



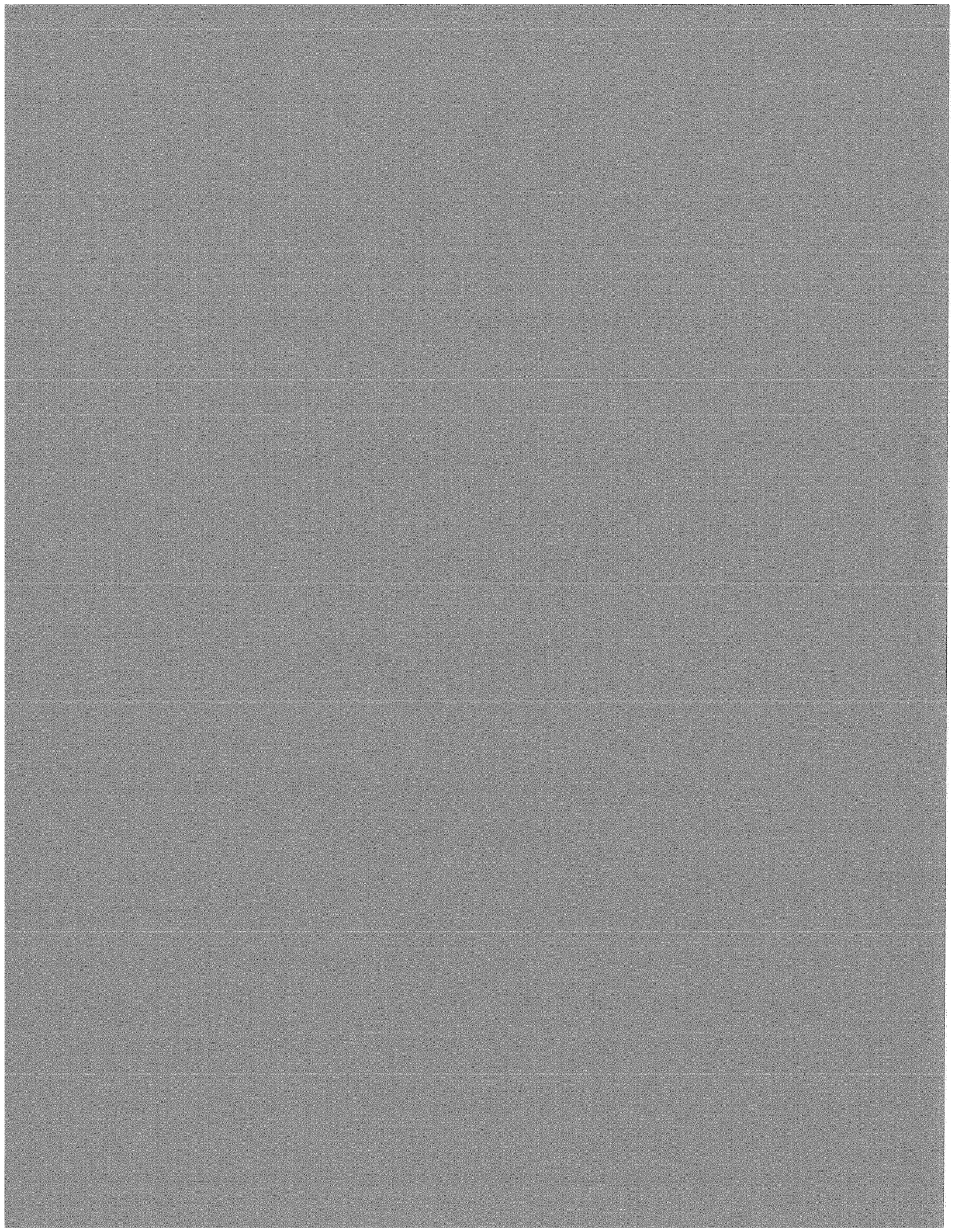
Library Board of Trustees

Unusual Meeting

**February 19, 2008
6:30 P.M.**

**Placentia Library
History Room**

Goodson





AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE
Tuesday, February 19, 2008
6:30 P.M.
Placentia History Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

- 1. Call to Order Library Board President
- 2. Roll Call Administrative Services Manager
- 3. Adoption of Agenda

*Katie
Mama
Valerie*

*M. GW
M. J.T.*

*Absent
BE
J.R.*

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

- 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).

Max

TRUSTEE & ORGANIZATIONAL REPORTS

- 5. Board President Report

*A.S. - 2/12/08 - AS, J.F. EDM, Trustee, BPL ; JT - BPL Mtg LT
R.D. - Local Authors, JSDBG,*

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 Friends Foundation Board of Directors Report. (Trustee Turner)

*ALM
No 1*

- 8. Upcoming Trustee meetings and events.

CONSENT CALENDAR (Items 9 – 40)

M1 - J.T.
M2 - R.D.

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 40 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the January 15, 2008 Library Board of Trustees Regular Meeting and the January 15, 2008 Library Board of Trustees Work Session. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

No Nonstandard Claims were processed during this report period.

11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

Claim 5078 by Minter/Turner; 5079, 5080, 5081, 5082 and 5083 by Minter/DeVecchio; and 5084 by Minter/Shkoler; and 5084 by Minter/Wood, for a total Claims Forwarded by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$46,599.51 for Fund 707.

12. Current Claims and Payroll. (Receive & File and Approve)

Current Claim for Fiscal Year 2007-2008: 5086, 5087, 5088, 5089, 5090 and 5091 for a total Current Claims of \$47,471.86; and Payrolls #19 (03/12/08) for \$52,472.00 and #20 (03/26/08) for \$52,472.00 for a total for Payrolls of \$104,944.00, for a combined total of Current Claims and Payrolls for Fiscal Year 2007-2008 of \$154,415.86 from Fund 707.

13. FY2007-2008 Cash Flow Analysis through February 19, 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 14 – 19)

14. Financial Reports for January 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Office General Ledger & Check Registers for January 2008. (Receive & File)
16. Acquisitions Report for January 2008. (Receive & File)
17. Entrepreneurial Activities Report for January 2008. (Receive & File)
18. Collection Agency Report for January 2008. (Receive & File)

19. Gift Report for January 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 20 – 30A)

20. Building Maintenance Report for January 2008. (Receive & File)
21. Personnel Report for January 2008. (Receive, File, and Ratify Appointments)
22. Volunteer Reports for January 2008. (Receive & File)
23. Circulation Report for January 2008. (Receive & File)
24. Legislative Reports from the California Special Districts Association. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. Placentia Library District Policies as adopted by the Library Board of Trustees on January 15, 2008:

2020 – Vacations

2040 – Sick Leave

2110 – Health and Welfare Benefits

2115 – Volunteer Workers' Compensation Insurance

2120 – Educational Assistance

2125 – Notary Public Training Services

2130 – Pay Periods and Distribution of Pay Checks

2160 – Authorized Leave

2170 – Performance Evaluation

2220 – Equal Employment Opportunity

2325 – Library Aide

(Receive & File)

30. Announcement by State Librarian Susan Hildreth on January 15, 2007 of the Public Library Fund Allocations for Fiscal Year 2007-2008. (Receive & File)
- 30A. Placentia Library District Mid-Year Report for the California Library Literacy Services (CLLS) Grant from the State Library of California as submitted on February 14, 2008. (Receive & File)

STAFF REPORTS (Items 31 – 40)

31. Library Director's Report. (Minter)
32. Program Committee Report for January 2008. (Roberts)
33. Children's Services Report for January 2008. (Gurkweitz)
34. Placentia Library Literacy Services Report for January 2008. (Roberts)
35. Reference and Adult Services Report for January 2008. (Strazdas)
36. History Room Report for January 2008. (Bell)
37. Placentia Library Web Site Report for January 2008. (Napier)
38. Technology Report for January 2008. (Napier)
39. Publicity Materials Produced in January 2008. (Gomez)
40. Safety Committee Minutes for January 2008. (Goodson)

CONTINUING BUSINESS

41. 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.

42. Word of Mouth Marketing Topic for March 2008 – Library Website.

Presentation: Manager of Technical Services

43. Presentation of revisions for Placentia Library District Policies in Series 2300: Personnel Job Descriptions, that were reviewed at the Library Board Work Session on January 15, 2008.

Presentation: Library Director

Recommendations: Adopt as a first reading and refer to staff for further comments.

*M1-G.W.
M2-R.O.*

- 44. Presentation of revisions for Placentia Library District Policies in Series 6000: Library Operations, that were reviewed at the Library Board Work Session on January 15, 2008.

Presentation: Library Director
 Recommendations: Adopt as a first reading and refer to staff for further comments; and motion to delete Placentia Library District Policy 6037 – Debit Card Policy from the Policy Manual effective immediately.

B.E. entered
 @ 7:40 P.M.
 NEW BUSINESS

Handwritten notes:
 M1 - R.D.
 M2 - J.T.
 M1 GW
 M2 RD

- 45. Adjust the Placentia Library District Salary Scale for Exempt Employees for Fiscal Year 2007-2008 to reflect the new minimum wage effective January 1, 2008 and adopt by Resolution 08-08.

Presentation: Manager of Administrative Services
 Recommendation: Read Resolution 08-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Salaries for the Exempt Employees of the District for Fiscal Year 2007-2008 effective January 1, 2008.

Adopt Resolution 08-08.

Handwritten notes:
 M1 BE
 M2 GW
 M1 GW
 M2 BE
 GW BE
 Roll Call Vote YES

- 46. Presentation of proposal for a Governmental Profit Sharing Pension program to replace the Placentia Library District Money Purchase Pension Plan. Kevin Murphy has worked with the Placentia Library District Staff Pension Plan Committee to develop a proposal for Library Board consideration.

Presentation: Kevin Murphy, Public Agency Retirement Service
 Recommendation: Action to be determined by the Library Board of Trustees

Handwritten notes:
 Include w/ budget assumption discussion etc

- 47. Travel Authorizations: Library Director Elizabeth Minter to attend the Library of California Board Meeting in Sacramento; Trustees and Library Director to attend the California Association of Library Trustees and Commissioners Workshop in Orange; and Trustee DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura.

Presentation: Library Director
 Recommendation: Authorize Library Director Minter to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008 with all travel and meal expenses to be paid by the Santiago Library System; and

4
 (E.M.
 G.W.A.S.
 B.E. J.T.)
 M1 - GW
 M2 - J.T.
 M1 - BE
 M2 - GW
 M1
 M2

Determine who will attend the California Association of Library Trustees and Commissioners' Southern California Leadership Workshop on Saturday, March 15, 2008 in Orange and authorize the staff to process the reservations. Expenses to be paid from the General Fund; and

Authorize Board Secretary DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura, April 23-25, 2008, at a cost not to exceed \$1,772.20, with the expenses to be paid from the General Fund.

8:10am **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.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

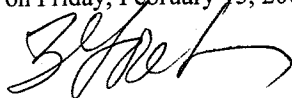
49. Agenda Preparation for the March Regular Meeting which will be held on Monday, March 17, 2008.
50. Review of Action Items.

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

48. Adjourn

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the February 19, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, February 15, 2008.



Placentia Library Board Calendar

February 2008 - January 2009

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- 2 Miss Placentia Scholarship Pageant
- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 11 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 12 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 14 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 16 9:00 AM Independent Library District Trustees Legislative Meeting, Buena Park Library
- 18 3:00 AM Library Closed for Presidents Day/Staff Holiday
- 19 6:30 PM Library Board Meeting
- 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 21 5:30 PM Chamber Mixer
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 13 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 15 9:00 AM CALTAC Trustee Workshop in Library Leadership, City of Orange Library
- 17 6:30 PM Library Board Meeting
- 18 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 23 Easter, Library Closed, not staff holiday
- 25 Public Library Association Biennial Conference, Minneapolis, through Mar 29

Placentia Library Board Calendar

February 2008 - January 2009

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March

27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

April

10 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

13 National Library Week through Apr 19

1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

21 6:30 PM Library Board Meeting

24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

May

8 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

12 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

18 1:00 PM 2nd Sunday Book Sale (3rd Sunday in May)

19 6:30 PM Library Board Meeting

22 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

26 Library Closed for Memorial Day/Staff Holiday

29 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

June

8 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

9 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

12 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

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June

- 16 6:30 PM Library Board Meeting
- 26 ALA Annual Conference, Anaheim, through July 2
- 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day/Staff Holiday
- 10 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 21 6:30 PM Library Board Meeting
- 22 Friends of Placentia Library Incorporated in 1970
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

August

- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 14 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

September

- 1 Library Closed for Labor Day/Staff Holiday
- 2 Placentia Library District Established in 1919 by OC Board of Supervisors
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 14 Placentia Library Foundation Incorporated in 1994
- 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 23 6:30 PM Library Board Meeting

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September

- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 9 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 11 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 12 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 13 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

November

- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 Library Closed for Veterans Day/Staff Holiday
- 13 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

December

- 5 12:00 PM Trustee terms begin
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 12 6:30 PM Chamber of Commerce Citizen of the Year Breakfast
- 14 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 15 6:30 PM Library Board Meeting

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Placentia Library Board Calendar

February 2008 - January 2009

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December

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

January

8 5:30 PM Chamber Mixer

7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

11 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

12 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

19 6:30 PM Library Board Meeting

Library Closed for Martin Luther King Holiday/Staff Holiday.

22 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

7:15 AM Placentia Chamber of Commerce Breakfast

23 ALA Midwinter Meeting, Denver, through Jan 28

29 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

Aug 2008						
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PLACENTIA LIBRARY FRIENDS FOUNDATION
MINUTES January 14, 2008

The meeting was called to order at 7:00 pm by President, Carole Fizzard. The following members were present: Brenda Benner, Nadine Blansett, Ben Boelman, Glennis Clancy, Carol Fizzard, Ginny Haussmann, Barbara Hemmerling, Camille Himes and Nancy Lone-Tollefson. The representative from the Trustees was Jean Turner. Library Staff present: Yesenia Gomez.

SECRETARY: By general consent the minutes of the December meeting were approved as written.

FINANCIAL REPORTS

TREASURER: Total assets as of January 14, 2008 \$216, 856.63. The complete report of profit and loss is filed with these minutes.

FINANCIAL SECRETARY: No report.

PAYMENT OF BILLS: Ben Boelman made a motion, seconded by Nancy Lone-Tollefson, that the following bills be approved for payment:

- 1) Easy-Ware-Annual Maintenance Fee for copy machine \$150.00
- 2) Signature Designs—Authors Luncheon Flyer Design \$450.00
- 3) SDR Consulting-Quarterly and Notations Design \$450.00
- 4) Jart Direct Mail Services- Notations Bulk Mail \$708.38
- 5) Willard Wyman- Travel Expenses \$479.75

The motion carried.

Ben Boelman made a motion, seconded by Ginny Haussman to ratify the following. These have been approved by the Finance Committee.

- 1) Patti Hamilton-Listing in Orange County's Guide to Book Stores \$75.00
- 2) Onmigrafix-Printing of December Notations \$1,241.28
- 3) Signature Designs-Western Dinner poster mount and lamination \$404.06
- 4) Signature Designs-Western Dinner Flyers \$242.44
- 5) Kelly Paper-Membership Cards \$57.84
- 6) Rhonda Sedgwick Stearns-Presentation \$350.00
- 7) Rhonda Sedgwick Stearns- Travel Expenses \$745.00
- 8) Willard Wyman-Presentation \$350.00
- 9) David Bourne-Saloon Pianist \$400.00

The motion carried.

PRESIDENT'S REPORT: Carol Fizzard-- 1) Carol suggested a membership in a national friends organization would be beneficial. Ben Boelman made a motion, seconded by Ginny Haussman to allow \$100.00 for membership in FOLUSA. The motion passed. 2) A committee was formed to provide a standing rule on how PLFF shall spend its money. The committee will be: Carol Fizzard, Nadine Blansett, Brenda Benner and Ginny Haussman.

LIBRARY STAFF REPORTS

Yesenia Gomez: 1) Barbara Hemmerling made a motion, seconded by Brenda Benner to authorize payment of \$140.00 monthly to Georgette Baker. This is funded by the Shaw Endowment. The motion carried. 2) Yesenia Gomez is working with a marketing professor at Cal State University, Fullerton. The professor has 33 students that need to

complete 20 hours of community service. Their help will be well planned and carried out. 3) Our merger is complete!!

COMMITTEE CHAIR REPORTS

Bookstore Nancy Lone-Tollefson- 1) the silent Auction made \$156.00 in December. 2) Pat Irot made a motion to allow a Volunteer Brunch at the Library on Friday, Feb. 15, 2008; 9:30-11:30 AM. Nadine Blansett seconded this. The motion carried. 3) All shifts in the bookstore are now filled.

Membership –Ginny Haussman Chairman, reported a meeting of her committee was held on January 9, 2008. 2,200 membership solicitation letters were sent in October and November, 2007. By the end of December 73 had paid for PLFF memberships. Mailing costs are great and ways to cut them are being considered. Complete report of this meeting is filed with these minutes.

Board Development- 1) Brenda Benner welcomed Karen Ivers as a member of PLFF. She is on the faculty at Cal State University, Fullerton, in the Elementary and Bi Lingual departments. 2) A reminder was given of the Development Workshop (Carol Stone) Saturday, January 19, 2008; 9-1:30 PM.

Program-Author's Luncheon- 1) Carol, Ben and Brenda met with the banquet manager at Alta Vista to confirm prices and menu. Glennis Clancy will work on this committee.

Legacy -Ben Boelman- 1) Bill and Millie Heaton, professional fund raisers, were not able to speak at our January 14, PLFF meeting. They will be with us at our February 11 meeting. 2) Sara Glaz (Lois Malone's daughter) will meet with the Legacy Committee on Tuesday, January 22 at 10:00 AM. She has some suggestions for legacy giving to share with the committee.

Trustees- No report.

Finance: 1) \$9,000 was transferred from the General Fund to ING Savings. 2) \$10,000 from Unrestricted Net Assets was transferred to the Book Endowment Fund. 3) Director Reimbursement Policy changes were presented to the board. Ben Boelman made a motion to accept the change proposed to this policy. The change is the addition of the following statement to item number two---Not to exceed \$50.00 per event, per person. Camille Himes seconded this motion. The motion carried. A detailed report from the Finance Committee is filed with these minutes.

Investments- The committee has discussed establishing a brokerage account with several brokerages in the area, but is not ready to make a recommendation.

Trustee's Meeting: Camille Himes no report

Announcements: 1) Brenda and Carol have prepared a form that will go in the next Notations, advising the community of elections for the PLFF board.

Next meeting—February 11, 2008 at 7 P.M.

The meeting was adjourned at 8:45 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY FRIENDS FOUNDATION
MINUTES February 11, 2008

The meeting was called to order at 7:00 pm by President, Carole Fizzard. The following Members were present: Brenda Benner, Nadine Blansett, Ben Boelman, Glennis Clancy, Bill Dooley, Carol Fizzard, Barbara Hemmerling, Nancy Lone-Tollefson, and Ginny Sanatar. The representative from the Trustees was Jean Turner. Library Staff present: Elizabeth Minter, Yesinia Gomez

SECRETARY: By general consent the minutes of the January meeting were approved as corrected.

GUEST SPEAKERS--Ben Boelman introduced Bill and Millie Heaton. They are residents of Placentia. They generously shared insights from their experiences as professional fund raisers. Bill mentioned the importance of a "two minute elevator ride approach". They emphasized the need for a mission, a vision, to always be pro-active and the importance of being appreciative to all donors.

FINANCIAL REPORTS

TREASURER: Total assets as of February 11, 2008 \$227,754.91. The complete report of profit and loss is filed with these minutes.

FINANCIAL SECRETARY: Total deposits for January \$3,326.64. Complete figures filed with these minutes.

PAYMENT OF BILLS: Barbara Hemmerling made a motion, seconded by Brenda Benner, that the following bills be approved for payment:

- 1) Signature Designs-Logo Design Set-up \$150.00
- 2) Signature Designs—Author's Luncheon Posters \$387.90
- 3) Vail Dunlap & Associates-Name Tags \$1,319.40

The motion carried.

Barbara Hemmerling made a motion, seconded by Brenda Benner to ratify the following bills. These have been approved by the Finance Committee.

- 1) Photography by: John Walcek-Midwinter Western Round-Up Pictures \$134.69
- 2) Ginny Hausmann-Reimbursement for Office Max Supplies \$12.93
- 3) Nancy Lone-Tollefson-Reimbursement for Office Max Supplies \$32.27
- 4) Stelter-Website Quarterly Fees \$550.00
- 5) OmniGrafix Printing-Envelopes with New Logo \$130.40
- 6) TSC-30 Aprons for Author's Luncheon \$125.75
- 7) Palacios & Associates-Artwork for Author's Luncheon Aprons \$167.98
- 8) OmniGrafix Printing-Author's Luncheon Bookmarks \$311.40
- 9) OmniGrafix Printing-January Notations \$1329.64
- 10) SDR Consulting-Notations Layout \$300.00

The motion carried.

Finance Committee Recommendations:

- 1) Brenda Benner made a motion to move \$5000.00 from the ING account to the General Fund. Barbara Hemmerling seconded the motion. The motion carried.
- 2) Brenda Benner made a motion to transfer 5% of the balance in the T.Rowe Price Account as of December 31, 2007 (\$913.00) to the Placentia Library Friends Foundation General Fund Account, Endowment Shaw Lapsit, to be used for the Lapsit Story hour expenses for calendar year 2008. Ben Boelman seconded this. The motion carried.

3) Barbara Hemmerling made a motion to transfer 5% of the combined total of the balances (\$6348.00) from the Endowment Savings (Bank of the West), Vanguard Asset Allocation and Vanguard Wellington as of December 31, 2007, to the Placentia Library Friends Foundation Adopt A Book checking account (Bank of the West), to be used for Endowment Fund purchases for calendar year 2008. Brenda Benner seconded this. The motion carried.

PRESIDENT'S REPORT: Carol Fizzard-- 1) Carol wondered how many attended the Rhonda Sedgwick Poetry Workshop in January. It was thought that about 8 attended. 2) The annual meeting will be held Monday April 28, 2008. Jim Roberts has reserved the City Council Chambers. 3) For the March meeting each committee was asked to prepare a Job Description that will help formulate the strategic plans, goals and objectives of the entire PLFF for the next three years. 4) Carol shared some newspaper clippings from other libraries. 5) A letter was read from Pat Irot asking the board for a written policy on our support of the History Room. This will be done at the March meeting. 5) At the March meeting Dixie Shaw will present a report on current studies of Right Brain Research.

LIBRARY STAFF REPORTS

Elizabeth Minter: 1) Friends of the Library, USA has a web site that can be accessed by FOLUSA with pass words "figure" "skating". 2) National Library Week begins April 13. It is the 50th anniversary of this organization. The library staff is planning a celebration of this milestone.

Yesenia Gomez: 1) Three students of the CSUF Marketing class will be helping Yesenia to promote membership, contact lapsed members, and on the Author's Luncheon. 2) Yesenia previewed on a laptop a Spiral Money Eater that is a possibility for a library fund raiser. Spare change is tossed in; water swirls around and "eats" it up.

COMMITTEE CHAIR REPORTS

Bookstore Nancy Lone-Tollefson- 1) The silent Auction made \$46 in January. 2) Workers in the Bookstore have been asked to suggest a name for the Bookstore. The suggested names will be voted on at the Appreciation Brunch February 15.

Membership -Ginny Haussman No report.

Board Development- 1) Brenda was asked if she had received a summary of Carol Stone's ideas and suggestions. She has not. 2) Brenda asked all members that have a call list, to be sure and save it. These will be used to shepherd our responsive givers.

Program-Author's Luncheon- 1) Marge Boelman and Glennis Clancy are working on the centerpieces. 2) Raffle or silent auction prizes were discussed. 3) Elizabeth Miner will be the MC for the luncheon. 4) A committee will meet at 7 PM Friday February 29 at Alta Vista to set up for the luncheon.

Legacy -Ben Boelman- 1) Sara Glaz, Lois Monroe's daughter, gave the committee some useful facts about using insurance for legacy. Her talk was recorded for further use.

Trustees- No report.

Finance: Report given under Financial above.

Investments- No report

Trustee's Meeting: Camille Himes no report

Announcements: 1) Jean Turner announced that she is hosting a Munching Group in the Community Room on Wednesday February 27, from 10:30-12:30 A.M. They will go in small groups to see various parts of the library. Any members of this board are invited to

Speak to the entire group promptly at 10:30 or close to closing when all are gathered together. We could use this time to "advertise our product" to a new group of patrons

Next meeting— March 10, 2008 at 7 P.M.

The meeting was adjourned at 9:15 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Upcoming Trustee Events and Meetings
DATE: February 19, 2008

Trustee Events and Meetings

February 19, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series, Library Meeting Room
6:30 P.M.	Library Board Meeting
February 21, Thursday, 5:30 P.M.	Chamber of Commerce Mixer at Massage Envy, 122 East Yorba Linda Blvd.
February 28, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, State of the City, Police Chief Jim Anderson and Mayor Scott Nelson
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood
March 1, Saturday, 9:30 A.M.	PLFF Author's Luncheon, Alta Vista Country Club
March 10, Monday, 7:00 P.M.	PLFF Board of Directors Meeting, Secretary DeVecchio & Trustee Turner
March 11, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series, Library Meeting Room
March 13, Thursday, 7:30 A.M.	North Orange County Legislative Alliance, Brea City Hall
5:30 P.M.	Chamber Mixer, Union Bank 850 N. Rose Drive
March 15, Saturday, 9:00 A.M.	CALTAC Workshop in Library Leadership, City of Orange Public Library

March 17, Monday, 6:30 P.M.	Library Board Meeting
March 18, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series, Library Meeting Room
March 21, Friday, 7:30 A.M.	Chamber of Commerce Good Friday Prayer Breakfast, Alta Vista Country Club
March, 23, Sunday	Easter, Library closed (not a staff holiday)
March 25-29	Public Library Association Conference, Minneapolis (Minter & Strazdas)
March 27, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, State of the City, speaker from the Small Business Administration
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood

**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION
January 15, 2008**

ROLL CALL

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

**ADOPTION OF
AGENDA**

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

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

**POLICY MANUAL
SECTIONS 2300 &
6000**

The Board reviewed Policy Section 2300, Job Descriptions and Policy 6000, Operations. Library Director will present recommendations for revisions at the next Board Meeting.

**AGENDA
PREPARATION**

Agenda Preparation for the January Board of Trustees Meeting will be held on Tuesday, January 15, 2008 at 5:30 P.M.

ADJOURNMENT

The Work Session for the Placentia Library District for January 15, 2008 adjourned at 6:10 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 15, 2008**

CALL TO ORDER President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on January 15, 2008, at 7:00 P.M.

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

Members Absent: None

Managers Absent: None

Others Present: Placentia Library District Staff: Yesenia Gomez, Alexander Hernandez and Kristin Hoffman.

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

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

PRESIDENT REPORT President Shkoler reported that he attended the Placentia Library District Midwinter Western Dinner on January 10, 2008. He also reported that the Superior Court of Orange County sent correspondence notifying interested parties to attend a workshop on the Courts System in the near future.

TRUSTEES' REPORTS Trustee Wood had nothing to report at this time.

Trustee Escobosa attended the Library's December Program, Child's Christmas in Wales Program.

Trustee Turner reported that she attended the Library Cowboy Poetry Program on January 12, 2008.

Secretary DeVecchio reported he attended the Miss Placentia Mock Interview Event at the Library in December.

FRIENDS' REPORT Friends Treasurer, Camille Himes, reported that a group of marketing students from California State University Fullerton are interested in doing a class project with the library. She also reported that the PLFF will have their Strategic Planning Workshop on Saturday, January 19, 2008. She also reported that the Midwinter Western Dinner recorded an approximate

Minutes, Placentia Library District Board of Trustees, Regular Meeting of January 15, 2008, Regular Date,
Page 2.

loss of \$2,500.00.

**FINANCIAL AUDIT -
6-07 SUMMARY**

It was moved by Trustee Wood and seconded by Secretary DeVecchio to receive and file the Fiscal Year 2006-2007 Financial Audit for the Placentia Library District of Orange County.

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

**CONSENT
CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Turner approve Agenda Items 9-39 as printed.

MINUTES

Minutes of the Decmeber 17, 2007 Library Board of Trustees Regular Meeting

CLAIMS

Claims 5067 by Minter/Wood, 5068 by Minter/DeVecchio, and 5069 and 5070 by Minter/Shkoler for total of Current Claims for Fiscal Year 2007-2008 of \$20,916.93 for Fund 707.

Current Claims 5071,5072,5073,5074,5075,5076, and 5077 for total of \$110,750.25 for the Fiscal Year 2007-2008 and Payrolls #17 (2/13/08) for \$47,472.00 and #18 (2/27/08) for \$47,472.00 for \$94,944.00 for a combined total of 205,694.25.

FY2007-2008 Cash Flow Analysis through January 15, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL
REPORTS**

Financial Reports for December 2007

Office General Ledger & Check Registers for December 2007

Acquisitions Report for December 2007

Entrepreneurial Report for December 2007

Collection Agency Report for December 2007

Gifts Report for December 2007

**GENERAL CONSENT
CALENDAR**

Building Maintenance for December 2007

Personnel Report for December 2007

Volunteer Report for December 2007

Circulation Report for December 2007

Minutes, Placentia Library District Board of Trustees, Regular Meeting of January 15, 2008, Regular Date,
Page 3.

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Placentia Library District Policy 6020 – Internet Access Policy as
adopted by the Library Board of Trustees on December 17, 2007

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

STAFF REPORTS

Director's Report for December 2007

Program Committee Report for December 2007

Children's Services Report for December 2007

Placentia Library Literacy Services Report for December 2007

Reference and Adult Services Report for December 2007

History Room Report for December 2007

Placentia Library Web Site Report for December 2007

Technology Report for December 2007

Publicity Materials produced for December 2007

Safety Committee Minutes for December 2007

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

LEGISLATIVE ISSUES

Library Director reported that she attended the North Orange County
Legislative Alliance on January 17, 2008. Also, the Trustees were
encouraged to attend the Independent Library District Trustees meeting
on February 16, 2008 at the Buena Park Library District to discuss the
State Budget and legislative reports from the California Special Districts
Association and the California Library Association.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of January 15, 2008, Regular Date,
Page 4.

**WORD OF MOUTH
MARKETING**

Library Director distributed the marketing buttons for the month of February which promotes the Author's Luncheon featuring local author Suzanne Enoch on March 1, 2008.

POLICY SERIES 2000

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Amended Placentia Library District Policies in Series 2000- Personnel, 2020-Vacation; 2040-Sick Leave; 2110-Health & Welfare Benefits; 2115-Volunteer Worker's Compensation Insurance; 2120-Education Assistance; 2125-Notary Public Training Services; 2130-Pay Periods and Distribution of Pay Checks; 2160-Authorized Leave; 2170-Performance Evaluation; 2220-Equal Employment Opportunity.

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

**POLICY 2325-
LIBRARY AIDE**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to adopt Placentia Library District Policy 2325 – Library Aide.

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

**AGENDA
PREPARATION**

Agenda Preparation for the February Meeting will be held on Tuesday, February 19, 2008 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 15, 2008 adjourned at 8:10 P.M.

NEXT MEETING

The February Library Board Meeting will be held on Tuesday, February 19, 2008 at 6:30 P.M. in the Library History Room.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
February 19, 2008

TYPE	REPORT NUMBER	AMOUNT
------	------------------	--------

None

TOTAL

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
February 19, 2008

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR					
FUND 707	January 17, 2008	5078	707	1,755.00	Minter/Turner
	January 25, 2008	5079	707	11,025.78	Minter/DeVecchio
	January 28, 2008	5080	707	8,018.82	Minter/DeVecchio
	January 28, 2008	5081	707	6,986.01	Minter/DeVecchio
	January 28, 2008	5082	707	6,116.89	Minter/DeVecchio
	January 28, 2008	5083	707	1,312.38	Minter/DeVecchio
	January 28, 2008	5084	707	2,886.03	Minter/Shkoler
	February 11, 2008	5085	707	8,498.60	Minter/Wood
SUBTOTAL FUND 707				46,599.51	
TOTAL BY LIBRARY DIRECTOR				46,599.51	


Prepared by: Wendy Goodson

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N02002G State Board of Equalization P.O. Box 942879 Sacramento, CA 94279-8062	Sales Tax 2007		3700	00		1,755.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$1,755.00) 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

PAID FEB 04 2008

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/25/08
REPORT NO 5079

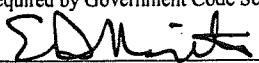
Agenda Item 11
Page 3 of 9

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	1-14-08/1324-IN		0306	00		8,808.26		
Califa Group 32 W 25th Ave San Mateo CA 94403	12-28-07/2356					2,217.52		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$11,025.78) 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

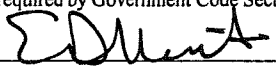
PAID FEB 04 2008

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00199-1 Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	1-11-08/273223		1800	00		123.31		
X00887 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	2-13-08/312083-9		2803	00		236.44		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	1-22-08/05391188009		2802	00		897.35		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	1-22-08/227100200		1000	00		1,597.75		
	1-10-08/70430731		1000	00		277.24		
						1,874.99		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	12-7-07/T7421070		0700	01		272.91		
	12-17-07/T7462514		0700	00		349.90		
	12-17-07/T7462529		0700	01		45.46		
						668.27		
N03841 Highsmith Inc. W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	12-7-07/6497		1800	00		379.18		
X04907 First American Trust 5 First American Way 3rd Floor Santa Ana CA 92707	12-31-07/1062107600		1900	00		2,353.97		
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	1-18-08/440511		1900	00		233.11		
			1900	08		77.70		
	1-7-08/438029		1900	00		525.21		
			1900	08		175.07		
						1,011.09		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	1-21-08/X8994		1000	00		67.72		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	1-17-08/AN344627		1400	00		284.00		
	1-2-08/AN350737		1400	00		122.50		
						406.50		

The claims listed above (totaling \$8,018.82) 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

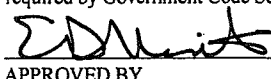
PAID FEB 04 2008

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N28784 Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1-23-08/Supply Reimb.		1800	00		78.63		
	1-7-08/Supply Reimb.		1800	00		38.14		
						116.77		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	1-11-08/Jan 08		1900	01		226.08	"2"	
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	1-11-08/Jan 08		1900	01		150.78	"2"	
N29845 Innovative Media Productions Phil Giralдин 1122 E. Lincoln Ave Ste B300 Orange CA 92865	12-10-07/00-630		1900	00		119.00		
N23659 Scholastic, Inc. PO Box 6024 Jefferson City, MO 65102-8014	12-30-07/3126165420-604		2400	08		17.94		
N30960 Patricia Fellous-Gibbons c/o Placentia Library District 411 E Chapman Aven Placentia CA 92870	Travel Reimb. 7-Dec		2600	00		1.52		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	1-28-08/21396		1800	00		89.43		
	1-20-08/21371		1800	00		241.36		
						330.79		
N31703 Employer Advisory Council 2001 East Fourth St #112 Santa Ana CA 92705	1-23-08/244		1600	00		95.00		
N30882 Envisionware 2810 Premiere Pkwy NW Ste 350 Duluth GA 30097-8912	11-19-07/MI00730		1300	01		5,033.17		
N31969 Kristen Hoffman c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb. Jan 08		2600	00		25.84		

The claims listed above (totaling \$6,116.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PAID FEB 05 2008

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Anna Irot c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	1-24-08/Supply Reimb.		1800	00		88.52		
N31820 SRP 101 S Kraemer Blvd Ste 203 Placentia CA 92870	1-3-08/5239		1800	08		150.00		
	1-3-08/5238		1800	00		950.00		
						1,100.00		
FattBank Unlimited/Brother Yusef 1541 N Lake Ave #C Pasadena CA 91104	1-9-08		2400	05		70.00		
Jeanette Gardner 824 Rosarita Dr Fullerton CA 92835	1-2-08/Supply Reimb.		1800	00		53.86		

The claims listed above (totaling \$1,312.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

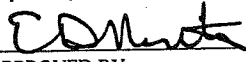
DATE 01/28/08
REPORT NO 5084

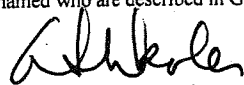
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only			
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC		
X04015 US Bank/ Purchasing Card Program PO Box 790428 St Louis MO 61379-0428	1-22-08/X3058		0700	00		259.23				
			0900	00		59.05				
			1000	00		73.27				
			1800	00		364.10				
			1803	00		148.37				
			2100	00		355.56				
			2400	00		54.04				
			2400	01		55.59				
			2400	02		26.93				
			2700	00		1,248.66				
			2700	01		108.90				
							2,753.70			
		N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	Travel Reimb. Jan 08		2700	00		132.33		

The claims listed above (totaling \$2,886.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

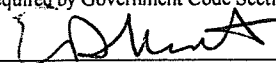
DATE 02/11/08
REPORT NO 5085

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
PLEASE PAY IMMEDIATELY								
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	2-1-08/0001376-IN		0308	00		1,027.39		
			0309	00		616.46		
			0310	00		382.81		
			0319	00		188.67		
			1900	00		52.32		
						2,267.65		
N31429 Ferrari Philanthropic Consultants, Inc. 30025 Alicia Parkway, #158 Laguna Niguel, CA 92677	2-5-08/116		1900	08		375.00		
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	2-4-08/442996		1900	00		232.53		
			1900	08		77.51		
						310.04		
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	1-28-08/3210		1900	00		270.00		
The Library Corporation PO Box 557 Winchester VA 22604-0557	1-8-08/2008030124		1300	01		4,500.00		
N31427 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	2-2-08/X4877		0700	02		253.90		
Legacy Integrative Solutions 18000 Studebaker Rd Suite 700 Cerritos CA 90703	1-9-08/10121		1300	00		252.01		
N06568 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	2-7-08/302		2700	01		90.00		
			2700	03		180.00		
						270.00		

The claims listed above (totaling \$8,498.60) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
February 19, 2008

TYPE	REPORT NUMBER	AMOUNT
Regular	5086	10,433.81
	5087	21,316.74
	5088	2,646.26
	5089	7,768.93
	5090	5,340.83
	5091	1,965.29
Subtotal for Regular		49,471.86
	3/12/2008	52,472.00
	3/26/2008	52,472.00
Subtotal for Payroll		104,944.00
TOTAL CURRENT CLAIMS & PAYROLL		154,415.86

Prepared by: Wendy Goodson

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
X00199-1 Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	1-11-08/273223		1800	00		123.31			
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-16-08/X84313770		2400	02		299.08			
	1-16-08/X84313890		2400	05		77.30			
	2-5-08/4007349763		2400	01		198.94			
	2-5-08/4007349762		2400	01		109.64			
	2-5-08/4007349761		2400	01		93.92			
	2-5-08/4007349760		2400	01		213.18			
	2-5-08/4007349759		2400	01		167.32			
	2-5-08/4007349758		2400	01		52.17			
	2-5-08/4007349757		2400	01		97.52			
	2-5-08/4007349756		2400	01		18.56			
	2-5-08/4007349755		2400	01		73.72			
	2-5-08/4007349754		2400	01		171.90			
	2-5-08/4007349753		2400	01		1,102.29			
	2-5-08/4007349752		2400	01		32.22			
	2-5-08/4007349751		2400	01		34.57			
	2-5-08/4007349750		2400	01		18.56			
	2-5-08/4007349749		2400	01		37.12			
	2-4-08/4007315759		2400	01		41.66			
	2-4-08/4007315758		2400	01		1,394.09			
	2-4-08/4007315757		2400	01		255.62			
	2-4-08/4007315756		2400	01		176.37			
	2-4-08/4007315755		2400	01		187.08			
	2-4-08/4007315754		2400	01		55.11			
	2-4-08/4007315753		2400	01		16.82			
	2-4-08/4007315752		2400	01		87.82			
	2-4-08/4007315751		2400	01		184.46			
	2-4-08/4007315750		2400	01		131.30			
	2-4-08/4007315749		2400	01		135.44			
	2-4-08/4007315748		2400	01		17.99			
	1-17-08/4007236627		2400	01		20.11			
	1-18-08/4007261712		2400	01		349.17			
	1-18-08/4007261711		2400	01		214.19			
	1-18-08/4007261710		2400	01		31.71			
	1-18-08/4007261709		2400	01		19.15			
	1-18-08/4007261708		2400	01		331.65			
	1-18-08/4007261707		2400	01		101.72			
	1-18-08/4007261706		2400	01		111.92			
	1-18-08/4007261705		2400	01		11.07			
	1-18-08/4007261704		2400	01		92.22			
	1-18-08/4007261703		2400	01		18.56			
	1-18-08/4007261702		2400	01		21.54			
	1-18-08/4007261701		2400	01		18.56			
	1-18-08/4007261700		2400	01		16.78			
	1-17-08/4007236349		2400	01		14.29			
	1-17-08/4007236348		2400	01		2,526.33			
	1-17-08/4007236347		2400	01		293.65			
	1-17-08/4007236346		2400	01		175.49			
	1-17-08/4007236345		2400	01		333.66			
	1-17-08/4007236344		2400	01		126.96			
						10,310.50			

