

# **PLACENTIA LIBRARY DISTRICT**



## **Board of Trustees**

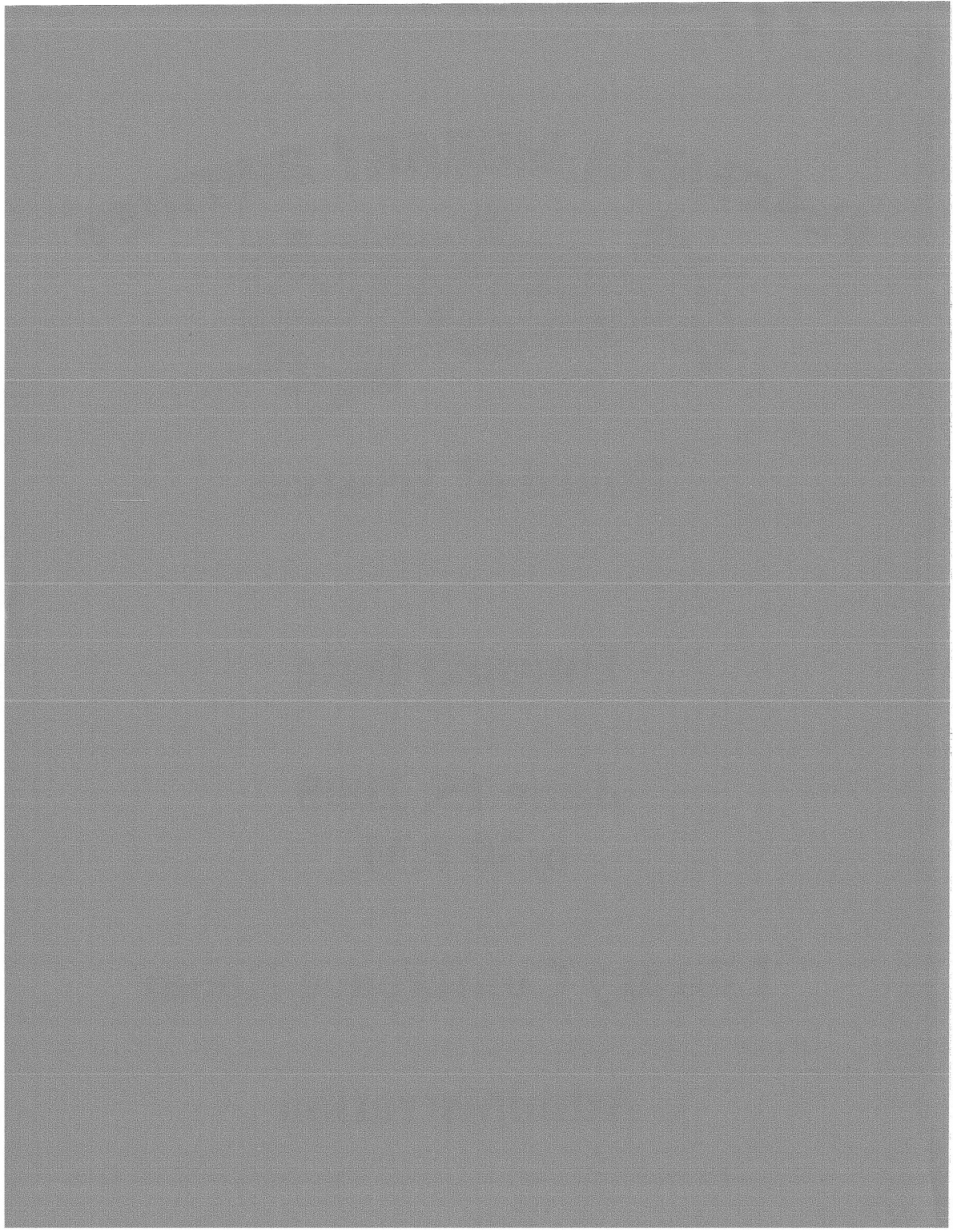
**Unusual Date**

**June 15, 2005**

**6:30 P.M.**

**Library Conference Room**

**Administration**



## AGENDA

### REGULAR MEETING

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

### UNUSUAL DATE

Wednesday June 15, 2005

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call

Administrative Assistant

6:30 p.

Absent: B.E.

2. Adoption of Agenda

*amended*  
M1  
M2  
GW  
JT

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the May 23, 2005 Regular Meeting and the May 23, 2005 and June 7, 2005 Worksessions

*as amended*

Presentation: Library Director  
Recommendation: Approve by Motion

*M1 - J.T.  
M2 - G.W.*

4. Oral Communications

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

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

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

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

REPORTS

*As - City Breakfast featured Jim Roberts Mixer.*

*Com book plates  
Terry Shepherd  
on June 22<sup>nd</sup> 2005*

5. Board President Report

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

6. Trustee Reports

*G.W. - Friends Board Mtg /encouragement  
R.D. - Fdtn group meet Worksession June 7, 2005  
J.T. - Mixer Julie Farewell dinner*

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

7. Friends of Placentia Library Board of Directors Report (Friends Representative)

*no rep*

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

*none to report*

**CLAIMS (Items 9 – 12)**

Presentation: Library Director  
Recommendation: Approve by Motion

M1 - G.W.  
M2 - J.T.

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

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

Claim 4759 for prepayment of Civic Center Improvement Loan for a total of \$54,411.23.

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

Claims 4751, 4752, 4753 and 4754 as forwarded by Library Director for a total of \$24,506.23.

11. Current Claims and Payroll. (Approve)

Current Claims 4755, 4756, 4757 and 4758 for a total Current Claims for the Fiscal Year 2004-2005 of \$15,085.65.

From Fiscal Year 2005-2006 funds Payrolls #1 (07/06/05) for \$38,789.65 and #2 (07/20/05) for \$38,789.65 for a total for Payrolls of \$77,579.30.

12. FY2004-2005 Cash Flow Analysis through June 15, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 13 - 18)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 – 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

13. Financial Reports for May 2005 (Receive & File)  
14. Office General Ledger & Check Registers for May 2005 (Receive & File)  
15. Acquisitions Report for May 2005 (Receive & File)  
16. Entrepreneurial Activities Report for May 2005 (Receive & File)  
17. Collection Agency Report for May 2005 (Receive & File)  
18. Gifts Report for May 2005 (Receive & File)

M.A. McNA present @ 11:00 AM  
M1 - J.T.  
M2 - G.W.

GENERAL CONSENT CALENDAR (Items 19 – 29a)

MM - G.W.  
MZ - R.D.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 – 29a may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

19. Building Maintenance Report for May 2005. (Receive & File)
20. Personnel Report for May 2005. (Receive, File, and Ratify Appointments)
21. Volunteer Report for May 2005. (Receive & File)
22. Circulation Report for May 2005. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative Alerts from the California Library Association (none were received from the California Special Districts Association. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Status Report on Active Grant Applications. (Receive & File)
27. Poet Laureate Report. (Receive & File)
28. Certification of Population Figures for Use in 2005-2006 Public Library Fund Allocations from the State Library of California, June 1, 2005. (Receive & File)
29. Notice of the Quarterly Membership Meeting of the Independent Special Districts of Orange County (ISDOC) on Thursday, June 30, 2005 at the Orange County Sanitation District. The speaker will be Local Area Formation Commission of Orange County Executive Director Joyce Crosthwaite who will be explaining the Municipal Service Review (MSR) mandated by the State of California which Placentia Library District will receive in Fiscal Year 2005-2006. (Receive & File).
- 29a. Agenda for Orange County Council of Governments Board of Directors Meeting May 26, 2005 and Minutes of the April 28, 2005 Meeting. (Agenda attachments are available during regular administrative office hours in the District Office). (Receive & File)

MA

Item 30  
concluded presentation  
@ 7:35 PM

**CONTINUING BUSINESS**

- 30. Legislative Issues and a Review of the Status of the State Budget and State Library Budget. The purpose of this item is to permit the Board to discuss the current status of the State of California Budget and the State Library Budget and to authorize any action it deems necessary.

Presentation: Library Director

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

*Special election info.*

- 31. Strategic Planning. The Library Director will present a status report on the Strategic Planning Process including the retreat at Kellogg West Conference Center at Cal Poly Pomona University on Friday, July 16, 2005.

Presentation: Library Director

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

- 32. Fiscal Year 2005-2006 Budget. The Library Director will make a presentation of the components of the Fiscal Year 2005-2006 Budget and the Board may discuss Budget priorities.

Presentation: Library Director

Recommendation: Approve the reclassification of 1.0 FTE Librarian I position to 1.0 FTE Librarian II; and

Approve the reclassification of 1.0 FTE Library Clerk I position to 1.0 FTE Library Clerk II; and

Establish the position of Manager of Administrative Services and adopt Placentia Library District Policy 2303, Job Description, Manager of Administrative Services and include the position in the salary scale for Exempt Managers; and

Approve the reclassification of 1.0 FTE Library Assistant to 1.0 FTE Manager of Administrative Services with appointment conditional upon completion of the MPA degree for advancement beyond Step 3; and

Amend Placentia Library District Policy 2305, Job Description, Manager of Public Services to reflect the transfer of Passport Agency responsibilities to the Manager of Administrative Services; and

Adopt the Fund 707 (General Fund) Operating Budget for Fiscal Year 2005-2006 and authorize the Library Director to publish a Notice of Public Hearing for July 18, 2005; and

Determine whether to set aside non-operating funds for the RFID project in Fiscal Year 2005-2006.

*M1 - M2 - M2 - M2 - M1 - M2 - M1 - M2 - M1 - R.D. - M2 - G.W. - M1 - G.W. - M2 - T.*

*defer to July 18, 2005*

**NEW BUSINESS**

- 33 Ratification of the independent special district LAFCO budget allocation formula. This item has been removed from the Agenda because the ISDOC Board of Directors has not yet completed its preparation of the support materials. It will be on the July 18, 2005 Agenda.

*Handwritten notes and signatures at the bottom right of the page.*

34. Fines & Fees Schedule

Presentation: Library Director  
Recommendation:

M1 - G.W.  
M2 - J.T.

notice  
of meeting

35. Personnel Allocation Chart

Presentation: Library Director  
Recommendation: Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2005-2006.

M1  
M2

defers  
to July 18, 2005

36. Audit Report for Fiscal Year 2003-2004. M.A. McHenry, CPA, Munson, Cronick & Associates, will present the findings for the Fiscal Year 2003-2004 Audit of Financial Transactions for Placentia Library District, the first audit prepared under the GASBY specifications.

Presentation: M. A. McHenry, CPA  
Recommendation: Receive & File; and  
Authorize the Library Director to solicit bids from qualified accounting firms to prepare the District's audit for Fiscal Year 2004-2005 in compliance with GASBY specifications.

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

Survey  
all districts  
who do  
GASBY  
in bidding  
process

STAFF REPORTS (Items 37 - 46)

M1 - G.W.  
M2 - J.T.

*Items 37 - 46 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

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

~~603-00~~

~~603-00~~

**ADJOURNMENT**

47. Agenda Preparation for the July Regular Meeting, which will be held on ~~Wednesday, June 15, 2005~~ <sup>Monday, July 18, 2005</sup> at 6:30 P.M.

48. Review of Action Items.

*Travel - attend the ISDOC June 30, 2005*

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

*municipal  
services  
review  
by  
LAFCO*

49. Adjourn

*8:10 P.M.*

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 15, 2005 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Saturday, June 11, 2005.





# Placentia Library Board Calendar

June 2005 - May 2006

Jun 2005

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## June

- 6 7:00 PM Friends Board Meeting, Wood
- 7 4:00 PM -7:00 PM Library Board Worksession with Foundation Board of Directors and Jeffrey Wilcox.
- 9 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting
- 23 ALA Annual Conference, Chicago, through June 29
  - 9:00 AM Orange County Council of Governments, OC Sanitation District
  - 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## July

- 4 Library Closed for Independence Day/Staff Holiday
- 14 7:00 PM Foundation Board Meeting
- 15 8:00 AM -5:00 PM Library Strategic Planning Retreat at Kellogg West Center, Cal Poly Pomona
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
  - 7:15 AM Placentia Chamber of Commerce Breakfast

## August

- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District

## September

- 4 Library Closed for Monday Holiday/Not Staff Holiday
- 5 Library Closed for Labor Day/Staff Holiday
- 8 5:30 PM Chamber Mixer
- 12 7:00 PM Friends Board Meeting, Turner
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
  - 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## October

- 3 7:00 PM Friends Board Meeting, Shkoler

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# Placentia Library Board Calendar

June 2005 - May 2006

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## October

- 8 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 13 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## November

- 7 7:00 PM Friends Board Meeting, Escobosa
- 10 5:30 PM Chamber Mixer
- 11 Library Closed for Veterans Day/Staff Holiday

- 21 6:30 PM Library Board Meeting
- 24 Library Closed for Thanksgiving/Staff Holiday

## December

- 2 6:30 PM -8:30 PM Foundation Donor Reception, Placentia Library
- 5 7:00 PM Friends Board Meeting, DeVecchio

- 9 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## January

- 2 7:00 PM Friends Board Meeting, Wood

- 12 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting

- 16 6:30 PM Library Board Meeting
- 20 ALA Midwinter Meeting, San Antonio, through Jan 25

- 26 9:00 AM Orange County Council of Governments, OC Sanitation District

- 7:15 AM Placentia Chamber of Commerce Breakfast

## February

- 6 7:00 PM Friends Board Meeting, Turner

- 9 5:30 PM Chamber Mixer

- 20 6:30 PM Library Board Meeting

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## February

- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 4 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 6 7:00 PM Friends Board Meeting, Shkoler
- 9 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting
- Public Library Association Biennial Conference, Boston, through Mar 25

- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## April

- 2 National Library Week, through April 8
- 3 7:00 PM Friends Board Meeting, Escobosa
- 13 5:30 PM Chamber Mixer
- 16 Easter, Library Closed, not staff holiday
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 1 7:00 PM Friends Board Meeting, DeVecchio
- 11 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 28 Library Closed for Monday Holiday/Not Staff Holiday
- 29 Library Closed for Memorial Day/Staff Holiday

Dec 2005						
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May 2006						
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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
May 23, 2005**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 23, 2005, at 6:30 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Gaeten Wood, Trustee Richard DeVecchio and Jean Turner; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Escobosa

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Assistant Wendy Goodson, Children's Librarian Caroline Gurkweitz, and Development Director Laranne Millonzi

**ADOPTION OF  
AGENDA**

It was moved by Secretary Wood, and seconded by Trustee Turner to adopt the Agenda.

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

**MINUTES**

It was moved by Secretary Wood and seconded by Trustee Turner to approve the Minutes of the April 18, 2005 Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

Caroline Gurkweitz and Laranne Millonzi informed the Board that the Library Staff is concerned about the increased Library workload and the recommendation of increasing staff is an immediate need.

**TRUSTEE REPORTS**

President Shkoler reported that he returned from his vacation and has come out of retirement to work part-time for TD & Associates. Trustee DeVecchio reported that he attended a work-session with Todd Spitzer on campaign financing. Trustee Turner reported that her vacation went well.

**FRIENDS**

Friends President Eleanore Rankin reported that Susan Petrella will no longer be serving the Friends Board of Directors, but will stay on with the Foundation Board of Directors. The Friends are now seeking other interested individuals to become a Board member. The shelving project will begin at the end of June.

**FOUNDATION**

Trustee DeVecchio reported that he has been working with Elizabeth on estimating the staff time that is taken to perform Foundation tasks. Annual Giving Campaign will occur next year.

**CLAIMS**

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

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

Claims 4738,4739,4740,4741,4742, void Payroll 23 and reissue Payroll 23 as forwarded by Library Director for a total of \$43,845.92.

Current Claims 4743,4744,4745,4746,4747,4748,4749, and 4750 for a total of Current Claims of \$45,251.89; Payrolls #25 (06/08/05) for \$33,751.77, and Payroll#26 (06/22/05) for \$33,751.77 for a subtotal for Payroll of \$67,503.54; for a total of Current Claims and Payroll of \$112,755.43.

FY2004-2005 Cash Flow Analysis through April 18, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL REPORTS**

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

Financial Reports for April 2005

Office General Ledger & Check Registers for April 2005

Acquisitions Report for April 2005

Entrepreneurial Report for April 2005

Collection Agency Report for April 2005

Gifts Report for April 2005

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

**GENERAL CONSENT CALENDAR**

It was moved by Secretary Wood and seconded by Trustee Turner to receive and file Agenda Items 19-31a.

Building Maintenance Report for April 2005

Personnel Report for April 2005

Volunteer Report for April 2005

Circulation Report for April 2005

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

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Agenda for Orange Council of Government Board of Directors Meeting for April 28, 2005 and Minutes of the March 24, 2005. (Agenda attachments are available during regular administrative office hours in the District Office.)

Orange County Local Area Formation Commission (LAFCO) Notice of 2005 Update of LAFCO Schedule of filing and Processing Fees, and the proposed LAFCO Budget for Fiscal Year 2005-2006 dated April 19, 2005 with the City and Independent Special District allocation tables.

Notice of Public Hearing on the Proposed Amendment to the Redevelopment Plan for the Merged Project Area to Extend the Effectiveness of the Redevelopment Plan and the Time limit on Repayment of Indebtedness from the City of Anaheim Community Development Department, dated April 21, 2005.

Application to the California State Library for a California Library Literacy Services (CLLS) Grant to continue the Adult Literacy, Families for Literacy and English Language Literary Intensive programs for Fiscal Year 2005-2006

Amendment of Placentia Library District Orange County Money Purchase Pension Plan for the provision of Involuntary Retirement Plan Distributions – Automatic Rollover and ratify Payment.

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

**LEGISLATIVE  
ISSUES**

Library Director reported that the Special District Risk Management Authority (SDRMA) has sent out notice informing agencies that the Governor will call an all ballot measure special election in November.

**STRATEGIC  
PLANNING**

Library Director reported the Strategic Planning Workshop is confirmed for July 15, 2005 and an set up meeting was conducted with the Board of Trustees and Susan Berk to discuss what the expectations will be at the July 15, 2005 workshop. Library Director will send out invitations to specific educators and members of the community that are involved with Library.

It was moved by Trustee Turner and seconded by Secretary Wood for the Library to provide bus transportation for the July 15, 2005

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

**FISCAL YEAR 2005-  
2006 BUDGET  
PREVIEW**

Library Director reported on the Budget 2005-2006 Preview. The final recommendation will be brought to the June 15, 2005 Board of Trustees Meeting.

**GANN LIMITATION**

It was moved by Secretary Wood and seconded by Trustee Turner to read Resolution 05-01 by Title Only:

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

It was moved by Secretary Wood and seconded by Trustee DeVecchio to adopt Resolution 05-01.

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

**HOLIDAY AND  
LIBRARY PUBLIC  
SERVICES  
SCHEDULE  
RESOLUTION 05-02**

It was moved by Secretary Wood and seconded by Trustee DeVecchio to read Resolution 05-02 by Title Only:

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

It was moved by Secretary Wood and seconded by Trustee DeVecchio to adopt Resolution 05-02 by Title Only:

05-02  
↘

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

**SALARY  
SCHEDULES  
RESOLUTION 05-03**

It was moved by Trustee Turner and seconded by Secretary Wood to read Resolution 05-03 by Title Only:

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

It was moved by Trustee DeVecchio and seconded by Trustee Turner to adopt Resolution 05-03:

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

**STAFF REPORTS**

It was moved by Secretary Wood and seconded by Trustee Turner to approve agenda items 38-47:

Library Director's Report

Program Committee Report for April 2005.

Children's Services Report for April 2005.

Placentia Library Literacy Services Report for April 2005.

Reference and Adult Services Report for April 2005.

History Room Report for April 2005.

Placentia Library Web Site Report for April 2005.

Technology Report for April 2005.

Publicity Materials produced for April 2005.

Safety Committee Minutes for April 2005.

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

**PREPARATION**

June 15, 2005 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for May 23, 2005 adjourned at 6:00 P.M.

**JUNE  
MEETING**

The June Regular Library Board Meeting will be held on Wednesday, June 15, 2005 at 6:30 P.M. in the Library Conference Room.

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Gaeten Wood  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
STRATEGIC PLANNING WORKSESSION  
May 23, 2005**

**CALL TO ORDER**

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on May 23, 2005 at 2:00 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler; Secretary Gaeten Wood, Trustees Betty Escobosa, Richard DeVecchio, and Jean Turner.

**Members Absent:** Library Director Minter, Public Services Manager Roberts and Administrative Assistant Wendy Goodson

**Others Present:** Consultant Susan Berk

The Agenda was posted on May 19, 2005 at 1:30 P.M.

**ADOPTION OF  
AGENDA**

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

<b>AYES:</b>	Shkoler, Wood, Escobosa, DeVecchio, Turner
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**STRATEGIC  
PLANNING**

Consultant Susan Berk presented the Planning the Strategic Planning Retreat Program.

**ADJOURNMENT**

President Shkoler adjourned the Special Meeting of the Board of Trustees of the Placentia Library District at 4:10 P.M.

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Gaeten Wood  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
STRATEGIC PLANNING WORKSESSION  
June 7, 2005**

**CALL TO ORDER**

President Shkoler called the Strategic Planning Worksession of the Placentia Library District Board of Trustees to order on June 7, 2005 at 3:05 P.M.

**ROLL CALL**

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

**Members Absent:** Foundation Directors M.A. McHenry and Nancy Lone-Tollefson

**Others Present:** Public Services Manager Jim Roberts, Development Director Laranne Millonzi, Administrative Assistant Wendy Goodson, Foundation Board of Directors: William Dooley, Susan Petrella, Eleanore Rankin, Jean Lasley, Russell, Rice; Consultants Jeffrey Wilcox and Helen Wardner.

The Agenda was posted on Thursday, June 2 at 1:30 P.M.

**ADOPTION OF  
AGENDA**

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

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**STRATEGIC  
PLANNING**

Consultant Jeffrey Wilcox initiated the joint discussion between the Board of Trustees and the Foundation Board of Directors.

Library Director Minter presented the Strategic Planning Process leading up to the July 15, 2005 Workshop.

Foundation President Jean Lasley presented an overview on the Foundation's History and Goals.

President Shkoler discussed the Library Trustees' role.

Foundation Director McHenry present.

Library Director Minter presented an overview on the financial status and financial history of the Foundation.

**ADJOURNMENT**

President Shkoler adjourned the Special Meeting of the Board of Trustees of the Placentia Library District at 6:05P.M.

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Gaeten Wood  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



FRIENDS OF PLACENTIA LIBRARY  
Board of Directors Meeting  
June 6, 2005

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present- Eleanor Rankin, Barbara Hemmerling, Ginny Sanatar, Ted Farkas, Brenda Benner, Pat Irot, Margo Thum, Nadine Blansett. Camille Himes and Carol Fizzard were excused. Gae Wood was the representative from the Trustees. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff.

**Children's Librarian**, Caroline Gurkweitz, thanked the Friends for the \$4000.00 donation to the Summer Reading Program. She explained that it will provide experiences, prizes, guest performers and other things that could not be afforded without our help. Jim Roberts asked the Friends to volunteer at the Scholastic Book Fair to be held June 18,19,20,21. A sign up sheet was passed around.

**Secretary**, Barbara Hemmerling read the minutes of the May 2, 2005 meeting. They were approved as corrected. **Financial Secretary**, Ginny Sanatar reported deposits of \$1464.95 for the month of May. **Treasurer:** In the treasurer's absence Eleanor reported a balance of \$15,249.98.

The following expenses were proposed for payment: 1) \$1.000 for the Director's Fund, payable July 1, 2005. Barbara Hemmerling made the motion, seconded by Nadine Blansett.. The motion carried. 2) Elizabeth requested that \$8500 allotted for the hallway bookshelves be raised to \$8900. This will include materials, shipping and installation. Pat Irot made the motion seconded by Brenda Benner. The motion carried. 3) Brenda Benner made a motion that the treasurer be given authority to pay operating expenses over the summer. Nadine Blansett seconded this. The motion carried. 4) Pat Irot made a motion that we donate \$2000 for CD-DVD-Video processing to be payable July 1, 2005. Barbara Hemmerling seconded the motion. The motion carried.

**President's Report** 1) The secretary was asked to read a letter of resignation from Susan Petrella. Pat Irot made a motion we accept this resignation with regret. Ted Farkas seconded this. The motion carried. Eleanor asked that we be considering someone to fill this vacancy. 2) Eleanor attended the May 23 Trustees meeting and the May Foundation/Library combination meeting. She will, also, attend the June 7 meeting of this group. Both groups are making plans for the July 15 all-day planning session. 3) The Foundation received a \$50 donation from Placentia Round Table in memory of Tammy Rishmawy. It was incorrectly made out to the Friends. Our treasurer will write a check to the Foundation. 4) Chairmanships for 2005-2006 will be:

Bookstore/Workroom/Volunteers-Pat Irot  
Bookstore Manager- Nancy Lone-Tollefson

Publicity-Pat Irot  
Silent Auction-Nadine Blansett  
Sunday Book Sales- Ginny Sanatar  
Membership Retention –Ted Farkas  
Membership Recruitment – to be filled

5) Reminder of August 2 Co-op program with the Hospital. 6) Eleanor announced that Borders no longer is giving discounts to Library Friends members. 7) By consensus the September Friends Board meeting will be Tuesday September 6.

**Committee Reports:** Bookstore –Pat Irot reported that we have need for substitutes and for Saturday. Publicity- Pat Irot has written 3 articles for Notations. Silent Auction- Nadine Blansett said \$79 was made in May. Sunday Book Sales- Ginny Sanatar said the summer is scheduled. Membership: Eleanor asked Laranne to print the names of the persons that did not renew their memberships this past year. This will give Ted Farkas a list for contacting them.

**Elizabeth Minter:** 1) A new technology manager, Vernon Napier, has been hired. He will begin work on July 15. 2) Staff appreciation dinner will be early fall. 3) New shelving should be here by the end of June. 4) Our new WEB site is being developed. The needs of all users are being considered. **Jim Roberts:** Thanked the Friends for their support of the State of the City Breakfast. It was a successful morning. Jim has two grant requests pending. **Laranne Millonzi:** Reported that the Friends cleared \$85.34 selling Denise Hamilton's books at the Annual meeting. Pat Irot made a motion we pay Ingram Library Services Company \$207.66 for the cost of these books. Ted Farkas seconded this. The motion carried. **Gae Wood:** Encouraged all of us to attend the July 15 Library Strategic Planning Day at Cal Poly Pomona.

The meeting was adjourned.

Barbara Hemmerling, Secretary

**MINUTES  
PLACENTIA LIBRARY FOUNDATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
April 14, 2005**

**CALL TO ORDER**                      The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on April 14, 2005 at 7:05 P.M. by President Jean Lasley.

**ROLL CALL**                              **Members Present:** President Jean A. Lasley, Treasurer Richard DeVecchio; Directors William Dooley, and Eleanore Rankin.

**Members Absent:** Secretary M.A. McHenry; Directors Michael Ebenhoch, and Nancy Lone-Tollefson,

**Others Present:** Library Director Elizabeth Minter, Administrative Assistant Wendy Goodson, and Development Director/Volunteer Coordinator Laranne Millonzi; prospective board members Susan Petrella and Russ Rice.

**ADOPTION OF AGENDA**                      President Lasley reviewed and adopted the Agenda as printed.

**RATIFICATION OF APPOINTMENT OF BOARD MEMBERS**                      It was moved by Treasurer DeVecchio, seconded by Director Dooley to appoint Director Susan Petrella and Director Russ Rice for terms expiring January 2007

AYES:                      DeVecchio, Dooley, Lasley, Rankin  
NOES:                      None  
ABSTAIN:                  None  
ABSENT:                  Ebenhoch, Lone-Tollefson, McHenry

**REPORT FROM THE LIBRARY BOARD OF TRUSTEES**                      Treasurer DeVecchio stated that the Board of Trustees was very pleased with the Friends' and Foundation's Author's Luncheon event.

President Lasley and Treasurer DeVecchio confirmed that they will continue to keep the lines of communication open between the Foundation and the Board of Trustees.

**REPORT FROM THE FRIENDS**                              Director Rankin reported that the Friends Annual Meeting went well, but there are a few things that we need to work on before next year. Director Rankin went on to say that 3 plaques were given to the 3 retiring Directors because of their continued service. She also announced that Carol Fizzard, Susan Petrella, and Margo Thum were elected to the Friends Board.

**MINUTES**                                      It was moved by Director Rankin, seconded by Treasurer DeVecchio to

Placentia Library Foundation Board of Directors, Minutes, April 14, 2005, Page 2 .

AYES: DeVecchio, Dooley, Lasley, , Rankin  
NOES: None  
ABSTAIN: Petrella, Rice  
ABSENT: Lone-Tollefson, Ebenhoch, McHenry

**FINANCIAL  
REPORT**

It was moved by Director Dooley, seconded by Treasurer DeVecchio to Receive and File the Financial Report for January through March 2005.

**PAYMENT OF  
BILLS**

It was moved by Director Rankin, seconded by Director Petrella to Ratify Payment and Receive & File Payment of Bills from January through March 2005

AYES: DeVecchio, Dooley, Lasley, Petrella, Rankin,  
Rice  
NOES: None  
ABSTAIN: None  
ABSENT: Ebenhoch, Lone-Tollefson, McHenry

**COMMITTEE  
REPORTS:**

**INVESTMENT**

Director Dooley commented that the Investment Reports were "rather impressive," with respect to our total equity.

President Lasley stated that an annual review of our investment portfolio needs to occur before the July 14<sup>th</sup> regular board meeting. All agreed.

It was moved by Director Dooley, seconded by Treasurer DeVecchio that \$992.13 be transferred from the Book Endowment Fund Savings Account to the Book Endowment Fund Investment Account.

AYES: DeVecchio, Dooley, Lasley, Petrella, Rankin,  
Rice  
NOES: None  
ABSTAIN: None  
ABSENT: Ebenhoch, Lone-Tollefson, McHenry

**GIFTS**

The Board reviewed the Foundation Gift Report for 2005 as presented to the Library Board of Trustees on February 21 by President Lasley and Treasurer DeVecchio.

Placentia Library Foundation Board of Directors, Minutes, April 14, 2005, Page 3 .

Development Director Laranne Millonzi reported that this Author's Luncheon was the most successful financially. The net income was \$10,277.34. All were in agreement that Thom Racina did a wonderful as our featured author. Only positive comments about Mr. Racina have been heard. Development Director/Volunteer Coordinator Millonzi also commented that the Library needs to be more vigilant with respect to tables of tickets being given out.

Library Director Minter recommended that the Foundation make more personal contacts with regular donors. Suggestions from the Board included invitation for lunch or breakfast or even a tour of the Library and its services.

The agenda item for planning the 2005 Annual Giving Campaign was tabled. Library Director Minter did caution everyone that the Annual Giving Campaign materials need to be mailed out by the end of June. Any later, the Foundation would be infringing on the Friends Membership campaign.

President Lasley set two tentative planning dates for the Annual Giving Campaign of Tuesday, May 3 or Thursday May 5 at 4:30.

## PLANNED GIVING

Development Director/Volunteer Coordinator Millonzi reported on the Placentia Legacy Brochure, in conjunction with Placentia Founders Society, H.I.S. House, and the Boys and Girls Club of Placentia/Yorba Linda. She stated that next week the final version will be sent to the printer. Library Director Minter commented that this brochure is based on the Orange County Planned Giving Round Table legacy brochure. President Lasley asked Library Director Minter to set up a meeting with the distributor for the OCPGRT legacy brochure.

President Lasley suggested that Board Members attend the West Coast Regional Planned Giving Conference in Costa Mesa, June 1-3. The cost of this conference is \$280.

