2305.2.15** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
 - 2305.2.16** May be required to work up to half-time on a public services desk or in the literacy department.
 - 2305.2.17** Serves as a United States Passport Application Acceptance Agent.
- 2305.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's

degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2305.4 Knowledge and abilities:

- 2305.4.1** Knowledge of modern public library organization, procedures and policies.
- 2305.4.2** Knowledge of computer hardware and software operations
- 2305.4.3** Knowledge of skills required to perform reference work for adult and children using print and electronic resources.
- 2305.4.4** Knowledge of reference sources and methods to serve adult and children.
- 2305.4.5** Knowledge of skills required to operate all components of a library-based literacy program.
- 2305.4.6** Knowledge of basic fund accounting and budgeting.
- 2305.4.7** Ability to apply the knowledge listed above.
- 2305.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2305.4.9** Ability to respond to common inquiries or complaints from Library customers.
- 2305.4.10** Ability to supervise staff and implement personnel policies and procedures.
- 2305.4.11** Ability to analyze difficult problems and recommend solutions.
- 2305.4.12** Ability to take independent action.
- 2305.4.13** Ability to prepare and present reports that conform to prescribed style and format.
- 2305.4.14** Ability to present information to Library management, public groups and the Library Board of Trustees.
- 2305.4.15** Ability to organize and manage work flow for self and others.
- 2305.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2305.5 Physical Demands

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

2305.5.1.2 Must possess mobility to operate a motor vehicle.

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

2305.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2305.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2305.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2305.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2305.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2305.6 Work Environment

2305.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2605.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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

2307.1 The Technical Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the Library during the absence of the Library Director.

2307.1.1 He/she attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 He/she oversees the preparation of public service desk schedules for the Circulation Department and the assignment of substitute hours.

2307.1.4 He/she coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2307.1.7 He/she prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks

2307.2.1 Directs, coordinates, and reviews the activities of the Technical Services activities concerning personnel, resources, equipment, services and programs.

2307.2.2 Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

- 2307.2.3** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library
- 2307.2.4** Allocates the library materials budget and coordinates and supervises the materials selection process
- 2307.2.5** Manages the installation and operation of computer hardware, software and database systems in the Library.
- 2307.2.6** Manages the online catalog for the Library and instructs staff in the use of the online library system.
- 2307.2.7** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.
- 2307.2.8** Prepares grant applications for Technical Services activities.
- 2307.2.9** Establishes and implements work procedures for department staff.
- 2307.2.10** Negotiates and manages contracts and service agreements with Library vendors.
- 2307.2.11** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.
- 2307.2.12** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.
- 2307.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2307.2.14** Plans and organizes training programs for the Technical Services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2307.2.15** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2307.2.16** May be required to work up to half-time on a Public Service desk.
- 2307.2.17** Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2307.4 Knowledge and abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies.

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

2307.4.3 Knowledge of personal computer and network hardware and software operations.

2307.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2307.4.5 Knowledge of reference sources and methods to serve adult and children.

2307.4.6 Knowledge of literature and standard works in various fields.

2307.4.7 Knowledge of basic fund accounting and budgeting.

2307.4.8 Ability to apply the knowledge listed above.

2307.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.10 Ability to respond to common inquiries or complaints from Library customers.

2307.4.11 Ability to supervise staff and implement personnel policies and procedures.

2307.4.12 Ability to analyze difficult problems and recommend solutions.

2307.4.13 Ability to take independent action.

2307.4.14 Ability to prepare and present reports that conform to prescribed style and format.

2307.4.15 Ability to present information to Library management, public groups and the Library Board of Trustees.

2307.4.16 Ability to organize and manage work flow for self and others.

2307.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2307.5 Physical Demands

2307.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

2307.5.1.2 Must possess mobility to operate a motor vehicle.

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

2307.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2307.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2307.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2307.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2307.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2307.6 Work Environment

2307.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2607.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Administrative Assistant
POLICY NUMBER: 2309

2309.1 The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the Library during the absence of the Library Director.

2309.1.1 Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2309.1.2 Participates in the selection of Library staff.

2309.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

2309.1.4 Maintains the District's checkbooks.

2309.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

2309.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2309.1.7 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2309.1.8 Prepares monthly and annual reports on the administrative activities of the Library.

2309.2 Typical Tasks

- 2309.2.1** Directs, coordinates, and reviews the Administrative activities of the Library concerning personnel, resources, equipment, services and programs.
- 2309.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.
- 2309.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.
- 2309.2.4** Maintains the office general ledger for the Library and the Placentia Library Foundation.
- 2309.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor
- 2309.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.
- 2309.2.7** Maintains files and records related to the operations of the Administrative Office
- 2309.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed
- 2309.2.9** Makes travel arrangements for Library Staff and Trustees.
- 2309.2.10** Schedules the use of the Meeting and Conference Rooms.
- 2309.2.11** Prepares District's financial and personnel reports to the State Library and other agencies.
- 2309.2.12** Coordinates bid processes and purchasing (excluding books and library materials).
- 2309.2.13** Coordinates maintenance and safety of the Library's physical facility.
- 2309.2.14** Works on special projects as assigned

2309.2.15 Negotiates and manages contracts and service agreements with Library vendors.

2309.2.16 Participates in recruiting, interviewing, selecting administrative staff and evaluating the performance of administrative personnel.

