

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Monday, January 17, 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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

2. Adoption of Agenda

M4 - B.E.  
M2 - J.T.

*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 December 20, 2004 Regular Meeting.

M1 - G.W. as amended!  
M2 - B.B.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

REPORTS

5. Board President Report

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

6. Trustee Reports

*Debra Bailey attended mixer*

*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)

*Misty Laine is winding down  
410 MBW / 365 / AC 2-5*

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

8a. Report from the Board's representative to the Board of Directors of the Special District Risk Management Authority (Saundra Stark).

*Saundra Stark reported on the SDRMA*

*Apr 11 Annual Meeting*

*Jan gave summary of the Foundation, funds received, marketing materials, and solicited support. DeVecchio informed that he vacancie is on open & wanted to know if there is any interest from the BOT.*

CLAIMS (Items 9 - 12)

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

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 4692, 4693, 4694, 4695, 4696, 4697 and 4698 forwarded by Library Director for a total of \$36,568.70.

11. Current Claims and Payroll. (Approve)

Current Claims 4699, 4700 and 4701 for a subtotal for Current Claims of \$39,482.69; Payrolls #16 (02/02/05) for \$34,840.84 and #17 (12/16/05) for \$33,247.27 for a subtotal for Payrolls of \$68,088.11; for a total of Current Claims and Payroll of \$107,570.80.

12. FY2004-2005 Cash Flow Analysis through December 20, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 17)

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

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 - 17 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 December 2004 (Receive & File)
14. Office General Ledger & Check Registers for December 2004 (Receive & File)
15. Acquisitions Report for December 2004 (Receive & File)
16. Collection Agency Report for December 2004 (Receive & File)
17. Gifts Report for December 2004 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 18 – 26)**

M1 - B.E.  
M2 - J.T.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 – 26 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.*

18. Building Maintenance Report for December 2004. (Receive & File)
19. Personnel Report for December 2004. (Receive, File, and Ratify Appointments)
20. Volunteer Report for December 2004. (Receive & File)
21. Circulation Report for December 2004. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on Partnerships with Community Organizations. (Receive & File)
25. Status Report on Active Grant Applications. (Receive & File)
26. Poet Laureate Report. (Receive & File)

**CONTINUING BUSINESS**

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

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

B.P meeting  
ISDOC mtg -  
mentioned 1A

28. Public Hearing for Fines & Fees Policy for Fiscal Year 2004-2005, Amended January 17, 2005

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

Finalize Fines and Fees Schedule for 2004-2005, Amended January 17, 2005;  
and

Adopt motion to read Resolution 04-11 by title only; and

Motion to adopt Resolution 04-11

J. Turner  
B. Wood

- 29. Presentation of Placentia Library District Policy 2125, Notary Public Services. A policy to establish the staff training and procedures for California Notary Public activities.

Presentation: Library Director
Recommendations: Adopt Placentia Library District Policy 2125, Notary Public Services, as a first reading; and

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

Refer Policy 2125, Notary Public Services, to staff for review.

- 30. Revisions to Placentia Library District job descriptions for Library Aide, Clerk I, Clerk II and Library Assistant job descriptions to include the California Notary Public activities.

Presentation: Library Director
Recommendations: Adopt revisions to Placentia Library District Policies 2319, Job Description - Library Assistant; 2321, Job Description - Library Clerk II; 2323, Job Description - Library Clerk; and 2325, Job Description - Library Aide; as a first reading; and

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

Refer policies 2319, Job Description - Library Assistant; 2321, Job Description - Library Clerk II; 2323, Job Description - Library Clerk; and 2325, Job Description - Library Aide; to staff for review.

- 31. Amended Safety Committee Incentive Program for Staff Shirts. Change the maximum reimbursable from \$18 to \$33 per year.

Presentation: Library Director
Recommendation: Approve Amended Safety Committee Incentive Program to increase the maximum annual allowance per staff member from \$18.00 to \$33.00.

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

NEW BUSINESS

- 32. Annual Report for Placentia Library Foundation.

Presentation: Trustee DeVecchio and Foundation President Jean Lasley
Recommendation: Action to be determined by the Library Board of Trustees

Set time for Stratg. Planning

- 33. Authorize Tax Deferred Services, Inc., of Carmichael, CA, to provide 457 Plan services to staff.

Presentation: Library Director
Recommendation: Approve the addition of Tax Deferred Services, Inc. to Placentia Library District's list of 457 Plan Providers and authorize the Library Director to sign the Employer Agreement.

Break for 5 minutes 8:15

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

mail does

jeanlas@pacbell.net

34. Resolution establishing the "designated Person" for SDRMA Resolution 04-12

mail  
docs

Presentation: Library Director  
Recommendations: Specify Library Director Elizabeth D. Minter as the "Designated Person" to determine the timeliness and/or sufficiency of claims filed against Placentia Library District; and  
Motion to read Resolution 04-14 by title only; and  
Motion to Adopt Resolution 04-12, *as amended*

M1 - J.T.  
M2 - B.E.  
M1 = J.T.  
M2 = B.E.

35. Six month review of grant writing contract. Renewal of grant writing contract in support of Placentia Library Literacy Services by Machoskie & Associates, Inc.

Presentation: Public Services Manager  
Recommendation: Approve a six-month extension at \$1,000 per month for Machoskie & Associates, Inc. to write grants for Placentia Library Literacy Services and other Library programs through July 2005.

M1 = B.E.  
M2 = B.W.

36. Travel Authorizations for New Member Board Training and the Annual Workshop of the California Association of Library Trustees and Commissioners.

Presentation: Library Director

Recommendations: Authorize Trustee Turner to attend the "New Board Member Training" Workshop in Santa Ana on February 18, 2005 at a cost of \$185 plus mileage and parking; and

M1 = R.D.  
M2 = G.W.

Determine who will attend the CALTAC Workshop in Library Leadership in Commerce on March 19, 2005 and authorize staff to submit the registrations.

*I wrote times*

M1 = R.D.  
M2 = R.O.

36a. Select bank for the Certificates of Deposit for the payroll account emergency payroll funds.

Presentation: Administrative Assistant  
Recommendation: Select the bank for the Certificates of Deposit

M1 = R.D.  
M2 = B.E.

send reg  
reg for

M.S., G.W., B.E., J.T.  
unanimous - R.D.

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 (Minter)
- 38. Program Committee Report for December 2004 (Roberts)
- 39. Children's Services Report for December 2004 (Gurkweitz)

40. Placentia Library Literacy Services Report for December 2004 (Roberts)
41. Reference and Adult Services Report for December 2004 (Strazdas)
42. History Room Report for December 2004 (Bell)
43. Placentia Library Web Site Report for December 2004 (Roberts)
44. Technology Report for December 2004 (Shook)
45. Publicity Materials Produced in December 2004. (Millonzi)
46. Safety Committee Minutes for December 2004 (Matas)

**CLOSED SESSION**

- 8:33.
47. Closed Session to Discuss a Personnel Matter

*Pursuant to California Government Code Section 54957.8, a closed session will be held for the Board to negotiate a labor contract with an unrepresented employee, the Library Director.*

**ADJOURNMENT**

48. Agenda Preparation for the February Regular Meeting, which will be held on Tuesday, February 22, 2005 at 6:30 P.M. *Setting up Retreat for Strategic Planning*
49. Review of Action Items.

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

50. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the January 17, 2005 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 13, 2005.

  
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# Placentia Library Board Calendar

January - December, 2005

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## January

- 1 Library Closed for New Year's Day/Staff Holiday
- 2 Library Closed /Not Staff Holiday
- 3 7:00 PM Friends Board Meeting, Wood
- 13 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting -- Annual Meeting

- 14 ALA Midwinter Meeting, Boston through Jan 19
- 17 6:30 PM Library Board Meeting

- 22 9:00 AM Independent Special Library Districts, Semi-Annual Meeting, Buena Park Library (Trustees Shkoler and Wood)

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

- 7:15 AM Placentia Chamber of Commerce Breakfast

## February

- 7 7:00 PM Friends Board Meeting, Turner
- 17 5:30 PM Chamber Mixer
- 20 Library Closed/Not Staff Holiday
- 21 Library Closed/Staff Holiday

- 22 6:30 PM Library Board Meeting

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

- 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina, ALL TRUSTEES

- 7 7:00 PM Friends Board Meeting, Shkoler

- 17 5:30 PM Chamber Mixer

- 19 9:00 AM CALTAC Leadership Workshop for Trustees, Rosewood Community Center, 5600 Harbor St., Commerce

- 21 6:30 PM Library Board Meeting

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

- 7:15 AM Placentia Chamber of Commerce Breakfast

- 27 Library Closed/Not Staff Holiday

- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

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# Placentia Library Board Calendar

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## April

- 4 7:00 PM Friends Board Meeting, Escobosa
- 10 National Library Week, through April 16
- 11 6:30 PM Friends Annual Meeting featuring Denise Hamilton, City Council Chambers, ALL TRUSTEES
- 18 6:30 PM Library Board Meeting
- 21 5:30 PM Chamber Mixer
- ~~27 Easter Library Closed, not staff holiday~~
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

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## May

- 2 7:00 PM Friends Board Meeting, DeVecchio
- 16 6:30 PM Library Board Meeting
- 19 5:30 PM Chamber Mixer
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 Library Closed for Monday Holiday/Not Staff Holiday
- 30 Library Closed for Memorial Day/Staff Holiday

Sep 2005						
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## June

- 6 7:00 PM Friends Board Meeting, Wood
- 16 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting
- 23 ALA Annual Conference, Chicago, through June 29
- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

Oct 2005						
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## July

- 4 Library Closed for Independence Day/Staff Holiday
- 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

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## 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
- 12 7:00 PM Friends Board Meeting, Turner
- 15 5:30 PM Chamber Mixer
- 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
- 8 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 17 6:30 PM Library Board Meeting
- 20 5:30 PM Chamber Mixer
- 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
- 11 Library Closed for Veterans Day/Staff Holiday
- 17 5:30 PM Chamber Mixer
- 21 6:30 PM Library Board Meeting
- 24 Library Closed for Thanksgiving/Staff Holiday

## December

- 2 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 5 7:00 PM Friends Board Meeting, DeVecchio
- 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

Jul 2005						
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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 20, 2004**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 20, 2004 at 6:30 P.M.

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

**Members Absent:** None

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

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

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

**MINUTES** It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the November 22, 2004 Regular Meeting.

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

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

**TRUSTEE REPORTS** President Shkoler welcomed Trustee Turner's to her first Board Meeting.

President Shkoler welcomed Jackie Filbeck, Representative for Chris Norby, Orange County Supervisor, 4<sup>th</sup> District. Ms. Filbeck presented President Shkoler with a Certificate of Appreciation for his Board Service on behalf of the Orange County Board of Supervisors.

President Shkoler acknowledged Jim Robert's selection as the "Citizen of the Year" for 2004 and the Library's selection as "Business of the Month" by the Placentia Chamber of Commerce.

President Shkoler commented on the success of the Donor Reception and thanked those who helped in the preparation of the event.

Trustee Wood, Secretary Escobosa, Trustee Turner, and Trustee DeVecchio commented on the effectiveness of the "Staying in

Compliance" Workshop in San Diego, CA on Dec 15, 2004.

**FRIENDS**

None at this time.

**CLAIMS**

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

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

Claims 4679,4680,468, 4682, 4683,4684,4685, and 4686 forwarded by Library Director for a total of \$43,096.85.

Current Claims 4687,4688,4689,4690, and 4691 for a total of Current Claims of \$22,966.81; Payrolls #14 (1/5/05) for \$33,632.62 and #15 (1/19/05) for \$33,247.27 for a subtotal for Payroll of \$66,879.89; for a total of Current Claims and Payroll of \$89,846.70.

FY2004-2005 Cash Flow Analysis through December 20, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL REPORTS**

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

Financial Reports for November 2004

Office General Ledger & Check Registers for November 2004

Acquisitions Report for November 2004

Collection Agency Report for November 2004

Gifts Report for November 2004

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 17-28, with the exception of Item 26.

Building Maintenance Report for November 2004

Personnel Report for November 2004



Volunteer Report for November 2004

Circulation Report for November 2004

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

Legislative Alerts from the California Special Districts Association

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Revised Budget for Fiscal Year 2004-2005 to include the Matching grant funds for California Library Literacy Services, State Library of California, as submitted on November 29, 2004.

Fiscal Year 2003-2004 Annual Report of Financial Transactions Of Special Districts for Placentia library District is prepared By Munson, Cronick & Associates and submitted to the State Controller on December 1, 2004.

Mandated Cost Claims Receipt of Fiscal Year 2003-2004 as Prepared by Shields Consulting Group and submitted to the State Controller's Office on December 13, 2004.

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

**AGENDA ITEM 26**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve Agenda Item 26 and recommend that only a summary page of lengthy public agency reports be included in the Board Book. The public agency reports in their entirety will be kept in the Administrative Office, which will be available for review by the Board of Trustees at any time.

**LEGISLATIVE  
ISSUES**

Library Director reported that Literacy Grant was received in the amount of \$29,191.00. The possibility remains that the Library may not receive any funds next year.

**NOTARY PUBLIC  
SERVICES**

It was moved by Trustee Wood and seconded by Trustee Turner to provide Notary Services to the public with no additional compensation provided to staff other than the training and certification processes.

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

ABSTAIN: None  
ABSENT: None

It was moved by Trustee Wood and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on January 17, 2005 at 6:30P.M.

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

**ELECTION OF  
BOARD OFFICERS**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to elect incumbent Shkoler to President.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to elect Gaeten Wood to Secretary.

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

**APPOINTMENT OF  
LIBRARY BOARD  
REPRESENTATIVES  
FOR 2005**

Trustee DeVecchio is appointed to the Placentia Library Foundation Board of Directors

Trustee Escobosa is appointed to the Independent Special Districts of Orange County (ISDOC)

Trustee Escobosa is appointed to the Special District Local Area Formation Commission (LAFCO)

President Shkoler and Secretary Wood are appointed to the Placentia Civic Center Authority Commission

Trustee Turner is appointed to the Orange County Council of Governments

**RESOLUTION 04-09  
BOARD MEETING  
DATES**

It was moved by Secretary Wood and seconded by Trustee DeVecchio to adopt Resolution 04-09, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2005.

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

ABSTAIN: None  
ABSENT: None

**RESOLUTION 04-10  
SIGNATURE  
AUTHORITY**

It was moved by Secretary Wood and seconded by Trustee Escobosa to adopt Resolution 04-10, a Resolution of the Board of Trustees of the Placentia Library District of Orange County to grant signature authority to Library Trustees, the Library Director and Designates Staff with the Orange County Auditor, Bank of the West, Wells Fargo Bank and Citibank.

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

**FEBRUAR 2005  
MEETING DATE**

It was moved by Trustee Turner and seconded by Secretary Wood to approve February 22<sup>nd</sup>, 2005 as the meeting date for the February Regular Board of Trustees Meeting due to the holiday.

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

**SAFETY  
COMMITTEE  
INCENTIVE  
PROGRAM**

It was moved by Secretary Wood and seconded by Trustee Turner to approve the Safety Committee Incentive Program and authorize the Library Director to revise program as necessary. Once approved, the Program will brought to the January 17, 2005 Board of Trustees Regular Meeting for adoption into Library policy.

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

**PERSONNEL  
CONTRACT –  
LIBRARY  
DIRECTOR**

It was moved by Trustee DeVecchio and seconded by Secretary Wood to approve the first draft of the Library Director Personnel Contract. Further action to be determined by the Board.

**STAFF REPORTS**

Library Director's Report

Program Committee Report for November 2004.

Children's Services Report for November 2004.

Placentia Library Literacy Services Report for November 2004.

Reference and Adult Services Report for November 2004

History Room Report for November 2004

Placentia Library Web Site Report for November 2004.

Technology Report for November 2004.

Publicity Materials produced for November 2004.

Safety Committee Minutes for November 2004.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**AGENDA  
PREPARATION**

Agenda Preparation for the December Regular Meeting will be held on Monday, January 17, 2005 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 2004 adjourned at 8:15 P.M.

**JANUARY  
MEETING**

The December Regular Library Board Meeting will be held on Monday, January 17, 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



FRIENDS OF PLACENTIA LIBRARY  
Board of Directors Meeting  
January 3, 2005

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Nadine Blansett, Barbara Hemmerling, Virginia Walker, Frances Stoller, Renee Scott, and Ted Farkas. There was no representative from the Trustees. Elizabeth Minter and Laranne Millonzi represented the staff.

The **Secretary**, Barbara Hemmerling, read the minutes of the December 6, 2004 board meeting. They were approved as read. **Treasurer**: In the absence of Camille Himes, Eleanor reported a balance of \$14,191.18 as of December 31, 2004. **Financial Secretary**: In the absence of Ginny Sanatar, Eleanor reported \$6,465 deposited in the month of December. **Bills**: 1) Barbara Hemmerling made a motion that we pay \$37 for 100 postage stamps for Friends mailings. Ted Farkas seconded the motion. The motion carried. 2) Virginia Walker made a motion that we reimburse Eleanor Rankin \$15 she spent to pay for Carter Himes' Citizen of the Year breakfast. Frances Stoller seconded this. The motion carried.