The claims listed above (totaling \$10,433.81) 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 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-17-08/4007236343		2400	01		124.06			
	1-17-08/4007236342		2400	01		22.70			
	1-17-08/4007236341		2400	01		147.91			
	1-17-08/4007236340		2400	01		37.18			
	1-17-08/4007236339		2400	01		18.56			
	1-17-08/4007236338		2400	01		31.16			
	1-17-08/4007236337		2400	01		23.27			
	1-29-08/4007287530		2400	01		356.47			
	1-29-08/4007287529		2400	01		108.12			
	1-29-08/4007287528		2400	01		19.77			
	1-29-08/4007287527		2400	01		231.55			
	1-29-08/4007287526		2400	01		95.77			
	1-29-08/4007287525		2400	01		89.83			
	1-29-08/4007287524		2400	01		15.57			
	1-29-08/4007287523		2400	01		17.99			
	1-29-08/4007287522		2400	01		34.35			
						1,374.26			
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	2-13-08/58563		0700	01		23.64			
			1400	00		5,351.07			
			2800	00		10,755.09			
					16,129.80				
N01861 Salem Press, Inc. P.O. Box 50062 Pasadena, CA 91115-0062	11-29-07/0367284-IN		2400	01		340.49			
X02301 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	2-5-08/1435597		2400	02		301.92			
	1-30-08/3858983		2400	05		213.35			
						515.27			
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	2-1-08/1084378082		2400	05		82.00			
	2-4-08/1084401372		2400	05		1,947.60			
	1-23-08/1084351997		2400	05		164.00			
						2,193.60			
X03239 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	2-1-08/170122		1900	00		170.05			
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	2-1-08/138867		1800	00		33.00			
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1-29-08/10012		1900	00		45.00			

The claims listed above (totaling \$21,316.74) 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

21,316.74

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Check Reimb		0900	08		362.19		
	1-6-08to1-30-08		1000	00		29.07		
			1000	08		98.64		
			2400	08		18.31		
			2700	01		178.42		
			2700	03		212.00		
			2700	08		14.00		
					912.63			
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	1-7-08/T7546633		0700	01		270.14		
	1-4-08/T7531205		0700	08		55.11		
					325.25			
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	1-24-08/832052		1800	00		221.90		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	1-23-08/34138891		2400	01		34.43		
	1-23-08/34138890		2400	01		18.71		
	1-23-08/34138889		2400	01		5.09		
	1-23-08/34138888		2400	01		12.01		
	1-23-08/34138887		2400	01		9.48		
	1-17-08/34010519		2400	01		54.85		
	1-17-08/34010518		2400	01		38.54		
	1-17-08/34010517		2400	01		16.43		
	1-17-08/34010516		2400	01		23.12		
	1-13-08/33906756		2400	01		44.11		
	1-13-08/33906755		2400	01		19.24		
	1-13-08/33906754		2400	01		22.89		
	1-24-08/34167922		2400	01		119.00		
	1-7-08/33784310		2400	01		158.82		
	1-7-08/33784309		2400	01		12.19		
	1-7-08/33784308		2400	01		10.29		
	1-7-08/33784307		2400	01		5.36		
	1-8-08/33801176		2400	01		13.38		
	1-8-08/33801175		2400	01		6.08		
	1-8-08/33801174		2400	01		4.86		
	1-6-08/33757155		2400	01		59.82		
	1-6-08/33757154		2400	01		4.20		
	1-10-08/33877022		2400	01		224.30		
	1-10-08/33877021		2400	01		79.49		
	1-10-08/33867039		2400	01		24.06		
1-10-08/33867038		2400	01		17.66			
1-28-08/34222431		2400	01		12.00			
2-7-08/34447320		2400	01		11.88			
2-7-08/34447319		2400	01		8.75			
2-7-08/34447318		2400	01		11.06			
2-5-08/34394534		2400	01		11.42			
2-5-08/34394533		2400	01		17.26			
2-5-08/34394532		2400	01		34.74			
2-5-08/34394531		2400	01		40.96			
					1,186.48			

The claims listed above (totaling \$2,646.26) 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 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03841 Highsmith Inc. W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	1-9-08/47421		1800	00		(53.34)		
	12-5-07/1248778-001		1800	00		291.13		
						237.79		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	11-5-07/775816		2400	01		4,003.38		
	1-8-08/782045		2400	01		21.50		
						4,024.88		
X04523 Amy Paino 5882 Amberdale Dr Yorba Linda CA 92886	January -08 Storytime Offsite		1900	08		300.00	"2"	
X04706 Lindsay Whipple 13292 Marshall Ln Tustin CA 92780	January -08 Storytime		1900	00		400.00	"2"	
X04789 Georgette Baker 15696 Altamira Drive Chino Hills, CA 91709	January -08 Storytime		1900	00		400.00	"2"	
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	2-1-08/297		1900	00		185.00		
X00611 Office Depot PO Box 70025 Los Angeles CA 90074-0025	1-25-08/417063594		1800	00		57.83		
	1-25-08/416585935		1800	00		356.05		
	1-25-08/416752085		1800	00		141.77		
	1-25-08/416585195		1800	00		127.18		
	2-1-08/416586541		1800	00		149.43		
					832.26			
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	2-6-08/331735		1300	00		1,300.00		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb 1/8/2008		2600	00		9.70		
N06819 American Library Association Box 77-6499 Chicago, IL 60678-6499	1-9-08/12258082		2400	01		79.30		

The claims listed above (totaling \$7,768.93) 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 BY

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N13034A OmniGrafix Printing 2486 N Glassell Orange, CA 92865	1-31-08A37404		1800	00		258.60		
	1-29-08/A37402		1800	00		631.42		
						890.02		
N14905B SCLLN, Inc. c/o Rose Saylin Santa Fe Springs City Library 11700 Telegraph Rd. Santa Fe Springs, CA 90670	1-31-08/218		1600	08		150.00		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	2-7-08/200802-23		1900	00		5.00		
N16557 Sprint/Nextel PO Box 4181 Carol Stream IL 60197-4181	2-7-08/ x8545		0700	01		158.03		
			0700	08		52.68		
						210.70		
N24943 Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	1-24-08/10101814		2400	01		202.98		
	1-24-08/10101808		2400	01		212.68		
						415.66		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb. 11/07/08		2600	01		19.89		
	1-8to2-11-08		2600	01		9.80		
						29.68		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	1-11-08/311102		2400	05		363.55		
	1-15-08/311744		2400	05		71.17		
						434.72		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Travel Reimb. 12-1007-12-27-07		2600	01		11.84		
	1-2-08to1-23-08		2600	01		53.33		
						65.17		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	2-13-08/21469		1800	00		51.72		
	2-7-08/21450		1800	00		94.82		
	2-5-08/21436		1800	00		32.33		
						178.87		
N29831 Lerner Group 1251 Washington Ave North Minneapolis MN 55401	1-16-08/L701772		2400	01		2,961.01		

The claims listed above (totaling \$5,340.83) 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 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00631 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	1-23-08/15557706		2400	01		30.13		
	1-9-08/15541766		2400	01		30.13		
	1-30-08/15571599		2400	01		59.40		
						119.66		
Signature Designs 101 S Kraemer Blvd Ste 203 Placentia CA 92870	1-16-08/5273		1800	00		159.77		
	Travel Reimb Jan 08		2600	01		22.22		
Richard DeVecchio 619 Cooper Dr Placentia CA 92870	12-12-707/051703		4000	00		730.18		
Advanced Technology 1923 S Myrtle Ave Monrovia CA 91016	1-7-08/720997		2400	01		744.93		
Fire Service Bookstore 727 Center St NE, Ste 300 Salem OR 97301	1-24-08/251841731		2400	01		17.50		
Alibris File 30875 PO Box 60000 San Francisco CA 94160	Reimbursement History Room purchase		1800	00		171.03		
Marie Schmidt 2114 Pound Dr Placentia CA 92870								

The claims listed above (totaling \$1,965.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,965.29



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 \$ 52,472.00 on 3 | 12 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #19

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C	
FUND	AGCY	ORG	ACTV	OBJ	SUB	REV	SUB	REV	JOB NUMBER	REPT	B S	AMOUNT	USF
				OBJ	OBJ		REV			CATG	ACCT		SI
707	707			0100	00							48,798.96	
707	707			200	00							3,673.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO													
TOTAL PAYMENT											52,472.00		
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller					
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE								

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



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

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

Please Pay \$ 52,472.00 on 3 | 26 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #20

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director

Name and Title

714-528-1925

Phone Number

714-528-8236

FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

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						48,798.96	
707	707			200	00						3,673.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	52,472.00
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><u>Claims & Disbursing:</u></p> <p>Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3)</p> <p>Claims & Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p>General Ledger Approvals:</p> <p>Cash & Expense Budget: _____ Date: _____ WREC</p>	<p>Transaction Reference</p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p>Treasurer-Tax Collector Information</p> <p>Released By / Ref #: _____</p>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: February 19, 2008

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2007-2008 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2007-2008 is Attachment B.

It is my opinion that Placentia Library District is in compliance with California Government Code Section 53646(b)(1) that requires that that the District have adequate balances and anticipated revenues to meet its expenditure requirements for the next six months.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2007-2008 through February 19, 2008 and the Property Tax Apportionment Schedule for Fiscal Year 2007-2008.

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
07/01/07		Beginning Balance		
06/18/07		Payroll #1 to wire July 3, 2007		47,072.00
06/18/07		Payroll #2 to wire July 18, 2007		47,072.00
07/02/07	5007	General by Library Director & DeVecchio		21,633.08
07/02/07	5008	General by Library Director & DeVecchio		10,265.55
07/02/07	5009	General by Library Director & DeVecchio		4,064.39
07/09/07	5010	General by Library Director & Shkoler		2,227.83
07/16/07	5011	General by 3 Trustee signatures		6,298.82
07/16/07	5012	General by 3 Trustee signatures		2,700.42
07/16/07	5013	General by 3 Trustee signatures		4,905.32
07/16/07	5014	General by 3 Trustee signatures		12,467.68
07/16/07		Payroll #3 to wire August 1, 2007		49,472.00
07/16/07		Payroll #4 to wire August 15, 2007		49,472.00
07/16/07		Payroll #5 to wire August 29, 2007		49,472.00
07/16/07		6280-00: Supplemental	(2.11)	
07/17/07	5015	General by Library Director, Escobosa & Wood		10,251.39
07/26/07	5016	General by Library Director & DeVecchio		14,862.95
07/26/07	5017	General by Library Director & DeVecchio		3,901.25
07/26/07	5018	General by Library Director & DeVecchio		6,246.38
08/01/07		6610:00 Interest Orange County Investment Pool	5,305.93	99.98
08/06/07	5019	General by Library Director & Shkoler		4,358.63
08/06/07	5020	General by Library Director & Shkoler		4,014.36
08/06/07	5021	General by Library Director & Shkoler		11,570.23
08/06/07		6610:00 Interest Orange County Investment Pool	(5,305.93)	(99.98)
08/09/07	5022	General by Library Director & DeVecchio		8,482.11
08/15/07		6280-00: Supplemental	10,236.34	
08/20/07	5023	General by 3 Trustee signatures		4,416.08
08/20/07	5024	General by 3 Trustee signatures		9,115.97
08/20/07	5025	General by 3 Trustee signatures		2,453.33
08/20/07	5026	General by 3 Trustee signatures		1,638.70
08/20/07	5027	General by 3 Trustee signatures		11,951.71
08/20/07		Payroll #6 to wire September 12, 2007		47,472.00
08/20/07		Payroll #7 to wire September 26, 2007		47,472.00
08/22/07		6610:00 Interest Orange County Investment Pool	4,699.25	89.62
08/23/07		6610:00 Interest, Bank of the West	25.62	
08/23/07		7670:00 Local Revenue, Fines & Fees	10,956.29	
08/23/07		7670:01 Local Revenue, Passport	33,266.85	
08/23/07		7670:02 Local Revenue, Non-Government Grants & Contributions	10,340.07	
09/04/07	5028	General by Library Director & Turner		15,894.86
09/04/07	5029	General by Library Director & Turner		16,886.87
09/04/07	5030	General by Library Director & Turner		2,346.19
09/12/07		6280-00: Supplemental	742.06	
09/17/07	5031	General by 3 Trustee signatures		47,363.16
09/17/07	5032	General by 3 Trustee signatures		5,241.85
09/17/07	5033	General by 3 Trustee signatures		2,275.49

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
09/17/07	5034	General by 3 Trustee signatures		6,187.39
09/17/07	5035	General by 3 Trustee signatures		7,272.50
09/17/07		Payroll #8 to wire October 10, 2007		47,472.00
09/17/07		Payroll #9 to wire October 24, 2007		47,472.00
09/18/07	5036	General by Library Director & Shkoler		7,616.13
09/20/07		6220-00 Unsecured Collections 1st	53,741.28	134.35
09/24/07		6610:00 Interest Orange County Investment Pool	4,339.15	8,273.00
09/25/07	5038	General by Library Director & Turner		6,082.80
09/25/07	5038	General by Library Director & Turner		14,314.89
09/25/07	5039	General by Library Director & Turner		1,409.70
10/10/07		6280-00: Supplemental #3	7,811.42	
10/11/07	5040	General by Library Director & DeVecchio		10,568.93
10/11/07	5041	General by Library Director & DeVecchio		15,716.65
10/11/07	5042	General by Library Director & DeVecchio		3,917.68
10/11/07	5043	General by Library Director & DeVecchio		2,305.99
10/11/07	5044	General by Library Director & DeVecchio		6,090.71
10/11/07	5045	General by Library Director & DeVecchio		12,730.00
10/11/07	5046	General by Library Director & DeVecchio		12,411.74
10/22/07		6610:00 Interest Orange County Investment Pool	3,620.95	
10/24/07	5047	General by 3 Trustee signatures		2,465.49
10/24/07		Payroll #10 to wire November 7, 2007		47,472.00
10/24/07		Payroll #11 to wire November 14, 2007		47,472.00
10/30/07	5048	General by Library Director & Shkoler		5,600.00
11/01/07	5049	General by Library Director & Shkoler		4,553.22
11/01/07	5050	General by Library Director & Shkoler		6,176.24
11/01/07	5051	General by Library Director & Shkoler		5,528.48
11/12/07	5052	General by Library Director & Shkoler		14,714.58
11/14/07		6280-00: Supplemental #4	2,990.08	
11/19/07	5053	General by 3 Trustee signatures		7,425.74
11/19/07	5054	General by 3 Trustee signatures		10,304.49
11/19/07	5055	General by 3 Trustee signatures		12,847.23
11/19/07	5056	General by 3 Trustee signatures		3,190.79
11/19/07	5057	General by 3 Trustee signatures		14,343.51
11/19/07		Payroll #12 to wire December 5, 2007		47,472.00
11/19/07		Payroll #13 to wire December 19, 2007		47,472.00
11/19/07		6610:00 Interest Orange County Investment Pool	3,006.27	57.21
11/20/07		6210-00: Secured #1	157,318.30	393.30
11/21/07		6610:00 Interest Bank of the West	35.51	
11/21/07		7670:00 Local Revenue, Fines & Fees	3,772.12	
11/21/07		7670:01 Local Revenue, Passport	7,646.54	
11/27/07		6610:00 Interest Coding correction	51.59	
11/27/07		6970: Coding Correction	7,493.55	
11/27/07		7670:00 Local Revenue, Fines & Fees coding correction	13,466.92	
11/27/07		7670:02 Local Revenue, Passport coding correction	28,994.18	
11/27/07		7670:01 Local Revenue, Non-Government Grants, coding correction	5,000.00	

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
11/28/07	5058	General by Library Director & DeVecchio		22,871.15
11/28/07	5059	General by Library Director & DeVecchio		3,622.87
12/06/07	5060	General by Library Director & Turner		2,128.44
12/06/07	5061	General by Library Director & Turner		14,417.48
12/06/07	5062	General by Library Director & Turner		18,438.41
12/10/07		6690-00: State Homeowners #1	2,432.09	
12/12/07		6210-00: Secured #2	399,687.78	999.22
12/12/07		6280-00: Supplemental #5	5,436.26	
12/14/07		6610:00 Interest Orange County Investment Pool	2,577.35	50.24
12/17/07	5063	General by 3 Trustee signatures		3,294.57
12/17/07	5064	General by 3 Trustee signatures		1,562.44
12/17/07	5065	General by 3 Trustee signatures		6,235.77
12/17/07	5066	General by 3 Trustee signatures		19.40
12/17/07		Payroll #14 to wire January 2, 2008		47,472.00
12/17/07		Payroll #15 to wire January 16, 2008		47,472.00
12/17/07		Payroll #16 to wire January 30, 2008		47,472.00
12/18/07	5067	General by Library Director & Wood		8,808.26
12/20/07		6210-00: Secured #3	320,441.62	801.10
12/26/07	5068	General by Library Director & DeVecchio		4,460.97
12/27/07		6610:00 Interest Bank of the West	2.78	
12/27/07		7670:00 Local Revenue, Fines & Fees	5,827.24	
12/27/07		7670:01 Local Revenue, Passport	11,837.26	
01/05/08	5069	General by Library Director & Shkoler		2,406.86
01/05/08	5070	General by Library Director & Shkoler		5,240.84
01/10/08		6690-00: State Homeowners #2	5,674.88	
01/15/08	5071	General by 3 Trustee signatures		87,190.24
01/15/08	5072	General by 3 Trustee signatures		6,770.04
01/15/08	5073	General by 3 Trustee signatures		2,025.81
01/15/08	5074	General by 3 Trustee signatures		536.92
01/15/08	5075	General by 3 Trustee signatures		5,140.18
01/15/08	5076	General by 3 Trustee signatures		7,785.17
01/15/08	5077	General by 3 Trustee signatures		1,301.89
01/15/08		Payroll #17 to wire February 13, 2008		47,472.00
01/15/08		Payroll #18 to wire February 27, 2008		47,472.00
01/16/08		6210-01: Secured Public Utility #1	12,955.33	32.39
01/16/08		6210-02: Reg Railroad	258.90	0.65
01/16/08		6220-00 Unsecured Collections 2nd	14,388.29	35.97
01/16/08		6280-00: Supplemental #6	14,159.60	
01/17/08	5078	General by Library Director & Turner		1,755.00
01/17/08		6610:00 Interest Orange County Investment Pool	3,964.01	79.55
01/17/08		6610:00 Interest Bank of the West	11.80	
01/17/08		6970-02: State Library CA Literacy Campaign	30,000.00	
01/17/08		7670:00 Local Revenue, Fines & Fees	4,422.82	
01/17/08		7670:01 Local Revenue, Passport	12,105.51	
01/22/08		6610-00 Interest Receivable Adjustment	171.53	

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
01/24/08		6210-00: Secured #4	38,598.87	96.50
01/24/08		6610-02: Interest on Unapportioned Taxes	1,708.47	30.14
01/25/08	5079	General by Library Director & DeVecchio		11,025.78
01/28/08	5080	General by Library Director & DeVecchio		8,018.82
01/28/08	5081	General by Library Director & DeVecchio		6,986.01
01/28/08	5082	General by Library Director & DeVecchio		6,116.89
01/28/08	5083	General by Library Director & DeVecchio		1,312.38
01/28/08	5084	General by Library Director & Shkoler		2,886.03
01/31/08		6970-02: State Library CA Literacy Campaign	26,217.42	
01/31/08		7670:00 Local Revenue, Fines & Fees	1,503.80	
01/31/08		7670:01 Local Revenue, Passport	6,045.00	
02/11/08	5085	General by Library Director & Wood		8,498.60
02/19/08	5086	General by 3 Trustee signatures		10,433.81
02/19/08	5087	General by 3 Trustee signatures		21,316.74
02/19/08	5088	General by 3 Trustee signatures		2,646.26
02/19/08	5089	General by 3 Trustee signatures		7,768.93
02/19/08	5090	General by 3 Trustee signatures		5,340.83
02/19/08	5091	General by 3 Trustee signatures		1,965.29
02/19/08		Payroll #19 to wire March 12, 2008		52,472.00
02/19/08		Payroll #20 to wire March 26, 2008		52,472.00

BALANCE

1,099,907.16
1,052,835.16
1,005,763.16
984,130.08
973,864.53
969,800.14
967,572.31
961,273.49
958,573.07
953,667.75
941,200.07
891,728.07
842,256.07
792,784.07
792,781.96
782,530.57
767,667.62
763,766.37
757,519.99
753,161.36
748,802.73
744,788.37
733,218.14
724,736.03
716,253.92
711,837.84
707,421.76
698,305.79
695,852.46
694,213.76
682,262.05
634,790.05
587,318.05
587,343.67
587,369.29
598,325.58
631,592.43
641,932.50
625,045.63
608,158.76
605,812.57
558,449.41
511,086.25
505,844.40
503,568.91

BALANCE

497,381.52
490,109.02
442,637.02
395,165.02
387,548.89
441,155.82
437,221.97
431,139.17
416,824.28
415,414.58
404,845.65
394,276.72
378,560.07
374,642.39
372,336.40
366,245.69
353,515.69
341,103.95
338,638.46
291,166.46
291,166.46
243,694.46
239,141.24
232,965.00
227,436.52
212,721.94
215,712.02
208,286.28
197,981.79
185,134.56
181,943.77
167,600.26
120,128.26
72,656.26
75,605.32
232,530.32
232,565.83
236,337.95
243,984.49
244,036.08
251,529.63
264,996.55
293,990.73
298,990.73
276,119.58

BALANCE

272,496.71
270,368.27
255,950.79
237,512.38
239,944.47
638,633.03
644,069.29
646,596.40
643,301.83
641,739.39
635,503.62
635,484.22
588,012.22
540,540.22
493,068.22
484,259.96
803,900.48
799,439.51
799,442.29
805,269.53
817,106.79
814,699.93
809,459.09
815,133.97
727,943.73
721,173.69
719,147.88
718,610.96
713,470.78
705,685.61
704,383.72
656,911.72
609,439.72
622,362.66
622,620.91
636,973.23
651,132.83
649,377.83
653,262.29
653,274.09
683,274.09
687,696.91
699,802.42
699,973.95
738,476.32

BALANCE

740,154.65
729,128.87
721,110.05
714,124.04
708,007.15
706,694.77
703,808.74
730,026.16
731,529.96
737,574.96
729,076.36
718,642.55
697,325.81
694,679.55
686,910.62
681,569.79
679,604.50
627,132.50
574,660.50
574,660.50
574,660.50

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

**Property Tax Apportionments
Fiscal Year 2007-2008**

APPORTIONMENT	APPORNT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
PY Sec Taxes & Penalties Non Teeter 1	8/15/2007	8/16/2007	July	
Supplemental 1	8/15/2007	8/16/2007	Collections for July	
PY Sec Taxes & Penalties Non Teeter 2	9/12/2007	9/13/2007	August	
Unsecured 1	9/20/2007	9/21/2007	Collections at 08/31/2007	80% - 85%
Supplemental 2	9/12/2007	9/13/2007	Collections for August	
PY Sec Taxes & Penalties Non Teeter 3	10/10/2007	10/11/2007	September	
Supplemental 3	10/10/2007	10/11/2007	Collections for September	
PY Sec Taxes & Penalties Non Teeter 4	11/14/2007	11/15/2007	October	
Supplemental 4	11/14/2007	11/15/2007	Collections for October	
Secured #1	11/20/2007	11/21/2007	Collections at 11/09/2007	7% - 10%
H/O Property Tax Relief 1	12/10/2007	12/11/2007		15%
Secured #2	12/13/2007	12/14/2007	Collections at 12/07/2007	10% - 15%
PY Sec Taxes & Penalties Non Teeter 5	12/12/2007	12/13/2007	November	
Supplemental 5	12/12/2007	12/13/2007	Collections for November	
Secured #3	12/20/2007	12/21/2007	Collections at 12/14/2007	25% - 30%
ERAF 1	1/3/2008	1/4/2008	For Non-schools: \$277 million + growth	
Sales & Use Tax Compensation 1	1/7/2008	1/8/2008		50% plus Prior Year True-Up
Property Tax In-Lieu of VLF/VLF Swap 1	1/7/2008	1/8/2008		50%
H/O Property Tax Relief 2	1/10/2008	1/11/2008		35%
PY Sec Taxes & Penalties Non Teeter 6	1/16/2008	1/17/2008	December	
Unsecured 2	1/16/2008	1/17/2008	Collections at 12/31/2007	5% - 8%
Supplemental 6	1/16/2008	1/17/2008	Collections for December	
Secured #4	1/24/2008	1/25/2008	Collections at 01/11/2008	1% - 5%
State-Assessed Public Utility & Railroads 1	1/16/2008	1/17/2008	1 st Installment Collections	49% - 50%
PY Sec Taxes & Penalties Non Teeter 7	2/13/2008	2/14/2008	January	
Supplemental 7	2/13/2008	2/14/2008	Collections for January	
PY Sec Taxes & Penalties Non Teeter 8	3/12/2008	3/13/2008	February	
Secured #5	3/20/2008	3/21/2008	Collections at 03/09/2008	5% - 7%
Supplemental 8	3/12/2008	3/13/2008	Collections for February	
PY Sec Taxes & Penalties Non Teeter 9	4/16/2008	4/17/2008	March	
Secured #6	4/17/2008	4/18/2008	Collections at 04/11/2008	30% - 35%
Supplemental 9	4/16/2008	4/17/2008	Collections for March	
ERAF 2	5/1/2008	5/2/2008	For Non-schools: \$276 million + growth	
Sales & Use Tax				



Compensation 2	5/5/2008	5/6/2008		50%
Property Tax In-Lieu of VLF/VLF Swap 2	5/5/2008	5/6/2008		50%
H/O Property Tax Relief 3	5/08/2008	5/09/2008		35%
PY Sec Taxes & Penalties Non Teeter 10	5/14/2008	5/15/2008	April	
Secured #7	5/22/2008	5/23/2008	Collections at 05/09/2008	1% - 5%
Supplemental 10	5/14/2008	5/15/2008	Collections for April	
State-Assessed Public Utility & Railroads 2	5/22/2008	5/23/2008	2 nd Installment Collections	49% - 50%
ERAF 3	6/11/2008	6/12/2008	For Schools: Balance in Fund as of 05-31-08	
H/O Property Tax Relief 4	6/10/2008	6/11/2008		15%
PY Sec Taxes & Penalties Non Teeter 11	6/11/2008	6/12/2008	May	
Unsecured 3	6/19/2008	6/20/2008	Collections at 05/31/2008	2% - 5%
Supplemental 11	6/11/2008	6/12/2008	Collections for May	
Delq. PY Unsecured	6/19/2008	6/20/2008	06/01/07 through 05/31/08 Collections	
ERAF 4	7/16/2008	7/17/2008	For Schools: Balance in Fund as of 07-16-08	
Secured #8	7/14/2008	7/15/2008	Final Collections at Year-end	1% - 2%
PY Sec Taxes & Penalties Non Teeter 12	7/14/2008	7/15/2008	June	
Supplemental 12	7/14/2008	7/15/2008	Collections for June	
Delq. PY Suppl. Taxes & Penalties	7/14/2008	7/15/2008	07/01/07 through 06/30/08 Collections	
Teeter Plan	7/16/2008	7/17/2008	Actual Final Delinquencies	1% - 3%

[Apportionment Schedule Letter]

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Financial Reports for January 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer.

DATE: February 19, 2008

Summary of Cash and Investments

Cash with Orange County Treasurer Fund 702	147,693.04
Cash with Orange County Treasurer Fund 703	11,628.79
Cash with Orange County Treasurer Fund 706	185,470.20
Cash with Orange County Treasurer Fund 707	1,080,418.86
Cash with Orange County Treasurer Fund 708	11,347.19
County Exempt Checking – Bank of the West	5,543.54
County Exempt Savings – Bank of the West	12,668.16
General Fund Checking – Bank of the West	6,396.60
General Fund Savings – Bank of the West	5,884.95
Literacy Fund Savings – Bank of the West	14,263.99
Payroll Checking – Wells Fargo Bank	63,727.38
Payroll Emergency CD – California National Bank	23,624.58

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is April 27, 2008.




Elizabeth D. Minter
Library Director

Agenda Item 14 includes reports for Placentia Library District Funds on deposit with the Orange County Treasurer:

- 📖 The account balances for all Placentia Library District funds on deposit with the Orange County Treasurer with comparative information for the two most recent fiscal years.
- 📖 A chart displaying the Placentia Library District General Fund revenues and expenditures, fiscal year-to-date, with comparative information about the budget year to date.
- 📖 A Placentia Library District General Fund Revenue Report for the current fiscal year to date and the previous fiscal year to date.
- 📖 A Placentia Library District General Fund Expenditures Report for the current fiscal year to date and the previous fiscal year to date.

Agenda Item 15 includes balance sheet, profit and loss by class and reconciliation reports for Placentia Library District Funds managed by the District's Manager of Administrative Services in accounts identified in the Balance Sheet:

- 📖 County Exempt Checking account (Bank of the West) is used to process Passport checks, Placentia Library Friends Foundation Grants for the Director's Fund and programs for children and adults, Library Board discretionary funds and other expenses not covered by the General Fund. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 County Exempt Savings account (Bank of the West) is used to process Meeting Room and other miscellaneous income and to pay the expenses of the Meeting Room. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 General Fund Checking account (Bank of the West) functions as the petty cash checking account with a basic balance of \$10,000. This account is reimbursed through the Orange County Auditor on a monthly basis. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500. All District credit card revenues are deposited into this account and then transferred to the appropriate account on a monthly basis.
- 📖 General Fund Savings account (Bank of the West) is used for all revenue deposits. Money is transferred to the Orange County Auditor twice a month. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 Literacy Savings account (Bank of the West) is used for all direct gifts and sale revenues for Placentia Library Literacy Services. It is not part of the General Fund. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 Payroll Checking account (Wells Fargo) is used to process all paychecks and payroll expenses. Money is transferred by the Orange County Treasurer on a bi-weekly basis. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.

 Payroll Certificate of Deposit (California National Bank) is an emergency fund to be used if payroll funds cannot be transferred by the Orange County Treasurer. The original purchase date of the CD was January 27, 2003 and the maturity date is April 27, 2008.

Agenda Item 16 is the Acquisitions Report that shows the General Fund, Adopt-A-Book and Donations activities for the current month and year to date by purchasing categories in amount, volumes and titles.

Agenda Item 17 is the Entrepreneurial Activities Report that shows the Passport, Passport Photos, Notary and Test Proctoring activities for the current month and year to date with previous year comparisons.

Agenda Item 18 is the Collection Agency Report that shows the number of new accounts, the number of active accounts, the number of accounts paid in full during the current report period, the amount received during the current report period and the amount written off during the current month.

Agenda Item 19 is the Donor Report for the Placentia Library Friends Foundation that shows the names of all donors for the current month and the total amount given.

RECOMMENDATION:

Receive & File the Placentia Library District Financial Report for the month of January 2008, Agenda Items 14, 15, 16, 17, 18 and 19.

Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer
Post-Petition Balances (B/S Account 8010 - Cash)

February 19, 2008

	Fiscal Year 2007-2008						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67	
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98	
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33	
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54	
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64	
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93	
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22	
2/28/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

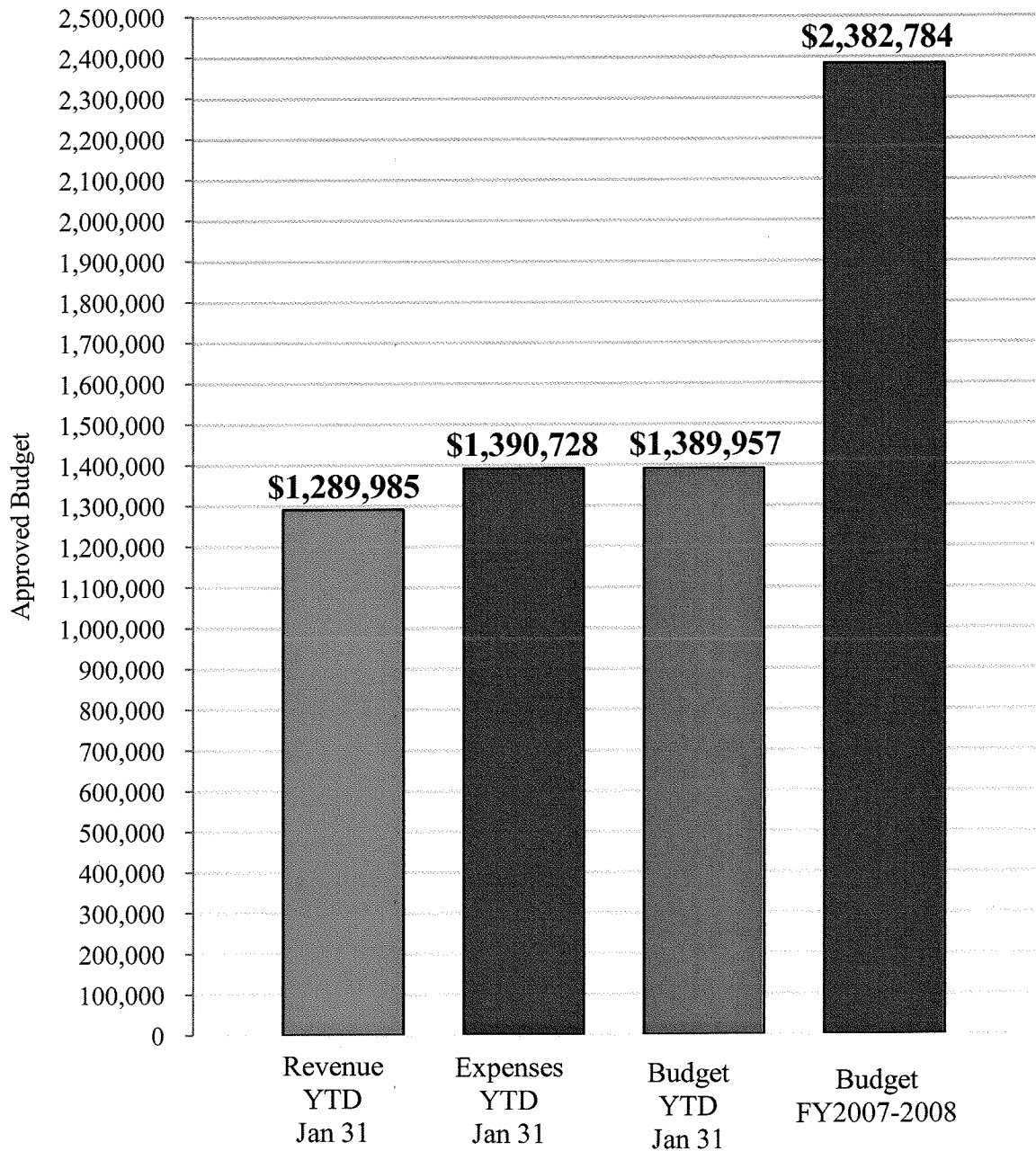
	Fiscal Year 2006-2007						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
07/31/06	113,971.05	10,778.51	171,908.95	1,027,689.84	10,517.51	1,334,865.86	307,176.02	
08/31/06	114,419.01	10,820.87	172,584.63	839,652.60	10,558.85	1,148,035.96	308,383.36	
09/30/06	114,887.46	10,865.18	173,291.22	750,624.35	10,602.08	1,060,270.29	309,645.94	
10/31/06	115,364.52	10,910.29	174,010.80	545,230.76	10,646.10	856,162.47	310,931.71	
11/30/06	115,836.48	10,954.92	174,722.68	627,854.80	10,689.65	940,058.53	312,203.73	
12/31/06	116,326.09	11,001.23	175,461.19	1,034,744.25	10,734.83	1,348,267.59	313,523.34	
01/31/07	116,316.17	11,000.29	175,446.22	978,426.84	10,733.91	1,291,923.43	313,496.59	
02/28/07	117,314.54	11,094.71	176,952.11	933,463.67	10,826.04	1,249,651.07	316,187.40	
03/31/07	117,305.50	11,093.86	176,938.48	820,992.07	10,825.21	1,137,155.12	316,163.05	
04/30/07	142,218.47	11,187.07	178,425.10	1,283,067.88	10,916.16	1,625,814.68	342,746.80	
05/31/07	142,207.33	11,186.15	178,410.37	1,266,963.01	10,915.26	1,609,682.12	342,719.11	
06/30/07	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
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 2005-2006						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87	
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06	
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30	
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47	
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67	
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22	
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96	
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70	
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17	
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62	303,718.46	
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08	304,797.72	
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
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 2007 - 2008

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	916,046.57	867,556.61	38,598.87	204,660.76	55.01%
6210-01	Public Utility	21,000.00	13,214.23	11,834.12	13,214.23	11,834.12	62.92%
6210-04	Teeter Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	929,260.80	879,390.73	51,813.10	216,494.88	54.52%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	68,129.57	66,628.03	14,388.29	13,288.97	100.81%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	17,000.00	0.00	40,323.90	0.00	0.00	0.00%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	6,500.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	55,250.00	41,373.65	22,270.42	14,159.60	0.00	74.88%
6280-01	Final supplemental for prior years	0.00	0.00	30,010.20	0.00	16,114.95	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	55,250.00	41,373.65	52,280.62	14,159.60	16,114.95	74.88%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	0.00	2,626.84	0.00	0.00	0.00%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,852,784.00	1,038,764.02	1,041,250.12	80,360.99	245,898.80	56.07%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	22,454.22	21,502.80	4,147.34	3,548.11	51.03%
6610-01/02	Interest - old bond fund	0.00	1,760.06	3,698.76	1,708.47	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	24,214.28	25,201.56	5,855.81	3,548.11	55.03%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,106.97	8,279.27	5,674.88	5,795.49	47.69%
6970-00	State - ILL & Direct Loan Reimbursement	17,000.00	7,493.55	10,101.60	0.00	3,661.05	44.08%
6970-01	State - CA Foundation Funds	35,000.00	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	57,000.00	56,217.42	30,000.00	56,217.42	0.00	98.63%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	9,864.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0.00	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	0.00	11,873.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	63,710.97	61,838.60	56,217.42	3,661.05	53.54%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	39,949.19	29,515.21	5,926.62	2,337.91	49.94%
7670-01	Local Revenue -- Passport	250,000.00	99,895.34	75,360.59	18,150.51	8,671.60	39.96%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	15,340.07	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	155,184.60	117,375.80	24,077.13	11,009.51	44.34%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	8.90	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,382,784.00	1,289,980.84	1,253,954.25	172,186.23	269,912.96	54.14%