As motivation to attend this conference, it was moved by Director Dooley, seconded by Director Petrella that the Foundation pay ½ of the cost for two Board Members who want to attend, or pay in full for one Board Member.

AYES:	DeVecchio, Dooley, Lasley, Petrella, Rankin, Rice
NOES:	None
ABSTAIN:	None
ABSENT:	Ebenhoch, Lone-Tollefson, McHenry

Placentia Library Foundation Board of Directors, Minutes, April 14, 2005, Page 4 .

**DONOR  
RECEPTION 2005**

Director Rankin reported that she, Elizabeth, and Nancy met for the planning of the reception. After discussing possible dates, the Board decided to hold the reception on Thursday, December 1 at 7 P.M. Director Rankin also commented that the committee is looking at about 20-25 possible sponsors.

Director Dooley recommended that an author speak at the reception this year.

**BOARD  
DEVELOPMENT**

Library Director Minter stated that follow-up calls with possible candidates will be made by the 29<sup>th</sup> of April. Board Members are needed to take candidates to breakfast or lunch.

**STRATEGIC  
PLANNING**

Library Director Minter recommended that the Board revisit the comparative responsibilities of each of the Boards and come prepared for the meeting on the interrelationship of the groups. This meeting will be before the strategic planning meeting possibly the week of May 16-20.

**SPECIAL PROJECTS**

Development Director/Volunteer Coordinator Millonzi reported on the status of the Adopt-A-Chair project. \$2600 of chairs has been sold at \$200 a piece. Development Director/Volunteer Coordinator Millonzi and Director Rankin will meet to discuss a display of the chair in the Library.

Library Director Minter announced that service awards to Pat Irot, Pat Jertberg and Marie Schmidt for the History Room, and Charles Frazee for programming have been deferred until the 2005 Donor Reception.

**ADJOURNMENT**

The Regular Meeting of the Board of Directors of the Placentia Library Foundation for April 14, 2005 adjourned at 8:53 P.M.

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M.A. McHenry, Secretary

**Placentia Library Foundation  
Balance Sheet Prev Year Comparison**

As of March 31, 2005

Agenda Item 8

Page 5 of 10

	Mar 31, 05	Mar 31, 04	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Adopt-A-Book (Bank of the West)	12,116.50	11,976.30	140.20	1.2%
Endowment Savings-(Bank West)	3,492.13	6,147.93	-2,655.80	-43.2%
General Fund-(Bank of the West)	22,430.62	8,306.02	14,124.60	170.1%
Total Checking/Savings	38,039.25	26,430.25	11,609.00	43.9%
Other Current Assets				
Back up withholding	1,754.44	1,749.00	5.44	0.3%
Total Other Current Assets	1,754.44	1,749.00	5.44	0.3%
Total Current Assets	39,793.69	28,179.25	11,614.44	41.2%
<b>Other Assets</b>				
AIG Securities (GF)				
AIG Securities-Cash	4,490.59	4,480.92	9.67	0.2%
AIG Securities (GF) - Other	741.82	0.00	741.82	100.0%
Total AIG Securities (GF)	5,232.41	4,480.92	751.49	16.8%
SII Investments (BEF)				
FMV Adjustment	0.00	-119.58	119.58	100.0%
SII Investments (BEF) - Other	0.00	5,721.12	-5,721.12	-100.0%
Total SII Investments (BEF)	0.00	5,601.54	-5,601.54	-100.0%
T.Rowe Price (Shaw Endowment)				
FMV Adjustment	-268.20	-564.01	295.81	52.5%
T.Rowe Price (Shaw Endowment) - Other	14,853.77	14,132.22	721.55	5.1%
Total T.Rowe Price (Shaw Endowment)	14,585.57	13,568.21	1,017.36	7.5%
Vanguard Asset Allocation (BEF)				
FMV Adjustment	931.62	2,679.93	-1,748.31	-65.2%
Vanguard Asset Allocation (BEF) - Other	49,928.19	41,149.94	8,778.25	21.3%
Total Vanguard Asset Allocation (BEF)	50,859.81	43,829.87	7,029.94	16.0%
Vanguard Wellington (BEF)				
FMV Adjustment	1,427.44	2,994.22	-1,566.78	-52.3%
Vanguard Wellington (BEF) - Other	37,736.02	29,615.29	8,120.73	27.4%
Total Vanguard Wellington (BEF)	39,163.46	32,609.51	6,553.95	20.1%
Total Other Assets	109,841.25	100,090.05	9,751.20	9.7%
<b>TOTAL ASSETS</b>	<b>149,634.94</b>	<b>128,269.30</b>	<b>21,365.64</b>	<b>16.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
Board Designated				
Designated - Direct Mail	8,000.00	8,000.00	0.00	0.0%
Total Board Designated	8,000.00	8,000.00	0.00	0.0%
Permanently Restricted				
Lapsit Program	10,599.84	10,599.84	0.00	0.0%
Total Permanently Restricted	10,599.84	10,599.84	0.00	0.0%
Retained Earnings	37,785.00	14,399.79	23,385.21	162.4%
Temporarily Restricted				
History Room	520.13	520.13	0.00	0.0%
Lapsit	1,572.60	1,572.60	0.00	0.0%
Total Temporarily Restricted	2,092.73	2,092.73	0.00	0.0%
Unrestricted Net Assets	78,287.27	78,287.27	0.00	0.0%
Net Income	12,870.10	14,889.67	-2,019.57	-13.6%
Total Equity	149,634.94	128,269.30	21,365.64	16.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>149,634.94</b>	<b>128,269.30</b>	<b>21,365.64</b>	<b>16.7%</b>

**Placentia Library Foundation**  
**Profit & Loss Prev Year Comparison**  
 January 1 through April 11, 2005

	Jan 1 - Apr 11, 05	Jan 1 - Apr 11, 04	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
AAB AL Merchandise Sales	250.00	768.59	-518.59	-67.5%
AAB AL Revenue	25.30	0.00	25.30	100.0%
AAB AL Sponsorships	400.00	100.00	300.00	300.0%
AAB AL Ticket Sales	4,770.00	6,825.00	-2,055.00	-30.1%
AAB AL Tips	1,742.25	3,104.00	-1,361.75	-43.9%
AAB Bankcard Deposit	2,276.72	1,386.37	890.35	64.2%
AAB Donation Box	249.62	200.24	49.38	24.7%
AAB Donations	397.87	660.01	-262.14	-39.7%
AAB Friends Book Sales	1,645.50	0.00	1,645.50	100.0%
AAB Interest	0.89	1.04	-0.15	-14.4%
AAB Transfer from BEF	1,232.05	0.00	1,232.05	100.0%
BEF AL Tips	0.00	1,795.00	-1,795.00	-100.0%
BEF Bequests/Memorials	25.00	0.00	25.00	100.0%
BEF Credit Card Transactions	615.00	0.00	615.00	100.0%
BEF Donations	1,731.00	876.45	854.55	97.5%
BEF Interest	3.15	204.78	-201.63	-98.5%
BEF Unrealized Gain/Loss	0.00	1,525.42	-1,525.42	-100.0%
GF Adopt-a-Chair Revenue	2,200.00	0.00	2,200.00	100.0%
GF Afghan Sales	0.00	110.00	-110.00	-100.0%
GF Afghan Sales Tax	0.00	8.52	-8.52	-100.0%
GF AL Sponsorships	740.00	1,035.00	-295.00	-28.5%
GF Dividends	5.01	2.26	2.75	121.7%
GF Donations-Childrens	290.00	0.00	290.00	100.0%
GF Donations-History Room	125.00	0.00	125.00	100.0%
GF Donations-Literacy	829.00	0.00	829.00	100.0%
GF Donations-Remodel	50.00	0.00	50.00	100.0%
GF Donations-Unrestricted	3,266.45	3,465.00	-198.55	-5.7%
GF Friends Misc Reimbursement	1,770.48	0.00	1,770.48	100.0%
GF Friends Newsletter Reimburse	907.85	914.39	-6.54	-0.7%
GF Interest	2.10	0.89	1.21	136.0%
GF Lapsit Income/Shaw Endowment	1,715.70	148.78	1,566.92	1,053.2%
GF Membership Dues	5.00	0.00	5.00	100.0%
GF Miscellaneous	-20.00	0.00	-20.00	-100.0%
GF Placentia Child Hist Bk Dist	1,620.00	2,863.00	-1,243.00	-43.4%
GF Unrealized Gain	-313.02	-0.20	-312.82	-156,410.0%
GF Vending Machines	3,518.55	2,519.70	998.85	39.6%
<b>Total Income</b>	<b>32,076.47</b>	<b>28,514.24</b>	<b>3,562.23</b>	<b>12.5%</b>
<b>Expense</b>				
AAB AL Books Purchase	0.00	497.42	-497.42	-100.0%
AAB AL Expenses	2,518.99	4,797.66	-2,278.67	-47.5%
AAB AL Printing Expense	10.29	0.00	10.29	100.0%
AAB AL Supplies Expense	370.93	0.00	370.93	100.0%
AAB Bank Service Charges	46.75	12.00	34.75	289.6%
AAB Bankcard Service Charge	45.90	140.87	-94.97	-67.4%
AAB Book Purchases	84.60	0.00	84.60	100.0%
AAB Transfer to BEF	665.00	400.00	265.00	66.3%
AAB Transfer to FPL for Cr Cd	5.00	0.00	5.00	100.0%
AAB Transfer to GF	0.00	118.52	-118.52	-100.0%
AAB Transfer to Library GF	1,750.00	0.00	1,750.00	100.0%
BEF Transfer to AAB	1,232.02	0.00	1,232.02	100.0%
GF Acct. and Admin. Fees	0.00	315.00	-315.00	-100.0%
GF Adopt-a-Chair Expense	179.29	0.00	179.29	100.0%
GF Bank Service Charges	0.00	12.00	-12.00	-100.0%
GF Board Expenses	40.00	0.00	40.00	100.0%
GF Book Expense-Shaw Endowment	1,715.70	0.00	1,715.70	100.0%
GF History Room Expenses	64.31	251.00	-186.69	-74.4%
GF Lapsit/Storyhours-Shaw Endow	420.00	210.00	210.00	100.0%
GF Materials-Shaw Endowment	0.00	180.00	-180.00	-100.0%
GF Membership/Donation Solicita	55.00	0.00	55.00	100.0%
GF Miscellaneous Expense	0.00	203.35	-203.35	-100.0%
GF Newsletter	1,576.19	3,337.28	-1,761.09	-52.8%
GF Office Supplies	231.34	0.00	231.34	100.0%
GF Placentia Child Hist Bk Exp	0.00	3,113.00	-3,113.00	-100.0%

4:52 PM

04/11/05

Cash Basis

**Placentia Library Foundation**  
**Profit & Loss Prev Year Comparison**  
January 1 through April 11, 2005

Agenda Item 8

Page 7 of 10

	<u>Jan 1 - Apr 11, 05</u>	<u>Jan 1 - Apr 11, 04</u>	<u>\$ Change</u>	<u>% Change</u>
GF Postage and Delivery	10.50	30.10	-19.60	-65.1%
GF Printing Expense	1,023.40	0.00	1,023.40	100.0%
GF Registration/Travel	27.00	0.00	27.00	100.0%
GF Transfer to Library GF	5,000.00	0.00	5,000.00	100.0%
GF Vending Machine Repair	305.00	50.00	255.00	510.0%
GF Vending Machine Supplies	1,542.11	1,218.35	323.76	26.6%
<b>Total Expense</b>	<u>18,919.32</u>	<u>14,886.55</u>	<u>4,032.77</u>	<u>27.1%</u>
<b>Net Ordinary Income</b>	<u>13,157.15</u>	<u>13,627.69</u>	<u>-470.54</u>	<u>-3.5%</u>
<b>Net Income</b>	<u>13,157.15</u>	<u>13,627.69</u>	<u>-470.54</u>	<u>-3.5%</u>

# Executive Consulting

For The Nonprofit Sector, Inc.



## PREPARING FOR THE STRATEGIC PLAN

A Joint Discussion Between The Placentia Library Foundation and  
The Placentia Library Board of Trustees

*Placentia Library  
Placentia, California  
June 7, 2005*



**Executive Consulting For The Nonprofit Sector**  
110 West Ocean Boulevard – Suite #511  
Long Beach, California 90802  
(562) 951-9514  
[www.interimexecutive.org](http://www.interimexecutive.org)



## ***PREPARING FOR THE STRATEGIC PLAN***

***Meeting Agenda***  
**June 7, 2005**  
**3:00PM to 6:00PM**

### **GOALS OF AGENDA**

The Administrative Staff at Placentia Library have requested a three-hour facilitated meeting to be conducted by Executive Consulting For The Nonprofit Sector, Inc. The purposes of the meeting are as follows:

- (1) Review the facts of the current situation about the working relationship that exists between The Placentia Library Foundation Board of Directors and the Library's Board of Trustees
- (2) Present the proposed process for completing a strategic planning process that will create a vision for the Placentia Library and provide direction for building workplans for the Foundation, the Trustees and the Friends of Placentia Library.
- (3) Provide an overview of the Placentia Library Foundation to the Trustees as an up-date on current activities and a means to answer specific questions about the Foundation – its beginnings, mission, current strategies, and future work.
- (4) Agree to work together to create a strategic plan that will assure growth for the Library in its service to the community

### **PROPOSED AGENDA**

- |               |   |
|---------------|---|
| <b>3:00PM</b> | <b>INTRODUCTIONS</b><br>Jeffrey R. Wilcox, President & CEO,<br>Executive Consulting For The Nonprofit Sector, Inc.  |
| <b>3:15PM</b> | <b>THE UPCOMING STRATEGIC PLANNING PROCESS</b><br>Elizabeth Mintor, Executive Director<br><i>The Goals for Strategic Planning – The Process That Will Be Used</i> |
| <b>3:45PM</b> | <b>WHAT'S STANDING IN OUR WAY TO DO GREAT THINGS FOR<br/>PLACENTIA LIBRARY?</b><br>A Facilitated Discussion   |

- 4:15PM AN UP-DATE ON THE FACTS & FIGURES OF THE PLACENTIA LIBRARY FOUNDATION**  
Jean A. Lasley, CLU, Chairman of the Board, Placentia Library Foundation
- 4:45PM DISCUSSION ABOUT THE FOUNDATION:  
Questions, Answers, and Observations**  
A Facilitated Discussion
- 5:15PM AN UP-DATE ON THE BOARD OF TRUSTEES**  
Al Shkoler, President, Placentia Library Board of Trustees
- 5:30PM NEXT STEPS TO ENHANCING THE RELATIONSHIP BETWEEN THE TRUSTEES AND THE FOUNDATION TO SUPPORT STRATEGIC PLANNING**

**MEETING NOTES:**

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**OUR AGREEMENTS:**

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**MY TASKS & RESPONSIBILITIES:**

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PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
June 15, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular - prepayment of Civic Center Loan	4759	54,411.23
	TOTAL	54,411.23

Prepared by: Wendy Goodson

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870  <b>PLEASE PAY IMMEDIATELY</b>	Principal Payment on Library Lease Loan		2200	00		54,411.23		

The claims listed above (totaling \$54,411.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

54,411.23

PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Library Trustees  
June 15, 2005

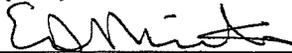
	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	May 26, 2005	4751	4,166.92
	June 2, 2005	4752	2,324.95
	June 2, 2005	4753	5,064.13
	June 9, 2005	4754	12,950.23
TOTAL BY LIBRARY DIRECTOR			\$ 24,506.23
TOTAL			<u>\$ 24,506.23</u>

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct					
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	4-17-05/714-528-1906 4-17-05/714-528-8236		0700 0700	00 01		82.25 24.20 <b>106.45</b>		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	5-13-05/289352050 5-13-05/289099286		1800 1800	00 00		76.73 24.10 <b>100.83</b>		
N25869 Image Concepts 911 Powell Court Costa Mesa, CA 92626	5-12-05/6369		1800	00		450.44		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	7-20-05/June 2005		0300	00		276.84		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	5-19-05/25181 5-18-05/25180		1000 1000	00 00		64.91 100.00 <b>164.91</b>		
N29537 Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	5-1-05/63		1900	08		1,000.00		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	4-9-05to5-21-05 Travel Reimb		2700	01		12.96		
need vendor # Creative Business Concepts One Technology Drive Bld H Irvine CA 92618	5-23-05		1800	00		2,054.49		

The claims listed above (totaling \$,4,471.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

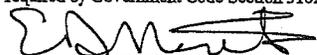
ATTESTED AND/OR COUNTERSIGNED B

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	Doc Number	SC	
			BS Acct	Objt/ Rev					
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	6-1-05 June 2005	0300	00			35.00			
N06568 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	5-24-05/Ad 5-2005 to 4-2006	1900	.00			575.00			
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	5-24-05/2063188	1800	00			132.93			
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	5-20-05/X6509	1800	00			248.87			
N01074 The Gas Company PO Box C Monterey Park, CA 91756	5-24-05/05391188009	2800	00			600.13			
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	5-20-05/June 2005	0300	00			216.80			
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	5-20-05/6166	1800	00			42.00			
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	5-20-05/312083-9	2800	00			258.72			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	5-26-05/A37912	700	01			215.50			

The claims listed above (totaling \$2,324.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
 APPROVED BY

COUNTERSIGNED BY

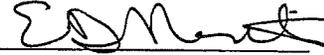
ATTESTED AND/OR COUNTERSIGNED B

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	5-20-05/X8994		1000	00		251.26		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	5-23-05/4027912-1		0300	00		1,134.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	May 2005 Music Time & Story Time		1900	00		630.00	"2"	
N27626 Zimmer Electric, Inc. P.O. Box 526 11581 Range View Rd. Mira Loma, CA 91752-0526	5-30-05/617		1400	00		2,526.69		
	5-30-05/618		1400	00		344.39		
						2,871.08		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	5-24-05/111613		1300	00		137.79		
need vendor # Hai Phan 14590 Von Circle Westminster CA 92683	5-30-05		1300	01		40.00		

The claims listed above (totaling \$5,064.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	6-6-05/331702		1400	00		1,300.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	5-26-05/20050526		1900	00		324.68		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	5-20-05/X9240		1800	00		768.76		
			1900	00		15.95		
			2400	01		27.96		
			2400	02		115.59		
			2700	01		598.00		
						1,526.26		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	7-1-05to8-1-05 200506066135		0300	00		8,067.65		
N29537 Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	5-26-05/67		1900	08		1,000.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	Spanish Lit Prgm May Spanish Lit Prgm June		1900	01		286.72	"2"	
			1900	01		143.36	"2"	
						430.08		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	Spanish Lit Prgm June Spanish Lit Prgm May		1900	01		100.52	"2"	
			1900	01		201.04	"2"	
						301.56		

The claims listed above (totaling \$12,950.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
June 15, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular	4755	3,779.36
	4756	1,758.88
	4757	6,833.87
	4758	2,713.54
Subtotal for Regular		15,085.65
Payroll	7/6/2005	38,789.65
	7/20/2005	38,789.65
Subtotal for Payroll		77,579.30
TOTAL CURRENT CLAIMS & PAYROLL		92,664.95

Prepared by: Wendy Goodson

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct	Rev				
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	5-13-05/2418542		2400	05		576.25		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	6-1-05/103762		1800	00		30.50		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Checks		0900	00		78.20		
			0900	08		55.79		
			1800	00		12.33		
			1800	08		950.00		
			2700	01		249.00		
			2700	08		10.00		
						<b>1,355.32</b>		
N03738C Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6460	5-24-05/8869		1803	00		16.75		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	714-223-1698		0700	01		342.85		
	714-524-8408		0700	08		75.41		
	335-253-2062		0700	01		227.36		
						<b>645.62</b>		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	5-19-05/F721131		2400	01		16.23		
	5-19-05/F721132		2400	01		19.30		
	5-19-05/F721133		2400	01		23.33		
	5-19-05/F721134		2400	01		36.25		
	5-19-05/F721135		2400	01		92.38		
	5-16-05/F712645		2400	01		114.49		
	5-16-05/F712646		2400	01		102.62		
	5-26-05/F737123		2400	01		8.47		
	5-26-05/F737124		2400	01		27.21		
	5-26-05/F737125		2400	01		47.03		
	5-26-05/F737126		2400	01		18.07		
	5-26-05/F737127		2400	01		32.29		
	5-26-05/F737128		2400	01		19.30		
	5-26-05/F737129		2400	01		18.68		
	5-26-05/F737130		2400	01		27.25		
	5-26-05/F737131		2400	01		17.45		
	5-26-05/F737132		2400	01		28.17		
	5-25-05/F734040		2400	01		95.36		
	5-25-05/F734041		2400	01		33.02		
	5-25-05/F734037		2400	01		270.61		
5-25-05/F734038		2400	01		37.37			
6-6-05/F753993		2400	01		39.92			
6-6-05/F753994		2400	01		30.12			
						<b>1,154.92</b>		

The claims listed above (totaling \$3,779.36) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	APPROVED CLAIMS		Rept Cat	AMOUNT	A C's Use Only	
			Objt/ Rev/ BS Acct	Sub Objt/ Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	5-17-05/94459632		2400	01		10.87		
	5-17-05/94459631		2400	01		14.68		
	5-17-05/94459630		2400	01		16.75		
	5-17-05/94459629		2400	01		36.52		
	5-17-05/94459628		2400	01		60.68		
	5-17-05/94459627		2400	01		32.83		
	5-22-05/94532634		2400	01		20.36		
	5-22-05/94532635		2400	01		48.69		
	5-18-05/94468462		2400	01		53.07		
	5-19-05/94492590		2400	01		185.31		
	5-20-05/94526186		2400	01		19.40		
	5-19-05/94492589		2400	01		21.33		
	5-19-05/94492591		2400	01		16.08		
	5-26-05/94611560		2400	01		17.26		
	5-26-05/94611559		2400	01		16.62		
	5-26-05/94611558		2400	01		18.50		
	5-26-05/94611557		2400	01		12.40		
	5-26-05/94611556		2400	01		18.07		
	5-26-05/94611555		2400	01		10.94		
	5-26-05/94611554		2400	01		12.80		
	5-26-05/94611553		2400	01		14.29		
	5-26-05/94611552		2400	01		18.10		
	5-26-05/94611551		2400	01		5.30		
	5-26-05/94611550		2400	01		21.46		
	5-26-05/94611549		2400	01		35.04		
	5-26-05/94611548		2400	01		9.37		
	5-26-05/94611547		2400	01		95.96		
5-26-05/94611546		2400	01		4.03			
5-26-05/94611545		2400	01		18.04			
5-26-05/94611544		2400	01		18.32			
5-26-05/94611543		2400	01		101.07			
5-29-05/94653214		2400	01		33.14			
5-29-05/94653213		2400	01		393.08			
					<b>1,410.36</b>			
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	5-3-05/R697593		2400	01		150.99		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	5-19-05/384947		1800	00		129.24		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	5-27-05/291187099		1800	00		68.29		

The claims listed above (totaling \$1,758.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
			BS Acct						
N09111A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	5-25-05/0268167		2400	04		225.00			
N09238 Scholastic Book Fairs 1210 N. Red Gum Street Anaheim, CA 92806	2-15-05/29693		2400	01		61.01			
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	5-16-05/494071		2400	01		219.50			
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	6-9-05/386504		2400	01		42.67			
N22268 Midwest Tape PO Box 820 Holland OH 43528	5-21-05/1081411		2400	02		9.99			
	5-21-05/1081415		2400	02		924.20			
	5-18-05/1080638		2400	02		319.73			
	5-21-05/1081413		2400	02		19.99			
	5-21-05/1081412		2400	02		11.99			
	5-18-05/1080636		2400	02		22.99			
	5-25-05/1083139		2400	02		19.99			
	5-21-05/1081414		2400	02		12.99			
	5-18-05/1080637		2400	02		131.95			
	5-14-05/1078462		2400	02		846.31			
	5-14-05/1078460		2400	02		70.95			
	5-14-05/1078461		2400	02		19.99			
	5-11-05/1077722		2400	02		39.98			
	5-11-05/1077725		2400	02		321.85			
	5-11-05/1077723		2400	02		16.99			
	5-11-05/1077726		2400	02		562.74			
	5-25-05/1083140		2400	02		430.62			
	6-1-05/1086280		2400	02		286.75			
	6-1-05/1086279		2400	02		22.99			
	6-1-05/1086278		2400	02		33.98			
						<b>4,092.99</b>			
N22650 World Book, Inc. P.O. Box 856009 Louisville, KY 40285-6009	6-2-05/1274340		2400	01		2,023.55			
N23434 Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	6-6-05/594682625		0700	00		67.58			
			0700	08		67.59			
						<b>135.17</b>			

The claims listed above (totaling \$6,833.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/		Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev				Doc Number	SC
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	5-16-08/2113718 5-19-05/2113720 5-25-05/2137889		2400	01			197.98 42.76 27.19 267.93		
N25872 Alldata 9412 Big Horn Blvd. Elk Grove, CA 95758-1101	5-16-05/15313436		2400	03			1,616.25		
N25939A Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	5-28-05/40042312		2400	01			146.61		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	5-16-05/200388		2400	05			146.17		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	5-12-05/14003214 5-18-05/14018592		2400	01			406.31 85.20 491.51		
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	6-1-05/1089520942		2400	05			6.00		
need vendor # The Roman & Littlefield Publishing 15200 NBN Way Bldg B Blue Ridge Smt, PA 17214	5-23-05/05972656		2400	01			39.07		

The claims listed above (totaling \$2,713.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

2,713.54



# County of Orange

## ELECTRONIC FUNDS TRANSFER A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 38,789.65 on 7 | 6 | 05

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #1

Description: PLEASE PAY FY 05-06

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						36,036.69	
707	707			200	00						2,752.96	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	38,789.65
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER		DATE	DEPUTY		DATE					

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



# 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 \$ 38,789.65 on 7 | 20 | 05

Send To: Bank Name: Wells Fargo Bank  
ABA #: 121000248  
Account Name: Placentia Library District  
Account #: 2011939659  
Reference: Payroll #2

Description: PLEASE PAY FY 05-06

#### Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						36,036.69	
707	707			200	00						2,752.96	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	38,789.65
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *Edm*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** June 15, 2005

**BACKGROUND:**

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

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

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2004-2005 through June 15, 2005.



Placentia Library District  
FY2004-2005 General Fund Cash Flow

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

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/09/04	4648	General by Library Director		4,211.13	423,526.39
09/09/04	4649	General by Library Director		8,359.69	415,166.70
09/20/04	4650	General		2,728.08	412,438.62
09/20/04	4651	General		5,101.54	407,337.08
09/20/04		Payroll to wire 10/13/05		31,513.17	375,823.91
09/20/04		Payroll to wire 10/27/05		31,513.17	344,310.74
09/23/04	4652	General by Library Director		15,046.77	329,263.97
09/23/00	4653	General by Library Director		8,308.56	320,955.41
09/23/04	4654	General by Library Director		7,724.91	313,230.50
09/30/04	4655	General by Library Director		4,649.97	308,580.53
09/30/04	4656	General by Library Director		274.48	308,306.05
09/20/04		Unsecured	53,829.90	134.57	362,001.38
09/20/04		Supplemental #2	8,254.22		370,255.60
09/21/04		Interest, Aug	817.53	66.55	371,006.58
09/13/04		Interest, Bank of the West	3.28		371,009.86
09/13/04		State Library ILL, 5th Quarter	3,717.85		374,727.71
09/13/04		Library Revenue, Sep	1,503.43		376,231.14
09/13/04		Library Passport Revenue, Sep	7,416.30		383,647.44
10/05/04		State Library Literacy Grant	30,000.00		413,647.44
10/05/04		Library Passport Revenue, Sep	8,620.60		422,268.04
10/05/04		State Library ELLI Grant	8,520.00		430,788.04
10/05/04		Library Revenue, Sep	2,031.56		432,819.60
10/05/04		Target Grant	2,000.00		434,819.60
10/05/04		State Library ILL, 1st Quarter	1,496.30		436,315.90
10/07/04	4657	General by Library Director		2,430.29	433,885.61
10/07/04	4658	General by Library Director		9,838.86	424,046.75
10/13/04		Supplemental #3	3,337.05		427,383.80
10/14/04	4659	General by Library Director		4,957.25	422,426.55
10/14/04	4660	General by Library Director		2,050.60	420,375.95
10/25/04	4661	General		6,397.90	413,978.05
10/25/04	4662	General		3,939.56	410,038.49
10/25/04	4663	General		1,350.93	408,687.56
10/25/04	4664	General		11,624.32	397,063.24
10/25/04	4665	General		3,122.11	393,941.13
10/25/04	4666	General		1,225.39	392,715.74
10/25/04	4667	General		1,022.45	391,693.29
10/25/04		Payroll to wire 11/10/05		31,513.17	360,180.12
10/25/04		Payroll to wire 11/24/05		31,513.17	328,666.95
10/27/04		Library Passport Revenue, Oct	7,885.95		336,552.90
10/27/04		Library Revenue, Oct	2,257.48		338,810.38
10/28/04		Interest, Sep	735.10	53.91	339,491.57
11/04/04	4668	General by Library Director		14,852.96	324,638.61
11/04/04	4669	General by Library Director		1,762.09	322,876.52
11/04/04	4670	General by Library Director		7,241.20	315,635.32
11/04/04	4671	General by Library Director		1,865.84	313,769.48
11/17/04		Interest, Oct	756.03	51.77	314,473.74
11/18/04		Supplemental #4	2,779.54		317,253.28

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/22/04	4672	General		19,064.08	298,189.20
11/22/04	4673	General		3,094.00	295,095.20
11/22/04	4674	General		1,292.49	293,802.71
11/22/04	4675	General		52,051.00	241,751.71
11/22/04	4676	General		9,546.73	232,204.98
11/22/04	4677	General		7,518.20	224,686.78
11/22/04	4678	General		5,702.60	218,984.18
11/22/04		Payroll to wire 12/08/04		38,412.06	180,572.12
11/22/04		Payroll to wire 12/22/04		38,412.06	142,160.06
11/23/04		Secured #1	135,653.23	339.13	277,474.16
11/29/04	4679	General by Library Director		5,666.23	271,807.93
11/30/04	4680	General by Library Director		651.00	271,156.93
11/30/04	4681	General by Library Director		3,526.96	267,629.97
11/30/04	4682	General by Library Director		8,104.95	259,525.02
12/01/04	4683	General by Library Director		6,824.00	252,701.02
12/09/04		Secured # 2	193,404.94	483.77	445,622.19
12/09/04		Library Passport Revenue, Nov	12,587.64		458,209.83
12/09/04		Library Revenue, Nov	2,889.03		461,098.86
12/09/04		Homeowners #1	2,582.58		463,681.44
12/09/04	4684	General by Library Director		5,850.94	457,830.50
12/09/04	4685	General by Library Director		4,062.13	453,768.37
12/09/04	4686	General by Library Director		8,410.64	445,357.73
12/20/04		Secured # 3	299,692.60	749.31	744,301.02
12/20/04		Supplemental # 5	10,478.13		754,779.15
12/20/04	4687	General		3,053.75	751,725.40
12/20/04	4688	General		1,872.12	749,853.28
12/20/04	4689	General		6,351.60	743,501.68
12/20/04	4690	General		250.67	743,251.01
12/20/04	4691	General		11,438.67	731,812.34
12/20/04		Payroll to wire 1/5/05		33,632.62	698,179.72
12/20/04		Payroll to wire 1/19/05		33,247.27	664,932.45
12/23/04		Interest, Nov	726.38	45.35	665,613.48
12/23/04	4692	General by Library Director		3,183.44	662,430.04
12/23/04	4693	General by Library Director		1,196.97	661,233.07
01/06/05	4694	General by Library Director		2,279.93	658,953.14
01/06/05	4695	General by Library Director		11,263.61	647,689.53
01/06/05	4696	General by Library Director		88.50	647,601.03
01/10/05		Homeowners #2	6,026.02		653,627.05
01/12/05		Library Passport Revenue, Dec/Jan	10,022.89		663,649.94
01/12/05		Library Revenue, Dec/Jan	3,039.69		666,689.63
01/13/05	4697	General by Library Director		5,261.64	661,427.99
01/13/05	4698	General by Library Director		13,294.61	648,133.38
01/17/05	4699	General		36,041.71	612,091.67
01/17/05	4700	General		2,511.11	609,580.56
01/17/05	4701	General		929.87	608,650.69
01/17/05		Payroll to wire 2/2/05		34,840.84	573,809.85
01/17/05		Payroll to wire 2/16/05		33,247.27	540,562.58