**President' Report**: .1) Trustee's meeting: Eleanor was not able to attend the December meeting; therefore she will attend the January 17 meeting. 2) Our congratulations!! Jim Roberts and Camille Himes were named Citizens of the Year at the December breakfast. The Library was named the Chamber's Business of the Month. 3) Author's Luncheon: Ticket prices will remain \$35 by consensus of the Board. 4) Annual Meeting: Laranne confirmed that the Council Chambers and Community Room have been reserved. Ginny Sanatar is chairman of the Reception/Food. Volunteer recognition is part of this event. A "Star" theme will be used. 5) Eleanor reminded the Board members they must submit to her in writing their willingness to continue to serve on the board and their agreement to continue as an officer or committee member. Virginia Walker agreed to Chair the nominating committee. Ted Farkas will be on the committee. Eleanor will ask Pat Irot to serve on this committee.

**Chair Reports**: 1) Workroom/ Bookstore/Volunteers- Elizabeth Minter will be attending a meeting on January 11 after which she will be able to tell us details of our book disposition. She expects our first shipment to be made by the end of January. 2) Membership-Ted Farkas reported 365 lines of membership: that is families, couples, businesses and individuals. 117 of these were regular memberships, the rest were life memberships. 3) Publicity-no report. 4) Second Sunday Book Sales-no report. 5) Silent Auction: Nadine Blansett reported \$62 for December sales.

**Library Staff Reports:** 1) Elizabeth Minter reported that Lila Dell, a long time volunteer at the Library, had died. Ted Farkas made a motion that we donate \$25 for a Memorial Book in Lila Dell's memory. Virginia Walker seconded the motion. It carried. 2) Placentia Linda Hospital has invited the Library to join in a speaker forum. This would be a community wide function planned and organized by these two entities. It is in the early planning stage, perhaps to begin in late summer or early fall. 3) The new telephone system is in and working well. 4) A suggestion was made that Charles Frazee be recognized for his volunteer work as a guest speaker for special events at the library. It was agreed that this was a good idea. No decision was made on the type of recognition to be given. 5) The Foundation approved taking Passport Photos and providing Notary Services. It will take 3-4 months to have someone certified as a notary. The photos are already being taken. 6) The staff is in the process of choosing new shirts to replace the current ones. 7) All staff is back and healthy. Good beginning for the New Year. 8) Books 2004 was successfully completed. Jim will give more details next month.

**Laranne Millonzi:** Reported that the Library Foundation has received a \$5,000 Family Literacy Grant from Boeing Corporation.

Next meeting: Monday February 7, 2005 7PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
January 17, 2005

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Library Trustees  
January 17, 2005

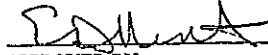
	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	December 23, 2004	4692	3,183.44
	December 23, 2004	4693	1,196.97
	January 6, 2005	4694	2,279.93
	January 6, 2005	4695	11,263.61
	January 6, 2005	4696	88.50
	January 13, 2005	4697	5,261.64
	January 13, 2005	4698	13,294.61
TOTAL BY LIBRARY DIRECTOR			\$ 36,568.70
TOTAL			<u>\$ 36,568.70</u>

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707  
1-3-05

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
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	12-14-04 56563		700	00		7.18		
			1400	00		2,191.26		
						2,198.44		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	12-13-04 7330591		2100	00		11.88		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	12-11-04 714-528-1906 12-11-04 714-528-8236		0700	00		138.47		
			0700	01		45.76		
						184.23		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	12-9-04 686148		1800	00		124.63		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	1216-04 271110		1800	00		172.35		
N09112 General Binding Corp. 14430 Best Ave. Santa Fe Springs, Ca 90670	12-9-04 13911362		1800	00		164.73		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	11-22-04 X9240		1900	00		6.95		
			1800	00		70.63		
			1800	00		105.61		
			1800	00		50.10		
			1800	00		8.62		
			2700	01		-306.00		
			1800	00		44.97		
			1800	00		9.80		
			2700	01		336.50		
						327.18		

The claims listed above (totaling \$3,183.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

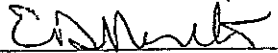
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707  
1-3-05

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc Number	SC
			BS Acct	Rev				
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	1-1-05 to 1-31-05		0300	00		647.50		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11-9-04 to 11-17-04		2700	01		31.32		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	1-1-05 to 2-1-05		0300	00		303.19		
N27565 Image Supply 1420 47th Avenue Sacramento, CA 95822-5902	12-6-04 36979		1800	00		214.96		

The claims listed above (totaling \$1,196.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

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	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc Number	SC
			BS Acct	Rev				
N01074 The Gas Company PO Box C Monterey Park, CA 91756	12-22-04/0539118009		2800	00		1,331.36		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	11-27-04/111		1800	00		107.75		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Jan 05/120996030001		0300	00		161.28		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	1-1-05/092404		1800	00		29.50		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	12-21-04/312083-9		2800	00		179.53		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	12-4-04/714524-8408		0700	08		61.69		
	12-2-04/714223-1698		0700	01		342.46		
						404.15		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	12-11-04 6049279		1000	00		31.36		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	1-1-05/January 05		1900	00		35.00		

The claims listed above (totaling \$2,279.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

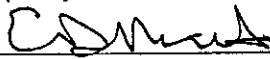
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

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	
			Rev/	Objt/				Doc Number	SC
			BS Acct	Rev					
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	12-22-04/X6509		1800	00			392.13		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	1-6-05/062798		1400	00			1,300.00		
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	04-05 Mbrshp Al Shkoler		1600	00			145.00		
N16779 LiteracyPro Systems, Inc. 1881 Ninth Street Suite 201 Boulder CO 80302	12-3-04 KS022805		1900	08			431.92		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Nov 04 Music Time		1900	00			540.00	12	
	Dec 04 Music Time		1900	00			45.00	12	
							585.00		
N26874A David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	1-6-04/0501		1900	00			500.00		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	1-1-05/0200411074038		0300	00			6,128.85		
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	12-27-04/11120		4000	00			1,780.71		

The claims listed above (totaling \$11,263.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

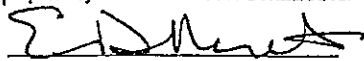
01/06/04  
4696

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	Rev			Doc Number	SC
need vendor # Gaeten Wood - Trustee 705 Alcott Ave Placentia CA 92870	12-15-04 Travel Reimb		2700	02		88.50		

The claims listed above (totaling \$88.50) 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

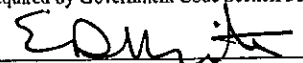
ATTESTED AND/OR COUNTERSIGNED BY

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#	APPROVED CLAIMS				Rept Cat	AMOUNT	A C's Use Only	
		Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev				Doc Number	SC
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	12-29-04/5553		1900	00		42.00			
N04780D Orange County Register File 56017 Los Angeles, CA 90074-6017	1-5/6-05 - 259878205 Fines & Fees		2000	00		2,376.00			
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	12-31-04/00297		1900	00		85.50			
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	1/5/05 325		1900	00		1,564.26			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	12-30-04/A37639		0700	05		215.50			
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	12-28-04/691429		1800	00		576.10			
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	12-30-04/20041230		1900	00		402.28			

The claims listed above (totaling \$5,261.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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

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

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	1-7-05/200501-44		1900	00		15.00		
N23434 Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	1-7-05/594682625		0700 0700	00 08		66.03 66.03 132.06		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	1-4-05/323019		0300	00		6,102.75		
N29440 Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	1-1-05/03-095		2200	00		7,044.80		

The claims listed above (totaling \$13,294.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

13,294.61



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
January 17, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular	4699	36,041.71
	4700	2,511.11
	4701	929.87
Subtotal for Regular		39,482.69
Payroll	2/2/2005	34,840.84
	2/16/2005	33,247.27
Subtotal for Payroll		68,088.11
TOTAL CURRENT CLAIMS & PAYROLL		107,570.80

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/17/05  
RBPOR NO 4699

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					
N00018A City of Anaheim P.O. Box 3222 Anaheim, CA 92805	1-5-05/LI000000108		1900	00		33,155.00		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	12-16-04/2247673		2400	05		5.53		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Claims 10-12-04to1-12-05		1800	00		31.09		
			1803	00		9.80		
			2700	08		10.00		
						50.89		
N03660 Elizabeth D. Minter (Petty Cash Checks) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Checks		0300	00		651.95		
			1800	00		676.82		
			1800	08		108.82		
			2400	01		763.09		
			2700	00		65.00		
			2700	01		95.00		
			2700	08		20.00		
						2,380.68		
N03828F Baker & Taylor Books 135 S. LaSalle, Dept. 1205 Chicago, IL 60674-1205	12-24-04/4004538462 12-19-04/4004526856		2400	03		28.02		
			2400	03		16.17		
						44.19		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	12-27-04/5988344P		2400	05		302.99		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	12-7-04 H410766 12-7-04 H410767 12-17-04 H428341 12-17-04 H428342 12-17-04 H428343		2400	01		18.68		
			2400	01		28.17		
			2400	01		16.57		
			2400	01		18.48		
			2400	01		20.53		
						102.43		

The claims listed above (totaling \$36,041.71) 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

36,041.71

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/17/05  
REPORT NO 4700

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/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/	Objt/			Rev	Doc
			BS Acct				Number	
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	12-2-04 91700617		2400	01		37.15		
	12-2-04 91700616		2400	01		73.35		
	12-9-04 91838065		2400	01		30.35		
	12-9-04 91838064		2400	01		61.63		
	12-9-04 91838063		2400	01		34.31		
	12-16-04 91968827		2400	01		34.89		
	12-14-04 91907435		2400	01		111.29		
	12-14-04 91907434		2400	01		22.33		
	12-14-04 91907433		2400	01		34.10		
	12-14-04 91907432		2400	01		15.90		
	12-14-04 91907431		2400	01		19.01		
	12-20-04 92045726		2400	01		20.77		
	12-20-04 92040028		2400	01		32.13		
	12-20-04 92040027		2400	01		103.19		
	12-20-04 92040026		2400	01		14.66		
	12-21-04 92085078		2400	01		45.58		
12-21-04 92085077		2400	01		19.06			
						709.70		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	12-16-04 R687530		2400	01		474.05		
	12-7-04 R686316		2400	01		506.37		
						980.42		
N04858 Oxford University Press 2001 Evans Road Cary, NC 27513	12-15-04 91572121		2400	01		542.14		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	12-8-04/13742902		2400	01		85.20		
N22268 Midwest Tape PO Box 820 Holland OH 43528	12-22-04 1020013		2400	02		71.72		
	12-55-04 1020014		2400	02		16.99		
						88.71		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	12-2-04 180179		2400	05		104.94		

The claims listed above (totaling \$2,511.11) 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
N29834 Thomson Peterson's PO Box 95302 Chicago IL 60694-5302	12-23-04/3498305		2400	01		9.77		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	12-13-04 1964441 12-14-04 1972355 12-30-04 1974767		2400	01 01 01		430.05 153.84 45.58 <b>629.47</b>		
need vendor # Center Point Large Print 600 Brooks Road PO Box 1 Thorndike ME 04986-0001	12-8-04 449194		2400	01		290.63		

The claims listed above (totaling \$929.87) 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 \_\_\_\_\_



## County of Orange

# ELECTRONIC FUNDS TRANSFER

### A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 34,840.84 on 2 | 2 | 05

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #16

Description: **Payroll**

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE											
FUND	AGCY	ORG	ACTY	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B.S ACCT	AMOUNT	SP CD											
707	707			0100	00						32,601.40												
707	707			0200	00						2,239.44												
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	34,840.84											
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED <b>DAVID E. SUNDSTROM,</b> Auditor-Controller															
CLAIMANT				DATE				AUTHORIZED SIGNER				DATE				DEPUTY				DATE			

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p><u>Auditor-Controller Approvals:</u></p> <p><u>Claims &amp; Disbursing:</u></p> <p>Over Limit: <u>\$100,000 (1)</u> <u>\$500,000 (2)</u> <u>\$1,000,000 (3)</u></p> <p>Claims &amp; Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p><u>General Ledger Approvals:</u></p> <p>Cash &amp; Expense Budget: _____ Date: _____ WFOC</p>	<p><u>Transaction Reference</u></p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p><u>Treasurer-Tax Collector Information</u></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 \$ 33,247.27 on 2 | 16 | 05

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #17

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL													A-C
FUND	AGCY	ORG	ACTY	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B-S ACCT	AMOUNT	CD	
707	707			0100	00						31,007.83		
707	707			200	00						2,239.44		
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	33,247.27	
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: _____ Wrac: _____	<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:** January 17, 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 January 17, 2005.





Placentia Library District  
FY2004-2005 General Fund Cash Flow

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

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
01/13/05	4697	General by Library Director		5,261.64	642,339.39
01/13/05	4698	General by Library Director		13,294.61	629,044.78
01/17/05	4699	General		36,041.71	593,003.07
01/17/05	4700	General		2,511.11	590,491.96
01/17/05	4701	General		929.87	589,562.09
01/17/05		Payroll to wire 2/2/05		34,840.84	554,721.25
01/17/05		Payroll to wire 2/16/05		33,247.27	521,473.98
					521,473.98



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2004-2005

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 January 17, 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	121,070.88	10,240.13	163,321.88	760,018.61	9,992.13	1,064,643.63	304,625.02
31-Jan-05	0.00	0.00	0.00	0.00		0.00	0.00
28-Feb-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