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

February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	698,728.21	558,848.27	88,297.92	77,253.24	59.66%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	54,013.54	43,884.00	6,646.08	6,648.00	29.54%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	0.00	
0306-00	Health Insurance	105,000	47,948.89	45,835.23	7,570.34	8,276.91	45.67%
0308-00	Dental Insurance	11,000	6,770.59	5,499.00	952.46	934.00	61.55%
0309-00	Life Insurance	1,000	4,598.50	931.63	583.49	106.78	459.85%
0310-00	Accidental Death & Dismemberment Insurance	4,052	2,685.89	1,417.33	369.55	350.38	66.29%
0319-00	Vision Insurance	2,550	1,362.49	1,499.92	173.89	259.20	53.43%
	Total Employee Insurance	123,602	63,366.36	55,308.11	9,649.73	9,927.27	51.27%
0350	Workers Compensation - General	8,000	2,041.00	17,688.24	0.00	0.00	25.51%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	818,149.11	675,728.62	104,593.73	93,828.51	55.07%
0700-00	Communications - Telephone	4,000	2,588.87	2,483.95	921.37	0.00	64.72%
0700-01	Communications - Modem/Fax	5,200	2,899.01	2,907.88	553.23	128.95	55.75%
0700-02	Communications - Internet/Database	3,800	997.53	0.00	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	0	0.00	0.00	0.00	0.00	
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	668.59	520.88	99.42	86.54	47.76%
	Total Communications	14,400	7,154.00	5,912.71	1,574.02	215.49	49.68%
0900-00	Food - General Fund	500	252.09	302.63	0.00	0.00	50.42%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	1,152.07	1,328.91	0.00	0.00	25.60%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	5,000	1,404.16	1,631.54	0.00	0.00	28.08%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	7,807.08	12,815.78	2,079.69	512.32	52.05%
1001-00	Trash	0	0.00	0.00	0.00	0.00	
	Household and Trash	15,000	7,807.08	12,815.78	2,079.69	512.32	
1100-00	Insurance - Liability	13,750	14,923.59	0.00	0.00	0.00	108.54%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	7,500	4,191.74	2,554.50	125.00	220.00	55.89%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	18,362.50	13,300.00	0.00	0.00	48.97%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	898.00	1,048.50	0.00	0.00	179.60%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	23,452.24	16,903.00	125.00	220.00	51.54%
	HVAC	7,500	6,819.24	2,852.96	169.00	0.00	90.92%
	Carpet Cleaning	2,750	1,657.50	0.00	0.00	0.00	60.27%
	Groundskeeping, City of Placentia	16,000	9,037.60	7,543.17	0.00	0.00	56.49%
	Plumbing	2,500	2,988.76	422.58	431.56	0.00	119.55%
	Electrical	7,000	6,371.02	1,273.00	0.00	0.00	91.01%
	Cleaning Service	18,000	9,225.00	7,800.00	1,300.00	1,300.00	51.25%
	Locksmith	1,000	0.00	73.50	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	708.23	4,172.34	0.00	230.00	8.85%
1400-00	Total Maintenance of Building & Grounds	62,750	36,807.35	24,137.55	1,900.56	1,530.00	58.66%
1600-00	Memberships - General Fund	4,000	5,079.95	2,026.00	257.95	1,896.00	127.00%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	30.00	120.00	0.00	0.00	3.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	5,109.95	2,146.00	257.95	1,896.00	102.20%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
	Library Supplies	22,000	24,344.88	7,950.41	2,757.30	0.00	110.66%
	Printing	14,000	17,329.26	4,222.29	205.46	107.58	123.78%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	849.00	45.00	0.00	0.00	77.18%
	Paper	700	632.53	0.00	0.00	0.00	90.36%
	Drinking Water Service	350	227.00	192.00	33.00	32.00	64.86%
	Other Office Supplies	20,000	11,550.56	5,460.64	345.21	529.22	57.75%
1800-00	Total Office Supply Expense - General Fund	58,150	54,933.23	17,870.34	3,340.97	668.80	94.47%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,000	1,663.24	124.99	0.00	0.00	83.16%
	Publications	2,500	213.00	308.80	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	2,885.54	7,589.46	0.00	0.00	96.18%
1800-08	Total Adult Literacy Office Supply Expense	7,500	4,761.78	8,023.25	0.00	0.00	63.49%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	59,695.01	25,893.59	3,340.97	668.80	88.24%
1803-00	Postage Expense - General Fund	6,800	3,070.51	2,749.09	508.20	0.00	45.15%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	150.00	0.00	0.00	0.00	150.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	3,220.51	2,749.09	508.20	0.00	46.67%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
	Employee Assistance Program	1,200	239.36	175.00	0.00	0.00	19.95%
	Pension Contribution & Operating Expenses	11,000	83,200.94	5,639.90	4,348.52	0.00	756.37%
	Anaheim Consortium Automated Library System	32,000	1,121.96	0.00	0.00	0.00	3.51%
	Library Board Consultants & Legal	10,000	9,440.00	960.95	5,250.00	0.00	94.40%
	Clipping Service	600	315.00	180.00	90.00	45.00	52.50%
	Interest Allocation & Tax Collection Charges by Orange County	10,000	4,327.97	11,171.25	393.30	1,197.54	43.28%
	Advertising & Marketing (Including WEB Site)	5,000	4,820.78	2,035.00	515.08	0.00	96.42%
	Medical Exams	2,000	1,974.50	1,552.50	0.00	0.00	98.73%
	Collection Services - Accounts Receivable	2,000	886.05	653.10	0.00	0.00	44.30%
	Audit & Accounting Services	10,000	8,650.00	7,536.40	0.00	5,974.40	86.50%
	Payroll Preparation	5,500	4,126.13	2,057.96	669.52	0.00	75.02%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	4,000	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller & OCLC)	14,000	8,761.73	7,949.95	3,539.05	0.00	62.58%
1900-00	Total Specialized Services - General Fund	107,300	127,864.42	39,912.01	14,805.47	7,216.94	119.17%
1900-01	Specialized Services - Spanish Literacy	5,000	2,934.76	2,963.91	201.04	2,080.84	58.70%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	14,000	14,172.12	2,900.00	6,298.17	0.00	101.23%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	165.51	133.35	0.00	0.00	1.84%
	Total Specialized Services	135,300	145,136.81	45,909.27	21,304.68	9,297.78	107.27%
1912-00	Investment Administrative fees for Orange County	3,000	458.26	2,216.78	57.21	49.07	15.28%
2000-00	Legal Notices - General Fund	1,000	489.24	517.72	0.00	0.00	48.92%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	489.24	517.72	0.00	0.00	48.92%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
2100-00	Rents/Leases-Equipment	1,800	684.63	667.14	186.23	12.95	38.04%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	110,300	66,410.74	59,365.94	0.00	0.00	60.21%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	3,497.44	0.00	0.00	
2400-01	Special Department Expense- Books	245,760	51,111.80	20,710.20	0.00	0.00	
2400-02	Special Department Expense - Video		7,158.18	10,689.66	710.92	0.00	
2400-03	Special Department Expense - Electronic		33,972.08	16,555.25	937.00	(4,356.25)	
2400-04	Special Department Expense - Periodicals		7,923.59	6,149.45	109.20	0.00	
2400-05	Special Department Expense - Audio		8,068.36	9,640.45	358.40	0.00	
2400-07	Special Department Expense - ELLI Grant		408.05	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	718.44	348.40	0.00	0.00	35.92%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	247,760	109,360.50	67,590.85	2,115.52	(4,356.25)	44.14%
2600-00	Transportation/Travel - Local Mileage	2,500	1,026.30	1,074.49	426.21	30.71	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	10,500	6,698.06	6,760.04	2,181.21	125.40	63.79%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	5,956.54	3,255.87	55,332.46	199.00	79.42%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	2,074.97	569.70	0.00	0.00	69.17%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	2,935.80	83.00	14.00	0.00	195.72%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	153.40	503.40	18.00	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,500	17,818.77	11,172.01	57,545.67	324.40	75.82%
2801-00	Electricity	65,000	32,435.37	32,415.07	0.00	0.00	49.90%
2802-00	Gas	9,000	4,151.90	4,332.60	982.87	587.99	46.13%
2803-00	Water	6,000	3,805.64	3,234.23	477.32	429.99	63.43%
	Total Utilities	80,000	40,392.91	39,981.90	1,460.19	1,017.98	50.49%
	TOTAL SUPPLIES & SERVICES	841,110	541,639.97	320,800.00	92,882.10	11,419.25	64.40%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	4,062.62	4,594.75	0.00	0.00	67.71%
4000-00	Equipment - General Fund	50,000	21,650.22	25,291.00	3,143.17	721.38	43.30%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	5,225.88	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	50,000	26,876.10	25,291.00	3,143.17	721.38	53.75%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	26,876.10	25,291.00	3,143.17	721.38	53.75%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,382,784	1,390,727.80	1,026,414.37	200,619.00	105,969.14	58.37%
	Spanish Literacy	5,000	2,934.76	2,963.91	201.04	2,080.84	58.70%
	ELLI Grant Summary Object Code 07	0	408.05	0.00	0.00	0.00	
	CLC Summary Object Code 08	32,000	27,930.28	14,793.34	6,415.59	86.54	87.28%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	39,000	31,273.09	17,757.25	6,616.63	2,167.38	80.19%

7:46 AM

02/15/08

Accrual Basis

Placentia Library District
Balance Sheet
As of January 31, 2008

	<u>Jan 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	5,543.54
County Exempt - Savings	12,668.16
General Fund - Checking	6,396.60
General Fund - Savings	5,884.95
Literacy Fund - Savings	14,263.99
Payroll Checking - Wells Fargo	63,727.38
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>132,109.20</u>
Total Current Assets	132,109.20
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,371,065.20</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,626.35
Total Capital	68,737.80
Net Income	42,269.92
Total Equity	<u>961,482.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,371,065.20</u></u>

7:45 AM

02/15/08

Accrual Basis

Placentia Library District
Profit & Loss by Class

July 2007 through January 2008

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Ordinary Income/Expense						
Income						
COE Directors Fund (Friends)	1,500.00	0.00	0.00	0.00	0.00	1,500.00
COE Friends - Summer Reading	5,000.00	0.00	0.00	0.00	0.00	5,000.00
COE Friends Adult Programming	2,000.00	0.00	0.00	0.00	0.00	2,000.00
COE Interest	77.73	0.00	0.00	0.00	0.00	77.73
COE Life Insur Suplmt(EDM)	299.10	0.00	0.00	0.00	0.00	299.10
COE Meeting Room Income	3,117.00	0.00	0.00	0.00	0.00	3,117.00
COE Miscellaneous Income	4.50	0.00	0.00	0.00	0.00	4.50
COE Passport Chck Reimbursement	35,955.10	0.00	0.00	0.00	0.00	35,955.10
COE Staff Appreciation Reimb	480.00	0.00	0.00	0.00	0.00	480.00
COE Test Proctoring Income	1,048.80	0.00	0.00	0.00	0.00	1,048.80
GF Bankcard Deposit	0.00	43,016.26	0.00	0.00	0.00	43,016.26
GF Cash Register - Childrens	0.00	335.00	0.00	0.00	0.00	335.00
GF Cash Register - Copy/Debit	0.00	326.41	0.00	0.00	0.00	326.41
GF Cash Register - Fines	0.00	13,723.14	0.00	0.00	0.00	13,723.14
GF Cash Register - Lost Items	0.00	1,150.30	0.00	0.00	0.00	1,150.30
GF Cash Register - Misc.	0.00	1,010.65	0.00	0.00	0.00	1,010.65
GF cash register - Passport Pho	0.00	16,182.00	0.00	0.00	0.00	16,182.00
GF Cash Register - Reserves	0.00	1,173.03	0.00	0.00	0.00	1,173.03
GF Copier coinbox	0.00	1,733.10	0.00	0.00	0.00	1,733.10
GF County Reimbursements	0.00	7,331.25	0.00	0.00	0.00	7,331.25
GF Deposit Correction Income	0.00	254.00	0.00	0.00	0.00	254.00
GF Fed Work Study Reimbursement	0.00	12,799.42	0.00	0.00	0.00	12,799.42
GF Interest	0.00	138.00	0.00	0.00	0.00	138.00
GF Miscellaneous Income	0.00	1,259.05	0.00	0.00	0.00	1,259.05
GF Non Government Grant	0.00	10,340.07	0.00	0.00	0.00	10,340.07
GF Notary	0.00	2,417.00	0.00	0.00	0.00	2,417.00
GF Passport Revenue	0.00	96,547.70	0.00	0.00	0.00	96,547.70
GF State Library Grants	0.00	58,729.00	0.00	0.00	0.00	58,729.00
GF State Library Reimbursements	0.00	9,981.97	0.00	0.00	0.00	9,981.97
GF Travel Reimb - Literacy	0.00	40.00	0.00	0.00	0.00	40.00
GF Travel Reimb - Staff	0.00	40.00	0.00	0.00	0.00	40.00
GF Typewriter Income	0.00	7.90	0.00	0.00	0.00	7.90
LIT Donations	0.00	0.00	585.91	0.00	0.00	585.91
LIT Interest Inc - Savings	0.00	0.00	66.64	0.00	0.00	66.64
PA Wire Transfer from County	0.00	0.00	0.00	769,552.00	0.00	769,552.00
PA Wire Transfer from Paychex	0.00	0.00	0.00	380.69	0.00	380.69
Total Income	49,482.23	278,535.25	652.55	769,932.69	0.00	1,098,602.72
Expense						
COE Bank fees	26.50	0.00	0.00	0.00	0.00	26.50
COE Childn's Strytime (Friends)	400.00	0.00	0.00	0.00	0.00	400.00
COE Childn's Summer Rdnng Prgm	4,552.74	0.00	0.00	0.00	0.00	4,552.74
COE Friend's Director's Fund	784.22	0.00	0.00	0.00	0.00	784.22
COE Friends Adlt Prgrm Expense	454.59	0.00	0.00	0.00	0.00	454.59
COE Life Insurance payment	651.95	0.00	0.00	0.00	0.00	651.95
COE Medical Reimbursement Polic	1,996.64	0.00	0.00	0.00	0.00	1,996.64
COE Meeting Room Maintenance	1,319.72	0.00	0.00	0.00	0.00	1,319.72
COE Passport Expenses	33,006.50	0.00	0.00	0.00	0.00	33,006.50
COE Staff Appreciation	740.02	0.00	0.00	0.00	0.00	740.02
COE Transfer to COE Checking	5,000.00	0.00	0.00	0.00	0.00	5,000.00
GF Advertising Expense	0.00	47.33	0.00	0.00	0.00	47.33
GF Bank Fees	0.00	28.00	0.00	0.00	0.00	28.00
GF Bank Return Check Item/Fees	0.00	202.00	0.00	0.00	0.00	202.00
GF Bankcard Service Charge	0.00	1,573.20	0.00	0.00	0.00	1,573.20
GF Deposit Correction	0.00	2.00	0.00	0.00	0.00	2.00
GF Equipment (400)	0.00	927.34	0.00	0.00	0.00	927.34
GF Food	0.00	91.11	0.00	0.00	0.00	91.11
GF Household Expenses	0.00	122.76	0.00	0.00	0.00	122.76
GF Library Materials - Audio V	0.00	85.00	0.00	0.00	0.00	85.00
GF Literacy	0.00	1,623.16	0.00	0.00	0.00	1,623.16
GF Office Expense	0.00	1,199.35	0.00	0.00	0.00	1,199.35
GF Patron Credit	0.00	13.90	0.00	0.00	0.00	13.90
GF Postage	0.00	0.00	0.00	0.00	0.00	0.00
GF Refund	0.00	15.00	0.00	0.00	0.00	15.00
GF Transfer to COE	0.00	16,274.90	0.00	0.00	0.00	16,274.90
GF Transfer to GF Savings	0.00	23,859.08	0.00	0.00	0.00	23,859.08
GF Transfers to County	0.00	235,913.22	0.00	0.00	0.00	235,913.22
GF Travel CLC Grant	0.00	341.20	0.00	0.00	0.00	341.20
GF Travel Literacy	0.00	101.40	0.00	0.00	0.00	101.40
GF Travel Staff	0.00	917.64	0.00	0.00	0.00	917.64
GF Travel Trustees	0.00	331.00	0.00	0.00	0.00	331.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	49,094.86	0.00	49,094.86
PA Empl Optional Benefit	0.00	0.00	0.00	1,032.50	0.00	1,032.50
PA Employee 125 Co-Pay	0.00	0.00	0.00	2,993.03	0.00	2,993.03
PA Employee Life Insurance	0.00	0.00	0.00	299.10	0.00	299.10
PA Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	167,037.62	0.00	167,037.62
PA Salaries	0.00	0.00	0.00	503,274.22	0.00	503,274.22
Total Expense	48,932.88	283,668.59	0.00	723,731.33	0.00	1,056,332.80
Net Ordinary Income	549.35	-5,133.34	652.55	46,201.36	0.00	42,269.92
Net Income	549.35	-5,133.34	652.55	46,201.36	0.00	42,269.92

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,199.56
Cleared Transactions						
Checks and Payments - 2 items						
Check	1/15/2008	1581	Placentia Library Di...	X	-5,000.00	-5,000.00
Check	1/29/2008	1582	Greg's Carpet & Up...	X	-174.96	-5,174.96
Total Checks and Payments					-5,174.96	-5,174.96
Deposits and Credits - 10 items						
Deposit	1/10/2008			X	35.00	35.00
Deposit	1/11/2008			X	19.94	54.94
Deposit	1/15/2008			X	35.00	89.94
Deposit	1/17/2008			X	35.00	124.94
Deposit	1/22/2008			X	19.94	144.88
Deposit	1/23/2008			X	35.00	179.88
Deposit	1/24/2008			X	35.00	214.88
Deposit	1/30/2008			X	35.00	249.88
Deposit	1/31/2008			X	10.63	260.51
Deposit	1/31/2008			X	35.00	295.51
Total Deposits and Credits					295.51	295.51
Total Cleared Transactions					-4,879.45	-4,879.45
Cleared Balance					-4,879.45	13,320.11
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/26/2007	1580	Protective Life Insur...		-651.95	-651.95
Total Checks and Payments					-651.95	-651.95
Total Uncleared Transactions					-651.95	-651.95
Register Balance as of 01/31/2008					-5,531.40	12,668.16
New Transactions						
Deposits and Credits - 5 items						
Deposit	2/2/2008				30.00	30.00
Deposit	2/5/2008				35.00	65.00
Deposit	2/7/2008				35.00	100.00
Deposit	2/9/2008				19.94	119.94
Deposit	2/11/2008				35.00	154.94
Total Deposits and Credits					154.94	154.94
Total New Transactions					154.94	154.94
Ending Balance					-5,376.46	12,823.10

*Done
2/12/2008*

Placentia Library District Reconciliation Detail County Exempt - Checking, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,121.72
Cleared Transactions						
Checks and Payments - 77 items						
Check	12/20/2007	7665	Minuteman Press	X	-96.90	-96.90
Check	12/22/2007	7667	Estella A. Wnek	X	-15.00	-111.90
Check	12/29/2007	7679	U.S. Department of ...	X	-119.00	-230.90
Check	12/31/2007	7751	Mary Strazdas	X	-130.45	-361.35
Check	1/2/2008	7680	U.S. Department of ...	X	-67.00	-428.35
Check	1/3/2008	7682	U.S. Department of ...	X	-290.00	-718.35
Check	1/3/2008	7681	U.S. Department of ...	X	-104.00	-822.35
Check	1/3/2008	7684	U.S. Department of ...	X	-67.00	-889.35
Check	1/3/2008	7683	U.S. Department of ...	X	-67.00	-956.35
Check	1/3/2008	7685	U.S. Department of ...	X	-67.00	-1,023.35
Check	1/5/2008	7687	U.S. Department of ...	X	-335.00	-1,358.35
Check	1/5/2008	7686	U.S. Department of ...	X	-67.00	-1,425.35
Check	1/7/2008	7688	U.S. Department of ...	X	-127.00	-1,552.35
Check	1/7/2008	7689	U.S. Department of ...	X	-67.00	-1,619.35
Check	1/8/2008	7690	U.S. Department of ...	X	-186.00	-1,805.35
Check	1/8/2008	7691	U.S. Department of ...	X	-104.00	-1,909.35
Check	1/8/2008	7692	U.S. Department of ...	X	-67.00	-1,976.35
Check	1/8/2008	7693	U.S. Department of ...	X	-67.00	-2,043.35
Check	1/9/2008	7694	U.S. Department of ...	X	-112.00	-2,155.35
Check	1/10/2008	7698	U.S. Department of ...	X	-127.00	-2,282.35
Check	1/10/2008	7697	U.S. Department of ...	X	-67.00	-2,349.35
Check	1/10/2008	7696	U.S. Department of ...	X	-52.00	-2,401.35
Check	1/10/2008	7695	U.S. Department of ...	X	-52.00	-2,453.35
Check	1/12/2008	7704	U.S. Department of ...	X	-224.00	-2,677.35
Check	1/12/2008	7702	U.S. Department of ...	X	-156.00	-2,833.35
Check	1/12/2008	7703	U.S. Department of ...	X	-156.00	-2,989.35
Check	1/12/2008	7700	U.S. Department of ...	X	-104.00	-3,093.35
Check	1/12/2008	7701	U.S. Department of ...	X	-52.00	-3,145.35
Check	1/12/2008	7699	U.S. Department of ...	X	-52.00	-3,197.35
Check	1/14/2008	7705	U.S. Department of ...	X	-112.00	-3,309.35
Check	1/14/2008	7707	U.S. Department of ...	X	-104.00	-3,413.35
Check	1/14/2008	7708	U.S. Department of ...	X	-104.00	-3,517.35
Check	1/14/2008	7706	U.S. Department of ...	X	-52.00	-3,569.35
Check	1/15/2008	7711	U.S. Department of ...	X	-208.00	-3,777.35
Check	1/15/2008	7709	U.S. Department of ...	X	-156.00	-3,933.35
Check	1/15/2008	7710	U.S. Department of ...	X	-67.00	-4,000.35
Check	1/16/2008	7714	U.S. Department of ...	X	-305.00	-4,305.35
Check	1/16/2008	7716	U.S. Department of ...	X	-186.00	-4,491.35
Check	1/16/2008	7715	U.S. Department of ...	X	-104.00	-4,595.35
Check	1/16/2008	7713	U.S. Department of ...	X	-67.00	-4,662.35
Check	1/16/2008	7717	U.S. Department of ...	X	-67.00	-4,729.35
Check	1/16/2008	7712	Margo's Flowers	X	-37.71	-4,767.06
Check	1/17/2008	7718	U.S. Department of ...	X	-134.00	-4,901.06
Check	1/17/2008	7720	U.S. Department of ...	X	-134.00	-5,035.06
Check	1/17/2008	7721	U.S. Department of ...	X	-112.00	-5,147.06
Check	1/17/2008	7719	U.S. Department of ...	X	-52.00	-5,199.06
Check	1/17/2008	7722	U.S. Department of ...	X	-52.00	-5,251.06
Check	1/19/2008	7728	U.S. Department of ...	X	-127.00	-5,378.06
Check	1/19/2008	7723	U.S. Department of ...	X	-67.00	-5,445.06
Check	1/19/2008	7724	U.S. Department of ...	X	-67.00	-5,512.06
Check	1/19/2008	7727	U.S. Department of ...	X	-67.00	-5,579.06
Check	1/19/2008	7725	U.S. Department of ...	X	-67.00	-5,646.06
Check	1/19/2008	7726	U.S. Department of ...	X	-67.00	-5,713.06
Check	1/22/2008	7731	U.S. Department of ...	X	-156.00	-5,869.06
Check	1/22/2008	7729	U.S. Department of ...	X	-156.00	-6,025.06
Check	1/22/2008	7732	U.S. Department of ...	X	-134.00	-6,159.06
Check	1/22/2008	7730	U.S. Department of ...	X	-127.00	-6,286.06
Check	1/23/2008	7733	U.S. Department of ...	X	-67.00	-6,353.06
Check	1/24/2008	7735	U.S. Department of ...	X	-127.00	-6,480.06
Check	1/24/2008	7734	U.S. Department of ...	X	-127.00	-6,607.06
Check	1/24/2008	7741	U.S. Department of ...	X	-104.00	-6,711.06
Check	1/24/2008	7736	U.S. Department of ...	X	-67.00	-6,778.06
Check	1/24/2008	7737	U.S. Department of ...	X	-67.00	-6,845.06
Check	1/24/2008	7740	U.S. Department of ...	X	-67.00	-6,912.06
Check	1/24/2008	7738	U.S. Department of ...	X	-67.00	-6,979.06

Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Check	1/24/2008	7739	U.S. Department of ...	X	-67.00	-7,046.06
Check	1/26/2008	7745	U.S. Department of ...	X	-238.00	-7,284.06
Check	1/26/2008	7742	U.S. Department of ...	X	-171.00	-7,455.06
Check	1/26/2008	7743	U.S. Department of ...	X	-104.00	-7,559.06
Check	1/26/2008	7747	U.S. Department of ...	X	-67.00	-7,626.06
Check	1/26/2008	7744	U.S. Department of ...	X	-67.00	-7,693.06
Check	1/26/2008	7746	U.S. Department of ...	X	-52.00	-7,745.06
Check	1/28/2008	7749	U.S. Department of ...	X	-134.00	-7,879.06
Check	1/28/2008	7748	U.S. Department of ...	X	-67.00	-7,946.06
Check	1/29/2008	7754	U.S. Department of ...	X	-171.00	-8,117.06
Check	1/29/2008	7753	U.S. Department of ...	X	-67.00	-8,184.06
Check	1/31/2008			X	-11.00	-8,195.06
Total Checks and Payments					-8,195.06	-8,195.06
Deposits and Credits - 21 items						
Deposit	1/5/2008			X	104.00	104.00
Deposit	1/5/2008			X	134.00	238.00
Deposit	1/5/2008			X	603.25	841.25
Deposit	1/8/2008			X	67.00	908.25
Deposit	1/10/2008			X	112.00	1,020.25
Deposit	1/10/2008			X	804.00	1,824.25
Deposit	1/14/2008			X	380.00	2,204.25
Deposit	1/15/2008			X	216.00	2,420.25
Deposit	1/15/2008			X	416.00	2,836.25
Deposit	1/16/2008			X	662.00	3,498.25
Deposit	1/16/2008			X	5,000.00	8,498.25
Deposit	1/20/2008			X	201.00	8,699.25
Deposit	1/20/2008			X	216.00	8,915.25
Deposit	1/22/2008			X	156.00	9,071.25
Deposit	1/24/2008			X	67.00	9,138.25
Deposit	1/28/2008			X	104.00	9,242.25
Deposit	1/29/2008			X	238.00	9,480.25
Deposit	1/29/2008			X	2,483.00	11,963.25
Deposit	1/30/2008			X	52.00	12,015.25
Check	1/31/2008		Bank of the West	X	0.00	12,015.25
Deposit	1/31/2008			X	357.00	12,372.25
Total Deposits and Credits					12,372.25	12,372.25
Total Cleared Transactions					4,177.19	4,177.19
Cleared Balance					4,177.19	7,298.91
Uncleared Transactions						
Checks and Payments - 8 items						
Check	1/20/2008	7752	Caroline Gurkweitz		-1,287.14	-1,287.14
Check	1/29/2008	7750	Minuteman Press		-32.33	-1,319.47
Check	1/30/2008	7756	U.S. Department of ...		-67.00	-1,386.47
Check	1/30/2008	7755	U.S. Department of ...		-52.00	-1,438.47
Check	1/31/2008	7758	U.S. Department of ...		-171.00	-1,609.47
Check	1/31/2008	7761	U.S. Department of ...		-135.00	-1,744.47
Check	1/31/2008	7759	U.S. Department of ...		-67.00	-1,811.47
Check	1/31/2008	7760	U.S. Department of ...		-52.00	-1,863.47
Total Checks and Payments					-1,863.47	-1,863.47
Deposits and Credits - 2 items						
Deposit	1/28/2008				156.00	156.00
Check	1/30/2008	7757	Margo's Flowers			156.00
Total Deposits and Credits					156.00	156.00
Total Uncleared Transactions					-1,707.47	-1,707.47
Register Balance as of 01/31/2008					2,469.72	5,591.44

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 29 items						
Check	2/2/2008	7766	U.S. Department of ...		-75.00	-75.00
Check	2/2/2008	7765	U.S. Department of ...		-75.00	-150.00
Check	2/2/2008	7763	U.S. Department of ...		-75.00	-225.00
Check	2/2/2008	7762	U.S. Department of ...		-75.00	-300.00
Check	2/2/2008	7764	U.S. Department of ...		-75.00	-375.00
Check	2/2/2008	7767	U.S. Department of ...		-75.00	-450.00
Check	2/4/2008	7768	U.S. Department of ...		-180.00	-630.00
Check	2/5/2008	7770	U.S. Department of ...		-255.00	-885.00
Check	2/5/2008	7771	U.S. Department of ...		-151.25	-1,036.25
Check	2/5/2008	7769	U.S. Department of ...		-75.00	-1,111.25
Check	2/6/2008	7772	U.S. Department of ...		-75.00	-1,186.25
Check	2/7/2008	7775	U.S. Department of ...		-120.00	-1,306.25
Check	2/7/2008	7774	U.S. Department of ...		-75.00	-1,381.25
Check	2/7/2008	7773	U.S. Department of ...		-75.00	-1,456.25
Check	2/7/2008	7777	U.S. Department of ...		-60.00	-1,516.25
Check	2/7/2008	7776	U.S. Department of ...		-60.00	-1,576.25
Check	2/9/2008	7784	U.S. Department of ...		-375.00	-1,951.25
Check	2/9/2008	7780	U.S. Department of ...		-270.00	-2,221.25
Check	2/9/2008	7783	U.S. Department of ...		-255.00	-2,476.25
Check	2/9/2008	7778	U.S. Department of ...		-75.00	-2,551.25
Check	2/9/2008	7782	U.S. Department of ...		-75.00	-2,626.25
Check	2/9/2008	7781	U.S. Department of ...		-60.00	-2,686.25
Check	2/9/2008	7779	U.S. Department of ...		-20.00	-2,706.25
Check	2/11/2008	7789	U.S. Department of ...		-120.00	-2,826.25
Check	2/11/2008	7786	U.S. Department of ...		-120.00	-2,946.25
Check	2/11/2008	7791	U.S. Department of ...		-75.00	-3,021.25
Check	2/11/2008	7788	U.S. Department of ...		-75.00	-3,096.25
Check	2/11/2008	7790	U.S. Department of ...		-75.00	-3,171.25
Check	2/11/2008	7787	U.S. Department of ...		-60.00	-3,231.25
Total Checks and Payments					-3,231.25	-3,231.25
Deposits and Credits - 10 items						
Deposit	2/2/2008				135.00	135.00
Deposit	2/4/2008				180.00	315.00
Deposit	2/4/2008				285.00	600.00
Deposit	2/5/2008				120.00	720.00
Deposit	2/6/2008				60.00	780.00
Deposit	2/7/2008				195.00	975.00
Deposit	2/9/2008				120.00	1,095.00
Check	2/11/2008	7785	Sam's Club			1,095.00
Deposit	2/11/2008				785.00	1,880.00
Deposit	2/12/2008				60.00	1,940.00
Total Deposits and Credits					1,940.00	1,940.00
Total New Transactions					-1,291.25	-1,291.25
Ending Balance					1,178.47	4,300.19

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,056.32
Cleared Transactions						
Checks and Payments - 12 items						
Check	1/2/2008		Bank of the West	X	-150.61	-150.61
Check	1/6/2008	5654	Sam's Club	X	-124.12	-274.73
Check	1/7/2008	5655	Placentia Library Di...	X	-603.25	-877.98
Check	1/7/2008	5656	Sam's Club	X	-70.29	-948.27
Check	1/8/2008	5657	Orange County Cler...	X	-34.25	-982.52
Check	1/10/2008	5660	Placentia Library G...	X	-2,021.49	-3,004.01
Check	1/10/2008	5658	Placentia Library Di...	X	-804.00	-3,808.01
Check	1/15/2008	5661	Placentia Chamber ...	X	-320.00	-4,128.01
Check	1/16/2008	5662	El Torito	X	-16.00	-4,144.01
Check	1/22/2008	5664	Nadia Dallstream	X	-47.38	-4,191.39
Check	1/23/2008	5663	El Torito	X	-28.42	-4,219.81
Check	1/26/2008	5666	Placentia Library Di...	X	-2,483.00	-6,702.81
Total Checks and Payments					-6,702.81	-6,702.81
Deposits and Credits - 35 items						
Deposit	1/2/2008			X	58.29	58.29
Deposit	1/3/2008			X	647.00	705.29
Deposit	1/4/2008			X	142.00	847.29
Deposit	1/5/2008			X	451.39	1,298.68
Deposit	1/7/2008			X	242.00	1,540.68
Deposit	1/7/2008			X	585.00	2,125.68
Deposit	1/8/2008			X	68.00	2,193.68
Deposit	1/8/2008			X	503.00	2,696.68
Deposit	1/9/2008			X	411.00	3,107.68
Check	1/10/2008	5659	Placentia Library Di...	X	0.00	3,107.68
Deposit	1/10/2008			X	329.00	3,436.68
Deposit	1/11/2008			X	180.00	3,616.68
Deposit	1/14/2008			X	189.00	3,805.68
Deposit	1/14/2008			X	754.00	4,559.68
Deposit	1/15/2008			X	29.14	4,588.82
Deposit	1/15/2008			X	212.00	4,800.82
Deposit	1/16/2008			X	29.14	4,829.96
Deposit	1/16/2008			X	90.00	4,919.96
Deposit	1/17/2008			X	431.00	5,350.96
Deposit	1/18/2008			X	279.00	5,629.96
Deposit	1/22/2008			X	222.00	5,851.96
Deposit	1/22/2008			X	329.70	6,181.66
Deposit	1/22/2008			X	540.00	6,721.66
Deposit	1/23/2008			X	362.00	7,083.66
Deposit	1/24/2008			X	750.00	7,833.66
Deposit	1/25/2008			X	464.00	8,297.66
Deposit	1/28/2008			X	58.29	8,355.95
Deposit	1/28/2008			X	116.58	8,472.53
Deposit	1/28/2008			X	259.00	8,731.53
Deposit	1/28/2008			X	520.95	9,252.48
Deposit	1/28/2008			X	1,043.00	10,295.48
Deposit	1/29/2008			X	142.00	10,437.48
Deposit	1/29/2008			X	145.72	10,583.20
Deposit	1/30/2008			X	80.00	10,663.20
Deposit	1/31/2008			X	120.00	10,783.20
Total Deposits and Credits					10,783.20	10,783.20
Total Cleared Transactions					4,080.39	4,080.39
Cleared Balance					4,080.39	7,136.71

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 5 items						
Check	12/27/2006	5457	Evergreen Books		-429.19	-429.19
Check	12/21/2007		Bank of the West		-4.50	-433.69
Check	1/30/2008	5665	Sam's Club		-266.42	-700.11
Check	1/30/2008	5667	El Torito		-28.00	-728.11
Check	1/30/2008	5668	ISDOC		-12.00	-740.11
Total Checks and Payments					-740.11	-740.11
Total Uncleared Transactions					-740.11	-740.11
Register Balance as of 01/31/2008					3,340.28	6,396.60
New Transactions						
Checks and Payments - 1 item						
Check	2/6/2008	5669	El Torito		-21.25	-21.25
Total Checks and Payments					-21.25	-21.25
Deposits and Credits - 9 items						
Deposit	2/1/2008				40.00	40.00
Deposit	2/4/2008				85.00	125.00
Deposit	2/4/2008				136.01	261.01
Deposit	2/4/2008				570.00	831.01
Deposit	2/5/2008				481.25	1,312.26
Deposit	2/6/2008				105.00	1,417.26
Deposit	2/7/2008				255.00	1,672.26
Deposit	2/8/2008				68.00	1,740.26
Deposit	2/8/2008				70.00	1,810.26
Total Deposits and Credits					1,810.26	1,810.26
Total New Transactions					1,789.01	1,789.01
Ending Balance					5,129.29	8,185.61

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,946.29
Cleared Transactions						
Checks and Payments - 4 items						
Check	1/7/2008		Bank of the West	X	-40.00	-40.00
Check	1/7/2008		Bank of the West	X	-4.00	-44.00
Check	1/15/2008	1291	Orange County Aud...	X	-46,540.13	-46,584.13
Check	1/16/2008		Bank of the West	X	-2.00	-46,586.13
Total Checks and Payments					-46,586.13	-46,586.13
Deposits and Credits - 35 items						
Deposit	1/5/2008			X	880.35	880.35
Deposit	1/5/2008			X	1,197.20	2,077.55
Deposit	1/5/2008			X	30,000.00	32,077.55
Deposit	1/8/2008			X	856.80	32,934.35
Deposit	1/9/2008			X	607.30	33,541.65
Deposit	1/10/2008			X	555.35	34,097.00
Deposit	1/10/2008			X	626.07	34,723.07
Deposit	1/10/2008			X	965.65	35,688.72
Deposit	1/10/2008			X	2,021.49	37,710.21
Deposit	1/14/2008			X	1,110.55	38,820.76
Deposit	1/15/2008			X	654.59	39,475.35
Deposit	1/15/2008			X	671.90	40,147.25
Deposit	1/15/2008			X	946.49	41,093.74
Deposit	1/16/2008			X	0.00	41,093.74
Deposit	1/16/2008			X	731.30	41,825.04
Deposit	1/17/2008			X	683.60	42,508.64
Deposit	1/20/2008			X	358.54	42,867.18
Deposit	1/20/2008			X	703.40	43,570.58
Deposit	1/20/2008			X	1,725.00	45,295.58
Deposit	1/22/2008			X	813.23	46,108.81
Deposit	1/22/2008			X	23,809.00	69,917.81
Deposit	1/23/2008			X	479.90	70,397.71
Deposit	1/23/2008			X	2,488.42	72,886.13
Deposit	1/24/2008			X	88.27	72,974.40
Deposit	1/24/2008			X	546.60	73,521.00
Deposit	1/28/2008			X	363.35	73,884.35
Deposit	1/28/2008			X	4,754.73	78,639.08
Deposit	1/29/2008			X	0.00	78,639.08
Deposit	1/30/2008			X	625.80	79,264.88
Deposit	1/30/2008			X	758.85	80,023.73
Deposit	1/30/2008			X	1,023.50	81,047.23
Deposit	1/31/2008			X	0.00	81,047.23
Deposit	1/31/2008			X	0.00	81,047.23
Deposit	1/31/2008			X	18.40	81,065.63
Deposit	1/31/2008			X	959.50	82,025.13
Total Deposits and Credits					82,025.13	82,025.13
Total Cleared Transactions					35,439.00	35,439.00
Cleared Balance					35,439.00	43,385.29
Uncleared Transactions						
Checks and Payments - 2 items						
Check	1/22/2008	1292	Vauna Armstrong		-15.00	-15.00
Check	1/29/2008	1293	Orange County Aud...		-38,593.05	-38,608.05
Total Checks and Payments					-38,608.05	-38,608.05
Deposits and Credits - 2 items						
Deposit	1/28/2008				91.16	91.16
Deposit	1/28/2008				1,016.55	1,107.71
Total Deposits and Credits					1,107.71	1,107.71
Total Uncleared Transactions					-37,500.34	-37,500.34
Register Balance as of 01/31/2008					-2,061.34	5,884.95

Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 14 items						
Deposit	2/2/2008				229.05	229.05
Deposit	2/2/2008				1,260.30	1,489.35
Deposit	2/4/2008				472.95	1,962.30
Deposit	2/4/2008				765.80	2,728.10
Deposit	2/4/2008				792.25	3,520.35
Deposit	2/5/2008				899.08	4,419.43
Deposit	2/6/2008				360.05	4,779.48
Deposit	2/7/2008				739.20	5,518.68
Deposit	2/9/2008				77.90	5,596.58
Deposit	2/9/2008				402.10	5,998.68
Deposit	2/11/2008				189.10	6,187.78
Deposit	2/11/2008				491.70	6,679.48
Deposit	2/11/2008				945.00	7,624.48
Deposit	2/12/2008				808.65	8,433.13
Total Deposits and Credits					8,433.13	8,433.13
Total New Transactions					8,433.13	8,433.13
Ending Balance					6,371.79	14,318.08

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,254.33
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	1/31/2008			X	9.66	9.66
Total Deposits and Credits					9.66	9.66
Total Cleared Transactions					9.66	9.66
Cleared Balance					9.66	14,263.99
Register Balance as of 01/31/2008					9.66	14,263.99
Ending Balance					<u>9.66</u>	<u>14,263.99</u>

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**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,986.67
Cleared Transactions						
Checks and Payments - 60 items						
Check	10/17/2007	8372	May Lo	X	-33.97	-33.97
Check	12/12/2007	8481	Danielle Koliboski	X	-294.44	-328.41
Check	12/12/2007	8487	Evelyn Soqui	X	-164.74	-493.15
Check	12/12/2007	8479	Raquel Galarza	X	-137.41	-630.56
Check	12/26/2007	8495	Gary Bell	X	-1,586.55	-2,217.11
Check	12/26/2007	8528	Nationwide Retirem...	X	-1,153.39	-3,370.50
Check	12/26/2007	8502	Beatrice V. Quintanar	X	-989.23	-4,359.73
Check	12/26/2007	8516	Truc Nguyen	X	-468.05	-4,827.78
Check	12/26/2007	8519	Colleen Reyes	X	-453.74	-5,281.52
Check	12/26/2007	8520	Thomas Sheridan	X	-449.85	-5,731.37
Check	12/26/2007	8524	Natalia Wingert	X	-301.92	-6,033.29
Check	12/26/2007	8517	Christina Perez	X	-264.30	-6,297.59
Check	12/26/2007	8521	Evelyn Soqui	X	-254.91	-6,552.50
Check	12/26/2007	8506	Tiffany Armstrong	X	-253.43	-6,805.93
Check	12/26/2007	8515	Buckner Nesheim	X	-217.49	-7,023.42
Check	12/26/2007	8522	Sothavy Ton	X	-209.96	-7,233.38
Check	12/26/2007	8496	Dorothy J. Cummings	X	-187.28	-7,420.66
Check	12/26/2007	8511	Raquel Galarza	X	-170.12	-7,590.78
Check	12/26/2007	8514	Melissa Manzanarez	X	-150.62	-7,741.40
Check	12/26/2007	8527	Prepaid Legal Servi...	X	-147.50	-7,888.90
Check	12/26/2007	8505	Robert Almanza	X	-108.67	-7,997.57
Check	12/26/2007	8509	Rosa De Alba	X	-95.10	-8,092.67
Check	12/26/2007	8513	Danielle Koliboski	X	-64.54	-8,157.21
Check	12/26/2007	8508	Denisse Curiel	X	-54.34	-8,211.55
Check	1/9/2008		Paychex	X	-26,887.23	-35,098.78
Check	1/9/2008		Paychex	X	-10,955.09	-46,053.87
Check	1/9/2008	8545	Tax Deferred Servic...	X	-2,316.52	-48,370.39
Check	1/9/2008	8530	Gary Bell	X	-1,588.01	-49,958.40
Check	1/9/2008	8544	Nationwide Retirem...	X	-1,153.45	-51,111.85
Check	1/9/2008	8536	Beatrice V. Quintanar	X	-991.06	-52,102.91
Check	1/9/2008	8533	David Ferrari	X	-932.16	-53,035.07
Check	1/9/2008	8537	Hilda Rivera	X	-755.00	-53,790.07
Check	1/9/2008	8534	Alexander Hernandez	X	-643.91	-54,433.98
Check	1/9/2008	8542	Orange County Aud...	X	-231.89	-54,665.87
Check	1/9/2008	8541	Truc Nguyen	X	-108.67	-54,774.54
Check	1/9/2008	8539	Tiffany Armstrong	X	-101.89	-54,876.43
Check	1/9/2008	8532	Diane Cunningham	X	-77.83	-54,954.26
Check	1/9/2008	8538	Kelleny Rivera	X	-50.94	-55,005.20
Check	1/9/2008	8531	Dorothy J. Cummings	X	-33.10	-55,038.30
Check	1/9/2008	8543	Placentia Library Di...	X	-19.94	-55,058.24
Check	1/23/2008		Paychex	X	-26,786.32	-81,844.56
Check	1/23/2008		Paychex	X	-11,853.88	-93,698.44
Check	1/23/2008	8574	Tax Deferred Servic...	X	-2,316.52	-96,014.96
Check	1/23/2008	8573	Nationwide Retirem...	X	-1,153.45	-97,168.41
Check	1/23/2008	8553	Beatrice V. Quintanar	X	-991.06	-98,159.47
Check	1/23/2008	8549	David Ferrari	X	-837.15	-98,996.62
Check	1/23/2008	8554	Hilda Rivera	X	-755.00	-99,751.62
Check	1/23/2008	8550	Alexander Hernandez	X	-706.62	-100,458.24
Check	1/23/2008	8565	Truc Nguyen	X	-502.50	-100,960.74
Check	1/23/2008	8564	Buckner Nesheim	X	-467.21	-101,427.95
Check	1/23/2008	8547	Dorothy J. Cummings	X	-275.82	-101,703.77
Check	1/23/2008	8563	Patricia Narez	X	-264.91	-101,968.68
Check	1/23/2008	8570	Orange County Aud...	X	-231.89	-102,200.57
Check	1/23/2008	8568	Sothavy Ton	X	-217.47	-102,418.04
Check	1/23/2008	8569	Joseph Von Regius	X	-176.60	-102,594.64
Check	1/23/2008	8548	Diane Cunningham	X	-155.67	-102,750.31
Check	1/23/2008	8555	Kelleny Rivera	X	-148.53	-102,898.84
Check	1/23/2008	8552	Joe Queriapa	X	-147.76	-103,046.60
Check	1/23/2008	8562	Melissa Manzanarez	X	-89.99	-103,136.59
Check	1/23/2008	8571	Placentia Library Di...	X	-19.94	-103,156.53
Total Checks and Payments					-103,156.53	-103,156.53