2309.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2309.2.18 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

2309.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2309.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

2309.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2309.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license.

2309.4 Knowledge and abilities:

2309.4.1 Proficiency in Work, Excel and Quickbooks

2309.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2309.4.3 Knowledge of personal computer hardware and software operations

2309.4.4 Knowledge of basic fund accounting and budgeting.

2309.4.5 Ability to apply the knowledge listed above.

2309.4.6 Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and create and use labels, data and formulas on an electronic spreadsheet.

2309.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2309.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2309.4.9 Ability to respond to common inquiries or complaints from Library customers.

2309.4.10 Ability to supervise staff and implement personnel policies and procedures.

2309.4.11 Ability to analyze difficult problems and recommend solutions.

2309.4.12 Ability to take independent action.

2309.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2309.4.14 Ability to present information to Library management and the Library Board of Trustees.

2309.4.15 Ability to organize and manage work flow for self and others.

2309.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2309.5 Physical Demands

2309.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2309.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2309.5.1.2 Must possess mobility to operate a motor vehicle.

2309.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2309.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2309.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2309.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2309.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2309.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2309.6 Work Environment

2309.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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

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

2315.1.1 Does specialized reference work using print and electronic formats.

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

2315.1.3 He/she prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

2315.1.4 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

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

2315.1.6 He/she prepares monthly and annual reports as assigned by the Public Services Manager.

2315.2 Typical Tasks

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

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

2315.2.3 Allocates the library materials budget assigned to that department.

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

2315.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license.

2315.4 Knowledge and abilities:

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

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

2315.5 Physical Demands

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

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

2315.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2315.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2315.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2315.6 Work Environment

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

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

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

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

2317.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

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

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

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

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

2317.2.6 Assists the public with using the electronic databases and reference services.

2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2317.2.8 Establishes and implements work procedures for department staff.

2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field. He/she will possess a valid California driver's license.

2317.4 Knowledge and abilities:

2317.4.1 Knowledge of modern public library organization, procedures and policies.

2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2317.4.3 Knowledge of personal computer hardware and software operations

2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2317.4.5 Knowledge of reference sources and methods to serve adult and children.

2317.4.6 Knowledge of current events, literature and standard works in various fields.

2317.4.7 Ability to apply the knowledge listed above.

2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2317.4.9 Ability to respond to common inquiries or complaints from Library customers.

- 2317.4.10** Ability to follow Library policies and procedures.
- 2317.4.11** Ability to analyze difficult problems and recommend solutions.
- 2317.4.12** Ability to take independent action.
- 2317.4.13** Ability to prepare and present reports that conform to prescribed style and format.
- 2317.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2317.4.15** Ability to organize and manage work flow for self.
- 2317.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands

- 2317.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.
 - 2317.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.
 - 2317.5.1.2** Must possess mobility to operate a motor vehicle.
 - 2317.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.
 - 2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
 - 2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.
 - 2317.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.
 - 2317.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2317.6 Work Environment

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

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

POLICY TITLE: Job Description – Library Assistant
POLICY NUMBER: 2319

2319.1 A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

2319.1.1 Does specialized reference work using print and electronic formats.

2319.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2319.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2319.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2319.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2319.1.6 May supervise clerical staff or volunteers.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

2319.2.2 Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepared library materials invoices for payment.

2319.2.3 Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

2319.2.4 Works at the Circulation Desk as the supervisor.

2319.2.5 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.

- 2319.2.6** Manages the collection of fines and processing collection notices for delinquent accounts.
- 2319.2.7** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- 2319.2.8** Manages the public photocopier machines and the Vendacard dispenser.
- 2319.2.9** Recommends policies for public services to the Manager of Public Services.
- 2319.2.10** Assists the public in making the most effective use of the Library's collection and facility.
- 2319.2.11** Assists the public with using the electronic databases and reference services.
- 2319.2.12** Serves as a United States Passport Application Acceptance Agent.
- 2319.2.13** Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.
- 2319.2.14** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
- 2319.2.15** Establishes and implements work procedures for department staff.
- 2319.2.16** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2319.2.17** Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2319.3 Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license.

2319.4 Knowledge and abilities:

- 2319.4.1** Knowledge of modern public library organization, procedures and policies.
- 2319.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2319.4.3** Knowledge of personal computer hardware and software operations

- 2319.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2319.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2319.4.6 Knowledge of current events, literature and standard works in various fields.
- 2319.4.7 Ability to apply the knowledge listed above.
- 2319.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2319.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2319.4.10 Ability to follow Library policies and procedures.
- 2319.4.11 Ability to analyze difficult problems and recommend solutions.
- 2319.4.12 Ability to take independent action.
- 2319.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2319.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2319.4.15 Ability to organize and manage work flow for self.
- 2319.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

2319.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2319.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2319.5.1.2 Must possess mobility to operate a motor vehicle.