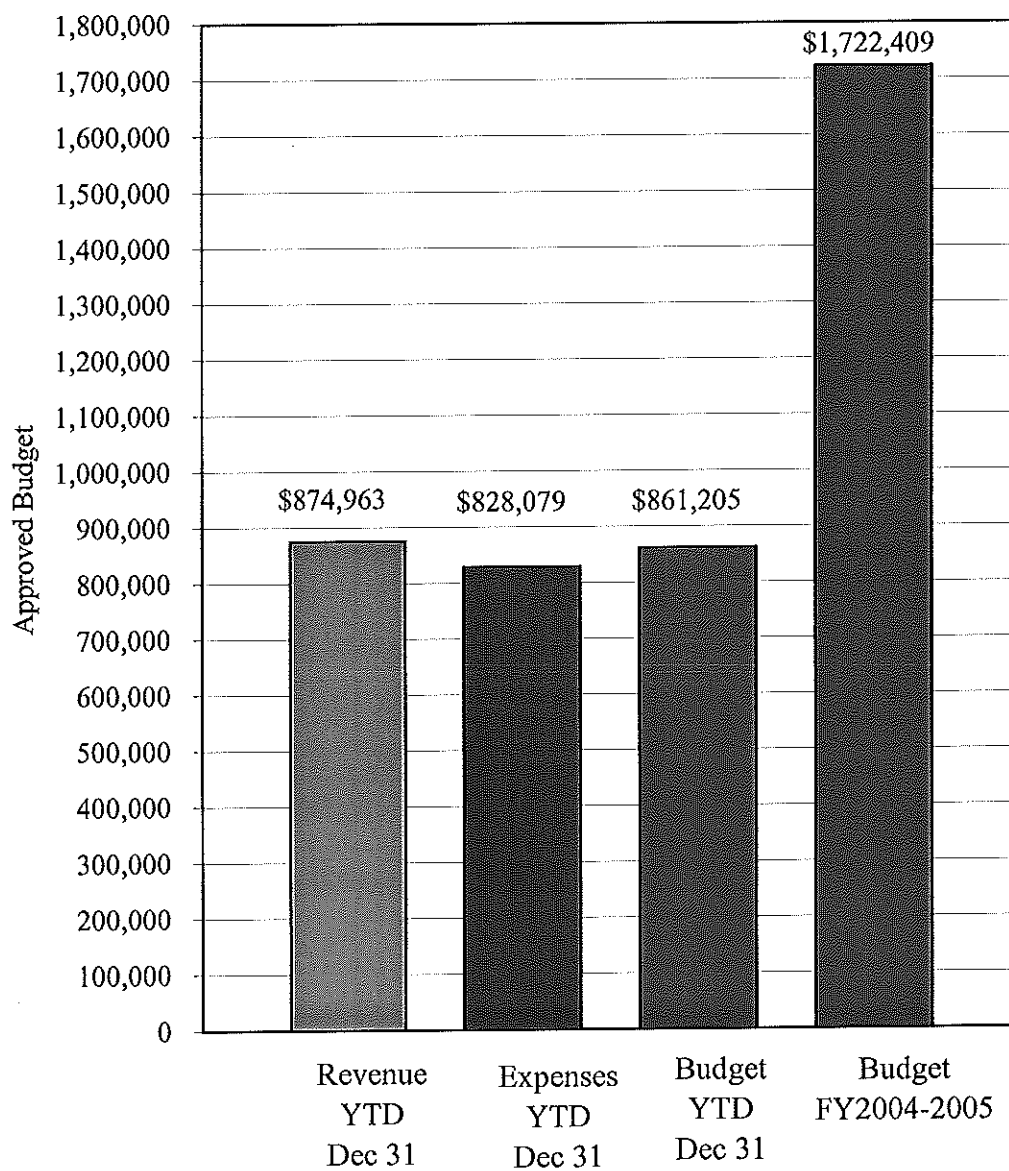




# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2004 - 2005

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC 2004	FY2003-2004 DEC 2003	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	642,240.76	624,275.16	493,097.54	495,819.72	52.00%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	642,240.76	624,275.16	493,097.54	495,819.72	50.49%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	53,829.90	52,712.49	0.00	0.00	88.25%
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	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	48,000.00	32,221.70	21,932.05	10,478.13	4,326.82	67.13%
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	35,491.05	26,045.73	10,478.13	4,326.82	73.94%
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	746,363.01	735,508.55	503,575.67	500,146.54	53.31%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC 2004	FY2003-2004 DEC 2003	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	3,881.36	2,014.38	726.38	463.27	97.03%
6610-01/02	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	4,000.00	3,881.36	2,014.38	726.38	463.27	97.03%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	2,582.58	1,044.47	2,582.58	1,044.47	15.19%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	5,214.15	10,666.46	0.00	4,006.56	37.24%
6970-01	State - CA Foundation Funds	18,000.00	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	30,000.00	51,194.00	0.00	51,194.00	58.60%
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	8,520.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.68	0.00	0.11	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	43,734.15	61,861.14	0.00	55,200.67	48.99%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	12,498.39	11,054.42	2,889.03	2,465.19	56.81%
7670-01	Local Revenue -- Passport	175,000.00	63,903.06	69,281.36	12,587.64	12,064.00	36.52%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	2,000.00	9,003.25	0.00	0.00	
	TOTAL LOCAL REVENUE	212,000.00	78,401.45	89,339.03	15,476.67	14,529.19	36.98%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,722,409.00	874,962.55	889,767.57	522,361.30	571,384.14	50.80%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC 04	FY2003-2004 DEC 03	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	385,074.97	359,889.00	69,502.76	52,534.62	50.59%
0200	Retirement (Social Security & Pension Contribution)	106,841	75,416.06	58,555.58	50,391.06	34,892.14	70.59%
	Health & Life Insurance/Blue Shield CA	83,667	27,328.85	20,684.12	5,648.85	8,541.74	32.66%
	Long Term Disability/Hartford	4,186	1,736.32	1,794.46	606.38	527.95	41.48%
	Life Insurance/Fortis & Protective Life	1,814	226.80	1,498.40	0.00	833.95	12.50%
	Vision Service Plan/VSP	2,870	1,237.31	1,161.84	0.00	175.29	43.11%
	Dental/Ameritas	8,938	3,885.00	4,542.40	1,295.00	650.70	43.47%
0300	Total Employee Insurance	101,475	34,414.28	29,681.22	7,550.23	10,729.63	33.91%
0310	Unemployment Insurance	-	3,772.00	0.00	0.00	0.00	
0350	Workers Compensation - General	13,000	16,713.00	9,683.00	11,252.00	0.00	128.56%
	TOTAL SALARIES & EMPLOYEE BENEFITS	982,433	515,390.31	457,808.80	138,696.05	98,156.39	52.46%
0700-00	Communications - Telephone	2,000	1,356.35	624.86	285.78	293.62	67.82%
0700-01	Communications - Modem/Fax	7,800	4,478.51	4,948.47	1,504.18	676.03	57.42%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,293.00	1,293.00	215.50	431.00	47.89%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	613.25	776.79	132.93	26.94	40.88%
	Total Communications	14,800	7,741.11	7,643.12	2,138.39	1,427.59	52.30%
0900-00	Food - General Fund	350	614.04	198.36	199.00	0.00	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	364.72	102.51	334.55	58.39	
0090-09	Food - Families for Literacy	500	0.00	298.27	0.00	0.00	
	Total Food	1,100	978.76	599.14	533.55	58.39	88.98%
1000-00	Household Expense	4,250	3,252.58	1,164.02	879.57	0.00	76.53%
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)  
January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC 04	FY2003-2004 DEC 03	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	1,358.00	841.62	0.00	440.02	45.27%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	13,000.00	33,530.00	6,500.00	14,780.00	52.00%
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	73.85	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	14,431.85	34,371.62	6,573.85	15,220.02	50.64%
	HVAC	7,500	1,825.05	1,314.27	228.00	713.77	24.33%
	Carpet Cleaning	2,750	2,200.00	522.72	0.00	0.00	80.00%
	Groundskeeping, City of Placentia	27,500	14,323.59	14,283.61	6,155.16	4,188.69	52.09%
	Plumbing	3,000	1,290.20	1,863.59	301.61	1,750.76	43.01%
	Electrical	4,000	1,004.73	1,401.41	0.00	1,147.83	25.12%
	Cleaning Service	16,000	7,400.00	6,600.00	2,600.00	1,100.00	46.25%
	Locksmith	1,000	121.70	0.00	60.81	0.00	12.17%
	Other (Includes Fire Alarm & Extinguishers)	6,500	1,869.35	3,919.28	453.00	3,819.28	28.76%
1400-00	Total Maintenance of Building & Grounds	68,250	30,034.62	29,904.88	9,798.58	12,720.33	44.01%
1600-00	Memberships - General Fund	3,100	3,137.00	3,207.00	2,437.00	2,164.00	101.19%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	700.00	100.00	150.00	100.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	3,837.00	3,307.00	2,587.00	2,264.00	105.12%
1700-00	Miscellaneous Expense - General Fund	-	0.00	4,597.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	0.00	4,597.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC 04	FY2003-2004 DEC 03	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	12,838.19	6,359.50	3,035.18	1,840.74	106.98%
	Printing	11,500	7,895.69	7,377.44	2,727.27	3,057.93	68.66%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	82.79	268.82	0.00	125.82	7.53%
	Paper	700	494.09	388.53	215.24	129.77	70.58%
	Drinking Water Service	350	177.00	165.00	29.50	27.50	50.57%
	Other Office Supplies	10,000	10,808.17	6,759.82	4,338.38	1,738.80	108.08%
	Total Office Supply Expense - General Fund	35,650	32,295.93	21,319.11	10,345.57	6,920.56	90.59%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	0.00	
	Printing	2,000	1,932.06	1,141.50	219.81	570.75	
	Publications	2,500	0.00	449.92	0.00	431.92	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	824.17	0.00	0.00	0.00	
	Total Adult Literacy Office Supply Expense	5,500	2,756.23	1,591.42	219.81	1,002.67	50.11%
1800-09	Supply Expense Families for Literacy	2,000	0.00	1,456.99	0.00	0.00	
	Total Office Expense	43,650	35,052.16	24,623.23	10,565.38	7,923.23	80.30%
1803-00	Postage Expense - General Fund	4,500	2,807.36	1,974.62	763.06	570.51	62.39%
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	37.00	9.30%
1803-09	Postage Expense - Families for Literacy	150	0.00	37.00	0.00	0.00	
	Total Postage Expense	4,750	2,816.66	2,048.62	763.06	607.51	59.30%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC.04	FY2003-2004 DEC.03	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	210.00	210.00	35.00	35.00	50.00%
	Pension Contribution & Operating Expenses	7,000	4,303.55	4,055.88	0.00	0.00	61.48%
	Anaheim Consortium Automated Library System	35,000	646.06	646.50	0.00	0.00	1.85%
	Library Board Consultants & Legal	10,000	3,449.95	18,314.35	0.00	10,119.44	
	Clipping Service	504	210.00	294.00	42.00	84.00	41.67%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	8,428.34	7,330.95	7,148.34	6,123.71	88.72%
	Advertising (Including WEB Site)	2,000	989.70	1,352.50	30.00	642.50	49.49%
	Medical Exams	1,200	973.50	443.50	0.00	111.00	81.13%
	Collection Services - Accounts Receivable	2,800	927.64	1,181.02	161.10	348.56	33.13%
	Audit & Accounting Services	8,600	7,580.00	4,845.00	2,554.00	0.00	88.14%
	Payroll Preparation	3,600	1,999.09	1,508.41	859.40	283.65	55.53%
	Election Expenses	15,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	11,020.23	8,044.04	1,913.54	2,862.37	73.47%
1900-00	Total Specialized Services - General Fund	114,124	40,738.06	48,226.15	12,743.38	20,610.23	35.70%
1900-01	Specialized Services - Spanish Literacy	3,000	825.58	579.86	825.58	0.00	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	3,492.50	3,860.00	2,451.02	2,080.00	69.85%
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	1,706.78	1,692.47	1,233.08	1,239.55	11.38%
	Total Specialized Services	137,624	46,762.92	55,508.48	17,253.06	23,929.78	33.98%
2000-00	Legal Notices - General Fund	650	200.25	192.24	0.00	0.00	30.81%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	200.25	192.24	0.00	0.00	30.81%
2100-00	Rents/Leases-Equipment	700	474.00	504.92	109.61	154.09	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC 04	FY2003-2004 DEC 03	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	29,454.37	58,214.38	0.00	7,371.08	28.05%
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	42,931.98	16,927.95	20,800.40	6,323.92	24.53%
2400-02	Special Department Expense - Video		4,789.12	2,694.56	673.76	2,107.44	
2400-03	Special Department Expense - Electronic		17,175.00	14,172.19	7,105.39	1,500.64	
2400-04	Special Department Expense - Periodicals		8,052.10	7,507.58	7,528.36	7,017.61	
2400-05	Special Department Expense - Audio		3,987.74	4,135.15	1,677.77	2,210.72	
2400-07	Special Department Expense - ELLI Grant		0.00	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	1,752.38	1,811.96	0.00	1,125.47	87.62%
2400-09	Special Department Expense - Families for Literacy		0.00	2,852.65	0.00	0.00	
	Total Special Department Expense	177,000	79,698.77	50,917.77	37,785.68	20,285.80	45.03%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	1,779.08	0.00	1,703.88	0.00	71.16%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	2,136.73	1,673.40	691.93	493.70	47.48%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	165.00	0.00	0.00	0.00	11.00%
2700-03	Transportation/Travel - Meetings, Board Local	750	65.31	1,020.00	34.00	115.00	8.71%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	0.00	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	587.80	0.00	114.40	0.00	58.78%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	52.56	0.00	0.00	
	Total Transportation/Travel - Meetings	11,250	4,758.92	2,768.28	2,544.21	608.70	42.30%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
January 17, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 DEC 04	FY2003-2004 DEC 03	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	22,237.43	25,497.87	1,837.53	3,284.05	30.89%
	Gas	4,200	1,655.85	1,639.39	895.51	1,077.02	39.43%
	Water	4,250	1,895.18	1,967.68	169.87	337.93	44.59%
	Total Utilities	80,450	25,788.46	29,104.94	2,902.91	4,699.00	32.06%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>693,624</b>	<b>296,284.20</b>	<b>316,589.76</b>	<b>94,434.85</b>	<b>97,269.52</b>	<b>42.72%</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	2,916.22	2,535.84	0.00	0.00	48.60%
4000-00	Equipment - General Fund	20,000	13,488.14	20,712.89	8,061.84	0.00	67.44%
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	13,488.14	20,712.89	8,061.84	0.00	67.44%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>40,352</b>	<b>13,488.14</b>	<b>20,712.89</b>	<b>8,061.84</b>	<b>0.00</b>	<b>33.43%</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>828,078.87</b>	<b>797,647.29</b>	<b>241,192.74</b>	<b>195,425.91</b>	<b>48.08%</b>
	ELLI Grant Summary Object Code 07	1,500	0	1,094	0	0	2.29
	CLC Summary Object Code 08	3,150	10,350	8,280	3,477	4,430	
	FFL Grant Summary Object Code 09	3,000	25	5,847	0	0	
	<b>TOTAL LITERACY (Excluding Personnel)</b>	<b>21,050</b>	<b>10,375</b>	<b>15,221</b>	<b>3,477</b>	<b>4,430</b>	

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Accrual Basis

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

	<u>Dec 31, 04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	1,122.69
County Exempt - Savings	6,923.85
General Fund - Checking	8,393.19
General Fund - Savings	20,935.13
Literacy Fund - Savings	9,572.52
Payroll Checking - Wells Fargo	10,499.26
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
<b>Total Payroll Checking (CDs)</b>	<u>43,661.34</u>
<b>Total Checking/Savings</b>	<u>101,107.98</u>
<b>Total Current Assets</b>	<u>101,107.98</u>
<b>TOTAL ASSETS</b>	<u><u>101,107.98</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	1,531.43
<b>Total Equity</b>	<u>101,107.98</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>101,107.98</u></u>

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>1,958.15</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 45 Items</b>						
Check	11/23/2004	5346	Gaeten Wood	X	-31.25	-31.25
Check	11/23/2004	5344	Wendy G. Goodson	X	-39.79	-71.04
Check	11/23/2004	5349	Passport Services	X	-55.00	-126.04
Check	11/23/2004	5347	Steve March	X	-113.66	-239.70
Check	11/24/2004	5353	Passport Services	X	-100.00	-339.70
Check	11/24/2004	5350	Passport Services	X	-55.00	-394.70
Check	11/24/2004	5352	Passport Services	X	-55.00	-449.70
Check	11/24/2004	5351	Passport Services	X	-110.00	-559.70
Check	11/26/2004	5354	Passport Services	X	-115.00	-674.70
Check	11/29/2004	5357	Passport Services	X	-115.00	-789.70
Check	11/30/2004	5360	Passport Services	X	-55.00	-844.70
Check	11/30/2004	5362	Passport Services	X	-100.00	-944.70
Check	11/30/2004	5358	Passport Services	X	-100.00	-1,044.70
Check	11/30/2004	5361	Passport Services	X	-55.00	-1,099.70
Check	11/30/2004	5359	Smart & Final	X	-158.89	-1,258.59
Check	12/2/2004	5364	Passport Services	X	-115.00	-1,373.59
Check	12/4/2004	5368	Passport Services	X	-115.00	-1,488.59
Check	12/4/2004	5367	Passport Services	X	-55.00	-1,543.59
Check	12/4/2004	5365	Passport Services	X	-55.00	-1,598.59
Check	12/4/2004	5366	Passport Services	X	-55.00	-1,653.59
Check	12/6/2004	5370	Passport Services	X	-128.65	-1,782.24
Check	12/6/2004	5369	Passport Services	X	-55.00	-1,837.24
Check	12/7/2004	5371	Passport Services	X	-40.00	-1,877.24
Check	12/8/2004	5372	Passport Services	X	-55.00	-1,932.24
Check	12/8/2004	5373	Passport Services	X	-55.00	-1,987.24
Check	12/9/2004	5377	Passport Services	X	-113.65	-2,100.89
Check	12/9/2004	5378	Passport Services	X	-128.65	-2,229.54
Check	12/9/2004	5376	Passport Services	X	-128.65	-2,358.19
Check	12/9/2004	5374	Passport Services	X	-128.65	-2,486.84
Check	12/9/2004	5375	Passport Services	X	-55.00	-2,541.84
Check	12/11/2004	5379	Passport Services	X	-55.00	-2,596.84
Check	12/13/2004	5381	Passport Services	X	-55.00	-2,651.84
Check	12/13/2004	5380	Wendy G. Goodson	X	-49.95	-2,701.79
Check	12/14/2004	5384	Passport Services	X	-115.00	-2,816.79
Check	12/14/2004	5383	Passport Services	X	-200.00	-3,016.79
Check	12/14/2004	5382	Passport Services	X	-55.00	-3,071.79
Check	12/16/2004	5385	Passport Services	X	-80.00	-3,151.79
Check	12/18/2004	5387	Passport Services	X	-257.30	-3,409.09
Check	12/18/2004	5386	Passport Services	X	-110.00	-3,519.09
Check	12/20/2004	5388	Passport Services	X	-55.00	-3,574.09
Check	12/21/2004	5390	Passport Services	X	-115.00	-3,689.09
Check	12/21/2004	5389	Passport Services	X	-55.00	-3,744.09
Check	12/22/2004	5391	Flower Allie	X	-44.07	-3,788.16
Check	12/27/2004	5392	Passport Services	X	-95.00	-3,883.16
Check	12/31/2004			X	-11.00	-3,894.16
<b>Total Checks and Payments</b>					<b>-3,894.16</b>	<b>-3,894.16</b>
<b>Deposits and Credits - 18 Items</b>						
Check	11/30/2004	5363	Stats	X	0.00	0.00
Deposit	12/1/2004			X	210.00	210.00
Deposit	12/5/2004			X	931.80	1,141.80
Deposit	12/5/2004			X	55.00	1,196.80
Deposit	12/6/2004			X	55.00	1,251.80
Deposit	12/7/2004			X	40.00	1,291.80
Deposit	12/9/2004			X	128.65	1,420.45
Deposit	12/9/2004			X	55.00	1,475.45
Deposit	12/14/2004			X	200.00	1,675.45
Deposit	12/16/2004			X	55.00	1,730.45
Deposit	12/16/2004			X	949.60	2,680.05
Deposit	12/16/2004			X	80.00	2,760.05
Deposit	12/20/2004			X	55.00	2,815.05
Deposit	12/20/2004			X	257.00	3,072.05
Deposit	12/22/2004			X	115.00	3,187.05
Deposit	12/28/2004			X	95.00	3,282.05