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Placentia Library District Reconciliation Detail Payroll Checking - Wells Fargo, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 3 items						
Check	5/30/2007	7986	Orange County Aud...	X	0.00	0.00
Deposit	1/2/2008			X	47,472.00	47,472.00
Deposit	1/16/2008			X	47,472.00	94,944.00
Total Deposits and Credits					94,944.00	94,944.00
Total Cleared Transactions					-8,212.53	-8,212.53
Cleared Balance					-8,212.53	20,774.14
Uncleared Transactions						
Checks and Payments - 19 items						
Check	9/5/2007	8276	Thomas Sheridan		-42.81	-42.81
Check	11/28/2007	8442	Kayla Kawile		-138.52	-181.33
Check	12/12/2007	8471	Kayla Kawile		-110.82	-292.15
Check	12/26/2007	8510	Amanda Evans		-386.52	-678.67
Check	12/26/2007	8512	Paulette Garcia		-226.84	-905.51
Check	12/26/2007	8500	Kayla Kawile		-138.52	-1,044.03
Check	1/9/2008	8540	Raquel Galarza		-183.20	-1,227.23
Check	1/9/2008	8535	Kayla Kawile		-48.48	-1,275.71
Check	1/23/2008	8546	Gary Bell		-1,588.01	-2,863.72
Check	1/23/2008	8567	Evelyn Soqui		-377.97	-3,241.69
Check	1/23/2008	8560	Raquel Galarza		-274.54	-3,516.23
Check	1/23/2008	8566	Loan Quang		-217.36	-3,733.59
Check	1/23/2008	8561	Danielle Koliboski		-177.47	-3,911.06
Check	1/23/2008	8551	Kayla Kawile		-147.76	-4,058.82
Check	1/23/2008	8572	Prepaid Legal Servi...		-147.50	-4,206.32
Check	1/23/2008	8556	Tiffany Armstrong		-122.26	-4,328.58
Check	1/23/2008	8557	Anna Cox		-108.67	-4,437.25
Check	1/23/2008	8559	Rosa De Alba		-54.34	-4,491.59
Check	1/23/2008	8558	Denisse Curiel		-27.17	-4,518.76
Total Checks and Payments					-4,518.76	-4,518.76
Deposits and Credits - 1 item						
Deposit	1/30/2008				47,472.00	47,472.00
Total Deposits and Credits					47,472.00	47,472.00
Total Uncleared Transactions					42,953.24	42,953.24
Register Balance as of 01/31/2008					34,740.71	63,727.38
New Transactions						
Checks and Payments - 34 items						
Check	2/6/2008		Paychex		-26,890.32	-26,890.32
Check	2/6/2008		Paychex		-12,015.07	-38,905.39
Check	2/6/2008	8606	Tax Deferred Servic...		-2,409.30	-41,314.69
Check	2/6/2008	8575	Gary Bell		-1,588.01	-42,902.70
Check	2/6/2008	8605	Nationwide Retirem...		-1,153.45	-44,056.15
Check	2/6/2008	8581	Beatrice V. Quintanar		-988.08	-45,044.23
Check	2/6/2008	8582	Hilda Rivera		-755.00	-45,799.23
Check	2/6/2008	8577	David Ferrari		-739.19	-46,538.42
Check	2/6/2008	8578	Alexander Hernandez		-563.16	-47,101.58
Check	2/6/2008	8598	Thomas Sheridan		-520.60	-47,622.18
Check	2/6/2008	8602	Natalia Wingert		-500.99	-48,123.17
Check	2/6/2008	8603	Orange County Aud...		-471.41	-48,594.58
Check	2/6/2008	8594	Buckner Nesheim		-467.21	-49,061.79
Check	2/6/2008	8595	Truc Nguyen		-463.70	-49,525.49
Check	2/6/2008	8589	Raquel Galarza		-274.54	-49,800.03
Check	2/6/2008	8599	Evelyn Soqui		-264.30	-50,064.33
Check	2/6/2008	8593	Patricia Narez		-244.52	-50,308.85
Check	2/6/2008	8576	Dorothy J. Cummings		-238.93	-50,547.78
Check	2/6/2008	8596	Loan Quang		-217.36	-50,765.14
Check	2/6/2008	8601	Joseph Von Regius		-203.77	-50,968.91
Check	2/6/2008	8590	Danielle Koliboski		-193.60	-51,162.51
Check	2/6/2008	8597	Araceli Ramirez		-171.22	-51,333.73
Check	2/6/2008	8600	Sothavy Ton		-149.98	-51,483.71
Check	2/6/2008	8592	Melissa Manzanarez		-130.56	-51,614.27
Check	2/6/2008	8583	Kelleny Rivera		-127.79	-51,742.06

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Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 01/31/2008

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Check	2/6/2008	8579	Kayla Kawile		-125.60	-51,867.66
Check	2/6/2008	8586	Anna Cox		-122.26	-51,989.92
Check	2/6/2008	8585	Tiffany Armstrong		-122.26	-52,112.18
Check	2/6/2008	8584	Robert Almanza		-108.67	-52,220.85
Check	2/6/2008	8591	Luz Lizaola		-104.69	-52,325.54
Check	2/6/2008	8580	Joe Queriapa		-96.04	-52,421.58
Check	2/6/2008	8588	Rosa De Alba		-54.34	-52,475.92
Check	2/6/2008	8587	Denisse Curiel		-27.17	-52,503.09
Check	2/6/2008	8604	Placentia Library Di...		-19.94	-52,523.03
Total Checks and Payments					-52,523.03	-52,523.03
Total New Transactions					-52,523.03	-52,523.03
Ending Balance					<u>-17,782.32</u>	<u>11,204.35</u>

*2008
2/12/2008*

Entrepenurial Activities Report
Net Revenue Summary
January-08

	Jan-08	Jan-07	YTD 2007-2008	YTD 2006-2007
Passport	21,155.19	23,256.37	94,342.90	96,696.65
Passport Photos	2,040.00	3,210.00	11,540.00	12,780.00
Notary Public	190.00	260.00	1,870.00	2,130.00
Test Proctor	30.00	180.00	1,048.80	983.60
Total	23,415.19	26,906.37	108,801.70	112,590.25

Prepared by: Wendy Goodson

Summary of Current Status Of Unique Management Accounts
February 19, 2008

Adenda Item 18

FY 07-08	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	14	1,041	9	464.90	0
August	14	1,050	2	395.19	0
September	14	1,054	2	274	0
October	12	1,059	3	390.64	0
November	9	1,068	2	88.95	0
December	13	1,076	2	144.2	0
January	18	1,089	5	837.27	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	94	7437	25	2595.15	0

UNIQUE MANAGEMENT SERVICES, INC.

DATED: 02/01/2008 12:31 AM J2

SUMMARY STATUS REPORT

PAGE: 269

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

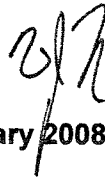
CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 01/31/2008

Accounts Submitted	: 1,636	Dollars Submitted	: 157,774.18	Dollars Received	: 54,905.42
Bankruptcies	: 14	Dollars in Bankruptcy	: 1,120.96	Material Returned	: 24,568.57
Incorrect Addresses	: 214	Dollars in Skips	: 13,894.23	Dollars Waived	: 6,090.37
Non Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 107,657.91
Accounts in Process	: 1,407	Dollars in Process	: 136,668.26	% of Dollars Activated	: 78.77%
# of Accounts Activated	: 1,089				
% of Accounts Activated	: 77.40%				

**Donor Report For January 2008
Placentia Library Friends Foundation**

Full Name	Total Cash Donation
Ms. Carolyn Adamson	
Ms. Karen C. Davidson	
Richard Dolnick	
Charles & Kathleen Frazee	
Nita Godwin	
HAZ Party Rentals Division of MGZ Inc.	
Mrs. Charlene S. Mathe	
Frederick & Elizabeth Minter	
Dixie Shaw	
Mr. & Mrs. Will Stearns	
	\$950.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Building Maintenance Report for January 2008**
DATE: February 12, 2008

HVAC: 1-3-08 Regular monthly maintenance
Plumber 1-2-08 Cleared toilet in public restroom

Prepared by: Vernon Napier

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Personnel Report for Jan 2008**
DATE: February 19, 2008

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Clerk I (PT)

Library Aide (PT)

WORKERS' COMPENSATION LEAVE:

None

PERFECT ATTENDANCE AWARDS – October 2007 through December 2007

Gary Bell

Caroline Gurkweitz

Volunteer Report

To: Elizabeth Minter, Director, Placentia Library

From: Lois Monroe, Volunteer Coordinator

Temporary Volunteers	Sept. '07	Oct. '07	Nov. '07	Dec. '07	Jan. '08
Afton Aikele			0	6	2
Omar Arellano			0	6	0
Sherrie Callovi			2	4	4.3
Patti English			2	8	6
Becky Fierro		5	8	5	3
Julio Gonzalez	2	4	5	3	4
Tyler Harris (completed hrs)		17	0	0	0
Arlene Hernandez	6	16	11	6	2
Alan Huang (tutoring)		12	8	0	0
Mia Kissick (completed hrs)	2	0	0	0	0
Margie McPhail			6	0	4
Rueben Mathews	23	4	9	7	4
Ankit Mathur					12
Chiranj Modi			3	9	9
Randy Oshiro	6	4	4	3	4
Michael Palow	10	2	8	10	6
Harshal Patel		14	67	79	42
Liliana Romero	10	6	6	4	4
Chiv Samtani					5
Jonni Serrano					2
Roonon Smith					1
David Sotelo					20.2
Karen Sueda			7	8	6
Shervin Taheri (completed hrs)	17	21	0	0	0
Tsaylia Yang			2	6	1
Paulina Tran (resigned)			5	3	0
Tracey Tran (resigned)			5	3	0
Varum Varma					7.15
Cathy Walsh	6	4	6	5	4
Katherine Xu (completed hrs)	9	4	0	0	0
Kevin Yeh				2	0
TOTAL	91	113	167	177	152.65
Children's Dept. Vol's	Sept. '07	Oct. '07	Nov. '07	Dec. '07	Jan. '08
Sandy Augstein	12	32	16.25	16.5	13.5
Melinda Egawa				9.5	0
Michelle Huynh					2
Eddie Jani		2.25	0	0	0
Desire Sidlo	6		4	2	4
Dirby Su			8	4	6
Ann Britton	4.3		5	5	6.3
Lucerito Miranda	3		0	0	0
TOTAL	25.3	34.25	33.25	37	31.8

BOOKSTORE VOLUNTEERS	SEPT.'07	OCT.'07	NOV.'07	Dec.'07	Jan.'08
Lynda Baker (sub)	2	4	0	0	2
Lillian Bart		10	6	6	6
Steve Bidd	0	0	0	2	0
Jill Botha	0	0	4	4	0
Joyce Byrne	8	10	6	6	6
Glennis Clancy	8	10	10	10	14
Sandy Davis	8	8	8	6	10
Carol Fizzard	10	2	4	8	2
Pete Fioroni	6	11	9	11	9
Cathie Ford (sub)	2	0	4	0	0
Dotty Greninger	6	8	8	8	10
Eugenia Hathaway (Gene)	4	4	4	4	2
Tammie Haugen	8	8	6	4	0
Ginny Haussmann (sub)	0	0	2	2	0
Florence Henderson	0	0	8	8	2
Marge Horrocks	0	0	8	8	8
Amy Lin	8	8	4	10	6
Tippawan Mathong (Tippi)	5	6	6	8	8
Ann McLoughlin (sub)	0	4	0	0	0
Bill Mitchell	6	2	6	1	8
Claire Myers	6	6	8	10	10
Bob Olson	2	2	2	4	2
Eleanore Rankin (sub)	3	5	4	1	4.3
Carmen Rodriguez	4	8	8	8	10
Desiree Rosen					5
Gerry Sandoval	0	8	6	6	6
Rose Salem	8	8	8	4	10
Ruth Schafer (sub)	0	0	0	0	0
Shawn Sorokin	6	6	8	8	10
Inez Segovia	6	8	8	6	10
Barbara Shears	9	6	4	6	4
Pamela Silva			7	4	6
Pat Silverman (resigned)	8	4	0	0	0
Fay Soo (sub)	2	2	2	4	4
Margo Thum	11	18	12	18	14
Jerri Tollefson	0	4	0	0	0
Phyllis Wilcox	6	0	6	8	4
TOTAL	152	180	186	193	192.3
REGULAR VOLUNTEERS					
Theresa Backes (mends books)	6	12	9	11	14
Nadine Blansett	52	27	21	41	36
Jeanette Gardner (History Rm)	22	28.5	8	10	24
John Haagen (sort & price)	6	8	1.3	9	6
Jack Hanley (sort and price)	8.3	3.5	7.5	10.5	7
Barbara Hemmerling (sort & price, sub)	30	20	19	14	23
Pat Irot (History Rm, Bookstore, sort & price)	37	33	71	53	88
Pat Jertberg (History Rm)	10	11	6	9	14
Nancy Lone-Tollefson	40	49	37	36	49
Linda Mencken (resigned)	0	0	0	0	0
Carol Pence (Sunday Sales)	0	0	0	0	0
Marie Schmidt (sub) & Hist. Room	34	12	15	23	35
Linda Scott (backroom & sub)	0	2	0	2	0
Barbara Wilson (sort & price)	5	6.25	4.3	5	6.3
Marge Boelman (processing)	5	1	8	10	6.3
Patty Clugston (videos)	6	7	8	9	9.3
Jean Fitzgerald (check-in)	9	3	12	5	8
TOTAL	270.3	223.25	227.1	247.5	325.9

Literacy Tutor Report January 2008				
	Last Name	First Name	Key Word	Hours
1	Ahmed	Hafasa	PRREP	16
2	Almanza	Robert	FWS-F	8
3	Armstrong	Tiffany	INTERNSHIP	18
4	Arvizu	Claudia	PRREP	6
5	Castaneda	Sergio	PRREP	16
6	Chhor	Alissa	PRREP	6
7	Cho	Peter	PRREP	2
8	Chung	Ophelia	PRREP	12
9	Chung	Andy	PRREP	14
10	Cisneros	Martha	PRREP	21
11	Corales	Wriley	ADULT	4
12	Cox	Anna	FWS-F	17
13	Curiel	Denisse	FWS-F	2
14	De Alba	Rosa	FWS-F	4
15	Dreim	Courney	PRREP	6
16	Eichstedt	Shelby	PRREP	6
17	Fazil	Mariam	PRREP	1
18	Fazil	Abraham	PRREP	2
19	Foster	Elinor	ADULT	4
20	Fuog	Sarah	PRREP	2
21	Galarza	Raquel	FWS-F	22
22	Galvez	Monica	PRREP	6
23	Galvez	Andrea	PRREP	11
24	Gamboa	Adaly	PRREP	6
25	Garcia	Maria	PRREP	18
26	Gonzalez	Danny	PRREP	5
27	Goodman	Dale	ADULT	42
28	Griffith	Krysten	ADULT	2
29	Hamrell	Judy	ADULT	2
30	Hernandez	Alejandro	PRREP	2
31	Hernandez	Julio	PRREP	6
32	Holmes	Nancy	ADULT	4
33	Huang	Aian	PRREP	12
34	Kim	Juntin	PRREP	2
35	Koliboski	Danielle	FWS-F	23
36	Lai	Janet	ADULT	6
37	Lara	Melissa	PRREP	4
38	Lee	Al	ADULT	10
39	Leslie	Sandra	ADULT	10
40	Linson	Jeremy	ADULT	2
41	Lizaola	Luz	FWS-F	8
42	Manzanarez	Melissa	FWS-F	15
43	Mc Grath	Patricia	ADULT	4

44	Meadow	Brianna	PRREP	4
45	Nardin	Linda	ADULT	16
46	Narez	Patricia	FWS-F	38
47	Neiderman	Bree	PRREP	2
48	Nesheim	Buckner	FWS-F	62
49	Nguyen	Truc (Sara)	FWS-F	77
50	Nguyen	Justin	PRREP	4
51	Nguyen	Chirstina	PRREP	6
52	Nullmeyer	Daniel	PRREP	2
53	Oei	Steven	PRREP	6
54	Patel	Shivam	ADULT	4
55	Pendaris	Jennifer	ADULT	16
56	Perez	Christina	FWS-F	8
57	Pham	Alex	PRREP	4
58	Piran	Grizelle	PRREP	12
59	Quang	Judy	FWS-F	16
60	Ramirez	Araceli	FWS-F	12
61	Rivera	Kelleny	PRREP	10
62	Ross	Charlotte	ADULT	6
63	Rudie	Marlene	ADULT	4
64	Sandoval	Vanessa	ADULT	16
65	Sargeant	Lynn	ADULT	4
66	Serrano	Toni	PRREP	4
67	Shah	Raj	PRREP	4
68	Shah	Anand	PRREP	10
69	Sheridan	Thomas	FWS-F	38
70	Shimizu	Ken	ADULT	4
71	Silva	Pamela	ADULT	2
72	Silvestri	Nolan	PRREP	4
73	Smith	Allie	ADULT	80
74	Soqui	Evelyn	FWS-F	47
75	Suh	Beom (Stac	PRREP	4
76	Tobias	Rachel	PRREP	8
77	Ton	Sothavy	FWS-F	25
78	Torres	Sam	PRREP	4
79	Valencia	Christina	PRREP	4
80	Valencial	Hafasa	PRREP	2
81	Varima	Varun	ADULT	4
82	Von Regius	Joseph	FWS-F	28
83	Wingert	Natalie	FWS-F	40
84	Wu	Christian	PRREP	2
85	Yeh	Kevin	PRREP	2
86	Yun	Jonathan	ADULT	17

Placentia Library District**Circulation Report – January 2008**

	January 2008	January 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D % change
1st Time Checkouts	18,804	17,084	121,283	107,787	11.1%
Phone Renewals	920	1,127	6,486	6,525	-0.6%
In-Building Renewals	519	359	4,845	3,209	33.8%
<u>On-line renewals</u>	1,950	<u>n/a</u>	5,688	<u>n/a</u>	<u>n/a</u>
TOTAL CHECKOUTS	22,193	18,570	138,302	117,521	15.0%
On-Time Checkins	19,357	17,055	137,709	120,358	12.6%
<u>Late Checkins</u>	1,204	1,155	<u>8,459</u>	<u>7,686</u>	<u>9.1%</u>
TOTAL CHECKINS	20,561	18,210	146,168	128,044	12.4%
Holds Placed	752	653	4,701	3,564	24.2%
Holds Cancelled	28	13	110	117	-6.4%
Holds Filled	525	474	3,546	2,793	21.2%
NEW PATRON REGISTRATIONS	303	355	1,910	2,341	-22.6%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,703	6,596	45,093	42,284	6.2%
Juvenile Print	8,147	7,981	54,659	50,151	8.2%
Audio	1,399	1,179	8,145	7,672	5.8%
<u>Visual</u>	5,946	4,259	<u>37,514</u>	<u>27,066</u>	<u>27.9%</u>
TOTAL CIRCULATION	22,195	20,015	145,411	127,173	12.5%
CIRCULATION BY PLACE OF RESIDENCE					
Placentia residents	12,561	11,149	83,345	71,602	14.1%
<i>Placentia residents (as a percentage)</i>	<i>56.6%</i>	<i>55.7%</i>	<i>57.3%</i>	<i>56.3%</i>	
Anaheim residents	4,040	3,890	26,409	21,130	20.0%
<i>Anaheim residents (as a percentage)</i>	<i>18.2%</i>	<i>19.4%</i>	<i>18.2%</i>	<i>16.6%</i>	
Non-residents (includes Anaheim)	9,634	8,866	62,066	55,571	10.5%
<i>Non-residents (as a percentage)</i>	<i>43.4%</i>	<i>44.3%</i>	<i>42.7%</i>	<i>43.7%</i>	
TYPES OF ACTIVE BORROWERS					
Adult	16,492	3,890			
Young Adult	461	3,890			
Juvenile	2,985	3,890			
New Borrower	879	1,123			
Reciprocal borrowers	189	n/a			
Gold Members	670	n/a			
<u>Other (staff)</u>	521	415			
TOTAL ACTIVE BORROWERS *	22,197	13,208			
TOTAL REGISTERED BORROWERS **	34,676	31,446			
ATTENDANCE	54,344	52,731	357,899	325,084	9.2%

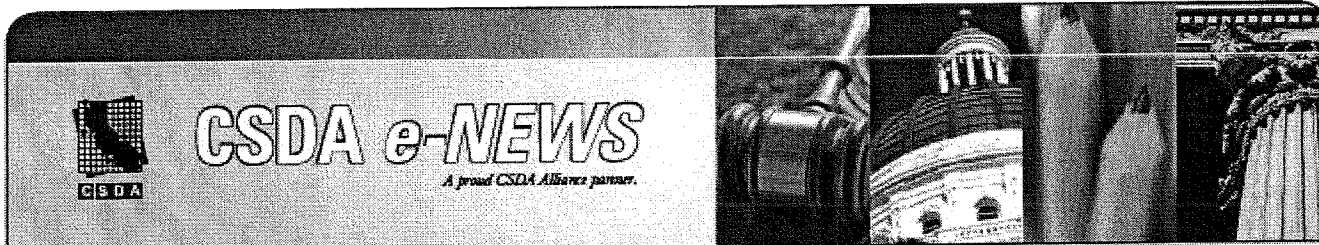
* Active borrowers have used the Library this month

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

Elizabeth Minter

From: Neil McCormick [neilm@csda.net]
Sent: Monday, February 11, 2008 1:13 PM
To: eminter@placentallibrary.org
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February 11, 2008

In this issue...

[CSDA Sponsors SLON Extension Provision](#)

[Budget Update](#)

[Primer on Actuarial Methods for OPEB Available](#)

[SDLF Gears Up for 2008 Special District Administrator Certification Exams](#)

[Utility District to Expand Green Programs](#)

[Open Space District Wins Legal Challenge](#)

Employment

Here are the latest job opportunities posted on www.specialdistrictcareers.com:

Support Services Manager
 Oakdale Irrigation District

Accountant/Office Manager
 Olivehurst Public Utilities District

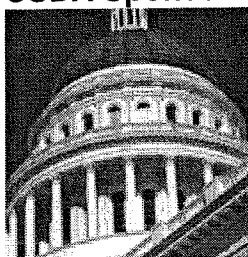
Purchasing Officer
 Santa Fe Irrigation District

Temporary Recreation Supervisor VII - Aquatics
 Southgate RPD

Finance Director
 Padre Dam MWD

Finance Director

CSDA Sponsors SLON Extension Provision



Securitized Limited Obligation Notes (SLONs) allow all special districts to borrow up to \$2 million without the need of voter approval. SLONs are viewed as being safer and cheaper than other types of borrowing because they are backed by a dedicated stream of revenue—the more security that the loan will be paid back, the lower the interest rate. [Read more about](#)

SLONs...

Budget Update

When Governor Arnold Schwarzenegger declared a 'fiscal emergency' on January 10 and called a special session of the Legislature to address mid-year budget issues which commenced on January 14, he submitted to the Legislature mid-year spending reductions equaling \$3.3 billion—the amount of the current year budget deficit. [Read more of the budget update...](#)

Primer on Actuarial Methods for OPEB Available

The California Research Bureau (CBR) recently released a new document called 'Actuarially Speaking: A Plain Language Summary of Actuarial Methods and Practices for Public Employee Pension and Other Post-Employment Benefits.' [Read more about this document...](#)

Special District Leadership Foundation

SDLF Gears Up for 2008 Special District Administrator Certification Exams



SPECIAL DISTRICT LEADERSHIP FOUNDATION

The Special District Leadership Foundation (SDLF) has announced the 2008 testing dates, locations and times for the Special District Administrator (SDA)

CSDA Calendar

Feb 18
Presidents Day
 CSDA Offices Closed

Feb 21
General Manager Training
 Auburn

Feb 22
Supervisory Training
 Auburn

March 6-7
Board Member Training
 Marina Del Rey

March 14
CSDA Board of Directors Meeting

March 14
Staying in Compliance
 Petaluma

Sept 22-25
CSDA Annual Conference and Exhibitor Showcase
 Irvine

[View the complete education calendar here.](#)

FAQ

El Dorado Hills CSD

**Wastewater Operator/Manager
P/T**
Woodbridge Sanitary District

General Manager
Isla Vista RPD

Public Information Officer
*Southgate Recreation and Park
District*

Recreation Supervisor III
*Southgate Recreation and Park
District*

Harbor Facilities Manager
Port San Luis Harbor District

Customer Services Supervisor
Tuolumne Utilities District

Accountant/Controller
Hidden Valley Lake CSD

[View the complete list of current
employment opportunities here.](#)

*For more information on posting
employment opportunities with
CSDA, call 877.924.CSDA (2732).*

Certification exams. This certification is becoming increasingly popular and a number of districts as well as recruiting firms are looking for general managers/administrators that have the SDA certification. Three tests will be administered in 2008 – don't miss out! [Read about test dates...](#)

In the News

Utility District to Expand Green Programs

Truckee's utility district is moving forward with conservation efforts spurred in late 2006 when ratepayers voiced concern over a 50-year coal-power contract the district opted not to enter. At the Truckee Donner Public Utility District board meeting Wednesday evening, staff presentations regarding past and future conservation programs were progressive and valuable, said Dan Warren, general manager of the Glenshire Devonshire Residents Association, and frequent meeting attendee. [Read more of this story...](#)

Open Space District Wins Legal Challenge

A California appellate court has rejected a legal challenge to the 2004 expansion of the Midpeninsula Regional Open Space District to the San Mateo County coast, which added 220 square miles to the district's jurisdiction. [Read more of this story...](#)


Spread the e-News!

If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at Travisw@csgda.net or (877) 924-CSDA (2732).

**When may a legislative
body hold an
emergency meeting?**

[Click here to learn the
answer!](#)

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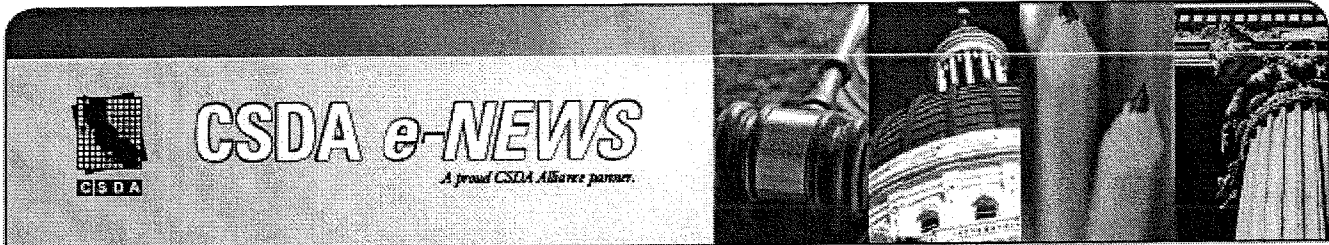
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Elizabeth Minter

From: Neil McCormick [neilm@csda.net]
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February 4, 2008

In this issue...

- [Design-bid Bill Passes off Floor](#)
- [Healthcare Reform Flatlines](#)
- [Greening the Golden State Focus of Green California Summit & Expo](#)
- [Annual Conference 2008 – From Organic to Digital](#)
- [Registration is Open for General Manager and Supervisory Training](#)
- [2008 CSDA Board Meeting Schedule - CORRECTION](#)
- [CSDA Unveils Upgraded Listserv](#)
- [SV Fire District Works to Increase Staffing](#)
- [Water Conservation for the Classroom Presented](#)

Employment

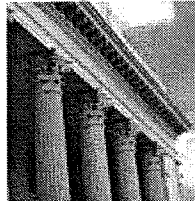
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Accountant/Office Manager
Olivehurst Public Utilities District

Purchasing Officer
Santa Fe Irrigation District

Temporary Recreation Supervisor I/II - Aquatics
Southgate RPD

Design-bid Bill Passes off Floor



Assembly Bill 642 by Assembly Member Lois Wolk (D-Davis) passed from the Assembly Floor on Tuesday, January 29. This bill allows all cities to utilize design-build contracting as an option, and allows all local government entities—including special districts—to use design-build contracting for water-related facilities as part of the 20-

project pilot program. CSDA supports this bill.

Healthcare Reform Flatlines

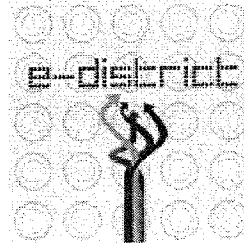
The healthcare reform bill endorsed by Governor Arnold Schwarzenegger and Assembly Speaker Fabian Nunez (D-Los Angeles) failed to pass the Senate Health Committee last week. The proponents of the reform measure mustered only one 'aye' vote—Senator Mark Ridley-Thomas (D-Los Angeles)—seven 'no' votes, and three abstentions. [Read more about this bill...](#)

Greening the Golden State Focus of Green California Summit & Expo

Builders, designers, developers, facilities managers, purchasing agents and anyone involved in greening their agencies or organizations should not miss the Green California Summit & Exposition (April 7-9, Sacramento Convention Center). [Read more about this expo...](#)

Education

Annual Conference 2008 – From Organic to Digital



Green technology and information technology are now the norms of businesses. We currently have vendors who provide organic bio-filter products and digitizing solutions. [Read more about our conference theme...](#)

CSDA Calendar

Feb 7-8
Board Member Training
Manteca

Feb 21
General Manager Training
Auburn

Feb 22
Supervisory Training
Auburn

March 6-7
Board Member Training
Marina Del Rey

Sept 22-25
CSDA Annual Conference and Exhibitor Showcase
Irvine

[View the complete education calendar here.](#)

FAQ

What's the difference between enterprise and non-enterprise districts?

[Click here to learn the](#)

Finance Director
 Padre Dam MWD

Finance Director
 El Dorado Hills CSD

Wastewater Operator/Manager
 P/T
 Woodbridge Sanitary District

General Manager
 Isla Vista RPD

Public Information Officer
 Southgate Recreation and Park
 District

Recreation Supervisor III
 Southgate Recreation and Park
 District

Harbor Facilities Manager
 Port San Luis Harbor District

Customer Services Supervisor
 Tuolumne Utilities District

Accountant/Controller
 Hidden Valley Lake CSD

[View the complete list of current employment opportunities here.](#)

For more information on posting employment opportunities with CSDA, call 877.924.CSDA (2732).

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Registration is Open for General Manager and Supervisory Training

Join your fellow managers and supervisors in Auburn, California for valuable training. These one-day workshops offer attendees opportunities to network and learn from one another. [Read more about these trainings...](#)

Membership

**CORRECTION:
 2008 CSDA Board Meeting Schedule**

In last week's CSDA e-News it was incorrectly noted that there was a CSDA Board of Directors meeting scheduled October 22-25. **The correct date for that meeting is September 22-25 in Irvine (during the CSDA Annual Conference).**

CSDA Unveils Upgraded Listserv



CSDA has recently finished an upgrade to our email listserv program. This allows the listserv to become an even more powerful information tool for CSDA members, giving it room to grow and provide more features

than ever before.

In addition to the general list that can be used for any type of special district related question or response, the upgraded listserv now allows members to subscribe to segmented lists, created to focus topics of discussion among various segments. [Learn more about the new Listserv and how to sign up...](#)

In the News

SV Fire District Works to Increase Staffing

The story of fishing at Lake Casitas might best be told in Polaroid snapshots long faded by the sun. Tacked onto a billboard of a lakeside bait shop is a wall of photos of young kids posing with their first catch, old men straining to hold up their 13-pound fish, and dozens of grins as wide as the mouths on the captured bass. But these days, it's not just the record-breaking bass on fishermen's minds, but something much smaller and more menacing with the potential to quash prospects of future trophy snapshots. [Read more of this story...](#)

Water Conservation for the Classroom Presented

Meadow Creek Elementary School in Yucaipa recently hosted a new water conservation program sponsored by the San Bernardino Valley Municipal Water District (Valley District). The water conservation program provides specialized curriculum to local school districts within the service area of Valley District which spans from Fontana to Yucaipa. [Read more of this story...](#)

Spread the e-News!

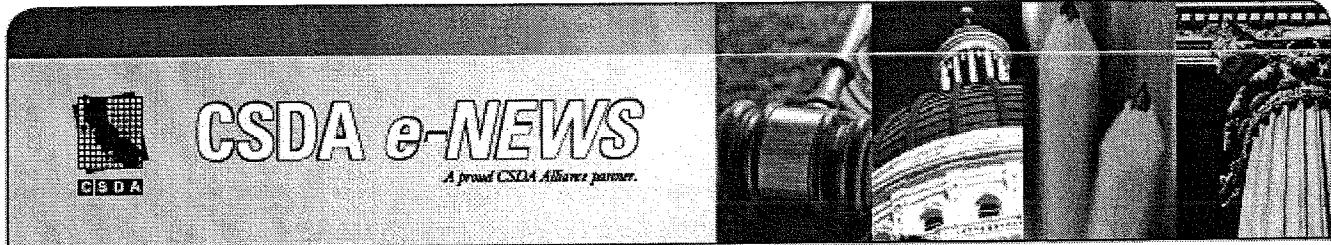
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at

[answer!](#)

Elizabeth Minter

From: Neil McCormick [neilm@csda.net]
Sent: Monday, January 28, 2008 1:46 PM
To: eminter@placentialibrary.org
Subject: CSDA e-News for the week of January 28, 2008

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January 28, 2008

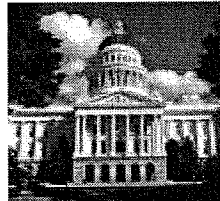
In this issue...

- [Healthcare Reform Legislation Stalls](#)
- [CSDA Announces New Benefit: SpecialDistrictCareers.com](#)
- [Homeowner Protection Act Qualifies For June Ballot](#)
- [Joint Committee On PERs Convened On OPEB Report](#)
- [Register Now for the Special District Leadership Academy](#)
- [Register Now for Board Member Training](#)
- [Registration is Open for General Manager and Supervisory Training](#)
- [Register Now for Ethics Training](#)
- [2008 CSDA Board Meeting Schedule](#)
- [North County Cemetery District Discusses Their District of Distinction Award](#)
- [Quagga Mussel Threat puts Focus on Lake Casitas](#)
- [PG&E Awards Grant to Novato Sanitary District](#)

Employment

- [Here are the latest job opportunities posted on **www.specialdistrictcareers.com**:](#)
- [Temporary Recreation Supervisor VII - Aquatics Southgate RPD](#)
- [Finance Director](#)

Healthcare Reform Legislation Stalls



Governor Arnold Schwarzenegger and Assembly Speaker Fabian Nunez's (D-Los Angeles) healthcare reform legislation—AB 1X1—is now on life support as it stalled in the Senate Health Committee last week. [Read more about this bill...](#)

CSDA Announces New Member Benefit SpecialDistrictCareers.com: New Career Center for Districts and other Agencies!

NEW MEMBER BENEFIT CSDA is proud to announce the launch of our *newest member benefit*. SpecialDistrictCareers.com. The new interactive CSDA Career Center offers an expanded job board for special districts and other local governments throughout

California. [Read more about the CSDA Career Center and introductory offers...](#)

Homeowner Protection Act Qualifies For June Ballot

The eminent domain reform effort, supported by the Eminent Domain Reform Now coalition, qualified for the June ballot last week after gathering enough signatures. Known as the Homeowner Protection Act, the initiative will place sensible, straightforward restrictions on local governments' use of eminent domain. [Read more about this initiative...](#)

Joint Committee On PERs Convened On OPEB Report

Last week, the Joint Committee on Public Employees' Relations met to discuss the recommendations raised in the Other Post-Employment Benefits Commission's recent report. [Read more about this meeting...](#)

Education

Register Now for the Special District Leadership Academy

CSDA Calendar

- Feb 7-8**
[Board Member Training Manteca](#)
 - Feb 21**
[General Manager Training Auburn](#)
 - Feb 22**
[Supervisory Training Auburn](#)
 - March 6-7**
[Board Member Training Marina Del Rey](#)
 - Sept 22-25**
[CSDA Annual Conference and Exhibitor Showcase Irvine](#)
- [View the complete education calendar here.](#)

FAQ

There's a vacancy on the board of directors of the district on which I serve. What are the procedures to fill that

Padre Dam MWD

Finance Director
 El Dorado Hills CSD

Wastewater Operator/Manager
 P/T
 Woodbridge Sanitary District

General Manager
 Isla Vista RPD

Public Information Officer
 Southgate Recreation and Park District

Recreation Supervisor III
 Southgate Recreation and Park District

Harbor Facilities Manager
 Port San Luis Harbor District

Customer Services Supervisor
 Tuolumne Utilities District


Accountant/Controller
 Hidden Valley Lake CSD

View the complete list of current employment opportunities here.

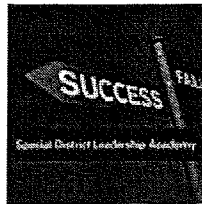
For more information on posting employment opportunities with CSDA, call 877.924.CSDA (2732).

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 800.537.7790


CSDAMobile.com

CSDA's Special District Leadership Academy is a groundbreaking and curriculum-based continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal.

Read more about the academy...



Register Now for Board Member Training

Seats are filling quickly, so register now for Board Member Training. Being a board member is a great responsibility. Our cost-effective training for newly elected or appointed special district board members can help make it much easier. This one-day workshop also offers attendees an opportunity to network and learn with one another. To register online, visit http://www.csda.net/nbmt_reg.htm or contact Education Assistant Chris Ashley at 877.927.CSDA or chrisa@csda.net.



Registration is Open for General Manager and Supervisory Training

Join your fellow managers and supervisors in Auburn, California for valuable training. These one-day workshops offer attendees opportunities to network and learn from one another. Read more about these trainings...



Register Now for Ethics Training

Two new dates have been added for your convenience. Both new dates are being held in conjunction with our Staying in Compliance workshop, so you may register for both. Read more about ethics training...

vacancy?

Click here to learn the answer!

Survey

Would your district utilize a reasonably-priced, government-operated clearinghouse that provided information and educational material, and facilitated technical and legal resources on public-private partnerships?

Click here to answer!

Membership

2008 CSDA Board Meeting Schedule

Following is the calendar of regularly scheduled CSDA Board of Directors 2008 meetings:

- March 14 - Sacramento
- May 13 - Sacramento
- July 17 - Sacramento
- October 22-25 - Irvine (during 2008 CSDA Annual Conference)
- November 14 - Location TBD

For more information, contact Diana Zavala at dianaz@csda.net or call 877.924.CSDA (2732).

Special District Leadership Foundation

North County Cemetery District Discusses

Their District of Distinction Award

The Special District Leadership Foundation interviewed North County Cemetery District on why becoming a District of Distinction through the Special District Leadership Foundation (SDLF) was important to them and the steps they took to acquire this accreditation. [Read the interview...](#)



In the News

Quagga Mussel Threat puts Focus on Lake Casitas

The story of fishing at Lake Casitas might best be told in Polaroid snapshots long faded by the sun. Tacked onto a billboard of a lakeside bait shop is a wall of photos of young kids posing with their first catch, old men straining to hold up their 13-pound fish, and dozens of grins as wide as the mouths on the captured bass. But these days, it's not just the record-breaking bass on fishermen's minds, but something much smaller and more menacing with the potential to quash prospects of future trophy snapshots. [Read more of this story...](#)

PG&E Awards Grant to Novato Sanitary District

Pacific Gas and Electric Co. has awarded \$109,000 to the Novato Sanitary District for incorporating energy-saving features into the \$90 million renovation of its wastewater treatment plant. [Read more of this story...](#)

Spread the e-News!

If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at Travisw@csda.net or (877) 924-CSDA (2732).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.2732

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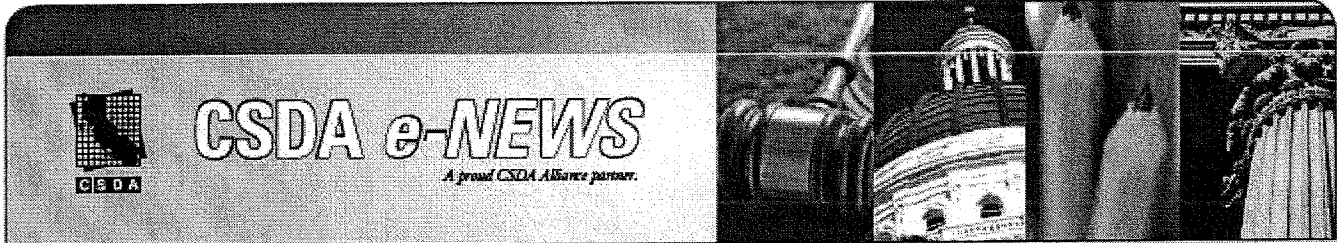
If you prefer not to receive any further email from CSDA, please [let us know](#).



Elizabeth Minter

From: Neil McCormick [neilm@csda.net]
Sent: Monday, January 14, 2008 11:55 AM
To: eminter@placentialibrary.org
Subject: CSDA e-News for the week of January 14, 2008

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January 14, 2008

In this issue...

- [Legislature Returns](#)
- [Governor Delivers His State of the State Address](#)
- [What About Proposition 1A?](#)
- [Board Member Training – January 24-25 in Emeryville](#)
- [PLEASE NOTE – Board Member Training for March - CHANGE OF LOCATION](#)
- [Annual Conference 2008 – Exhibitor Showcase Already 25% Sold Out](#)
- [SDRMA Safety/Claims Education Day – March 25, 2008 – Radisson Sacramento Hotel](#)
- [Water Supplies Low Despite Recent Rain](#)
- [Proposed Power Plant Site to Get High-Level Inspection](#)

Employment

Here are the latest job opportunities posted on the CSDA website:

- Customer Services Supervisor**
Tuolumne Utilities District
- Accountant/Controller**
Hidden Valley Lake CSD
- District Manager**

Legislature Returns



On Monday, January 7, legislators returned to Sacramento to commence the second year of the 2007-08 session. On that same day, the governor's Public Employee Post-Employment Benefits Commission issued its comprehensive 8-point plan to address the unfunded pension and retiree health care liabilities for California's state and local governments. The governor is expected to propose legislation in the coming weeks to implement the Commission's recommendations. The commission's 300-plus page report is available at: <http://www.pebc.ca.gov>.