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/05	4702	General by Library Director		9,778.24	530,784.34
01/20/05	4703	General by Library Director		3,230.49	527,553.85
01/20/05		Secured #4	90,617.50	226.54	617,944.81
01/20/05		Unsecured	7,318.65	18.30	625,245.16
01/20/05		Supplemental #6	11,375.01		636,620.17
01/21/05		Interest, Dec.	1,236.20	71.28	637,785.09
01/27/05	4704	General by Library Director		3,534.91	634,250.18
02/03/05	4705	General by Library Director		4,529.58	629,720.60
02/03/05	4706	General by Library Director		13,532.65	616,187.95
02/08/05		State Library, Literacy Grant	29,191.00		645,378.95
02/08/05		Library Revenue, January	3,651.71		649,030.66
02/08/05		Library Passport Revenue, January	12,942.52		661,973.18
02/09/05		Public Utility #1	11,524.07	28.81	673,468.44
02/10/05	4707	General by Library Director		7,740.74	665,727.70
02/10/05	4708	General by Library Director		9,822.70	655,905.00
02/10/05	4709	General by Library Director		518.57	655,386.43
02/16/05		SDAF #1	4,060.00		659,446.43
02/16/05		Supplemental #7	4,740.36		664,186.79
02/17/05	4710	General by Library Director		3,678.42	660,508.37
02/22/05	4711	General		17,370.56	643,137.81
02/22/05	4712	General		2,902.80	640,235.01
02/22/05	4713	General		1,811.38	638,423.63
02/22/05	4714	General		1,137.12	637,286.51
02/22/05	4715	General		5,322.18	631,964.33
02/22/05		Payroll to wire 3/2/05		39,286.93	592,677.40
02/22/05		Payroll to wire 3/16/05		37,027.23	555,650.17
02/24/05	4716	General by Library Director		7,514.60	548,135.57
02/24/05	4717	General by Library Director		2,101.44	546,034.13
02/28/05		Interest, Jan	1,502.27	74.77	547,461.63
03/03/05	4718	General by Library Director		4,701.93	542,759.70
03/03/05	4719	General by Library Director		591.05	542,168.65
03/10/05	4720	General by Library Director		3,376.93	538,791.72
03/11/05		State Library, TBR Interlibrary Loan	6,557.07		545,348.79
03/11/05		Boeing Literacy Grant/Placentia Library Foundation	5,000.00		550,348.79
03/11/05		State Library, Project Grant, Global Language	6,000.00		556,348.79
03/11/05		Library Revenue, February	4,096.91		560,445.70
03/11/05		Library Passport Revenue, February	14,814.41		575,260.11
03/14/05	4721	General by Library Director		11,847.15	563,412.96
03/18/05		Interest, Feb	1,383.44	63.77	564,732.63
03/21/05	4722	General		13,816.74	550,915.89
03/21/05	4723	General		1,969.34	548,946.55
03/21/05	4724	General		2,052.86	546,893.69
03/21/05	4725	General		1,340.12	545,553.57
03/21/05		Payroll to wire 3/30/05		35,276.03	510,277.54
03/21/05		Payroll to wire 4/13/05		35,276.03	475,001.51
03/21/05		Secured #5	76,124.87	190.31	550,936.07
03/21/05		Supplemental #8	4,669.43		555,605.50

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/23/05		Interest, Bank of the West	42.14		555,647.64
03/23/05		State Library, CA Foundation Funds	21,402.00		577,049.64
03/23/05		Library Revenue, March	2,621.09		579,670.73
03/23/05		Library Passport Revenue, March	10,353.57		590,024.30
03/24/05	4726	General by Library Director		9,241.48	580,782.82
03/24/05	4727	General by Library Director		50.19	580,732.63
03/28/05		Interest for unapportioned taxes	418.91	34.78	581,116.76
03/31/05	4728	General by Library Director		24,535.83	556,580.93
03/31/05	4729	General by Library Director		1,362.92	555,218.01
04/07/05	4730	General by Library Director		3,535.26	551,682.75
04/07/05	4731	General by Library Director		11,830.08	539,852.67
04/15/05		Interest, Jun 04 Administration Fee Rebate	2.79	(145.71)	540,001.17
04/18/05	4732	General		8,567.83	531,433.34
04/18/05	4733	General		1,367.35	530,065.99
04/18/05	4734	General		2,108.98	527,957.01
04/18/05	4735	General		11,564.29	516,392.72
04/18/05	4736	General		6,511.28	509,881.44
04/18/05	4737	General		785.55	509,095.89
04/18/05		Payroll to wire 4/27/05		33,880.40	475,215.49
04/18/05		Payroll to wire 5/11/05		33,880.40	441,335.09
04/18/05		Payroll to wire 5/25/05		31,513.17	409,821.92
04/20/05		Secured #6	342,660.06	11,087.56	741,394.42
04/20/05		Supplemental #9	5,682.08		747,076.50
04/21/05	4738	General by Library Director		1,580.16	745,496.34
04/22/05		Interest, Mar	1,493.19	67.12	746,922.41
04/28/05	4739	General by Library Director		5,970.63	740,951.78
04/28/05	4740	General by Library Director		3,587.25	737,364.53
04/28/05		Interest, Bank of the West	17.10		737,381.63
04/28/05		Library Revenue, Apr.	6,464.50		743,846.13
04/28/05		Library Passport Revenue, Apr.	36,050.53		779,896.66
05/05/05	4741	General by Library Director		4,061.63	775,835.03
05/05/05	4742	General by Library Director		13,695.25	762,139.78
05/05/05		Payroll to wire 5/11/05 void	33,880.40		796,020.18
05/05/05		Payroll to wire 5/11/05		48,751.40	747,268.78
05/10/05		Homeowners #3	6,026.00		753,294.78
05/12/05		Interest, Apr	1,747.17	71.39	754,970.56
05/19/05		Secured #7	128,926.96	322.32	883,575.20
05/19/05		Supplemental #1	14,903.58		898,478.78
05/23/05	4743	General		4,728.70	893,750.08
05/23/05	4744	General		5,760.44	887,989.64
05/23/05	4745	General		2,042.87	885,946.77
05/23/05	4746	General		2,965.25	882,981.52
05/23/05	4747	General		5,560.16	877,421.36
05/23/05	4748	General		3,973.21	873,448.15
05/23/05	4749	General		19,799.74	853,648.41
05/23/05	4750	General		421.52	853,226.89
05/23/05		Payroll to wire 6/8/05		33,751.77	819,475.12

Placentia Library District  
 FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
05/23/05		Payroll to wire 6/22/05		33,751.77	785,723.35
05/26/05	4751	General by Library Director		4,166.92	781,556.43
05/26/05		Public Utility #2	10,220.71	25.55	791,751.59
05/26/05		Interest, Bank of the West	19.99		791,771.58
05/26/05		Library Revenue, May.	5,957.60		797,729.18
05/26/05		Library Passport Revenue, May	32,198.30		829,927.48
05/31/05		SDAF #2	3,752.60		833,680.08
06/02/05	4752	General by Library Director		2,324.95	831,355.13
06/02/05	4753	General by Library Director		5,064.13	826,291.00
06/09/05	4754	General by Library Director		12,950.23	813,340.77
06/15/05	4755	General		3,779.36	809,561.41
06/15/05	4756	General		1,758.88	807,802.53
06/15/05	4757	General		6,833.87	800,968.66
06/15/05	4758	General		2,713.54	798,255.12
06/15/05	4759	Non-standard General, loan prepayment		54,411.23	743,843.89
06/15/05					743,843.89

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2004-2005

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**

June 15, 2005

**Fiscal Year 2004-2005**

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
31-Jul-04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91
31-Aug-04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74
30-Sep-04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19
31-Oct-04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56
30-Nov-04	120,883.45	10,225.33	163,085.79	474,439.99	9,977.69	778,612.25	304,172.26
31-Dec-04	121,058.44	10,240.13	163,321.88	760,018.61	9,992.13	1,064,631.19	304,612.58
31-Jan-05	121,244.85	10,255.90	163,573.36	741,355.45	10,007.52	1,046,437.08	305,081.63
28-Feb-05	121,456.53	10,273.81	163,858.93	700,519.23	10,024.99	1,006,133.49	305,614.26
31-Mar-05	121,679.20	10,292.64	164,159.33	664,264.14	10,043.37	970,438.68	306,174.54
30-Apr-05	121,930.13	10,313.85	164,159.33	907,923.87	10,064.08	1,214,391.26	306,467.39
31-May-05	122,177.95	10,334.81	164,832.20	1,011,076.12	10,084.54	1,318,505.62	307,429.50
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fiscal Year 2003-2004**

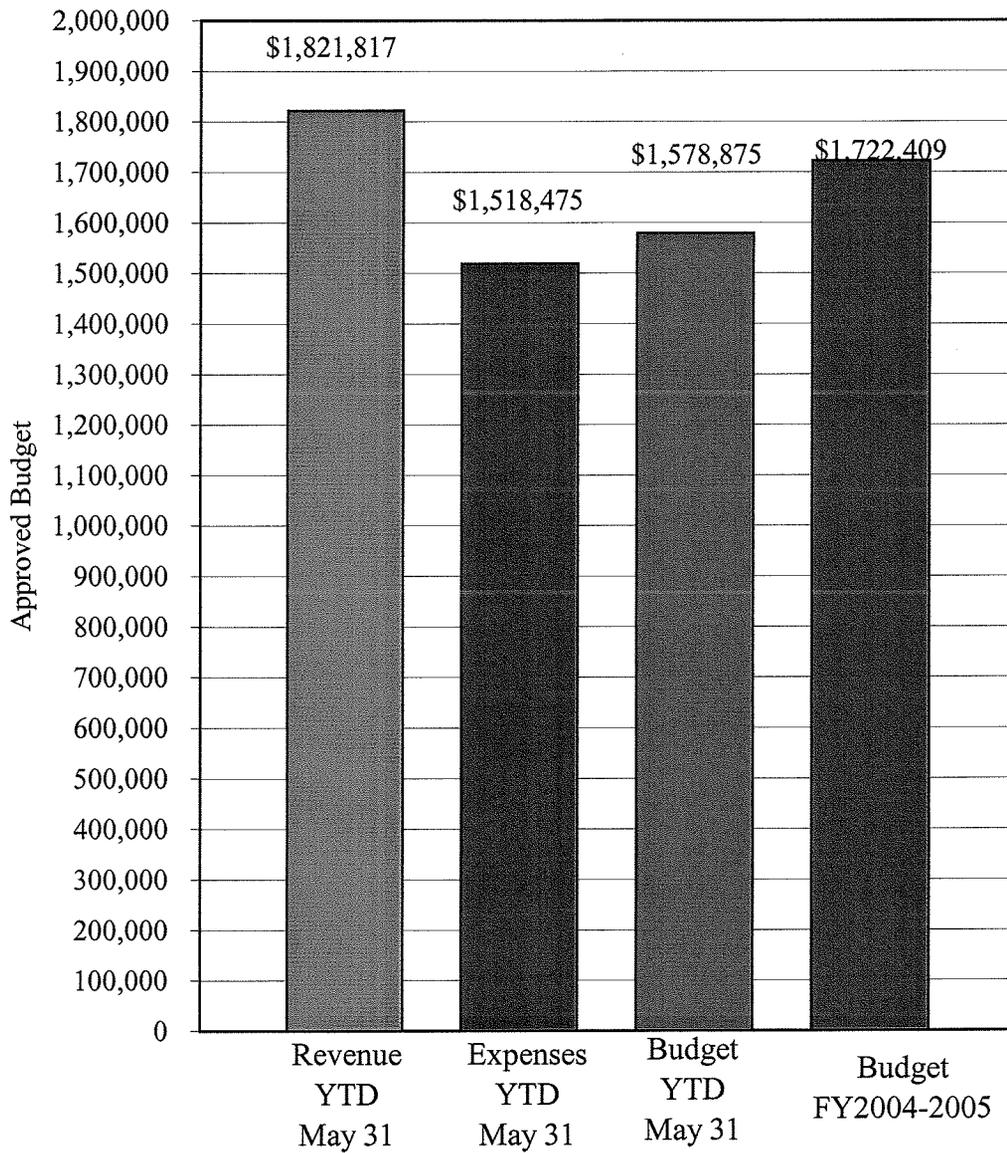
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56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



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2004 - 2005

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 2005	FY2003-2004 MAY 2004	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	1,280,570.15	1,163,387.02	128,926.96	95,016.45	103.69%
6210-01	Public Utility	22,500.00	21,744.78	22,597.89	10,220.71	10,811.55	96.64%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	1,302,314.93	1,185,984.91	139,147.67	105,828.00	102.38%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	61,148.55	59,013.71	0.00	0.00	100.24%
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	16,611.57	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	12,766.29	14,296.23	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	12,766.29	30,907.80	0.00	0.00	98.20%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	4,000.00	7,812.60	4,060.00	3,752.60	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	48,000.00	73,592.16	47,677.46	14,903.58	3,710.93	153.32%
6280-01	Final supplemental for prior years	0.00	3,269.35	4,113.68	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	48,000.00	76,861.51	51,791.14	14,903.58	3,710.93	160.13%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	2,035.01	1,567.37	0.00	0.00	145.36%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,400,145.00	1,462,938.89	1,333,324.93	157,803.85	109,538.93	104.48%

REVENUE REPORT FOR FUND 707  
 (Prepared from the Orange County Auditor's Report)  
 June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 2005	FY2003-2004 MAY 2004	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	11,325.65	4,757.80	1,767.16	592.53	283.14%
6610-01/02	Interest - old bond fund	0.00	418.91	3.77	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	4,000.00	11,744.56	4,761.57	1,767.16	592.53	293.61%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	14,634.60	14,796.72	6,026.00	6,092.77	86.09%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	11,771.22	14,060.25	0.00	0.00	84.08%
6970-01	State - CA Foundation Funds	18,000.00	21,402.00	23,537.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	64,191.00	51,194.00	0.00	0.00	125.39%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	6,000.00	14,520.00	69.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.68	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	111,884.22	88,860.93	0.00	0.00	125.34%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	38,329.89	23,336.19	5,957.60	2,480.04	174.23%
7670-01	Local Revenue -- Passport	175,000.00	180,285.28	166,936.30	32,198.30	22,420.61	103.02%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	15,000.00	2,000.00	20,003.25	0.00	0.00	
	TOTAL LOCAL REVENUE	212,000.00	220,615.17	210,275.74	38,155.90	24,900.65	104.06%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	9.94	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,722,409.00	1,821,817.44	1,652,029.83	203,752.91	141,124.88	105.77%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 05	FY2003-2004 MAY 04	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	728,221.70	636,909.33	68,842.36	53,564.10	95.68%
0200	Retirement (Social Security & Pension Contribution)	106,841	100,049.90	81,003.78	4,478.88	4,349.64	93.64%
	Health & Life Insurance/Blue Shield CA	83,667	71,103.85	42,829.92	7,826.27	5,321.76	84.98%
	Long Term Disability/Hartford	4,186	2,949.08	2,871.64	303.19	269.77	70.45%
	Life Insurance/Fortis & Protective Life	1,814	878.75	1,908.75	0.00	105.00	48.44%
	Vision Service Plan/VSP	2,870	2,360.75	2,093.34	228.48	186.30	82.26%
	Dental/Ameritas	8,938	7,149.10	7,671.50	0.00	619.60	79.99%
0300	Total Employee Insurance	101,475	84,441.53	57,375.15	8,357.94	6,502.43	83.21%
0310	Unemployment Insurance	-	9,045.00	140.00	1,509.00	0.00	
0350	Workers Compensation - General	13,000	16,713.00	9,683.00	0.00	0.00	128.56%
	TOTAL SALARIES & EMPLOYEE BENEFITS	982,433	938,471.13	785,111.26	83,188.18	64,416.17	95.53%
0700-00	Communications - Telephone	2,000	2,231.29	1,191.90	145.59	7.45	111.56%
0700-01	Communications - Modem/Fax	7,800	7,171.38	8,149.79	342.48	611.64	91.94%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	2,155.00	2,155.00	0.00	215.50	79.81%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	1,061.92	1,062.87	0.00	44.32	70.79%
	Total Communications	14,800	12,619.59	12,559.56	488.07	878.91	85.27%
0900-00	Food - General Fund	350	618.02	368.29	0.00	69.93	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	364.72	297.16	0.00	71.79	
0090-09	Food - Families for Literacy	500	0.00	403.57	0.00	0.00	
	Total Food	1,100	982.74	1,069.02	0.00	141.72	89.34%
1000-00	Household Expense	4,250	4,479.22	2,594.23	50.00	54.36	105.39%
1100-00	Insurance - Liability	12,000	11,001.77	11,120.12	0.00	0.00	91.68%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 05	FY2003-2004 MAY 04	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	8,218.00	2,157.29	110.00	200.02	273.93%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	19,500.00	46,530.00	0.00	6,500.00	78.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	73.85	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	27,791.85	48,687.29	110.00	6,700.02	97.52%
	HVAC	7,500	2,823.00	2,686.94	0.00	115.50	37.64%
	Carpet Cleaning	2,750	2,200.00	522.72	0.00	0.00	80.00%
	Groundskeeping, City of Placentia	27,500	24,193.68	22,134.23	1,723.99	1,877.61	87.98%
	Plumbing	3,000	1,526.95	3,185.22	0.00	257.94	50.90%
	Electrical	4,000	3,326.63	5,140.51	2,321.90	0.00	83.17%
	Cleaning Service	16,000	13,900.00	12,100.00	1,300.00	1,100.00	86.88%
	Locksmith	1,000	121.70	420.10	0.00	0.00	12.17%
	Other (Includes Fire Alarm & Extinguishers)	6,500	1,869.35	9,631.88	0.00	128.79	28.76%
1400-00	Total Maintenance of Building & Grounds	68,250	49,961.31	55,821.60	5,345.89	3,479.84	73.20%
1600-00	Memberships - General Fund	3,100	3,760.00	3,667.00	155.00	185.00	121.29%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	910.00	200.00	0.00	100.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	4,670.00	3,867.00	155.00	285.00	127.95%
1700-00	Miscellaneous Expense - General Fund	-	300.00	4,991.58	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	300.00	4,991.58	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 05	FY2003-2004 MAY 04	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	19,949.75	10,662.05	120.51	2,105.06	166.25%
	Printing	11,500	13,345.77	10,171.11	356.51	309.29	116.05%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	691.72	463.82	0.00	0.00	62.88%
	Paper	700	837.65	388.53	301.59	0.00	119.66%
	Drinking Water Service	350	327.50	310.50	30.50	29.50	93.57%
	Other Office Supplies	10,000	23,704.35	13,281.41	3,276.21	2,659.98	237.04%
	Total Office Supply Expense - General Fund	35,650	58,856.74	35,277.42	4,085.32	5,103.83	165.10%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	0.00	
1803-00	Printing	2,000	1,932.06	1,712.25	0.00	0.00	
	Publications	2,500	194.60	1,639.63	0.00	0.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	1,480.77	0.00	827.70	0.00	65.59%
1800-08	Total Adult Literacy Office Supply Expense	5,500	3,607.43	3,351.88	827.70	0.00	
1800-09	Supply Expense Families for Literacy	2,000	0.00	1,576.84	0.00	0.00	
	Total Office Expense	43,650	62,464.17	40,461.85	4,913.02	5,103.83	143.10%
1803-00	Postage Expense - General Fund	4,500	6,471.45	3,455.59	856.00	36.87	143.81%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	9.30	37.00	0.00	0.00	9.30%
1803-09	Postage Expense - Families for Literacy	150	0.00	42.50	0.00	0.00	
	Total Postage Expense	4,750	6,480.75	3,535.09	856.00	36.87	136.44%

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

June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 05	FY2003-2004 MAY 04	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	385.00	350.00	35.00	35.00	91.67%
	Pension Contribution & Operating Expenses	7,000	7,364.64	6,672.46	1,496.83	1,327.33	105.21%
	Anaheim Consortium Automated Library System	35,000	33,801.06	32,222.53	0.00	0.00	96.57%
	Library Board Consultants & Legal	10,000	3,883.95	20,014.35	0.00	800.00	
	Clipping Service	504	378.00	472.00	42.00	42.00	75.00%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	9,665.74	7,544.13	71.39	(20.86)	101.74%
	Advertising (Including WEB Site)	2,000	1,893.15	1,965.00	0.00	427.50	94.66%
	Medical Exams	1,200	1,119.50	771.00	0.00	105.50	93.29%
	Collection Services - Accounts Receivable	2,800	1,464.64	2,129.83	0.00	18.19	52.31%
	Audit & Accounting Services	8,600	9,200.00	5,420.00	0.00	0.00	106.98%
	Payroll Preparation	3,600	3,985.62	3,258.76	167.60	272.70	110.71%
	Election Expenses	15,000	17,754.31	0.00	0.00	0.00	
	Staff Training in Library	3,500	375.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	14,183.08	12,554.52	946.95	816.00	94.55%
1900-00	Total Specialized Services - General Fund	114,124	105,453.69	93,374.58	2,759.77	3,823.36	92.40%
1900-01	Specialized Services - Spanish Literacy	3,000	1,811.66	2,616.34	0.00	471.76	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	8,747.56	4,425.00	250.00	565.00	174.95%
1900-09	Specialized Services - Families for Literacy	500	0.00	1,150.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	13,606.17	13,761.61	347.87	264.57	90.71%
	Total Specialized Services	137,624	129,619.08	115,327.53	3,357.64	5,124.69	94.18%
2000-00	Legal Notices - General Fund	650	2,576.25	192.24	0.00	0.00	396.35%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	2,576.25	192.24	0.00	0.00	396.35%
2100-00	Rents/Leases-Equipment	700	628.09	703.14	154.09	134.74	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 05	FY2003-2004 MAY 04	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	43,543.97	101,485.46	0.00	0.00	41.47%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	1,010.45	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	175,000	74,689.32	58,904.12	0.00	13,568.58	42.68%
2400-02	Special Department Expense - Video		7,415.00	3,880.34	0.00	1,169.55	
2400-03	Special Department Expense - Electronic		32,953.89	30,683.69	0.00	9,290.00	
2400-04	Special Department Expense - Periodicals		8,097.10	8,196.79	0.00	668.65	
2400-05	Special Department Expense - Audio		8,311.21	10,277.46	0.00	2,585.22	
2400-07	Special Department Expense - ELLI Grant		0.00	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	4,720.42	1,811.96	0.00	0.00	236.02%
2400-09	Special Department Expense - Families for Literacy		352.01	2,940.65	0.00	0.00	
	Total Special Department Expense	177,000	137,549.40	117,510.74	0.00	27,282.00	77.71%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,394.28	3,429.37	0.00	94.67	95.77%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	3,797.55	2,548.93	917.65	297.60	84.39%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	1,118.50	229.20	0.00	229.20	74.57%
2700-03	Transportation/Travel - Meetings, Board Local	750	202.46	1,382.00	0.00	272.00	26.99%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	17.03	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	348.40	0.00	0.00	0.00	34.84%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	52.56	0.00	0.00	
	Total Transportation/Travel - Meetings	11,250	7,903.22	7,664.38	917.65	893.47	70.25%

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURE REPORT FOR FUND 5071**  
 (Prepared from the Orange County Auditor's Report)  
 June 15, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 MAY 05	FY2003-2004 MAY 04	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	38,420.42	37,502.77	0.00	3,046.38	53.36%
	Gas	4,200	8,318.20	3,480.32	533.31	330.30	198.05%
	Water	4,250	2,910.88	2,965.23	277.83	260.48	68.49%
	Total Utilities	80,450	49,649.50	43,948.32	811.14	3,637.16	61.71%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>693,624</b>	<b>552,220.91</b>	<b>571,539.15</b>	<b>17,158.50</b>	<b>53,752.61</b>	<b>79.61%</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	6,107.22	5,725.84	0.00	0.00	101.79%
4000-00	Equipment - General Fund	20,000	21,675.79	23,040.76	0.00	0.00	108.38%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	21,675.79	23,040.76	0.00	0.00	108.38%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>40,352</b>	<b>21,675.79</b>	<b>23,040.76</b>	<b>0.00</b>	<b>0.00</b>	<b>53.72%</b>
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	<b>TOTAL EXPENSES</b>	<b>1,722,409</b>	<b>1,518,475.05</b>	<b>1,385,417.01</b>	<b>100,346.68</b>	<b>118,168.78</b>	<b>88.16%</b>
	ELLI Grant Summary Object Code 07	1,500	17.03	1,094	0	0	3.55
	CLC Summary Object Code 08	3,150	19,843.60	11,186	1,078	781	
	FFL Grant Summary Object Code 09	3,000	377.01	6,166	0	0	
	<b>TOTAL LITERACY (Excluding Personnel)</b>	<b>21,050</b>	<b>20,237.64</b>	<b>18,446</b>	<b>1,078</b>	<b>781</b>	

**Placentia Library District**  
**Balance Sheet**  
As of May 31, 2005

	May 31, 05
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	4,073.55
County Exempt - Savings	6,923.99
General Fund - Checking	15,063.43
General Fund - Savings	14,110.49
Literacy Fund - Savings	10,789.17
Payroll Checking - Wells Fargo	45,010.71
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	43,661.34
Total Checking/Savings	139,632.68
Total Current Assets	139,632.68
<b>TOTAL ASSETS</b>	<b>139,632.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	30,877.34
Total Capital	68,809.21
Net Income	39,946.13
Total Equity	139,632.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>139,632.68</b>

**Placentia Library District**  
**Profit & Loss by Class**  
 July 2004 through May 2005

	County Exempt Fund	General Fund	Literacy Fund
<b>Income</b>			
COE Directors Fund (Friends)	1,194.00	0.00	0.00
COE Friends - Summer Reading	4,000.00	0.00	0.00
COE Interest	22.84	0.00	0.00
COE Life Insur Suplmt(EDM)	438.68	0.00	0.00
COE Meeting Room Income	6,005.00	415.00	0.00
COE Miscellaneous Income	3,002.15	0.00	0.00
COE Passport Chck Reimbursement	37,796.85	801.00	0.00
COE Special Event Retirement	2,515.00	0.00	0.00
COE Staff Appreciation Reimb	610.00	0.00	0.00
COE Test Proctoring Income	750.00	30.00	0.00
GF Bankcard Deposit	2,291.30	76,676.23	0.00
GF Cash Register - Audio Visual	0.00	5.90	0.00
GF Cash Register - Childrens	0.00	377.10	0.00
GF Cash Register - Copy/Debit	0.00	6,008.75	0.00
GF Cash Register - Fines	0.00	19,173.21	0.00
GF Cash Register - Lost Items	0.00	2,688.62	0.00
GF Cash Register - Misc.	0.00	532.68	0.00
GF cash register - Passport Pho	0.00	8,350.00	0.00
GF Cash Register - Reserves	7.50	1,642.45	0.00
GF County Reimbursements	0.00	11,139.68	0.00
GF Deposit Correction Income	0.00	30.00	0.00
GF Fed Work Study Reimbursement	0.00	44,543.51	0.00
GF Interest	0.00	103.51	0.00
GF Miscellaneous Income	0.00	647.57	0.00
GF Non Government Grant	0.00	5,000.00	0.00
GF Office Expense Reimbursement	0.00	74.00	0.00
GF Passport Revenue	0.00	167,876.90	0.00
GF Registration fees refund	0.00	100.00	0.00
GF Special Grants	0.00	9,000.00	0.00
GF State Library Grants	0.00	37,711.00	0.00
GF State Library Reimbursements	0.00	45,625.53	0.00
GF State of CA Foundation Funds	0.00	21,402.00	0.00
GF Transfers from County	0.00	1,031.89	0.00
GF Travel Reimb - Literacy	0.00	329.40	0.00
GF Typewriter Income	0.00	8.45	0.00
LIT Book Sales	0.00	0.00	50.79
LIT Donations	0.00	0.00	2,250.00
LIT Interest Inc - Savings	0.00	0.00	29.05
PA Wire Transfer from County	31,513.17	0.00	0.00
PA Wire Transfer from Paychex	0.00	0.00	0.00
<b>Total Income</b>	<b>90,146.49</b>	<b>461,324.38</b>	<b>2,329.84</b>
<b>Expense</b>			
COE Bank fees	114.50	0.00	0.00
COE Childn's Summer Rdng Prgm	1,573.03	0.00	0.00
COE Children's Camp Library	374.30	0.00	0.00
COE Children's T-Shirt Expenses	305.00	0.00	0.00
COE Friend's Director's Fund	2,139.75	0.00	0.00
COE Friend's Other Activities	37.00	0.00	0.00
COE Life Insurance payment	651.95	0.00	0.00
COE Meeting Room Maintenance	1,640.20	0.00	0.00
COE Miscellaneous Expense	184.00	0.00	0.00
COE Office Expense	0.00	0.00	0.00
COE Passport Expenses	44,598.90	0.00	0.00
COE Special event Retire Expens	3,282.65	0.00	0.00
COE Staff Appreciation	1,060.00	0.00	0.00
COE Transfer to COE Checking	1,363.00	4,817.75	0.00
GF Advertising Expense	0.00	269.70	0.00
GF Bank Fees	0.00	115.44	0.00
GF Bank Return Check Item/Fees	0.00	246.00	0.00
GF Bankcard Service Charge	0.00	2,417.39	0.00
GF Deposit Correction	0.00	123.30	0.00
GF Food	0.00	678.96	0.00
GF Household Expenses	0.00	1,027.58	0.00
GF Insurance	0.00	651.95	0.00

8:01 AM  
 06/11/05  
 Accrual Basis

**Placentia Library District**  
**Profit & Loss by Class**  
 July 2004 through May 2005

	County Exempt Fund	General Fund	Literacy Fund
GF Library Materials (books)	0.00	882.27	0.00
GF Library Supplies	0.00	166.24	0.00
GF Literacy	0.00	2,002.36	0.00
GF Memberships	0.00	118.00	0.00
GF Miscellaneous	0.00	82.10	0.00
GF Office Expense	0.00	2,226.23	0.00
GF Petty Cash Reimbursement	0.00	-4,242.94	0.00
GF Postage	0.00	566.03	0.00
GF Printing	0.00	1,180.85	0.00
GF Prof & Spec Services	0.00	250.00	0.00
GF Taxes & Fees (370)	0.00	3,191.00	0.00
GF Transfer to COE	1,080.00	22,191.00	0.00
GF Transfer to GF Savings	0.00	50,584.89	0.00
GF Transfers to County	0.00	358,852.56	0.00
GF Travel Literacy	0.00	738.40	0.00
GF Travel Staff	0.00	3,138.54	0.00
GF Travel Trustees	0.00	972.00	0.00
LITTutor Training Expense	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00
PA Employee 125 Co-Pay	0.00	0.00	0.00
PA Employee Life Insurance	0.00	0.00	0.00
PA Garnishment	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00
PA Salaries	0.00	0.00	0.00
<b>Total Expense</b>	<b>58,404.28</b>	<b>453,247.60</b>	<b>0.00</b>
<b>Net Income</b>	<b>31,742.21</b>	<b>8,076.78</b>	<b>2,329.84</b>