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	12/29/2004			X	55.00	3,337.05
Check	1/6/2005	5410	Postmaster	X	0.00	3,337.05
Total Deposits and Credits					3,337.05	3,337.05
Total Cleared Transactions					-557.11	-557.11
Cleared Balance					-557.11	1,401.04
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 Items</b>						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	12/28/2004	5393	Passport Services		-55.00	-165.00
Check	12/29/2004	5394	Passport Services		-40.00	-205.00
Check	12/30/2004	5395	Passport Services		-55.00	-260.00
Check	12/30/2004	5396	Frederick Henry Bur...		-13.35	-273.35
Total Checks and Payments					-273.35	-273.35
Total Uncleared Transactions					-273.35	-273.35
Register Balance as of 12/31/2004					-830.46	1,127.69
<b>New Transactions</b>						
<b>Checks and Payments - 19 Items</b>						
Check	1/3/2005	5398	Passport Services		-55.00	-55.00
Check	1/3/2005	5397	Passport Services		-55.00	-110.00
Check	1/4/2005	5399	Passport Services		-115.00	-225.00
Check	1/4/2005	5400	Passport Services		-55.00	-280.00
Check	1/5/2005	5402	Passport Services		-55.00	-335.00
Check	1/5/2005	5401	Passport Services		-55.00	-390.00
Check	1/6/2005	5409	Passport Services		-110.00	-500.00
Check	1/6/2005	5408	Passport Services		-55.00	-555.00
Check	1/6/2005	5407	Passport Services		-100.00	-655.00
Check	1/6/2005	5406	Passport Services		-100.00	-755.00
Check	1/6/2005	5404	Passport Services		-55.00	-810.00
Check	1/6/2005	5403	Passport Services		-55.00	-865.00
Check	1/6/2005	5405	Passport Services		-115.00	-980.00
Check	1/8/2005	5412	Passport Services		-115.00	-1,095.00
Check	1/8/2005	5411	Passport Services		-230.00	-1,325.00
Check	1/10/2005	5415	Passport Services		-55.00	-1,380.00
Check	1/10/2005	5416	Passport Services		-110.00	-1,490.00
Check	1/10/2005	5413	Passport Services		-110.00	-1,600.00
Check	1/10/2005	5414	Passport Services		-55.00	-1,655.00
Total Checks and Payments					-1,655.00	-1,655.00
<b>Deposits and Credits - 5 Items</b>						
Deposit	1/3/2005				55.00	55.00
Deposit	1/5/2005				110.00	165.00
Deposit	1/6/2005				55.00	220.00
Deposit	1/10/2005				500.00	720.00
Deposit	1/10/2005				115.00	835.00
Total Deposits and Credits					835.00	835.00
Total New Transactions					-820.00	-820.00
Ending Balance					-1,650.46	307.69

*Account  
1/10/2005*

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,739.69
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 Items</b>						
Check	12/6/2004	1531	Greg's Carpet & Up...	X	-155.52	-155.52
Check	12/15/2004	1532	Fortis Benefits Insur...	X	-651.95	-807.47
Check	12/20/2004	1533	Girl Scout Council o...	X	-85.00	-892.47
<b>Total Checks and Payments</b>					<u>-892.47</u>	<u>-892.47</u>
<b>Deposits and Credits - 12 Items</b>						
Deposit	12/1/2004			X	19.94	19.94
Deposit	12/2/2004			X	35.00	54.94
Deposit	12/5/2004			X	30.00	84.94
Deposit	12/7/2004			X	35.00	119.94
Deposit	12/9/2004			X	30.00	149.94
Deposit	12/13/2004			X	420.00	569.94
Deposit	12/14/2004			X	19.94	589.88
Deposit	12/16/2004			X	35.00	624.88
Deposit	12/16/2004			X	35.00	659.88
Deposit	12/17/2004			X	30.00	689.88
Deposit	12/27/2004			X	385.00	1,074.88
Deposit	12/31/2004			X	1.75	1,076.63
<b>Total Deposits and Credits</b>					<u>1,076.63</u>	<u>1,076.63</u>
<b>Total Cleared Transactions</b>					<u>184.16</u>	<u>184.16</u>
<b>Cleared Balance</b>					<u>184.16</u>	<u>6,923.85</u>
<b>Register Balance as of 12/31/2004</b>					184.16	6,923.85
<b>New Transactions</b>						
<b>Deposits and Credits - 2 Items</b>						
Deposit	1/5/2005				19.94	19.94
Deposit	1/6/2005				35.00	54.94
<b>Total Deposits and Credits</b>					<u>54.94</u>	<u>54.94</u>
<b>Total New Transactions</b>					<u>54.94</u>	<u>54.94</u>
<b>Ending Balance</b>					<u><u>239.10</u></u>	<u><u>6,978.79</u></u>

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**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Check	1/3/2005	5002	Foto Hall	X	0.00	3,959.72
Check	1/10/2005	5011	Placentia Library Di...	X	0.00	3,959.72
Total Deposits and Credits					3,959.72	3,959.72
Total Cleared Transactions					-2,302.23	-2,302.23
Cleared Balance					-2,302.23	8,429.19
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Check	11/4/2004	4971	ISDOC		-36.00	-36.00
Total Checks and Payments					-36.00	-36.00
<b>Deposits and Credits - 1 Item</b>						
Check	10/14/2004	4955	Wal Mart			0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-36.00	-36.00
Register Balance as of 12/31/2004					-2,338.23	8,393.19
<b>New Transactions</b>						
<b>Checks and Payments - 6 Items</b>						
Check	1/3/2005	5008	Foto Hall		-676.82	-676.82
Check	1/6/2005	5009	Postmaster		-37.00	-713.82
Check	1/10/2005	5010	Placentia Library Di...		-500.00	-1,213.82
Check	1/10/2005	5012	Placentia Library Di...		-35.00	-1,248.82
Check	1/10/2005	5013	Placentia Library Di...		-422.19	-1,671.01
Check	1/10/2005	5014	Placentia Library Di...		-1,415.85	-3,086.86
Total Checks and Payments					-3,086.86	-3,086.86
Total New Transactions					-3,086.86	-3,086.86
<b>Ending Balance</b>					<b>-5,425.09</b>	<b>5,306.33</b>

*2005  
1/10/2005*

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**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						10,731.42
<b>Cleared Transactions</b>						
<b>Checks and Payments - 23 Items</b>						
Check	11/23/2004	4982	Marie Schmidt	X	-8.60	-8.60
Check	11/23/2004	4980	Toby Silberfarb	X	-47.39	-55.99
Check	11/23/2004	4979	Pat Irot	X	-44.34	-100.33
Check	11/30/2004	4990	NPAA/UAF	X	-10.00	-110.33
Check	11/30/2004	4989	Marie Schmidt	X	-35.01	-145.34
Check	12/1/2004		Bank of the West	X	-143.85	-289.19
Check	12/2/2004		Bank of the West	X	-1.63	-290.82
Check	12/2/2004	4991	Albertson's	X	-40.21	-331.03
Check	12/2/2004	4992	Placentia Library Di...	X	-931.80	-1,262.83
Check	12/7/2004	4993	US Postmaster	X	-74.00	-1,336.83
Check	12/8/2004	4995	Fullerton Public Libr...	X	-64.62	-1,401.45
Check	12/8/2004	4996	Albertson's	X	-43.96	-1,445.41
Check	12/8/2004	4994	Rembrandt's Beautl...	X	-20.00	-1,465.41
Check	12/8/2004	4997	JART	X	-248.41	-1,713.82
Check	12/10/2004	4999	Placentia Library Di...	X	-1,712.19	-3,426.01
Check	12/10/2004	4998	Placentia Chamber ...	X	-150.00	-3,576.01
Check	12/15/2004	5000	Fortis Benefits Insur...	X	-651.95	-4,227.96
Check	12/15/2004	5001	Placentia Chamber ...	X	-20.00	-4,247.96
Check	12/15/2004	5003	Bank of the West	X	-949.60	-5,197.56
Check	12/15/2004	5004	Bank of the West	X	-187.98	-5,385.54
Check	12/21/2004		Bank of the West	X	-4.50	-5,390.04
Check	12/21/2004	5006	Evergreen	X	-763.09	-6,153.13
Check	12/29/2004	5007	Best Buy	X	-108.82	-6,261.95
<b>Total Checks and Payments</b>					<b>-6,261.95</b>	<b>-6,261.95</b>
<b>Deposits and Credits - 35 Items</b>						
Check	10/7/2004	4951	Friends of National ...	X	0.00	0.00
Deposit	12/1/2004			X	60.00	60.00
Deposit	12/2/2004			X	37.20	97.20
Deposit	12/3/2004			X	142.81	240.01
Deposit	12/3/2004			X	5.50	245.51
Deposit	12/6/2004			X	5.00	250.51
Deposit	12/6/2004			X	142.81	393.32
Deposit	12/6/2004			X	234.00	627.32
Deposit	12/7/2004			X	184.80	812.12
Deposit	12/8/2004			X	117.00	929.12
Deposit	12/9/2004			X	174.30	1,103.42
Deposit	12/10/2004			X	42.55	1,145.97
Deposit	12/10/2004			X	523.58	1,669.55
Deposit	12/10/2004			X	87.00	1,756.55
Deposit	12/13/2004			X	74.00	1,830.55
Deposit	12/13/2004			X	219.93	2,050.48
Deposit	12/14/2004			X	111.00	2,161.48
Deposit	12/15/2004			X	147.00	2,308.48
Deposit	12/15/2004			X	145.72	2,454.20
Deposit	12/16/2004			X	20.00	2,474.20
Deposit	12/17/2004			X	53.19	2,527.39
Deposit	12/20/2004			X	42.41	2,569.80
Deposit	12/20/2004			X	30.00	2,599.80
Deposit	12/20/2004			X	207.00	2,806.80
Check	12/21/2004	5005	Evergreen	X	0.00	2,806.80
Deposit	12/22/2004			X	58.29	2,865.09
Deposit	12/22/2004			X	44.80	2,909.89
Deposit	12/24/2004			X	84.52	2,994.41
Deposit	12/27/2004			X	29.14	3,023.55
Deposit	12/28/2004			X	60.00	3,083.55
Deposit	12/28/2004			X	676.52	3,760.07
Deposit	12/29/2004			X	84.00	3,844.07
Deposit	12/30/2004			X	115.65	3,959.72



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**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						24,060.73
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Check	12/2/2004	1245	Orange County Aud...	X	-18,319.15	-18,319.15
Check	12/13/2004		Bank of the West	X	-123.30	-18,442.45
<b>Total Checks and Payments</b>					-18,442.45	-18,442.45
<b>Deposits and Credits - 32 Items</b>						
Deposit	12/1/2004			X	515.65	515.65
Deposit	12/2/2004			X	315.80	831.45
Deposit	12/5/2004			X	3,327.67	4,159.12
Deposit	12/5/2004			X	499.20	4,658.32
Deposit	12/5/2004			X	123.09	4,781.41
Deposit	12/6/2004			X	108.30	4,889.71
Deposit	12/7/2004			X	244.25	5,133.96
Deposit	12/8/2004			X	285.45	5,419.41
Deposit	12/9/2004			X	534.40	5,953.81
Deposit	12/10/2004			X	1,712.19	7,666.00
Deposit	12/12/2004			X	283.65	7,949.65
Deposit	12/12/2004			X	181.73	8,131.38
Deposit	12/13/2004			X	101.45	8,232.83
Deposit	12/13/2004			X	4.60	8,237.43
Deposit	12/14/2004			X	281.30	8,518.73
Deposit	12/16/2004			X	187.98	8,706.71
Deposit	12/16/2004			X	274.30	8,981.01
Deposit	12/16/2004			X	264.25	9,245.26
Deposit	12/20/2004			X	139.85	9,385.11
Deposit	12/20/2004			X	542.60	9,927.71
Deposit	12/20/2004			X	342.60	10,270.31
Deposit	12/21/2004			X	339.10	10,609.41
Deposit	12/21/2004			X	123.30	10,732.71
Deposit	12/22/2004			X	449.20	11,181.91
Deposit	12/27/2004			X	222.00	11,403.91
Deposit	12/27/2004			X	318.45	11,722.36
Deposit	12/27/2004			X	329.40	12,051.76
Deposit	12/28/2004			X	501.50	12,553.26
Deposit	12/29/2004			X	283.20	12,836.46
Deposit	12/30/2004			X	1,734.10	14,570.56
Deposit	12/30/2004			X	738.91	15,309.47
Deposit	12/31/2004			X	7.38	15,316.85
<b>Total Deposits and Credits</b>					15,316.85	15,316.85
<b>Total Cleared Transactions</b>					-3,125.60	-3,125.60
<b>Cleared Balance</b>					-3,125.60	20,935.13
<b>Register Balance as of 12/31/2004</b>					-3,125.60	20,935.13
<b>New Transactions</b>						
<b>Deposits and Credits - 4 Items</b>						
Deposit	1/3/2005				447.94	447.94
Deposit	1/5/2005				612.55	1,060.49
Deposit	1/5/2005				367.85	1,428.34
Deposit	1/6/2005				556.70	1,985.04
<b>Total Deposits and Credits</b>					1,985.04	1,985.04
<b>Total New Transactions</b>					1,985.04	1,985.04
<b>Ending Balance</b>					-1,140.56	22,920.17

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**Placentia Library District  
Reconciliation Detail**  
Literacy Fund - Savings, Period Ending 12/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,570.09
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 Item</b>						
Deposit	12/31/2004			X	2.43	2.43
<b>Total Deposits and Credits</b>					2.43	2.43
<b>Total Cleared Transactions</b>					2.43	2.43
<b>Cleared Balance</b>					2.43	9,572.52
<b>Register Balance as of 12/31/2004</b>					2.43	9,572.52
<b>Ending Balance</b>					2.43	9,572.52

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## Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 12/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,105.15
Cleared Transactions						
Checks and Payments - 65 Items						
Check	11/3/2004	4600	Christina Perez	X	-185.02	-185.02
Check	11/3/2004	4596	Victoria Eley	X	-135.51	-320.53
Check	11/17/2004	4618	Esther P. Guzman	X	-278.42	-598.95
Check	11/17/2004	4647	Ryan Lighthill	X	-123.20	-722.15
Check	11/17/2004	4649	Christina Perez	X	-109.05	-831.20
Check	11/17/2004	4640	Sandra Vargas	X	-45.18	-876.38
Check	11/29/2004	2036	Orange County Aud...	X	-53.46	-929.84
Check	12/1/2004	4668	Joyce G. Hampton	X	-337.36	-1,267.20
Check	12/1/2004	4669	Alexander Hernandez	X	-486.26	-1,753.46
Check	12/1/2004	4674	Laura Mitchell	X	-74.40	-1,827.86
Check	12/1/2004	4675	Ilda Oropeza	X	-57.07	-1,884.93
Check	12/1/2004	4679	Beatrice V. Quintanar	X	-197.37	-2,082.30
Check	12/1/2004	4682	Lena Rodriguez	X	-145.91	-2,228.21
Check	12/1/2004	4687	Sherrie Umali	X	-57.07	-2,285.28
Check	12/1/2004	4688	Sandra Vargas	X	-31.89	-2,317.17
Check	12/1/2004	4691	Angelica Alatorre	X	-258.71	-2,575.88
Check	12/1/2004	4692	Kamala Connors	X	-228.41	-2,804.29
Check	12/1/2004	4693	Shannon Ford	X	-163.30	-2,967.59
Check	12/1/2004	4694	Melissa Manzanarez	X	-64.68	-3,032.27
Check	12/1/2004	4695	Melissa Porter	X	-129.48	-3,161.75
Check	12/1/2004	4696	Hilda Rivera	X	-319.35	-3,481.10
Check	12/1/2004	4697	Evelyn Soqui	X	-250.11	-3,731.21
Check	12/1/2004	4698	Sothavy Ton	X	-132.44	-3,863.65
Check	12/1/2004	4700	Placentia Library Di...	X	-19.94	-3,883.59
Check	12/1/2004	4701	Nationwide Retirem...	X	-1,835.76	-5,719.35
Check	12/1/2004	4667	Esther P. Guzman	X	-278.42	-5,997.77
Check	12/1/2004	4665	Wendy G. Goodson	X	-1,512.75	-7,510.52
Check	12/1/2004	4663	Trang Goebel	X	-66.20	-7,576.72
Check	12/1/2004	4661	Erwin Gail	X	-126.32	-7,703.04
Check	12/1/2004	4660	Jesus Diaz	X	-597.64	-8,300.68
Check	12/1/2004	4659	Dorothy J. Cummings	X	-198.34	-8,499.02
Check	12/1/2004	4658	Gary Bell	X	-1,410.92	-9,909.94
Check	12/1/2004		Paychex	X	-8,490.75	-18,400.69
Check	12/1/2004		Paychex	X	-17,179.04	-35,579.73
Check	12/1/2004	4699	Orange County Aud...	X	-186.54	-35,766.27
Check	12/14/2004	2037	Diane Eddington	X	-67.49	-35,833.76
Check	12/14/2004		Wells Fargo Bank	X	-25.00	-35,858.76
Check	12/15/2004		Paychex	X	-8,573.67	-44,432.43
Check	12/15/2004	4702	Gary Bell	X	-1,410.92	-45,843.35
Check	12/15/2004	4703	Dorothy J. Cummings	X	-95.04	-45,938.39
Check	12/15/2004	4704	Joy Di Loreto	X	-506.31	-46,444.70
Check	12/15/2004	4705	Jesus Diaz	X	-553.29	-46,997.99
Check	12/15/2004	4706	Gail Erwin	X	-126.32	-47,124.31
Check	12/15/2004	4709	Wendy G. Goodson	X	-1,479.60	-48,603.91
Check	12/15/2004	4711	Esther P. Guzman	X	-278.42	-48,882.33
Check	12/15/2004	4712	Joyce G. Hampton	X	-337.36	-49,219.69
Check	12/15/2004	4713	Alexander Hernandez	X	-401.45	-49,621.14
Check	12/15/2004	4720	Beatrice V. Quintanar	X	-318.29	-49,939.43
Check	12/15/2004	4723	Lena Rodriguez	X	-93.50	-50,032.93
Check	12/15/2004	4724	Norma Sandoval-R...	X	-60.64	-50,093.57
Check	12/15/2004	4745	Placentia Library Di...	X	-19.94	-50,113.51
Check	12/15/2004	4730	Sherrie Umali	X	-57.07	-50,170.58
Check	12/15/2004	4731	Sandra Vargas	X	-42.52	-50,213.10
Check	12/15/2004	4734	Angelica Alatorre	X	-221.75	-50,434.85
Check	12/15/2004	4735	Felix Bellamy	X	-355.15	-50,790.00
Check	12/15/2004	4736	Shannon Ford	X	-152.46	-50,942.46
Check	12/15/2004	4744	Orange County Aud...	X	-240.00	-51,182.46
Check	12/15/2004	4738	Melissa Manzanarez	X	-109.05	-51,291.51
Check	12/15/2004	4743	Sothavy Ton	X	-104.72	-51,396.23
Check	12/15/2004	4740	Melissa Porter	X	-142.42	-51,538.65
Check	12/15/2004	4741	Hilda Rivera	X	-283.42	-51,822.07
Check	12/15/2004	4742	Evelyn Soqui	X	-185.02	-52,007.09
Check	12/15/2004		Paychex	X	-17,249.98	-69,257.07