Governor Delivers His State of the State Address

On Tuesday, January 8, Governor Arnold Schwarzenegger delivered his State of the State address to a joint session of the Legislature. With the state facing an 18-month, \$14 billion budget deficit, much of the governor's remarks focused on the deficit and his plans to resolve the current deficit and eliminate deficits in future years. [Read more about this address...](#)

What About Proposition 1A?

While the governor did not raise Proposition 1A in a direct fashion in his State of the State address, he did with this reference: *'It used to be that Sacramento plugged deficits by grabbing money everywhere it could—pension funds, local governments, bonds, gas taxes meant for transportation. But we tightened the noose by taking away those options. We passed Proposition 1A, Proposition 58 and Proposition 42. We now have no way out ...except to face our budget demons.'* [Read more about Prop 1A and the budget...](#)

Education

Board Member Training – January 24-25 in Emeryville

If you have not booked your hotel room for the upcoming Board Member Training in Emeryville, now is the time. [Read more about this training...](#)

PLEASE NOTE – Board Member Training

CSDA Calendar

- Jan 24-25**
Board Member Training
Emeryville
- Feb 7-8**
Board Member Training
Manteca
- Feb 21**
General Manager Training
Auburn
- Feb 22**
Supervisory Training
Auburn
- Sept 22-25**
Annual Conference and Exhibitor Showcase
Irvine
- [View the complete education calendar here.](#)

FAQ

When do I have to renew my ethics certification training?

[Click here to learn the answer!](#)

Trinity County RCD

Financial Manager
Tahoe RCD

Public Outreach Specialist
Tahoe RCD


Public Works Director
City of Tracy

Purchasing Officer
Santa Fe Irrigation District

View the complete list of current employment opportunities here.

For more information on posting employment opportunities with CSDA, call 877.924.CSDA (2732).

Advertisers

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for March - CHANGE OF LOCATION

Board Member Training for March 6-7 has been moved out of Long Beach. This training is now scheduled at the Marina del Rey Hotel in Marina del Rey. [Read more about this location change...](#)

Annual Conference 2008 – Exhibitor Showcase Already 25% Sold Out

If you are a Business Affiliate or a vendor who wants to participate in the 2008 CSDA Annual Conference and Exhibitor Showcase, then you need to register now. The Showcase is quite popular this year, with lots of new technology-driven surprises. So get on board and call Pamela Williams, meetings coordinator, to reserve your booth now. [Read more about this year's conference...](#)



SDRMA Safety/Claims Education Day – March 25, 2008 – Radisson Sacramento Hotel

It is time to register for the annual Special District Risk Management Authority Safety/Claims Education Day. This year's program is scheduled for March 25, 2008 and is conveniently located at the Radisson Hotel in Sacramento. [Read more about this event...](#)

In the News

Water Supplies Low Despite Recent Rain

Officials across the region continue to struggle with low water supplies and prepare for potential rationing despite the recent rains. Many cities in the San Gabriel Valley are raising water rates and implementing conservation measures. Glendora is planning to dig deeper wells to access shrinking underground water supplies. Last year's winter - the driest in 130 years of record keeping - is in large part to blame. That parched season has had a continued impact on water supplies in the Southern California, where demand for water is increasing while supplies are decreasing. [Read more of this story...](#)

Proposed Power Plant Site to Get High-Level Inspection

A power plant proposed for the Parlier area in the Central Valley will see top officials of the California Energy Commission making in-person visits to the site on Jan. 14. An informational hearing is also scheduled for the same day. The project owner, Kings River Conservation District, proposes to develop the 565-megawatt power plant on a 32-acre site that is currently a vineyard near Parlier. [Read more of this story...](#)

Spread the e-News!

If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at Travisw@csda.net or (877) 924-CSDA (2732).

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Thursday, February 07, 2008 2:58 PM
To: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: bgallardo; ccarlisle; mgermroth; palger; pcollins; rgarza; shaber
Subject: FW: News From the Capitol

From: California Library Association [mailto:info@cla-net.org]
Sent: Thursday, February 07, 2008 2:50 PM
To: jtakeda@mcls.org
Subject: News From the Capitol

THE "SPECIAL SESSION ON THE BUDGET"
STATE LIBRARY PROGRAMS ARE REVIEWED, BUT NO ACTION
TAKEN

[More Info](#)

As we previously reported, in January Governor Schwarzenegger released his much-anticipated January Budget proposal to address the \$14.5 billion state deficit. Following the release of the Budget, the Governor simultaneously declared a "fiscal emergency" and called for a "Special Session of the Legislature to immediately address the Budget and cash shortfall." While the Budget deficit hovers around \$14.5 billion, many insiders in the Capitol predict that the shortfall is growing daily, and the real figure could be more in the neighborhood of \$17 billion. Inclusive in the \$14.5 billion deficit is a \$3.3 billion over-run in the current year of the Budget - 2007-08, after Budget assumptions did not materialize in 2007, and the economy continued to flatten.

In an effort to comply with the "Special Session" declaration, recently the Senate Budget Committee, Chaired by Senator Denise Ducheny began holding a series of informational hearings on specific areas of the Budget, such as local government, corrections, and health and welfare, where the Governor is asking for deep cuts in the current year Budget. Meanwhile, the Assembly has tasked its various Budget Subcommittees to review specific current year proposals as well.

As we noted in our January memo, the Governor's Budget does not cut any state library programs, such as the Public Library Foundation, literacy programs, or the Transaction Based Reimbursement in the current year, but Governor Schwarzenegger is recommending a cut to the PLF as well as the TBR in the Budget year (2008-09). Specifically, the Governor is suggesting that the 10 percent across-the-board cut strategy, that he is recommending for virtually every area of state government, be applied to the PLF and the TBR. The proposed cut to the Public Library Foundation would be \$1.4 million and the proposed cut to the Transaction Based Reimbursement would be \$1.4 million. The State Library is also facing a proposed cut of \$1.6 million in State Operations.

Recently, the Assembly Budget Subcommittee on Education Finance convened to discuss the overall impact of the 2008-09 Budget on State Library programs. The extensive nature of the hearing was somewhat unexpected, as the subcommittee was supposed to be considering only current year cut issues. Instead, the subcommittee asked the State Library to review at least six of their Budget-related programs, as well as discuss the status of the new Integrated Library

System and their temporary relocation during the renovation of the Library and Courts building. At the hearing, the State Library and CLA lobbyists were present to explain the various programs, provide historical context, and answer specific questions. The State Library was flanked during testimony by representatives of the Department of Finance (who were there to justify their Budget), as well as the non-partisan Legislative Analyst's Office (who provided a neutral analysis). The focus of the subcommittee was best summed up by member Assemblyman Sandre Swanson who offered, "The Legislative Analyst has cautioned that we need to look at the total picture - how programs are affected and where federal matching grant dollars are affected." The Department of Finance representative countered, "We tried to look at each General Fund program evenly, rather than hit one too hard." He then later added, "We understand the cuts are painful and will result in a decrease in services."

During the discussion regarding the Transaction Based Reimbursement, Assemblywoman Jean Fuller wondered if consideration could be given to charging a "fee for service for one year." She noted that she was a supporter of the program, and was looking for creative ways to possibly charge those jurisdictions that were larger borrowers. The State Library was effective in communicating the difficulties associated with a fee system, and explained the concept of reimbursing for the net-imbalance of borrowing.

When the discussion shifted to the Public Library Foundation, the Department of Finance and Legislative Analyst's Office engaged in a spirited debate regarding the 10 percent state obligation to fund the PLF in statute. Finance representatives noted that the "state has never met the statutory target. In good Budget years, it has been up to \$60 million. In bad years, they faced cuts." The Legislative Analyst's Office then argued, "It is the legislature's intent that you would cover this base...The program has just endured a recent cut of \$7 million. Don't get too distracted by the 10 percent match. You are not funding a bureaucracy. These are real cuts to local libraries." CLA then offered our perspective, noting that we were the sponsors of the PLF legislation, and subsequently offered some historical comments on how the program was developed and how devastating the recent cuts have been to public libraries. We added, "We can think of no other program in the Budget in the area of education or local government that has been cut so much...We would like to start reducing the downward trend." Assemblywoman Fuller and Chair Assemblywoman Brownley asked the State Library and CLA if they would be willing to work with the subcommittee to determine either: 1) areas where we would recommend targeted cuts, or 2) just allow the Governor's 10 percent across-the-board approach to stand. We both concurred that we would be more than willing to work with the subcommittee in the coming weeks.

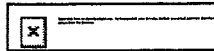
The legislature will be facing a deadline to comply with the Governor's "Special Session on the Budget" of February 23. At that time, they will be asked to make immediate emergency cuts or a series of deferrals (e.g. delaying normal June payments to local government and schools to August or September). We have spoken to several sources who have indicated that the legislature is likely to embrace an approach that would be a combination of accepting the Governor's deferral proposals, as well as some deep cuts to K-12 education and community colleges. It is rumored that the legislature will attempt to complete this task, in an accelerated schedule, in order to act before the Legislative Analyst can release her "Perspectives and Initiatives" report - a comprehensive look at the state's most current cash projections, funding obligations, and Governor's proposals. The Legislative Analyst's Report, which may paint a bleaker picture, is scheduled to be released on February 20.

After the legislature concludes work on the "Special Session on the Budget", the subcommittees will begin meeting again in March and April to address the 2008-09 Budget - wherein action on

the State Library issues will take place. We will provide you with the dates of the library hearings when they are announced so that you can begin contacting members of the two subcommittees.

Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists

If you no longer wish to receive e-mail from us, please click [here](#).



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2005-2006	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05	08/08/05	5,806.71	1,150.57	649.79	107.50	0.00	7.42	7,721.99
Sep-05	09/12/05	5,666.05	1,150.57	243.44	460.73	0.00	7.20	7,527.99
Oct-05	10/05/02	5,323.86	1,150.57	184.99	215.00	0.00	0.00	6,874.42
Nov-05	11/03/05	3,277.59	1,150.57	354.93	107.50	0.00	14.37	4,904.96
Dec-05	12/12/05	2,597.26	1,150.57	291.60	107.50	0.00	7.20	4,154.13
Jan-06	01/10/06	2,154.68	2,104.43	385.17	2,366.02	0.00	7.20	7,017.50
Feb-06	02/09/06	2,494.98	1,150.57	210.52	348.72	0.00	7.15	4,211.94
Mar-06	03/08/06	0.00	1,150.57	123.06	107.50	0.00	7.17	1,388.30
Apr-06	04/11/06	2,772.36	1,150.57	144.17	107.50	0.00	7.23	4,181.83
May-06	05/12/06	2,502.66	1,150.57	144.17	107.50	0.00	7.17	3,912.07
Jun-06	06/12/06	2,752.81	1,553.83	144.17	107.50	0.00	0.00	4,558.31
TOTAL		39,654.98	15,163.96	3,525.80	4,142.97	0.00	86.79	62,574.50
AVG		3,304.58	1,263.66	293.82	345.25	0.00	7.23	5,214.54

PERIOD COVERED FY2006-2007	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-06	07/13/06	3,167.47	1,582.33	0.00	0.00	0.00	7.19	4,756.99
Aug-06	08/07/06	6,246.49	1,150.57	299.97	107.50	0.00	7.19	7,811.72
Sep-06	09/13/07	7,600.32	1,150.57	136.67	107.50	0.00	7.36	9,002.42
Oct-06	10/10/06	7,857.15	1,215.92	136.67	107.50	0.00	21.79	9,339.03
Nov-06	11/07/06	7,543.64	1,150.57	136.67	260.73	0.00	7.73	9,099.34
Dec-06	12/07/06	4,457.51	1,150.57	136.67	342.11	0.00	7.45	6,094.31
Jan-07	01/10/07	3,986.03	1,150.57	136.67	332.50	0.00	7.47	5,613.24
Feb-07	02/12/06	6,592.15	1,150.57	136.67	107.50	0.00	7.48	7,994.37
Mar-07	03/07/07	3,267.41	1,150.57	136.67	107.50	0.00	7.77	4,669.92
Apr-07	04/09/07	3,388.12	1,150.57	136.67	107.50	0.00	0.29	4,783.15
May-07	05/31/07	3,166.71	1,150.57	136.67	107.50	0.00	0.00	4,561.45
Jun-07	06/08/07	3,760.59	1,150.57	136.67	207.50	0.00	0.00	5,255.33
TOTAL		61,033.59	14,303.95	1,666.67	1,895.34	0.00	81.72	78,981.27
AVG		5,086.13	1,192.00	138.89	157.95	0.00	6.81	6,581.77

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		43,190.46	10,695.27	1,144.54	2,549.16	0.00	38.70	57,618.13
AVG		8,638.09	2,139.05	228.91	509.83	0.00	7.74	11,523.63

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	1,125.58	174.00	0.00	1,299.58	649.79
Sep-05	372.88	114.00	0.00	486.88	243.44
Oct-05	339.98	30.00	0.00	369.98	184.99
Nov-05	610.86	99.00	0.00	709.86	354.93
Dec-05	484.20	99.00	0.00	583.20	291.60
Jan-06	770.34	0.00	0.00	770.34	385.17
Feb-06	421.04	0.00	0.00	421.04	210.52
Mar-06	177.12	69.00	0.00	246.12	123.06
Apr-06	219.34	69.00	0.00	288.34	144.17
May-06	219.34	69.00	0.00	288.34	144.17
Jun-06	219.34	69.00	0.00	288.34	144.17
TOTAL	6,085.60	966.00	0.00	7,051.60	3,525.80
AVG	507.13	80.50	0.00	587.63	293.82

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	219.34	54.00	0.00	273.34	136.67
Dec-06	219.34	54.00	0.00	273.34	136.67
Jan-07	219.34	54.00	0.00	273.34	136.67
Feb-07	219.34	54.00	0.00	273.34	136.67
Mar-07	219.34	54.00	0.00	273.34	136.67
Apr-07	219.34	54.00	0.00	273.34	136.67
May-07	219.34	54.00	0.00	273.34	136.67
Jun-07	219.34	54.00	0.00	273.34	136.67
TOTAL	2,632.08	663.00	0.00	3,295.08	1,647.54
AVG	219.34	55.25	0.00	274.59	137.30

TOTAL DOLLARS SPENT

FY2007-2008	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-07	219.34	54.00	0.00	273.34	136.67
Aug-07	219.34	54.00	0.00	273.34	136.67
Sep-07	236.30	54.00	0.00	290.30	145.15
Oct-07	236.30	54.00	0.00	290.30	145.15
Nov-07	236.30	54.00	0.00	290.30	145.15
Dec-07	236.30	54.00	0.00	290.30	145.15
Jan-08	236.30	54.00	0.00	290.30	145.15
Feb-08	236.30	54.00	0.00	290.30	145.15
Mar-08	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00
TOTAL	1,856.48	432.00	0.00	2,288.48	1,144.24
AVG	371.30	86.40	0.00	457.70	228.85

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	337.76	207.30	65.80	0.00	0.00	610.86
Dec-05	211.10	207.30	65.80	0.00	0.00	484.20
Jan-06	253.32	207.30	65.80	0.00	243.92	770.34
Feb-06	42.22	69.10	65.80	0.00	243.92	421.04
Mar-06	42.22	69.10	65.80	0.00	0.00	177.12
Apr-06	84.44	69.10	65.80	0.00	0.00	219.34
May-06	84.44	69.10	65.80	0.00	0.00	219.34
Jun-06	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	2,068.78	1,796.60	756.70	0.00	1,463.52	6,085.60
AVG	172.40	149.72	63.06	0.00	121.96	507.13

DOLLARS BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-06	84.44	69.10	65.80	0.00	0.00	219.34
Aug-06	84.44	69.10	65.80	0.00	0.00	219.34
Sep-06	84.44	69.10	65.80	0.00	0.00	219.34
Oct-06	84.44	69.10	65.80	0.00	0.00	219.34
Nov-06	84.44	69.10	65.80	0.00	0.00	219.34
Dec-06	84.44	69.10	65.80	0.00	0.00	219.34
Jan-07	84.44	69.10	65.80	0.00	0.00	219.34
Feb-07	84.44	69.10	65.80	0.00	0.00	219.34
Mar-07	84.44	69.10	65.80	0.00	0.00	219.34
Apr-07	84.44	69.10	65.80	0.00	0.00	219.34
May-07	84.44	69.10	65.80	0.00	0.00	219.34
Jun-07	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	1,013.28	829.20	789.60	0.00	0.00	2,632.08
AVG	84.44	69.10	65.80	0.00	0.00	219.34

DOLLARS BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-07	84.44	69.10	65.80	0.00	0.00	219.34
Aug-07	84.44	69.10	65.80	0.00	0.00	219.34
Sep-07	86.94	76.56	72.80	0.00	0.00	236.30
Oct-07	86.94	76.56	72.80	0.00	0.00	236.30
Nov-07	86.94	76.56	72.80	0.00	0.00	236.30
Dec-07	86.94	76.56	72.80	0.00	0.00	236.30
Jan-08	86.94	76.56	72.80	0.00	0.00	236.30
Feb-08	86.94	76.56	72.80	0.00	0.00	236.30
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	690.52	597.56	568.40	0.00	0.00	1,856.48
AVG	138.10	119.51	113.68	0.00	0.00	371.30

FY2005-2006	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul-05	7.00	8.00	2.00	0.00	16.00	33.00
Aug-05	7.00	8.00	2.00	0.00	16.00	33.00
Sep-05	4.00	4.00	2.00	0.00	0.00	10.00
Oct-05	0.00	0.00	0.00	0.00	0.00	0.00
Nov-05	4.00	6.00	2.00	0.00	0.00	12.00
Dec-05	5.00	6.00	2.00	0.00	0.00	13.00
Jan-06	6.00	6.00	2.00	0.00	8.00	22.00
Feb-06	1.00	2.00	2.00	0.00	8.00	13.00
Mar-06	1.00	2.00	2.00	0.00	0.00	5.00
Apr-06	2.00	2.00	2.00	0.00	0.00	6.00
May-06	2.00	2.00	2.00	0.00	0.00	6.00
Jun-06	2.00	2.00	2.00	0.00	0.00	6.00
TOTAL	41.00	48.00	22.00	0.00	48.00	159.00
AVG	3.42	4.00	1.83	0.00	4.00	13.25

FY2006-2007	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul-06	2.00	2.00	2.00	0.00	0.00	6.00
Aug-06	2.00	2.00	2.00	0.00	0.00	6.00
Sep-06	2.00	2.00	2.00	0.00	0.00	6.00
Oct-06	2.00	2.00	2.00	0.00	0.00	6.00
Nov-06	2.00	2.00	2.00	0.00	0.00	6.00
Dec-06	2.00	2.00	2.00	0.00	0.00	6.00
Jan-07	2.00	2.00	2.00	0.00	0.00	6.00
Feb-07	2.00	2.00	2.00	0.00	0.00	6.00
Mar-07	2.00	2.00	2.00	0.00	0.00	6.00
Apr-07	2.00	2.00	2.00	0.00	0.00	6.00
May-07	2.00	2.00	2.00	0.00	0.00	6.00
Jun-07	2.00	2.00	2.00	0.00	0.00	6.00
TOTAL	24.00	24.00	24.00	0.00	0.00	72.00
AVG	2.00	2.00	2.00	0.00	0.00	6.00

FY2007-2008	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul-07	2.00	2.00	2.00	0.00	0.00	6.00
Aug-07	2.00	2.00	2.00	0.00	0.00	6.00
Sep-07	2.00	2.00	2.00	0.00	0.00	6.00
Oct-07	2.00	2.00	2.00	0.00	0.00	6.00
Nov-07	2.00	2.00	2.00	0.00	0.00	6.00
Dec-07	2.00	2.00	2.00	0.00	0.00	6.00
Jan-08	2.00	2.00	2.00	0.00	0.00	6.00
Feb-08	2.00	2.00	2.00	0.00	0.00	6.00
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	16.00	16.00	16.00	0.00	0.00	48.00
AVG	3.20	3.20	3.20	0.00	0.00	9.60

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Status Report on Partnerships with Community Organizations
DATE: February 19, 2008

BACKGROUND:

The Status Report on Partnerships with Community Organizations for the month of January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

RECOMMENDATION:

Receive & File.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Status Report on Active Grant Applications *EM*
DATE: February 19, 2008


BACKGROUND:

The Status Report on Active Grant Applications for the month of January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

RECOMMENDATION:

Receive & File.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Poet Laureate Report
DATE: February 19, 2008

BACKGROUND:

The Poet Laureate Report for the month of January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

RECOMMENDATION:

Receive & File.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Transmittal of Placentia Library District Policies as adopted by the Library Board of Trustees
DATE: February 19, 2008

BACKGROUND:

The following policies were adopted as amended by the Placentia Library District Board of Trustees at its meeting on January 15, 2008 and are ready for insertion in the Policy Manual:

- 2020 – Vacations
- 2040 – Sick Leave
- 2110 – Health and Welfare Benefits
- 2115 – Volunteer Workers' Compensation Insurance
- 2120 – Educational Assistance
- 2125 – Notary Public Training Services
- 2130 – Pay Periods and Distribution of Pay Checks
- 2160 – Authorized Leave
- 2170 – Performance Evaluation
- 2220 – Equal Employment Opportunity
- 2325 – Library Aide

RECOMMENDATION:

Receive & File.

Placentia Library District

POLICY HANDBOOK

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.

2020.12 Employees who have taken seventy-five per cent (75%) of the vacation hours that they accrued in the previous twelve months have the option of requesting payment for the remaining twenty-five percent (25%) or any portion thereof.

2020.12.1 These requests may be submitted to the office of the Manager of Administrative Services on November 1 and May 1 of each year with payment to be made with the first pay period of December and June.

2020.12.2 The number of hours paid may not reduce the vacation balance to less than eighty (80) hours at the time of the request.

Placentia Library District

POLICY HANDBOOK

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 non-exempt employees for the accumulation of sick leave hours. Exempt employees are not eligible for this program.

2040.11.1 For each calendar quarter that an employee has used no hours of sick leave he/she will receive four hours of vacation.

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 Exempt or non-exempt staff with a sick leave balance in excess of 800 hours, or the pro-rated number for part-time employees, may exchange two sick days for one vacation day.

2040.12.1 These requests must be in daily increments based on the number of hours worked per week.

2040.12.2 A request may be submitted on June 1 and December 1 of each year. Requests will not be considered at other times.

2040.12.3 A request will not be granted if it brings the sick leave balance under 800 hours.

2040.13 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.

2040.13.1 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.

2040.13.2 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.

2040.13.3 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.

2040.13.4 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.

2040.14 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.14.1 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.

2040.14.2 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.

2040.14.3 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.

Placentia Library District

POLICY HANDBOOK

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 scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

2110.1.3 Deductible/Co-Pay Reimbursements. All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

2110.0.3.1 Medical Insurance Reimbursement of:

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name

and address of the provider, the date of the visit and the amount paid to the provider.

(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

2110.1.3.2 Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

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 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. The carrier reduces the amount of coverage after age sixty-five.

2110.4 Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

2110.5 Money Purchase Pension Plan.

2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

2110.5.2 The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

2110.5.3 Employees are vested in the Money Purchase Pension 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.

2110.65 Deferred Compensation/457 Plan.

2110.6.1 Probationary and regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of the Manager of Administrative Services.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Volunteer 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 Placentia Library Friends 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 Placentia Library Friends Foundation 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 Placentia Library Friends Foundation, 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.

Placentia Library District

POLICY HANDBOOK

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 up to \$2,500 per calendar year 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 (½) 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 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.

2120.2.5 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 (½) 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.

2120.5.3 Campus-based or web-based courses are eligible for reimbursement.

2120.6 If an employee leaves Placentia Library District within twelve months after receiving tuition reimbursement, then he/she must reimburse the District.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Notary Public Training and Services
POLICY NUMBER: 2125

2125.1 Employees of the District are encouraged to become State of California certified Notary Publics and to use that certification at Placentia Library.

2125.2 The District will pay for the training, testing and supply costs for staff willing to perform Notary functions for the District. All full time and regular part-time staff in the classifications of Library Clerk I and Library Clerk II must complete Notary certification prior to the end of their probationary period.

2125.2.1 Employees must be working a minimum of twenty hours per week.

2125.2.2 Employees must be willing to perform their Notary duties as part of their Library job assignments.

2125.2.3 Staff other than Library Clerk I or Library Clerk II who would like to become a Notary will be considered if he/she will be able to perform Notary duties as part of their job assignment.

2125.2.4 Staff who fail to pass the certification test on the second attempt will become ineligible to participate in the program. Library Clerk I and Library Clerk II who do not pass the certification test on the second attempt will be ineligible to complete their probationary period.

2125.2.5 Class and testing time will not be considered part of the work week.

2125.2.6 Staff may use their Notary certification and equipment for personal use on their own time.

2125.2.7 Staff members other than Library Clerk I and Library Clerk II, who leave District employment, or discontinue Notary certification or services, in less than thirty-six months, will be responsible for reimbursing the District for the pro-rata balance of their training, exam(s), equipment and supplies. The reimbursable amount will be deducted from their final paycheck. If a Notary

stays certified and active for thirty-six (36) months or more that he/she will not be responsible for reimbursing the District for their training, exam(s), equipment and supplies.

2125.3 Requests for Notary Public training should be submitted to the Library Director in writing. The employee will be notified of approval, or the reasons for disapproval.

2125.4 Upon completion of the Notary certification the employee is responsible for providing a copy of the Certificate to the Library Director. The Certificate is required before the equipment and supplies may be ordered.

Placentia Library District

POLICY HANDBOOK

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 Office from 9:00 A.M. until 4:30 P.M. each payday.

2130.3.1 Paychecks not picked-up in the Administrative 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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

2160.1 With the approval of the Library Director, an employee may be granted 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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

2170.2 The Manager of Public Services, the Manager of Technical Services or the Manager of Administrative Services 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.

Placentia Library District

POLICY HANDBOOK

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.

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.

Placentia Library District

POLICY HANDBOOK

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

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Administrative Services, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, 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.

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

2325.1.4 Works in the Public Service staff monitoring library furnishings, equipment and patron activities with the authority to enforce written Library policies and report problems to the librarian or manager-in-charge.

2325.1.5 Prepares library materials for public use.

2325.1.6 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.

2325.1.7 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2325.1.8 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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** Patrols the public service areas and enforces the provisions of Placentia Library District Policies regarding patron behavior: 6025 – Public Internet Use Policy; 6040 – Beverage & Food Policy; 6060 – Patron Behavior & Latchkey Children Policy; 6065 – Public Behavior Policy; and any additional behavior policies that may be adopted by the Library Board of Trustees.
 - 2325.2.7** Inspects the public rest rooms on a regular basis and reports problems to the Circulation Supervisor or the Librarian-in-Charge.
 - 2325.2.8** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
 - 2325.6.9** Searches for library materials on the shelves as assigned by Library staff.
 - 2325.2.10** Runs errands for Library staff.
 - 2325.2.11** Retrieves newspapers and magazines from storage areas.
 - 2325.2.12** Assists public with unloading gift books and magazines from their cars.
 - 2325.2.13** Re-stocks the vending machines.
 - 2325.2.14** Sets up and breaks down tables and chairs in the Meeting Room.
 - 2325.2.15** Works in Technical Services in support of professional staff.
 - 2325.2.16** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
 - 2325.2.17** Assists the Friends of Placentia Library volunteers with book store and sorting room activities.
- 2325.3** Required Qualifications. He/she will possess a high school diploma or the equivalent.

2325.4 Knowledge and abilities:

2325.4.1 Ability to file accurately according to library filing rules.

2325.4.2 Ability to meet the public with tact and courtesy.

2325.4.3 Ability to follow oral and written instructions.

2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2325.4.5 Ability to follow Library policies and procedures.

2325.4.6 Ability to organize and manage work flow for self.

2325.4.7 Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

2325.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

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

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

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

2325.5.1.5 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2325.5.1.6 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2325.6 Work Environment

2325.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2625.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



MEMORANDUM

TO: Public Library Directors

cc: Fiscal Officers
System Coordinators

FROM: Susan Hildreth *Susan Hildreth*
State Librarian of California

DATE: January 15, 2008

SUBJECT: Public Library Fund Allocations, 2007-08

The certification process of local revenue for the allocation of the 2007-08 Public Library Fund (PLF) has been completed and allotment payment to local libraries has been initiated at the level of \$14,360,000, as appropriated in the FY 2007-08 enacted state budget.

The list of public libraries qualifying, together with their PLF allocations for 2007-08, is attached. Four (4) libraries did not qualify in this cycle for a PLF allotment due to non-submission or inability to meet the required maintenance of effort. Allocations for those libraries are shown as "0" in columns 4 and 5.

If you have questions or need further information, please contact Ira Bray at (916) 653-0171, email ibray@library.ca.gov.

Attachment

PUBLIC LIBRARY FUND
FY 2007/2008
(Payment Based on Population)

Public Library	1	2	3	4	5
	Population FY 07/08	Local Appropriation	Meets MOE Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.686	Proportionally Funded Allocation 1 x .38413849359
Alameda	75,254	3,212,991	Y	202,132	28,908
Alameda Co.	527,926	26,190,338	Y	1,418,009	202,797
Alhambra	89,488	2,383,338	Y	240,365	34,376
Alpine Co.	1,261	356,071	Y	3,387	484
Altadena L.D.	55,205	2,275,704	Y	148,281	21,206
Amador Co.	38,435	910,677	Y	103,236	14,764
Anaheim	345,556	11,228,762	Y	928,163	132,741
Arcadia	56,556	2,918,489	Y	151,909	21,725
Azusa City	48,640	1,278,095	Y	130,647	18,684
Banning Library District	30,816	1,035,466	Y	82,772	11,838
Beaumont L.D.	52,893	750,000	Y	142,071	20,318
Belevedere-Tiburon	11,031	1,292,931	Y	29,629	4,237
Benicia	27,916	1,196,186	Y	74,982	10,724
Berkeley	106,347	13,217,248	Y	285,648	40,852
Beverly Hills	36,084	9,269,399	Y	96,922	13,861
Brawley	25,694	484,357	Y	69,014	9,870
Buena Park L.D.	82,452	2,099,533	Y	221,466	31,673
Burbank	107,921	5,903,942	Y	289,876	41,457
Burlingame	36,801	3,397,286	Y	98,847	14,137
Butte Co.	218,069	2,680,193	Y	585,733	83,769
Calabasas	23,652	1,374,600	Y	63,529	9,086
Calaveras Co.	46,028	591,115	Y	123,631	17,681
Camarena (Calexico)	37,552	789,853	Y	100,865	14,425
Carlsbad City	101,337	9,354,275	Y	272,191	38,927
Carmel (Harrison)	4,053	879,465	Y	10,886	1,557
Cerritos	54,943	5,634,650	Y	147,577	21,106
Chula Vista	227,723	7,448,499	N	0	0
Coalinga-Huron U.S.D.	28,496	1,018,000	Y	76,540	10,946
Colton	51,797	1,407,267	Y	139,127	19,897
Colusa Co.	21,951	565,738	Y	58,960	8,432
City of Commerce	13,494	3,002,685	Y	36,245	5,184
Contra Costa Co.	938,513	26,032,478	Y	2,520,846	360,519
Corona	146,164	3,008,951	Y	392,597	56,147
Coronado	22,957	2,132,420	Y	61,663	8,819
Covina	49,720		N	0	0
Daly City	106,160	3,264,036	Y	285,146	40,780
Del Norte Co.L.D.	29,341	174,992	Y	78,810	11,271
Dixon Public Library District	25,907	1,032,499	Y	69,586	9,952
Downey City	113,587	2,630,099	Y	305,095	43,633
El Centro	42,071	545,116	Y	113,003	16,161

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El Dorado Co.	178,674	3,012,408	Y	479,918	68,636
El Segundo	17,076	1,992,600	Y	45,866	6,560
Escondido	141,788	4,081,910	Y	380,843	54,466
Folsom	70,835	2,239,450	Y	190,263	27,210
Fresno Co.	889,019	29,919,814	Y	2,387,905	341,506
Fullerton	137,367	3,797,460	Y	368,968	52,768
Glendale	207,157	8,537,330	Y	556,424	79,577
Glendora	52,557	2,268,242	Y	141,168	20,189
Hayward	147,845	3,744,373	Y	397,112	56,793
Hemet	71,705	2,225,585	Y	192,600	27,545
Humboldt Co.	131,959	2,537,676	Y	354,442	50,691
Huntington Beach	202,250	6,322,817	Y	543,244	77,692
Imperial	11,852	16,500	Y	31,834	4,553
Imperial Co.	55,503	706,000	Y	149,081	21,321
Inglewood	119,212	3,662,828	Y	320,203	45,794
Inyo Co.	18,383	902,486	Y	49,377	7,062
Irwindale	1,655	458,119	Y	4,445	636
Kern Co.	801,648	12,737,134	Y	2,153,227	307,944
Kings Co.	151,381	2,007,526	Y	406,609	58,151
Lake Co.	64,276	802,343	Y	172,645	24,691
Larkspur	12,121	675,559	Y	32,557	4,656
Lassen District	36,375	132,429	Y	97,703	13,973
Lincoln	37,410	1,096,725	Y	100,483	14,371
Livermore	82,845	4,807,370	Y	222,522	31,824
Lodi	63,395	1,653,990	Y	170,279	24,352
Lompoc	72,152	1,060,350	Y	193,800	27,716
Long Beach	492,912	16,929,452	Y	1,323,962	189,346
Los Angeles	4,018,080	114,133,734	Y	10,792,563	1,543,499
Los Angeles Co.	3,673,313	123,772,000	Y	9,866,516	1,411,061
Los Gatos	29,407	66,985	Y	78,987	11,296
Madera Co.	148,721	1,648,876	Y	399,465	57,129
Marin Co.	140,989	10,423,942	Y	378,696	54,159
Mariposa Co.	18,254	428,526	Y	49,030	7,012
Mendocino Co.	90,291	1,196,491	Y	242,522	34,684
Menlo Park	31,146	1,991,218	Y	83,658	11,964
Merced Co.	251,510	2,965,697	Y	675,556	96,615
Mill Valley	13,822	1,699,420	Y	37,126	5,310
Mission Viejo	98,483	3,203,222	Y	264,525	37,831
Modoc Co.	9,721	299,500	Y	26,111	3,734
Mono Co.	13,985	965,750	Y	37,564	5,372
Monrovia	39,309	1,467,295	Y	105,584	15,100
Monterey	30,121	2,802,957	Y	80,905	11,571

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Monterey Co.	226,803	6,764,831	Y	609,193	87,124
Monterey Park Buggermeyer	64,508	1,638,564	Y	173,268	24,780
Moorpark	36,150	739,162	Y	97,099	13,887
Moreno Valley	180,466	2,529,000	Y	484,732	69,324
Mountain View	73,262	4,515,000	Y	196,782	28,143
Murrieta	97,257	1,925,671	Y	261,232	37,360
Napa City-Co.	129,976	6,580,467	Y	349,116	49,929
National City	61,115	2,558,767	Y	164,155	23,477
Nevada Co.	99,766	2,805,715	Y	267,971	38,324
Newport Beach	84,218	5,326,779	Y	226,210	32,351
Oakland	435,710	26,354,601	Y	1,170,317	167,373
Oceanside	176,644	5,247,872	Y	474,466	67,856
Ontario City	172,701	3,172,273	Y	463,875	66,341
Orange	138,640	4,747,339	Y	372,387	53,257
Orange Co.	1,532,758	41,288,444	Y	4,116,988	588,791
Orland Free	14,817	425,080	Y	39,798	5,692
Oxnard	192,997	5,437,787	Y	518,390	74,138
Pacific Grove	15,444	994,499	Y	41,483	5,933
Palm Springs	46,858	2,941,425	Y	125,861	18,000
Palmdale City	145,468	3,636,040	Y	390,727	55,880
Palo Alto City	62,615	7,874,839	Y	168,184	24,053
Palo Verde Valley L.D. (Blythe)	44,186	146,850	Y	118,684	16,974
Palos Verdes L.D.	67,286	6,496,200	Y	180,730	25,847
Pasadena	147,262	11,178,199	Y	395,546	56,569
Paso Robles	29,514	1,799,800	Y	79,275	11,337
Placentia L.D.	55,065	3,448,408	Y	147,905	21,153
Placer Co.	180,819	5,420,740	Y	485,680	69,460
Pleasanton	68,755	4,122,985	Y	184,676	26,411
Plumas/Sierra Co.	24,613	514,093	Y	66,111	9,455
Pomona	162,140	3,112,303	Y	435,508	62,284
Porterville	51,467	843,254	Y	138,240	19,770
Rancho Cucamonga	172,331	4,340,112	Y	462,881	66,199
Rancho Mirage	21,886	2,631,677	Y	58,786	8,407
Redlands (A.K. Smiley)	71,375	2,362,887	Y	191,713	27,418
Redondo Beach	67,495	3,589,221	Y	181,292	25,927
Redwood City	77,025	6,088,951	Y	206,889	29,588
Richmond	103,828	5,702,574	Y	278,882	39,884
Riverside	291,398	9,629,901	Y	782,695	111,937
Riverside Co.	1,047,996	16,589,835	Y	2,814,917	402,576
Roseville	106,266	4,805,940	Y	285,430	40,821
Sacramento	1,335,969	35,302,659	Y	3,588,413	513,197
Salinas	149,539	3,636,200	Y	401,662	57,444

14.3%

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San Anselmo	12,518	445,620	Y	33,623	4,809
San Benito Co.	55,978	670,100	Y	150,357	21,503
San Bernardino	205,010	2,794,100	Y	550,657	78,752
San Bernardino Co.	1,177,092	16,426,320	Y	3,161,669	452,166
San Bruno	42,145	1,945,900	Y	113,201	16,190
San Diego	1,316,837	38,788,198	Y	3,537,024	505,848
San Diego Co.	1,049,868	17,311,228	Y	2,819,945	403,295
San Francisco	808,844	77,149,713	Y	2,172,555	310,708
San Jose	973,672	48,167,022	Y	2,615,283	374,025
San Juan Bautista	1,825	50,008	N	0	0
San Leandro	81,466	5,473,164	Y	218,818	31,294
San Luis Obispo City-Co.	235,386	7,863,240	Y	632,247	90,421
San Marino	13,507	1,043,763	Y	36,280	5,189
San Mateo	99,217	5,086,824	Y	266,497	38,113
San Mateo Co.	278,388	22,455,569	Y	747,750	106,940
San Rafael	58,047	2,221,944	Y	155,914	22,298
Santa Ana	353,428	5,229,900	Y	949,308	135,765
Santa Barbara	233,434	6,194,535	Y	627,004	89,671
Santa Clara	114,238	6,628,280	Y	306,843	43,883
Santa Clara Co.	419,141	27,832,774	Y	1,125,813	161,008
Santa Cruz	205,669	12,506,590	Y	552,427	79,005
Santa Fe Springs	17,849	1,796,200	Y	47,942	6,856
Santa Maria	118,839	2,270,574	Y	319,202	45,651
Santa Monica	91,124	9,566,827	Y	244,759	35,004
Santa Paula (Blanchard) Dist.	29,182	603,765	Y	78,383	11,210
Sausalito	7,454	602,953	Y	20,021	2,863
Shasta Public Libraries	181,401	1,648,550	Y	487,243	69,683
Sierra Madre	11,039	754,637	Y	29,651	4,241
Signal Hill	11,229	365,750	Y	30,161	4,313
Siskiyou Co.	45,953	941,210	Y	123,430	17,652
Solano Co.	371,000	18,011,292	Y	996,506	142,515
Sonoma Co.	481,765	15,567,710	Y	1,294,021	185,064
South Pasadena	25,824	1,508,795	Y	69,363	9,920
So. San Francisco	62,614	4,151,254	Y	168,181	24,052
St. Helena	5,993	1,006,471	Y	16,097	2,302
Stanislaus Co.	521,497	10,396,675	Y	1,400,741	200,327
Stockton-San Joaquin Co.	616,292	13,708,999	Y	1,655,360	236,741
Sunnyvale	135,721	6,679,293	Y	364,547	52,136
Sutter Co.	93,919	1,189,989	Y	252,266	36,078
Tehema Co.	61,774	524,907	Y	165,925	23,730
Thousand Oaks	127,739	9,334,263	Y	343,107	49,069
Torrance	148,558	7,190,102	Y	399,027	57,067

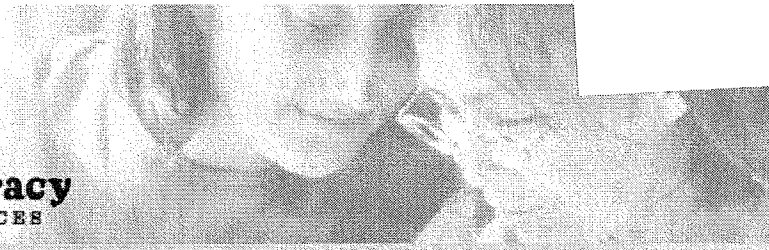
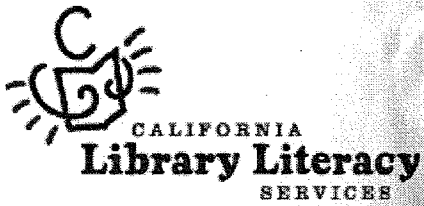
PUBLIC LIBRARY FUND
FY 2007/2008
(Payment Based on Population)

Public Library	1	2	3	4	5
	Population FY 07/08	Local Appropriation	Meets MOE Y/N	At 100% Funding Total Cost of PLF Program 1 x \$2.686	Proportionally Funded Allocation 1 x .38413849359
Trinity Co.	14,171	266,619	Y	38,063	5,444
Tulare	55,935	829,953	Y	150,241	21,487
Tulare Co.	321,604	2,490,279	Y	863,828	123,540
Tuolumne Co.	57,223	1,153,863	Y	153,701	21,982
Upland	75,169	2,004,650	Y	201,904	28,875
Ventura Co.	439,444	10,623,585	Y	1,180,347	168,809
Vernon	95		N	0	0
Victorville	102,538	1,154,631	Y	275,417	39,389
Watsonville	58,456	2,729,428	Y	157,013	22,455
Whittier	87,190	3,155,333	Y	234,192	33,493
Willows	14,098	272,682	Y	37,867	5,416
Woodland	54,060	1,446,537	Y	145,205	20,767
Yolo Co.	139,923	4,073,168	Y	375,833	53,750
Yorba Linda	67,904	4,322,950	Y	182,390	26,085
Yuba Co.	70,745	720,798	Y	190,021	27,176
	37,661,714			\$100,408,993	\$14,360,000

Total Number of Public Libraries: 181

To arrive at Col. 5 percent - divide \$14,360,000 by 37,382,351 (Total Population Minus those ineligible/denied) = \$.38413849359

Total Population	37,661,714
Ineligible/Denied Population : Chula Vista, Covina, San Juan Bautista, Vernor	<u>279,363</u>
	37,382,351



REPORTING

**California State Library
California Library Literacy Services (CLLS)**

[Main Menu](#)

Thank you for submitting your Mid-Year Report for 2007/2008

**California State Library
Midyear Report FY 2007/2008**

Name of Library: **Placentia Library District**

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[Back](#)

- 1. Applicant name and jurisdiction: Placentia Library District
- 2. Applicant contact: Jim Roberts Phone: 714 524 8408
Fax: 714 528 8236 E-mail: jroberts@placentialibrary.org
- 3 Address: 411 E. Chapman Ave, Placentia CA 92870

Check here if your contact information has changed since last report submitted (including email address).