2319.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2319.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2319.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2319.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2319.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2319.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2319.6 Work Environment

2319.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2619.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Clerk II
POLICY NUMBER: 2321

2321.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

2321.1.1 Manages the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

2321.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitutes clerks or volunteers.

2321.2 Typical Tasks

2321.2.1 Locates, checks-in and checks-out library materials for customers.

2321.2.2 Processes telephone renewals.

2321.2.3 Prepares the daily announcements for the telephone system.

2321.2.4 Files documents and library materials by library filing rules.

2321.2.5 Issues and renews library cards.

2321.2.6 Operates a variety of office and business equipment.

2321.2.7 Calculates and collects fines and fees at the Circulation Desk.

2321.2.8 Answers telephone and transfers calls to the appropriate staff or department.

- 2321.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2321.2.10 Records daily statistics at the Circulation Desk.
- 2321.2.11 Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2321.2.13 Prepares books and other library materials for public use.
- 2321.2.14 Repairs books and other library materials.
- 2321.2.15 Works in Technical Services in support of professional staff.
- 2321.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2321.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18 Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19 Serves as a United States Passport Application Acceptance Agent.

2321.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license.

2321.4 Knowledge and abilities:

- 2321.4.1 Ability to type a minimum of thirty (30) words per minute.
- 2321.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2321.4.3 Ability to file accurately according to library filing rules.
- 2321.4.4 Ability to meet the public with tact and courtesy.
- 2321.4.5 Ability to follow oral and written instructions.

2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.5 Physical Demands

2321.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2321.5.1.2 Must possess mobility to operate a motor vehicle.

2321.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2321.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2321.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2321.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2321.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2321.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2321.6 Work Environment

2321.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Clerk I
POLICY NUMBER: 2323

2323.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

2323.1.1 Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

2323.1.2 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2323.1.4 May supervise substitutes clerks or volunteers.

2323.2 Typical Tasks

2323.2.1 Locates, checks-in and checks-out library materials for customers.

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

2323.2.7 Calculates and collects fines and fees at the Circulation Desk.

2323.2.8 Answers telephone and transfers calls to the appropriate staff or department.

2323.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

2323.2.10 Records daily statistics at the Circulation Desk.

2323.2.11 Receives cash and credit card transactions at the Circulation Desk.

2323.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.

2323.2.13 Prepares books and other library materials for public use.

2323.2.14 Repairs books and other library materials.

2323.2.15 Works in Technical Services in support of professional staff.

2323.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.

2323.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2323.2.18 Assists the public in making the most effective use of the Library's collection and facility.

2323.2.19 Serves as a United States Passport Application Acceptance Agent.

2323.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license.

2323.4 Knowledge and abilities:

2323.4.1 Ability to type a minimum of thirty (30) words per minute.

2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.

2323.4.3 Ability to file accurately according to library filing rules.

2323.4.4 Ability to meet the public with tact and courtesy.

2323.4.5 Ability to follow oral and written instructions.

2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2323.4.7 Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

2323.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.5.1.1 While performing the duties of this job, the employee is required to talk and hear.

2323.5.1.2 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2323.5.1.3 The employee is required to stand; walk; and stoop, kneel, or crouch.

2323.5.1.4 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2323.5.1.5 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2605.6.2 The noise level in the work environment is usually quiet.

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

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

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

2325.1.2 Prepares library materials for public use.

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

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

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

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

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2325.2.7 Searches for library materials on the shelves as assigned by Library staff.

2325.2.8 Run errands for Library staff.

2325.2.9 Retrieve newspapers and magazines from storage areas.

2325.2.10 Assist public with unloading gift books and magazines from their cars.

2325.2.11 Re-stocking the vending machines.

2325.2.12 Set-up and bread-down tables and chairs in the Meeting Room.

2325.2.13 Works in Technical Services in support of professional staff.

2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2325.2.15 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.

2325.4 Knowledge and abilities:

2325.4.1 Ability to file accurately according to library filing rules.

2325.4.2 Ability to meet the public with tact and courtesy.

2325.4.3 Ability to follow oral and written instructions.

2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2325.4.5 Ability to follow Library policies and procedures.

2325.4.6 Ability to organize and manage work flow for self.

2325.4.7 Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

2325.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

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

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

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

2325.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2325.5.1.6 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2325.6 Work Environment

2325.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2625.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2327

2327.1 A non-exempt clerical classification under the general direction of the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

2327.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2327.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2327.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

2327.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2327.2.4 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2327.6.5 Searches for library materials on the shelves as assigned by Library staff.

2327.2.6 Run errands for Library staff.

2327.2.7 Retrieve newspapers and magazines from storage areas.

2327.2.8 Assist the public with unloading gift books and magazines from their cars.

2327.2.9 Set-up and bread-down tables and chairs in the Meeting Room.

2327.3 Required Qualifications. He/she will be a high school student.

2327.4 Knowledge and abilities:

2327.4.1 Ability to file accurately according to library filing rules.