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**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Check	12/15/2004	4746	Natlionwide Retirem...	X	-1,835.76	-71,092.83
Check	12/27/2004		Wells Fargo Bank	X	-5.00	-71,097.83
Total Checks and Payments					-71,097.83	-71,097.83
<b>Deposits and Credits - 3 Items</b>						
Deposit	12/8/2004			X	38,412.06	38,412.06
Deposit	12/22/2004			X	38,412.06	76,824.12
Check	12/29/2004	4791	Orange County Aud...	X	0.00	76,824.12
Total Deposits and Credits					76,824.12	76,824.12
Total Cleared Transactions					5,726.29	5,726.29
Cleared Balance					5,726.29	46,831.44
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 32 Items</b>						
Check	8/25/2004	4380	Angie-An Mai		-30.80	-30.80
Check	11/3/2004	4562	Diane Eddington		-67.49	-98.29
Check	11/17/2004	4644	Hubert Chlm		-95.24	-193.53
Check	12/15/2004	4739	Christina Perez		-239.27	-432.80
Check	12/15/2004	4729	Terrie Loewer		-63.78	-496.58
Check	12/15/2004	4737	Ryan Lighthill		-123.20	-619.78
Check	12/29/2004		Paychex		-8,591.61	-9,211.39
Check	12/29/2004	4747	Lynn Baden		-134.70	-9,346.09
Check	12/29/2004	4748	Gary Bell		-1,410.92	-10,757.01
Check	12/29/2004	4749	Dorothy J. Cummings		-249.92	-11,006.93
Check	12/29/2004	4750	Jesus Diaz		-588.77	-11,595.70
Check	12/29/2004	4751	Diane Eddington		-134.98	-11,730.68
Check	12/29/2004	4752	Gail Erwin		-126.32	-11,857.00
Check	12/29/2004	4757	Esther P. Guzman		-301.73	-12,158.73
Check	12/29/2004	4758	Joyce G. Hampton		-337.36	-12,496.09
Check	12/29/2004	4759	Alexander Hernandez		-453.84	-12,949.93
Check	12/29/2004	4769	Beatrice V. QuIntanar		-328.80	-13,278.73
Check	12/29/2004	4772	Lena Rodriguez		-110.22	-13,388.95
Check	12/29/2004	4773	Mauricio Rojas		-57.07	-13,446.02
Check	12/29/2004	4781	Angelica Alatorre		-258.71	-13,704.73
Check	12/29/2004	4782	Kamala Connors		-360.17	-14,064.90
Check	12/29/2004	4783	Shannon Ford		-103.57	-14,168.47
Check	12/29/2004	4784	Ryan Lighthill		-61.59	-14,230.06
Check	12/29/2004	4785	Melissa Manzanarez		-52.36	-14,282.42
Check	12/29/2004	4786	Christina Perez		-61.59	-14,344.01
Check	12/29/2004	4787	Melissa Porter		-148.89	-14,492.90
Check	12/29/2004	4788	Hilda Rivera		-564.05	-15,056.95
Check	12/29/2004	4789	Evelyn Soqui		-119.90	-15,176.85
Check	12/29/2004	4790	Sothavy Ton		-113.96	-15,290.81
Check	12/29/2004		Paychex		-19,185.67	-34,476.48
Check	12/29/2004	4792	Placentia Library Dl...		-19.94	-34,496.42
Check	12/29/2004	4793	Nationwide Retirem...		-1,835.76	-36,332.18
Total Checks and Payments					-36,332.18	-36,332.18
Total Uncleared Transactions					-36,332.18	-36,332.18
Register Balance as of 12/31/2004					-30,605.89	10,499.26

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**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 12/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 22 Items</b>						
Check	1/12/2005		Paychex		-18,456.87	-18,456.87
Check	1/12/2005		Paychex		-8,784.33	-27,241.20
Check	1/12/2005	4794	Lynn Baden		-138.90	-27,380.10
Check	1/12/2005	4795	Gary Bell		-1,412.46	-28,792.56
Check	1/12/2005	4796	Dorothy J. Cummings		-80.51	-28,873.07
Check	1/12/2005	4797	Jesus Diaz		-663.37	-29,536.44
Check	1/12/2005	4798	Gail Erwin		-65.25	-29,601.69
Check	1/12/2005	4802	Esther P. Guzman		-278.45	-29,880.14
Check	1/12/2005	4803	Joyce G. Hampton		-337.74	-30,217.88
Check	1/12/2005	4804	Alexander Hernandez		-371.70	-30,589.58
Check	1/12/2005	4814	Lena Rodriguez		-110.25	-30,699.83
Check	1/12/2005	4815	Mauricio Rojas		-160.51	-30,860.34
Check	1/12/2005	4824	Angelica Alatorre		-246.39	-31,106.73
Check	1/12/2005	4825	Shannon Ford		-117.23	-31,223.96
Check	1/12/2005	4826	Melissa Porter		-123.00	-31,346.96
Check	1/12/2005	4827	Hilda Rivera		-493.01	-31,839.97
Check	1/12/2005	4828	Evelyn Soqui		-228.45	-32,068.42
Check	1/12/2005	4829	Sothavy Ton		-129.36	-32,197.78
Check	1/12/2005	4830	Orange County Aud...		-240.00	-32,437.78
Check	1/12/2005	4831	Placentia Library Di...		-19.94	-32,457.72
Check	1/12/2005	4832	Nationwide Retirem...		-1,835.76	-34,293.48
Check	1/12/2005	4811	Beatrice V. Quintanar		-321.03	-34,614.51
<b>Total Checks and Payments</b>					<b>-34,614.51</b>	<b>-34,614.51</b>
<b>Deposits and Credits - 1 Item</b>						
Deposit	1/5/2005				33,632.62	33,632.62
<b>Total Deposits and Credits</b>					<b>33,632.62</b>	<b>33,632.62</b>
<b>Total New Transactions</b>					<b>-981.89</b>	<b>-981.89</b>
<b>Ending Balance</b>					<b>-31,587.78</b>	<b>9,517.37</b>

*2004  
1/12/2005*



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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,554.24	126	108	0.00	0	0	1,554.24	126	108	531.00	22	22	2,085.24	148	130
Adult Circulating Non-Fiction	1,800.55	124	122	0.00	0	0	1,800.55	124	122	558.75	21	19	2,359.30	145	141
Adult Reference	559.41	15	13	0.00	0	0	559.41	15	13	25.00	1	1	584.41	16	14
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	4,843.35	1	1	0.00	0	0	4,843.35	1	1	0.00	0	0	4,843.35	1	1
Total Adult Non-Fiction	7,203.31	140	136	0.00	0	0	7,203.31	140	136	583.75	22	20	7,787.06	162	156
TOTAL ADULT PRINT MATERIALS	8,757.55	266	244	0.00	0	0	8,757.55	266	244	1,114.75	44	42	9,872.30	310	286
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	191.99	3	3	0.00	0	0	191.99	3	3	31.98	1	1	223.97	4	4
Total Adult Audio	191.99	3	3	0.00	0	0	191.99	3	3	31.98	1	1	223.97	4	4
Adult Video Educational	48.73	2	2	0.00	0	0	48.73	2	2	0.00	0	0	48.73	2	2
Adult Video Entertainment	69.97	3	3	0.00	0	0	69.97	3	3	0.00	0	0	69.97	3	3
Total Adult Video	118.70	5	5	0.00	0	0	118.70	5	5	0.00	0	0	118.70	5	5
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	310.69	8	8	0.00	0	0	310.69	8	8	31.98	1	1	342.67	9	9
TOTAL ADULT MATERIALS	9,068.24	274	252	0.00	0	0	9,068.24	274	252	1,146.73	45	43	10,214.97	319	295
Juvenile Fiction	788.62	54	38	72.87	18	9	861.49	72	47	218.60	28	28	1,080.09	100	75
Juvenile Circulating Non-Fiction	607.66	37	34	0.00	0	0	607.66	37	34	0.00	0	0	607.66	37	34
Juvenile Reference	10.12	1	1	0.00	0	0	10.12	1	1	0.00	0	0	10.12	1	1
Juvenile Print Continuations	146.61	1	1	0.00	0	0	146.61	1	1	0.00	0	0	146.61	1	1
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	764.39	39	36	0.00	0	0	764.39	39	36	0.00	0	0	764.39	39	36
TOTAL JUVENILE PRINT MATERIALS	1,553.01	93	74	72.87	18	9	1,625.88	111	83	218.60	28	28	1,844.48	139	111
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	1,553.01	93	74	72.87	18	9	1,625.88	111	83	218.60	28	28	1,844.48	139	111
Total Fiction	2,342.86	180	146	72.87	18	9	2,415.73	198	155	749.60	50	50	3,165.33	248	205
Total Non-Fiction	7,987.70	179	172	0.00	0	0	7,987.70	179	172	583.75	22	20	8,571.45	201	192
Total Audio	191.99	3	3	0.00	0	0	191.99	3	3	31.98	1	1	223.97	4	4
Total Video	118.70	5	5	0.00	0	0	118.70	5	5	0.00	0	0	118.70	5	5
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	10,621.25	367	326	72.87	18	9	10,694.12	385	335	1,365.33	73	71	12,059.45	458	406

OUTSTANDING ORDERS AS OF DECEMBER 31, 2004

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$15,554.81	\$219.22	\$15,774.03

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	6,236.12	454	3,291.35	267	9,527.47	721	1,482.25	66	11,009.72	787
Adult Circulating Non-Fiction	9,724.92	469	1,527.53	98	11,252.45	567	2,305.28	95	13,557.73	662
Adult Reference	9,949.14	114	676.79	9	10,625.93	123	494.85	8	11,120.78	131
Adult Print Continuations	16,787.52	312	0.00	0	16,787.52	312	0.00	0	16,787.52	312
Adult Electronic Continuations	13,065.50	63	0.00	0	13,065.50	63	0.00	0	13,065.50	63
Total Adult Non-Fiction	49,527.08	958	2,204.32	107	51,731.40	1,065	2,800.13	103	54,531.53	1,168
TOTAL ADULT PRINT MATERIALS	55,763.20	1,412	5,495.67	374	61,258.87	1,786	4,282.38	169	65,541.25	1,955
Adult Audio/Music	37.12	2	0.00	0	37.12	2	160.00	10	197.12	12
Adult Audio Books	4,134.03	94	2,043.81	33	6,177.84	127	31.98	1	6,209.82	128
Total Adult Audio	4,171.15	96	2,043.81	33	6,214.96	129	191.98	11	6,406.94	140
Adult Video Educational	626.52	41	4,988.49	216	5,615.01	257	39.95	2	5,654.96	259
Adult Video Entertainment	2,356.54	142	0.00	0	2,356.54	142	196.99	11	2,553.53	153
Total Adult Video	2,983.06	183	4,988.49	216	7,971.55	399	256.94	13	8,208.49	412
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	7,154.21	279	7,032.30	249	14,186.51	528	428.92	24	14,615.43	552
TOTAL ADULT MATERIALS	62,917.41	1,691	12,527.97	623	75,445.38	2,314	4,711.30	193	80,156.68	2,507
Juvenile Fiction	1,247.01	115	2,014.46	180	3,261.47	295	475.73	75	3,737.20	370
Juvenile Circulating Non-Fiction	9,982.81	45	235.26	14	10,218.07	59	44.95	2	10,263.02	61
Juvenile Reference	29.68	1	0.00	0	29.68	1	0.00	0	29.68	1
Juvenile Print Continuations	1,328.47	14	146.61	1	1,475.08	15	0.00	0	1,475.08	15
Juvenile Electronic Continuations	399.00	1	0.00	0	399.00	1	0.00	0	399.00	1
Total Juvenile Non-Fiction	11,739.96	61	381.87	15	12,121.83	76	44.95	2	12,166.78	78
TOTAL JUVENILE PRINT MATERIALS	12,986.97	176	2,396.33	195	15,383.30	371	520.68	77	15,903.98	448
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	2,872.32	48	0.00	0	2,872.32	48	96.00	2	2,968.32	50
Total Juvenile Audio	2,872.32	48	0.00	0	2,872.32	48	96.00	2	2,968.32	50
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	608.85	35	608.85	35
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	990.00	49	990.00	49
Total Juvenile Video	0.00	0	0.00	0	0.00	0	1,598.85	84	1,598.85	84
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,872.32	48	0.00	0	2,872.32	48	1,694.85	86	4,567.17	134
TOTAL JUVENILE MATERIALS	15,859.29	224	2,396.33	195	18,255.62	419	2,215.53	163	20,471.15	582
Total Fiction	7,483.13	569	5,305.81	447	12,788.94	1,016	1,957.98	141	14,746.92	1,157
Total Non-Fiction	61,267.04	1,019	2,586.19	122	63,853.23	1,141	2,845.08	105	66,698.31	1,246
Total Audio	7,043.47	144	2,043.81	33	9,087.28	177	287.98	13	9,375.26	190
Total Video	2,983.06	183	4,988.49	216	7,971.55	399	1,835.79	97	9,807.34	496
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	78,776.70	1,915	14,924.30	818	93,701.00	2,733	6,926.83	356	100,627.83	3,089



Summary of Current Status of Unique Management Accounts  
January 17, 2005

Agenda Item 16

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	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>72</b>	<b>4067</b>	<b>27</b>	<b>3878.2</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

DATED: 12/31/2004 8:49 AM TC

SUMMARY STATUS REPORT

PAGE: 129

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 12/31/2004

Accounts Submitted	:	1,075	Dollars Submitted	:	99,432.76	Dollars Received	:	36,833.68
Bankruptcies	:	6	Dollars in Bankruptcy	:	515.69	Material Returned	:	13,030.23
Incorrect Addresses	:	130	Dollars in Skips	:	8,159.29	Dollars Waived	:	2,514.88
Patron Disputes/Suspends	:	3	Dollars in Dispute	:	144.60	Total Activated	:	66,943.16
Accounts in Process	:	936	Dollars in Process	:	87,843.13	% of Dollars Activated	:	76.21%
# of Accounts Activated	:	697						
% of Accounts Activated	:	74.47%						



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: January 17, 2005  
SUBJECT: **GIFT REPORT**

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

**GENERAL FUND DONATIONS**

Boeing	Stephen & Cynthia Schwinn
David & Elaine Van Deventer	Jeanette Schwartzkopf
Matthew Wilken	Joyce Larson
David Coerper	ALCOA
Mary Sambrano	Tenet
Charlene Dumitru	
Stephen & Sharon Lyon	

**TOTAL GENERAL FUND DONATIONS:** \$7,115.00

**TOTAL ALL DONATIONS** **\$7,115.00**

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 December 2004  
**DATE:** January 20, 2004

**Plumbing:** No service calls in December.  
**Electrical:** Relamp several areas of library.  
**Carpet Cleaners:** 12/24/04 – Clean Meeting Room carpet.  
**Locksmith:** No service calls in November.  
**Telephone:** Installation of phone system in progress. Transition was completed from old system to new system on December 17, 2004. Expected installation completion January 2005.