Number of Library sites in your jurisdiction that provide direct literacy services (e.g. dedicated literacy staff and office) and/or literacy support services (e.g. literacy referral/materials collection/training site/tutor-student meeting place/etc.)

Number of other literacy sites in your jurisdiction not in libraries

Comments:

REPORT NAME	COMMENT
Family Literacy Survey	We had no new family literacy students during this reporting period. We had new students but have not completed both Pre and Post surveys by the end of the reporting period.

Adult Learner Activity Report:

SEMI-ANNUAL SUMMARY		Last Year	Mid-Year	Final
1.	Continuing Adult Learners from prior reporting period	99	55	0
2.	Adult Learners who began instruction <i>during this reporting period.</i> (July 1 - December 31)		9	0
3.	Total Adult Learners who received instruction <i>during this reporting period.</i>		64	0
4.	Adult Learners who left <i>during this reporting period.</i>		40	0
5.	Adult Learners remaining at the end of this reporting period.	84	24	0
6.	Cumulative total Adult Learners who received instruction <i>this fiscal year.</i> Includes students that were instructed but who left before the end of filing periods.	129	64	0

Adult Learner Demographics

7.	Ethnicity				Age		
	Mid-Year	Final	Mid-year		Final		
	Asian	40	0	16-19	0	0	
	Black	0	0	20-29	12	0	
	Latino	23	0	30-39	42	0	
	Native American	0	0	40-49	10	0	
	Pacific Islander	0	0	50-59	0	0	
	White	1	0	60-69	0	0	
	Other	0	0	70+	0	0	
	Unknown	0	0	Unknown	0	0	
	Total:	64	0	Total:	64	0	
	Male	3	0	Female	61	0	
	Unknown	0	0	Gender Total:	64	0	

		Mid-Year	Final	Total
8.	Adults referred to other programs (never instructed) this reporting period	0	0	0
9.	Adult Learners awaiting instruction or rematch at end of this reporting period	35	0	
10.	Total number of Adult Learner instruction hours for this reporting period (can include one-on-one tutoring, small group, computer instruction, etc.)	624	0	624
11.	Number of books given to Adult Learners.	84	0	84

Family Literacy Report:

The number of Families participating (families can participate in a number of different ways; attending special FFL programs is just one way to participate): An Adult Learner Family must have at least one child under the age of 5.

Note: These are unduplicated counts (except where noted)		Mid-Year	Final	Total
1.	Total Number of Adult Learner Families Served *	4	0	4
2.	Total Number of Children under 5 served in these families.	4	0	4
3.	Total Number of Children age 5 and older served in these families.	6	0	6
4.	Number of books given to FFL families	40	0	40

Volunteer hour information for family literacy is on following page.

ELLI Report:

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Total number of ELLI Children served.	60	0	60
2.	Total number of ELLI Parents served.	30	0	30
3.	First or Home Language of ELLI Children served:			
	Spanish	55	0	55
	Vietnamese	5	0	5
	Hmong	0	0	0
	Chinese	0	0	0
	Other:	0	0	0
	Other:	0	0	0
	Other:	0	0	0
	Total	60	0	60
4.	Number of Group Meetings held with just ELLI Children.	3	0	3
5.	Number of Group Meetings held with just ELLI Parents.	0	0	0
6.	Number of Group Meetings held with ELLI Families.	1	0	1
7.	Number of ELLI Attendees as of <i>report date</i> . (cumulative count)	60	0	60
8.	Number of books given to ELLI participants.	180	0	180

Volunteer hour information for ELLI program is on following page.

MLLS Report:

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Number of Children under 5 served.	0	0	0
2.	Number of Children age 5 and older served.	0	0	0
3.	Number of Parents/Caregivers served.	0	0	0
4.	Number of MLLS Site Visits	0	0	0
5.	Number of books given to MLLS families.	0	0	0

Volunteer hour information for MLLS program is on following page.

ESL Report:

Note: If you have already counted these as adult learners do not count them here. These are unduplicated counts(except where noted)				Last Year	Mid-Year	Final	Total
1.	Number of ESL Adults served.			0	0	0	0
2.	First or Home Language of ESL Adults served:						
	Spanish			0	0	0	0
	Vietnamese			0	0	0	0
	Hmong			0	0	0	0
	Chinese			0	0	0	0
	Other:			0	0	0	0
	Other:			0	0	0	0
	Other:			0	0	0	0
	Total			0	0	0	0
3.	Number of books given to ESL learners				0	0	0
Volunteer hour information for ESL program is on following page.							

"Other Services:" Report:

Include outreach and educational programming to at-risk population provided through your literacy services office and not funded by CLLS.

Note: These are unduplicated counts(except where noted)				Last Year	Mid-Year	Final	Total
1.	Program #1 Name: Spanish Literacy			12	0	0	0
	Program #1 Service Recipients	<input checked="" type="checkbox"/>	Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Children ages 5-17	0	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Adults	12	0	0	0
Briefly describe this service. A three hour Spanish Literacy class is held on Friday mornings at a local elementary school for Spanish speaking adults							
2.	Program #2 Name: Topaz-Tuffree Homework Club			121	25	0	25
	Program #2 Service Recipients	<input checked="" type="checkbox"/>	Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Children ages 5-17	121	25	0	25
		<input checked="" type="checkbox"/>	Other at risk Adults	0	0	0	0
Briefly describe this service. Provide homework assistance at Topaz Elementary for graduates attending Tuffree Middle School.							
3.	Program #3 Name: Placentia Achieves School Success (PASS)			435	225	0	225
	Program #3 Service Recipients	<input checked="" type="checkbox"/>	Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Children ages 5-17	435	225	0	225
		<input checked="" type="checkbox"/>	Other at risk Adults	0	0	0	0
Briefly describe this service. An on-site homework club that serves at risk k-12 students between the hours of 4 and 6PM M-TH.							
4.	Program #4 Name: Kraemer-Placentia Library Homework Club			166	90	0	90
	Program #4 Service Recipients	<input checked="" type="checkbox"/>	Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/>	Other at risk Children ages 5-17	166	90	0	90
			Other at risk Adults	0	0	0	0

Briefly describe this service. Provides homework assistance to students in grades 6-8 at Kraemer Middle School M-TH from 3:45-5:45PM							
5.	Program #5 Name: HIS House Homework Club			0	21	0	21
	Program #5 Service Recipients	■	Other at risk Children under 5	0	0	0	0
		■	Other at risk Children ages 5-17	0	21	0	21
		■	Other at risk Adults	0	0	0	0
Briefly describe this service. Provide homework help to the school aged residents of the Homeless Intervention Shelter House							
6.	Number of books given to people not part of the CLLS target group.			0	0	0	0

California Library Literacy Services (CLLS) :: Mid-Year Report 2007/2008

Volunteer Hours - All Programs		Mid-Year	Final	Total
1.	All Volunteer Adult Literacy Instruction (ALS/FFL/MLLS) (Can include one-on-one tutoring, small group, computer instruction, etc. provided by volunteer)	624	0	624
2.	ELLI Volunteer Tutor instructional hours for adults & children	2400	0	2400
3.	ESL Volunteer Tutor Instructional Hours (Not State Library grant supported)	0	0	0
4.	All Other Volunteer Hours in Literacy Services (Non-instructional hours volunteered. Includes training and prep time.)	250	0	250
5.	Families for Literacy (Non-instructional hours volunteered) #5 is a subset of #4	0	0	0
6.	MLLS Volunteer Hours (Non-instructional hours volunteered) #6 is a subset of #4	0	0	0
7.	Total of Volunteer Hours	3274	0	3274
8.	How many non-tutor volunteers do you have in your literacy program?	0	0	0

Volunteer Tutor Activity Report - Adult Literacy:

SEMI-ANNUAL SUMMARY		Last Year	Mid-Year	Final	Total
1.	Continuing Volunteer Tutors instructing from prior reporting period.	85	85	0	
2.	Volunteer Tutors who began instructing <i>during this reporting period.</i> (July 1 - December 31)		45	0	
3.	Total Volunteer Tutors who instructed <i>during this reporting period.</i>		130	0	
4.	Volunteer Tutors who left <i>during this reporting period.</i>		75	0	
5.	Volunteer Tutors remaining at the end of this reporting period.	74	55	0	
6.	Cumulative total Volunteer Tutors who instructed <i>this fiscal year to date</i> (YTD)	180	130	0	

Volunteer Tutor Demographics

7.	Ethnicity				Age		
	Mid-Year	Final	Mid-Year		Final		
	Asian	44	0	16-19	65	0	
	Black	3	0	20-29	40	0	
	Latino	50	0	30-39	0	0	
	Native American	0	0	40-49	10	0	
	Pacific Islander	0	0	50-59	10	0	
	White	33	0	60-69	0	0	
	Other	0	0	70+	5	0	
	Unknown	0	0	Unknown	0	0	
	Total:	130	0	Total:	130	0	
	Male	75	0	Female	55	0	
	Unknown	0	0	Gender Total:	130	0	

		Mid-Year	Final	Total
8.	Volunteer Tutors trained during this reporting period	45	0	45
9.	Volunteer Tutors awaiting training/matching/re-matching at end of this reporting period.	0	0	

California Library Literacy Services (CLLS) :: Mid-Year Report 2007/2008

10.	Number of Tutor trainings conducted during this reporting period.	5	0	5	
11.	Number of in-service workshops offered for tutors during this reporting period.	0	0	0	
12.	New tutors are required to complete ____ # tutor training hours before beginning to tutor.	3	0		

Staff Commitment

Library Personnel (staff is city or county or district employee)

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
Literacy Coordinator	1	0	0	0	0	0
Literacy Assistant	0	0.5	0.5	0	0	0
Support Staff	1	0	0	0	0	0
Support Staff	0.5	0	0	0	0	0.5
Literacy Assistant	0	0	1	0	0	0
Total:	2.5	0.5	1.5	0	0	0.5

Contract Personnel (not a city/county/district employee)

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
Total:						
FTE Grand Totals:	2.5	0.5	1.5	0	0	0.5

Financial Mid-Year Report for Fiscal Year 2007/2008

Budget Categories	Approved Budget								Funding Source		
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total			
	CLLS	Local							State Revenue	Local Revenue	
1. Salaries and Benefits	\$33,729.00	\$128,385.00	\$30,000.00	\$10,000.00	\$0.00	\$0.00	\$20,000.00	\$222,114.00	\$53,729.00	\$168,385.00	
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$120,000.00	\$0.00	\$120,000.00	
3. Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,345.00	\$19,345.00	\$0.00	\$19,345.00	
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$33,729.00	\$128,385.00	\$30,000.00	\$70,000.00	\$0.00	\$0.00	\$99,345.00	\$361,459.00	\$53,729.00	\$307,730.00	
Total ALS:	\$162,114.00								Grand Total:	\$361,459.00	

Budget Categories	Expenditures for Year to Date								Funding Source for Mid-Year Report YTD	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total		
	CLLS	Local							State Revenue	Local Revenue
1. Salaries and Benefits	\$17,000.00	\$62,000.00	\$15,000.00	\$500.00	\$0.00	\$0.00	\$10,000.00	\$104,500.00	\$26,000.00	\$78,500.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$60,000.00	\$0.00	\$60,000.00
3. Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	* \$17,000.00	\$62,000.00	* Portion of expenditures that will be matched in the funding formula for CLLS							
Total Expended:	\$79,000.00		\$15,000.00	\$30,500.00	\$0.00	\$0.00	\$50,000.00	\$174,500.00	\$26,000.00	\$148,500.00
Grand Total Expended:									\$174,500.00	

See how your stats compare

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: February 19, 2008

Activities Report:

- Jan 11-14 Attended the American Library Association Midwinter Meeting in Philadelphia. I attended several CONTENTdm trainings and user group meetings, talked with Envisionware officials about our issues with PC Reservation and Point of Sale hardware and software and brought back recommendations to our staff, I purchased a number of Oxford University Press reference books and spent most of my time in the exhibits learning about new services and software.
- Jan 15 Library Board Meeting
- Jan 19 PLFF Board of Directors strategic planning session with Carol Stone from Executive Consulting.
- Jan 21-25 Vacation
- Jan 29 The Staff Pension Fund Committee (Goodson, Matas, Quintanar and Minter) met with Kevin Murphy from PARS to discuss possible changes to the District's pension program to recommend to the Library Board. The changes are to be presented at the February 19 Library Board Meeting
- Jan 30 Attended a presentation ceremony at St. Joseph School honoring community organizations and received a collection of thank you letters from the second grade class.
- Jan 31 Participated in a Web Seminar with SirsiDynix on technology options for public library services.
- Feb 1 Made a brief presentation to Cal State Fullerton Marketing Class students who are doing a class project with the Placentia Library Friends Foundation.
- Feb 5 Participated with Vernon Napier in a conference call with Ralph Shoffner, Ringgold Management Systems, to learn about their RFI/RFP services. This could be extremely useful for us for our RFID project. Ralph is a contact that I know through American Library Association and other consulting projects over the years.

- Feb 6 Met with the Placentia History Room Committee to plan the Atwood Yacht Club Reunion at the Library on Friday, April 5, 2008.
- Feb 7 Conducted the Santiago Library System Executive Council Meeting at the Mission Viejo Public Library.
- The Managers met with Valerie Poole to hear her report about the recent round of group staff meetings.
- Feb 9 Met with Dixie Shaw to learn about an author and potential program project for Placentia Library.
- Feb 11 Participated in the PLFF Legacy Committee and PLFF Board of Directors Meeting where they had Bill & Millie Heaton speaking about planned giving.
- Feb 14 Attended the North Orange County Legislative Alliance meeting at Brea City Hall. The speaker was from the Los Angeles Office for the Governor.
- Feb 15 Participated in the PLFF Bookstore Committee semi-annual reception for the Book Store Volunteers. They are in the process of selecting a name for the Book Store.
- Feb 16-17 Holiday weekend as Manager.
- On Saturday I attended the meeting of the independent special library district trustees at the Buena Park Library.

Staff Meetings:

- Jan 16 All Staff (Roberts & Napier) -- Minutes of Department Updates only are Attachment A.
- Acquisitions (Matas) –Minutes are Attachment B.
- Children’s Staff (Gurkweitz) – Meeting scheduled was not held
- Reference Staff (Strazdas) – Minutes are Attachment C
- Jan 17 Web Site Advisory Group (Napier) – Meeting scheduled was not held
- Jan 23 Program Committee – Meeting scheduled was canceled
- Jan 29 Passport (Hoffman) – while Minutes were not prepared Kristen posted 7 articles on the wiki announcing the various aspects of the changes being implemented by Passport Services and conducted a 30-minute training program for Passport Agents. Unfortunately no one represented the Public Services staff at this workshop so two additional workshops for existing Passport Agents will be scheduled for February. Training for Public Services staff not yet certified will also begin in February.

Feb 6 Program Committee (Roberts) – this meeting was held in lieu of January 23 and February 13. Minutes are Attachment D

Managers Meetings:

Jan 16 Briefed the Managers on my experiences at the ALA Midwinter Meeting. No minutes were taken.

Jan 23 Managers did not meet during my vacation

Jan 30 Minutes are Attachment E

Feb 6 Minutes are Attachment F

Department Updates at January 16 Staff Meeting

Public Services

1. Adult (Mary, Kathy) All Staff Meeting 1-16-08 **Public Services/Adult Reference Update**

- Four Book Displays are currently set up. They include two ongoing displays of Willard Wyman's book *High Country* and Suzanne Enoch's paperback romances, which are publicity for the Spring Author's Luncheon that features Enoch. Two of the book displays are new. The one featuring Jane Austen is a tie-in with a PBS Masterpiece Theater Series of movies based on Austen's six novels that will be broadcast through April 2008. The other new book display is on Family Fitness, which is a *Chase Calendar of Events* theme for January, that connects with an Adult program called *Weighing Your Options*.
 - *Weighing Your Options* is a nutrition and healthy living series that is being held at the Library two Tuesdays a month from 10:30 a.m. – 12 p.m., during January, February, and March. It is presented by Placentia Linda Hospital, Prospect Medical Group and our library. It is offered free of charge and is taught by Paul Montanchez, MPH, CHES, CDE, Health Educator for Prospect Medical Group.
2. Children's (Caroline, Phyllis)
 3. Literacy (Jim, Toby, Nadia, Hilda)
 4. Volunteer Services (Lois)

Technical Services

1. Web/Technology (Vernon)

Working on revised Website, contentDM and History Room database

1. Acquisitions (Katie)

Any material purchase suggestions welcome. 1/16/08 meeting minutes are available.

1. Circulation (Kristen)
2. Safety Committee

Administrative Services

1. Development (Yesenia)
2. Admin (Wendy)

Next Meeting

We meet next on February 20 at 1:30pm. Please advise Elizabeth or Wendy of any items you wish to have on the agenda.

Acquisitions Meeting
Agenda / Minutes
January 16, 2008

Staff attending: Katie, Vernon, Kathy, Gary, Caroline, Elizabeth

1. **Book budget status.** 37% of adult budget still available. 70% of children's budget still available. Add a column on the budget handout for % of budget available. Book ordering is going well. Gary could use input on science fiction titles. The country history area is weak. Kathy will survey the country history collection to determine the biggest areas of need.
2. **Booklist online subscription.** The Library now has a 2 year subscription to Booklist online. We should receive login and use information in the next week or so. The subscription includes unlimited staff access and can be put on our website for public use. Elizabeth purchased \$500 worth of ½ price books from Oxford Univ. Press at ALA. This summer, ALA will be in Anaheim. Exhibit passes will be made available to all interested staff members.
3. **Weeding progress.** Do we still have areas that have not been weeded in the last year? Kathy will help Gary finish the 700s. Vernon is weeding the biographies. Have we weeded the collection enough to remove the books on the bottom shelves? Could the 100s – 900s be tightened up to allow room at the beginning or end to shelve the foreign language books? Katie and Vernon will look into this idea.

Adult Materials Budget 2007-2008

Name	Area	Budgeted Amount	On Order	Spent	Available
Vernon	000	\$2,706.00	\$75.88	\$476.73	\$2,153.39
Kathy	100	\$2,706.00	\$952.18	\$786.10	\$967.72
Mary	200	\$1,624.00	\$245.64	\$675.05	\$703.31
Mary	300	\$8,118.00	\$1,156.95	\$2,484.26	\$4,476.79
Katie	400	\$1,623.00	\$0.00	\$361.38	\$1,261.62
Katie	500	\$2,706.00	\$171.75	\$1,220.62	\$1,313.63
Kathy	600	\$10,824.00	\$4,841.38	\$3,252.84	\$2,729.78
Gary	700	\$5,412.00	\$1,789.73	\$2,139.90	\$1,482.37
Gary	800	\$2,165.00	\$791.80	\$1,085.02	\$288.18
Mary	900	\$10,283.00	\$958.74	\$2,096.89	\$7,227.37
Gary	Biography	\$5,953.00	\$840.66	\$2,865.20	\$2,247.14
Gary	Fiction	\$29,040.00	\$8,069.74	\$14,021.55	\$6,948.71
	Reference	\$13,200.00	\$5,161.16	\$4,799.08	\$3,239.76
	Music CDs	\$3,000.00		\$103.71	\$2,896.29
	Audio Books	\$18,000.00	\$0.00	\$8,254.79	\$9,745.21
	Educ. DVDs	\$7,320.00		\$1,747.20	\$5,572.80
	Ent. DVDs	\$7,320.00		\$5,076.29	\$2,243.71
	Magazines	\$7,500.00		\$7,296.67	\$203.33
	Databases	\$50,000.00		\$34,853.41	\$15,146.59
Total Regular		\$189,500.00	\$25,055.61	\$93,596.69	\$70,847.70

Charged to Adopt a Book

Area	Spent
Nonfiction	\$6,749.99
Fiction	\$2,697.73
Music CDs	\$0.00
Audio Bks	\$834.06
DVDs	\$545.26
Total	\$10,827.04

Updated: Jan. 16, 2008
Juvenile Materials Budget 2007-2008

Area	Budgeted Amount	On Order	Spent	Available
000	\$2,870.00	\$0.00	\$59.04	\$2,810.96
100	\$2,870.00	\$0.00	\$192.23	\$2,677.77
200	\$2,870.00	\$0.00	\$50.10	\$2,819.90
300	\$2,870.00	\$0.00	\$481.34	\$2,388.66
400	\$2,870.00	\$0.00	\$82.56	\$2,787.44
500	\$2,870.00	\$28.50	\$1,267.12	\$1,574.38
600	\$2,870.00	\$0.00	\$1,771.58	\$1,098.42
700	\$2,870.00	\$0.00	\$729.30	\$2,140.70
800	\$2,870.00	\$0.00	\$0.00	\$2,870.00
900	\$2,870.00	\$239.58	\$1,569.58	\$1,060.84
Biography	\$2,870.00	\$0.00	\$273.17	\$2,596.83
Fiction	\$1,000.00	\$174.41	\$848.49	(\$22.90)
Mystery	\$312.00	\$0.00	\$72.88	\$239.12
Paperbacks	\$0.00	\$58.54	\$2,136.95	(\$2,195.49)
Picture Book	\$3,000.00	\$166.84	\$2,218.73	\$614.43
Easy	\$1,000.00	\$0.00	\$251.11	\$748.89
Concept	\$1,000.00	\$0.00	\$0.00	\$1,000.00
YA Fiction	\$1,000.00	\$0.00	\$355.23	\$644.77
Reference	\$3,705.00	\$0.00	\$1,618.79	\$2,086.21
Music CDs	\$500.00	\$0.00	\$60.16	\$439.84
Audio Books	\$1,000.00	\$0.00	\$166.00	\$834.00
Educ. DVDs	\$3,313.00	\$0.00	\$0.00	\$3,313.00
Ent. DVDs	\$3,000.00	\$0.00	\$50.27	\$2,949.73
Total Regular	\$50,400.00	\$667.87	\$14,254.63	\$35,477.50

Charged to Adopt a Book

Area	Spent
Nonfiction	\$2,617.47
Fiction	\$1,498.87
Music CDs	\$0.00
Total	\$4,116.34

Reference

1-16-08 Adult Reference Committee Meeting Minutes Prepared by Kathy Staymates Those in attendance: Gary, Kathy, Katie, Nadia

- It was decided to postpone discussion of rovers at the Reference Desk until a future meeting until after all of the Reference Librarians have watched the archived online program “Guide to Roving: An essential Service for Library 2.0.”
- The new self-service PC Reservation Station is working out well. It frees up time for Reference Librarians to answer actual reference questions.
- We unanimously agreed that patrons who only come to the library to use computers (and don't use their library card to check out materials) should have a card for this purpose. The Anaheim libraries have a “computer use only” card. We could model ours after theirs.
- Problems with the print station are ongoing. It would help if Jesus were more visible on the floor of the library, so that the Librarians don't have to leave the Reference Desk (and the patrons that are left waiting there) to go find him for help with printer problems. Often paging can't be heard when he's in the nether reaches of the back rooms. SUGGESTION: Set Jesus up with a work station located close to the print station. He could have a laptop that he could use for other purposes from that station when he's in between helping patrons and take with him when he vacates the work station.
- Nadia brought up the point that the privacy screens on #6, 7, and 8 aren't really doing the job. Just the other day an adult patrons was viewing pornography on one of these computers, with the privacy screen in place, and anyone who walked next to him or behind him could see what he was viewing. A patron complained to Nadia about this. SUGGESTION: Research and then purchase more effective privacy screens for these 3 computers.

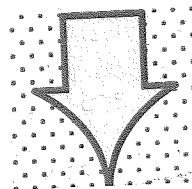
Program Committee

Meeting Minutes: Program Committee / February 6, 2008

Members attending:

Caroline
Dixie
Gary
Lois
Mary
Meredith
Nadia
Toby
Yesenia.

**SIGN
HERE**



Meeting brought to order at 1:35 p.m.

I. Children's Programming

- Pocket Tales: on Wednesday evenings is going well. First 30 minutes is dedicated to stories. Second 30 minutes is music and instruments; no stories.
- Lunch @ the Library: this is a partnership between the Children and Families Commission of Orange County, a Placentia-Yorba Linda School District nurse, and the library. We've had 2 lunches, and both were well attended. Four more are scheduled between now and the end of the school year.
- Performer's Showcase: took place January 31st. Children's Librarians meet to see 45 performers audition, and to speak with other performer's not auditioning this year. Most of the performers for our Summer Reading Program are booked within one week of the showcase.
- Summer Reading Program: Preparations are underway for this year's SRP. Performers will be booked, flyers and posters designed, incentives purchased, most other tasks completed between now and the end of March. SRP begins June 16th.
- English Conversation Club: An ESL instructor from Cal State Fullerton will conduct an English Conversation Club program on February 11th. Continuing the program is contingent on good attendance and funding to pay the instructor.
- In-N-Out: Food for Thought -This is the read-books-get-certificates-for-free-hamburgers that In-N-Out sponsors. It begins on March 8th.
- Puppet Workshop: The president of the Orange County Puppetry Guild will be doing a workshop for children April 19th.
- Imagination Celebration: April 21st. This is our third year with the county-wide program. Attendance has been high in the past, and I'm expecting a big turn-out again.

II. Adult Programming

- Adult Puppetry Workshop scheduled for April 26th, 2008.
- Pre-Memorial Day program tentatively set for May 19th.
- Charlie Frazee will do a program on the Greek Islands in June.
- Plans are being made to do a program on women's health with Placentia Linda Hospital. Date to be announced.

- A movie night is in the works. The day may be a Thursday, from 6:00 to 8:30 p.m. No firm date yet. Possible genre is anime. Toby suggested the movie, "Spirited Away".
- A small "going-away" party is being planned for Susan Farrell. It will be held Tuesday, Feb. 12, after 5:00 p.m.

III. History Room

- The Placentia Authors event recently took place. Six authors attended, and approximately 30 members of the community, as well.
- The Open House for Veterans was also a success. Veterans from World War II, Korea, and Vietnam attended.
- There will be a going-away/birthday party for Larry on Wednesday, Feb. 27 from 6:00 to 8:00 p.m. in the History Room.
- The History Committee and Elizabeth Minter will have a meeting on Feb. 6 at 6:30 p.m. to discuss the West Atwood Yacht Club event.

IV. Other Programming - Dixie

- Dixie discussed the book and workshop, "A Whole New Mind" by Dan Pink. She would like Placentia Library to look into some type of programming having to do with "right brain" creativity. The workshop she will be attending is March 19.
- The North Orange Community College District has some interesting programming. Would it be possible for Placentia Library to serve as a venue for some classes?

V. Poetry Programming

- The Poetry for Pleasure event will take place Saturday, Feb. 9 from 1:00 to 3:00 p.m.
- Meredith will present "Poetry Favorites & Random Readings" on April 5th in observance of National Poetry Month.
- The California Arts Council has invited all of California's community poets laureate to a first-ever convening April 2 and 3 in Sacramento. Meredith will attend and read a selection of her poetry.

VI. Volunteer Coordinator

- Lois spoke on a partnership with Santa Ana Community College.
- California State University Fullerton students will assist in marketing projects at the library.
- The program for delivering books to homebound residents may be expanded to the city of Yorba Linda.

VII. Tutoring and Homework Clubs

- Nadia reported the attendance at the school site Homework Clubs had not significantly changed. H. I. S. House and the Homework Clubs are currently in decline. Attendance tends to fluctuate widely.
- There is a long waiting list for tutors, especially for adult students.

VIII. Development

- Yesenia discussed the marketing project to be conducted with the CSUF students. They will assist with planning marketing for the Author's Luncheon, advise the Friends Foundation, and plan on ways to have previous donors continue to donate to the library.
- Information for the Placentia Quarterly will be due at the end of February. Date will be announced.
- Authors Luncheon tickets are available.
- Mary commented on the average age of past attendees of the Authors Luncheon. She has observed that they tend to be seniors. Yesenia indicated that it may be the choice of author is not appealing to younger people.
- Dixie suggested different ways to for the public to give money or materials to the library. Mary. Lois, Meredith, and Caroline offered suggestions.

IX. Discuss plan for National Library Week

- Toby recommended giving gift certificates for the Friends Bookstore to patrons when they check out books.
- Mary discussed making a display in the empty case and putting selected pictures around the library on easels.
- Gary reported that other libraries he has worked for in the past did a overdue fines amnesty during National Library Week.

X. Next meeting

Scheduled for Feb. 27. Meeting after that date will be March 12th

There was a great deal of discussion regarding the cancellation of program meetings without notice, or with very little notice from the Public Services Manager. The Program Committee decided to return meetings to the 2nd and 4th Wednesdays of the month, and to hold the meetings whether or not the convener was able to attend. It was felt that work schedules were unduly disrupted by the cancellations, and that non-staff committee members had been inconvenienced.

XI. Adjourn

- Meeting was adjourned at 2:55 p.m.

Minutes submitted by Caroline Gurkweitz

Managers

Placentia Library District
Managers Meeting Agenda
January 31, 2008

Vernon Napier, Recorder

1. Communications

A. Passport training for public service staff – basic & new rules

a. *Kristen to repeat yesterday's session (perhaps twice) for the benefit of those staff unable to attend yesterday's meeting. At the session(s) she will distribute packets containing the documents being discussed.*

b. *Kristen to find out when the Passport Office has scheduled its next training session.*

c. *Jim to arrange training for new staff in Public Services*

B. Newsletter for Teachers – what is the status

Will be out next week

C. Building signage

a. Status of Placentia History Room correction.

Done

b. Status of "15 Minute Internet Computers" – ceiling sign, 2 sided

c. Status of "15 Minute Online Catalog Computers" – ceiling sign, 2 sided

Both of these are on order

d. Video surveillance in use notices – wording is still outstanding from EDM.

Noted

D. Status of performer's contract master – Wendy

Jim to send final text to Vernon for adding to the Wiki.

E. Staff participation in SDRMA online safety training modules. Has anyone completed it/are we ready to order shirts?

No activity so far. Managers to encourage staff to participate.

F. Literacy schedule not posted as of Jan 31, 2008. Jim

Noted.

G. Web site issues – Arnie Pike has expressed an interest in working on this with us – Vernon

Noted

H. Envisionware vending. Status report.

Vernon to send details to Envisionware

I. Discuss PC Reservation and pc location issues.

A self-registration station has been put in place so that Ref Staff no longer need to reserve PCs for patrons.

2. Budget Implementation

A. Janitor's contract supplement – Wendy, status on discussion with Easter Seals
Easter Seals declined our request. Wendy investigating other possibilities

B. Status report on fire alarm system issues – Wendy
Wendy gathering more information

C. Status on filling the Clerk I and Library Aide positions – Vernon
Interviews are scheduled for Feb 4, 2008

3. Placentia History Room

A. Status on the Placentia History Room 2007-2008 video project
Work on the script continues

B. Status on Celebrating Placentia's Authors – Jim
Proceeding on schedule

C. Dinner event at Alta Vista requested by the Atwood Yacht Club for Friday, April 4 or Saturday, April 5, 2008 – this will be a History Room Project.
Noted

4. Staff Meetings (items carried from last meeting)

A. Agenda issues for February meeting. Elizabeth & Wendy
Next meeting is February 20th

B. Safety Committee – status of re-organization
Representatives from all departments- working well

5. PLFF update – *Elizabeth gave a brief summary of events*

A. Author's Luncheon tickets now on sale

B. Annual meeting plans

C. Report on Strategic Planning workshop on Saturday, January 19.

6. Jim on vacation next week.

7. Status report on Departmental Projects & Staff Meetings

A. Administration
Standard forms and staff calendar now on the Wiki

B. Public Services
Gang Awareness Program scheduled for Friday, 15 Feb

Status on the Early Childhood Computer order – are we ready to install/furniture?
Arrangements underway

C. Technical Services

- a. Links to the Wiki and In-Out Board are now on the kitchen PC*
- b. Jesus is labelling AV equipment with a location sticker*
- c. Vernon and Katie are planning to relocate the foreign language material*

Placentia Library District
Managers Meeting Minutes
February 13, 2008

Wendy Goodson, Recorder

1. Communications

Effective immediately, Manager's meeting will be occur every Wednesday, regardless of absence of one or more managers.

- A. Passport training for public service staff – schedule for new staff & refresher for librarians – Vernon's proposal
****Effective Jan 24, 2008, all passport agents will observe passport processing 2X/week and will process at least 1 passport/week. Vernon will facilitate this requirement.***
- B. Reference Desk schedule changes – I will be meeting again with Mary this week to ensure smooth transition – also discussing Children's interim staffing issues
****Minter working w/scheduling supervisor.***
****Direction given to post Children's PT position to close February 19, 2008 @ 5pm.***
- C. Building signage

Status of Placentia History Room door correction
Status of "15 Minute Internet Computers" – ceiling sign, 2 sided
Status of "15 Minute Online Catalog Computers" – ceiling sign, 2 sided
Video surveillance in use notices – EDM has submitted wording
****Ordered. Goodson to schedule installation.***

Signage for public printer
****Napier/Minter to forward text to Goodson to order proof.***
- D. Status of performer's contract master – sent to Vernon by EDM, signature required by a Manager, not delegated to additional staff.
****Revised text is posted on WIKI.***
- E. Staff participation in SDRMA online safety training modules – Wendy – has anyone completed it/are we ready to order shirts?
****Goodson to do overview at next all staff meeting.***
Safety Committee to select proof for incentive shirts.
- F. Web site issues – has Vernon been in touch with Arnie Pike?
****Napier working on ongoing issues. Estimate of late March.***
- G. Envisionware vending. Status report.
****Napier working on ongoing issues.***

- H. Status Report Discuss PC Reservation and pc location issues -- Vernon.
**Napier to work on ongoing issues with Reference staff.*
**Guest Passes implementation scheduled for Feb 24, 2008.*

2. Budget Implementation

- A. Janitor's contract supplement – Wendy, status on discussion with Developmental Workshops – can you discuss this with staff at meeting
**Goodson has appointment with potential lead on Feb. 19, 2008.*
- B. Status on filling the Clerk I and Library Aide positions -- Vernon
**Laura Mitchell, Library Clerk I, start date Feb 10, 2008.*
**Wendy Sun, Library Aide, start date on or about Feb 14th, 2008.*

Placentia History Room

- A. Atwood Yacht Club Reunion plans, Friday, April 4 – this will be a History Room Project.
**Event in main library on April 4, 2008. All managers will attend.*

4. Staff Meetings (items carried from last meeting)

- A. Agenda issues for February meeting. Elizabeth & Wendy
**Wiki issues, safety training website, telephone system training, Network Lunch calendar, policies, library security, new hires, Passport changes, Guest passes.*
- B. Safety Committee – status of re-organization
**Ferrari will report on status at All Staff Meeting*

5. PLFF update – Elizabeth

- A. Author's Luncheon tickets now on sale
**Tickets sales are slow.*
- B. Annual meeting plans

6. Status report on Departmental Projects & Staff Meetings

- A. Administration
**Budget preparation for 08-09*
**Board prep week, finishing up reports*
- B; Public Services – review of covering activities until Feb 20
**Minter overseeing Public Services/Literacy & timesheets.*
**Minter to cover test proctor scheduled for Feb 16.*
- C. Technical Services
**Replacement cables purchased for audio visual system.*
**Tech Clerk to tag all audio/electronic equipment.*
**Looking at WIKI replacements/improvements.*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Program Committee Report for January 2008
DATE: February 19, 2008

BACKGROUND:

The Program Committee Report for January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

RECOMMENDATION:

Receive & File.

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian




Date: for Board Meeting, February 19th, 2008

Subject: **January 2008 Activities in the Children's Department**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	5	125
Story Time I: 6 years & younger	4	112
Story Time II: 6 years & younger	4	169
Pocket Tales: Stories & Music	4	123
Read to the Dogs event	1	38
After School Craft	1	22
Garnet Community Center Parents	1	12
Lunch @the Library	1	29
School Outreach Visits	8	283
Total January 2008	29	913
Total January 2007	27	682
Current FY to date	203	7309
Previous FY to date	169	5887

CHILDREN'S DEPT. REFERENCE STATS				
FOR JANUARY 2008				
BOARD MEETING FEB. 19, 2008				
AGENDA ITEM 33				
PAGE 2 OF 2				
DATE	IN-PERSON	PHONE	TOTAL	
closed 1				
2	40	6	46	
3	39	5	44	
closed 4				
5	36	2	38	
6	26	0	26	
7	44	3	47	
8	40	3	43	
9	41	8	49	
10	45	0	45	
closed11				
12	31	0	31	
13	28	3	31	
14	57	3	60	
15	48	3	51	
16	45	3	48	
17	33	0	33	
closed18				
19	30	3	33	
20	26	1	27	
closed21				
22	50	5	55	
23	48	5	53	
24	56	3	59	
closed25				
26	38	3	41	
27	25	1	26	
28	54	4	58	
29	48	6	54	
30	52	7	59	
31	45	5	50	
TOTAL	1025	82	1107	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Placentia Library Literacy Services Report for January 2008
DATE: February 19, 2008

BACKGROUND:

The Placentia Library Literacy Services Report for January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

The Semi-Annual Report on the California Library Literacy Services Grant was completed by Toby Silberfarb and submitted to the State Library on February 14, 2008. It is Agenda Item 30A.

RECOMMENDATION:

Receive & File.

TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MS*
DATE: February 19, 2008
SUBJECT: **Reference and Adult Services report for January, 2008**

- There was one Program Committee meeting during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The trough featured romance books written by Suzanne Enoch, who will be featured at the March 1, 2008 author's luncheon. Playaways have been temporarily moved to the area near our recorded books. Also set out for patrons were multiple copies of *High Country* by the western author Willard Wyman with other related materials in preparation for the Thursday, January 10 off-site activity. There was a book display of Jane Austen materials (to tie in with the PBS series on her work) and one called "Family Fit Lifestyles."
- Almost 90 people enjoyed the Thursday, January 10 dinner and entertainment program featuring Willard Wyman, the western author of *High Country*, and the poet Rhonda Sedgwick Stearns. It was held at the Placentia Round Table and sponsored by the Placentia Library Friends Foundation.
- On January 12 our poet laureate, Meredith Laskow, was hostess to Ms. Stearns and about 30 people in the literacy area of the library when this cowboy poet presented a workshop.
- There were two programs about nutrition done in the library's meeting room on Tuesday morning by Paul Montanchez, Health Educator for the Prospect Medical Group. Their dates were January 15 and 22, and the times were from 10:30 a.m. to noon. We did these in partnership with the Placentia-Linda Hospital, which currently lacks classroom space because of remodeling, and each program drew about 15 people, primarily seniors. (These were the first two of a series of six programs over a three-month period, and were advertised both by us as well as the hospital. This was the first time Adult Programming has become involved in a series of programs.) Reception of the programs was enthusiastic, especially because Mr. Montanchez made samples for everyone of smoothies in his first class and tacos in his second. Two additional programs in the series will occur in February and two more in March. I believe it is succeeding because, other than advertising, setup, and cleanup, there is minimum participation on the library's part, making things easier for our very small staff.
- Upcoming confirmed programs include "Buying on eBay" with Deborah Miller on Tuesday, February 12; "True Stories and Other Lies", with Dr. Joseph Arnold, Monday, March 24; and "Money Basics" on Tuesday, April 22; a puppet workshop for adults is scheduled on Saturday, April 26. Monday, May 5 there will be a workshop with Paul Montanchez called "Laugh Away Your Stress;" Charlie Frazee will do another history/travel program for the library on Monday, June 16.
- The Senior Yoga classes being taught by the YMCA every Tuesday and Thursday morning moved to another venue in January. The students felt awkward on the occasions classes had to be held in the more public literacy area when the meeting room had already been reserved months in advance. The classes may return at a later date should their new facilities prove inadequate.