**Placentia Library District**  
**Profit & Loss by Class**  
 July 2004 through May 2005

	Payroll Fund	Unclassified	TOTAL
<b>Income</b>			
COE Directors Fund (Friends)	0.00	0.00	1,194.00
COE Friends - Summer Reading	0.00	0.00	4,000.00
COE Interest	0.00	0.00	22.84
COE Life Insur Suplmt(EDM)	0.00	0.00	438.68
COE Meeting Room Income	0.00	0.00	6,420.00
COE Miscellaneous Income	0.00	0.00	3,002.15
COE Passport Chck Reimbursement	0.00	0.00	38,597.85
COE Special Event Retirement	0.00	0.00	2,515.00
COE Staff Appreciation Reimb	0.00	0.00	610.00
COE Test Proctoring Income	0.00	0.00	780.00
GF Bankcard Deposit	0.00	0.00	78,967.53
GF Cash Register - Audio Visual	0.00	0.00	5.90
GF Cash Register - Childrens	0.00	0.00	377.10
GF Cash Register - Copy/Debit	0.00	0.00	6,008.75
GF Cash Register - Fines	0.00	0.00	19,173.21
GF Cash Register - Lost Items	0.00	0.00	2,688.62
GF Cash Register - Misc.	0.00	0.00	532.68
GF cash register - Passport Pho	0.00	0.00	8,350.00
GF Cash Register - Reserves	0.00	0.00	1,649.95
GF County Reimbursements	0.00	0.00	11,139.68
GF Deposit Correction Income	0.00	0.00	30.00
GF Fed Work Study Reimbursement	0.00	0.00	44,543.51
GF Interest	0.00	0.00	103.51
GF Miscellaneous Income	0.00	0.00	647.57
GF Non Government Grant	0.00	0.00	5,000.00
GF Office Expense Reimbursement	0.00	0.00	74.00
GF Passport Revenue	0.00	0.00	167,876.90
GF Registration fees refund	0.00	0.00	100.00
GF Special Grants	0.00	0.00	9,000.00
GF State Library Grants	0.00	0.00	37,711.00
GF State Library Reimbursements	0.00	0.00	45,625.53
GF State of CA Foundation Funds	0.00	0.00	21,402.00
GF Transfers from County	0.00	0.00	1,031.89
GF Travel Reimb - Literacy	0.00	0.00	329.40
GF Typewriter Income	0.00	0.00	8.45
LIT Book Sales	0.00	0.00	50.79
LIT Donations	0.00	0.00	2,250.00
LIT Interest Inc - Savings	0.00	0.00	29.05
PA Wire Transfer from County	793,439.46	0.00	824,952.63
PA Wire Transfer from Paychex	14,990.38	0.00	14,990.38
<b>Total Income</b>	<b>808,429.84</b>	<b>0.00</b>	<b>1,362,230.55</b>
<b>Expense</b>			
COE Bank fees	0.00	0.00	114.50
COE Childn's Summer Rdng Prgm	0.00	0.00	1,573.03
COE Children's Camp Library	0.00	0.00	374.30
COE Children's T-Shirt Expenses	0.00	0.00	305.00
COE Friend's Director's Fund	0.00	0.00	2,139.75
COE Friend's Other Activities	0.00	0.00	37.00
COE Life Insurance payment	0.00	0.00	651.95
COE Meeting Room Maintenance	0.00	0.00	1,640.20
COE Miscellaneous Expense	0.00	0.00	184.00
COE Office Expense	0.00	0.00	0.00
COE Passport Expenses	0.00	0.00	44,598.90
COE Special event Retire Expens	0.00	0.00	3,282.65
COE Staff Appreciation	0.00	0.00	1,060.00
COE Transfer to COE Checking	0.00	0.00	6,180.75
GF Advertising Expense	0.00	0.00	269.70
GF Bank Fees	0.00	0.00	115.44
GF Bank Return Check Item/Fees	0.00	0.00	246.00
GF Bankcard Service Charge	0.00	0.00	2,417.39
GF Deposit Correction	0.00	0.00	123.30
GF Food	0.00	0.00	678.96
GF Household Expenses	0.00	0.00	1,027.58
GF Insurance	0.00	0.00	651.95

8:01 AM

06/11/05

Accrual Basis

**Placentia Library District  
Profit & Loss by Class  
July 2004 through May 2005**

	<u>Payroll Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
GF Library Materials (books)	0.00	0.00	882.27
GF Library Supplies	0.00	0.00	166.24
GF Literacy	0.00	0.00	2,002.36
GF Memberships	0.00	0.00	118.00
GF Miscellaneous	0.00	0.00	82.10
GF Office Expense	0.00	0.00	2,226.23
GF Petty Cash Reimbursement	0.00	0.00	-4,242.94
GF Postage	0.00	0.00	566.03
GF Printing	0.00	0.00	1,180.85
GF Prof & Spec Services	0.00	0.00	250.00
GF Taxes & Fees (370)	0.00	0.00	3,191.00
GF Transfer to COE	0.00	0.00	23,271.00
GF Transfer to GF Savings	0.00	0.00	50,584.89
GF Transfers to County	0.00	0.00	358,852.56
GF Travel Literacy	0.00	0.00	738.40
GF Travel Staff	0.00	0.00	3,138.54
GF Travel Trustees	0.00	0.00	972.00
LITTutor Training Expense	0.00	0.00	0.00
PA Bank fees	30.00	0.00	30.00
PA Empl 457 Plan Contribution	46,202.44	0.00	46,202.44
PA Employee 125 Co-Pay	6,281.45	0.00	6,281.45
PA Employee Life Insurance	438.68	0.00	438.68
PA Garnishment	600.00	0.00	600.00
PA Payroll Taxes	198,685.61	0.00	198,685.61
PA Salaries	558,394.36	0.00	558,394.36
<b>Total Expense</b>	<b>810,632.54</b>	<b>0.00</b>	<b>1,322,284.42</b>
<b>Net Income</b>	<b>-2,202.70</b>	<b>0.00</b>	<b>39,946.13</b>

## Placentia Library District Reconciliation Detail County Exempt - Checking, Period Ending 05/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,756.90
<b>Cleared Transactions</b>						
<b>Checks and Payments - 72 items</b>						
Check	4/23/2005	5628	Passport Services	X	-52.00	-52.00
Check	4/23/2005	5630	Passport Services	X	-67.00	-119.00
Check	4/23/2005	5631	Passport Services	X	-67.00	-186.00
Check	4/23/2005	5629	Passport Services	X	-134.00	-320.00
Check	4/25/2005	5635	Passport Services	X	-119.00	-439.00
Check	4/26/2005	5640	Passport Services	X	-60.00	-499.00
Check	4/26/2005	5641	Passport Services	X	-112.00	-611.00
Check	4/26/2005	5637	Passport Services	X	-186.00	-797.00
Check	4/26/2005	5638	Passport Services	X	-67.00	-864.00
Check	4/26/2005	5639	Passport Services	X	-127.00	-991.00
Check	4/27/2005	5643	Passport Services	X	-127.00	-1,118.00
Check	4/27/2005	5642	Passport Services	X	-127.00	-1,245.00
Check	4/28/2005	5645	Passport Services	X	-127.00	-1,372.00
Check	4/28/2005	5644	Passport Services	X	-67.00	-1,439.00
Check	4/28/2005	5647	Passport Services	X	-52.00	-1,491.00
Check	4/28/2005	5648	Passport Services	X	-134.00	-1,625.00
Check	4/28/2005	5649	Passport Services	X	-127.00	-1,752.00
Check	4/28/2005	5646	Passport Services	X	-67.00	-1,819.00
Check	4/30/2005	5651	Passport Services	X	-67.00	-1,886.00
Check	4/30/2005	5653	Passport Services	X	-67.00	-1,953.00
Check	4/30/2005	5654	Passport Services	X	-67.00	-2,020.00
Check	4/30/2005	5655	Passport Services	X	-156.00	-2,176.00
Check	4/30/2005	5652	Passport Services	X	-134.00	-2,310.00
Check	4/30/2005	5650	Passport Services	X	-67.00	-2,377.00
Check	5/5/2005	5659	Passport Services	X	-52.00	-2,429.00
Check	5/5/2005	5658	Passport Services	X	-52.00	-2,481.00
Check	5/5/2005	5657	Passport Services	X	-52.00	-2,533.00
Check	5/5/2005	5660	Passport Services	X	-67.00	-2,600.00
Check	5/7/2005	5661	Passport Services	X	-67.00	-2,667.00
Check	5/7/2005	5666	Passport Services	X	-52.00	-2,719.00
Check	5/7/2005	5665	Passport Services	X	-134.00	-2,853.00
Check	5/7/2005	5662	Passport Services	X	-171.00	-3,024.00
Check	5/7/2005	5663	Passport Services	X	-127.00	-3,151.00
Check	5/7/2005	5664	Passport Services	X	-127.00	-3,278.00
Check	5/9/2005	5667	Passport Services	X	-127.00	-3,405.00
Check	5/9/2005	5668	Passport Services	X	-239.00	-3,644.00
Check	5/10/2005	5669	Passport Services	X	-104.00	-3,748.00
Check	5/10/2005	5670	Passport Services	X	-67.00	-3,815.00
Check	5/10/2005	5671	Passport Services	X	-127.00	-3,942.00
Check	5/11/2005	5673	Passport Services	X	-127.00	-4,069.00
Check	5/11/2005	5672	Passport Services	X	-119.00	-4,188.00
Check	5/11/2005	5674	Passport Services	X	-127.00	-4,315.00
Check	5/12/2005	5676	Passport Services	X	-67.00	-4,382.00
Check	5/12/2005	5675	Passport Services	X	-127.00	-4,509.00
Check	5/12/2005	5677	Passport Services	X	-112.00	-4,621.00
Check	5/12/2005	5678	Passport Services	X	-112.00	-4,733.00
Check	5/12/2005	5679	Passport Services	X	-52.00	-4,785.00
Check	5/14/2005	5685	Passport Services	X	-134.00	-4,919.00
Check	5/14/2005	5684	Passport Services	X	-104.00	-5,023.00
Check	5/14/2005	5683	Passport Services	X	-52.00	-5,075.00
Check	5/14/2005	5680	Passport Services	X	-52.00	-5,127.00
Check	5/14/2005	5681	Passport Services	X	-112.00	-5,239.00
Check	5/15/2005	5686	Passport Services	X	-238.00	-5,477.00
Check	5/15/2005	5687	Passport Services	X	-104.00	-5,581.00
Check	5/17/2005	5688	Passport Services	X	-112.00	-5,693.00
Check	5/18/2005	5691	Passport Services	X	-112.00	-5,805.00
Check	5/18/2005	5690	Passport Services	X	-67.00	-5,872.00
Check	5/19/2005	5692	Passport Services	X	-156.00	-6,028.00
Check	5/21/2005	5696	Passport Services	X	-67.00	-6,095.00
Check	5/21/2005	5694	Passport Services	X	-134.00	-6,229.00
Check	5/21/2005	5693	Passport Services	X	-112.00	-6,341.00
Check	5/21/2005	5697	Passport Services	X	-67.00	-6,408.00
Check	5/22/2005	5698	Passport Services	X	-67.00	-6,475.00
Check	5/23/2005	5699	Passport Services	X	-52.00	-6,527.00
Check	5/24/2005	5703	Passport Services	X	-104.00	-6,631.00

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 05/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Check	5/24/2005	5702	Passport Services	X	-67.00	-6,698.00
Check	5/24/2005	5701	Passport Services	X	-52.00	-6,750.00
Check	5/24/2005	5700	Passport Services	X	-67.00	-6,817.00
Check	5/24/2005	5704	Passport Services	X	-52.00	-6,869.00
Check	5/25/2005	5705	Passport Services	X	-127.00	-6,996.00
Check	5/25/2005	5706	Passport Services	X	-127.00	-7,123.00
Check	5/25/2005	5707	Passport Services	X	-463.00	-7,586.00
<b>Total Checks and Payments</b>					<b>-7,586.00</b>	<b>-7,586.00</b>
<b>Deposits and Credits - 22 items</b>						
Check	11/8/2003	4698	Passport Services	X	0.00	0.00
Deposit	5/2/2005			X	134.00	134.00
Deposit	5/2/2005			X	134.00	268.00
Deposit	5/2/2005			X	67.00	335.00
Deposit	5/2/2005			X	253.00	588.00
Deposit	5/4/2005			X	2,061.00	2,649.00
Deposit	5/9/2005			X	186.00	2,835.00
Deposit	5/9/2005			X	104.00	2,939.00
Deposit	5/10/2005			X	104.00	3,043.00
Deposit	5/11/2005			X	4,000.00	7,043.00
Deposit	5/11/2005			X	246.00	7,289.00
Deposit	5/13/2005			X	224.00	7,513.00
Deposit	5/17/2005			X	112.00	7,625.00
Deposit	5/18/2005			X	179.00	7,804.00
Check	5/18/2005	5689	Passport Services	X	0.00	7,804.00
Check	5/21/2005	5695	Passport Services	X	0.00	7,804.00
Deposit	5/21/2005			X	156.00	7,960.00
Deposit	5/22/2005			X	201.00	8,161.00
Deposit	5/25/2005			X	321.00	8,482.00
Deposit	5/26/2005			X	134.00	8,616.00
Deposit	5/30/2005			X	119.00	8,735.00
Deposit	5/30/2005			X	127.00	8,862.00
<b>Total Deposits and Credits</b>					<b>8,862.00</b>	<b>8,862.00</b>
<b>Total Cleared Transactions</b>					<b>1,276.00</b>	<b>1,276.00</b>
<b>Cleared Balance</b>					<b>1,276.00</b>	<b>5,032.90</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	12/30/2004	5396	Frederick Henry Bur...		-13.35	-13.35
Check	5/25/2005	5709	Passport Services		-134.00	-147.35
Check	5/25/2005	5708	Passport Services		-67.00	-214.35
Check	5/26/2005	5710	Passport Services		-67.00	-281.35
Check	5/26/2005	5711	Passport Services		-67.00	-348.35
Check	5/26/2005	5713	Passport Services		-52.00	-400.35
Check	5/28/2005	5714	Passport Services		-127.00	-527.35
Check	5/28/2005	5712	Passport Services		-127.00	-654.35
Check	5/31/2005	5715	Metropolitan Coope...		-305.00	-959.35
<b>Total Checks and Payments</b>					<b>-959.35</b>	<b>-959.35</b>
<b>Total Uncleared Transactions</b>					<b>-959.35</b>	<b>-959.35</b>
<b>Register Balance as of 05/31/2005</b>					<b>316.65</b>	<b>4,073.55</b>

# Placentia Library District Reconciliation Detail

## County Exempt - Checking, Period Ending 05/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Check	6/1/2005	5717	Passport Services		-67.00	-67.00
Check	6/1/2005	5716	Passport Services		-67.00	-134.00
Check	6/1/2005	5718	Passport Services		-140.65	-274.65
Check	6/2/2005	5719	Passport Services		-67.00	-341.65
Check	6/2/2005	5721	Passport Services		-67.00	-408.65
Check	6/2/2005	5722	Passport Services		-134.00	-542.65
Check	6/2/2005	5720	Passport Services		-351.00	-893.65
Check	6/4/2005	5724	Passport Services		-67.00	-960.65
Check	6/4/2005	5723	Passport Services		-67.00	-1,027.65
Check	6/4/2005	5725	Passport Services		-52.00	-1,079.65
Check	6/5/2005	5727	Passport Services		-67.00	-1,146.65
Check	6/5/2005	5726	Passport Services		-67.00	-1,213.65
Check	6/6/2005	5728	Passport Services		-13.65	-1,227.30
Check	6/6/2005	5729	Passport Services		-127.00	-1,354.30
Check	6/7/2005	5731	Passport Services		-508.00	-1,862.30
Check	6/7/2005	5730	Passport Services		-127.00	-1,989.30
Check	6/7/2005	5732	Passport Services		-112.00	-2,101.30
Check	6/8/2005	5734	Passport Services		-67.00	-2,168.30
Check	6/8/2005	5733	Passport Services		-127.00	-2,295.30
Total Checks and Payments					-2,295.30	-2,295.30
<b>Deposits and Credits - 1 item</b>						
Deposit	6/9/2005				4,003.00	4,003.00
Total Deposits and Credits					4,003.00	4,003.00
Total New Transactions					1,707.70	1,707.70
<b>Ending Balance</b>					<b>2,024.35</b>	<b>5,781.25</b>

*COMPLETED  
6/9/2005*

## Placentia Library District Reconciliation Detail

County Exempt - Savings, Period Ending 05/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,614.49
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	5/2/2005	1539	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
<b>Deposits and Credits - 12 items</b>						
Deposit	5/3/2005			X	19.94	19.94
Deposit	5/5/2005			X	30.00	49.94
Deposit	5/10/2005			X	35.00	84.94
Deposit	5/11/2005			X	35.00	119.94
Deposit	5/12/2005			X	32.00	151.94
Deposit	5/13/2005			X	60.00	211.94
Deposit	5/17/2005			X	130.00	341.94
Deposit	5/18/2005			X	19.94	361.88
Deposit	5/21/2005			X	40.00	401.88
Deposit	5/21/2005			X	30.00	431.88
Deposit	5/26/2005			X	30.00	461.88
Deposit	5/31/2005			X	3.14	465.02
Total Deposits and Credits					465.02	465.02
Total Cleared Transactions					309.50	309.50
Cleared Balance					309.50	6,923.99
Register Balance as of 05/31/2005					309.50	6,923.99
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	6/7/2005	1540	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
<b>Deposits and Credits - 3 items</b>						
Deposit	6/1/2005				19.94	19.94
Deposit	6/2/2005				35.00	54.94
Deposit	6/9/2005				30.00	84.94
Total Deposits and Credits					84.94	84.94
Total New Transactions					-70.58	-70.58
<b>Ending Balance</b>					<b>238.92</b>	<b>6,853.41</b>

*20 Mark  
6/9/2005*

**Placentia Library District**  
**Reconciliation Detail**  
**General Fund - Checking, Period Ending 05/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						14,981.78
<b>Cleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Check	3/22/2005	5062	ISDOC	X	-24.00	-24.00
Check	4/21/2005	5092	Smart & Final	X	-120.59	-144.59
Check	5/2/2005		Bank of the West	X	-330.31	-474.90
Check	5/3/2005		Bank of the West	X	-5.21	-480.11
Check	5/3/2005	5100	Yesenia Gomez	X	-85.00	-565.11
Check	5/3/2005	5101	School of Continuin...	X	-85.00	-650.11
Check	5/3/2005	5102	Placentia Library Di...	X	-2,061.00	-2,711.11
Check	5/3/2005	5103	US Postmaster Pla...	X	-10.24	-2,721.35
Check	5/11/2005	5104	Rembrandt's Beauti...	X	-20.00	-2,741.35
Check	5/12/2005	5107	Placentia Chamber ...	X	-20.00	-2,761.35
Check	5/17/2005		Bank of the West	X	-60.00	-2,821.35
Check	5/17/2005	5109	Marlene Hutchinson	X	-50.00	-2,871.35
Check	5/17/2005	5111	Sam's Club	X	-25.33	-2,896.68
Check	5/17/2005	5108	Placentia Library G...	X	-6,183.76	-9,080.44
Check	5/18/2005	5112	Rembrandt's Beauti...	X	-10.00	-9,090.44
Check	5/23/2005		Bank of the West	X	-4.50	-9,094.94
Check	5/23/2005	5113	Albertson's	X	-39.99	-9,134.93
Check	5/25/2005	5114	Rembrandt's Beauti...	X	-20.00	-9,154.93
<b>Total Checks and Payments</b>					<b>-9,154.93</b>	<b>-9,154.93</b>
<b>Deposits and Credits - 38 items</b>						
Check	1/6/2005	5009	Postmaster	X	0.00	0.00
Check	3/23/2005	5066	Planned Giving Rou...	X	0.00	0.00
Deposit	5/2/2005			X	689.40	689.40
Deposit	5/2/2005			X	120.00	809.40
Deposit	5/2/2005			X	10.00	819.40
Deposit	5/2/2005			X	9.20	828.60
Deposit	5/3/2005			X	276.75	1,105.35
Deposit	5/3/2005			X	80.00	1,185.35
Deposit	5/4/2005			X	14.20	1,199.55
Deposit	5/5/2005			X	52.00	1,251.55
Deposit	5/5/2005			X	77.72	1,329.27
Deposit	5/6/2005			X	164.00	1,493.27
Deposit	5/6/2005			X	29.14	1,522.41
Deposit	5/9/2005			X	864.00	2,386.41
Deposit	5/9/2005			X	301.00	2,687.41
Deposit	5/9/2005			X	136.01	2,823.42
Deposit	5/10/2005			X	762.00	3,585.42
Deposit	5/11/2005			X	423.20	4,008.62
Deposit	5/12/2005			X	313.05	4,321.67
Deposit	5/13/2005			X	124.00	4,445.67
Deposit	5/13/2005			X	10.00	4,455.67
Deposit	5/16/2005			X	943.65	5,399.32
Deposit	5/16/2005			X	761.00	6,160.32
Deposit	5/16/2005			X	53.65	6,213.97
Deposit	5/17/2005			X	238.00	6,451.97
Deposit	5/17/2005			X	144.00	6,595.97
Deposit	5/18/2005			X	68.00	6,663.97
Deposit	5/18/2005			X	40.40	6,704.37
Deposit	5/19/2005			X	200.00	6,904.37
Deposit	5/23/2005			X	287.40	7,191.77
Deposit	5/23/2005			X	593.00	7,784.77
Deposit	5/24/2005			X	30.00	7,814.77
Deposit	5/24/2005			X	619.90	8,434.67
Deposit	5/25/2005			X	29.14	8,463.81
Deposit	5/25/2005			X	977.20	9,441.01
Deposit	5/26/2005			X	316.00	9,757.01

**Placentia Library District  
Reconciliation Detail**

**General Fund - Checking, Period Ending 05/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	5/27/2005			X	128.00	9,885.01
Deposit	5/31/2005			X	421.00	10,306.01
Total Deposits and Credits					10,306.01	10,306.01
Total Cleared Transactions					1,151.08	1,151.08
Cleared Balance					1,151.08	16,132.86
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	5/11/2005	5106	California Secretary...		-40.00	-40.00
Check	5/11/2005	5105	California Secretary...		-40.00	-80.00
Check	5/17/2005	5110	Yorba Linda Public ...		-27.10	-107.10
Check	5/26/2005	5115	SDR Consulting		-950.00	-1,057.10
Check	5/31/2005	5116	Laranne Millonzi		-12.33	-1,069.43
Total Checks and Payments					-1,069.43	-1,069.43
Total Uncleared Transactions					-1,069.43	-1,069.43
Register Balance as of 05/31/2005					81.65	15,063.43
<b>New Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	6/1/2005	5119	School of Continuin...		-85.00	-85.00
Check	6/1/2005	5121	Rembrandt's Beauti...		-10.00	-95.00
Check	6/1/2005	5118	CSUF		-52.00	-147.00
Check	6/1/2005	5117	CSUF		-52.00	-199.00
Check	6/1/2005	5120	School of Continuin...		-85.00	-284.00
Check	6/4/2005	5122	Sam's Club		-55.79	-339.79
Check	6/7/2005	5123	Gem Meats		-17.65	-357.44
Check	6/7/2005	5125	Placentia Library Di...		-3,936.00	-4,293.44
Check	6/7/2005	5124	Albertson's		-20.56	-4,314.00
Total Checks and Payments					-4,314.00	-4,314.00
Total New Transactions					-4,314.00	-4,314.00
<b>Ending Balance</b>					<b>-4,232.35</b>	<b>10,749.43</b>

*20mmk  
6/9/2005*

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 05/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						62,399.91
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 Items</b>						
Check	4/21/2005	1250	Orange County Aud...	X	-47,117.41	-47,117.41
Check	5/3/2005		Bank of the West	X	-4.00	-47,121.41
Check	5/3/2005		Bank of the West	X	-40.00	-47,161.41
Check	5/23/2005	1251	Orange County Aud...	X	-45,119.22	-92,280.63
<b>Total Checks and Payments</b>					<b>-92,280.63</b>	<b>-92,280.63</b>
<b>Deposits and Credits - 48 Items</b>						
Deposit	5/2/2005			X	785.75	785.75
Deposit	5/2/2005			X	929.95	1,715.70
Deposit	5/2/2005			X	1,002.00	2,717.70
Deposit	5/2/2005			X	540.00	3,257.70
Deposit	5/2/2005			X	757.70	4,015.40
Deposit	5/3/2005			X	620.00	4,635.40
Deposit	5/3/2005			X	820.00	5,455.40
Deposit	5/3/2005			X	485.40	5,940.80
Deposit	5/4/2005			X	640.00	6,580.80
Deposit	5/4/2005			X	783.42	7,364.22
Deposit	5/5/2005			X	1,180.95	8,545.17
Deposit	5/9/2005			X	560.00	9,105.17
Deposit	5/9/2005			X	1,044.00	10,149.17
Deposit	5/9/2005			X	303.00	10,452.17
Deposit	5/9/2005			X	646.45	11,098.62
Deposit	5/9/2005			X	461.85	11,560.47
Deposit	5/10/2005			X	776.95	12,337.42
Deposit	5/11/2005			X	2.13	12,339.55
Deposit	5/11/2005			X	145.04	12,484.59
Deposit	5/11/2005			X	781.30	13,265.89
Deposit	5/12/2005			X	880.40	14,146.29
Deposit	5/13/2005			X	231.60	14,377.89
Deposit	5/16/2005			X	974.50	15,352.39
Deposit	5/16/2005			X	990.00	16,342.39
Deposit	5/16/2005			X	610.50	16,952.89
Deposit	5/17/2005			X	300.00	17,252.89
Deposit	5/17/2005			X	795.65	18,048.54
Deposit	5/17/2005			X	298.60	18,347.14
Deposit	5/18/2005			X	1,032.68	19,379.82
Deposit	5/21/2005			X	242.25	19,622.07
Deposit	5/21/2005			X	2,238.60	21,860.67
Deposit	5/21/2005			X	800.49	22,661.16
Deposit	5/21/2005			X	6,183.76	28,844.92
Deposit	5/21/2005			X	1,170.00	30,014.92
Deposit	5/22/2005			X	245.55	30,260.47
Deposit	5/22/2005			X	1,090.00	31,350.47
Deposit	5/23/2005			X	30.00	31,380.47
Deposit	5/23/2005			X	994.25	32,374.72
Deposit	5/25/2005			X	480.00	32,854.72
Deposit	5/25/2005			X	600.47	33,455.19
Deposit	5/25/2005			X	6,401.43	39,856.62
Deposit	5/25/2005			X	557.30	40,413.92
Deposit	5/25/2005			X	750.70	41,164.62
Deposit	5/26/2005			X	867.25	42,031.87
Deposit	5/30/2005			X	792.20	42,824.07
Deposit	5/30/2005			X	300.00	43,124.07
Deposit	5/30/2005			X	813.51	43,937.58
Deposit	5/31/2005			X	17.63	43,955.21
<b>Total Deposits and Credits</b>					<b>43,955.21</b>	<b>43,955.21</b>
<b>Total Cleared Transactions</b>					<b>-48,325.42</b>	<b>-48,325.42</b>
<b>Cleared Balance</b>					<b>-48,325.42</b>	<b>14,074.49</b>

## Placentia Library District Reconciliation Detail

### General Fund - Savings, Period Ending 05/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	4/1/2005		Bank of the West		-64.00	-64.00
Total Checks and Payments					-64.00	-64.00
<b>Deposits and Credits - 1 item</b>						
Deposit	3/16/2005				100.00	100.00
Total Deposits and Credits					100.00	100.00
Total Uncleared Transactions					36.00	36.00
Register Balance as of 05/31/2005					-48,289.42	14,110.49
<b>New Transactions</b>						
<b>Deposits and Credits - 11 items</b>						
Deposit	6/1/2005				426.45	426.45
Deposit	6/1/2005				1,000.00	1,426.45
Deposit	6/2/2005				1,208.87	2,635.32
Deposit	6/6/2005				744.20	3,379.52
Deposit	6/6/2005				1,053.65	4,433.17
Deposit	6/6/2005				358.25	4,791.42
Deposit	6/6/2005				258.30	5,049.72
Deposit	6/7/2005				1,027.99	6,077.71
Deposit	6/8/2005				179.16	6,256.87
Deposit	6/8/2005				923.65	7,180.52
Deposit	6/9/2005				719.10	7,899.62
Total Deposits and Credits					7,899.62	7,899.62
Total New Transactions					7,899.62	7,899.62
<b>Ending Balance</b>					<b>-40,389.80</b>	<b>22,010.11</b>

*2005  
6/9/2005*

**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 05/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,784.00
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 Items</b>						
Deposit	5/11/2005			X	1,000.00	1,000.00
Deposit	5/31/2005			X	5.17	1,005.17
Total Deposits and Credits					<u>1,005.17</u>	<u>1,005.17</u>
Total Cleared Transactions					<u>1,005.17</u>	<u>1,005.17</u>
Cleared Balance					<u>1,005.17</u>	<u>10,789.17</u>
Register Balance as of 05/31/2005					1,005.17	10,789.17
<b>New Transactions</b>						
<b>Deposits and Credits - 1 Item</b>						
Deposit	6/9/2005				251.00	251.00
Total Deposits and Credits					<u>251.00</u>	<u>251.00</u>
Total New Transactions					<u>251.00</u>	<u>251.00</u>
<b>Ending Balance</b>					<u><u>1,256.17</u></u>	<u><u>11,040.17</u></u>