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 December 2005  
**DATE:** January 17, 2005

**RESIGNATIONS:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

**PERFECT ATTENDANCE AWARDS FOR OCTOBER 2004-DECEMBER 2004:**

Gary Bell – 4 hours vacation  
Jesus Diaz – 2 hours vacation  
Caroline Gurkweitz – 4 hours vacation  
Alex Hernandez – 2 hours vacation  
Katie Matas – 4 hours vacation  
Shawn Robison – 2 hours vacation  
Mary Strazdas – 4 hours vacation  
Ed Strysik – 2 hours vacation

Prepared by: Wendy Goodson





TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

SUBJECT: Volunteer Report for Month of December 2004

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY04/05 December	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	10.00	61.00	Sep-95	908.00
Backes, Theresa	6.50	36.50	Jun-98	449.25
Barnett, Joan	6.00	8.00	Oct-04	8.00
Bart, Lillian	10.00	34.00	May-01	427.75
Benner, Brenda	0.00	3.50	Jul-04	3.50
Blansett, Nadine	26.00	148.25	Mar-03	389.00
Boelman, Marge	3.75	9.75	Apr-01	185.75
Botha, Jill	2.00	2.00	Nov-01	66.00
Britton, JoAnn	2.00	37.00	Jul-04	37.00
Byrne, Joyce	12.00	32.00	Apr-04	37.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	6.75	53.25	Jun-98	619.50
Davis, Sandy	8.00	54.00	Jul-03	155.00
Dell, Lyla	0.00	69.50	Aug-98	309.00
Farkas, Theodore	1.00	1.00	?	51.00
Fioroni, Pete	6.00	56.00	Mar-97	374.25
Fisher, Jack	1.50	6.75	Apr-04	12.25
Fisher, Lora	0.00	1.25	Aug-04	1.25
Fitzgerald, Joan	3.00	48.00	Oct-93	2,227.75
Frazee, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	8.75	47.75	Feb-96	432.00
Haagen, John	4.00	11.50	Jan-00	114.75
Hathaway, Eugenia	4.00	22.00	Nov-03	50.00
Hemmerling, Barbara	10.00	81.25	Sep-95	814.25
Henderson, Jan	0.00	2.00	Oct-03	11.00
Himes, Camille	1.00	1.00	Jul-03	6.00
Horrocks, Marjorie	4.00	22.00	Oct-95	314.00
Irot, Pat	18.00	182.50	Feb-96	3,779.50
Jertberg, Pat	8.00	49.50	Apr-98	2,019.75
Lee, Wilma	0.00	6.25	Feb-04	13.25
Loewer, Terrie	2.00	63.25	Jun-04	70.75
Lone-Tollefson, Nancy	26.50	203.50	Jan. 03	508.25
Lord, Audrey	0.00	0.00	Jul-00	390.75
Marchant, Liz	6.00	9.00	Nov-04	9.00
Minter, Peggy	12.00	12.00	Dec-05	12.00
Myers, Claire	15.00	59.75	Oct-95	1,384.25
Nakamura, Nobu	8.00	30.50	Sep-04	30.50
Olson, Bob	2.00	20.00	Sep-95	518.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Rankin, Eleanor	30.00	105.00	May-02	693.50
Rodriguez, Carmen	10.00	42.00	Feb-00	325.50
Salem, Rose	8.00	46.00	Oct-00	347.75
Sanatar, Ginny	1.00	1.00	Mar-02	118.50
Sandoval, Gerry	4.00	40.00	Aug-02	212.00
Schafer, Ruth	0.00	42.00	Jun-04	50.00
Schmidt, Marie	6.00	65.00	Apr-98	728.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Scott, Renee	1.00	1.00	Dec-05	1.00
Segovia, Inez	14.00	64.00	Jun-03	185.50
Shaw, Dixie	1.00	5.00	May-94	222.50
Silverman, Pat	10.00	50.00	Jul-03	152.00
Stoller	1.00	1.00	Dec-05	1.00
Thum, Margo	18.00	80.00	Nov-03	142.00
Tollefson, Jerry	2.00	6.50	Jul-03	37.00
Tramison, Betty	1.00	7.50	Aug-04	7.50
Walker, Jim	0.00	0.00	Nov-03	1.50
Walcek, John	0.00	0.00	Dec-04	6.00
Walker, Virginia	1.00	1.00	Mar-99	146.25
Wymer, Betty	10.50	50.75	Jan-96	1,088.25
Zamora, Mary	0.00	0.00	Jan-04	8.50
<b>TOTAL</b>	<b>352.25</b>	<b>2093.25</b>		<b>21,546.25</b>

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

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	December	YTD			December	YTD	
Alvarado, Catalina	0.00	3.25	3.25	Nguyen, Kevin	0.00	18.25	18.25
Barlow, Stacey	0.00	4.50	4.50	Ning Zing, Dan	0.00	9.00	9.00
Becker, Alyssa	0.00	8.25	9.25	Ong, Cindy	0.00	9.00	9.00
Beshay, Andrew	0.00	11.00	11.00	Pestoor, Jaclyn	0.00	8.50	16.50
Bhattacharya, Ankur	0.00	23.00	46.50	Peters, Lezi	0.00	20.75	30.25
Bishtawi, Stephen	6.00	26.00	42.00	Peters, Tim	0.00	18.25	27.75
Bianco, Justin	0.00	4.00	36.50	Piol, Nick	0.00	8.00	48.00
Blaine, Ami	0.00	4.00	14.00	Rivera, Ruben	0.00	35.00	40.00
Blehm, Nathan	0.00	10.50	10.50	Runyan, Nicole	0.00	7.00	7.00
Boden, Emily	0.00	24.25	28.25	Ryang, Michelle	0.00	13.25	30.50
Born, Ashley	0.00	6.25	24.25	Salvary, Vanessa	2.00	5.00	5.00
Cerpa, Lizbeth	0.00	4.50	4.50	Sevilla, Martin	0.00	31.00	31.00
Cha, Sally	0.00	22.00	22.00	Sharp, Kristina	0.00	16.25	28.25
Chao, Rebecca	0.00	44.50	55.50	Shaw, Vishwa	0.00	4.50	4.50
Chen, Shaw-Ming	0.00	11.50	11.50	Soetijoso, Agnes	8.00	46.00	46.00
Chun, Andrea	6.00	34.25	103.00	Suh, Stacy	6.00	40.25	70.75
Dita, Alex	10.50	30.50	30.50	Syed, Kiren	0.00	20.75	46.25
Downs, Chantal	2.00	19.00	19.00	Tan, Hannah	0.00	1.00	44.00
Drake, Catherine	0.00	7.00	7.00	Tasnim, Sara	0.00	14.00	20.25
Erbacher, Matt	0.00	5.00	5.00	Tat, Trung	0.00	24.50	97.75
Esquivel, Gilberto	0.00	28.00	41.00	Thibault, Peter	0.00	8.50	10.50
Florez, Stephanie	0.00	2.75	5.75	Thibault, Timothy	0.00	10.50	14.50
Francis, Lucy	0.00	11.00	11.00	Thomley, Mikayla	0.00	2.00	2.00
Hadi, Maria	0.00	10.00	10.00	Titus, Tanya	0.00	4.00	4.00
Hariri, Nick	0.00	29.00	30.00	Tjoarman, Arlene	0.00	85.25	110.75
Hernandez, Brenda	0.00	18.00	18.00	Valerio, Ricardo	0.00	0.00	30.00
Ibarra, Estefania	0.00	39.00	54.00	Vasquez, Michelle	0.00	3.25	3.25
Israel, Emily	0.00	19.25	22.25	Vo, Jadeson	0.00	11.50	20.25
Jani, Eddie	0.00	37.25	59.25	Vo, Jasmine	0.00	11.50	21.25
Karan, Gaurav	6.00	44.00	44.00	Wang, Melody	2.00	18.50	23.50
Khattar, Saijal	0.00	43.50	57.50	White, Chris	0.00	19.25	20.25
Lee, Jessica	0.00	41.00	46.00	Wiggins, Katie	0.00	40.00	40.00
Lee, Kenneth	0.00	48.00	57.25	Wu, Jaime	0.00	9.25	14.75
Martinez, Chris	0.00	26.25	40.00	Yeh, Bryce	0.00	6.00	25.25
Misty, Aakash	0.00	15.50	15.50	Zuniga, Jazmin	0.00	10.00	38.00
Ngo, Kathy	0.00	31.75	31.75				

<b>TOTAL</b>	<b>30.50</b>	<b>747.50</b>	<b>1031.25</b>	<b>TOTAL</b>	<b>18.00</b>	<b>589.75</b>	<b>1008.25</b>
<b>TOTAL Library Volunteer Hours</b>			<b>400.75</b>				
<b>TOTAL Literacy Volunteer Hours</b>			<b>1075.00</b>				
<b>TOTAL VOLUNTEERS HOURS</b>			<b>1475.75</b>				

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

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

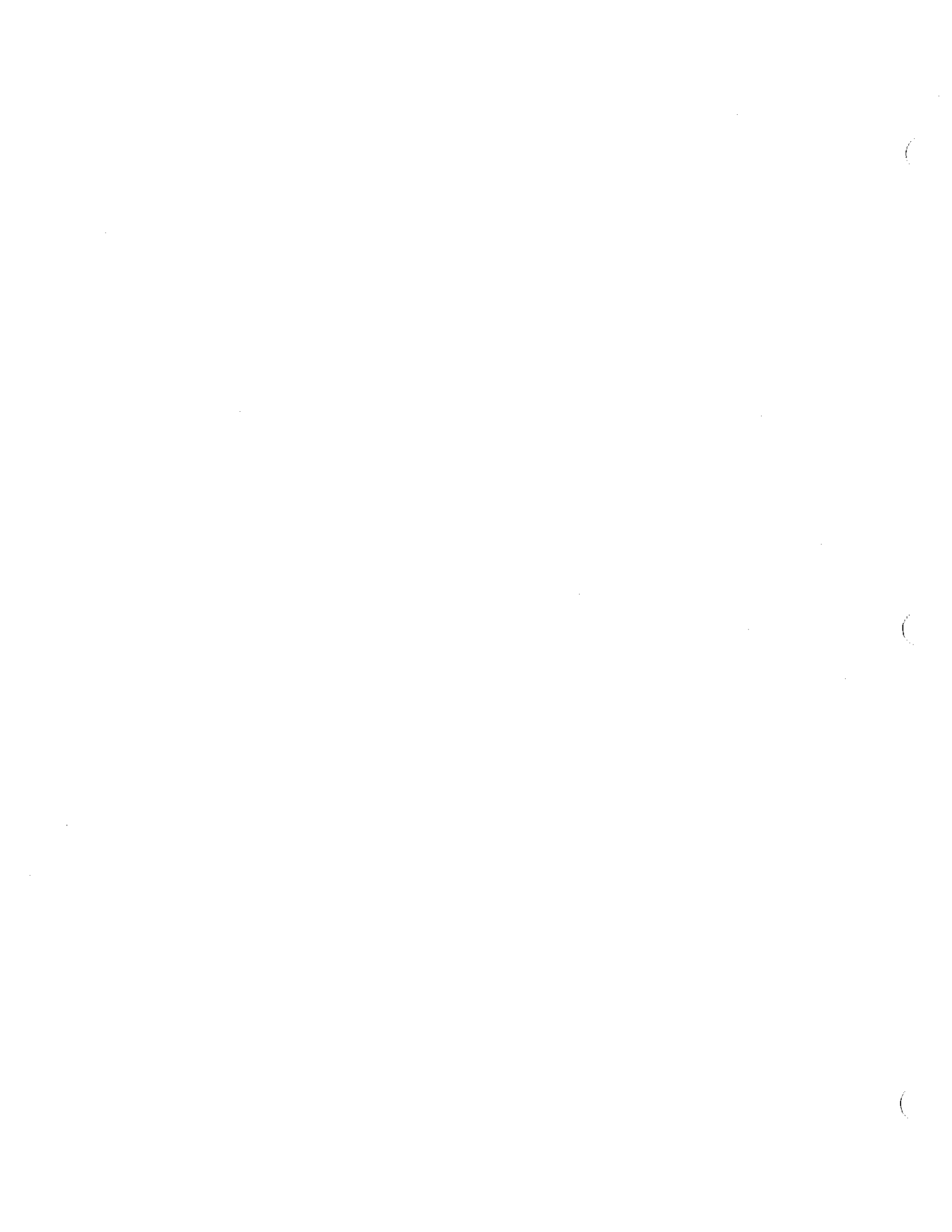
	FY04/05				FY04/05			
July	948.25				1,008.00			
August	696.25				684.00			
September	482.00				704.00			
October	487.75				684.00			
November	461.00				1,458.00			
December	400.75				1,075.00			
January								
February								
March								
April								
May								
June								
	<u>3476.00</u>	_____	_____	_____	<u>5,613.00</u>	_____	_____	_____

## CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05 December	FY04/05 YTD	Cumulative		FY04/05 December	FY04/05 YTD	Cumulative
Aguirre, Alyssa	6.00	36.00	76.00	Go, Jonathon	6.00	11.00	11.00
Ahahechi, Maryam	6.00	30.00	30.00	Gonzales, Rosemarie	6.00	12.00	12.00
a LaTorre, Angelica	-	-	154.00	Goodman, Dale	-	-	3,441.00
Ansig, Ronals	-	8.00	8.00	Grisso, Norma	6.00	9.00	9.00
Araujo, John	-	30.00	30.00	Guerrero, Christine	6.00	36.00	114.00
Azadi, Joe	8.00	42.00	48.00	Guerrero, Lavone	6.00	36.00	120.00
Azizan, Sarah	-	-	40.00	Hamacher, Holly	6.00	30.00	114.00
Babinski, Barbara	-	-	3.00	Hatch, Bill	6.00	36.00	171.00
Bates, Emily	-	20.00	20.00	Hatch, Katie	6.00	35.00	85.00
Becker, Alyssa	12.00	15.00	15.00	Hawkins, Christina	6.00	35.00	110.00
Behmaram, Roxana	38.00	38.00	38.00	Healey, Kathleen	6.00	36.00	312.00
Belekjian, Maria	-	12.00	120.00	Heer, Kim	6.00	36.00	329.00
Bello, Dominic	6.00	40.00	114.00	Henaio, Stephanie	6.00	36.00	90.00
Bennett, Amanda	6.00	32.00	32.00	Herrera, Elizabeth	6.00	36.00	36.00
Bennett, Kevin	6.00	32.00	32.00	Hernandes, Melissa	-	-	50.00
Bernardino, Maria	6.00	36.00	132.00	Hernandez, Maria	6.00	42.00	186.00
Blarsi, Courtney	6.00	26.00	26.00	Hilleweart, Heather	6.00	36.00	114.00
Bowers, Cretia	-	-	20.00	Holmes, Nancy	6.00	36.00	36.00
Bowley, Jessika	6.00	6.00	24.00	Howell, Anne	-	18.00	102.00
Brackett, Jim	-	6.00	159.00	Hsieh, Lambert	6.00	36.00	36.00
Broderick, Shannon	6.00	30.00	86.00	Hsu, Iris	6.00	36.00	36.00
Brzovic, Kathy	6.00	36.00	126.00	Humple, Phyllis	4.00	20.00	194.00
Cadambi, Aruna	-	-	44.00	Hutain, Jenny	6.00	36.00	73.00
Callaway, Sean	6.00	36.00	78.00	Hutton, Katherine (Kate)	6.00	36.00	330.00
Castillo, Alicia	4.00	8.00	48.00	Jensen, Ryan	12.00	24.00	24.00
Cerpa, Lizbeth	6.00	11.00	11.00	Harris, Michelle	6.00	34.00	34.00
Cha, Sally	6.00	36.00	126.00	Hassan, Zeenat	6.00	9.00	9.00
Chandrasekaram, Vinolie	-	-	64.00	Henri, Chase	6.00	21.00	21.00
Chang, Sirena	6.00	8.00	8.00	Ho, Brandon	6.00	9.00	9.00
Charles, Vicki	6.00	9.00	9.00	Hutton, Katherine (Kate)	-	30.00	324.00
Chen, April	-	-	177.00	Jeon, Ashley	6.00	30.00	71.00
Chen, Wen	-	36.00	120.00	Johnstone, Deborah	6.00	21.00	21.00
Cheng, Eisen	12.00	42.00	122.00	Kaiser, Kelly	-	-	150.00
Cho, Jason	6.00	10.00	10.00	Kamat, Rujvi	6.00	36.00	72.00
Choi, Eric	6.00	10.00	11.00	Kao, Elaine	6.00	24.00	80.00
Choi, Eugene	6.00	30.00	72.00	Kapur, Melea	12.00	24.00	24.00
Chow, Nicole	6.00	9.00	9.00	Khamphanh, Molly	6.00	36.00	120.00
Christensen, Alan	6.00	13.00	13.00	Kornreich, Seth	-	-	32.00
Chun, Andre	6.00	9.00	9.00	Kreger, Kenneth	6.00	36.00	36.00
Coffee, Nancy	6.00	-	397.00	Krisinger, Elizabeth	-	-	78.00
Connors, Kamala	6.00	18.00	18.00	Lampason, Caylan	6.00	21.00	21.00
Corbo, Leonora	6.00	35.00	35.00	Lee, Al	20.00	24.00	24.00
Delgado, Ana	6.00	36.00	36.00	Lee, Joshua	6.00	36.00	36.00
Dhanak, Shayona	6.00	11.00	11.00	Leon, Philip	6.00	20.00	20.00
Diaz, Cynthia	-	-	52.00	Leslie, Sandra	6.00	36.00	324.00
Diaz, Monica	-	-	70.00	Lewis, Kim	12.00	24.00	24.00
Donofrio, Susan	6.00	36.00	171.00	Lien, Kevin	6.00	9.00	9.00
Draper, Krispa	-	18.00	168.00	Lin, Joyce	6.00	36.00	36.00
Dudrey, Kristin	6.00	36.00	90.00	Lo, Tiffany	6.00	13.00	13.00
Eckels, Krys	6.00	36.00	126.00	Loi, Nelly	12.00	57.00	57.00
Economou, Christina	6.00	36.00	120.00	Lopez, Grace	16.00	20.00	20.00
Elmore, Sylvia	6.00	26.00	110.00	Lukito, Cory	6.00	36.00	36.00
Espinoza, Veronica	6.00	21.00	21.00	Lukito, Kevin	6.00	36.00	36.00
Fanilla, Dawn	6.00	37.00	37.00	Mai, Angie	-	-	36.00
Fintley, Virginia	6.00	36.00	128.00	Maino, Arielle	6.00	30.00	36.00
Filsimons-Diaz, Chelsea	-	12.00	129.00	Malkowicz, Edward	12.00	60.00	364.00
Flores, Jose	6.00	13.00	13.00	Manzanarez, Melissa	12.00	66.00	66.00
Flores, Stephanie	6.00	9.00	9.00	Marquez, George	12.00	24.00	24.00
Ford, Shannon	12.00	24.00	24.00	Marquez, Jeff	6.00	30.00	72.00
Gardner, Jeanette	-	-	87.00	Martlaro, Diane	-	-	564.00
Gimby, Walter	6.00	36.00	82.00	Massaro, Lauren	6.00	36.00	120.00

Literacy Hours continued

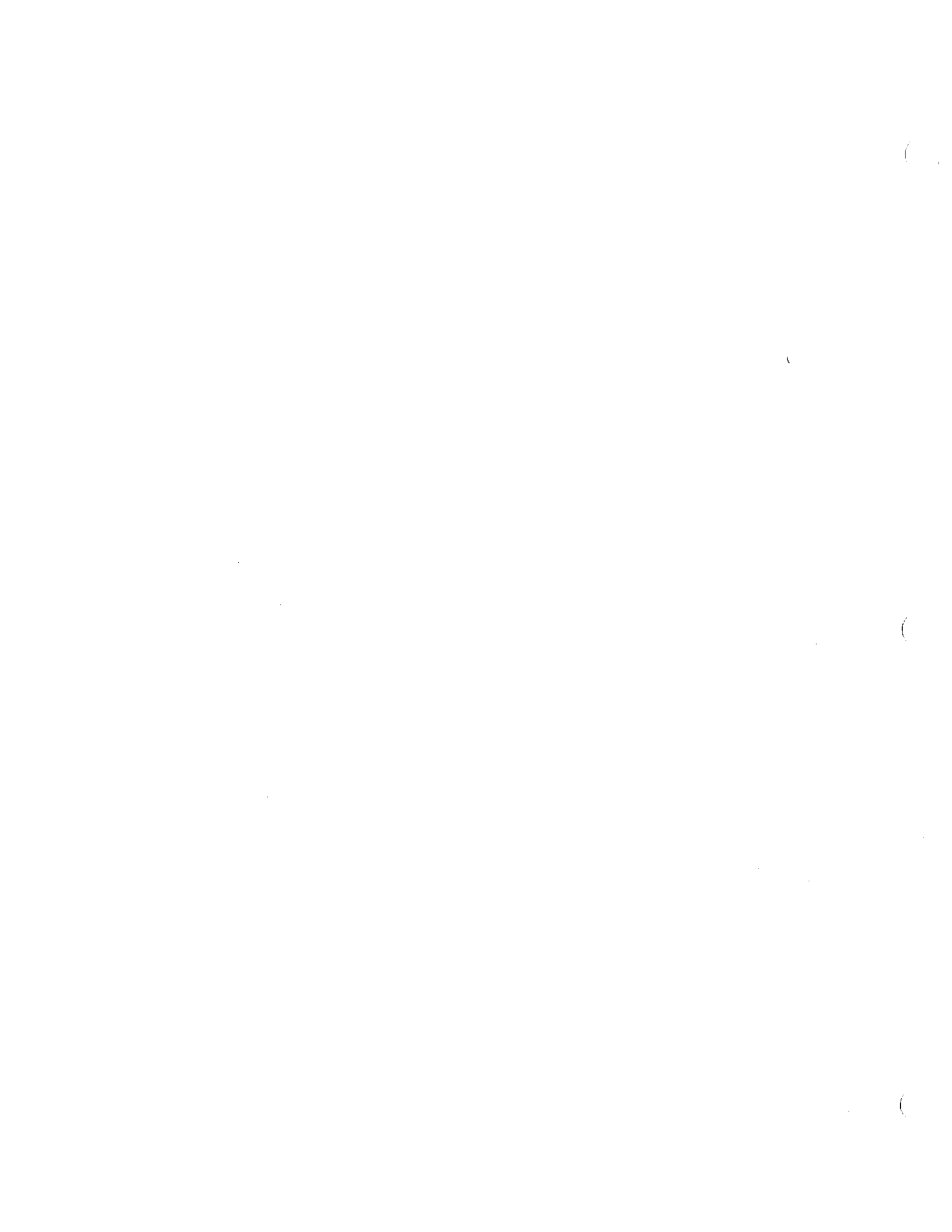
REGULAR	FY04/05 November	FY04/05 YTD	Cumulative	REGULAR	FY04/05 November	FY04/05 YTD	Cumulative
McBain, Frances	6.00	36.00	114.00	Shah, Sweny	-	-	132.00
McBentez, Kathy	6.00	36.00	200.00	Shan, Kheyati	-	24.00	69.00
McGrath, Patricia	6.00	36.00	109.00	Sie, Melanie	6.00	10.00	10.00
Mehla, Ami	-	24.00	60.00	Sivwanto, Patricia	6.00	9.00	9.00
Mesgina, Nahom	6.00	7.00	7.00	Skimizu, Ken	12.00	72.00	513.00
Miller, Michelle	-	24.00	69.00	Smith, Alex	6.00	10.00	10.00
Min, Nara	-	6.00	58.00	Smith, Allie	4.00	32.00	32.00
Montoya, Tania	-	24.00	80.00	Smith, Annie	4.00	32.00	32.00
Myers, Emily	-	-	150.00	Soetijoso, Agnes	8.00	36.00	36.00
Navarro, Nicole	-	24.00	114.00	Soqui, Evelyn	12.00	116.00	116.00
Negoranek, Rachel	-	24.00	53.00	Speakman, Sarah	6.00	30.00	111.00
Negrete, Adriana	-	24.00	61.00	Stutts, Lisa	-	18.00	67.00
Nguyen, Martin	6.00	36.00	78.00	Stuvert, Judith	-	60.00	67.00
Nguyen, Minh	6.00	36.00	36.00	Sun, Ying	6.00	11.00	11.00
Nguyen, Thien	12.00	46.00	46.00	Sze, Kelly	12.00	48.00	48.00
Nguyen, Tyler	-	24.00	80.00	Tan, Hannah	-	22.00	22.00
Olson, Shawn	12.00	37.00	37.00	Tat, Trung	-	24.00	35.00
Ortiz, Cynthia	12.00	24.00	24.00	Thomas, Peggy	-	24.00	143.00
Osoria, Jonathan	6.00	30.00	78.00	Thompson, Amanda	6.00	9.00	9.00
Patel, Vani	6.00	30.00	120.00	Thong, Din	10.00	90.00	90.00
Pelto, Ernest	6.00	30.00	313.00	Todker, Reka	-	24.00	36.00
Perez, Christina	10.00	30.00	30.00	Todker, Vanita	6.00	36.00	76.00
Porter, Melissa	12.00	68.00	186.00	Ton, Sothavy	10.00	77.00	77.00
Precht, Jeanette	6.00	36.00	193.00	Trapp, Andrew	6.00	21.00	21.00
Renno, Carolyn	6.00	31.00	79.00	Trotter, Cynthia	6.00	30.00	177.00
Reynoso, Tanya	6.00	24.00	24.00	Trujillo, Mark	24.00	112.00	112.00
Rivera, Felleny	-	-	76.00	Truong, Christine	-	-	123.00
Rivera, Hilda	10.00	44.00	212.00	Valenzuela, Sarah	-	24.00	24.00
Rodriguez, Elizabeth	12.00	30.00	30.00	Veltre, Robin	-	21.00	43.00
Rodriguez, Kenia	-	24.00	120.00	Vo, Jadeson	6.00	11.00	11.00
Rosas, Henry	24.00	62.00	62.00	Vo, Jasmine	6.00	17.00	37.00
Ross, Charlotte	-	18.00	21.00	Vo, Martin	5.00	5.00	5.00
Sabo, Melissa	-	-	42.00	Vukovick, Kathy	-	24.00	40.00
Salvary, Vanessa	6.00	16.00	16.00	Vyas, Ushima	6.00	10.00	10.00
Schaal, Linda	6.00	30.00	243.00	Weimer, MacKenzie	6.00	30.00	63.00
Schultz, Laurie	6.00	34.00	34.00	White, Debi	6.00	21.00	21.00
Sgobba, Jackie	-	18.00	180.00	Wright, Sydney	6.00	30.00	69.00
				Yang, Jonathon	6.00	27.00	27.00
				Yu, Lillian	-	24.00	30.00
<b>Total</b>	<b>1,075.00</b>	<b>5,090.00</b>	<b>19,351.00</b>				



Placentia Library District  
Circulation Report  
January 17, 2005

Agenda Item 21

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 December	FY03-04 December
1st Time Checkouts	77,775	70,218	10.76%	11,050	9,226
Phone Renewals	8,279	10,631	-22.12%	1,007	1,941
In-Building Renewals	2,008	2,981	-32.64%	362	573
TOTAL RENEWALS	10,287	13,612	-24.43%	1,369	2,514
TOTAL CHECKOUTS	88,062	83,830	5.05%	12,419	11,740
On-Time Checkins	85,759	74,730	14.76%	13,406	11,261
Late Checkins	5,709	5,941	-3.91%	1,009	1,195
TOTAL CHECKINS	91,468	80,671	13.38%	14,415	12,456
Holds Placed	3,329	1,185	180.93%	484	321
Holds Cancelled	240	49	389.80%	57	3
Holds Filled	2,562	1,990	28.74%	373	276
Patrons Registered	1,970	2,066	-4.65%	241	178
Titles Added	2,044	2,722	-24.91%	231	279
Volumes Added	2,344	2,813	-16.67%	293	285
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	37,406	35,923	4.13%	5,497	5,439
Juvenile Print	39,398	37,663	4.61%	5,123	4,579
Total Print	76,804	73,586	4.37%	10,620	10,018
Audio	5,819	4,064	43.18%	846	85
Visual	10,365	6,624	56.48%	1,651	1,099
Total Audio Visual	16,184	10,688	51.42%	2,497	1,184
TOTAL CIRCULATION	92,988	84,274	10.34%	13,117	11,202
Placentia Circulation	56,175	53,218	5.56%	7,800	7,255
%Placentia Circulation	60.41%	63.15%		59.46%	64.77%
Anaheim/Yorba Linda Circulation	15,423	13,689	12.67%	2,256	1,925
%Anaheim/Yorba Linda Circulation	17%	16.24%		17%	17.18%
TYPES OF ACTIVE BORROWERS					
Adult	66,693	58,264	14.47%	9,791	8,780
Young Adult	1,481	1,572	-5.79%	221	267
Juvenile	16,934	17,269	-1.94%	2,123	2,185
New Borrower	6,515	6,423	1.43%	749	624
Non Resident	0		N/A	0	0
Other (staff)	1,336	1,584	-15.66%	234	205
TOTAL ACTIVE BORROWERS	92,959	85,112	9.22%	13,118	12,061
TOTAL REGISTERED BORROWERS	115,778	111,593	3.75%	20,043	19,091
ATTENDANCE	197,523	210,005	-5.94%	28,146	39,896
Adult Reference-In Building	7,967	5,095	56.37%	1,335	844
Adult Reference-Telephone	1,084	886	22.35%	150	120
Children's Reference-In Building	6,036	2,739	120.37%	917	478
Children's Reference-Telephone	106	148	-28.38%	11	18
Total Adult Reference	9,051	5,981	51.33%	1,485	964
Total Children's Reference	6,142	2,887	112.75%	928	496
Total In Building Reference	14,003	7,834	78.75%	2,252	1,322
Total Telephone Reference	1,190	1,034	15.09%	161	138
TOTAL REFERENCE	15,193	8,868	71.32%	2,413	1,460





PLACENTIA INVOICES

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

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

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	08/23/04	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Aug-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Sep-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Oct-04	12/14/04	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Nov-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>14,452.27</b>	<b>4,602.28</b>	<b>2,877.12</b>	<b>770.00</b>	<b>0.00</b>	<b>36.10</b>	<b>22,737.77</b>
<b>AVG</b>		<b>4,817.42</b>	<b>1,150.57</b>	<b>719.28</b>	<b>192.50</b>	<b>0.00</b>	<b>9.03</b>	<b>7,579.26</b>

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,233.58	211.50	0.00	1,445.08	722.54
Aug-03	1,147.36	211.50	0.00	1,358.86	679.43
Sep-03	1,177.42	196.50	0.00	1,373.92	686.96
Oct-03	1,364.88	211.50	0.00	1,576.38	788.19
Nov-03	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00
TOTAL	4,923.24	831.00	0.00	5,754.24	2,877.12
AVG	1,230.81	207.75	0.00	1,438.56	719.28

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	270.54	60.56	0.00	617.76	1,233.58
Aug-03	284.72	240.48	60.56	0.00	561.60	1,147.36
Sep-03	284.72	270.54	60.56	0.00	561.60	1,177.42
Oct-03	355.90	330.66	60.56	0.00	617.76	1,364.88
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,210.06	1,112.22	242.24	0.00	2,358.72	4,923.24
AVG	302.52	278.06	60.56	0.00	589.68	1,230.81

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04	6.00	8.00	2.00	0.00	16.00	32.00
Feb-04	6.00	9.00	2.00	0.00	18.00	35.00
Mar-04	6.00	9.00	2.00	0.00	18.00	35.00
Apr-04	6.00	9.00	2.00	0.00	18.00	35.00
May-04	6.00	9.00	2.00	0.00	20.00	37.00
Jun-04	8.00	9.00	2.00	0.00	20.00	39.00
TOTAL	86.00	103.00	24.00	0.00	210.00	423.00
AVG	7.17	8.58	2.00	0.00	17.50	35.25

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	9.00	2.00	0.00	22.00	41.00
Aug-03	8.00	8.00	2.00	0.00	20.00	38.00
Sep-03	8.00	9.00	2.00	0.00	20.00	39.00
Oct-03	10.00	11.00	2.00	0.00	22.00	45.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	34.00	37.00	8.00	0.00	84.00	163.00
AVG	8.50	9.25	2.00	0.00	21.00	40.75

## Elizabeth Minter

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**From:** gneill@CSDA.NET  
**Sent:** Tuesday, January 11, 2005 2:45 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA Special Update - District Reps Meet with State Controller's Office Staff

CSDA Special Update

### STATE CONTROLLER'S OFFICE MEETS WITH SPECIAL DISTRICT ORGANIZATIONS

Representatives of ACWA, the California Special Districts Association (CSDA), the California Association of Sanitation Agencies (CASA), California State Association of Counties and individual county auditors met January 6 with officials from the California State Controller's Office and Department of Finance to review the calculations used for special districts as part of the property tax shift (ERAF III).

State Controller's Office staff who delivered the presentation were John Korach, bureau chief, Accounting / Reporting, and Wayne Beck, section manager, Local Government Reporting Section. The State Controller's Office stated that the presentation was intended to accomplish three things:

1. Brief special district representatives on the exact process and calculations used in fulfilling the statute to shift \$350 million from special districts to the state.
2. Discuss issues associated with the methodology used.
3. Discuss ideas for process improvement.

A key point that was made at the outset of the briefing and throughout the presentation is that while the State Controller's Office is open to process improvements and wants to encourage special districts to notify the State Controller's Office regarding errors contained in the Controller's report used for the calculations, **no changes will be made to the formula or the share of property taxes to be shifted in 2004-05 and 2005-06. Those amounts will not change. The amount designated to be shifted for each special district will remain the same in both years.**

#### Presentation Details

Wayne Beck told special district representatives that the State Controller's job was to fulfill the authority granted in AB 2115, Chapter 610. The statute states:

- Shifts \$350 million of property tax from special districts to the State of California. (Revenue and Taxation Code 97.72 & 97.73)
- Limited to 2004-05 and 2005-06 fiscal years.
- State Controller's Office calculates. Department of Finance notifies County Auditors.

The published data used for the "universe of special districts" is the 2001-02 Special Districts Annual Report. If the data was not available in that report, the most recent data available on a given district was used.

In qualifying districts for the calculation, the State Controller used Section 97.72 (c) (1) and Section 97.73 (c) (1) to define enterprise and non-enterprise districts.

Districts exempted from the shift as a result of the statute included:

- fire protection (including fire protection activities in all districts)
- police protection (certified police officers)
- pest control (mosquito abatement)
- library
- memorial

Transit enterprise districts were limited to a reduction of 3% of total enterprise property tax.

Exempted districts were removed from the "universe" of total districts. Therefore of the 4,750 total special districts, 1,696 qualified to be included in the calculation.

### Calculation

- 10% of reported non-enterprise property tax
- Cannot exceed 10% of total revenues for enterprise districts
- Transit at 3% of property tax

Total revenues means revenue from "whatever source" and includes:

- enterprise and non-enterprise property taxes
- operating and non-operating revenues
- pass-through revenues
- grants

After the initial calculation, the non-enterprise districts had reached \$49.7 million at the 10% level and were capped. Enterprise districts reached \$193 million.

AB 2115, Chapter 610, Section 97.72 (a) (2) stated: "the remaining portion shall, as many times as necessary, be applied in proportionate shares among those enterprise special districts, other than transit districts, for which the 10-percent limitation has not been reached until a \$350 million reduction has been applied."

### Results

- 334 districts lost 100% of their eligible property tax revenues.
- 276 districts reached 10% of total revenues prior to losing 100% of their property taxes.

### Lessons Learned / Next Steps

As a result of contact with ACWA, CSDA, CASA and their individual members, officials from the State Controller's Office and Department of Finance understand that errors do exist in the report and that unintended consequences have arisen for districts.

In an effort to improve the data reported to the State Controller by districts and to better understand the anomalies that have surfaced and the hardships that have occurred among districts, the State Controller's Office, working with ACWA, CSDA and CASA are working together on the following:

- A series of workshops around the state focused on understanding the State Controller's Reporting for special districts and how to prepare information submitted.
- Districts are asked to report to the State Controller's Office any errors they have discovered in their reporting or in the State Controller's report. Corrected data and a letter should be submitted. **Again, the calculation for the shift will not be changed as a result of any corrections, however the State Controller's Office wants to ensure their information is accurate for the future.**

In addition, ACWA, CSDA and CASA are working to compile a list of anomalies, and will be sharing that list with the State Controller's Office. Once completed, the list will be sent to districts who will then be asked if they are experiencing any of those specific anomalies. The associations also will be developing recommendations for changes to the format of the State Controller's Report for special districts that will more accurately report the unique financial structure of districts.

For more information on this subject, please contact either Wayne Beck in the State Controller's Office at 916/323-2365 or [wbeck@sco.ca.gov](mailto:wbeck@sco.ca.gov) or Catherine Smith, CSDA, 877/924-CSDA, [jenniferp@acwanet.com](mailto:jenniferp@acwanet.com)

We will continue to update you as more information becomes available.

**Elizabeth Minter**

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**From:** gneill@CSDA.NET  
**Sent:** Tuesday, January 11, 2005 11:10 AM  
**To:** eminter@placentiallibrary.org  
**Subject:** CSDA Update - LOCAL Coalition Responds to Governor's Budget Proposal

**LOCAL Coalition Issues Statement in Response to Governor's Proposed Budget**

Representatives of the LOCAL coalition issued the following statement yesterday in response to the Governor's proposed budget.

"We appreciate the tough choices facing the Governor in dealing with the State's multi-billion dollar deficit. We do have concerns about a number of proposals that would impose budget hits on local governments above and beyond the \$2.6 billion we agreed to as part of the 2004 local government agreement. But, for the most part, the Governor has honored the spirit of the agreement he struck with local government last summer and we appreciate that commitment.

"California's local governments are already a significant partner in helping to close the State's budget gap. As part of the 2004 agreement, cities, counties and special districts agreed to \$2.6 billion in cuts (\$1.3 billion in 04-05, and another \$1.3 billion in 05-06). On top of the \$2.6 billion, cities, counties and special districts continue to contribute more than \$5 billion each and every year in local revenues that are used to fund the State's obligations. These shifts are having a very real and difficult impact on local governments and the residents who rely on the public safety, healthcare, water, transportation, and other vital local services they deliver.

"It is disappointing that the Governor has proposed additional cuts to local governments on top of those contained in last year's agreement. The Governor's budget proposes passing along hundreds of millions of dollars in reductions to county health and human services, cuts in rural law enforcement funding, once again suspending Prop 42 transportation funding, and further delaying repayment of moneys owed to local governments for past deferrals of state mandates. These budget proposals will further strain local government resources and the local services upon which every Californian relies.

"In November of 2004, under the leadership of the Governor and our coalition, a resounding 84% of California voters passed Proposition 1A – delivering an overwhelming mandate to end state raids of funding for local governments and local services. We will continue to work with State lawmakers and the Governor to craft a budget that is fair and ensures the will of the voters is upheld by protecting funding for vital local serves."

CSDA will continue to comb through the extensive budget documents, and will alert members to any items of particular concern. If you have questions about the budget proposal please contact us toll free at 877/924-CSDA.





## Elizabeth Minter

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**From:** gneill@CSDA.NET  
**Sent:** Thursday, January 06, 2005 2:35 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA State of the State Special Update - January 6, 2005

CSDA Legislative Information

In his State of the State speech yesterday evening, a businesslike Arnold Schwarzenegger outlined his bold agenda for the coming year. After a brief review of the state's accomplishments in 2004, the Governor wasted no time in asking legislators to help him fix California by substantially reforming the way government spends and operates. He painted a broad picture of his reform package, and will supply more details on Monday when he releases the first draft of his 2005 budget proposal.

Governor Schwarzenegger specified four chief areas for reform:

### *Financial reform.*

Calling the budget system the "elephant in the room" that no one wants to talk about, the Governor urged Legislators to help him get rid of the myriad formulas that dictate the state's spending. He repeated his pledge not to raise taxes, stating that California has a spending problem, but he said that he is not happy with the budget he will propose because it does not fix the structural deficit. Schwarzenegger announced that he would call a special legislative session for Legislators to reform the budget system and cut expenditures across the board. The new system reportedly would establish a strict spending limit that would allow automatic program cuts when spending outstrips revenue.

### *Pension reform.*

Schwarzenegger also called for a dramatic change in the state's pension system. His proposal mirrored one made last month by Assembly Member Keith Richman (R-Northridge), whose bill on the subject (ACA 5) would eliminate defined *benefit* plans such as CalPERS and replace them with a defined *contribution* plan like a 401(k).

### *Education reform.*

The Governor asked California's teachers to help him change the system, saying that if they did he would reward them with a system that would tie pay to merit, not tenure. This is a scheme that former Governor Wilson proposed numerous times, only to be loudly shouted down by the teacher unions and many Democratic legislators. He also pledged his support for expanding the system of charter and vocational schools.

### *Election reform.*

Governor Schwarzenegger pointed out that not a single open legislative seat in California changed parties this year, asking, "Now what kind of democracy is that?" In a widely anticipated move, he recommended transferring the system of redistricting from the Legislature to an independent panel of retired judges.

In addition to these major reforms, the Governor outlined some other areas ripe for changes:

- He called for an implementation of the recommendations made in the California Performance Review, starting with the Department of Corrections, and including the elimination of over a thousand political appointees;
- He asked for the elimination of hurdles that slow home building and increase new home costs;
- He said that California needs a ready supply of power, and called for the immediate building of power plants and transmission lines; and
- He also proposed a prescription drug discount card for low income people that he claimed would have a low cost to the state and would bring drug prices comparable to Canadian drugs.

CSDA will continue to closely monitor the Governor's activities, as this is starting to look like an exciting year. Most of the proposals mentioned above will cause gargantuan clashes between the titans of Sacramento, including education, corrections, the Legislature and the public employee unions. And, as expected,

Schwarzenegger urged Legislators to work with him to enact the changes, but also threatened that if Legislators do not reform government "the people will rise up and reform it themselves. And you know something? I will join them. And I will fight by their side." He asked Legislators to work quickly, so that the people of California can take action on the changes in early summer, though many pundits expect such an election, if necessary, wouldn't come until fall.

As more details about these reforms emerge, we will continue to communicate with you so that you can properly plan for your district's future.

CSDA...keeping special districts informed!

If you have any questions about the Governor's speech, or about what this year might hold in store for districts, please contact CSDA Executive Director Catherine Smith or Public Affairs Specialist Geoffrey Neill toll free at 877/924-CSDA or by emailing [casmith@csda.net](mailto:casmith@csda.net) or [gneill@csda.net](mailto:gneill@csda.net).

**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Monday, January 10, 2005 3:31 PM  
**To:** 'MCLS/SLS/SSCLS Directors'  
**Cc:** shaber; bchute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; 'palger'  
**Subject:** FW: [CALIX:3423] News from the Capitol

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

**From:** owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
**Sent:** Monday, January 10, 2005 3:02 PM  
**To:** Calix  
**Subject:** [CALIX:3423] News from the Capitol

January 10, 2005

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

**FROM:** Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

**RE:** NEWS FROM THE CAPITOL

**I. GOVERNOR PRESENTS 2005-06 BUDGET - RELATIVE SIGH OF RELIEF FOR LIBRARIES**

Shortly after 1 p.m. this afternoon, Governor Arnold Schwarzenegger presented his much-anticipated 2005-06 Budget, as required by law, in a large conference room able to accommodate the massive press corps presence. The Governor referred to the document as "an honest Budget to meet the state's needs." He referred to a series of graphs and charts "which show the lunacy of our current system. We have \$5 billion in revenues, and \$10 billion in required expenditures. If we don't resolve this, we will have deficits as far as the eye can see." He later added, "Increasing taxes is out of the question - we don't have a revenue problem, we have an expenditure problem and a formula problem." As previously reported, the state is facing a massive \$8 billion Budget deficit for the 2005-06 Budget year, and a potential \$10 billion deficit the following year, absent corrective actions.

In recent weeks, as information leaked out in the press about the Governor's plan to cut deeply into departments and programs to balance the Budget, we feared that the Public Library Foundation would be particularly vulnerable to a sizeable reduction or total elimination. Thus, we were surprised, and somewhat pleased, to see that Governor Schwarzenegger has proposed only a modest reduction to the Public Library Foundation of \$2.2 million, leaving \$12.1 million in the fund. While we would obviously prefer no reduction in the PLF baseline, we thank the Governor for recognizing the importance of preserving the fund in these difficult Budget times. Specifically, the Governor's Budget states:

6120 California State Library

Local Assistance: Due to the State's fiscal crisis, we have reduced the Public Library Foundation by \$2.2 million, Library Development [CLSA] by \$828,000, and English Acquisition programs by \$276,000 for a total of \$3.3 million.


The Governor did provide a \$329,000 General Fund augmentation for the acquisition and implementation of a replacement automated library system to support the CSL's Braille and Talking Book Library operations.

## II. GOVERNOR CALLS "SPECIAL SESSION" TO ADDRESS BUDGET AND OTHER KEY ISSUES

On January 6, 2005, Governor Schwarzenegger presented a proclamation to the legislature, calling for a "Special Session" of the Assembly and Senate to consider four major areas of reform. Specifically, the Governor wants the following four areas addressed, in an expedited manner during the 2005 session: 1) budget reform so that "government will be better able to keep spending within the amount of available revenues and thereby avoid budget deficits," 2) legislation to reform the pension system "for future government employees from one that provides retirees a defined retirement benefit, to one that requires the state to pay a defined or fixed contribution each year into employee pension accounts," 3) merit pay for teachers, 4) legislative boundary "redistricting."

When asked today how he intends to proceed with the special session, in the event that the legislature does not pass his reforms, the Governor told a member of the press, "I want to work with the legislators. The legislators were sent to Sacramento to do the work. When it breaks down, then we go to the people." The Governor stated in his State of the State address last week that he is looking toward the summer months to call a special election for the public to consider these reforms.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: January 17, 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.


- ♦ Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
- ♦ 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 presently has more than 30 FWS staff. Cal State Fullerton and PLLS have two partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and will continue this FY.
- ♦ Last year, PLLS had its first two interns from Troy Tech. We hope this is the beginning of many interns coming to the Library from Troy High School.
- ♦ \*PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. Our first IB intern started in November.
- ♦ \*The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We did testing there on November 10 and we started two classes there, with a total of 10 students, in December.
- ♦ \*We tested 15 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, in November, and we started two classes with 14 students in January..









**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator   
**DATE:** January 17, 2005  
**SUBJECT:** Poet Laureate.

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

Ms. Laskow provided us information on how to apply for mini grants from Poets and Writers Magazine, and we have submitted a grant for a poetry program on February 26 featuring Michael Kramer. The title of his workshop is: "From the Mundane to the Sublime: How to Take the stuff of Ordinary Lives and Make it Poetry." Depending on the success of this program, we may have two additional poetry workshops in the spring.

We plan to continue to outreach at local senior centers next calendar year and plan a possible poetry event during National Poetry Month in April 2005.



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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:** January 17, 2005

**BACKGROUND**

The recent Legislative Alerts from the California Special Districts Association are contained in Agenda Item 23.

The next meeting of the Coalition of Independent Special Library Districts is scheduled for Saturday, January 22, 2005 at 9:00 A.M. at the Buena Park Library. President Shkoler and Trustees Wood are scheduled to attend.

At the Board Meeting for the Independent Special Districts of Orange County the legislative report included an observation that a significant number of legislators are disgruntled about the passage of Prop 1A since it bypasses their prerogative. It was suggested that this is not a good year for additional special district legislative activity although the Districts (especially water and sanitary) affected by the two-year shift are pretty agitated because they opted to not participate in the process and now are unhappy with the results. It might be a good idea to ask Geoff Neill about this when he joins the Coalition meeting by phone on Saturday.

**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:** Public Hearing on the Fines & Fees Schedule for Fiscal Year 2004-2005,  
Amended January 17, 2005

**DATE:** January 17, 2005

**BACKGROUND:**

At its meeting on October 25, 2004 the Library Board of Trustees established a Passport Photo fee of \$10.00 per photo and a Notary fee of \$10.00 per signature. At its meeting on December 20, 2004 the Library Board of Trustees authorized the Notice of Public Hearing for the amendment of the Fines and Fees Schedule for Fiscal Year 2005-2005 to be held at the Library Board Meeting on January 17, 2005 at 6:30 P.M.

Attachment A is the Amended Fines & Fees Schedule for Fiscal Year 2004-2005 as posted at the Library on and pushed in the *Placentia News Times* on January 13, 2005. The Proof of Publication will be included with the General Consent Calendar for the February 22, 2005 Library Board Meeting.

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

Attachment B is Resolution 04-11 adopting the Fines & Fees Schedule for Fiscal Year 2004-2005, Amended January 17, 2005.

**RECOMMENDATIONS:**

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



# PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted August 25, 2003

Reviewed June 30, 2004

Proposed Revised January 17, 2005

## FINES PER DAY

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.

## MAXIMUM FINE PER ITEM MAXIMUM

All Items ..... \$ 10.00

## RESERVES & SHELF CHECKS PER ITEM

All Items ..... \$ .50

Interlibrary Loans, actual charges by lending library, plus postage, plus ..... 5.00

## LOST MATERIALS DEFAULT\*

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.

## SPECIAL SERVICES PER ITEM

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

## MULTIPURPOSE ROOM PER DAY

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.

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





RESOLUTION 04-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ADOPT THE FINES AND FEES SCHEDULE FOR  
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
FOR FISCAL YEAR 2004-2005, AS AMENDED ON JANUARY 17, 2005

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2004-2005 as amended on January 17, 2005, and implements such on January 17, 2005.

AYES: TRUSTEES: Shkoler, Wood, DeVecchio, Escobosa, Turner  
NOES: TRUSTEES:  
ABSENT: TRUSTEES:  
ABSTAIN: TRUSTEES:

State of California )  
 )ss.  
County of Orange )

I, Gaeten Wood, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the seventeenth day of January 17, 2005.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of  
January, 2005.

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Gaeten Wood, Secretary  
Board of Trustees of the Placentia Library District

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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:** Presentation of Placentia Library District Policy 2125, Notary Public Services  
**DATE:** January 17, 2005

**BACKGROUND:**

At its meeting on October 25, 2004 the Library Board of Trustees authorized the addition of Notary Public Services at a cost of \$10.00 per signature. At its meeting on December 20, 2004 the Board defined the staff parameters for implementing the Notary Public service.

Placentia Library District Policy 2125, Notary Public Services, Attachment A, is a new policy to establish the staff training and procedures for California Notary Public activities.

According to the provisions of Placentia Library District Policy 1010, new policies must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted. This policy may be waived by a 4/5 vote of the Board.

**RECOMMENDATION:**

1. Adopt Placentia Library District Policy 2125, Notary Public Services, as a first reading.
2. Refer Policy 2125, Notary Public Services, to staff for review.



# Placentia Library District

## POLICY HANDBOOK

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

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

**2125.2** The District will pay for the training, testing and supply costs for up to five employees. To be eligible for this program, the employee must receive advance approval from the Library Director.

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

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

**2125.2.3** Preference will be given to employees who work in Circulation and Technical Services areas who have the flexibility in their public desk schedules to perform the Notary duties. Other staff will also be considered on a space available basis.

**2125.2.4** Staff who fail to pass the certification test on the second attempt will become ineligible to participate in the program.

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

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

**2125.2.7** Staff members who leave District employment, or discontinue Notary certification or services, in less than thirty-six months, will be responsible for reimbursing the District for the pro-rata balance of their training, exam(s), equipment and supplies. The reimbursable amount will be deducted from their final paycheck. If a Notary stays certified and active for thirty-six (36) months or more that they will not be responsible for reimbursing the District for their training, exam(s), equipment and supplies.

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

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

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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:** Revisions to Placentia Library District job descriptions for Library Aide, Clerk I, Clerk II and Library Assistant job descriptions to include the California Notary Public activities.

**DATE:** January 17, 2005

**BACKGROUND:**

At its meeting on October 25, 2004 the Library Board of Trustees authorized the addition of Notary Public Services at a cost of \$10.00 per signature. At its meeting on December 20, 2004 the Board defined the staff parameters for implementing the Notary Public service.

Placentia Library District. Policies 2325, Job Description - Library Aide (Attachment A); 2323, Job Description - Library Clerk (Attachment B); 2321, Job Description - Library Clerk II (Attachment C); and 2319, Job Description - Library Assistant (Attachment D) need to be revised to include the potential new job responsibilities.

According to the provisions of Placentia Library District Policy 1010, revised policies must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted. This policy may be waived by a 4/5 vote of the Board.

**RECOMMENDATIONS:**

1. Adopt revisions to Placentia Library District Policies 2319, Job Description - Library Assistant; 2321, Job Description - Library Clerk II; 2323, Job Description - Library Clerk; and 2325, Job Description - Library Aide; as a first reading; and
2. Refer policies 2319, Job Description - Library Assistant; 2321, Job Description - Library Clerk II; 2323, Job Description - Library Clerk; and 2325, Job Description - Library Aide; to staff for review.