Statistical Comparisons at the Reference Desk
January FY 2007/2008

	2006	2007	YTD 06-07	YTD 07-08
Phone Reference Questions	206	226	1,271	1,593
Desk Reference Questions	3,306	3,547	14,874	21,929
E-Mail Reference Questions	0	0	3	1
Ready Reference	31	19	172	202
Instruction	109	209	1,331	1,453
Computer Use	3,281	3,840	25,833	28,022
Reference Books: In-Library Use	3,276	3,415	20,542	27,686
Patron Database Signups	N/A	N/A	933	N/A

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: February 19, 2008

SUBJECT: History Room report for January

History Room visitors in January: fiscal year: 2006-2007: 6

History Room visitors in January fiscal year: 2007-2008: 21

The portrait of Martin Van Buren for Van Buren School went to the enlarger for enlarging and framing. It will then be formally presented to the school.

Response to the Open House for veterans was strong with approximately 14 veterans attending the reception on January 23rd. The 1938 Flood DVD was shown and the evening was enjoyed by all.

A reporter from Experience Magazine requested information on the Placentia water tower for an upcoming article.

We received photos from John Walcek of the Gualberto Valadez oral history presentation.

An obituary search was conducted from our resources and the patron was referred to the Santa Ana Public Library and their Death Index.

Local author interest is growing in our community. We have received numerous responses from all over north Orange County. Visitors to our History Room in January include Margo Palmgren and Barbara Pronin, both of whom participated in our second event.

Ongoing plans and future projects include the next DVD; the Piacenza Reunion; the Girl Scout Reception; the West Atwood Yacht Club Reunion; and the third celebration of local authors.

We continue to create a uniformity of listing of our holdings in the Excel Program.

I attended the January meeting of the Heritage Coordinating Committee at Chapman University's Leatherby Libraries on January 8th. The meeting included a tour of the archives there with many items from the C. C. Chapman estate.

Placentia Library District
On-line database usage – January 2008

	January 2008	January 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	4	-		35	0	35
General Reference Center	36	39		451	528	-77
Opposing Viewpoints	69	51		489	358	131
Newsbank -Newspaper search	125	12		489	184	305
Newsbank -Magazine search	0	0		3	4	-1
L.A Times	16	0		60	25	35
Wall Street Journal	16	8		45	657	-612
Heritage Quest	1,623	9211		26,359	37,922	-11,563
Learning Express (Learn a test)	7	13		89	15	74
Novelist	13	9		23	224	-201
Tumblebooks	470	441		2,866	1,826	1,040
MorningStar	295	39		1,001	192	809
Value Line	93	-		3,495	0	3,495

Library website traffic for the period February 2007 through January 2008

	Feb'07	Mar'07	Apr'07	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Oct'07	Nov'07	Dec'07	Jan'08	Y-T-D	Monthly Average
Unique visitors	n/a	2,569	2,388	2,301	2,218	2,336	2,246	2,455	2,587	2,533	2,150	2,709	26,492	2,408
Number of visits	n/a	4,317	4,000	3,925	3,742	3,864	3,836	4,037	4,327	4,220	3,636	4,644	44,548	4,050
(visits per visitor)	n/a	1.68	1.67	1.70	1.68	1.65	1.70	1.64	1.67	1.66	1.69	1.71		1.68
Pages visited	n/a	20,338	18,835	19,422	17,373	22,980	23,934	20,064	22,537	21,417	18,530	21,644	227,074	20,643
(pages per visit)	n/a	4.71	4.70	4.94	4.64	5.94	6.23	4.97	5.20	5.07	5.09	4.66		5.10
Pages most viewed														
Application for library card	n/a	0	57	44	99	27	18	45	57	0	35	29	411	37
Borrowing library materials	n/a	164	135	117	110	130	109	119	117	55	80	114	1,250	114
Calendar	n/a	174	122	109	226	170	161	145	128	124	83	128	1,570	143
Catalog	n/a	491	604	301	468	5,603	340	375	423	367	337	376	9,685	880
Community links	n/a	66	57	59	64	44	72	58	57	84	23	48	632	57
Contact Us	n/a	150	162	169	159	167	126	181	151	188	157	215	1,825	166
Frequently Asked Questions	n/a	242	261	233	235	254	201	237	272	238	163	229	2,565	233
Home page	n/a	14,543	13,008	13,856	12,760	17,236	18,994	14,875	16,589	15,805	13,682	16,361	167,709	15,246
Kids page	n/a	206	178	199	317	209	206	205	202	215	137	218	2,292	208
Literacy services	n/a	77	83	72	58	76	116	172	201	174	136	141	1,306	119
Passport applications	n/a	546	444	311	317	324	245	234	226	179	181	331	3,338	303
Photos (pick of the pics)	n/a	159	115	85	92	126	103	68	121	107	112	92	1,180	107
Searching for information	n/a	670	626	728	424	451	493	489	492	483	353	438	5,647	513

Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: February 12, 2008
SUBJECT: Technology Report for January 2008

- Reviewed procedure for issuing Guest Passes to use the Library's computers.
- Continued work on the Library's revised website.
- Began rearrangement of adult non-fiction in order to gain additional shelf space for the International Collection

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Placentia News
Weekly JAN - 3 2008

Open house for 332 veterans

There will be an open house for veterans in the History Room at the Placentia Library on Jan. 23 from 6 to 8 p.m.

Veterans are invited to get acquainted with staff and learn about the resources provided by the library.

Information: 714-528-1925, ext. 224.

Information: 714-528-1906, ext. 209.

Western dinner event will benefit library

The Placentia Library Friends Foundation is holding a midwinter western round-up to raise money for the Public Library.

The event will feature Willard Wyman, author of the award-winning novel *High Country*, Rhonda Sedgwick Sterns, cowboy poet and storyteller, and David Bourne, a saloon pianist featured in the HBO series *Deadwood*.

The dinner is \$45 per person plus a cash bar, and it is being held from 5:30 to 9 p.m. Jan. 10 at the Placentia Round Table at 901 N. Bradford Ave.

Tickets are available at the library circulation desk, or online at www.placentialibrary.org.

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The Register
Daily JAN 06 2008



KEEPING THE KIDS OFF THE TRACKS

PLACENTIA • A walkway connecting two elevator towers was dropped into place Saturday, adding a significant piece to a pedestrian bridge over railroad tracks at Bradford Avenue.

The 50-foot-long structure will connect Old Town with Crowther Avenue, helping to solve "a dangerous situation because it's a turn (in the tracks), and people might not be able to see the train coming," City Engineer Andy Muth said.

"It doesn't seem like there'd be a lot of people crossing there, but we put up a fence and it's put aside every time," Muth said. "So we know there's a need for that crossing."

The bridge likely won't be usable until spring at the earliest, Muth said, and the remainder of the \$4 million project won't be completed until late summer.

The bridge - which was approved along with construction of a rail underpass at nearby Melrose Street and closure to pedestrians and traffic of the Bradford Avenue rail crossing - is particularly important for students because they cross the tracks from their homes to go to Valencia High School and the downtown area, Muth said.

"Now there's no intersection between cars, trains and pedestrians," he said.

- Eric Neff, The Register

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Placentia News
Weekly JAN - 3 2008

**Library District
offers readings to
homebound**

332 residents

The library is offering a reading and book delivery program for homebound residents of Placentia.

The library has volunteers who will come to the participant's home to read aloud or deliver books that are of interest to the participant.

The volunteers are available Mondays through Thursdays 9 a.m. to 3 p.m. for two, one-hour visits a month. Information: 714-528-1906, ext. 219.

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The Register
Daily JAN 0 9 2008

332 PLACENTIA

Staff update: City Administrator Bob Dominguez met with city staffers on Monday to discuss the pending Caltrans audit and keep the staffers updated on the negotiations. The Caltrans audit is a two-year auditing project by the state meant to assess city spending of state funds on the OnTrac project, which was aimed at addressing railroad issues.

Eric Neff
714-704-3782 eneff@ocregister.com

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The Register
Daily JAN 0 8 2008

PLACENTIA 332

Closed session: The City Council has scheduled a special closed session for 5 p.m. today. The meeting will give the council a chance to discuss with consultants the qualities desired in a replacement for City Administrator Bob Dominguez, who is leaving within the next couple of months. The two other issues on the agenda will be a discussion of the Caltrans audit and labor negotiations between the city and the Placentia Police Management Association. The public is free to address the council at the start of the meeting.

Eric Neff
714-704-3782 eneff@ocregister.com

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Daily JAN 1 2 2008

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Placentia News
Weekly JAN 1 0 2008

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HOME & GARDEN CALENDAR

GARDEN EVENTS 332

"Award-winning" worm composting. Sponsoring cities are Brea, Buena Park, Fullerton, Orange and Santa Ana. 10 a.m. today, Fullerton Arboretum, 1900 Associated Road, Fullerton. Free with proof of residence for residents of participating cities; or \$5/members, \$7/person.

Hart Park rosarians. Volunteers are needed to help preserve Orange's history by providing care to the historic Hart Park roses. 8 a.m. today, Hart Park, 701 S. Glassell St., Orange. Free. 714-532-6468.

Bromeliad care and use in container gardening. Learn how to care for bromeliads. 12 p.m. today, The Plant Stand, 2972-A Century Place, Costa Mesa. Free. 800-698-1077. www.plant-stand.com.

EDITOR'S TOP PICK **Native plant hike.** Laguna Canyon Foundation volunteer naturalist and native plant expert Nadine Nordstrom leads this intermediate, three- to five-mile hike through the James Dilley Preserve, 8 a.m. today, Laguna Coast Wilderness Park, James Dilley Preserve, Laguna Canyon Road and 73 toll road, Laguna Beach. Free. Parking \$3. 949-923-2235. www.lagunacanyon.org

Southern California Orchid Species Society. Monthly meeting at the Placentia Public Library, 411 E. Chapman Ave., Placentia. Social hour at 1 p.m., meeting starts at 2 p.m. Sunday. Free. 714-991-8661.

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The Register
Daily JAN 12 2008

Building on character

Placentia's new police chief returns to the department he left 25 years ago.

By ERIC NEFF
THE ORANGE COUNTY REGISTER

PLACENTIA • In 1983, Jim Anderson left the Placentia police force as a patrolman. In November, he returned as the chief of the department.

Anderson comes over following seven years as a captain with the Orange Police Department, where he started as a patrol officer.

Placentia officials hope for some stability from its new chief. The department had three chiefs in 2007 — Anderson, John Schaefer, who resigned amid internal complaints; and interim chief Vincent Giampa.

Anderson, the father of two and an active church member, said his biggest goals are to unify the department, reduce crime and increase professionalism — all of which will come from “building on a foundation of character.”

“I’m guided by my character,” he said.

Anderson has run in 15 marathons, completed two half-ironman competitions and intends to run in the famous Boston Marathon in April.

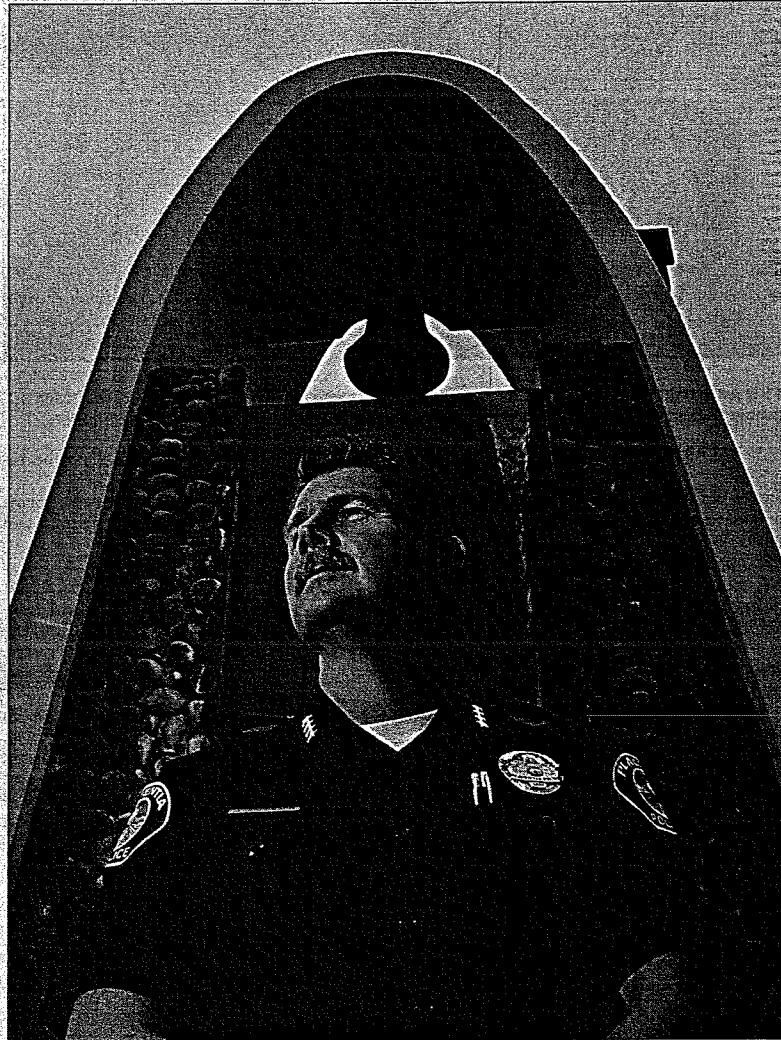
Q. How will you reduce crime?

A. The first strategy is to implement Comstat. Comstat uses our computer database and mapping software to determine where crimes are occurring, when the crimes are occurring and who the suspects are.

We’ll use the data to track trends, and we’ll meet monthly to collaborate on strategies to attack crime trends.

Q. Why is this kind of crime analysis needed?

A. The majority of crime that occurs is done by repeat offenders. When we have a crime spree, like auto thefts or auto burglaries, the majority of the people committing those crimes have committed those crimes before, have been arrested and convicted and sentenced for those crimes, and they’re out of cus-



ROD VEAL, THE ORANGE COUNTY REGISTER

NEW CHIEF: Placentia Police Chief Jim Anderson in front of the fountain at the Civic Center.

today, and they continue to do the crime they were convicted for.

Q. What was the biggest obstacle you overcame on your way to being police chief?

A. Not following in [my father’s] footsteps; he was a heroin addict. I grew up in an environment where you didn’t have anything, because he was a heroin addict.

Q. What do you think about when you reflect on that?

A. When you’re growing up during those real key devel-

opmental stages, I think you either become like that person or you become just the opposite of that person. When you see the damage that has occurred to all your siblings and your mom — being evicted from your house, having your cars repossessed, having people from the church bring groceries by because there’s no money. ... So for years I grew up in that. I guess the way I responded to it was I was going to be just the opposite of what he was.

Q. What motivated you to come to Placentia?

A. A career goal of finishing my career as a chief. I’m a goal setter. (And) Placentia’s unique. It’s not like Fullerton or Orange or Anaheim; Placentia’s just this kind of quaint community that’s very family oriented. And I like that.

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The Register
 Daily JAN 14 2008

332 PLACENTIA
Checking out: The library is offering a reading and book delivery program for home-bound residents. Volunteers will go to the participant's home to read aloud or deliver books that are of interest to the participant. Volunteers are available 9 a.m. to 3 p.m. Mondays through Thursdays for two one-hour visits a month. Information: 714-528-1906, ext. 219.

Eric Neff
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Placentia News
 Weekly JAN 17 2008

332 Open house for veterans Jan. 23
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The Register
 Daily JAN 16 2008

Repayment on OnTrac sought

State Transportation Department wants Placentia to fork over \$11.8 million.

By **ERIC NEFF**
 THE ORANGE COUNTY REGISTER

332 PLACENTIA • The California Department of Transportation wants this financially struggling city to repay \$11.8 million in grants tied to the troubled OnTrac agency.

Mayor Scott Nelson announced the number during his opening comments at Tuesday's City Council meeting.

He also said that the city plans to fight the audit figure "vigorously" and that he, City Administrator Bob Dominguez and Councilman Greg Sowards will travel to Sacramento today to meet with Caltrans officials.

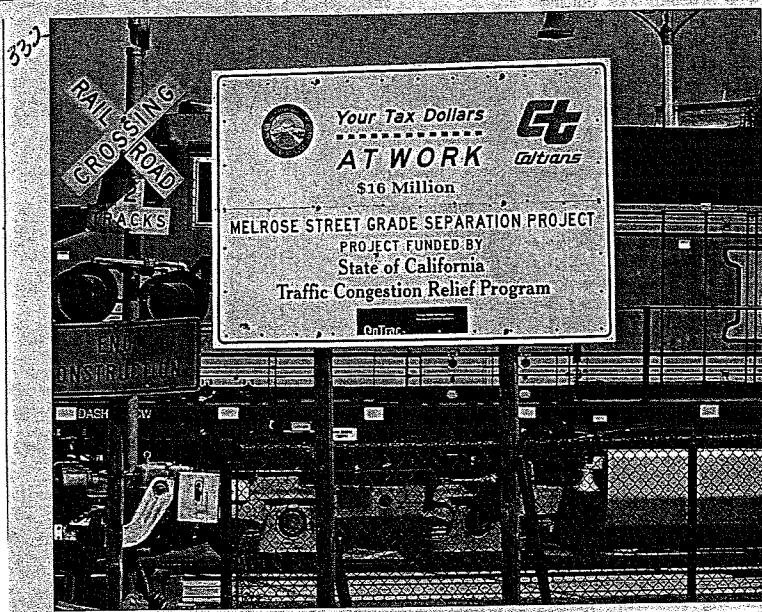
OnTrac was an agency created by the city to pursue railroad projects, the largest of which was to separate roads

from train tracks at key intersections. Some projects were completed; some were not.

Assemblyman Todd Spitzer, R-Orange, said in July that he learned from Caltrans that the audit was launched at the behest of the Federal Highway Administration and focused on \$36 million in state and federal funds for OnTrac.

Caltrans and city officials have steadfastly declined discussing the audit in recent weeks. The audit is to be released to the public on Friday.

Further, by a 4-1 vote Tuesday night, with Councilwoman Constance Underhill dissenting, the council approved a \$5,000 expenditure to hire Thomas DeLapp, a firm specializing in public-sector crisis management. The move was to "refine" the city's message, said Councilman Joe Aguirre.



BRUCE CHAMBERS, THE ORANGE COUNTY REGISTER
RAIL TRAFFIC: A freight train rolls through downtown Placentia at the Bradford Avenue crossing. A large Caltrans sign promotes the reconstruction of rail crossings.

CALTRANS SEEKS MILLIONS

The state agency wants the city of Placentia to show how it spent funds on transportation projects – or repay the money.

By ERIC NEFF
THE ORANGE COUNTY REGISTER

PLACENTIA • The California Department of Transportation wants not only \$11.8 million related to the troubled OnTrac projects – but also documents justifying what happened to an additional \$24 million, Assemblyman Todd Spitzer, R-Orange, said on Wednesday.

At Tuesday night's City Council meeting, Mayor Scott Nelson said that Caltrans wanted the city to repay \$11.8 million tied to grants. Officials of the financially struggling city have said Placentia shouldn't have to repay anything and will file a lawsuit if necessary to reduce that amount. But Spitzer said in a Wednesday interview that the city is in far worse shape than that with Caltrans.

Will Kempton, the agency's director, told the assemblyman in a Jan. 9 meeting that the \$11.8 million figure is non-negotiable, Spitzer said. The assemblyman said that if Caltrans is not satisfied with the documents, it would demand up to an additional \$24 million. Caltrans' case will be laid

out in an audit set for public release Friday. Until Tuesday night, city and Caltrans' officials had been mum on possible Caltrans' demands. Caltrans representatives on Wednesday declined to discuss audit details.

OnTrac was an agency created by the city to pursue railroad projects, the largest of which was to separate roads from train tracks at key intersections. A few projects were completed, such as the Melrose Street underpass and the blocking of Bradford Avenue; others, such as a trench that would carry trains beneath roadways, were not.

"The auditors were there for 2½ years. The city has known about these allegations for four years and they haven't produced the documents," said Spitzer, a former county supervisor and Orange County Transportation Authority member.

Nelson insisted that the city has the documents and will prove to Caltrans' satisfaction by a June deadline that the \$24 million was appropriately spent.

"All the bills and invoices

were approved, and Caltrans wrote the checks, and now Caltrans is essentially disallowing all billings because they don't like the presentation (of the documents)," Nelson said.

Spitzer said Caltrans has a plan on how to get back the federal and state funding: by keeping Placentia's share of gas-tax revenue that typically flows from the state to municipalities. Placentia's usual take is \$500,000 a year.

Of the \$11.8 million Caltrans is demanding, Nelson said, \$7 million of it was in contracts issued by former Public Works Director Chris Becker, who was also OnTrac's executive director. Becker has been indicted by a grand jury on conflict-of-interest charges. Caltrans contends that any contract issued by him constituted an illegal conflict of interest, Spitzer said.

Tuesday night, the city hired a lobbying firm with strong ties to Caltrans, for more than \$90,000, to try and whittle down any repayments.

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Los Angeles Times
OC Edition JAN 1 9 2008
Daily

Placentia fights claim by state

Mayor says city needn't refund millions from OnTrac program.

By DAN WEIKEL and DAVID REYES
Times Staff Writers

Placentia officials vowed Friday to fight claims by Caltrans that the small north Orange County city owes the state more than \$36 million. The money was spent for a controversial rail corridor project that devastated the town's finances. "Our understanding of the contract is that the state has no legal right to ask for money back unless there is an erroneous or mistaken payment," Mayor Scott Nelson said during a news conference at City

Hall. Placentia officials, he said, are meeting with Caltrans attorneys to dispute a new state audit concluding that the city improperly spent \$36,255,632 in state funds to pay for the now-defunct OnTrac project. The state, Nelson said, was at least partly responsible because Caltrans approved work orders, disbursed funds and neglected its oversight duties. "This is not good news for Placentia or for any small city doing business with Caltrans," Nelson said of the state's claim. "Why should the city be held hostage?" The \$650-million OnTrac project was shelved in 2006 after it failed to receive federal funding, dragging Placentia deeply into debt and forcing city officials to cut services and sell park land to recoup some of

their losses. Planners had wanted to build 11 overpasses and lower five miles of railroad tracks into a concrete trench to help revitalize the city's Old Town district. Former Public Works Director Christopher Becker and former City Manager Robert D'Amato are facing felony conflict-of-interest charges involving their work on the project. Both have denied wrongdoing. In addition to claiming \$36 million in questionable expenditures, Caltrans auditors designated Placentia a "high risk recipient of state and federal transportation funds." As a result, Caltrans will increase its oversight and restrictions on any Placentia transportation project that receives state and federal funding. Of the total being sought by the state, auditors say,

\$7,063,818 is due to the alleged conflicts of interests involving Becker and other consultants. Caltrans says another \$4,305,379 in state funds was misused to purchase right of way for OnTrac. Among other things, auditors said the city overpaid for property, bought land it didn't need and made payments to property owners based on inaccurate or incomplete valuations. The state says it is owed the \$36,255,632 for a variety of reasons, including poor record-keeping and a lack of supporting documentation for billings and payments to subcontractors. Nelson said the city was trying to provide more documents to Caltrans to justify OnTrac's expenditures. He said he hoped Placentia and the state agency could reach a compromise. "Caltrans has offered to work with us," he said, "though we don't feel this has been a fair process." Caltrans Director Will Kempton has assured the city of the agency's desire not to disrupt daily operations. In a letter to officials, he said Caltrans would set a repayment schedule that would not overburden already strained finances, and would convene a team of accounting experts to help Placentia take corrective actions and adequately document how OnTrac used state funds. "I hope this reconciliation effort will lead to a reduced amount of reimbursement to Caltrans for disallowed costs," Kempton said.

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Placentia News
Weekly JAN 17 2008

Readings to the homebound
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The Register
Daily JAN 1 8 2008

PLACENTIA
Appointed: Community activist Craig Green was elected 3-2 by the City Council to replace Mayor Scott Nelson on the audit oversight committee at Tuesday's City Council meeting. Started in November 2006, the audit oversight committee assists the city and City Council in making sure that audits of city finances are done correctly. The committee meets quarterly and will have its next meeting Jan. 28.
Eric Neff
714-704-3782 eneff@ocregister.com

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The Register
Daily JAN 2 1 2008

PLACENTIA
Panel of authors: The Placentia Library History Room is hosting a panel of six local authors who will talk about their writing and publishing experiences. David Baumann, Margo Palmgren, Meredith Lasko, Larry deGraaf and Jim Armstrong will also be available to answer questions and autograph their books at the event. It runs from 1 to 3 p.m. Feb. 2 at the Public Library, 411 E. Chapman Ave.
Eric Neff
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Placentia News
Weekly JAN 17 2008

ALFRED AGUIRRE DIES AT 87

337

Community leader, WWII vet, and first Hispanic member of Placentia council fought for desegregation in city schools.

BY ERIC NEFF and HEATHER McREA
STAFF WRITERS

PLACENTIA • About 400 people attended services Tuesday for one of Placentia's leading community patriarchs.

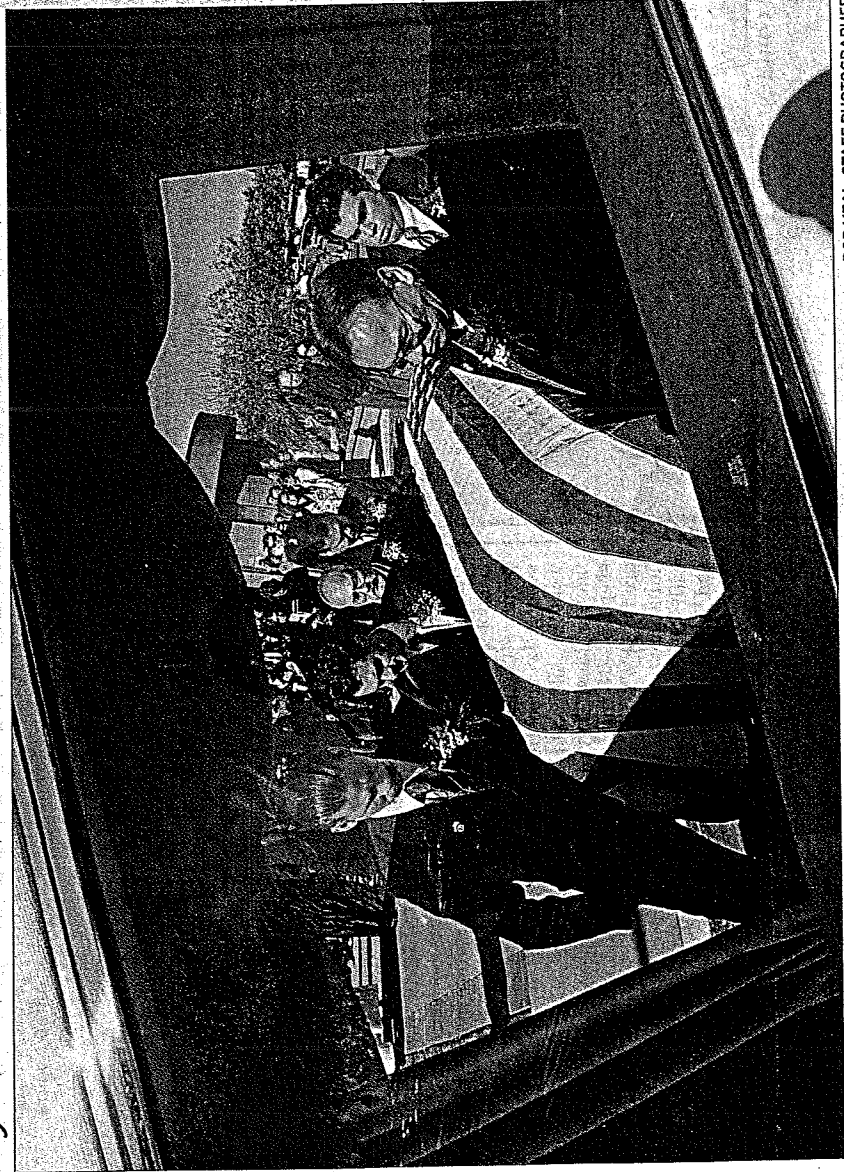
Alfred Aguirre - a Placentia native, community leader and World War II veteran - died of renal failure Jan. 9 at age 87.

At St. Joseph's Catholic Church in Placentia, one of the eulogies was by an Aguirre son, Frederick, an Orange County Superior Court judge.

"The legacy that he leaves can be summed up in three words: devotion, dedication and patriotism," Rick Aguirre said of his dad.

Born in Placentia in 1920, Aguirre lived through the community's growth from a small town amid orange groves to a modern city.

As a teen he scrambled up and down ladders picking Valencia oranges. His



ROD VEAL, STAFF PHOTOGRAPHER

INTO THE HEARST: Pallbearers carry the body of Alfred Aguirre to a hearse after the funeral Tuesday.

SEE AGUIRRE • PAGE 2



ROD VEAL, STAFF PHOTOGRAPHER

AGUIRRE FAMILY: Family members including OC Superior Court Judge Rick Aguirre, front row left, visits St. Joseph's Catholic Church for the funeral of his father Alfred Aguirre.

AGUIRRE

FROM PAGE 1

future wife, Julia, worked in the packing houses.

They married in 1944 before he left with the Army for Okinawa.

He was awarded the Bronze Star for valor in the Battle of Okinawa.

In 1946 - when he learned that the Placentia Unified School Board grouped Hispanic students in certain schools because they didn't want the children to lose confidence when they couldn't keep up with the white children - the WWII veteran said he had no problem keeping up with whites in the military and he was sure the students would do just fine.

"I said, 'It's about time we let the school board know we are not happy about it,'" Aguirre said in a 2004 interview. "We were born here; we are Americans."

More returning Mexican-American veterans were saying the same thing, and they banded with others in the community to create the Veterans and Citizens of Placentia.

For months, the group pleaded with trustees to let their children join in classrooms with white students, even threatening a lawsuit.

Aguirre's seven children - five boys and two girls - benefited from the group's successful lobbying.

"We never would have been able to pursue studies in law



FILE PHOTO

PATRIARCH: Alfred Aguirre with his longtime wife Julia and a picture of their seven children.

to go through the Placentia public school system in an integrated setting," Rick said in his eulogy.

In 1958, Aguirre became the first Hispanic elected to Placentia's City Council, and the second Hispanic elected to any city council in Orange County, following Victor Zuniga, who was elected to Stanton's first city council in 1956.

He also helped with the formation of the city's library and was active with the American Legion.

Alfred was preceded in death by his wife of 62 years, Julia; and a son, Alan.

He is survived by his brothers, Joe and Frank; his sister, Aileen Olivas; children, Frederick, Cory, Dina, Roy, Leo and Monica; and 12 grandchildren.

Alfred was buried immediately after the service at Holy Sepulcher Cemetery in Orange.

In lieu of flowers, the family requests donations to the Cal-

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The Register
Daily JAN 19 2008

State audit increases pressures on Placentia

Caltrans wants city to repay \$36 million.

³³²
State transportation officials are demanding that Placentia return more than \$36 million in road funds, accusing the city of gross mismanagement, conflicts of interest and questionable land purchases.

IN DEPTH
NEWS 3 >>

Two former city officials have been indicted, and a state audit released Friday raises questions about consultants.

City officials are fighting the state over the audit results and debating each other over how to deal with the crisis - which could cost local taxpayers more than a half-million dollars each year in lost gasoline-tax revenue for decades.

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The Register
Daily JAN 24 2008

³³² PLACENTIA

Queen of service: Barbara Hemmerling was named the Citizen of the Year by the Placentia Chamber of Commerce Jan. 17. Hemmerling, a retired a schoolteacher, gives her time to a number of community organizations, including the Placentia Round Table Women's Club, the Placentia Library Friends Foundation and the Philanthropic Education Foundation.

Eric Neff

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The Register
Daily JAN 23 2008

PLACENTIA ³³²

Honored: Robert Perez was named Placentia's employee of the quarter at last week's city council meeting. Perez was recognized by Mayor Scott Nelson at the meeting and was presented with a plaque, a \$50 gift card and a parking spot at City Hall. Perez started working for the city in 1970. He became a mechanic two years later and has been serving in that role for the Vehicle Maintenance Division ever since.

Eric Neff

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On the hook for \$36 million

Caltrans audit released Friday says Placentia mismanaged funds for a train project.

By ERIC NEFF and NORBERTO SANTANA JR. THE ORANGE COUNTY REGISTER

PLACENTIA • A quiet two-year tug of war between state transportation officials and the city of Placentia went public Friday — with the state demanding the return of \$36 million in grants that it says city officials mismanaged.

The city formed an agency, OnTrac, to manage a public works project that sought to muffle the noise of freight trains by rerouting tracks through a trench.

But a California Department of Transportation audit of Placentia city finances released Friday tells a story of past conflicts of interest, incompetent accounting and questionable land acquisitions.

"Those elected officials were asleep at the switch," said state Assemblyman Todd Spitzer, R-Orange, who pressed for the state audit when residents started questioning management.

Two city officials — a former public works director and a former city administrator, charged with running the projects — have been indicted by a grand jury on conflict of interest charges.

The District Attorney's Office expects trial proceedings to begin in April.

While Caltrans officials would not discuss involvement of other law enforcement agencies, the audit said, "We also noted other potential conflict of interest violations involving other OnTrac/city consultants that have been referred to the appropriate authorities for further investigations."

City officials held a news conference Friday denying any wrongdoing, but what became clear afterward is that the city is divided on how it ought to approach the crisis.

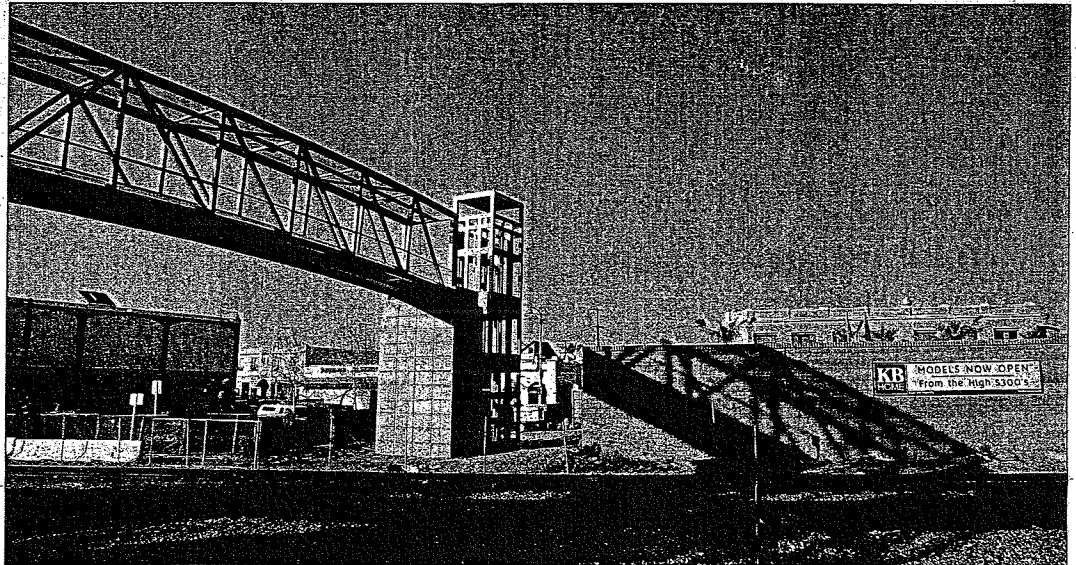
In the audit, Caltrans says the city has until June 1 to better account for \$24 million to reduce what the state says is owed.

Mayor Scott Nelson and City Administrator Bob Dominguez said the city will find the necessary documents. But city officials say such a search will cost hundreds of thousands of dollars and thousands of staff or consultant hours.

Two of Nelson's fellow council members — Greg Sowards and Connie Underhill — questioned the city's ability to find sufficient documents when officials couldn't find them in the past 2 1/2 years.

"The mayor wasn't here when this all came down," Sowards said of Nelson, who was appointed three months ago.

Finding the records is some-



ROD VEAL, THE ORANGE COUNTY REGISTER

IN QUESTION: A state audit of Placentia's spending of grant money questions some property purchases, including this site later sold by the city to a developer.



AT ODDS: City Councilman Greg Sowards disagrees with officials who say the city will find records to justify the spending.

OnTrac goals: less noise, more safety

With a growing number of freight trains rumbling through Placentia, the city created a joint-powers authority, OnTrac, in 2000. It was to manage projects to separate train tracks and roadways to eliminate noise and traffic backups and to improve safety. Hopes of dropping trains into a trench through much of the city, a project once estimated at \$543 million, were dashed when a bid for federal funding failed in 2005.

thing that Caltrans auditors couldn't do.

"Despite our requests, we were not provided access to OnTrac's original books," read the letter accompanying the audit from Maryann Campbell-Smith, chief of external audits for Caltrans.

Caltrans officials said they've set up a task force to work with the city on repayment.

Spitzer said he expects the state to withhold the city's share of gasoline-tax revenue, about \$500,000 a year.

Under such a scenario, Finance Director Terence Beaman said, city services would not be greatly affected. The city's operating budget for fiscal 2008 is \$29 million.

In the 1990s, the initial plan

was to build a trench for trains, separating them from cars and trucks; one estimate pegged the bill at \$543 million. Overall, little of the planned project was built.

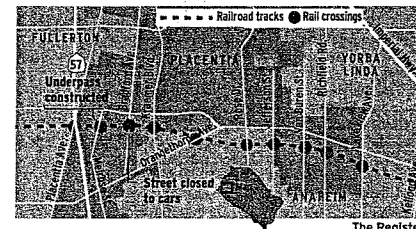
After the city received only \$38 million of the \$239 million it anticipated from Congress' 2005 transportation bill, the plan was axed in favor of a series of road underpasses and overpasses.

In its audit, Caltrans accused Placentia's former public works director Chris Becker of possibly violating conflict-of-interest laws by steering \$7 million in public funds when he could have benefited financially.

Not only did Becker provide questionable direction, but the city had trouble keeping track

Rail projects

Placentia completed one underpass before its ambitious effort to eliminate rail crossings stalled. Since then, the city closed Bradford Avenue to through traffic and is constructing a pedestrian overpass.



The Register

of how the funds for the project were being allocated, the 78-page audit says.

Caltrans says in the report that the city has been "unable ... to support the billings submitted" for projects.

"As a result," the report states, "the city could not support that \$36,255,682 of reimbursed costs were in compliance with agreement provisions."

Of the \$36 million in question, Caltrans says \$11.8 million must be paid back; \$7 million was in contracts issued by Becker; \$4.3 million was in questionable land purchases and more than \$400,000 in other "unallowable costs."

The state says it wants documentation by June 1 on how the remaining \$24 million was spent if the city hopes to whittle down that figure.

Meanwhile, city officials say virtually all of the funds can be properly accounted for. Officials say the funds paid for such things as an underpass, a pedestrian overpass, an environmental report and railroad safety equipment.

The state transportation

agency also questions some of the city's property purchases.

Some, such as a former mayor's property at 480 S. Placentia Ave., were bought at twice the appraised value, the audit says.

Other properties were purchased entirely when only a portion was needed, Caltrans says.

Because of Placentia's poor showing in the audit, state officials have tagged the city as a "high risk recipient of state and federal transportation funds" — meaning it will receive heightened oversight for any future projects.

"The sad part is the city is going to pay the price for the arrogance of the past City Council," said Craig Green, who helped found the watchdog organization that first questioned the expenditures.

"They didn't want to listen to the citizens that kept coming to the podium," Green said. "They did what they were going to do. Period."

CONTACT THE WRITER:
714-704-3782 or
enef@ocregister.com

Chronology

April 2000: City forms OnTrac.

April 25, 2000: Chris Becker is hired as a consultant to be the executive director of OnTrac. Becker retains his position as Placentia director of public works until March 2003. During that time, his city salary is deducted from his OnTrac fees.

November 2001: The state releases the first \$5.2 million of a \$28 million grant for the construction of the Melrose Street and Placentia Avenue underpasses. The city uses the money to buy properties to make room for the underpasses and starts construction of the project at Melrose Street.

August 2004: The Orange County District Attorney's Office begins investigating whether Becker, who was then the public works director, broke conflict-of-interest laws when he recommended in 2000 that his consulting company be hired to manage OnTrac.

January 2005: Melrose Street underpass is completed. (Placentia Avenue underpass was never built.)

August 2005: Bradford Avenue is permanently closed at railroad crossing. **2006:** City receives \$15.1 million in state grants after years of having funds frozen because of state budget problems, including \$11.8 million in OnTrac funding and \$3.3 million for other city projects.

August 2006: City dissolves OnTrac and absorbs \$16 million in agency debt.

ON THE HOOK FOR \$36 MILLION

Caltrans audit, released Friday, says Placentia mismanaged funds and will be watched closer in future.

By ERIC NEFF and NORBERTO SANTANA JR.
STAFF WRITERS

State transportation officials brought down the hammer Friday on Placentia, demanding the return of \$36 million in grants that they say city officials mismanaged.

In addition, the city will face increased scrutiny on future projects because Placentia was tagged as a "high risk grant recipient" by the state Department of Transportation. It is the only city designated that in the state.

According to the federal code that defines a high-risk recipient, sanctions may include requiring more detailed financial reports, more frequent monitoring by city and state officials, additional management assistance and additional prior approvals.

The Caltrans audit of Placentia city finances released Friday tells a story of past conflicts of interest, incompetent accounting and questionable land acquisitions, all relating to the OnTrac projects.