*EWL*  
*6/9/2005*

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 05/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,933.52
<b>Cleared Transactions</b>						
<b>Checks and Payments - 45 items</b>						
Check	4/20/2005	5110	Lynn Baden	X	-63.27	-63.27
Check	4/20/2005	5145	Melissa Manzanarez	X	-152.49	-215.76
Check	4/20/2005	5146	Christina Perez	X	-98.07	-313.83
Check	5/4/2005	5163	Alexander Hernandez	X	-388.43	-702.26
Check	5/4/2005	5176	Lena Rodriguez	X	-110.25	-812.51
Check	5/4/2005	5177	Mauricio Rojas	X	-134.98	-947.49
Check	5/4/2005	5186	Angelica Alatorre	X	-221.75	-1,169.24
Check	5/4/2005	5187	Kamala Connors	X	-174.19	-1,343.43
Check	5/4/2005	5188	Shannon Ford	X	-282.70	-1,626.13
Check	5/4/2005	5189	Ryan Lighthill	X	-457.64	-2,083.77
Check	5/4/2005	5191	Melissa Manzanarez	X	-179.62	-2,263.39
Check	5/4/2005	5192	Melissa Porter	X	-165.39	-2,428.78
Check	5/4/2005	5193	Hilda Rivera	X	-421.16	-2,849.94
Check	5/4/2005	5194	Sothavy Ton	X	-110.88	-2,960.82
Check	5/4/2005	5195	Orange County Aud...	X	-354.29	-3,315.11
Check	5/4/2005	5197	Nationwide Retirem...	X	-723.07	-4,038.18
Check	5/4/2005	5198	Tax Deferred Servic...	X	-1,602.30	-5,640.48
Check	5/4/2005	5162	Esther P. Guzman	X	-218.16	-5,858.64
Check	5/4/2005	5157	Gail Erwin	X	-266.85	-6,125.49
Check	5/4/2005	5155	Gary Bell	X	-1,412.46	-7,537.95
Check	5/4/2005	5154	Lynn Baden	X	-67.49	-7,605.44
Check	5/4/2005	2055	Beatrice V. Quintanar	X	-935.47	-8,540.91
Check	5/4/2005	2054	Wendy G. Goodson	X	-1,507.90	-10,048.81
Check	5/4/2005		Paychex	X	-8,875.50	-18,924.31
Check	5/4/2005		Paychex	X	-19,070.28	-37,994.59
Check	5/4/2005	5196	Placentia Library Di...	X	-19.94	-38,014.53
Check	5/12/2005		Paychex	X	-600.00	-38,614.53
Check	5/18/2005		Paychex	X	-19,081.57	-57,696.10
Check	5/18/2005		Paychex	X	-9,236.45	-66,932.55
Check	5/18/2005	5240	Melissa Porter	X	-222.41	-67,154.96
Check	5/18/2005	2057	Julie Shook	X	-5,443.10	-72,598.06
Check	5/18/2005	5241	Hilda Rivera	X	-319.38	-72,917.44
Check	5/18/2005	5202	Gary Bell	X	-1,412.46	-74,329.90
Check	5/18/2005	5203	Dorothy J. Cummings	X	-427.96	-74,757.86
Check	5/18/2005	5205	Gail Erwin	X	-256.72	-75,014.58
Check	5/18/2005	5246	Tax Deferred Servic...	X	-1,602.30	-76,616.88
Check	5/18/2005	5223	Lena Rodriguez	X	-115.74	-76,732.62
Check	5/18/2005	5224	Mauricio Rojas	X	-134.98	-76,867.60
Check	5/18/2005	5242	Evelyn Soqui	X	-163.34	-77,030.94
Check	5/18/2005	5234	Kamala Connors	X	-228.45	-77,259.39
Check	5/18/2005	5243	Orange County Aud...	X	-354.29	-77,613.68
Check	5/18/2005	5236	Ryan Lighthill	X	-457.64	-78,071.32
Check	5/18/2005	5244	Placentia Library Di...	X	-19.94	-78,091.26
Check	5/18/2005	5238	Melissa Manzanarez	X	-250.14	-78,341.40
Check	5/18/2005	5211	Alexander Hernandez	X	-386.58	-78,727.98
<b>Total Checks and Payments</b>					<b>-78,727.98</b>	<b>-78,727.98</b>
<b>Deposits and Credits - 6 items</b>						
Deposit	4/27/2005			X	33,880.40	33,880.40
Deposit	5/5/2005			X	774.66	34,655.06
Deposit	5/5/2005			X	2,410.95	37,066.01
Deposit	5/11/2005			X	48,751.40	85,817.41
Check	5/18/2005	2056	Julie Shook	X	0.00	85,817.41
Deposit	5/25/2005			X	31,513.17	117,330.58
<b>Total Deposits and Credits</b>					<b>117,330.58</b>	<b>117,330.58</b>
<b>Total Cleared Transactions</b>					<b>38,602.60</b>	<b>38,602.60</b>
<b>Cleared Balance</b>					<b>38,602.60</b>	<b>47,536.12</b>

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**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 05/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	11/17/2004	4644	Hubert Chim		-95.24	-95.24
Check	5/4/2005	5190	Angie-An Mai		-286.43	-381.67
Check	5/18/2005	5245	Nationwide Retirem...		-973.07	-1,354.74
Check	5/18/2005	5239	Christina Perez		-109.07	-1,463.81
Check	5/18/2005	5237	Angie-An Mai		-147.84	-1,611.65
Check	5/18/2005	5235	Shannon Ford		-250.14	-1,861.79
Check	5/18/2005	5233	Angelica Alatorre		-221.75	-2,083.54
Check	5/18/2005	5201	Lynn Baden		-223.71	-2,307.25
Check	5/18/2005	5210	Esther P. Guzman		-218.16	-2,525.41
Total Checks and Payments					-2,525.41	-2,525.41
Total Uncleared Transactions					-2,525.41	-2,525.41
Register Balance as of 05/31/2005					36,077.19	45,010.71
<b>New Transactions</b>						
<b>Checks and Payments - 23 items</b>						
Check	6/1/2005		Paychex		-18,075.87	-18,075.87
Check	6/1/2005		Paychex		-8,164.00	-26,239.87
Check	6/1/2005	5247	Lynn Baden		-70.89	-26,310.76
Check	6/1/2005	5248	Gary Bell		-1,412.46	-27,723.22
Check	6/1/2005	5249	Dorothy J. Cummings		-404.08	-28,127.30
Check	6/1/2005	5251	Gail Erwin		-279.86	-28,407.16
Check	6/1/2005	5256	Esther P. Guzman		-218.16	-28,625.32
Check	6/1/2005	5257	Alexander Hernandez		-328.95	-28,954.27
Check	6/1/2005	5270	Lena Rodriguez		-143.20	-29,097.47
Check	6/1/2005	5271	Mauricio Rojas		-67.49	-29,164.96
Check	6/1/2005	5279	Angelica Alatorre		-221.75	-29,386.71
Check	6/1/2005	5280	Shannon Ford		-133.50	-29,520.21
Check	6/1/2005	5281	Ryan Lighthill		-275.17	-29,795.38
Check	6/1/2005	5282	Melissa Manzanarez		-266.42	-30,061.80
Check	6/1/2005	5283	Christina Perez		-86.24	-30,148.04
Check	6/1/2005	5284	Melissa Porter		-290.83	-30,438.87
Check	6/1/2005	5285	Hilda Rivera		-439.12	-30,877.99
Check	6/1/2005	5286	Evelyn Soqui		-228.45	-31,106.44
Check	6/1/2005	5287	Hoang Ton		-206.75	-31,313.19
Check	6/1/2005	5288	Orange County Aud...		-354.29	-31,667.48
Check	6/1/2005	5289	Placentia Library Di...		-19.94	-31,687.42
Check	6/1/2005	5290	Nationwide Retirem...		-473.07	-32,160.49
Check	6/1/2005	5291	Tax Deferred Servic...		-1,427.30	-33,587.79
Total Checks and Payments					-33,587.79	-33,587.79
Total New Transactions					-33,587.79	-33,587.79
<b>Ending Balance</b>					<b>2,489.40</b>	<b>11,422.92</b>

*EDM*  
6/10/2005

ACQUISITIONS REPORT FISCAL MONTH OF MAY 2005  
Prepared by Katie Matas, Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,911.88	103	95	0.00	0	0	1,911.88	103	95	588.95	24	24	2,500.83	127	119
Adult Circulating Non-Fiction	1,164.63	47	47	0.00	0	0	1,164.63	47	47	26.00	1	1	1,190.63	48	48
Adult Reference	276.59	3	3	0.00	0	0	276.59	3	3	0.00	0	0	276.59	3	3
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	18,861.25	6	6	0.00	0	0	18,861.25	6	6	0.00	0	0	18,861.25	6	6
Total Adult Non-Fiction	20,302.47	56	56	0.00	0	0	20,302.47	56	56	26.00	1	1	20,328.47	57	57
TOTAL ADULT PRINT MATERIALS	22,214.35	159	151	0.00	0	0	22,214.35	159	151	614.95	25	25	22,829.30	184	176
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,003.87	15	15	0.00	0	0	1,003.87	15	15	100.00	1	1	1,103.87	16	16
Total Adult Audio	1,003.87	15	15	0.00	0	0	1,003.87	15	15	100.00	1	1	1,103.87	16	16
Adult Video Educational	1,676.94	65	65	0.00	0	0	1,676.94	65	65	20.00	1	1	1,696.94	66	66
Adult Video Entertainment	972.53	47	47	0.00	0	0	972.53	47	47	35.00	2	2	1,007.53	49	49
Total Adult Video	2,649.47	112	112	0.00	0	0	2,649.47	112	112	55.00	3	3	2,704.47	115	115
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	3,653.34	127	127	0.00	0	0	3,653.34	127	127	155.00	4	4	3,808.34	131	131
TOTAL ADULT MATERIALS	25,867.69	286	278	0.00	0	0	25,867.69	286	278	769.95	29	29	26,637.64	315	307
Juvenile Fiction	1,186.91	169	139	0.00	0	0	1,186.91	169	139	0.00	0	0	1,186.91	169	139
Juvenile Circulating Non-Fiction	676.98	47	44	0.00	0	0	676.98	47	44	0.00	0	0	676.98	47	44
Juvenile Reference	151.39	1	1	0.00	0	0	151.39	1	1	0.00	0	0	151.39	1	1
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	150.00	1	1	0.00	0	0	150.00	1	1	0.00	0	0	150.00	1	1
Total Juvenile Non-Fiction	978.37	49	46	0.00	0	0	978.37	49	46	0.00	0	0	978.37	49	46
TOTAL JUVENILE PRINT MATERIALS	2,165.28	218	185	0.00	0	0	2,165.28	218	185	0.00	0	0	2,165.28	218	185
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	591.61	39	32	0.00	0	0	591.61	39	32	45.00	3	3	636.61	42	35
Juvenile Video Entertainment	2,145.42	158	158	0.00	0	0	2,145.42	158	158	30.00	2	2	2,175.42	160	160
Total Juvenile Video	2,737.03	197	190	0.00	0	0	2,737.03	197	190	75.00	5	5	2,812.03	202	195
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,737.03	197	190	0.00	0	0	2,737.03	197	190	75.00	5	5	2,812.03	202	195
TOTAL JUVENILE MATERIALS	4,902.31	415	375	0.00	0	0	4,902.31	415	375	75.00	5	5	4,977.31	420	380
Total Fiction	3,098.79	272	234	0.00	0	0	3,098.79	272	234	588.95	24	24	3,687.74	296	258
Total Non-Fiction	21,280.84	105	102	0.00	0	0	21,280.84	105	102	26.00	1	1	21,306.84	106	103
Total Audio	1,003.87	15	15	0.00	0	0	1,003.87	15	15	100.00	1	1	1,103.87	16	16
Total Video	5,386.50	309	302	0.00	0	0	5,386.50	309	302	130.00	8	8	5,516.50	317	310
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	30,770.00	701	653	0.00	0	0	30,770.00	701	653	844.95	34	34	31,614.95	735	687

OUTSTANDING ORDERS AS OF MAY 31, 2005

General Fund Amount	\$18,705.61	TOTAL Amount	\$18,861.92
Adopt-A-Book Amount	\$156.31		

ACQUISITIONS REPORT FOR FISCAL YEAR 2004-2005 THROUGH THE MONTH OF MAY 2005  
Prepared by Katie Maiaas, Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	16,036.95	1,093	943	3,291.35	267	177	19,328.30	1,360	1,120	3,061.97	133	133	22,390.27	1,493	1,253
Adult Circulating Non-Fiction	27,802.97	1,250	1,224	1,541.05	99	90	29,344.02	1,349	1,314	2,981.48	122	120	32,325.50	1,471	1,434
Adult Reference	15,972.70	239	110	676.79	9	8	16,649.49	248	118	722.30	19	18	17,371.79	267	136
Adult Print Continuations	16,953.52	310	310	0.00	0	0	16,953.52	315	310	0.00	0	0	16,953.52	315	310
Adult Electronic Continuations	47,646.37	93	91	0.00	0	0	47,646.37	93	91	0.00	0	0	47,646.37	93	91
Total Adult Non-Fiction	108,375.56	1897	1735	2,217.84	108	98	148,022.21	2,005	1,833	3,703.78	141	138	152,725.99	2,146	1,971
TOTAL ADULT PRINT MATERIALS	124,412.51	2990	2990	5,509.19	375	275	129,921.70	3,365	2,953	6,765.75	274	271	136,687.45	3,639	3,224
Adult Audio/Music	37.12	2	2	0.00	0	0	37.12	2	2	160.00	10	10	197.12	12	12
Adult Audio Books	11,501.71	210	205	2,043.81	33	33	13,545.52	243	238	283.98	4	4	13,829.50	247	242
Total Adult Audio	11,538.83	212	207	2,043.81	33	33	13,582.64	245	240	443.98	14	14	14,026.62	259	254
Adult Video Educational	3,973.91	190	147	4,988.49	216	170	8,962.40	406	317	109.95	6	6	9,072.35	412	323
Adult Video Entertainment	5,172.87	291	204	0.00	0	0	5,172.87	291	204	1,711.99	87	87	6,884.86	378	291
Total Adult Video	9,146.78	481	351	4,988.49	216	170	14,135.27	697	521	1,821.94	93	93	15,957.21	790	614
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	20,685.61	693	558	7,032.30	249	203	27,717.91	942	761	2,265.92	107	107	29,983.83	1,049	868
TOTAL ADULT MATERIALS	145,098.12	3,683	3,548	12,541.49	624	478	157,639.61	4,307	3,714	9,031.67	381	378	166,671.28	4,688	4,092
Juvenile Fiction	4,211.43	484	372	2,014.46	180	155	6,225.89	664	527	482.73	76	76	6,708.62	740	603
Juvenile Circulating Non-Fiction	12,136.76	227	203	265.73	17	15	12,402.49	244	218	54.90	3	3	12,457.39	247	221
Juvenile Reference	427.82	8	3	0.00	0	0	427.82	8	3	0.00	0	0	427.82	8	3
Juvenile Print Continuations	1,783.18	22	12	146.61	1	1	1,929.79	23	13	0.00	0	0	1,929.79	23	13
Juvenile Electronic Continuations	549.00	2	2	0.00	0	0	549.00	2	2	0.00	0	0	549.00	2	2
Total Juvenile Non-Fiction	14,896.76	259	220	412.34	18	16	15,309.10	277	236	54.90	3	3	15,364.00	280	239
TOTAL JUVENILE PRINT MATERIALS	19,108.19	743	592	2,426.80	198	171	21,534.99	941	763	537.63	79	79	22,072.62	1,020	842
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Total Juvenile Audio	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Juvenile Video Educational	1,035.30	70	63	0.00	0	0	1,035.30	70	63	653.85	38	38	1,689.15	108	101
Juvenile Video Entertainment	3,459.45	255	255	0.00	0	0	3,459.45	255	255	1,465.00	74	71	4,924.45	329	326
Total Juvenile Video	4,494.75	325	318	0.00	0	0	4,494.75	325	318	2,118.85	112	109	6,613.60	437	427
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	7,367.07	373	322	0.00	0	0	7,367.07	373	322	2,214.85	114	111	9,581.92	487	433
TOTAL JUVENILE MATERIALS	26,475.26	1116	914	2,426.80	198	171	28,902.06	1314	1085	2,752.48	193	190	31,654.54	1507	1275
Total Fiction	20,248.38	1,577	1,315	5,305.81	447	332	25,554.19	2,024	1,647	3,544.70	209	209	29,098.89	2,233	1,856
Total Non-Fiction	123,272.32	2,156	1,955	2,630.18	126	114	125,902.50	2,282	2,069	3,758.68	144	141	129,661.18	2,426	2,210
Total Audio	14,411.15	260	211	2,043.81	33	33	16,454.96	293	244	539.98	16	16	16,994.94	309	260
Total Video	13,641.53	806	669	4,988.49	216	170	18,630.02	1,022	839	3,940.79	205	202	22,570.81	1,227	1,041
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	171,573.38	4,799	4,150	14,968.29	822	649	186,541.67	5,621	4,799	11,784.15	574	568	198,325.82	6,195	5,367

Entrepenurial Activities Report  
Net Revenue Summary  
May-05

	May-05	May-04	YTD 2004/05	YTD 2003/04
Passport	25,636.75	24,648.69	169,669.44	168,461.59
Passport Photos	2,450.00	0.00	8,730.00	0.00
Notary Public	0.00	0.00	0.00	0.00
<b>Total</b>	<b>28,086.75</b>	<b>24,648.69</b>	<b>178,399.44</b>	<b>168,461.59</b>

Prepared by: Wendy Goodson



Summary of Current Status of Unique Management Accounts  
June 15, 2005

Agenda Item 17

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	4	667	6	718.98	0
September	18	675	3	616.88	0
October	8	683	7	842.49	0
November	10	690	3	432.85	0
December	16	697	4	523.01	0
January	17	707	6	757.4	0
February	11	724	7	1055.3	0
March	16	733	5	676.13	0
April	16	745	6	1,121.38	0
May	17	751	1	401.78	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>149</b>	<b>7727</b>	<b>52</b>	<b>7890.19</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

TED: 06/01/2005 1:22 AM MK

SUMMARY STATUS REPORT

PAGE: 130

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 05/31/2005

Accounts Submitted	:	1,152	Dollars Submitted	:	106,759.27	Dollars Received	:	40,845.67
Bankruptcies	:	9	Dollars in Bankruptcy	:	811.13	Material Returned	:	13,030.23
Incorrect Addresses	:	142	Dollars in Skips	:	8,695.33	Dollars Waived	:	2,514.88
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	71,751.90
Accounts in Process	:	1,000	Dollars in Process	:	93,935.41	% of Dollars Activated	:	76.38%
# of Accounts Activated	:	751						
% of Accounts Activated	:	75.10%						



TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director *EM*

DATE: June 15, 2005

SUBJECT: GIFT REPORT

The following gifts were received from May 1, 2005 through May 31, 2005.

**GENERAL FUND DONATIONS**

Donna Graf

**TOTAL DONATIONS:**

\$400.00

**TOTAL ALL DONATIONS**

**\$400.00**

Prepared By: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Building Maintenance Report for May 2005  
**DATE:** June 15, 2005

**HVAC:** 5-2-05 – Replaced filters. Repaired short fuse and repaired blown transformer.

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

**Electrical:** Relamped womens' staff lounge.

**Carpet Cleaners:** 5/27/05 – Cleaned Meeting Room carpet.

Library Director Minter received a call at home from a clerk in the City Public Works Department reporting that the carpet cleaners could not get the outside water turned on. I explained to her that the City Maintenance staff coordinated the outside water with the City's landscape maintenance contractors and that the City staff should be called to check out the situation. When she notified them they refused to come saying that "they had not turned the water off". I ended up going to City Hall to talk with the staff and at that point the Public Works Director asked the Maintenance Staff to check out the situation. Someone came and indeed the water had been turned off by a new management system to which the Library does not have access and was not even informed about its installation.

**General Contractor:** 5/20/05 – RMC moved furniture in Development Director's office space.

**Locksmith:** No service calls in February.

**Telephone:** No service calls in May.

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Personnel Report for April 2005  
**DATE:** June 15, 2005

**RESIGNATIONS:**

Julie Shook, effective May 18, 2005

**APPOINTMENTS:**

Vernon Napier, Technology Manager, effective July 15, 2005

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Wendy Goodson



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

**SUBJECT: Volunteer Report for Month of May 2005**

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

REGULAR	FY04/05 May	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	6.00	99.00	Sep-95	946.00
Backes, Theresa	6.00	64.50	Jun-98	477.25
Barnett, Joan	0.00	8.00	Oct-04	8.00
Bart, Lillian	8.00	72.00	May-01	65.50
Bass, Donna	0.00	11.00	Jul-05	13.00
Benner, Brenda	2.00	17.50	Jul-04	17.50
Blansett, Nadine	10.00	248.75	Mar-03	489.50
Boelman, Marge	1.25	23.25	Apr-01	199.50
Bollen, Beth	4.00	4.00	May-05	4.00
Botha, Jill	0.00	2.00	Nov-01	66.00
Britton, JoAnn	4.50	58.50	Jul-04	58.50
Byrne, Joyce	6.00	70.00	Apr-04	75.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	8.00	90.50	Jun-98	656.75
Davis, Sandy	8.00	98.00	Jul-03	199.00
Dell, Lyla	0.00	69.50	Aug-98	309.00
Farkas, Theodore	2.00	115.00	?	120.00
Fioroni, Pete	4.00	84.00	Mar-97	402.00
Fisher, Jack	0.00	6.75	Apr-04	12.25
Fisher, Lora	0.00	1.25	Aug-04	1.25
Fitzgerald, Joan	6.00	96.00	Oct-93	2,275.75
Fizzard, Carol	0.00	2.00	Apr-05	2.00
Ford, Cathie	2.00	2.00	May-05	2.00
Frazeo, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	8.25	99.00	Feb-96	473.25
Haagen, John	2.75	27.25	Jan-00	131.00
Hathaway, Eugenia	4.00	40.00	Nov-03	68.00
Hemmerling, Barbara	18.00	148.00	Sep-95	881.00
Henderson, Jan	0.00	2.00	Oct-03	11.00
Himes, Camille	2.00	112.00	Jul-03	118.00
Horrocks, Marjorie	4.00	42.00	Oct-95	334.00
Irot, Pat	36.00	355.50	Feb-96	3,951.50
Jertberg, Pat	8.00	101.25	Apr-98	2,071.50
Lee, Wilma	0.00	6.25	Feb-04	13.25
Loewer, Terrie	18.25	127.75	Jun-04	132.25
Lone-Tollefson, Nancy	34.50	339.75	Jan. 03	644.50
Lord, Audrey	0.00	0.00	Jul-00	390.75
Marchant, Liz	0.00	11.00	Feb-05	11.00
Minter, Fred	4.00	17.00	Dec-05	17.00
Minter, Peggy	0.00	12.00	Dec-05	12.00
Mitchell, Bill	4.00	16.00	Mar-05	16.00
Myers, Claire	7.50	109.50	Oct-95	1,434.00
Nakamura, Nobu	8.00	166.50	Sep-04	166.50
Olsen, Susan	18.50	38.00	Apr-05	38.00
Olson, Bob	4.00	42.00	Sep-95	540.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Petrella, Susan	2.00	8.00	Apr-05	8.00
Rankin, Eleanore	30.00	208.00	May-02	796.50
Rodriguez, Carmen	8.00	84.00	Feb-00	367.50
Salem, Rose	8.00	80.00	Oct-00	381.75
Sanatar, Ginny	6.00	120.00	Mar-02	237.50
Sandoval, Gerry	8.00	74.00	Aug-02	246.00
Schafer, Ruth	6.00	72.00	Jun-04	80.00
Schlichter, Allan	10.00	46.50	Oct-93	965.50
Schmidt, Marie	20.00	109.00	Apr-98	792.75
Scott, Linda	2.00	2.00	Jul-03	20.50
Scott, Renee	0.00	9.00	Dec-05	9.00
Segovia, Inez	6.00	112.00	Jun-03	233.50
Shaw, Dixie	2.00	13.00	May-94	130.50
Silverman, Pat	8.00	92.00	Jul-03	194.00
Stoller, Frances	0.00	9.00	Dec-05	9.00
Thum, Margo	18.50	160.50	Nov-03	222.50
Tollefson, Gerry	2.00	14.50	Jul-03	52.00

Tooley, Marita	2.00	4.00	Jan-05	4.00
Tramison, Betty	0.00	8.50	Aug-04	8.50
Walker, Jim	0.00	0.00	Nov-03	1.50
Walker, Virginia	0.00	10.00	Mar-99	60.00
Walcek, John	0.00	0.00	Dec-04	6.00
Williams, Ben	0.00	2.00	Jan-05	2.00
Wymer, Betty	11.75	101.75	Jan-96	1,139.25
Zamora, Mary	0.00	0.00	Jan-04	8.50
<b>TOTAL</b>	<b>409.75</b>	<b>4396.00</b>		<b>24,144.00</b>

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

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	May	YTD			May	YTD	
Aakash, Misty	0.00	15.50	15.50	Lee, Kenneth	0.00	48.00	57.25
Alvarado, Catalina	0.00	3.25	3.25	Lopez, Abraham	12.00	43.00	43.00
Barlow, Stacey	0.00	4.50	4.50	Martinez, Chris	0.00	26.25	40.00
Becker, Alyssa	0.00	8.25	9.25	Ngo, Kathy	0.00	31.75	31.75
Beshay, Andrew	0.00	11.00	11.00	Nguyen, Kevin	0.00	18.25	18.25
Bhattacharya, Ankur	0.00	23.00	46.50	Nguyen, Mary	22.00	37.00	37.00
Bishtawi, Stephen	0.00	26.00	42.00	Ning Zing, Dan	0.00	9.00	9.00
Bianco, Justin	0.00	4.00	36.50	Ong, Cindy	0.00	9.00	9.00
Blaine, Ami	0.00	4.00	14.00	Pestoor, Jaclyn	0.00	8.50	16.50
Blehm, Nathan	0.00	10.50	10.50	Peters, Lezi	0.00	20.75	30.25
Boden, Emily	0.00	24.25	28.25	Peters, Tim	0.00	18.25	27.75
Born, Ashley	0.00	6.25	24.25	Piol, Nick	0.00	8.00	48.00
Cerpa, Lizbeth	0.00	4.50	4.50	Rivera, Ruben	0.00	35.00	40.00
Cha, Sally	0.00	22.00	22.00	Rodriguez, Jose	0.00	34.00	34.00
Chao, Rebecca	0.00	44.50	55.50	Runyan, Nicole	0.00	7.00	7.00
Chau, Thomas	0.00	40.00	40.00	Ryang, Michelle	0.00	13.25	30.50
Choi, Eric	0.00	34.00	34.00	Salvary, Vanessa	0.00	5.00	5.00
Chen, Shaw-Ming	0.00	11.50	11.50	Samani, Zarfeen	20.00	35.00	35.00
Chun, Andrea	18.00	92.25	161.00	Servin, Everacquel	0.00	27.00	27.00
Cobos, Patrick	0.00	15.00	21.50	Sevilla, Martin	0.00	31.00	31.00
De La Cruz, Natalie	0.00	40.00	40.00	Sharp, Kristina	0.00	16.25	28.25
Dita, Alex	0.00	30.50	30.50	Shaw, Vishwa	0.00	4.50	4.50
Downs, Chantal	0.00	19.00	19.00	Soetijoso, Agnes	14.00	104.00	104.00
Drake, Catherine	0.00	7.00	7.00	Suh, Stacy	16.00	96.25	126.75
Erbacher, Matt	0.00	5.00	5.00	Syed, Kiren	0.00	20.75	46.25
Esquivel, Gilberto	0.00	28.00	41.00	Tan, Hannah	0.00	1.00	44.00
Fazil, Abraham	20.00	37.00	37.00	Tasnim, Sara	0.00	14.00	20.25
Flores, Rafael	20.00	35.00	35.00	Tat, Trung	0.00	38.50	112.25
Florez, Stephanie	0.00	2.75	5.75	Thibault, Peter	0.00	8.50	10.50
Ford, Chris	0.00	36.00	90.25	Thibault, Timothy	0.00	10.50	14.50
Francis, Lucy	0.00	11.00	11.00	Thornley, Mikayla	0.00	2.00	2.00
Ganapathiraju, Satyajit	20.00	37.00	37.00	Titus, Tanya	0.00	4.00	4.00
Hadi, Maria	0.00	10.00	10.00	Tjoarman, Arlene	0.00	85.25	110.75
Hariri, Nick	0.00	29.00	30.00	Valerio, Ricardo	0.00	0.00	30.00
Hernandez, Brenda	0.00	18.00	18.00	Vasquez, Michelle	0.00	3.25	3.25
Ibarra, Estefania	0.00	39.00	54.00	Vo, Jadeson	0.00	11.50	20.25
Israel, Emily	0.00	19.25	22.25	Vo, Jasmine	0.00	11.50	21.25
Jani, Eddie	0.00	37.25	59.25	Wang, Melody	0.00	42.50	47.50
Karan, Gaurav	0.00	44.00	44.00	White, Chris	0.00	19.25	20.25
Khattar, Saijal	0.00	43.50	57.50	Wiggins, Katie	0.00	40.00	40.00
Lee, Jessica	0.00	41.00	46.00	Wu, Jaime	0.00	9.25	14.75
				Yeh, Bryce	0.00	6.00	25.25
				Zuniga, Jazmin	0.00	10.00	38.00
<b>TOTAL</b>	<b>78.00</b>	<b>958.00</b>	<b>1279.50</b>	<b>TOTAL</b>	<b>72.00</b>	<b>874.75</b>	<b>1293.75</b>



## CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	May	YTD			May	YTD	
Aguirre, Alyssa	6.00	66.00	106.00	Go, Jonathon	6.00	41.00	41.00
Ahahechi, Maryam	12.00	66.00	66.00	Gonzales, Rosemarie	-	24.00	24.00
A LaTorre, Angelica	6.00	6.00	160.00	Goodman, Dale	26.00	128.00	3,595.00
Ansig, Ronald	-	8.00	8.00	Grisso, Norma	-	15.00	21.00
Araujo, John	6.00	36.00	36.00	Guerrero, Christine	6.00	66.00	144.00
Azadi, Joe	12.00	80.00	96.00	Guerrero, Lavone	6.00	56.00	148.00
Azizan, Sarah	-	-	40.00	Hamacher, Holly	6.00	60.00	142.00
Babinski, Barbara	-	-	3.00	Hatch, Bill	6.00	66.00	201.00
Bates, Emily	-	39.00	20.00	Hatch, Katie	6.00	65.00	110.00
Becker, Alyssa	12.00	75.00	75.00	Hawkins, Christina	-	53.00	128.00
Behmaram, Roxana	-	86.00	86.00	Healey, Kathleen	6.00	66.00	342.00
Belekjian, Maria	-	12.00	120.00	Heer, Kim	6.00	66.00	359.00
Bello, Dominic	-	76.00	150.00	Henao, Stephanie	6.00	66.00	120.00
Bennett, Amanda	6.00	64.00	64.00	Herrera, Elizabeth	-	36.00	36.00
Bennett, Kevin	6.00	64.00	64.00	Hernandes, Melissa	-	-	50.00
Bernardino, Maria	6.00	66.00	162.00	Hernandez, Maria	-	54.00	198.00
Blarsi, Courtney	-	62.00	62.00	Hilleweart, Heather	-	48.00	126.00
Bowers, Cretia	-	-	20.00	Holmes, Nancy	6.00	66.00	66.00
Bowley, Jessika	6.00	48.00	56.00	Howell, Anne	-	18.00	102.00
Brackett, Jim	-	6.00	159.00	Hsieh, Lambert	6.00	66.00	66.00
Broderick, Shannon	-	66.00	124.00	Hsu, Iris	6.00	66.00	66.00
Brzovic, Kathy	6.00	66.00	154.00	Humple, Phyllis	4.00	40.00	218.00
Cadambi, Aruna	-	-	44.00	Hutain, Jenny	6.00	66.00	103.00
Callaway, Sean	-	72.00	114.00	Hutton, Katherine (Kate)	6.00	66.00	360.00
Castillo, Alicia	6.00	40.00	76.00	Jensen, Ryan	-	60.00	60.00
Cerpa, Lizbeth	6.00	41.00	41.00	Jensen, Ryan	-	60.00	60.00
Cha, Sally	6.00	66.00	156.00	Harris, Michelle	6.00	54.00	54.00
Chandrasekaram, Vinolie	-	-	64.00	Hassan, Zeenat	6.00	39.00	39.00
Chang, Sirena	6.00	38.00	38.00	Henri, Chase	6.00	51.00	51.00
Charles, Vicki	6.00	39.00	39.00	Ho, Brandon	6.00	39.00	39.00
Chen, April	-	-	177.00	Hutton, Katherine (Kate)	-	30.00	324.00
Chen, Wen	-	36.00	120.00	Jeon, Ashley	6.00	60.00	101.00
Cheng, Elsen	-	92.00	170.00	Johnstone, Deborah	-	33.00	33.00
Cho, Jason	6.00	40.00	40.00	Kaiser, Kelly	-	-	150.00
Choi, Eric	6.00	40.00	40.00	Kamat, Rujvi	6.00	66.00	102.00
Choi, Eugene	6.00	60.00	102.00	Kao, Elaine	6.00	54.00	110.00
Chow, Nicole	6.00	39.00	39.00	Kapur, Melea	6.00	66.00	66.00
Christensen, Alan	6.00	43.00	43.00	Khamphanh, Molly	6.00	66.00	150.00
Chun, Andre	6.00	39.00	39.00	Kornreich, Seth	-	-	32.00
Coffee, Nancy	-	12.00	403.00	Kreger, Kenneth	-	36.00	36.00
Connors, Kamala	-	42.00	42.00	Krisinger, Elizabeth	-	-	78.00
Corbo, Leonora	6.00	65.00	65.00	Lampson, Caylan	6.00	51.00	51.00
Delgado, Ana	6.00	66.00	66.00	Lee, Al	20.00	110.00	110.00
Dhanak, Shayona	6.00	41.00	41.00	Lee, Joshua	6.00	66.00	66.00
Diaz, Cynthia	-	-	52.00	Leon, Philip	6.00	650.00	50.00
Diaz, Monica	-	-	70.00	Leslie, Sandra	6.00	61.00	354.00
Donofrio, Susan	6.00	66.00	201.00	Lewis, Kim	-	72.00	72.00
Draper, Krispa	-	18.00	168.00	Lien, Kevin	6.00	39.00	39.00
Dudrey, Kristin	6.00	66.00	120.00	Lin, Joyce	6.00	66.00	66.00
Eckels, Krys	6.00	66.00	156.00	Lo, Tiffany	6.00	43.00	43.00
Economou, Christina	6.00	66.00	148.00	Loi, Nelly	-	105.00	105.00
Elmore, Sylvia	6.00	56.00	140.00	Lopez, Grace	-	51.00	52.00
Espinoza, Veronica	6.00	51.00	51.00	Lukito, Cory	6.00	66.00	66.00
Farilla, Dawn	6.00	96.00	96.00	Lukito, Kevin	6.00	66.00	66.00
Finley, Virginia	6.00	66.00	136.00	Mai, Angie	12.00	60.00	96.00
Fitsimons-Diaz, Chelsea	-	12.00	129.00	Maino, Arielle	6.00	60.00	60.00
Flores, Jose	-	37.00	37.00	Malkowicz, Edward	12.00	120.00	424.00
Flores, Stephanie	6.00	39.00	39.00	Manzanarez, Melissa	12.00	126.00	126.00
Ford, Shannon	12.00	84.00	84.00	Marquez, George	-	54.00	54.00
Gardner, Jeanette	-	-	87.00	Marquez, Jeff	-	42.00	84.00
Gimby, Walter	-	36.00	82.00	Martlaro, Diane	-	-	564.00
				Massaro, Lauren	6.00	66.00	150.00





Placentia Library District  
Circulation Report  
June 15, 2005

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 May	FY03-04 May
1st Time Checkouts	152,010	131,569	15.54%	14,941	11,238
Phone Renewals	13,112	21,157	-38.03%	952	2,175
In-Building Renewals	4,042	4,345	-6.97%	488	234
TOTAL RENEWALS	17,154	25,502	-32.73%	1,440	2,409
TOTAL CHECKOUTS	169,164	157,071	7.70%	16,381	13,647
On-Time Checkins	164,504	136,806	20.25%	17,261	12,090
Late Checkins	11,415	11,399	0.14%	1,088	1,117
TOTAL CHECKINS	175,919	148,205	18.70%	18,349	13,207
Holds Placed	5,886	3,215	83.08%	464	383
Holds Cancelled	354	87	306.90%	14	11
Holds Filled	4,795	3,736	28.35%	412	306
Patrons Registered	3,771	3,884	-2.91%	328	343
Titles Added	4,521	4,658	-2.94%	650	332
Volumes Added	5,013	4,985	0.56%	700	364
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	68,682	66,576	3.16%	6,503	6,017
Juvenile Print	76,629	72,080	6.31%	7,042	6,197
Total Print	145,311	138,656	4.80%	13,545	12,214
Audio	12,140	8,609	41.02%	1,035	913
Visual	21,624	13,064	65.52%	2,942	1,179
Total Audio Visual	33,764	21,673	55.79%	3,977	2,092
TOTAL CIRCULATION	179,075	160,329	11.69%	17,522	14,306
Placentia Circulation	106,301	98,335	8.10%	10,417	8,488
%Placentia Circulation	59.36%	61.33%		59.45%	59.33%
Anaheim/Yorba Linda Circulation	30,964	27,995	10.61%	3,268	2,953
%Anaheim/Yorba Linda Circulation	17%	17.46%		19%	20.64%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	130,170	112,288	15.93%	12,800	10,285
Young Adult	2,905	2,751	5.60%	374	264
Juvenile	30,907	31,461	-1.76%	2,802	2,569
New Borrower	12,101	12,219	-0.97%	1,152	1,035
Non Resident	0		N/A	0	0
Other (staff)	2,728	2,424	12.54%	363	148
TOTAL ACTIVE BORROWERS	178,811	161,143	10.96%	17,491	14,301
TOTAL REGISTERED BORROWERS	221,133	199,906	10.62%	21,771	17,727
ATTENDANCE	311,579	371,213	-16.06%	*40,572	33,588
Adult Reference-In Building	17,185	10,556	62.80%	1,730	1,068
Adult Reference-Telephone	2,110	1,629	29.53%	209	147
Children's Reference-In Building	14,416	7,414	94.44%	1,427	885
Children's Reference-Telephone	226	214	5.61%	10	10
Total Adult Reference	19,295	12,185	58.35%	1,939	1,215
Total Children's Reference	14,642	7,628	91.95%	1,437	895
Total in Building Reference	31,601	17,970	75.85%	3,157	1,953
Total Telephone Reference	2,336	1,843	26.75%	219	157
TOTAL REFERENCE	33,937	19,813	71.29%	3,376	2,110

\*Not an accurate count.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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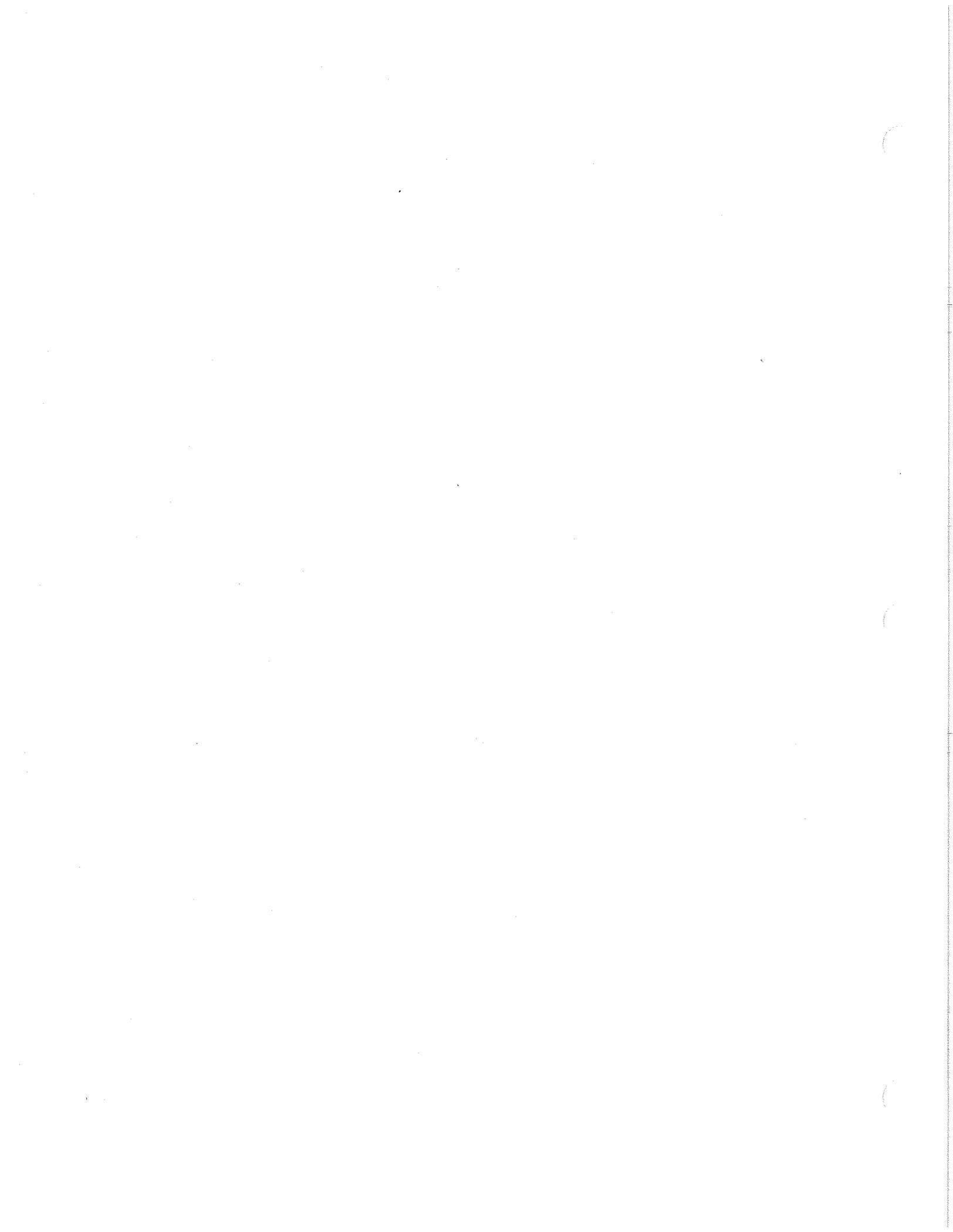
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority  
**DATE:** June 15, 2005

**BACKGROUND:**

The invoice from the City of Placentia was not included in time for the preparation of the Agenda packet. The District still has not received the electric bill from two months ago so when the invoice arrives it should have several electric bills included.

The Library Director has attempted to discuss the timeliness of these invoices with the City Finance Manager on several occasions but he has not been available to discuss this issue and has not returned two voice mail messages in May.



## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Tuesday, June 14, 2005 3:25 PM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGDA Special Update - June 14, 2005

 Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet. CSGDA Legislative Information

### Governor Calls for November Special Election

In an expected but controversial move, Governor Schwarzenegger yesterday called a special election, to be held on November 8 of this year. There are eight measures that will likely appear on the ballot, five of which have already qualified and three of which are expected to be before the June 30 deadline.

One measure that has qualified is the  California Live Within Our Means Act,  which would have dramatic consequences on state budgeting. CSGDA urges all special district elected officials and administrators to examine this complicated measure, and see how it might directly or indirectly affect your agency or special districts in general.

Also qualified for the ballot is an initiative that would increase the time it takes teachers to get tenure from two years to five, and one that would give a panel of retired judges the power to draw election districts for state legislative, Board of Equalization and congressional offices. All three of these measures are supported by the Governor.

Of the other two measures that have already qualified, one would require each member of a California public employee union to consent every year before any portion of his or her dues could be used for political campaigns and the other has to do with parental notification of unmarried minors  abortions.

There are two competing initiatives that deal with prescription drug costs, one supported by Health Access California and opposed by the pharmaceutical industry, and the other supported by the pharmaceutical industry and opposed by Health Access California. The final initiative, which, like the two drug cost proposals has not yet qualified for the ballot, would move toward re-regulating electricity service in the state.

CSGDA's Board of Directors has not taken a position on any of these ballot measures. You can find the text of each of these measures in CSGDA's members' website, <http://members.csgda.net>. If you have questions about the election, contact CSGDA's Public Affairs Specialist Geoffrey Neill at [gneill@csgda.net](mailto:gneill@csgda.net) or by calling toll-free 877/924-CSGDA.

### Senate to Vote on State Budget

On Monday, Senate President Don Perata announced that the Senate will consider the state budget late Wednesday afternoon, though there has been no word as yet as to whether the Assembly will follow suit. Wednesday midnight is the constitutional deadline for the Legislature to adopt the budget.

### West Nile Funding Restored

Friday's Legislative Update reported that the Budget Conference Committee had cut proposed funding

for fighting West Nile by as much as 75%, from \$12 million to \$3-5 million. Late Friday, however, after that report was written, the same committee reversed their position and approved the entire \$12 million, with no specific geographic allocation. This proposed appropriation will be voted on with the rest of the state budget.

CSDA □ keeping special districts informed!

1112 I Street, Suite 200 \* Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.csda.net](http://www.csda.net)

## Elizabeth Minter

**From:** gneill@csla.net  
**Sent:** Friday, May 27, 2005 4:16 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA Legislative Update - May 27, 2005

 Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.  
CSDA Legislative Information

### Busy week in Appropriations Committees

On Wednesday of this week, the Assembly's Committee on Appropriations met to decide which of the bills on their Suspense File would be voted on by the full Assembly, and on Thursday the Senate did the same for their bills. Any bill that would cost the state money is sent to the Suspense File, and the committee decides which of them should be voted on by the full membership.

In the Assembly, several bills CSDA is following were held on the Suspense File, which usually means the bills are finished, at least for the time being:

- AB 737 would have rewarded cities and counties for allowing electric utility facilities to be built in their boundaries by giving them other jurisdictions' property tax shares (CSDA was opposed);
- AB 1590 would have reduced the ERAF III property tax hits on districts that provide both enterprise and nonenterprise services (CSDA was neutral);
- AB 1596 would have reduced the ERAF III property tax hit for one district for specified reasons (CSDA was neutral); and
- ACA 7 would have reduced the voter threshold for special taxes to 55% (CSDA supported).

One bill, ACA 16, did pass off of the Assembly Suspense File. ACA 16 would reduce the voter threshold for special taxes related to public safety to 55%. It still has to pass the full Assembly and the Senate by 2/3 in each house, and has to be approved by the public.

On the Senate side, one bill of particular interest was held in Suspense: SB 393. This bill is the one that Senator Ortiz has been pursuing for over two years that would, among other things, restrict district board members' reimbursements to the rates set for state employees (CSDA was opposed unless amended). Before the bill failed in committee, and in an attempt to get it passed, Senator Ortiz proposed amendments that would have charged districts an annual fee to cover the State Controller's Office (SCO) oversight expenses. This would have been in addition to what the SCO would have charged districts that it chose to audit through the program.

The Senate Appropriations Committee did pass SB 568, which exempts several nonenterprise health care districts from next fiscal year's ERAF III reductions, districts that should have been exempted from the beginning. The bill specifies that the money will not come from other districts (CSDA is neutral).

### Pension bills pass committee

During Wednesday's Assembly hearing on pension-related special session bills, the committee defeated ABX1 3 and ACAX1 8 by Assembly Member Richman (the 'X' in the bill number signifies a special session bill), while passing ABX1 4 (which would require pension reserves), ABX1 5 (which deals with pension fraud) and ABX1 6 (which relates to pension 'spiking'). These three bills represent the Assembly Democrats' pension reform package. The Senate Democrats' package consists of

SBX1 2 (which would mandate a large pension reserve), SBX1 3 (which would allow further medical examination of those receiving disability retirement allowance), SBX1 4 (which would give PERS greater access to information that would help them catch fraud) and SBX1 5 (which would redefine final compensation for the purposes of calculating retirement benefits), all of which passed their committee on Tuesday.

### **Budget Conference Committee members named**

Thursday, the Senate took the first steps to convening the Budget Conference Committee by nonconcurring on SB 77. The Senate members of the committee will be Senators Chesbro, Ducheny and Hollingsworth. The Assembly Members will be Laird, Keene and Chu. The conference committee will review budget items that were handled by the budget subcommittees of the two houses that resulted in differing recommendations. The bicameral budget conference committee will begin meeting June 1st, and has a targeted completion date of June 10th.

### **Legislative Updates available by email for all member agencies officials and employees**

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSDA or by emailing [gneill@cda.net](mailto:gneill@cda.net). Also, past Legislative Updates are available in the Legislation & Action section of the [CSDA members website](http://www.cda.net).

CSDA keeping special districts informed!

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(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.cda.net](http://www.cda.net)

**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Wednesday, May 11, 2005 5:24 PM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** shaber; bchute; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; jstaff; mgermroth; mwomack; 'palger'  
**Subject:** FW: [CALIX:3959] News from the Capitol

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

From: owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
Sent: Wednesday, May 11, 2005 4:51 PM  
To: Calix  
Subject: [CALIX:3959] News from the Capitol

May 11, 2005

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. GOVERNOR WILL RELEASE "MAY REVISION" OF STATE BUDGET ON FRIDAY - TIME "TBA"

This Friday, Governor Arnold Schwarzenegger is scheduled to release his so-called "May Revision" or "May Revise" of his January Budget. The "May Revise," which is typically presented during the middle of May, allows the Governor and his Department of Finance to assess the state's fiscal condition since January, and make adjustments, offer new proposals, or suggest additional Budget augmentations or reductions. The Governor's Office and Department of Finance have not yet confirmed the time of the Governor's press conference and subsequent release of the May Revise document. As always, we will submit a report to the field as soon as the details of the May Revision are released on Friday (likely some time after noon).

II. ACA 7-NATION PASSES FIRST COMMITTEE: 55% VOTE FOR SPECIAL TAXES

Last week, Assemblyman Joe Nation presented his ACA 7, which would reduce the constitutional vote requirement for approval of a special tax, from a 2/3rds vote to a 55% majority vote. CLA is in support of ACA 7 as it would make it easier to pass much-needed local library funding measures, if the voters so desire. During his presentation on the bill before the Assembly Local Government Committee, Assemblyman Nation noted that the "current structure gives a small minority veto power over the majority," and later added, "It is incredulous for anyone to argue that the 2/3rds vote is fair." Testifying in support of the measure was the League of Cities, representatives of the parks and recreation association, CLA, and various local government lobbyists. Assembly Local Government Committee Chair, Simon Salinas stated that because of the problems associated with passing local taxes at the 2/3rds vote threshold, "My community planned to close the libraries - the home of John Steinbeck. Local communities need to be able to decide. What is more democratic than that?" Committee Vice Chair, Bill Emmerson countered, "A super-majority (vote) is not hard (to obtain) if you can effectively make your point." Assemblyman Nation then explained that in his district, Rohnert Park attempted to pass a local school tax, which failed by slightly more than 100 votes, and caused the district to cut \$10

million from its budget, and close services like school libraries.

The bill passed from committee on a straight party-line vote with all five Democrats voting "aye" and the two Republicans on the committee voting "no." ACA 7 now heads to the Assembly Appropriations Committee for consideration. The challenge, as the bill moves through the process, will be for Assemblyman Nation to try to gain some Republican support, as ACA 7 will require a two-thirds vote for passage. Typically, bills that lower the threshold to raise taxes are strongly opposed by the majority of the Republicans in both houses.

**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Wednesday, April 27, 2005 10:53 AM  
**To:** 'MCLS/SLS/SSCLS Directors'  
**Cc:** palger; bchute; bcusten; bgallardo; hfirchow; mwomack  
**Subject:** FW: [CALIX:3914] News from the Capitol

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

**From:** owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
**Sent:** Wednesday, April 27, 2005 10:13 AM  
**To:** Calix  
**Subject:** [CALIX:3914] News from the Capitol

**To:** CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

**From:** Mike Dillon, CLA Lobbyist, Christina Dillon, CLA Lobbyist

**Subject:** LEGISLATIVE UPDATE

**I. SENATE BUDGET SUBCOMMITTEE LOOKS TO POSSIBLE ONE-TIME FUNDS FOR PUBLIC LIBRARY FOUNDATION** Yesterday, the Senate Budget Subcommittee on Education Finance reviewed the issue of funding for the Public Library Foundation, and specifically, the proposal contained in Governor Schwarzenegger's January Budget to reduce the program by \$2.2 million. First, the Legislative Analyst's Office highlighted the magnitude of the cuts that the PLF has taken over the last few years, and added that the "legislature should look closely at possibly restoring the \$2.2 million.

The program has given more than its share." The Governor's Department of Finance was then asked to comment and noted that the \$2.2 million proposed reduction represents an across-the-board cut in the State Library budget. State Librarian, Susan Hildreth said that if the subcommittee members were interested in restoring the cut, it would be well received by the library community and the State Library itself.

CLA then testified in support and highlighted our now-famous "79 percent cut chart," and asked that the \$2.2 million cut be rejected. Senator Scott asked us for some specifics regarding what libraries use the PLF dollars for. We responded that the use of the money varies from materials purchases, to maintaining service hours, to bookmobiles, etc. and then gave the example of the Budget crisis several years ago, wherein the Budget Conference Committee proposed eliminating the remaining \$15 million in the PLF. We noted that in the case of the Mendocino County library, home of Budget Chair Senator Wes Chesbro, the county librarian Erica DeMille informed the Senator that the loss of funds would have meant closure of the library. Calling the potential move the "straw that broke the camel's back," CLA said that the Budget Conference Committee ultimately rejected the \$15 million reduction.

Senator Simitian, the newest member of the Senate subcommittee, said that he was well-versed in the PLF as the former Chairman of the Assembly Budget Subcommittee on Education Finance for four years.

"Particularly in times of economic downturn," Senator Simitian stated, "libraries are one of our most important services. Funds also get leveraged to get a bigger bang for the buck locally. This really isn't the place to be making even minor cuts." Subcommittee member, Senator Margett said he concurred, was not inclined to support a cut, and wondered if the proliferation of the creation of library districts was a trend or a way to protect local funding. State Librarian Hildreth responded that she felt the creation of districts was a way to "define services, and a way to ensure local funding streams." Subcommittee Chairman, Senator Jack Scott concluded, "I think you have heard our members speak in support of libraries. Public libraries serve such a vital role in our community. I would like to put the issue on the check-list and consider some one-time dollars for this program. We could consider this for an augmentation and it could be used for books and materials, etc."

The check-list is utilized in the Education subcommittees in each house to allow the members to defer the item until the Governor's May Revision is released in mid-May. Since the May Revision will give the subcommittee a better indication of the state's updated fiscal picture, the members can more appropriately gauge the possible funding options for the PLF. Senator Scott, however, is proposing an additional concept of taking some of the projected revenue increase dollars (such as those gained from the much publicized state amnesty program), and use them for "one time purposes." "One time" funding represents an infusion of funding that would be used in Budget Year 2005-06 only, and would not be built into the baseline funding level as an ongoing appropriation.

Senator Scott's suggestion is a way to help the public libraries during a year when it may be difficult to commit any significant ongoing augmentations to the PLF.

**II. CLA LEADERSHIP AND LOCAL REPRESENTATIVES MEET WITH SENATE BUDGET CHAIR** This year, during what will most assuredly be a very difficult and protracted Budget debate, one of the most important leaders in the deliberations will be Senator Wes Chesbro, the Chair of the Senate Budget Committee and Chair of the powerful Budget Conference Committee.

Therefore, on CLA Legislative Day, a group of representatives from Senator Chesbro's district and the CLA Leadership, led by CLA President Danis Kreimeier, spent almost a half an hour with the busy Senator.

Senator Chesbro discussed last year's library bond bill, the 2004 Proposition 1A agreement made with local government, his predictions regarding the upcoming Budget battle, and some of the pending initiatives slated for the special election in the Fall. With regard to the PLF, Senator Chesbro said that he would work to try to protect the PLF from further cuts. The group also took the opportunity to thank him for his constant support of the PLF and his willingness to save the program from the \$15 million cut several years ago (see preceding article). The Senator noted that he has always had a soft spot for libraries, having used them regularly as a child while growing up in South Pasadena. He noted that South Pasadena had "an old Carnegie library, with magnificent marble floors. And I would sit in there and read on hot, smoggy days." The Senator also noted that he was "very proud of the new Eureka library in his district."

**III. LIBRARIES TO BE AMENDED INTO TELECONNECT BILL** CLA has recently been working with the sponsors of AB 1388 by Assemblyman Ridley-Thomas, a loan repayment bill that would require the Department of Finance to transfer "at least \$10 million annually from the General Fund to the California Teleconnect Fund, commencing with the 2006-07 fiscal year and each fiscal year thereafter to reimburse the fund over a 15 year period." (Assembly Utilities and Commerce Committee

analysis) You may recall that a few years ago, noting a large, unused surplus in the California Teleconnect Fund, the state borrowed approximately \$150 million dollars from the CTF to help balance the state Budget. The CTF provides discounted rates on telecommunications services to qualifying schools, libraries, hospitals, health clinics, and community organizations.

AB 1388-Ridley-Thomas creates a new Advanced Telecommunications Education and Health Account within the CTF Administrative Committee Fund and CLA has asked the author's office to accept an amendment that would clarify that public libraries are an eligible recipient of the CTF loan repayment dollars under this new account. The Assembly Utilities and Commerce Committee, this week, heard the measure, and concurred that the language should be clarified to address the "worthy programs out there under the CTF." The committee chair also encouraged the author to drop all references in the bill to a "third party administrator" who would administer the grants under the new account. The Chair noted that Assembly Appropriations Committee has indicated the addition of a third party administrator will mean

additional costs to the program. The bill passed from committee with all Democrats voting "aye" and Republicans voting "no." Due to the \$10 million annual cost contained in the bill, the bill will now head to the Assembly Appropriations Committee and will be placed on the Committee's "suspense file," where all bills with price tags in excess of \$150,00 are contained, so as to be later prioritized by the committee.



**Agenda Item  
25**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: June 15, 2005

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

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

- ♦ This school year, we have had over 100 high school tutors participating in PRREP, a partnership with the PYLUSD and Placentia Rotary.
- ♦ Spanish Literacy is partnership with Even Start at Ruby Drive Elementary School where we offer Spanish literacy classes on Friday mornings.
- ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS has had more than 40 FWS staff this Fiscal Year. Cal State Fullerton and PLLS have two additional partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and has continued this FY.
- ♦ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. We had two IB interns this school year.
- ♦ The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We started two classes there, with a total of 10 students, in December, January, and February. Classes are now on hold.
- ♦ In November, we tested 15 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, and we started two classes with 14 students in January. Classes continued there in May.
- ♦ \*In March, we applied to the State Library for an LSTA Grant to partner with H.I.S. House. If approved, we will provide literacy services to children there next FY.



TO: Elizabeth D. Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: June 15, 2005

**SUBJECT: Grant Status**

Source	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	History Room	Other
Mervyn's	05/06/04	PLLS		5,000					
Target	05/06/04	PLLS		5,000					
VERIZON	05/13/04	PLLS	25,000						
Wells Fargo	05/04/04	PLLS				1,000			
CLLS *	06/08/04	PLLS			21,000				
George Hoag Family Foundation	09/27/04	M & A**	10,000						
PacificCare Foundation	11/17/2004	M & A**	10,000						
Kingston Technology Co., Inc.	11/17/2004	M & A**				12,500			
Ford Motor Company Fund	12/15/2004	M & A**	5,000						
Boeing	7/27/2004	PLD	5,000						
CLLS ***	5/4/2005	PLLS	10,000	10,000	37,236				
Placentia Rotary Club	1/1/2005	PLLS			1,000				
Estimated*									
Machoskie & Ass.**									
CLLS request for FY 2005/06***									
TOTAL PENDING			\$65,000	\$20,000	\$62,558	13,500			



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: June 15, 2005

**SUBJECT: Poet Laureate.**

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

We plan to have future outreach at three senior centers this calendar year, the Placentia Senior Center, Atria De Palma, and Bradford Terrace.





TO: All California Public Library Directors

FROM: Susan Hildreth  
State Librarian of California 

DATE: June 1, 2005

SUBJECT: Certification of Population Figures for Use in 2005-06 Public Library Fund (PLF) Allocations

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Section 18021 of the California Education Code specifies how population figures are to be determined for use in Public Library Fund allocations. The State Librarian must determine and certify on June 1st of each fiscal year the population served by each public library of the state based upon census data compiled by the United States Department of Commerce or estimates prepared by the California Department of Finance, whichever is more current. For such purposes, no person shall be deemed to be served by more than one public library. The figures certified are for January 1, 2005 based on the most recently published (May 2005) State of California, Department of Finance, Demographic Research Unit, City/County Population Estimates, with Annual Percent Change, January 1, 2004 and 2005.

**STATEMENT OF CERTIFICATION**

“I certify that the attached population figures have been prepared using the most recently published and available combined estimate for cities and counties from the California Department of Finance, adjusted to reflect the geographic service areas of California public libraries.”

Susan Hildreth  
State Librarian of California  
June 1, 2005

PERSONS SERVED BY CALIFORNIA PUBLIC LIBRARIES 2005

<u>Library</u>	<u>Population</u>
Mono Co.	13,563
Monrovia	39,147
Monterey	30,641
Monterey Co.	222,226
Monterey Park	64,614
Moreno Valley	165,328
Mountain View	72,033
Murrieta	85,102
Napa Co.	127,288
National City	63,773
Nevada Co.	98,955
Newport Beach	83,120
Oakland	431,634
Oceanside	175,085
Ontario	170,373
Orange	137,751
Orange Co.	1,503,961
Orland	14,217
Oxnard	188,849
Pacific Grove	15,480
Palm Springs	45,731
Palmdale	136,734
Palo Alto	61,674
Palo Verde Valley District (Blythe)	42,975
Palos Verdes District	68,045
Pasadena	146,166
Paso Robles	27,964
Placentia District	53,706
Placer Co.	176,128
Pleasanton	67,650
Plumas Co.	24,769
Pomona	160,815
Porterville	44,496
Rancho Cucamonga	161,830
Rancho Mirage	21,197
Redlands	70,324
Redondo Beach	67,325
Redwood City	75,986
Richmond	103,012

**PENDENT SPECIAL DISTRICTS OF ORANGE COUNTY  
(ISDOC)**

**John S. Dudley  
President**

# **Quarterly Meeting**

**Thursday, June 30, 2005  
11:30 a.m. – 1:00 p.m.**

**LAFCO Weather Report:  
Clouds, Fog and Sun**

**A Look at Recent Accomplishments and  
Plans for Orange County's Future**

**featuring**

**Joyce Crossthwaite  
Executive Director  
Orange County LAFCO**

**at**

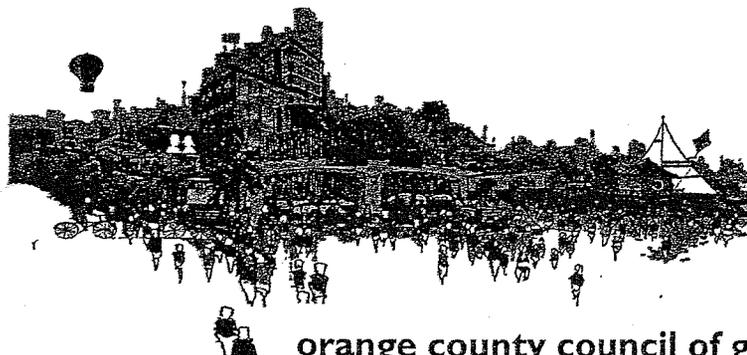
**Orange County Sanitation District  
in the Board Room**

**(10844 Ellis Avenue, Fountain Valley)**

**h: \$12 advance reservation / \$15 at the door (Checks payable to ISDOC)  
Please mail checks to 258 Sherwood Street, Costa Mesa, CA 92627**

**?: Joan Finnegan at (949) 548-3690 by Friday, June 24, 2005**





orange county council of governments  
**Regular Meeting of the**  
**BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, May 26, 2005  
9:00 a.m. – 11:00 a.m.  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

**PLEDGE OF ALLEGIANCE**

**I. CALL TO ORDER / ROLL CALL**

(Chair Richard Dixon)

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

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

**II. OATH OF OFFICE**

(Clerk of the Board)

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

- cities**
- Aliso Viejo
- Anaheim
- Brea
- Buena Park
- Costa Mesa
- Cypress
- Dana Point
- Fountain Valley
- Fullerton
- Garden Grove
- Huntington Beach
- Irvine
- La Habra
- La Palma
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Forest
- Los Alamitos
- Mission Viejo
- Newport Beach
- Orange
- Placentia
- Rancho Santa Margarita
- San Clemente
- San Juan Capistrano
- Santa Ana
- Seal Beach
- Stanton
- Tustin
- Villa Park
- Westminster
- Yorba Linda

County of Orange

- agencies**
- Costa Mesa Sanitary District
- East Orange Water District
- El Toro Water District
- Emerald Bay Service District
- Irvine Ranch Water District
- Los Aliso Water District
- Mesa Consolidated Water District
- Moulton Niguel Water District
- OC Fire Authority
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Placentia Library District
- Rossmoor/Los Alamitos Area Sewer District
- Serrano Water District
- Silverado-Modjeska Parks & Recreation District
- South Coast Water District
- Trabuco Canyon Water District
- Transportation Corridor Agencies

### III. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

### IV. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

- |           |   |                                  |    |
|-----------|---|----------------------------------|----|
| <b>A.</b> | <b>Minutes from April 28, 2005</b>          | (Clerk of the Board)             | 04 |
|           | <i>Recommended Action:</i> Approve minutes. |                                  |    |
| <b>B.</b> | <b>Report on the OCCOG TAC</b>              | (Tracy Sato,<br>OCCOG TAC Chair) | 12 |
|           | <i>Recommended Action:</i> Receive report.  |                                  |    |
| <b>C.</b> | <b>Air Quality Report</b>                   | (Annabel Cook)                   | 18 |
|           | <i>Recommended Action:</i> Receive report.  |                                  |    |

### V. ACTION ITEMS

- |           |  |                |    |
|-----------|--|----------------|----|
| <b>A.</b> | <b>Adoption of Resolution No. 05-03</b>  | (Annabel Cook) | 22 |
|           | <b>A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Setting the Time, Date and Place for the 2005 Meeting of the OCCOG General Assembly</b>   |                |    |
|           | <i>Recommended Action:</i> Adopt Resolution 05-03-<br>A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, setting the time, date and place for the 2005 Meeting of the OCCOG General Assembly. |                |    |

### VI. PRESENTATIONS

- |           |  |   |    |
|-----------|--|---|----|
| <b>A.</b> | <b>OCTA's Long-Range Transportation Plan Conceptual Strategies</b> | (Ellen Burton, OCTA<br>Executive Director of<br>External Affairs) | 26 |
|           | <i>Recommended Action:</i> Receive report.                         |   |    |

**VII. REPORTS**

- A. **Report on Measure M Extension** (Ellen Burton, OCTA) 46  
*Recommended Action:* Receive and file.
- B. **Report on OCCOG Housing Summit** (Annabel Cook) 50  
*Recommended Action:* Receive and file.
- C. **Report from OCCOG Chair** (Chair Dixon) 56  
*Recommended Action:* Receive and file.

**VIII. MATTERS FROM BOARD MEMBERS** (Chair Dixon)

**IX. MATTERS FROM MEMBER AGENCIES** (Chair Dixon)

**X. MATTERS FROM STAFF** (Chair Dixon)

**XI. ADJOURNMENT**

**Next Meeting: Thursday, June 23, 2005**





**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**MINUTES OF A REGULAR MEETING OF THE  
ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**BOARD OF DIRECTORS**

**HELD**

**April 28, 2005**

A regular meeting of the Orange County Council of Governments was called to order at 9:27 a.m. by Past Chair Lou Bone at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Board Member Ayer.

**I. CALL TO ORDER / ROLL CALL**

Roll was taken by the Clerk of the Board.

**PRESENT:**

Art Brown, Vice-Chair, District 21  
*(arrived at 9:42 a.m.)*  
Cathryn DeYoung, District 12  
Gus Ayer, District 15  
Lou Bone, District 17  
Robert Hernandez, District 19  
Marilyn Poe, District 20  
Debbie Cook, District 64  
Milton Robbins, Alternate, Cities At-Large  
Phil Anthony, ISDOC  
Peter Herzog, OCD, LOCC  
Cathy Green, OCTA  
*(arrived at 9:40 a.m.)*  
Chris Norby, SCAG-County Rep.  
Miguel Pulido, SCAQMD – Cities Rep.  
*(arrived at 9:45 a.m.)*  
Kristine Thalman, Private Sector

**ABSENT:**

Richard Dixon, Chair, District 13  
Tod Ridgeway, District 14  
Christine Barnes, District 18  
John Beauman, District 22  
Bill Campbell, County At-Large  
Jim Ferryman, OCSD  
Jim Silva, SCAQMD – County Rep.  
Dave Swerdlin, TCAs  
Owen Holmes, University Representative

**VACANT:**

District 16

000006

## II. OATH OF OFFICE

The Clerk of the Board administered the oath of office to Chris Norby, SCAG-County Rep., and Milton Robbins, Alternate, Cities At-Large.

## III. PUBLIC COMMENTS

There were no public comments.

## IV. CONSENT CALENDAR

It was moved by Alternate Board Member Robbins and seconded by Board Member DeYoung, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members Dixon, Ridgeway, Barnes, Beauman, Campbell, Ferryman, Pulido, Silva, Swerdlin, and Holmes absent from the meeting.

### A. Minutes from March 24, 2005 Board Meeting.

Action: Approved minutes as submitted, with Board Members DeYoung, Hernandez, and Norby abstaining on the minutes due to their absence from the meeting.

### B. Report on the OCCOG TAC

Action: Received report.

### C. Air Quality Report

Action: Received report.

## V. ACTION ITEMS

### A. OCCOG Appointment to the SANDAG Borders Committee

Annabel Cook provided background information on this item.

Action: Board Member Anthony moved, Board Member Poe seconded, and the motion carried unanimously, that the Board appoint OCCOG Board Member Debbie Cook to represent OCCOG on the SANDAG Borders Committee.

### B. Adoption of Resolution No. 05-01, A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Commemorating the 40<sup>th</sup> Anniversary of the Southern California Association of Governments.

Annabel Cook provided background information on this item.

Action: Board Member Poe moved, Board Member DeYoung seconded, and the motion carried unanimously, that the Board adopt Resolution 04-01, A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Commemorating the 40<sup>th</sup> Anniversary of the Southern California Association of Governments. Agenda Item 29a  
Page 7 of 10

- C. **Adoption of Resolution No. 05-02, A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, to Authorize Michael Gold to Receive Funds, Execute Agreements and Sign Invoices for the Reduce Orange County Congestion (ROCC) Program.**

Michael Gold provided background information on this item.

Action: Board Member Anthony moved, Board Member DeYoung seconded, and the motion carried unanimously, that the Board adopt Resolution 05-02, A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, to Authorize Michael Gold to Receive Funds, Execute Agreements and Sign Invoices for the Reduce Orange County Congestion (ROCC) Program.

Board Member Pulido, SCAQMD – Cities Representative, arrived at 9:45 a.m., and the Clerk of the Board administered the oath of office. The vote shall reflect that of fourteen Board members present from this point forward.

## VI. PRESENTATIONS

### A. Regional Goods Movement

Action: Received report.

Nancy Pfeffer, Senior Planner, SCAG Planning and Policy Department, provided an overview of the good movement issue and discussed the regional goods movement strategy.

### B. Air Quality Impacts of Goods Movement

Action: Received report.

Peter Greenwald, Senior Policy Advisor, SCAQMD, provided a PowerPoint presentation on efforts to mitigate emissions and pollutants from goods movement activities.

## VII. REPORTS

### A. Report on Federal Advocacy

Action: Receive and file.

Michael Gold provided an update on efforts to obtain federal funding for critical Orange County projects and programs, specifically requests for \$1.25 million from TEA-LU; \$1 million from the Fiscal Year 2006 Transportation Appropriations for the next phase of the OCCOG Reduce Orange County Congestion; and \$1.5 million from the Labor Health and Human Services Appropriation for the OCCOG Healthy Waterways Initiative.

### B. Report on Measure M Extension

Action: Receive and file.

Dave Simpson, Community & Local Government Relations, OCTA, provided an update regarding the process and strategies for extending Measure M, Orange County's half-cent sales tax for transportation improvements approved by the voters in 1990 and set to expire in 2011.

### C. Report on OCCOG Housing Summit

Action: Receive and file.

Annabel Cook provided background information on this item, reporting that the OCCOG Housing Summit will be held at the Anaheim Convention Center on May 16, 2005, from 8:00 a.m. to 4:00 p.m. The program will focus on housing policy and legislation.

### D. Report from OCCOG Chair

No matters were discussed.

## VIII. MATTERS FROM BOARD MEMBERS

1. Board Member Pulido reported that the Orange County Business Council will be hosting a forum for Senator Feinstein on Thursday, May 5, 2005, at 12:00. He encouraged Board members to attend.
2. Board Member Herzog discussed the Air Quality Update report and the California Air Resources Board's (CARB) Draft Air Quality Handbook on Land Use.

## IX. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

X. MATTERS FROM STAFF

No matters were discussed.

XI. ADJOURNMENT

Vice-Chair Brown adjourned the meeting at 11:10 a.m. to the next regular meeting, to be held on Thursday, May 26, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

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CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

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CLERK OF THE BOARD

000011

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** June 15, 2005

**BACKGROUND**

The recent Legislative Alerts from the California Special Districts Association (CSDA) and California Library Association (CLA) Legislative Committee are contained in Agenda Item 25.

At the Independent Special Districts of Orange County (ISDOC) Executive Committee Meeting on June 7, 2005 Municipal Water District of Orange County staff member David Cordero reported that the CSDA Legislative Committee anticipated no big changes or surprises in this year's budget process and that things in Sacramento have been pretty quiet from the local government point of view.

The most recent news from the California Library Association (CLA) lobbyist is that it looks good for the Public Library Fund holding its ground for the current year with no further cuts. The Governor has recommended zero funding for the upcoming year but legislators are not in favor of this.

No additional information has been received at the time of the preparation of this report. Any updated information will be presented at the Board Meeting.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Strategic Planning  
**DATE:** June 15, 2005

**BACKGROUND**

The Strategic Planning Workshop is scheduled for Friday, July 15, 2005 at the Kellogg West Conference Center at Cal Poly Pomona. The workshop facilitator will be Susan Berk. Arrangements have been confirmed for the facilitator, conference center and bus transportation for participants.

Susan Berk will be providing an agenda for July 15 by the end of June and it will be distributed to all confirmed workshop participants at that time.

A list of the individuals invited to participate is Attachment A. Wendy Goodson will be able to give you an updated report on the responses as of the date of the Library Board Meeting.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



	YES	NO	No RSVP	Follow up call	Mat' mail out
Alex Hernance					
Barbara Hemmerling					
Bill Cline					
Bill Dooley					
Brenda Benner					
Camille Himes					
Carol Downey					
Carol Fizzard					
Cheryl Perrin					
Crystal Gates					
David Moyle					
Deniene Husted					
Dennis Smith					
Dixie Shaw					
Ed Alvarez					
Elaine Kao					
Elizabeth Vu					
Ellie Rankin					
full time staff					
Ginny Sanatar					
Hilda Rivera					
Jean Lasley					
John Schaefer					
Lillian Sakoguchi					
MA McHenry					
Malea Kapur					
Margo Thum	X				
Marie Schmidt					
Nadine Blansett					
Nancy Lone-					
Pat Irot					
Pat Jertberg					
Paul Tamborrino					
Phyllis Humple					
Robert Dominguez					
Russ Rice					
Sharon Cordes					
Shawn Robison					
Susan Petrella					
Ted Farkas					
Vivian Cuesta					



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Fiscal Year 2005-2006 Budget  
**DATE:** May 23, 2005

**BACKGROUND**

Fund 707 (General Fund) Revenue

-  The proposed Fiscal Year 2005-2006 Revenue Estimate is \$1,951,785. The Revenue Estimate is Attachment A.
-  The Property tax adjustment is based on a 6% increase.
-  Passport revenue is calculated on the new average of \$31.50 net revenue per passport (including the factor for photos) at a volume of 6,508 for a total of \$205,000.
-  Notary Service will probably begin mid-summer but it was not be factored in to the revenue flow for next year.
-  State Library revenue is estimated to be \$163,472 and is Attachment B. It includes ILL Reimbursement and the California Foundation Funds remaining the same, the Literacy Grant decreasing 10% and \$70,000 for Grants. (Applications for \$48,634 for the LSTA Literacy Grant and \$8,514 for the Staff Education Grant have already been filed and the balance is for State Grants that may become available during the year.) It is really important to lobby as heavily as possible for both Public Library Fund and Transaction Based Reimbursements.

Fund 707 (General Fund) Expenditures

-  The proposed Fiscal Year 2005-2006 Expenditure Estimate is \$1,951,785. Revenues and Expenditures are in Balance. The Expenditure Estimate is Attachment C.
-  The Consumer Price Index for Los Angeles-Riverside-Orange County, CA for Mar 2004 to Mar 2005 showed a 4% increase. This increase is reflected in the personnel costs for all employees and proposed new hires.
-  The proposed expenditures includes the increase of three FTE positions, two half-time librarians, two half-time clerks and 40 hours per week of page/shelvers. One of the half-time librarian positions is funded by a grant application and that person would not be working outside the Literacy Office.

- 📖 The proposed expenditures includes the reclassification of 3 positions: a Librarian I to Librarian II, a Library Clerk I to Library Clerk II and Administrative Assistant to Manager of Administrative Services. If the position of Manager of Administrative Services is approved the present Administrative Assistant will be appointed conditional upon a maximum of Step 3 until she has completed her M.P.A. degree. The job description for the Manager of Administrative Services is Attachment D and the Job Description for the Manager of Public Services is Attachment E. The Salary Schedules for Non Exempt and Exempt Employees for Fiscal Year 2005-2006 is Attachment F.
- 📖 There was not an adequate balance to fund enough staff to open the Library on Thursday evenings and Fridays. Staff felt very strongly that they need to increase the personnel level for the current hours of service before adding additional hours.
- 📖 The Library Materials (book) budget was increased to reflect the Passport Services revenue.
- 📖 I propose that the grant writing contract be extended for an additional six months.

#### Other Funds

- 📖 I recommend that the Board allocate \$200,000 from non-operating funds to finance the RFID Conversion with the stipulation that beginning in Fiscal Year 2006-2007 \$25,000 per year will be transferred from Fund 707 (General Fund) to the non-operating fund to repay this purchase. In other words, the District will finance its own purchase of the RFID hardware and supplies, including a new security gate and self-service check-out unit.
- 📖 I recommend that all remaining non-operating funds be budgeted for contingencies.

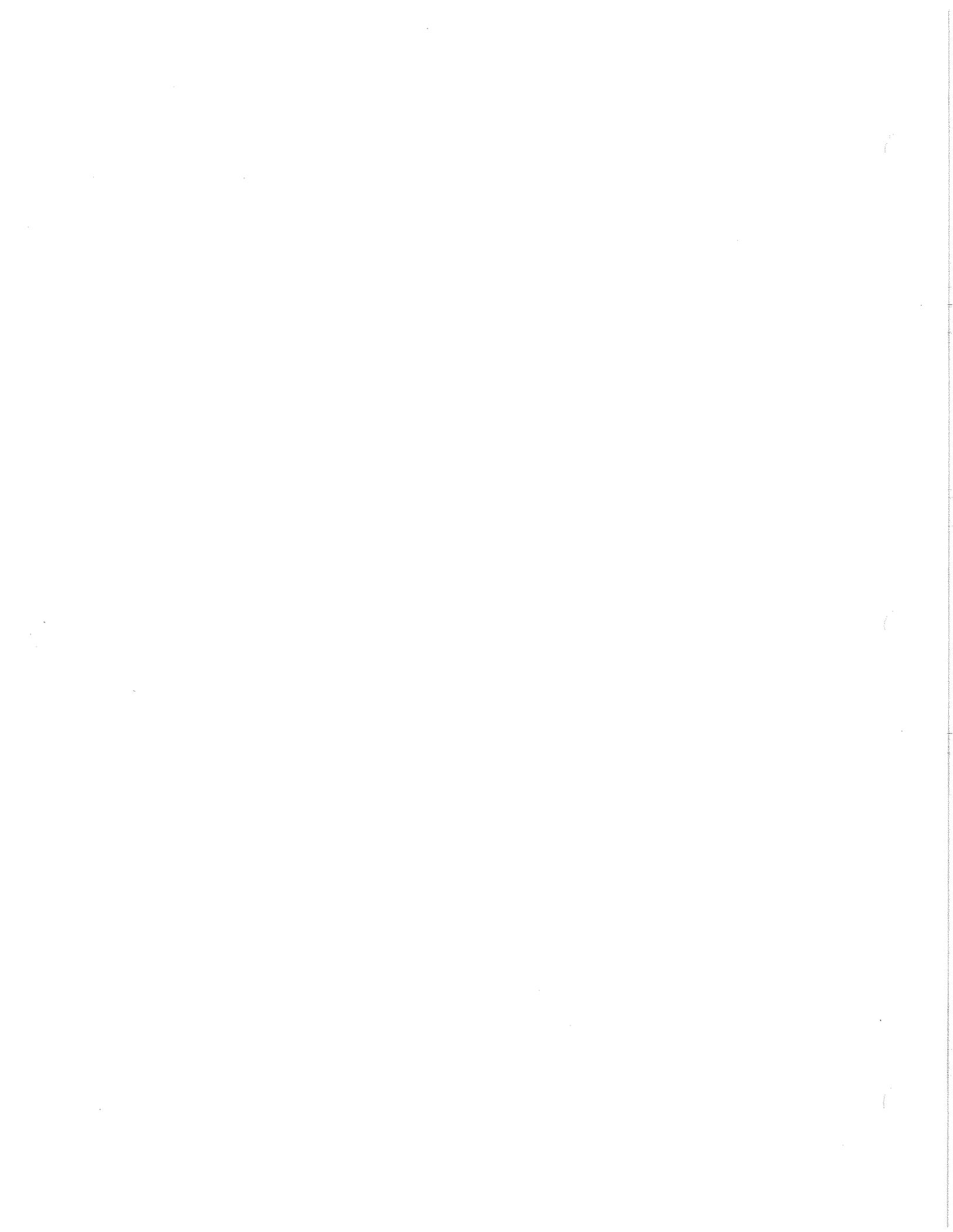
The budget forms for the Orange County Auditor will be presented for adoption after the public hearing.

The budget needs to be adopted and set for public hearing at the July 18, 2005 Library Board Meeting.

#### **RECOMMENDATIONS**

1. Approve the reclassification of 1.0 FTE Librarian I position to 1.0 FTE Librarian II.
2. Approve the reclassification of 1.0 FTE Library Clerk I position to 1.0 FTE Library Clerk II.
3. Establish the position of Manager of Administrative Services and adopt Placentia Library District Policy 2303, Job Description, Manager of Administrative Services and include the position in the salary scale for Exempt Managers.
4. Approve the reclassification of 1.0 FTE Library Assistant to 1.0 FTE Manager of Administrative Services with appointment conditional upon completion of the MPA degree for advancement beyond Step 3.
5. Amend Placentia Library District Policy 2305, Job Description, Manager of Public Services to reflect the transfer of Passport Agency responsibilities to the Manager of Administrative Services.

6. Adopt the Fund 707 (General Fund) Operating Budget for Fiscal Year 2005-2006 and authorize the Library Director to publish a Notice of Public Hearing for July 18, 2005
7. Determine whether to set aside non-operating funds for the RFID project in Fiscal Year 2005-2006.



Placentia Library District  
Proposed Revenue Budget for Fund 707 for Fiscal Year 2005-2006  
June 15, 2005

Object Code	Category	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Actual	FY2004-2005 Budgeted	FY2004-2005 YTD May	FY2005-2006 Proposed
6210-00	Current Secured	849,522	921,767	995,217	1,072,450	1,163,387	1,234,995	1,280,570	1,333,163
6210-01	Public Utility	25,854	23,111	25,158	22,886	22,598	22,500	21,745	22,500
6210-04	Teeter Plan - Current Delinquent	0	12,334	13,876	14,764	14,296	14,500	12,766	12,500
	SUB-TOTAL CURRENT SECURED	875,376	957,212	1,034,251	1,110,100	1,200,281	1,271,995	1,315,081	1,368,163
6230	Prior Secured	19,936	12,028	12,031	14,166	16,612	13,000	0	13,000
	TOTAL SECURED	895,312	969,240	1,046,282	1,124,266	1,216,893	1,284,995	1,315,081	1,381,163
6220	Current Unsecured	53,807	55,274	56,067	58,450	60,783	61,000	61,149	61,000
6240	Prior Unsecured	936	962	668	785	719	750	0	750
	TOTAL UNSECURED	54,743	56,236	56,734	59,235	61,503	61,750	61,149	61,750
6690	HOMEOWNER	16,224	16,245	16,101	16,339	17,408	17,000	14,635	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	966,278	1,041,721	1,119,118	1,199,840	1,295,803	1,363,745	1,390,864	1,459,913
6250	SPECIAL DISTRICT AUGMENTATION	9,782	8,555	9,088	8,224	8,120	4,000	7,813	4,000
6260/6540	PENALTIES/DELINQUENCIES	249	268	0	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	33,580	36,813	39,810	48,663	54,711	48,000	76,862	58,000
6300	SUPPLEMENTAL - PRIOR	720	821	1,303	1,364	1,567	1,400	2,035	1,400
6610	INTEREST	20,286	21,191	11,628	8,670	7,096	4,000	11,745	10,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	64,618	67,648	61,829	66,921	71,495	57,400	98,454	73,400
	TOTAL PROPERTY TAX REVENUE	1,030,896	1,109,369	1,180,947	1,266,761	1,367,298	1,421,145	1,489,318	1,533,313
6970	STATE LIBRARY & STATE	142,922	169,318	125,235	242,019	92,378	89,264	111,884	163,472
7130	BANKRUPTCY RECOVERY DISTRIBUTION	36,814	0	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	108,350	80,563	114,603	184,470	232,373	212,000	220,615	255,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	101	0	96	0	10	0	0	0
	TOTAL REVENUE	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	1,722,409	1,821,817	1,951,785



Placentia Library District  
 State Library Reimbursements and Grants  
 June 15, 2005

FUND	Actual FY1998-99	Actual FY1999-00	Actual FY2000-01	Actual FY2001-02	Actual FY2002-03	Actual FY2003-04	Budgeted FY2004-05	YTD Apr 05 FY2004-05	Proposed FY2005-06
ILL & Direct Loan Reimbursements	6,446	9,889	11,399	13,314	16,432	17,578	14,000	11,771	14,000
CA Foundation Funds	59,146	88,459	88,826	77,328	46,377	23,537	18,000	21,402	21,402
CA Literacy Campaign	8,872	10,390	18,818	19,593	24,725	51,194	51,194	64,191	58,000
Family Literacy Grant	0	0	20,000	10,000	12,060	0	0	0	0
Dept Educ. 321 Grant/ELLI	3,136	6,003	0	0	130,680	0	0	0	0
One-Year Grants/Partnerships for Change	1,000	10,000	5,000	5,000	5,745	0	6,000	14,520	78,514
Miscellaneous State Revenues	0	18,181	25,275	0	0	6,968	70	0	70
<b>TOTAL STATE REVENUE</b>	<b>78,600</b>	<b>142,922</b>	<b>169,318</b>	<b>125,235</b>	<b>236,019</b>	<b>99,277</b>	<b>89,264</b>	<b>111,884</b>	<b>171,986</b>



PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
0100	Salaries & Wages	537,311	623,836	645,313	688,819	680,870	761,117	728,222	936,954
0200	Retirement (Social Security & Pension Contribution)	69,960	84,284	93,990	94,049	84,612	106,841	100,050	122,653
	Health Insurance/Care America	28,006	38,227	41,981	46,765	48,150	83,667	71,104	111,127
	Long Term Disability/CNA	2,028	2,528	2,823	3,148	3,422	4,186	2,949	4,780
	Life Insurance/Fortis & Protective Life	0	2,320	1,862	1,239	2,127	1,814	879	2,721
	Vision/Vision Service Plan	2,430	2,752	3,008	2,275	2,291	2,870	2,361	2,501
	Dental/Ameritas	5,737	7,369	6,055	6,326	8,319	8,938	7,149	8,006
0300	Total Employee Insurance	38,201	53,196	55,730	59,754	64,309	101,475	84,442	129,136
0310	Unemployment Insurance	0	0	0	394	140	-	9,045	-
0350	Workers Compensation - General	2,754	6,074	11,364	4,335	9,683	13,000	16,713	11,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	648,226	767,390	806,397	847,351	839,613	982,433	938,471	1,199,742
0700-00	Communications - Telephone	2,029	2,109	3,476	1,456	1,484	2,000	2,231	3,000
0700-01	Communications - Modem/Fax/TV/DSL	4,432	5,345	6,818	7,550	8,833	7,800	7,171	8,400
0700-02	Communications - Internet Access	6,600	3,232	1,037	695	-	800	-	-
0700-05	Communications - Brodart Cataloging Access	2,649	3,007	2,225	2,371	2,586	2,700	2,155	2,700
0900-00	Food - General Fund	43	162	1,253	314	488	350	618	600
0900-07	Food - ELLI Grant	0	0	30	57	-	-	-	-
0900-08	Food - Adult Literacy	154	281	0	155	297	250	365	500
0900-09	Food - Family Literacy	0	0	0	162	404	500	-	-
	Total Food	197	443	1,283	688	1,189	1,100	983	1,100
1000-00	Household Expense	4,271	2,375	20,637	3,852	2,600	4,250	4,479	5,000
1100-00	Insurance	6,946	5,069	5,280	7,614	11,120	12,000	11,002	12,000

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,037	4,117	1,991	3,494	2,267	3,000	8,218	5,000
1300-01	Maintenance of Equipment - General Fund (Computer)	9,961	11,714	5,490	24,352	46,030	25,000	19,500	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	(5,366)	-	-	-	-	-
1300-08	Maintenance of Equipment - Adult Literacy	0	0	5,366	235	587	500	74	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	-	-	-	-	-
	Total Maintenance of Equipment	11,998	15,831	7,481	28,080	48,884	28,500	27,792	30,500
	HVAC	2,105	1,704	2,174	7,135	3,533	7,500	2,823	7,500
	Carpet Cleaning	3,074	0	2,806	2,655	523	2,750	2,200	2,750
	Groundskeeping, City of Placentia	31,862	23,002	14,923	25,693	26,025	27,500	24,194	27,500
	Plumbing	1,656	1,799	4,725	3,090	3,185	3,000	1,527	3,000
	Electrical	15,520	1,170	2,151	1,442	5,608	4,000	3,327	4,000
	Cleaning Service	11,400	11,550	13,050	13,200	13,200	16,000	13,900	16,000
	Locksmith	2,041	210	287	1,308	507	1,000	122	1,000
	Other (includes fire alarms & seismic retrofit project)	1,331	25,806	4,581	5,786	12,944	6,500	1,869	5,000
1400-00	Total Maintenance of Building & Grounds	68,988	65,240	44,698	60,308	65,524	68,250	49,961	66,750
1600-00	Memberships - General Fund	3,356	3,569	2,771	1,933	3,742	3,100	3,760	3,750
1600-07	Memberships - ELLI Grant	0	0	0	225	-	-	-	-
1600-08	Memberships - Adult Literacy	150	355	426	515	200	550	910	1,000
1600-09	Memberships - Family Literacy	0	0	0	-	-	-	-	-
	Total Memberships	3,506	3,924	3,197	2,673	3,942	3,650	4,670	4,750
1700-00	Miscellaneous Expense - General Fund	0	0	0	3,545	4,992	-	300	7,740
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	-	-	-	-	-
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	-	-	-	-	22,953
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	-	-	-	-	-
	Total Miscellaneous Expense	0	0	0	3,545	4,992	-	300	30,693

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
1800-00	Library Supplies	6,275	8,824	10,755	14,419	13,063	12,000	19,950	15,000
	Printing	8,630	9,262	12,209	11,535	12,071	11,500	13,346	13,000
	EZ Copy - copy cards for sale to patrons	0	0	0	-	-	-	-	-
	Publications	560	821	3,252	1,057	589	1,100	692	1,100
	Paper	1,664	1,694	1,613	678	389	700	838	700
	Drinking Water Service	275	311	289	330	340	350	328	350
	Other Office Supplies	8,408	8,639	13,327	10,210	13,955	10,000	23,704	15,000
	Total Office Supply Expense - General Fund	25,812	29,551	41,444	38,228	40,405	35,650	58,857	45,150
1800-07	Literacy - ELLI Grant	0	0	15,109	2,061	256	500	-	-
	Printing	784	3,304	2,325	-	2,283	2,000	1,932	2,000
	Publications	874	631	1,730	5,526	2,346	2,500	195	2,500
	Paper	51	0	0	-	-	-	-	-
	Other Office Supplies	543	2,148	4,378	598	-	1,000	1,481	1,000
	Total Adult Literacy Office Supply Expense	2,252	6,083	8,433	6,124	4,629	5,500	3,607	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	513	608	1,592	1,577	2,000	-	2,000
	Total Office Expense	28,064	36,147	65,594	48,005	46,867	43,650	62,464	52,650
1803-00	Postage Expense - General Fund	4,642	2,437	5,049	4,711	4,284	4,500	6,471	6,000
1803-01	Postage Expense - LSCA II Grant	0	250	536	-	-	-	-	-
1803-08	Postage Expense - Adult Literacy	9	0	42	124	37	100	9	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	272	43	150	-	-
	Total Postage Expense	4,651	2,687	5,628	5,107	4,363	4,750	6,481	6,100

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
	Care Resources (Employee Assistance)	420	420	420	420	385	420	385	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,665	6,558	3,479	6,271	6,672	7,000	7,365	7,000
	Anaheim Library Automated Library System	40,584	43,978	25,219	30,170	32,223	35,000	33,801	35,000
	Library Board Consultants & Legal	0	0	900	-	23,014	10,000	3,884	5,000
	Clipping Service	397	453	453	500	556	504	378	600
	Tax Collection Services & Fees by Orange County & LAFCO	1,386	309	6,499	7,654	7,722	9,500	9,666	10,500
	Advertising (including WEB site)	1,200	787	2,350	3,813	1,980	2,000	1,893	2,500
	Medical Exams	368	315	1,183	1,070	827	1,200	1,120	1,500
	Collection Services - Accounts Receivable	1,862	2,228	2,154	1,862	2,457	2,800	1,465	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	3,775	5,140	5,150	4,885	5,691	8,600	9,200	10,000
	Payroll Preparation	2,622	2,949	3,069	3,895	3,564	3,600	3,986	4,000
	Election Expenses	0	0	0	-	-	15,000	17,754	-
	Staff Training in Library	0	0	0	3,500	-	3,500	375	3,500
	Other (Includes contract storyteller)	18,151	9,329	25,794	14,255	13,534	15,000	14,183	14,500
1900-00	Total Specialized Services - General Fund	77,430	72,465	76,669	78,293	98,625	114,124	105,454	97,320
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	0	4,240	12,293	-	3,206	3,000	1,812	3,000
1900-07	Specialized Services - ELLI Grant	0	0	5,271	5,217	-	-	-	-
1900-08	Specialized Services - Adult Literacy	80	8,597	3,782	8,230	4,425	5,000	8,748	9,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	184	640	1,150	500	-	-
1900-18	Tax Collection Services & Fees by Orange County	8,826	11,939	10,794	12,074	13,768	15,000	13,606	15,000
	Total Specialized Services	86,335	97,240	108,992	104,454	121,174	137,624	129,619	124,320
2000-00	Legal Notices - General Fund	0	458	0	175	192	650	2,576	1,000
2000-01	Legal Notices - LSCA II Grant	0	0	0	-	-	-	-	-
	Total Legal Notices	0	458	0	175	192	650	2,576	1,000

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
2100-00	Rents/Leases-Equipment	0	0	0	622	703	700	628	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	91,373	70,195	101,370	103,680	101,660	105,000	43,544	105,000
2300-00	Small Tools/Instruments	0	0	0	-	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	48	-	-	-	1,010	-
2400-01	Special Department Expense - Books	73,446	100,821	82,829	71,422	67,404	175,000	74,689	183,798
2400-02	Special Department Expense - Video	1,480	2,544	242	338	4,598	-	7,415	-
2400-03	Special Department Expense - Electronic	20,301	23,501	28,698	57,995	47,245	-	32,954	-
2400-04	Special Department Expense - Periodicals	19,827	14,765	15,962	8,058	8,197	-	8,097	-
2400-05	Special Department Expense - Audio	6,753	7,673	7,476	13,452	12,282	-	8,311	-
2400-07	Special Department Expense - ELLI Grant	0	0	78	5,204	816	-	-	-
2400-08	Special Department Expense - Adult Literacy	6,424	4,292	3,724	4,980	2,531	2,000	4,720	2,000
2400-09	Special Department Expense - Family Literacy	0	0	76	1,759	2,941	-	352	-
	Total Special Department Expense	128,232	153,595	139,132	163,208	146,014	177,000	137,549	185,798
2600-00	Transportation/Travel - General	0	0	0	-	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,445	1,046	1,673	2,368	4,287	2,500	2,394	7,500
2700-01	Transportation/Travel - Meetings, Staff Local	2,699	3,755	5,983	3,873	3,873	4,500	3,798	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	124	582	1,344	1,357	269	1,500	1,119	1,500
2700-03	Transportation/Travel - Meetings, Board Local	477	498	941	611	1,747	750	202	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	198	-	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	1,108	951	22	1,000	17	-
2700-08	Transportation/Travel - Meetings - Adult Literacy	936	1,390	1,124	1,025	35	1,000	348	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	635	0	0	259	58	-	25	-
	Total Transportation/Travel - Meetings	6,316	7,270	12,370	10,445	10,291	11,250	7,903	15,250

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2005-2006  
June 15, 2005

OBJECT CODE	DESCRIPTION	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 ACTUAL	FY2004-2005 BUDGETED	FY2004-2005 YTD May 31	FY2005-2006 PROPOSED
2800-00	Electricity	40,615	37,795	58,119	54,097	44,154	72,000	38,420	60,000
	Gas	3,115	5,884	3,002	3,119	3,638	4,200	8,318	8,500
	Water	3,588	3,087	3,681	3,132	3,706	4,250	2,911	4,250
	Total Utilities	47,318	46,766	64,801	60,349	51,498	80,450	49,650	72,750
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	504,316	521,360	594,688	616,421	635,022	693,624	552,221	729,861
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	3,652	1,160	2,029	5,384	5,726	6,000	6,107	7,000
4000-00	Equipment	26,993	29,927	18,050	28,213	23,041	20,000	21,676	20,000
4000-07	Equipment - ELLI Grant	0	0	2,798	1,501	-	-	-	-
4000-08	Equipment - CLC Grant	0	558	0	2,726	-	-	-	-
4000-09	Equipment - Gates Foundation Grant	14,436	0	0	-	-	-	-	-
4000-11	Equipment	0	0	0	-	-	-	-	-
	Total Equipment	41,429	30,484	20,848	32,440	23,041	20,000	21,676	20,000
4200-00	Structures/Improvements	0	0	0	462	-	20,352	-	-
	<b>TOTAL EQUIPMENT EXPENSE</b>	41,429	30,484	20,848	32,902	23,041	40,352	21,676	20,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	-	-	-	-	-
5600	INVESTMENT POOL LOSS	0	0	0	-	-	-	-	-
	<b>TOTAL EXPENSES</b>	1,197,624	1,320,395	1,423,962	1,502,058	1,503,402	1,722,409	1,518,475	1,956,603
	ELLI Grant Summary Object Code 07	0	0	19,293	15,466	1,094	1,500	17	0
	CLC Summary Object Code 08	10,417	21,981	23,302	25,409	13,846	16,400	19,844	43,953
	FFL Grant Summary Object Code 09	15,071	513	867	4,683	6,171	3,150	3,000	2,000
	Partnerships for Change Grant/Spanish Literacy	25,488	22,494	43,462	45,559	14,940	21,050	20,238	45,953
	<b>TOTAL LITERACY (Excluding Personnel)</b>	50,976	46,988	86,924	86,517	36,051	42,050	40,239	91,906
	Revenues	1,319,082	1,359,249	1,420,881	1,693,250	1,692,060	0	0	(4,819)
	Balance	121,458	38,854	(3,081)	191,192	188,658	0	0	

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Administrative Services  
**POLICY NUMBER:** 2303

Deleted: Administrative Assistant

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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.

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Deleted: Administrative Assistant

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Deleted: and bookkeeping/accounting tasks,

Deleted: Library

2303.1.1 Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

Deleted: 2309

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.

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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.

Deleted: 2309

2303.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

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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.

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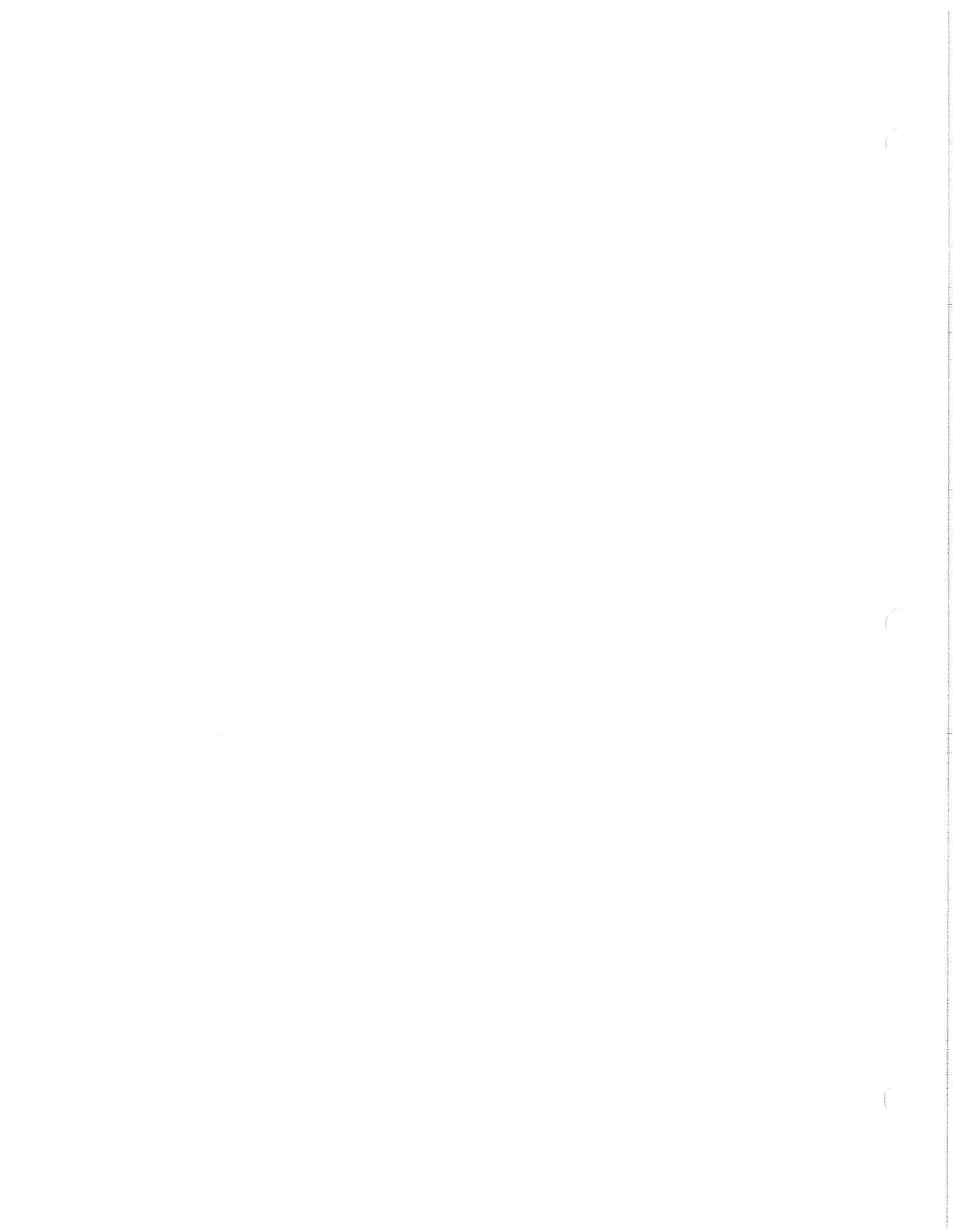
2303.1.8 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations.

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He/she will translate the goals and objectives of the Board to the staff and the community.

2303.1.9 Prepares monthly and annual reports on the administrative activities of the District.

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2303.2 Typical Tasks

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2303.2.1 Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

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2303.2.2 Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

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2303.2.3 Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

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2303.2.4 Maintains the office general ledger for the District and the Placentia Library Foundation.

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2303.2.5 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

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

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2303.2.7 Manages the Passport application agency program with the U. S. Department of State.

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2303.2.8 Maintains files and records related to the operations of the Administrative Office

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2303.2.9 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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2303.2.10 Makes travel arrangements for District Staff and Trustees.

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2303.2.11 Schedules the use of the Meeting and Conference Rooms.

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2303.2.12 Prepares District's financial and personnel reports to the State Library and other agencies.

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2303.2.13 Coordinates bid processes and purchasing (excluding books and library materials).

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2303.2.14 Coordinates maintenance and safety of the District's physical facility.

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2303.2.15 Works on special projects as assigned.

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2303.2.16 Negotiates and manages contracts and service agreements with District vendors.

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2303.2.17 Manages the recruitment process for all District positions.

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2303.2.18 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

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2303.2.19 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

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2303.2.20 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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2303.2.21 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

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2303.2.22 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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2303.2.23 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 the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

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2303.4 Knowledge and abilities:

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2303.4.1 Proficiency in Word, Excel and Quickbooks.

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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.

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2303.4.3 Knowledge of personal computer hardware and software operations.

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2303.4.4 Knowledge of basic fund accounting, cost accounting and budgeting.

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2303.4.5 Ability to apply the knowledge listed above.

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2303.4.6 Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

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2303.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

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2303.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

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2303.4.9 Ability to respond to routine inquiries or complaints from Library customers.

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2303.4.10 Ability to supervise staff and implement personnel policies and procedures.

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2303.4.11 Ability to analyze difficult problems and recommend solutions.

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2303.4.12 Ability to take independent action.

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2303.4.13 Ability to prepare and present reports that conform to prescribed style and format.

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2303.4.14 Ability to present information to District management and the Library Board of Trustees.

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2303.4.15 Ability to organize and manage work flow for self and others.

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2303.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

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2303.5 Physical Demands

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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.

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

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2303.5.1.2 Must possess mobility to operate a motor vehicle.

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

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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.

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2303.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

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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.

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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.

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2303.5.1.8 Attendance at off-hours meetings and occasional travel are required.

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2303.6 Work Environment

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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.

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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.

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# Placentia Library District

## POLICY HANDBOOK

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

**2305.1** The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

**2305.1.1** He/she attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.4** He/she coordinates the continuing education and in-service training program for the Public Services staff

**2305.1.5** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2305.1.6** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2305.1.7** He/she prepares monthly and annual reports on the public service activities of the Library.

**2305.1.8** He/she coordinates the adult and children's programming activities and exhibits in the Library.

### **2305.2** Typical Tasks



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

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

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

**2305.2.4** Manages and coordinates the Library's WEB site.

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

Deleted: 2305.2.5 . Manages the passport application agency program.

**2305.2.6** Prepares grant applications for Public Service activities.

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**2305.2.7** Establishes and implements work procedures for department staff.

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**2305.2.8** Negotiates and manages contracts and service agreements with Library vendors.

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**2305.2.9** Speaks before community groups about books and Library services.

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**2305.2.10** Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

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**2305.2.11** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

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**2305.2.12** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.

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**2305.2.13** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

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**2305.2.14** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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**2305.2.15** May be required to work up to half-time on a public services desk or in the literacy department.

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**2305.2.16** Serves as a United States Passport Application Acceptance Agent.

**2305.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license and be a United States Citizen.

**2305.4** Knowledge and abilities:

**2305.4.1** Knowledge of modern public library organization, procedures and policies.

**2305.4.2** Knowledge of computer hardware and software operations

**2305.4.3** Knowledge of skills required to perform reference work for adults and children using print and electronic resources.

**2305.4.4** Knowledge of reference sources and methods to serve adult and children.

**2305.4.5** Knowledge of skills required to operate all components of a library-based literacy program.

**2305.4.6** Knowledge of basic fund accounting and budgeting.

**2305.4.7** Ability to apply the knowledge listed above.

**2305.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2305.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2305.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2305.4.11** Ability to analyze difficult problems and recommend solutions.

**2305.4.12** Ability to take independent action.

**2305.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2305.4.14** Ability to present information to Library management, public groups and the Library Board of Trustees.



**2305.4.15** Ability to organize and manage workflow for self and others.

**2305.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2305.5** Physical Demands

**2305.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

**2305.5.1.2** Must possess mobility to operate a motor vehicle.

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

**2305.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2305.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2305.5.1.6** 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.

**2305.5.1.7** 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.

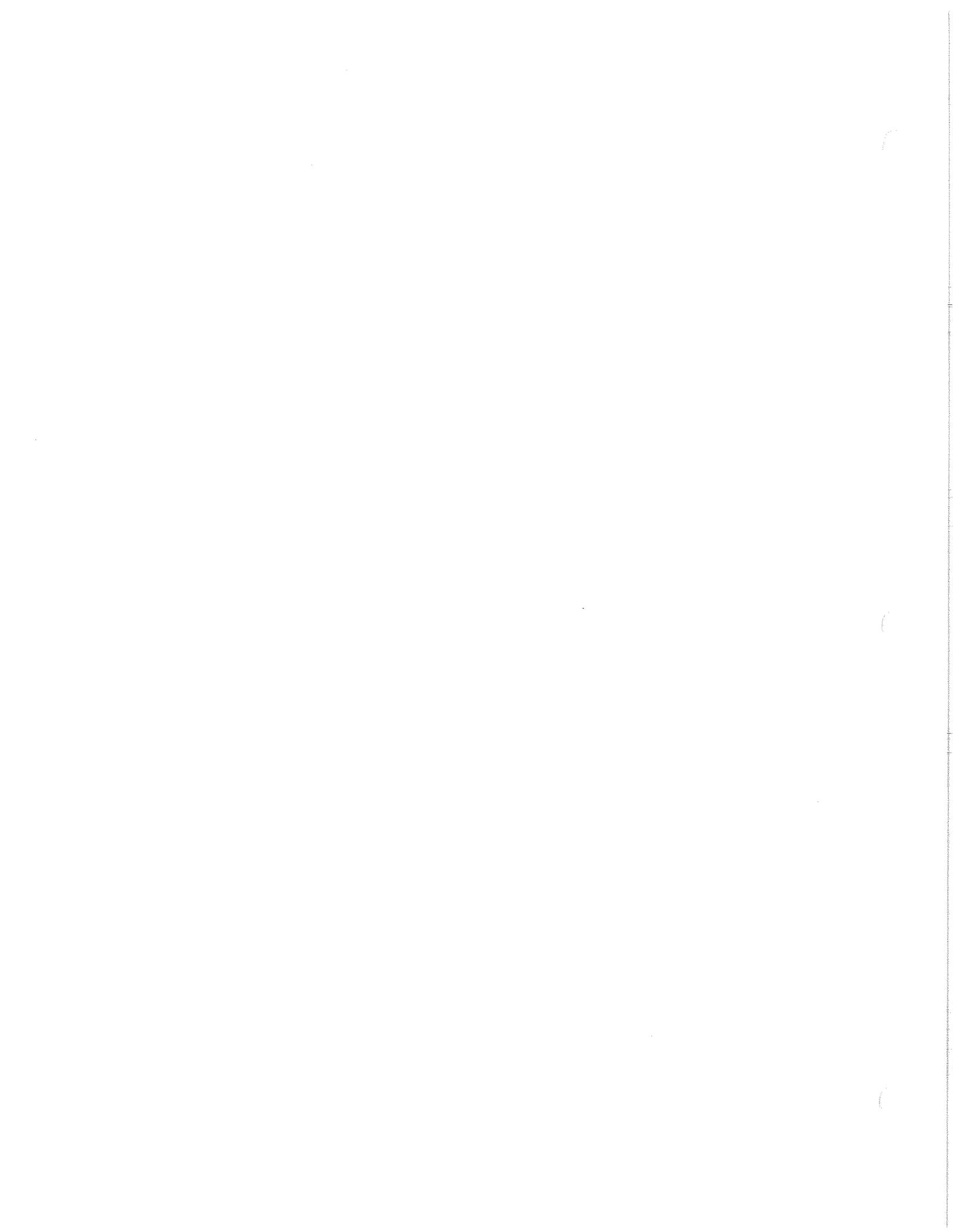
**2305.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2305.6** Work Environment

**2305.6.1** The work environment characteristics described here are representative of those 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.



**2305.6.2** 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  
SALARY SCALE FOR  
FISCAL YEAR 2005-2006  
Effective July 1, 2005  
NON-EXEMPT

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

Signature \_\_\_\_\_: Date May 23, 2005

Al Shkoler, President

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

	1	2	3	4	5	6	7	8	9	10
LIB	48.08									
DIR	3,846.40									
	100,006.40									
	8,333.87									
ADMIN	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38	23.50
ASST	1,469.60	1,506.34	1,544.00	1,582.60	1,622.16	1,662.72	1,704.29	1,746.89	1,790.56	1,880.09
	38,209.60	39,164.84	40,143.96	41,147.56	42,176.25	43,230.66	44,311.42	45,419.21	46,554.69	48,882.42
	3,184.13	3,263.74	3,345.33	3,428.96	3,514.69	3,602.55	3,692.62	3,784.93	3,879.56	4,073.54
PUB SVC & HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95	33.54
TECH SVC	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72	2,683.51
MGR	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77	69,771.21
	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40	5,814.27
PAGES	Starting Wage		6 Months		1 Year		18 Months			
	6.75		7.09		7.44		7.81			

Signature \_\_\_\_\_: Adopted May 23, 2005  
Al Shkoler, President

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Establish Fines and Fees Schedule for Fiscal Year 2004-2005 and set date for Public Hearing**  
**DATE:** June 15, 2005

**BACKGROUND:**

Attachment A is the Fines & Fees Schedule for Fiscal Year 2004-2005.

The following changes are suggested for Fiscal Year 2005-2006:

- 📖 Reinstatement of the fee for fax services at a rate of \$2.00 per document plus \$ .10 per page. This fee was dropped several years ago but we have had some requests recently. It is not going to be a significant revenue item.
- 📖 Establish a fee for cleaning CDs & DVDs. The Library will be purchasing the equipment this year and could offset some of the equipment and supply cost. Staff is recommending a rate of \$2.00 per item for next business day service and \$5.00 per item for expedited same day service.

Attachment B is the Proposed Fines & Fees Schedule for Fiscal Year 2005-2006.

The Fines & Fees Schedule needs to be adopted as a first reading and set for public hearing. Final adoption will take place after the public hearing. The recommended date for the public hearing is the July Board Meeting, July 18, 2005. The public hearing on the Fines & Fees Schedule and the Budget will take place at the same meeting.

**RECOMMENDATIONS:**

1. Adopt the Fines & Fees Schedule for Fiscal Year 2005-2006 as a first reading.
2. Authorize the publication of the Notice of Public Hearing for the Library Board Meeting on July 18, 2005 at 6:30 P.M.



# PLACENTIA LIBRARY DISTRICT FINES AND FEES SC

Adopted August 25, 2003

Reviewed June 30, 2004

Revised January 17, 2005

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

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

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

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

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

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

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement .....	\$ 2.00
Checkout with non-Library identification .....	1.00
Laminating, per sheet .....	1.00
Notary services, per signature .....	10.00
Printing, black ink, per page .....	.10
Photocopy, black ink, per page .....	.15
Printing & Photocopy, color, per page .....	1.00
Passport check preparation .....	2.00
Passport photo, per person .....	10.00
Test monitoring, per exam .....	30.00

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

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

## DAMAGES

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

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

## PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted August 25, 2003  
Reviewed June 30, 2004  
Revised January 17, 2005  
Proposed Revision June 15, 2005

<u><b>FINES</b></u>	<u><b>PER DAY</b></u>
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All Items .....	\$ .20
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There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u><b>MAXIMUM FINE PER ITEM</b></u>	<u><b>MAXIMUM</b></u>
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All Items .....	\$ 10.00
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<u><b>RESERVES &amp; SHELF CHECKS</b></u>	<u><b>PER ITEM</b></u>
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All Items .....	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus .....	5.00

<u><b>LOST MATERIALS</b></u>	<u><b>DEFAULT*</b></u>
------------------------------	------------------------

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

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

<u><b>SPECIAL SERVICES</b></u>	<u><b>PER ITEM</b></u>
--------------------------------	------------------------

Library card replacement .....	\$ 2.00
Checkout with non-Library identification .....	1.00
Cleaning CD/DVD, next business day service .....	2.00
Cleaning CD/DVD, expedited same day service .....	5.00
Fax per document (outgoing or incoming) plus \$ .10 per page .....	2.00
Laminating, per sheet .....	1.00
Notary services, per signature .....	10.00
Printing, black ink, per page .....	.10
Photocopy, black ink, per page .....	.15
Printing & Photocopy, color, per page .....	1.00
Passport check preparation .....	2.00
Passport photo, per person .....	10.00
Test monitoring, per exam .....	30.00

<u><b>MULTIPURPOSE ROOM</b></u>	<u><b>PER DAY</b></u>
---------------------------------	-----------------------

Up to four hours .....	\$ 35.00
Additional hours, in four hour increments .....	35.00
Set-up & Clean-up combination .....	\$30.00
Set-up fee .....	20.00
Clean-up fee .....	20.00

**SURCHARGES**

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

### DAMAGES

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

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2005-2006 Budget, effective July 1, 2005

**DATE:** June 15, 2005

### BACKGROUND:

The Proposed Personnel Allocation for Fiscal Year 2005-2006 is Attachment A and the Proposed Organization Chart for Fiscal Year 2005-2006 is Attachment B.

The Fiscal Year 2005-2006 Personnel Allocation and Organization Chart provide for no increase in hours of public service but provide additional staff at peak public service hours and one grant position:

-  .50 FTE Librarian I funded by a LSTA Grant from the State Library for a Literacy outreach program at HIS House. *This position will be filled only if the Grant is received.*
-  .50 FTE Librarian I to work 20 hours per week at peak service hours in a combination of Adult and Children's services. *This position is to allow double staffing of the public service desks at peak service hours and is not designated for any increase in programming.*
-  .50 FTE Clerk I for the Circulation Desk to work 20 hours per week at peak service hours. *This position is to allow double staffing of the Circulation Desk at peak service hours and to provide back-up to the Passport and Notary activities.*
-  .50 FTE Clerk I for Passport Services with back-up support for the Volunteer Coordinator and Administrative Assistant. *This position is to allow double staffing of Passport and Notary services during peak hours and on Saturdays. When not needed for Passport and Notary activities this person will work on Administration projects.*
-  1.0 FTE Page for shelving and assisting clients with using printers and Public Service Desk staff with shelf checks.

**RECOMMENDATION:**

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2005-2006, effective July 1, 2005.

Placentia Library District

Personnel Allocation for Fiscal Year 2005-2006  
 Presented to the Library Board of Trustees June 15, 2005

Proposed Personnel Allocation for Fiscal Year FY2005-2006

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

Placentia Library District

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

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

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

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

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

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

Placentia Library District

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

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

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

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



# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2005-2006  
Presented June 15, 2005

Library Staff  
( 22.91 FTE )

## LIBRARY BOARD

Library Director ( 1.00 FTE )  
Minter

Technical Services  
(Including Passport Clerks)  
( 12.41 FTE )

Technical Services Manager  
( 1.00 FTE )  
Napier

Circulation Services  
( 8.26 FTE )

Library Assistant  
( 1.00 FTE )  
Gomez  
Library Clerk II  
( 2.00 FTE )  
Quintanar  
Wherk  
Library Clerk I  
( 1.13 FTE )  
Diaz ( .63 FTE )  
Vacant ( .50 FTE )  
Library Aide/(Lead Shelver)  
( 2.13 FTE )  
Guzman ( .50 FTE )  
Peterson ( .875 FTE )  
Strysik ( .25 FTE )  
Hernandez ( .50 FTE )  
Library Student Assistant  
(Shelvers)  
( 1.50 FTE )  
Substitute Clerk  
( .50 FTE )

Acquisitions  
Processing Services  
Passport Clerks  
( 3.15 FTE )

Librarian  
( .50 FTE )  
Matas  
Library Clerk  
( 2.05 FTE )  
Perez ( 1.00 FTE )  
Robison ( .55 FTE )  
Vacant ( .50 )  
Library Aide  
( .50 FTE )  
Ervin  
Substitute Clerk  
( .10 FTE )

Administrative Services  
( 2.25 FTE )

Administrative Manager  
( 1.00 FTE )  
Goodson  
Library Assistant  
(Volunteer Coordinator)  
( 1.00 FTE )  
Millonzi  
Library Aide  
( .25 FTE )  
Strysik

Public Services  
( 7.25 FTE )

Public Services Manager  
( .25 FTE )  
Roberts

Adult Services  
( 3.00 FTE )

Librarian II  
Strazdas ( 1.00 FTE )  
Librarian  
( 1.75 FTE )  
Bell ( .75 FTE )  
Matas ( .50 FTE )  
Vacant ( .50 FTE )  
Substitute Librarian  
( .25 FTE )

Children's Services  
( 1.75 FTE )

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

Literacy Services  
( 2.25 FTE )

Public Services Manager/  
Literacy Coordinator  
( .75 FTE )  
Roberts  
Librarian  
Silberfarb ( 1.00 FTE )  
Vacant ( .50 FTE )



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Audit Report**  
**DATE:** June 15, 2005

**BACKGROUND:**

M.A. McHenry, CPA, Munson, Cronick & Associates, will present the findings for the Fiscal Year 2003-2004 Audit of Financial Transactions for Placentia Library District, the first audit prepared under the GASBY specifications.

Ms. McHenry will distribute the Audit report at the Library Board Meeting.

**RECOMMENDATION:**

1. Receive & File the Financial Audit for Fiscal Year 2003-2004.
2. Authorize the Library Director to solicit bids from qualified accounting firms to prepare the District's audit for Fiscal Year 2004-2005 in compliance with GASBY specifications.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** June 15, 2005

Activities Report:

- May 19 Participated in worksession with the Foundation Board of Directors and Jeffrey Wilcox to prepare for a joint worksession for the Library Board and Foundation Board of Directors on June 7 to examine relationship issues between the two organizations and strengthen the sense of purpose and direction for the Foundation Board of Directors.
- May 20 Participated in the Senior Project Evaluations for El Dorado High School.
- May 22 Attended an 80<sup>th</sup> birthday party for retired Placentia Library District Director David Snow.
- May 23 Participated in a Library Board worksession with Strategic Planning Facilitator Susan Berk with the Library Board and representatives from the Friends of Placentia Library and the Placentia Library Foundation to develop the agenda for the Strategic Planning Retreat on July 15, 2005.
- Participated in the Library Board Meeting.
- May 24 Attended the Placentia Chamber of Commerce State of the City Breakfast.
- Interviewed Technology Manager applicants.
- Met with Placentia Library Foundation Board Members and Orange City Librarian Nora Jacobs to discuss the organization and projects of the Orange Library Foundation. Ms. Jacobs reported that she serves as the Executive Director of the Foundation and spends about 25% of her work time on Foundation related activities.
- May 25 Met with President Shkoler, Laranne Millonzi, Caroline Gurkweitz, Jim Roberts and Wendy Goodson to discuss staff concerns presented at the May 23 Library Board Meeting.
- May 26 Participated in the staff farewell dinner for Technology Manager Julie Shook at Home Town Buffet.
- May 28 Served as Saturday Manager at the Library.

Jun 1 Met with M.A. McHenry to review the audit report and the new audit reporting requirements required by the State of California for all local government agencies.

June 2 & 3 Attended the West Coast Regional Planned Giving Conference in Costa Mesa

The first keynote speaker was Jeff Lawrence, President & CEO of Clivia Systems, former Chief Technology Officer of Intel's Network Communications Group and C-founder and former President & CEO of Trillium Digital Systems, which was acquired by Intel in 2000. He is a trustee of The Lawrence Foundation, a private family foundation focused on grant making to environmental, education, health, human services and other causes. His theme was "The Game of Philanthropy" and he presented, from a funder's point of view, an overview of the philosophy of altruism, an analysis of why people give and an analysis of the intergenerational giving patterns since 1906. He also talked about The Lawrence Foundation and how it developed its organization and giving priorities. He gave great tips on how to approach a funder. Every philanthropist's story is unique. The path that philanthropists follow, from developing their initial interest in helping others to being in a position to doing something about it, usually span a period of years and is driven by motivations and goals as different as the individuals themselves. *Strong message that funders often begin their interests as volunteers in the causes they later support.*

Kevin Johnson presented a breakout session on "Insights into Your Marketing from the Insiders" in which he presented evidence that demographics for planned and estate gift marketing are playing out differently than many people thought several years ago. He stressed the importance of stewardship with *all* donors, not just the large dollar amount donors. He stressed the importance of accurate and honest communication with donors and prospective donors, focused on the passion of the donor for the work of the nonprofit. He stressed the importance of anecdotal information. He stress the importance of developing relationships with the "allied professionals" – attorneys, cpa's, financial planners, etc. He discussed the complexities of donor-advised programs.

The luncheon keynote speaker was Charles Schultz, an attorney who is active in PGRT and known to almost everyone involved. He publishes tax advisories and a planned giving software, Crescendo. His entertaining audience-participation presentation was based on the premise of winning the lottery and deciding which payout scheme was the most profitable for you, an exercise in various interest rates and extended payment options.

The next breakout session I attended was a panel presentation by Jim Ehlers, Cary Tamura, Donna Mumford and Amanda Ferrari. A frank discussion of what they learned from past mistakes. Since I have known and worked with three of the four speakers in the past 8 years this presentation was particularly useful. They talked about when to say "no" to a gift, how to manage donors who are demanding and inappropriately personal, building relationships with allied professionals and identifying skills every planned giving officers should have

The next breakout session was "Cradle to Grave Communication, Are You Effectively Reaching Your Target" presented by Helen Munroe, founder of the Endowment Development Institute in San Diego. She reviewed her analysis of both

the communication characteristics and marketing needs of various general groups and gave practical tips on how to be effective with each. She stressed the need to become more appealing and to use technology as a tool only with those who are receptive to it. Agencies need to develop a “blended” marketing strategy to reach all of these groups so that no one is left out.

The final breakout session I attended was “Mentoring: Touch-Points and Stories Worth Saving” presented by Brian Whistler, Founding Partner of Planned Gifts Associates. This was the least effective session I attended. It was mostly breakout groups taking about “touch-point experiences” in your life and relating them to mentoring.

The final keynote speaker was Commissioner Robert A. Watson, recently retired National Commander/CEO of the Salvation Army. He talked about pillars and principles of accountability for enduring institutions. The anecdotes from his career with the Salvation Army were particularly inspiring as he stressed the importance of integrity and vision.

Jun 6 Participated in the Friends Board Meeting.

Jun 7 Participated in the Independent Special Districts of Orange County (ISDOC) Executive Committee Meeting and prepared the draft letter for ratifying the LAFCO budget distribution formula.

Participated in worksession for the Library Board and Foundation Board facilitated by Jeffrey Wilcox.

Staff Meetings:

Jun 1 Reviewed budget issues. Met with professional staff to review library materials purchasing guidelines/acquisitions procedures.

Staff/Volunteer welfare issues:

Nothing to report. Everyone is healthy.

Special Projects:

Yesenia Gomez and Alex Hernandez passed their Notary exams and have been fingerprinted. Their certificates and authorization to purchase supplies should be available by the end of June. Beatrice Quintanar and Jesus Diaz are scheduled to take the Notary class and exam in June with the results available by the beginning of July. We will be able to begin promotion of the service as soon as the equipment has been received and it cannot be ordered until each candidate has received his/her certificate from the State of California. We should be operational on at least a part-time basis no later than the end of July.