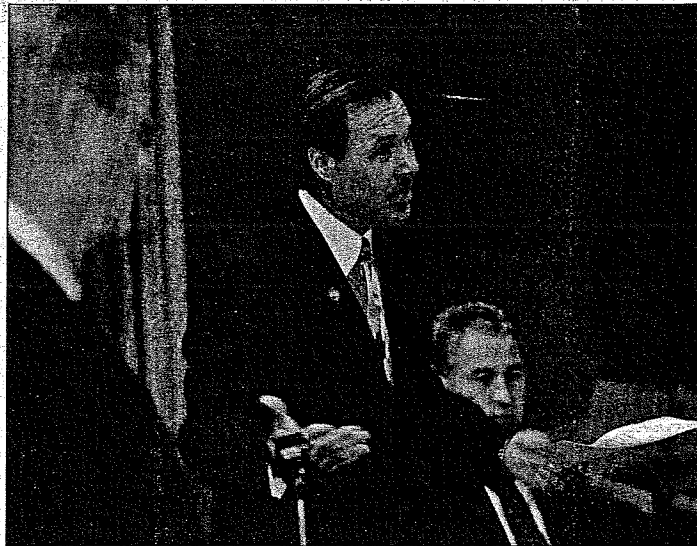
The city formed the OnTrac agency to manage a public works project that sought to muffle the noise of freight trains by rerouting tracks through a trench.

"Those elected officials were asleep at the switch," said state Assemblyman Todd Spitzer, R-Orange, who pressed for the state audit when citizens started questioning management.

Two city officials - a former public works director and a former city administrator, charged with running the projects - have been indicted by a grand jury on conflict of interest charges.

The District Attorney's Office expects trial proceedings to begin in April.

City officials held a news conference Friday denying any wrongdoing, but what became clear afterward is that the city



ROD VEAL, STAFF PHOTOGRAPHER

CITY TROUBLES: Greg Sowards, city councilman, from left, Placentia Mayor Scott Nelson, and Bob Dominguez, city administrator, field questions from the press and local residents inside the City Council Chambers Friday afternoon.

is divided on how it ought to approach the crisis.

In the audit, Caltrans says the city has until June 1 to better account for \$24 million to reduce what the state says is owed.

Mayor Scott Nelson and City Administrator Bob Dominguez said the city will find the necessary documents.

But city officials say such a search will cost hundreds of thousands of dollars and thousands of staff or consultant hours.

Two of Nelson's fellow council members - Greg Sowards and Connie Underhill - questioned the city's ability to find sufficient documents when officials couldn't find them in the past two and a half years.

"The mayor wasn't here when this all came down," Sowards said of Nelson, who was appointed three months ago.

Finding the records is something that Caltrans auditors couldn't do.

"Despite our requests, we were not provided access to OnTrac's original books," read the letter accompanying the audit from Maryann Campbell-Smith, chief of external audits for Caltrans.

Caltrans officials said

they've set up a task force to work with the city on repayment. Spitzer said he expects the state to withhold the city's share of gasoline-tax revenue, about \$500,000 a year.

Under such a scenario, Finance Director Terence Beaman said, city services would not be greatly affected. The city's operating budget for fiscal 2008 is \$29 million.

In its audit, Caltrans accused public works director Chris Becker of possibly violating conflict-of-interest laws by steering \$7 million in public funds when he could have benefited financially. Not only did Becker provide questionable direction, but the city had trouble keeping track of how the funds were being allocated, the 73-page audit says.

Caltrans says in the report that the city has been "unable ... to support the billings submitted" for projects. "As a result, the city could not support that \$36,255,632 of reimbursed costs were in compliance with agreement provisions."

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714-704-3782 or eneff@ocregister.com

Placentia hires lobbying firm to help fight Caltrans

By ERIC NEFF
STAFF WRITER

The City Council has hired the lobbying firm California Strategies LLC, in an effort to help mitigate the financial hit coming from an audit by the California Department of Transportation.

The city entered into the \$90,000 contract, which could grow to as much as \$180,000, on the hope that the firm can "negotiate the best possible settlement," according to Councilman Scott Brady.

Caltrans is auditing city finances related to OnTrac, an agency which pursued several road and railway separation projects.

Caltrans director Will Kempton was a longtime partner with a consulting firm that was eventually acquired by California Strategies, and Councilman Greg Sowards said that the relationship between the firm and Caltrans is the sole reason for the hiring.

City officials are hoping the budget will come in at a surplus, and that those funds will cover the expense. City finance director Terence Beaman pointed out that a surplus is no certainty, however, since sales and property tax revenues could fall short of expectations, creating a budget crunch.

"We'd have to go through every department budget - I mean every department," Beaman said.

In addition to hiring a lobbying firm with no clear indication where the money will come from, the city also hired a public relations firm last week for \$5,000 and renewed City Administrator Bob Dominguez's contract on a monthly basis at a rate about 20 percent higher than his usual rate.

SAFETY COMMITTEE MEETING
January 21, 2008
MINUTES

I. Call to Order: 2:30 pm

Members Attending: David Ferrari
Jesus Diaz
Mary Strazdas
Alexander Hernandez
Vernon Napier
Patricia Fellous

II. Old Business

1. Review of the Emergency Preparedness Manual
2. Discussed the deadline for the Disaster Manuel Book


III. New Business

1. Talk over new ideas to change manual.
2. Discussed potential revisions to the manual.
3. Discussed storage inventory.

Prepared by : Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: February 19, 2008

BACKGROUND

Agenda Item 24 contains information about current legislation affecting independent special districts and libraries.

I attended the North Orange County Legislative Alliance meeting on February 14, 2008. The speaker was a representative from the Governor's Los Angeles Office. The topic was the budget process. It was a traditionally political presentation. I asked about the prospects of the emergency provisions of Prop 1A being implemented this year and she reported that there has been no discussion of this at this point in time.

The Independent Library District Trustees met on Saturday, February 16, 2008 at the Buena Park Library District. Participants may want to make a report on the items discussed at this meeting.

The Trustees may report on any contacts they have had with Federal, California or Orange County Legislators.

The Public Library Fund allocation for Placentia Library District this year is \$21,153 which is 14.3% of its eligible allocation of \$147,905.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director
Placentia Library District Board of Trustees
Placentia Library Foundation Board of Directors
Placentia Library District History Room Committee
Placentia Library Foundation Book Store Volunteers
Library Staff

FROM: Vernon J. Napier, Technical Services Manager

SUBJECT: **Word of Mouth Marketing topic for March 2008 – Library Website**

DATE: February 13, 2008

The sixth topic for the Word of Mouth Marketing campaign will be the **Library's Website**.

The badges will be distributed on March 1st. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.

- 📖 The badges are designed to be conversation starters. They need your participation to make them successful!
- 📖 Over the past year the Website averaged 2,400 visits per month.
- 📖 During a typical month, visitors to our Website collectively view over 20,000 pages.
- 📖 The most popular areas of the Website are the Catalog, Reference, Passport and Kids pages.
- 📖 From any computer with internet access, at any time of the day or night, visitors to our Website can
 - Download eBooks and audio books
 - Check the Chilton automotive database to see how to repair a starter motor
 - See what books are checked out on their card, and place a hold on a book they want
 - Look at Heritage Quest Online to see if there is any information about their great, great, grandfather
 - Go to Pass the Test and see how well they score taking a SAT Math Practice test

- 📖 Thanks to the Program Committee for nominating the topics for the District's Word of Mouth Marketing campaign. The topics for the next few months are:

April – Volunteer Opportunities

May -- Summer Reading Program

June – Placentia History Room

July – Audio Books & e-books (digital branch)

August – Literacy Tutor Sign-up

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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









SUBJECT: Presentation of revisions for Placentia Library District Policies in Series 2300 – Personnel Job Descriptions, that were reviewed at the Library Board Work Session on January 15, 2008.

DATE: February 19, 2008

BACKGROUND

At its Work Session on January 15, 2008 the Library Board of Trustees reviewed Placentia Library District Policies 2300 through 2270, Personnel Job Descriptions.

The following policies were identified for the preparation of revisions.

-  2300 Library Director – Attachment A
-  2303 Manager of Administrative Services – Attachment B
-  2315 Librarian II – Attachment C
-  2317 Librarian – Attachment D
-  2319 Library Assistant – Attachment E
-  2320 Coordinator of Development and Volunteer Services – Attachment F
-  2321 Clerk II – Attachment G
-  2323 Clerk I – Attachment H

The Library Board may make additional changes to these Policies. After the changes have been completed the Policies may be adopted as a first reading and referred to staff for comments. If this is completed at tonight's meeting the staff comments will be available for the March Library Board Meeting.

RECOMMENDATION

Adopt as a first reading and refer to staff for further comments.

Placentia Library District

POLICY HANDBOOK

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, the Board of Directors of the Placentia Library Friends Foundation and other meetings as specified by the Library Board,

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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 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.

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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 communicate, the goals and objectives of the Board to the community.

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2300.1.5 He/she will prepare and manage the District budget, conducting studies and, making oral and written presentations.

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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 and the Placentia Library Friends Foundation, other libraries, organizations and individuals in the community in order to aid in the development, promotion and coordination of the library's program.

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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 required.

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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.

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2300.3 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, 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 and be a United States citizen.

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 and expenditure plans

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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.

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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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Administrative Services
POLICY NUMBER: 2303

2303.1 The Manager of Administrative Services 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 administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

Deleted: Administrative Assistant

2303.1.1 Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as specified by the Library Director.

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2303.1.2 Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

2303.1.3 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.

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2303.1.4 Maintains the District's checkbooks and general ledger.

2303.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

2303.1.6 Prepares the Administrative Services and entrepreneurial activities work schedules.

2303.1.7 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints in accordance with District policies.

2303.1.8 Seeks to carry into effect the 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 communicate the goals and objectives of the Board to the staff and the community and encourage citizen participation in the affairs of the District.

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2303.1.9 Prepares monthly and annual reports on the administrative activities of the District.

2303.2 Typical Tasks

2303.2.1 Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

2303.2.2 Deposits District receipts, maintains checkbooks and manages investment activities for all District and Placentia Library Friends Foundation accounts.

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2303.2.3 Processes payment of bills for the District and the Placentia Library Friends Foundation and coordinates District communication with the offices of the Orange County Treasurer and Auditor.

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2303.2.4 Maintains the office general ledger for the District and the Placentia Library Friends Foundation.

2303.2.5 Prepares materials for the annual financial audit and coordinates all activities with the District's independent auditor

2303.2.6 Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plans.

2303.2.7 Maintains files and records related to the operations of the Administrative Office

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2303.2.8 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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2303.2.9 Makes travel arrangements for District Staff and Trustees.

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2303.2.10 Schedules the use of the Meeting and Conference Rooms.

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2303.2.11 Coordinates bid processes and purchasing (excluding books and library materials).

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2303.2.12 Coordinates maintenance and safety of the District's physical facility.

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2303.2.13 Works on special projects as assigned.

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2303.2.14 Negotiates and manages contracts and service agreements with District vendors.

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2303.2.15 Manages the recruitment process for all District positions.

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2303.2.16 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

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2303.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

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2303.2.18 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.

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2303.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

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2303.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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2303.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

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2303.3 Required Qualifications. He/she will have a BA or BS in Business or a related field. 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 and be a United States Citizen.

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2303.4 Knowledge and abilities:

2303.4.1 Proficiency in Word, Excel and Quickbooks.

2303.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2303.4.3 Knowledge of personal computer hardware and software operations.

2303.4.4 Knowledge of basic fund accounting, cost accounting and budgeting.

2303.4.5 Ability to apply the knowledge listed above.

2303.4.6 Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

2303.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2303.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2303.4.9 Ability to respond to routine inquiries or complaints from Library customers.

2303.4.10 Ability to supervise staff and implement personnel policies and procedures.

2303.4.11 Ability to analyze difficult problems and recommend solutions.

2303.4.12 Ability to take independent action.

2303.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2303.4.14 Ability to present information to District management and the Library Board of Trustees.

2303.4.15 Ability to organize and manage work flow for self and others.

2303.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2303.5 Physical Demands

2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

2303.5.1.2 Must possess mobility to operate a motor vehicle.

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

2303.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2303.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2303.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2303.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2303.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2303.6 Work Environment

2303.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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.

Placentia Library District

POLICY HANDBOOK

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 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 Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

2315.1.3 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 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 Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to the staff and the community.

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2315.1.6 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.

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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 State 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 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, 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 and be a United States Citizen.

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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2315.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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.

Placentia Library District

POLICY HANDBOOK

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 communicate the goals and objectives of the District to the staff and the community.

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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, a master's degree in a related field, or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years. He/she will possess a valid California driver's license and be a United States citizen.

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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2317.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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.

Placentia Library District

POLICY HANDBOOK

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 communicate the goals and objectives of the District to the staff and the community.

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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.

2319.1.7 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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 prepares 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 vending 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 and be a United States citizen.

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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2319.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Coordinator of Development & Volunteer Services
POLICY NUMBER: 2320

2320.1 A non-exempt paraprofessional classification under the general direction of the Manager of Administrative Services. Works directly with the library director, library managers, library support organizations and volunteers. Performs a variety of complex, responsible activities requiring strong organizational, writing, verbal and interpersonal communication skills.

2320.1.1 Functions as the coordinator of volunteers for all library activities..

2320.1.2 Prepares all library publications, print and electronic.

2320.1.3 Serves as the staff liaison and development director for the library's support organizations.

2320.1.4 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2320.1.5 Carries out the expressed policies of the Board of Trustees. Communicates and assists in the execution of the goals and objectives of the District to the staff, volunteers, library support organizations and the community.

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2320.1.6 Prepares monthly and annual reports as assigned by the Manager of Administrative Services.

2320.1.7 Supervises clerical staff and volunteers.

2320.1.8 Is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2320.2 Typical Tasks

2320.2.1 Coordinates volunteers for all library activities:

2320.2.1.1 Recruits, trains, coaches, assigns tasks for and evaluates volunteers.

2320.2.1.2 Collects and maintains volunteer records and prepares reports on volunteer activities.

2320.2.1.3 Devises and implements volunteer recognition programs and events.

2320.2.1.4 Maintains collaborative relationships with the Volunteer Center of Orange County and Placentia-area community organizations and educational institutions supporting the library's activities and programs.

2320.2.1.5 Meets regularly with library managers, staff, Friends Book Store Manager and others to coordinate the activities of library volunteers, determine the need for volunteers and evaluate their effectiveness.

2320.2.2 Prepares all library publications, print and electronic:

2320.2.2.1 Prepares news releases for library programs.

2320.2.2.2 Develops and maintains a working relationship with the local news and feature staff at the Orange County Register, Placentia News Times, Los Angeles times and other regional publications.

2320.2.2.3 Prepares the District's submission to the Placentia Quarterly.

2320.2.2.4 Prepares the District's newsletter and other brochures, bookmarks and publications in support of library programs

2320.2.2.5 Prepares cable television announcements and coordinates programs.

2320.2.2.6 Prepares library program and support organization information for the library website.

2320.2.2.7 Advises the Manager of Public Services about public relations activities and publications for adult services, children's services, literacy services and the Placentia History Room.

2320.2.2.8 Coordinates other public information activities as assigned by the Manager of Administrative Services.

2320.2.2.9 Coordinates job orders with printers, designers, proof readers, mailing houses and other library publication vendors and reviews and approves their invoices for payment.

2320.2.2.10 Maintains a calendar of library publication schedules and coordinates submission deadlines with library managers, staff and support organizations.

2320.2.2.11 Coordinates and prepares library signage.

2320.2.3 Serves as the staff liaison and development director for the Library's support organizations:

2320.2.3.1 Attends all Friends of Placentia Library Board of Directors, Committee and Membership meetings and Placentia Library Foundation Board of Directors and Committee Meetings.

2320.2.3.2 Assists the Placentia Library Foundation President with preparing meeting agendas. Prepares the Placentia Library Foundation Board of Directors meeting packets.

2320.2.3.3 Requests deposit of donations, payment of invoices, and issuance of checks for the support organizations with the Manager of Administrative Services and/or Treasurer of the Friends of Placentia Library and/or the Treasurer of the Placentia Library Foundation.

2320.2.3.4 Maintains the files and official records for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.5 Takes and prepares minutes for the Placentia Library Foundation Board of Directors and Committee meetings.

2320.2.3.6 Provides staff support for fund raising projects and membership campaigns for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.7 Maintains donor records.

2320.2.3.8 Prepares donation receipts and acknowledgment letters for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.9 Manages the donor software and donor communications activities for the Friends of Placentia Library and the Placentia Library Foundation

2320.2.3.10 Presents recommendations for fund raising projects and membership promotions to the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.11 Coordinates and monitors the application process for grants prepared in the name of the Friends of Placentia Library or the Placentia Library Foundation. Helps evaluate the appropriateness of specific grant opportunities to District activities and projects.

2320.2.4 Serves as a member of the Library Program Committee and prepares its news releases, publications and bulletin board displays.

2320.2.5 Coordinates the library's holiday displays, decorating and participation in the Heritage Day Parade and other community events.

2320.2.6 Assists the public in making the most effective use of the Library's collection and facility.

2320.2.7 Serves as a United States Passport Application Acceptance Agent.

2320.2.8 Prepares and submits reports of activities to the Manager of Administrative Services as required.

2320.2.9 Performs other duties as assigned by the Manager of Administrative Services.

2320.3 Required Qualifications. B.A. or B.S. degree, a valid California driver's license, and United States citizenship. Preference will be given to applicants possessing a certificate in fund raising.

2320.4 Knowledge and abilities:

2320.4.1 Knowledge of the principles of fund raising and non-profit management.

2320.4.2 Knowledge of grant writing techniques and application procedures.

2320.4.2 Knowledge of personal computer hardware and software operations including word processing, spreadsheet, database management, publishing, graphics and photo management.

2320.4.3 Knowledge of the principles of volunteer management.

2320.4.4 Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.

2320.4.5 Knowledge of current events and literature.

2320.4.6 Ability to apply the knowledge listed above.

2320.4.7 Ability to make effective public presentations.

2320.4.8 Ability to read, analyze and interpret professional publications and staff reports.

2320.4.9 Ability to respond to common inquiries or complaints from Library customers.

2320.4.10 Ability to follow District policies and procedures.

2320.4.11 Ability to analyze difficult problems and recommend solutions.

2320.4.12 Ability to work independently with minimal supervision.

2320.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2320.4.14 Ability to organize, manage work flow and multi-task with frequent interruption.

2320.4.15 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2320.5 Physical Demands

2320.5.1 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.

2320.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2320.5.1.2 Must possess mobility to operate a motor vehicle.

2320.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2320.5.1.4 Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2320.5.1.5 Must be able to stand; walk; and stoop, kneel, or crouch.

2320.5.1.6 Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2320.5.1.7 Must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2320.5.1.8 Must be able and willing to attend meetings outside of regular work hours and travel overnight.

2320.6 Work Environment

2320.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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.

Placentia Library District

POLICY HANDBOOK

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 and employee complaints.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to its customers.

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2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitute clerks or volunteers.

2321.1.7 If he/she works a minimum of twenty hours per week, and is appointed to the Clerk II position after July 1, 2007, he/she will apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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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 and be a United States citizen.

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** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2321.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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.

Placentia Library District

POLICY HANDBOOK

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 and employee complaints.

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to Library customers.

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2323.1.4 May supervise substitute clerks or volunteers.

2323.1.5 If he/she works a minimum of twenty hours per week, and is appointed to the Clerk I classification after July 1, 2007, he/she will apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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 and be a United States citizen.
- 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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2323.5.1.5 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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






SUBJECT: Presentation of revisions for Placentia Library District Policies in Series 6000 – Library Operations, that were reviewed at the Library Board Work Session on January 15, 2008.

DATE: February 19, 2008

BACKGROUND

At its Work Session on January 15, 2008 the Library Board of Trustees reviewed Placentia Library District Policies in Series 6000 – Library Operations.

The following policies were identified for the preparation of revisions.

-  6010 Materials Selection Policy – Attachment A
-  6030 Circulation Policy – Attachment B
(Although the Library Board identified no changes this Policy should be referred to Staff for review.)
-  6060 Patron Behavior and Latchkey Children Policy – Attachment C
-  6065 Public Behavior Policy – Attachment D
-  6067 Client Service Policy – Attachment E (This is a new policy based on one from Newport Beach Public Library. A copy was posted on the wiki for staff comments on February 3rd.)

The Library Board may make additional changes to these Policies. After the changes have been completed the Policies may be adopted as a first reading and referred to staff for comments. If this is completed at tonight's meeting the staff comments will be available for the March Library Board Meeting.

RECOMMENDATION

1. Adopt as a first reading and refer to staff for further comments.
2. Motion to delete Placentia Library District Policy 6037 – Debit Card Policy from the Policy Manual effective immediately.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

6010.1 General.

6010.1.1 Library Materials include but are not limited to books, e-books, magazines, newspapers, audio tapes, compact disks, video tapes, DVDs, photographs, maps, pamphlets and microforms.

6010.2 Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. It must keep in mind first and foremost the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

6010.3 The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.4 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

6010.4.1 The overall purpose of the material is the chief criterion of selection.

6010.4.2 Reputation and significance of the author.

6010.4.3 Timeliness or permanence of the material.

6010.4.4 Importance of the subject matter to the collection.

6010.4.5 Authoritativeness.

6010.4.6 Reputation and standards of the publisher.

6010.4.7 Readability and popular appeal.

6010.4.8 Quality of the writing.

6010.4.9 Recommendation of title in selection aids.

6010.4.10 Format of item.

6010.4.11 Physical condition of material.

6010.5 A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole. This is due to these facts:

6010.5.1 There are few books that do not have sentences, paragraphs, or pages to which some group or individual can find objection.

6010.5.2 It has been established in legal cases that a book must be judged as a whole and not on the basis of selections from it. The legal principle of the law pertaining to censorship established in Federal and States courts is that the question of obscenity must be determined by an appraisal of the predominant effect of a book read as a whole, and of its legitimate scientific or educational purpose.

6010.6 Interpretation of Policy

6010.6.1 Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments about a specific title, one may fill out a complaint form and the matter will be discussed by the Library Board of Trustees at its next regularly scheduled meeting. Complaint forms are available at the Library Reference Desk.

6010.7 Placentia History Room

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6010.7.1 The Placentia Library History Room, by the establishment of a Local Authors Collection, honors its local authors as a representative part of local history. Authors to be included are those who have written about Placentia or who live or have lived in Placentia or in the neighboring cities of Anaheim, Brea, Fullerton or Yorba Linda.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

6030.2 Items are considered *returned* on the date they are checked in by the staff.

6030.2.1 All items for the current day are checked in before the staff ends each work day.

6030.2.2 Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

6030.2.2.2 On the 3rd day fines are charged from the first day an item was overdue.

6030.2.2.3. There is no grace period for videos.

6030.3 Notification Process

6030.3.1 Reminder notices are mailed to cardholders 7 days after an item's due date.

6030.3.2 Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

6030.3.3 If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the address in the Circulation System.

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.3.3.3 Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$10.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$20.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100, which ever is greater, and the account is immediately reported to the Collection Agency.

6030.6 Only the Circulation Supervisor may clear accounts of any type that have been reported to the collection agency. There is a Circulation Supervisor on duty at all times when the Library is open for public service.

6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.7.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.8 Telephone renewals and inquiries

6030.8.1 To minimize overdue fines and/or lost item charges the Library recommends that you call the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

6030.8.2 Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

6030.8.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

6030.8.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

6030.9 Unpaid fines/fees in excess of \$5.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.10 Placentia Library District will loan library material to California residents with a valid driver's license or library card in accordance to Santiago Library System Interlibrary Loan Policy, Guidelines and Procedures, 1988.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Patron Behavior & Latchkey Children Policy
POLICY NUMBER: 6060

6060.1 Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.

6060.2 Staff may call for Police assistance whenever the librarian-in-charge believes it is necessary.

6060.3 The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.

6060.4 If a child under age 13 is left unattended in the Library and the parents cannot be reached, the Manager or Librarian-in-Charge will call the Placentia Police Department and ask them make the appropriate arrangements.

- Deleted: 4
- Deleted: after hours
- Deleted: Children's Librarian
- Deleted: local law enforcement
- Deleted: to pick-up and escort that child to the City of Placentia Police Station.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Public Behavior Policy
POLICY NUMBER: 6065

The following rules help to maintain a comfortable environment for all Library users.

6065.1 Listening devices should not be audible to anyone but you.

6065.2 The Library is a no cell phone zone. *[This issue needs further discussion—many public complaints about this policy although the Public Service staff does not want to change it.]*

6065.3 No running, rowdy behavior or fighting. Video cameras are in use throughout the Library.

6065.4 No harassment of Library staff or patrons.

6065.5 There is a limit of four people at each study table. Furniture may not be rearranged or moved from one area to another.

6065.6 Shirts and shoes are required.

6065.7 Only assistive animals are permitted in the building.

6065.8 Bicycling, skateboarding, and roller skating on Library property are a safety hazard to others. Library users are required to carry skateboards, scooters, and roller blades while in the Library. Bicycles must be left outside at the bike racks.

6065.9 Snacks and covered drinks are permitted in the Library.

Deleted: Please place any trash in the wastebaskets provided.

6065.10 Patrons have the right to quietly study, read or work without interference.

6065.11 Library staff is not responsible for providing parental supervision.

6065.12 Individuals who do not respect the rights of others will be asked to leave the Library.

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Adopted by the Library Board of Trustees, July 21, 2003.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Client Service Policy
POLICY NUMBER: 6067

The following are goals for staff behavior with the Library's clients.

- 6067.1** Clients feel welcome in the Library.
 - 6067.1.1** Staff will greet clients with a smile.
 - 6067.1.2** Staff will greet each client: Acknowledge a client's presence by looking up; making eye contact; and greeting them verbally.
 - 6067.1.3** Staff will speak to clients in a helpful, pleasant tone of voice.
 - 6067.1.4** Staff will be punctual. Service starts at the advertised hour the Library opens and full service is available until the hour the Library closes. Staff will arrive at his/her work assignment promptly.
 - 6067.1.5** If staff is busy with another client, acknowledge the client who is waiting and explain that you will help the new client as soon as you can. Thank the client who has waited when you are able to help him/her.
 - 6067.1.6** Staff will answer the phone in a timely manner. Place telephone clients on hold when helping a client in the Library. Thank the client for holding.
 - 6067.1.7** Staff will maintain friendly contact with Library clients without engaging in lengthy or personal conversations. If it is hard to break away, explain that you enjoy talking but you need to get back to work.
- 6067.2** Clients feel that they are valued by the Library.
 - 6067.2.1** Staff will look up and around while at Public Service Desks. When appropriate, staff will walk around and notice if there are people in the lobby, public service areas, stacks or at the terminals who might need help.

- 6067.2.2** Being helpful to clients takes precedence over deskwork. Clients are not an interruption of our business, they are our business.
- 6067.2.3** Staff should avoid merely pointing or giving clients complicated directions to find materials or another location in the Library. Whenever possible, walk the client to the appropriate area.
- 6067.2.4** When referring a client to another staff member, ask the staff member to help the client instead of leaving the client to ask the question a second time. *For example, "Will you help Mrs. Brown with some Consumer Report Information?" Or, "Mrs. Brown, Jill can issue you a library card at the Circulation Desk."*
- 6067.2.5** Staff should follow up and make sure that clients are finding what they need.
- 6067.2.6** Staff should keep conversations with other staff to a minimum. If Library business must be discussed at length, do so away from the public areas.
- 6067.2.7** Staff should keep his/her voice low so it doesn't disturb Library clients.
- 6067.2.8** Staff should avoid accepting personal phone calls while at a Public Service desk. Personal calls may be place on breaks and at meal periods.
- 6067.2.9** Staff should thank clients for using Placentia Library.
- 6067.2.10** If a client is upset about an issue and insists on speaking with management, please politely refer them, or if possible, escort them, to the Administration Office or Librarian-in-Charge. If possible, have another staff member call the Administration Office or the Librarian-in-Charge to inform them of the customer and/or issue so staff can be prepared to assist them.
- 6067.3** Clients feel the Library is accountable.

 - 6067.3.1** Staff will wear a name tag at all times in the public service area.
 - 6067.3.2** When answering the telephone, staff will identify the Library department and himself/herself, and offer help.
 - 6067.3.3** Staff will provide clients with an opportunity to evaluate Library services. When clients want to make a suggestion, staff will provide a "Library Suggestion" or "Book Suggestion" form.

6067.3.4 If there will be a lapse of time before staff can obtain information for a client, he/she will tell the client that he/she will call them (rather than having the client call the Library back).

6067.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Client Service policy.

Date

Signature

Print name here

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *W60968*

SUBJECT: **Adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2007-2008 effective January 1, 2008**

DATE: February 19, 2008

BACKGROUND

Assembly Bill 1835 – Chapter 06-230, Minimum Wage was signed and approved by Governor Arnold Schwarzeegger on September 12, 2006. The Assembly Bill increases the minimum wage in two phases. On Jan. 1, 2007, the minimum wage changes from \$6.75 to \$7.50 per hour and on Jan. 1, 2008, the minimum wage increases to \$8.00 per hour.

Attachment A is Resolution 08-08.

Attachment B is the revised Salary Scale for Fiscal Year 2007-2008.

RECOMMENDATION

1. Adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2007-2008 effective January 1, 2008.
2. Read by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for the Exempt Employees of the District for Fiscal Year 2007-2008 effective January 1, 2008.
3. Adopt Resolution 08-08.

RESOLUTION 08-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE SALARIES SCALE FOR EXEMPT EMPLOYEES
OF THE DISTRICT FOR FISCAL YEAR 2007-2008

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2007-2008 dated February 19, 2008, and implements such on January 1, 2008.

AYES: None

NOES: None

ABSENT: None

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Jean Turner, 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 an Unusual Meeting hereof held on the nineteenth day of February, 2008.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of February 2008.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2007-2008
Effective July 1, 2007
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY	52.35									
DIRECTOR	4,188.00									
	108,888.00									
	9,074.00									
MANAGERS	26.47	27.13	27.81	28.51	29.22	29.95	30.70	31.46	32.25	33.86
ADMIN SVC	2,117.60	2,170.54	2,224.80	2,280.42	2,337.43	2,395.87	2,455.77	2,517.16	2,580.09	2,709.09
	55,057.60	56,434.04	57,844.89	59,291.01	60,773.29	62,292.62	63,849.94	65,446.18	67,082.34	70,436.46
	4,588.13	4,702.84	4,820.41	4,940.92	5,064.44	5,191.05	5,320.83	5,453.85	5,590.19	5,869.70
MANAGERS	31.35	32.13	32.94	33.76	34.60	35.47	36.36	37.27	38.20	40.11
PUB SVC	2,508.00	2,570.70	2,634.97	2,700.84	2,768.36	2,837.57	2,908.51	2,981.22	3,055.75	3,208.54
TECH SVC	65,208.00	66,838.20	68,509.16	70,221.88	71,977.43	73,776.87	75,621.29	77,511.82	79,449.62	83,422.10
	5,434.00	5,569.85	5,709.10	5,851.82	5,998.12	6,148.07	6,301.77	6,459.32	6,620.80	6,951.84
PAGES	Starting Wage	6 Months	1 Year	18 Months						
	8.00	8.40	8.82	9.26						

Signature _____ : Approved Feb 19, 2008 Amended February 19, 2008
AI Shkoler, President Effective January 1, 2008

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Presentation by Kevin Murphy, Executive Vice President for PARS (Public Agency Retirement Services) for a Governmental Profit Sharing Pension program to replace the Placentia Library District Money Purchase Pension Plan.

DATE: February 19, 2008

BACKGROUND

The Placentia Library District currently offers its employees a 401(a) Defined Contribution Plan that has been established as a Money Purchase Plan with fixed employer annual contribution of 8% of pay.

The district staff pension committee discussed with Kevin Murphy, PARS (Public Agency Retirement Services), the revision to this plan to add additional features beyond the current constraints of the existing plan to help the District recruit, retain and reward current and future employees. These features would be accomplished through the establishment of a 401(a) defined contribution profit sharing plan.

Attachment A is the proposal.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Base Contributions for Tier II would be 10% of pay.

Variable Contributions would include contributions based on:

- Years of Service
- Attainment or possession of advanced education degrees
- Employer preferred work schedules
- Perfect or good attendance
- Accomplishment of entrepreneurial activities

Details of Variable Contributions:

Years of Service- based on the years of service an employee has achieved as of 12/31 of each year the employer would make a contribution into the plan and trust as follows:

<u>Years on 12/31</u>	<u>Contribution</u>
5	1%
10	2%
15	3%
20	4%
25	5%
30	6%

Attainment or possession of advanced education degrees- in order to help recruit new employees in possession of advanced degrees and promote additional education to existing employees the employer would make a 1% contribution as of 12/31 each year for a Master's or Doctorate Degree in library or information science, adult education, public administration or another related field approved by the Library Director, from any accredited institution of higher learning.

Employer Preferred Work Schedules- Libraries are open long hours to accommodate the public and while most employees would prefer working weekdays 9 to 5, the library must remain open in the evenings and weekends.

To reward employees who work weekends and evening there the employer will make a contribution of 1% into the plan for employees that on 12/31 of each year have worked Saturdays and Sundays or have worked at least 4 nights per week at least 48 weeks during a calendar year. Employees must have at least one full year of service on 12/31 before being eligible for this employer contribution.


Perfect or Good Attendance- Employees that have limited absences due to illness help the employer cover all of the various areas of public service in the Library without interruption and at full staffing levels. To reward employees that use either no or limited

amounts of sick leave during a calendar year the employer will make a contribution into the plan on 12/31 of each year. Contributions will be as follows: 0-1 day of sick leave use will receive a 1% contribution and those using 2-3 days of sick leave will receive ½% contribution. Employees must have at least one full year of service on 12/31 before being eligible for this employer contribution.

Accomplishment of Entrepreneurial Activities- Each year the library establishes clearly defined “net growth” goals in areas that are defined as “entrepreneurial” for a segment of the workforce. On 12/31 of each year the employer will make a contribution into the plan based on the growth of these goals during the year for employees in Tier I or Tier II assigned at least 50% of their time to activities covered by these goals. For growth of 1% to 5% the employer will contribute ½%, for growth of 5% to 9% a contribution of ¾%, and for growth 10% or greater the employer will contribute 1% into the plan.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Travel Authorizations: Library Director Elizabeth Minter to attend the Library of California Board Meeting in Sacramento; Trustees and Library Director to attend the California Association of Library Trustees and Commissioners Workshop in Orange; and Trustee DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura.**

DATE: February 19, 2008

BACKGROUND

As Chairperson of the Santiago Library System Executive Council, Library Director Minter is expected to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008. All travel and meal expenses to be paid by the Santiago Library System.

The annual Leadership Workshop in Southern California presented by the California Association of Library Trustees and Commissioners will be held at the City of Orange Public Library, 407 East Chapman Avenue, on Saturday, March 15, 2008 beginning at 9:00 A.M. The cost is \$20 per person. Library Director Minter plans to attend. The Trustees need to determine who is going to attend. The agenda and cost information is in Attachment A.

The California Special Districts Association is conducting Board Secretary Training in Ventura on April 24-25, 2008. The Library Director is recommending that Board Secretary DeVecchio and Administrative Services Manager Goodson attend this workshop. The cost for the first participant is \$950.10 and the cost for two participants is \$1,772.20. The cost analysis and course content information is in Attachment B.

RECOMMENDATIONS

1. Authorize Library Director Minter to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008 with all travel and meal expenses to be paid by the Santiago Library System.
2. Determine who will attend the California Association of Library Trustees and Commissioners' Southern California Leadership Workshop on Saturday, March 15, 2008 in Orange and authorize the staff to process the reservations. Expenses to be paid from the General Fund.

Placentia Library District
Travel Estimate

Name: Richard DeVecchop
Event: CSDA Board Secretary Training
Location: Ventura, CA
Fund: General Fund

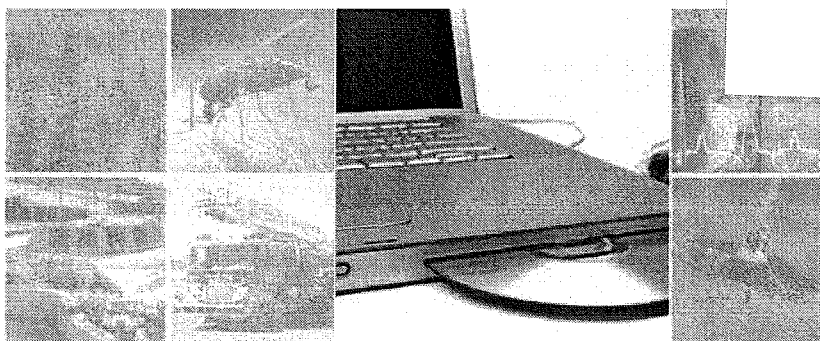
	Wed	Thur	Fri	TOTAL
Date	04/23/08	04/24/08	04/25/08	
Registration		375.00		375.00
Hotel	148.55	148.55		297.10
Breakfast		15.00	15.00	30.00
Lunch				-
Dinner	30.00	30.00		60.00
Air/Train				-
Local Trans.				-
Mileage @ \$.505	64.00		64.00	128.00
Parking/Tolls				-
Telephone				-
Misc.	20.00	20.00	20.00	60.00
TOTAL	262.55	588.55	99.00	950.10

Name: Wendy Goodson
Event: CSDA Board Secretary Training
Location: Ventura, CA
Fund: General Fund

	Wed	Thur	Fri	TOTAL
Date	04/23/08	04/24/08	04/25/08	
Registration		375.00		375.00
Hotel	148.55	148.55		297.10
Breakfast		15.00	15.00	30.00
Lunch				-
Dinner	30.00	30.00		60.00
Air/Train				-
Local Trans.				-
Mileage @ \$.505				-
Parking/Tolls				-
Telephone				-
Misc.	20.00	20.00	20.00	60.00
TOTAL	198.55	588.55	35.00	822.10



California Special Districts Association
1812 F Street, Suite 200
Sacramento, California 95814
c 916.442.7887
f 916.442.7689
toll-free: 877.924.CSDA



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COST

MEMBER

Both days - \$375
Day 1 only - \$200
Day 2 only - \$200

NON-MEMBER

Both days - \$435
Day 1 only - \$240
Day 2 only - \$240

DATES & LOCATIONS

March 27-28, 2008
Hilton Garden Inn Hotel
1800 Powell Street
Emeryville, CA 94608-1808
Hotel accommodations:
Hilton Garden Inn Hotel
Room rate: \$149
Room reservation
deadline: March 5, 2008

April 24-25, 2008
Ventura Beach Marriott
2055 Harbor Blvd
Ventura, CA 93001-3707
Hotel accommodations:
Ventura Beach Marriott
Room rate: \$135
Room reservation
deadline: April 2, 2008

August 14-15, 2008
Shasta Community
Services District
10711 French Alley
Shasta, CA 96087

November 20-21, 2008
Kern County Water
Agency
3200 Rio Mirada Drive
Bakersfield, CA 93308

For more information,
call CSDA at
877.924.CSDA (2732)

BOARD SECRETARY TRAINING

A comprehensive overview of the legal, administrative and customer service roles of a board secretary

The board secretary in a special district plays a multi-faceted role that is also one of the most highly visible in the district. Board members, the public and the staff turn to the board secretary as a resource for information and assistance.

Far from simply performing an administrative function, the board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines.

Workshop participants will learn how to:

- Ensure all legal requirements are being met
- Implement a comprehensive records retention policy
- Adopt ordinances and resolutions
- Create effective and usable minutes
- Document a decision, or failed motions
- Implement parliamentary procedures
- Develop customer service and public relations skills
- Meet the requirements of the Ralph M. Brown Act
- Meet the requirements of the Public Records Act

This two-day workshop also offers attendees an opportunity to network and learn with one another.

Workshop Format

This workshop is highly interactive and structured so you can ask the questions you need answered for your district. You'll learn from presentations, case studies and other media. You'll also receive a book with useful and practical information for application back on the job.

Faculty

David McMurchie, JD, McMurchie Law

David McMurchie is the managing partner of the Public entity Department of the firm of McMurchie Law. Mr. McMurchie has twenty-four years of experience in representing various types of special districts including water, community services, cemetery and recreation and park districts. Mr. McMurchie also serves as general counsel for the California Special Districts Association comprising more than 900 special district members and the California Association of Recreation and Park Districts.

David Aranda, General Manager/Board Secretary, Stallion Springs Community Services District

Over the past nine years David Aranda has been intimately involved with independent special districts. He serves as general manager for Stallion Springs Community Services District and currently sits as Board Chair for a joint powers authority and an associate director for a resource conservation

district. He was a member of the CSDA Board of Directors for seven years and has served as the president of the Special District Leadership Foundation since its inception in 1999. He currently serves as CSDA's education chair has been instrumental in developing CSDA's Special District Governance Academy. David earned his designation as Special District Administrator (SDA) in 2001.

PROGRAM AGENDA

Workshop Agenda – Day One

9:30 – 10:00am	Registration
10:00 – 10:30am	Welcome and introduction Origins of the board secretary position and the statutes that define its function.
10:30 – 12:00pm	Communication with your Board <ul style="list-style-type: none"> • Confidentiality role • What happens if something goes wrong? • What does the board expect from the board secretary? • Dealing with inappropriate board members
12:00– 1:00pm	Lunch
1:00 – 4:00pm	Brown Act: What is an open meeting and why is it so important to my District? <ul style="list-style-type: none"> • Meetings • Closed sessions • Notice and agendas • Rights of the public • Remedies • Records retention

Workshop Agenda – Day Two

8:00 – 8:30am	Registration
8:30 – 9:45am	Board meeting environment: What does all the protocol mean? <ul style="list-style-type: none"> • Implementing parliamentary procedures • Sequence for an agenda item • Time management • Establishing protocols to deal with difficult situations and how to implement them?
9:45 – 11:00pm	Getting the district's new board members up to speed <ul style="list-style-type: none"> • Content of a new board member packet and orientation • Training
11:30 – 12:30pm	Lunch
12:30 – 2:30pm	Minutes/Agendas <ul style="list-style-type: none"> • Create effective and usable

	<p>minutes</p> <ul style="list-style-type: none">• Document decisions, actions and failed motions• Motion and roll call• Action items• Closed sessions• Development• Public Records issues
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REGISTER FOR THIS EVENT!

Select: